

**MINUTES**  
**District Board of Trustees**  
**Tallahassee Community College**  
**Florida Public Safety Institute**  
**Conference Center**  
**Havana, Florida**  
**March 28, 2011**  
**Board Workshop – 2:30 pm**  
**Business Meeting – Immediately Following**

Chair Lamb called the District Board of Trustee workshop and business meeting to order at approximately 2:41 pm.

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

**Absent:** Trustees Messersmith and Moore

**Via phone:** None

**Others Present:** President Jim Murdaugh, Teresa Smith, Chip Singletary, Jason Buckley, Frank Brown, E.E. Eunice, Charles Wood, Sandi Beare, Rick Frazier, Roger Milton, Dorothy Culbert, Thomas Culbert, Lucia Esquivel, Alice Maxwell, Patricia Manning, Vanessa Lawrence, Lane Meeks, Robin Haggins, Adelaide Mitchell, Rex Abert, Bill Bierbaum, Andrea Blalock, Irene Holden, Renae Tolson, Joan Stallworth, Deborah Robinson, Lourena Maxwell, Greg Loyd, Brooke Stone, Emily Rowan, Everline Brown, Staci Mildenerger, Lori Livingston, Jerry Schilling, Curtis Watkins, Bobby Jones, Monte Finkelstein, Robin Johnston, Alice Nied, Marge Banocy-Payne, Barb Gill, Bobby Hinson, Susie Hall, Carol Easley, Beverly Smith, Maria Pouncey, Sharon Jefferson, Lillian Johnson, Nikko Berne, Vanessa Lawrence, Marilyn Dickey, Karinda Barrett, Bruce Batton, Eileen Durant, YaFang Wang, Brandie Oscar, Doug Waddell, Barbara Sloan, John Chapin, Leroy Smith, Master Anne Radke, Brittney Boykins, Hilary Stillwell and Lenda Kling.

**COMMENTS**

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

Chair Lamb indicated he had followed our super basketball team to Marianna for the state tournament where he was cheerleader and coach in the stands. He was happy they won and wanted to commend them on a job well done.

**Board Members** – Trustee Moon thanked those who had sent notes during her trip to Italy.

**President** – President Murdaugh shared that two of our Board members could not make the meeting today. He stated Trustee Messersmith was tied up with the legislature and that Trustee Moore was testifying before a Senate Committee in Washington. He shared the other two Board members would be late for the workshop, and although we would need them for the business meeting, we could proceed with the workshop without them.

President Murdaugh indicated that since we were located in Gadsden County, the workshop would focus on our commitment to Gadsden County and be a three part program.

## **BOARD WORKSHOP**

### Gadsden County GPS (Grants, Programs & Services)

President Murdaugh introduced Lori Livingston as the Director of Educational Talent Search. Previously at FPSI, she managed the grants program in Gadsden County. Ms. Livingston introduced a film clip that discussed grants programs. She indicated the initiative was born to give Gadsden County residents information about programs available to them.

In 2009, we found a way to help confused residents find out what was available to them and lead the way to success. The vision is Gadsden County working together to provide meaningful opportunities for advancement to enrich the quality of life of our citizens through comprehensive community involvement and a shared commitment to create a future of limitless possibilities.

The mission is to forge a collaborative effort of key stakeholders in Gadsden County, devoted to the improvement of critical socio-economic indicators and opportunities for county residents - to assess the effectiveness of all current grants, services and programs, identify remaining unmet needs, and collectively and aggressively pursue alternative lasting solutions.

The strategies are:

- to determine which grants, services and programs are available and understand the intended goal, objective or outcome,
- map collective efforts and align with intended beneficiaries,
- recognize successful efforts and understand the reason for achievement,
- identify any gaps, redundancies, inefficiencies, or underserved constituents,
- describe chronic problems, issues, concerns and identify their indicators, and
- align current efforts being applied to solve identified problems and evaluate their effectiveness.

Our development model was to brainstorm, the collection of data, development of portal and publication, distribution of publication and the expansion and collaboration of the program. Our previous version had 24 partners and this version has 31 partners.

