

MINUTES
District Board of Trustees
Tallahassee Community College
Tallahassee, FL 32304
November 19, 2012
Board Workshop – 2:30 pm
Business Meeting – Immediately Following

The November 2012 District Board of Trustee meeting was called to order by Chair Callen at approximately 2:31 pm.

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

Absent: None

Via phone: None

Others Present: President Jim Murdaugh, Ginny Wagner, Teresa Smith, Kim Allen, Ben Achong, David Hendry, David Wildes, Jerry Schilling, Rob Hall, Kate Stewart, Bill Bierbaum, Neisa Logman, Jason Buckley, E.E. Eunice, Barb Gill, Marge Banocy-Payne, Calandra Stringer, Min Zheng, Sally Search, Robin Johnston, Barbara Sloan, Gloria Mitchell, Frank Brown, Sharon Jefferson, Deborah Robinson, Bill Spiers, Frank Leonard, Patricia Manning, Bobby Hinson, Matt Hansard, Jacquelyn Steele, Mike Robeck, Tony Carvajal, Alice Maxwell, Dale McColskey, Marilyn Dickey, Anthony Jones, Rick Frazier, Matt Littlefield and Lenda Kling.

COMMENTS

Board Chair – Chair Callen welcomed everyone, asking all to stand for a moment of silence and the pledge of allegiance. She shared that TCC was pretty great, indicating she clipped all the articles she saw about education and TCC.

Board Members – Trustee Moon stated her first opera at William Carey University was a smashing success, sharing they would be touring all through Florida. She asked everyone to join her in singing “Happy Birthday” to Karen Moore.

Trustee Lamb indicated he had a great time at the FPSI Graduation. He commended Byron Todd for the work with AFC. Trustee Messersmith shared the AFC Convention was very fruitful, stating he spent most of his time going to the workshops instead of the Trustees meeting.

Trustee Moore stated the International Week celebration was glorious, with about 80 students displaying the flags of their country and expressing their pride in the opportunity to come to TCC. She shared that last week Commissioner Dozier brought together all the entities that support small business and entrepreneurship, where it was clear that one of the gaps was provided by TCC Workforce Development. She indicated that on behalf of the entire Board, she wanted to express thanks for all the work we do here at the college.

Trustee DeFoor shared he was coming directly from the project on accountable justice at FSU, of which we are in a co-venture with Baylor and St. Petersburg Colleges. Chair Callen congratulated President Murdaugh, Trustee Moore and Foundation President Pankowski on their recent recognition in the Tallahassee Magazine.

President – President Murdaugh thanked all the Trustees for being engaged at this busy time of the year.

BOARD WORKSHOP

Strategic Planning – Engaging Our Community in the Future of the College

President Murdaugh asked Tony Carvajal and VP Wang to present information on the Strategic Plan process, where things are starting to emerge. We will bring you up to speed and leave you with some thought provoking questions, before we get together again in January.

Mr. Carvajal stated since we last spoke in August, he had been working with our discussion of the changing landscape and other information received throughout the community. He reminded everyone of the TCC Vision and Mission Statements, sharing that during our planning process we will review the vision and mission to determine if these are right for TCC.

He asked us to think about how we can best meet the needs of the communities we serve (students, state interest, etc.) and what we must excel at to assure our future direction. To remain relevant, competitive and sustainable; he asked what must we do and stop doing to reach the desired vision and mission.

We have talked to groups over the past couple of months to find information helpful to this process. He stated it is important that a college of this size have a strategic plan, but it is even more important now due to the change in education and upcoming accreditation. He stressed that when looking across the community, the college can provide a unifying vision. Mr. Carvajal asked President Murdaugh to talk about how we will use the Strategic Plan going forward.

President Murdaugh thanked Mr. Carvajal for his work, indicating we will be creating metrics from the Strategic Plan with goals to implement. The intent is for the metrics to shape our initiatives and be transparent, ultimately showing up on our website as dashboard indicators. This plan will be a working document that is reviewed as appropriate.