Our partners stated we would be successful if we:

- informed the public about the resources available
- understood the resources that partner programs provide, and
- assist the public in assessing these programs

Success is defined as a well-informed public (plus) collaboration among programs (equals) maximized utilization and efficiency of services.

Each month the Gadsden County Resource Center with Gadsden County Schools holds a parent town hall meeting which provides information on programs available to parents and students.

The TCC Community Partners portal was originally a tool to assist programs, collect and store information, and coordinate efforts. We have expanded the portal to be a tool to assist the public, identify services, and access services.

Ms. Livingston displayed the GPS portal visible to the public that includes general information and the GPS publication. The right side of the screen has links to various programs, with the left side having links to specific information about the GPS program.

President Murdaugh shared this was wonderful work and not Ms. Livingston's primary responsibility. He indicated the portal allowed you to sort and filter for various services, sharing it would get better with use.

#### Grants Initiatives in Support of Gadsden County

President Murdaugh recognized Dr. Chapin who introduced Charles Wood, TCC Grant Writer, and Rick Frazier, Director of Economic Development and Corporate Services.

Mr. Wood indicated Ms. Livingston and her colleagues had provided the car and that grants supply the fuel to make the car go. The goal of grants initiatives is to support community organizations and agencies working to improve the lives of Gadsden County citizens.

The strategic approach is to:

- design meaningful partnerships founded on shared visions
- build collaborative relationships, and
- sustain partnerships

TCC has helped secure over \$18 million in direct support for Gadsden County and helped develop applications for over \$22 million to public/private sources.

Academic Support Grants include 21<sup>st</sup> Century Community Learning Center (CCLC) at James A. Shanks Middle School, 21<sup>st</sup> Century CCLC at Stewart Street Elementary School, and Communities in Schools. The third party evaluator for Florida wrote that he had reviewed over fifty 21<sup>st</sup> Century programs in eight states and there were none stronger than those in Quincy, stating this was even more impressive since it was the first year of the program.

Adult Education Grants include Adult Education and Family Literacy Programs offered through partners, Chattahoochee Programming, and Adult Education Career Pathways (led by GTI). College Readiness Grants include Educational Talent Search, College Board Summer Program, Enhancing Education through Technology, and GEAR UP college readiness program.

TCC gets involved in Gadsden County k-12 programs for college readiness, with about 80% of the Gadsden County graduates who pursue secondary education attending TCC as the college of choice. The Enhancing Education through Technology program loans an Apple laptop to every 7<sup>th</sup> grader in Gadsden County.

Community Enrichment Grants include the Satellite Education Center which with former Congressman Boyd's assistance supplied the funds to provide the technology at the Quincy House, Motorola Foundation Science Program, Target Foundation Early Reading Program, and Frueauff Foundation Science which was the result of a partnership with Gadsden County Schools and the Challenger Learning Center.

Workforce Education Grants include the Florida Public Safety Institute Career Pathways which offers Gadsden County high school Seniors at East and West Gadsden High Schools three different fields of study, Youth Workforce Development (G\*Stars), Beacon Project, and Florida Rebuilds.

Rick Frazier discussed the US Department of Labor (DOL) YouthBuild Grant. YouthBuild has been around since the 90s and funded by Congress, with about three quarters of a billion dollars invested. TCC was the prime project provider with Workforce Plus as the grant applicant. We received one of only thirty-one grants awarded nationwide.

This grant covers a three year period (Oct 2011 – Sep 2014) totaling over \$1 million. The key partners are the City of Midway, Tallahassee Builders' Association, Sperry & Associates, Florida Masonry Association, National Center for Construction Education and Research, Premier Bank, and Gadsden County Schools. Each of the partners will bring their own special roles and efforts, including the TCC Foundation who will provide scholarships.

Our goals for this program will be to serve 60 Gadsden County youth between the ages of 16 and 24 who have dropped out of school with GED attainment, construction skills attainment, industry recognized certifications (e.g., OSHA 1926 Safety, carpentry, plumbing), job placement and build an affordable home in the City of Midway who provided the land.

Trustee Callen indicated that Godby High School has done this and she can provide a contact for someone that has been through the process of building a house. Mr. Frazier indicated he would like to have them sit on their advisory committee.