Mr. Carvajal, indicating he was tasked with the external side, stated with all good strategic plans it is important to look at the internal side. He asked VP Wang to provide information on the internal process. VP Wang restated our five objectives for the TCC Strategic Plan:

- Transparency in its process
- Brings new learning to the organization
- Charts a path to transformative outcomes
- Is fundable, and
- Enhances our accountability

She shared that through an internal SWOT analysis we asked the following questions:

- What can TCC do to make its strengths even more powerful?
- What does TCC need to change to eliminate or minimize its weaknesses?
- How can TCC use the opportunities to its advantage?
- What should TCC do to protect it from emerging threats?

The TCC Office of Institutional Effectiveness conducted a college-wide survey and sixteen focus group sessions with broad involvement of faculty, staff, administrators and students. Two researchers independently coded the survey data, which was compared and discussed for

consistency. Strategic issues from this study are defined as fundamental questions or critical challenges that affect the college.

The vast majority of the respondents indicated that the employees of TCC are one of our strengths; with comments on employee commitment, dedication and outstanding teaching. Other recognized strengths were the wide range of educational programs and their flexible schedules, the reputation for quality education, recognized as a top degree producer, a great place to work, cost/affordability and open access.

Our students stated the Learning Commons is important, the campus is beautiful, and their appreciation of the online and late classes available for working students. Employees stated that most faculty and staff are self-directed, motivated to do well and highly dedicated – with visionary leadership from the Board.

Based upon survey responses our identified weaknesses needing improvement include college processes and procedures, an internal communication plan with improved marketing strategies and updated technology systems and software. Some of the respondent comments stated that communication among different divisions is weak, with unknown duplication occurring; routine processes and procedures could be simplified and innovative growth is needed for many of the administrative systems and processes.

Opportunities identified by the respondents include community outreach efforts focused on increased TCC presence in the community, enhanced relationships with high schools and increased collaboration with local businesses. Other identified opportunities were recruitment (new populations, veterans, international students, etc.) and educational programs (online and exploration of baccalaureate degrees).

The threats identified were competition for students (for-profit, public and online institutions; including Florida Virtual Campus), declining enrollment (decline in local high school graduates and out-of-district students, changes in financial aid impacting students and changing student demographics), the relationships with universities (diminishing access in four-year institutions, especially in limited access programs) and budget/funding (decline in state funding and lack of PECO funding). VP Wang stated the impression for some students is that universities may not want to accept large numbers of transfers from colleges.

Based on the results of the SWOT analysis, a review of the reports written by experts in higher education (such as College 2020, Georgetown Study, etc.) and an examination of institutional data; the Office of Institutional Effectiveness makes the following recommendations for the Strategic Plan.

- Preserve, strengthen and extend TCC's reputation for high quality teaching and learning
- Make TCC an institution of "first choice" for students, rather than one of many options
- Improve the effectiveness of TCC's processes and procedures, and
- Strengthen and extend TCC's impact in the community

Trustee Moon asked VP Wang to be more specific about the referenced processes and procedures, with VP Wang indicating sometimes there is an overlap in department procedures. President Murdaugh stated when a student is placed on hold in the system that prevents them from registering (could be our processes or procedures) the students view it as a process, which could get in the way of the student's satisfactory progression.

Trustee Moon indicated this sounded extremely big, especially in reference to the faculty. VP Wang shared that many times it is a duplication of efforts and stated we would be providing more information later – this presentation is a very broad overview. Chair Callen stated in her experience when a student encounters any issues with registration, etc. they often see the program as not working. She stated that being more specific would be most helpful.

President Murdaugh reminded everyone that all the comments (faculty, staff and students) had been lumped together, although some of them were probably specific to the departmental level. Mr. Carvajal stated he understood that faculty sometimes has to sign the same forms multiple times throughout the semester. He indicated we would have some specific recommendations based upon what has been said, shared that overwhelmingly the comments were positive and stated we could fix things. As we go into a tighter fiscal crisis; we will need to shave processes and save time and money everywhere we can.

Trustee Callaway stated this may be the center of a lot of things for the student, because a student's experience impacts our reputation. She shared the face of k-12 is changing, as they are becoming quite competitive with charter schools. K-12 personnel should be here and have a regular spot on our agenda, since charter schools have a different set of rules.

Mr. Carvajal stated this is a system that runs k-20 for some people and at different points in their life, so it would be wise for us as an institution to listen. He believes we have been trying to do this during the strategic planning process, since we have dedicated a good number of hours in the communities.

Trustee Moon inquired about attendance at the Town Hall meetings, asking if they were all as sparsely attended as Gadsden County. Mr. Carvajal indicated there was attendance, the largest being here on campus with one hundred twenty some students. He stated that although Gadsden did not have great attendance, we did get some good information.

The internal and external processes were done independently, so as not to influence findings. After sharing information, they found there is concurrence in the recommendations and findings. We held a town hall for students, where we got great feedback (generally of satisfaction) on processes, financial aid and other items. Students asked about more technology and the social experience of being at college.

The Town Hall in Leon County at the Ghazvini Center had a heavy focus on economic development, with the idea that the college plays a big part in the quality of life in the community. There were requests for the college to serve as a partner with the non-profit, business and workforce communities and the educational institutions.

In Gadsden County at the Florida Public Safety Institute, the primary thing was thanks for being plugged into the community. They indicated the campus and the college train thousands of students on a one-on-one basis, with an absolute need and role for certificate programs and workforce training. The call was for the Quincy House, a resource in the community making a difference, indicating the current facility is already tapped out.

In Wakulla County at the Wakulla Center, the ribbon-cutting highlighted the importance of us being in the community. They thought we could be there more to offer tests locally and workforce programs, with a heavy focus on trades. There were thanks of recognition for how TCC could fit into the community in reference to the Environmental Institute.

Our meeting with the Leon County Schools Guidance Counselors did not start as smoothly as the others, since there had recently been some processing changes in scholarship deadlines and dual enrollment that complicated things for them. They stated TCC is still the preferred college where they send students, since they realize we are an institution that will do something for the student – although they stated there is more outreach, marketing, direct effort and participation at events by the private and competitive colleges.

This highlights one of the recommendations we will make later about a strong recruitment effort. A unique item was an interest inventory – a reach back to ask teachers, guidance counselors and students what they want at TCC. There was discussion of possibly offering professional development training to k-12 teachers and guidance counselors.

Mr. Carvajal stated the meeting with the TCC Academic Deans was very positive and focused on the future of the college. They are requesting a clear direction, focus and they want to be a part of the process where TCC wants to excel. There was a real focus on the business model, with a strong entrepreneurial focus on the funding issues. A large discussion occurred about the culture of innovation, recognition of a new world of technology and distance learning.

President Murdaugh asked Mr. Carvajal to share our planning about future follow-up. Mr. Carvajal stated all the interviews are not complete, so we can still have a focus group. We will send a report shortly to Board Members for review and then will have a retreat to further discuss, indicating we would be looking at strategic issues – not operational issues.

Trustee DeFoor indicated we have huge opportunities in areas beyond these three counties, asking how we get there. Mr. Carvajal stated in interviews one of the Trustees said we are writing the plan that the Trustee Board ten years from now will know and realize as complete. Trustee DeFoor stated his concern was this is an inwardly focused process. Mr. Carvajal said this is our opportunity to take a big picture of the next future for the college and maybe we have overstressed the internal work we have done.

He shared there have been community interviews with employers and business leaders, workforce and economic development organizations, k-20 educators and administrators (will follow back up with some individuals), local and state elected officials, and the Internal Team. Some of the information received indicated this is a changing world and we have to position our education model for the next world.

Students come into the college with a completely different expectation (even as recently as five years ago), such as an expectation they will have a job at the end of the education process. There is a sense for different business models of the college in responsiveness to the needs in the communities. A number of conversations have occurred at the state level about college footprints and we must consider what the State and Governor want for the future.

A number of times during the interviews it was mentioned there was a real opportunity for this college to become a real honors institution and a real need for economic and professional development. We are different from FSU and FAMU in that we can produce graduates who work locally. There are certain requests for us to look at the four year degree program – such as for the nurses, due to changes happening at the hospital.

It is important to be focused because we must do things right. External conversations indicated that TCC is the best and one of the only institutions that can span all the boundaries (county, institutional and organizational lines), since we are a community institution. Almost without exception, we heard that we are the best kept secret – we should be the best told story.