Chair Lamb inquired when the building would begin and Mr. Frazier stated it would be within six months of the start of the grants program. Mr. Frazier stated they have a partnership with the Florida Masonry Association, who will provide ½ year credit for the students who participate in this part of the house. He shared that Workforce Plus will sell the house, but it must go to a first-time low-income homeowner, with Premier Bank waiving the down payment.

Trustee Moon inquired about where the training would occur. Mr. Frazier indicated a lot of the classroom instruction would be in the Quincy House, but that a large part of the construction instruction would actually occur on the worksite. The students also get paid minimum wage for about 75% of their time on the project.

Trustee Callen inquired about the Tallahassee Builders Association involvement and Mr. Frazier indicated they would help with contacts to jobs, guest lecturers and touring other construction sites. This project is residential, but they will also view commercial construction. Mr. Frazier extended his appreciation for everyone's support.

#### TCC Quincy House

Ms. Dorothy Thomas stated she was a success story, from a family of five as the only one who went to TCC. She shared that everyone at TCC Quincy House must be in high school, then go on to college. She plans to go on to get her masters and plans to support others in Gadsden County. When parents come to them, they find their own, since they have been there.

Mr. Roger Milton indicated it was a pleasure to be here, recognizing his partners at the Quincy House as Ms. Dorothy Thomas and Mr. Tyrone Smith.

He shared that TCC & Gadsden County have brought together the strengths of both entities to address goals that are vital to Gadsden County's success. The Quincy House has played a key role in assisting with the accomplishment of the goals.

The goals established were to:

- Increase the rate of Gadsden County students who graduate from high school and enroll in college. They employ four high-achieving high school seniors as tutors for elementary and middle school students. They are in the process of becoming the official testing site for the College Placement Test, distance learning and online classes, as well as, provide liaison services to assist Gadsden County families.
- Increase the number of scholarships for Gadsden County High School graduates who attend TCC. They help high school students prepare for the ACT/SAT, are an approved work-study site for TCC students, and work with the College Reach-Out Program.
- Establish partnerships with youth support organizations to create thriving after-school and summer programs. They established 21<sup>st</sup> Century Community Learning Centers, started a spring break camp, have a Fun2Learn summer camp, and enjoy many successful partnerships.
- Support Gadsden County School District's quest to move all its schools to the A & B levels. They offer weekly and Saturday FCAT preparation, as well as, academic enrichment programs during spring and summer breaks.
- Establish strong workforce programs that provide better job opportunities for unemployed/underemployed adults. They offer economical and free classes in computer literacy, conversational Spanish, employability skills and stress management.
- Work closely with community partners to improve health care in Gadsden County. The Health Council, which continues to link health care and education, is located in the Quincy House.
- Share TCC's excellent grant-writing and grant-management abilities with local agencies needing resources to improve students' education. TCC's grant development team has secured more than \$18 million in external funding that will directly benefit the citizens of Gadsden County.
- Support community organizations and agencies working to improve the lives of Gadsden County citizens. They provide access to computers and internet services, as well as, meeting spaces and various partnership programs.

Each month they take a snapshot of facility use at the Quincy House. The computer lab in January 2011 had 617 participants, in February 749, and March 690 (some of the numbers could be duplicated due to multiple daily visits). The testing center had 28 participants during the first quarter of 2011.

They offer many different student programs at the Quincy House, such as a sixth grade male academy, fourth grade technology and writing instruction, home study, Girl Scouts, Community in Schools, VISTA, high school booster groups and Woman to Woman. Any male working at the Quincy House who is 21 or over must take the Gadsden County School bus driver class.

Chair Lamb thanked Mr. Milton and his staff for the work they do, stating these presentations showed what TCC does for Gadsden County, indicating TCC is doing a super job. Mr. Milton recognized Ms. Vanessa Lawrence for keeping the finances straight.

President Murdaugh shared the Board's commitment to Gadsden County had permitted the wonderful things we heard today. He stated TCC isn't doing anything by itself, but that the work was a result of partnerships and collaborations. He further conveyed that we are fortunate to have the passion among our employees, something we could not take for granted.