STEEPLE analysis from an on campus group included social, technological, economic, educational, political/legal and environmental factors. The student comes here expecting to leave trained for the next step in their life and a job. The picture of a student has changed (traditional and next careers) and technology is different. We are looking at many other plans; to include state colleges and universities, Department of Education, Workforce, Chamber, Economic Development Organizations and State and local governments.

Mr. Carvajal said there are shifting sands – everything from educational goals, needs and processes to regulatory expectations and competitive pressures. Within five years there will be a large change in the structure of the Executive Team and in ten years the current Board Members may no longer be a part of this Board. Our business model for tomorrow will include focus, funding, culture of assessment and commitment to excellence.

Our barriers to relevance include the best kept secret and the stigma (recognition that not everyone views us as the top option). Recommendations include:

- First four are the same as those presented by VP Wang
- Clearly define whom we serve, what we do, our areas of excellence and our measure of success
- Adapt to the evolving educational, legislative and business environment; and
- Plan for the changes in leadership and financial structure

Chair Callen stated maybe we should have t-shirts that say “each one, teach one, reach one” because we always look ahead to preparing students for the workforce, indicating maybe we should choose only a few areas where we wish to specialize. She stressed the importance of meeting with guidance counselors and key people at the local schools.

Trustee Moore stated she was anxious to see the full transcript of the findings. She appreciates the value that we are looking forward and backward to our sister institutions. In order for the business community to thrive, they must have well trained individuals to fill the workforce need. Ten years out, she thinks we will see that we are more successful.

Trustee Callaway said her first time as a TCC Board Member she was surprised to learn TCC had been here all the time she lived here and went to FSU. We will have arrived when we do not just react to the changes, but lead the changes. Trustee DeFoor said we can be the change, with the Wakulla Environmental Institute as a world class facility.

Trustee Lamb stated with the Quincy House growing, those students will eventually come to TCC. Trustee Moon indicated she had not heard much about what is going on in Wakulla, but thought there was additional potential at FPSI and the Ghazvini Center.

President Murdaugh indicated we engaged Mr. Carvajal so that we would have an independent, external person to facilitate the conversation, so we were not just looking at this process from an inward focus only. He expressed his thanks to Mr. Carvajal and VP Wang, indicating we would be discussing more about Wakulla and other things during the Board Meeting.

BUSINESS MEETING

Chair Callen called the Board meeting to order at approximately 4:12 pm

COMMENTS

Board Chair – Chair Callen recognized President Murdaugh.

Board Members – None

President – President Murdaugh recognized Dana Peck and her award winning students. Ms. Peck acknowledged former and current Talon staff who had won State Inner Circle awards (qualification requires three prior awards) for news stories, comics, photography, etc. She said this is due to the unfailing support of TCC and the students will leave with resume lines that will get them into universities and internships.

President Murdaugh stated we are so lucky and the students are so fortunate to have Ms. Peck on our faculty, indicating Ms. Peck was previously a reporter for the Democrat. The students introduced themselves, identifying where they were from.

President Murdaugh recognized Stephanie Crosby and her students. Ms. Crosby introduced herself and her students, who identified the classes they were taking this first semester. She shared the students were involved with extracurricular activities and their area is currently accepting applications for next year. Ms. Crosby thanked Trustee Callaway for giving her the first job she had with developmental disability students.

President Murdaugh stated Anthony Jones recently completed the Academy for Leadership and Development from the Chair Academy, which is very prestigious for us. Mr. Jones indicated there was a two week classroom experience and a year to practice the things learned. During the follow-up they discussed the practiced things and learned some more leadership skills. He thanked the administration for the experience. President Murdaugh indicated throughout the process he was a mentor to Mr. Jones, sharing that next year Mr. Jones would be Chair of the Faculty Senate.

Provost Sloan shared that Calandra Stringer, Associate Dean, and Anthony Dribben, Faculty who has taken on leadership in a STEM program, also recently completed the Leadership Program. President Murdaugh shared that Ms. Stringer and Mr. Jones recently went to Harvard for a special program on accountability.

APPROVAL OF MINUTES

Chair Callen asked if there were any comments and requested a motion to approve the minutes of the October 15, 2012 Workshop and Board Meeting.

MOTION: Trustee Lamb

SECOND: Trustee Moore

Motion passed unanimously.

INFORMATION AND NEWS ITEMS

Director Maxwell stated they have been working internally with Enrollment Services and Financial Aid to retain current students. This has included posters for an enrollment fair, as well as, graphics for posters, bookmarks, emails, direct mail, etc.

Externally we have targeted campaign efforts to nontraditional students, students who have not completed the college they started, prospective students who may chose TCC due to the value of our quality instruction and affordable tuition and prospective students interested in careers in environmental sciences. We have used TV Channel 22, radio spots on various stations, print ads in multiple publications and online ads at tdo.com, YouTube, Florida Virtual Schools, etc.

She introduced news clips about a study showing community colleges outpace universities in enrollments, Young Money Live featuring information on personal finances, TCC Eagle Trevor McDade who was in the Marine Corps and is still in the reserves, and the International Education Week activities – followed by a TV advertisement to recruit students. The TCC Communications Department recently won Gold, Silver and other awards for some of their ads.

President Murdaugh asked Director Maxwell to provide an update on Turbovote. She stated we had about 550 students register for Turbovote – an online system where students register, receive information about voting and obtain absentee ballots.

UNFINISHED BUSINESS

None

PUBLIC COMMENT OR PRESENTATIONS

None

NEW BUSINESS

Approval of Consent Agenda

Trustee Moon asked to pull Tab 4, Human Resources Report, for discussion.

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

MOTION: Trustee DeFoor

SECOND: Trustee Lamb

Motion passed unanimously.

Trustee Moon verified with Provost Sloan that we have 580 adjuncts compared to 190 full-time faculty, asking if this is how we are saving money and part of the weakness in the Strategic Plan. Provost Sloan shared that a year ago the Board agreed to change the number of classes taught to 60% full-time and 40% part-time. About 55% of our classes are now taught by full-time faculty and we will be hiring approximately 16-17 new faculty to replace many of those retiring.

Provost Sloan stated we are also working on a long-range transition plan to allow more of our full-time staff in the classroom. Although it is tough to keep all adjuncts trained and informed, there are advantages to using people from the community who provide valuable feedback. As a way to better help and assist, our distance learning faculty are going to be in a community room during their office time, so they can receive training and share information.

Chair Callen shared that many of our adjuncts have prior success. Provost Sloan said at some universities you can have a first year graduate student teaching, while ours must be masters prepared. Trustee DeFoor said he is a big believer of adjuncts, but the Board is committed to get the ratios back. President Murdaugh said we assess at the program and course level, sharing that we spend the time needed to ensure the adjuncts are supported.

Trustee Moon stated she was an adjunct for twenty years, but was concerned about the accessibility for students. Provost Sloan indicated we require them to have office hours and a full-time mentor. Trustee Moon confirmed when all the employees got a raise, that adjuncts also received a raise. Chair Callen stated the adjunct pay here is competitive and we treat them well.

MOTION: Trustee Moon

SECOND: Trustee Lamb

Motion passed, with Trustee DeFoor abstaining (see attached form).

Academic Affairs

Proposed Salary Schedule for Faculty teaching New Honors Modules (Action)

President Murdaugh reminded everyone of the honors program attended recently, indicating we would like to expand from a single honors program to a series of honors programs. Provost Sloan stated we have honors in Chemistry II, three English courses, etc. and based upon feedback from the high schools, we are trying to expand the honors program. Trustee Messersmith inquired about the cost, with Provost Sloan stating it would remain the same.

This request is that the Board approve the new pay scale for full time faculty teaching honors modules.

MOTION: Trustee Moon

SECOND: Trustee Moore

Motion passed unanimously.

Academic Programs and Course Changes for Spring 2013 (Action)

President Murdaugh stated this proposes changes in three specific areas, which requires Board approval. Trustee Moon inquired about the elimination of the courses for Criminal Justice Technology. Dean Stewart indicated the courses were not eliminated but shifted to count as elective credits and they are in a Crime Scene Investigation Technical Certificate.

This request is that the Board approve the recommendation for academic course and program changes for the 2012-2013 academic year as attached.

MOTION: Trustee Messersmith

SECOND: Trustee Lamb

Motion passed unanimously.