President Murdaugh stated we were joined today by our second year faculty and asked them to stand to be recognized. He stated that recently he attended Second Year Faculty presentations and expressed our luck at having faculty who are engaged, care and want our students to succeed.

Chair Lamb stated he identified with Ms. Thomas's background and thanked everyone who presented. Trustee DeFoor said we were doing great stuff here and he looked forward to similar great things in Wakulla.

## **BUSINESS MEETING**

Chair Lamb called the Board meeting to order at approximately 4:32 pm.

## **COMMENTS**

**Chair** – None.

**Board Members** – None

**President** – None

## **APPROVAL OF MINUTES**

Chair Lamb asked if there were any comments and requested a motion to approve the minutes of the February 21, 2011 Workshop and Board Meeting.

**MOTION:** Trustee DeFoor  
**SECOND:** Trustee Callen  
Motion passed unanimously.

## **INFORMATION AND NEWS ITEMS**

Susie Hall introduced clips about President Murdaugh and the FPSI Center, along with radio and television ads for the Ghazvini Center Healthcare Campaign. For donations, you may see VP Johnston.

## **UNFINISHED BUSINESS**

President Murdaugh indicated we did not officially vote on the move of the April Board Meeting to April 25<sup>th</sup>. Trustee Moon asked if the meeting in Wakulla could be moved to Tuesday, April 26<sup>th</sup>.

**MOTION:** Trustee Moon  
**SECOND:** Trustee DeFoor  
Motion passed unanimously.

## **PUBLIC COMMENT OR PRESENTATIONS**

None

## **NEW BUSINESS**

### **Approval of Consent Agenda**

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

Trustee Moon requested we pull Tab 3, Architect Invoices, for discussion.

**MOTION:** Trustee Moon  
**SECOND:** Trustee Callen  
Motion passed unanimously.

Tab 3, Architect Invoices – Trustee Moon asked if in the future we could get a little more of a description on the projects instead of just the amount. President Murdaugh verified with Tony Stallworth that we get a complete breakdown. Confirmation was made that additional information would be provided in subsequent Board Books.

**MOTION:** Trustee DeFoor  
**SECOND:** Trustee Moon  
Motion passed unanimously.

### **Academic Affairs**

#### Recommendation of Annual Faculty Contracts for 2011-2012 (Action)

President Murdaugh stated this is a recommendation for approval of annual faculty contracts.

This request is that the Board approve these faculty for annual contract for the 2011-2012 academic year.

**MOTION:** Trustee Moon  
**SECOND:** Trustee Callen  
Motion passed unanimously.

#### Recommendation of Continuing Faculty Contracts for 2011-2012 (Action)

President Murdaugh asked the second year faculty to stand, indicating this is a recommendation for continuing faculty contracts for 2011-2012.

This request is that the Board approve continuing contract status for these faculty.

**MOTION:** Trustee Moon  
**SECOND:** Trustee DeFoor  
Motion passed unanimously.

#### Academic Programs and Courses (Action)

President Murdaugh shared this was a list of new courses, changes, deletions, etc.

This request is that the Board approve the recommendation for academic course and program changes for the 2011-2012 academic year.

**MOTION:** Trustee DeFoor  
**SECOND:** Trustee Callen  
Motion passed unanimously.

#### Affiliation Agreements – Health Facilities/Dental Offices (Action)

President Murdaugh indicated this was an affiliation agreement with health care facilities and dental offices.

This request is that the Board authorize the President to renew agreements with these facilities during the period of April 1, 2011 through March 31, 2012, as needed.

**MOTION:** Trustee Moon  
**SECOND:** Trustee DeFoor  
Motion passed unanimously.

### **Administrative Services**

#### Construction Status Report (Information)

Tony Stallworth stated there was a successful bid on Friday for electrical infrastructure renovations and at the next meeting we would have a recommendation. We have about a month to go on the Ghazvini Center and should wrap up the project by the end of next month. The DOC project is expected to start in the next few weeks. Chair Lamb indicated the dedication and ribbon cutting date should be provided to the Board early, so they could review their calendars.

#### Fund Analysis February 2011 (Information)

President Murdaugh indicated VP Smith was available for questions.