President Murdaugh shared we are creating a series of online Associate Degree programs for Deputy Sheriffs, marketing this as the Florida Sheriffs College. This will be placed on their website to enroll, complete the degrees and they may submit other coursework for evaluation by a third party to award credit. In January 2013, we will be rolling it out at the Florida Sheriffs Association Conference. It will be different than what we have done previously, since we will accept students throughout the state. It will not be directly marketed as TCC, but will be privately branded as the Florida Sheriffs College.

Trustee DeFoor offered enthusiastic support for this program. He stated that Steve Casey, Executive Director of the Florida Sheriffs Association, is an example of what you can do with an officer through good education. Trustee DeFoor indicated this is exactly what we need to be doing a whole lot more of, will put us statewide capitalizing on our Tallahassee connection and will be big fast.

Trustee Callaway asked about future vision. President Murdaugh indicated this will currently be offered as an Associates Program, will tie to our conversations about the Strategic Plan and may be offered later as a Baccalaureate Program. Trustee Messersmith shared President Murdaugh's idea fit perfectly into the law enforcement plan, indicating many officers pursue higher education.

Director Eunice stated a previous course could be evaluated by a third party, who will determine if the course meets the criteria to substitute for a course within the degree plan. Trustee Moore asked if we could invite Steve Casey to join us so the Trustees may thank him for the partnership and acknowledge the opportunity.

Administrative Services

Direct Support Organizations – Audit Reports (Information)

President Murdaugh indicated all DSOs must have annual financial audits and Matt Hansard is present to answer any questions.

Construction Status Report (Information)

Director Wildes shared we have accepted Ghazvini as complete, with the Certificate of Final Inspection for approval in another tab. We are currently working on the renovation of one of the open labs for a surgical tech program.

Annual SREF Fire, Sanitation and Casualty Inspection (Information)

Director Wildes stated the broiler passed inspection, which was the only remaining item.

Fund Analysis – October 2012 (Information)

President Murdaugh indicated this is a monthly item and we will answer any questions.

Capital Outlay Bond Issue (COBI) Amendment (Action)

David Wildes stated in 2010 we participated in the State Board of Education Capital Bond Program. Every year, until this year, the State would send us a letter with our bonding capacity and we could decide if we wanted to participate in order to do projects that could not be done under the normal flow of funds.

The Department of Education sells the bonds, issues the funds and is the conduit for payback. We participated in 2010 and borrowed \$585,000 for land acquisition to expand the Main Campus and the Florida Public Safety Institute, but have not expended any of those funds. We would like to go back to the Department of Education with a request to amend the bonds to include land acquisition for expansion within Gadsden County to replace the Quincy House.

President Murdaugh shared that should we find a different location for the Quincy House, unless the Trustees have already declared in writing use of these funds for that purpose we could not do so. We are not making a decision to spend any money, only giving ability to use in future.

This request is that the Board approve the current Resolution amending the 2010 Resolution requesting Capital Outlay Bonds for land acquisition to include land and facilities proximate to Site 2, Gadsden Center, contingent on Department of Education approval of the current Project Priority List.

MOTION: Trustee Lamb

SECOND: Trustee Moon

Motion passed unanimously.

Trustee Messersmith asked if we should add the Wakulla Institute, just for flexibility. David Wildes indicated it was a very restrictive bond, sharing it would have had to be on the Project Priority List and survey recommended. Trustee DeFoor indicated this is a good time to acquire property, such as the land around the Florida Public Safety Institute. President Murdaugh stated we always keep it on our radar, but do not currently have an active need.

Project Priority List (PPL) (Action)

David Wildes stated this is related to the bond, with State Law saying the funds must be expended in order of priority by a list approved by the Board. He shared the key thing is the addition of the acquisition of land in Gadsden County.

This request is that the Board approve the draft version of each PPL, in preparation for transmittal to the State DOE.

MOTION: Trustee Moore

SECOND: Trustee Lamb

Motion passed unanimously.

Access Easement for Carleton Sheffield Property (Action)

David Wildes stated when the Department of Corrections put in the new access road, the existing driveway to Mr. Sheffield's house was found to be too close to the new road. The Department of Transportation determined during the planning process that it would be a safety hazard, requiring a new driveway be built.