#### 2010-2011 Salary Schedule Revisions (Action)

President Murdaugh stated this was an annual request.

This request is that the Board approve the revision to the 2010-2011 Salary Schedule as presented.

**MOTION:** Trustee DeFoor  
**SECOND:** Trustee Moon  
Motion passed unanimously.

#### Recommendation for Bookstore Services for the Main Campus (Action)

President Murdaugh stated this is a result of an RFP. Trustee DeFoor inquired if there were any local vendors. VP Smith indicated Bill's Bookstore is owned by Validis.

This request is that the Board approve the recommendation for bookstore services and authorize the Vice President for Administrative Services along with the College Attorney to negotiate a contract with Follett.

**MOTION:** Trustee Moon  
**SECOND:** Trustee Callen  
Motion passed unanimously.

### **Student Affairs**

#### 2011-2012 College Catalog Revisions (Action)

President Murdaugh stated there are a few revisions which require Board approval.

This request is that the Board approve the changes to the catalog as presented.

**MOTION:** Trustee DeFoor  
**SECOND:** Trustee Moon  
Motion passed unanimously.



## **TCC Foundation**

### TCC Foundation Update (Information)

VP Johnston shared that this report shows 9 months of the Healthcare Campaign and recognizes the new board members. Additional 1% club members include Charles Wood, Alice Nied, Barbara Douglas and Melissa Soldani-Lemon; with Dr. Soldani-Lemon pledging \$12,000.

Trustee DeFoor inquired if the donation of the land was included in the campaign and was advised this report was cash donations only.

## **PRESIDENT'S REPORT**

President Murdaugh confirmed that all Trustees received a hard copy of the Financial Audit for the fiscal year ending June 30, 2010 and reported that there were no material deficiencies.

He recognized our new Controller, Pat Manning. He indicated she has been our Administrative Compliance Officer and served in interim capacity as Controller. She has recently accepted the challenge as the College Controller.

President Murdaugh stated there was a new park in Gadsden County named after our Chair. He indicated Chair Lamb's contributions in Gadsden County continue to be recognized and that bodes well for his involvement on our Board.

President Murdaugh indicated there was a recent trip to the E.O. Wilson Biophilia Center, the Board Members unfortunately were not able to attend. We were intrigued with what we saw and there was a great group of people representing the college administrators, Wakulla County elected officials, the eco world and others. It was a phenomenal trip and we saw what they have been able to accomplish.

We came away excited with much work to be done about how we can take lessons they have learned and apply them to Wakulla. There will be future meetings with Trustee DeFoor and others from Wakulla. We continue to have a commitment to Wakulla County that this is the right theme to build a presence of which we can all be proud.

At the legislature, the general mood is positive toward community colleges but they have no money. The House is recommending for the College System a 4.8% reduction and elimination of all federal funds, with the Senate recommending a 4% increase and elimination of all federal funds. They regard our system as an important economic engine and our system as efficient.

There appears to be Senate support for an 8% increase in tuition, with the House recommending a 5% increase in tuition. We have reason to believe there may be some flexibility in tuition. There may be some additional funding for 2+2 partnerships and other minor things that may affect us.

Trustee DeFoor indicated that tuition increases for dealing with this have a very limited time and our people would be impacted with significant operational changes, which he knows will be painful. He stated he was not proposing we get to the hardest ones first, but indicated we may need to form a task force to look at ways to save money.

President Murdaugh shared that we would include all our strategies, not just tuition, when we present a budget proposal to the Board. The Executive Team addresses the budget very, very

well and they are already engaged on a number of fronts. Trustee DeFoor stressed that we need to develop a sense of urgency.

President Murdaugh indicated we were moving into the Meet the President event.

FPSI will host the fifth annual Women in History event on March 31<sup>st</sup>.

**NEXT MEETING DATE**

April 25 26, 2011 – Location has changed to the Wakulla Center

**ADJOURNMENT**

Meeting adjourned at approximately 5:07 pm.

Minutes approved at regular meeting of the District Board of Trustees on April 26, 2011.

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**Eugene Lamb, Jr.**  
Chair

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**Jim Murdaugh, Ph.D.**  
President