This request is that the Board authorize the College President to execute an Access Easement for the Carleton Sheffield property, under the name The Waldorf Liquors Inc., adjacent to the Florida Public Safety Institute.

MOTION: Trustee Messersmith

SECOND: Trustee Lamb

Motion passed unanimously.

Trustee Lamb confirmed the lake on the property was owned by TCC.

Certificate of Final Inspection for Ghazvini Center for Healthcare Education (Action)

David Wildes indicated this is a requirement of State Code, specifying any project over \$300,000 must be brought back to the Board for final approval.

This request is that the Board approve the Certificate of Final Inspection, OEF Form 209, for the Ghazvini Center for Healthcare Education.

MOTION: Trustee Messersmith

SECOND: Trustee Lamb

Motion passed unanimously.

Land Acquisition for Wakulla Environmental Institute (Information)

President Murdaugh stated this item identifies land for the Wakulla Environmental Institute. It is four different tracts, all owned by the same family and provided today as an information item only. After our due diligence, we will bring it back in January for action.

Director Ballard stated this property is just south of Crawfordville with easy campus access and the Wakulla Center is just 3.3 miles north. It is 158 acres, not including an approximate 10 acre

homestead. The property has a beautiful sinkhole and river rise, with a natural bridge. It is all fresh water, with coastal influence. There are 30 year old planted pines, which have already been disturbed so we will not be ruining the environment to build an Environmental Institute.

We have options to purchase this property, with prices already locked in at just under \$2,500 per acre and the first right of refusal on surrounding property, with prices locked in on the homestead. Most of it is uplands, with a wet area which will serve our need for an outdoor laboratory.

Trustee Lamb inquired about the number of acres suitable for building, with Director Ballard indicating all, except for about 25 acres that are wet. Trustee Lamb confirmed the land was adjacent, but includes some wet areas, will need an entry easement and requested a conservation buffer. Trustee Lamb inquired about zoning, with Director Ballard stating it was currently agriculture but we were working with the County to get that changed.

Director Ballard indicated we would come back to the Board for approval and will not close until the zoning is resolved, with hopes to close by April 1, 2013. Trustee Lamb asked if we could purchase the additional acreage, with Director Ballard stating we do not have available funds. President Murdaugh stated Director Ballard has been an incredible negotiator.

TCC Foundation

TCC Foundation Update (Information)

VP Johnston reported the campaign fundraising is up to just over \$300,000, with the TCC employee campaign at an all-time record of more than \$60,000 and an increase in participating employees from 174 to 260. He indicated the number of 1% members increased from 17 to 24 employees, recognizing all the 1% Club Members.

Dr. Mary Pankowski stated we are an incredible group of people. She is proud to serve as President of the TCC Foundation and excited about the teamwork. Last year we had 34 President Circle Members, now we have 45. Student retention is very important, but if we bring them here we must be able to find a way to make them successful. We have two New Start Scholarship Fund students that we expect to graduate and go on to other things. Our New Start Scholarship has \$163,000 in pledges and contributions from 185 donors, many of whom are here.

PRESIDENT'S REPORT

President Murdaugh provided a handout about the ReEntry Center. He indicated we were invited to participate in a discussion with the Department of Education, the Governor's Office, the Department of Corrections and a small number of other colleges. The discussion centered on how colleges could participate in a different way in providing services to inmates. Since there is a ReEntry Center at FPSI, currently without inmates or anything, we were asked and Chief of Staff Balog put together a proposal within five days, with assistance from Trustee DeFoor.

We focused on the two things we could provide that would help an inmate get out and stay out – literacy and jobs training. Using data from the Florida Department of Economic Opportunity (shepherded by Rick Frasier and Workforce Development) we looked at north Florida jobs that inmates could get when they are released. With an assumption we would only have 12 months with the inmates; a list of realistic and optimistic employment opportunities was created.

With the assistance of Harriett Abrams, Rick Frasier and others, we submitted a budget of \$1.7 million (approximately) to the Governor's Office and the Department of Education. The feedback has been very encouraging; we may be able to do something that makes a difference. Originally there were six institutions, which was narrowed to four, with ours being the only ReEntry Center that is still on the list. The other three are general custody facilities and President Murdaugh believes we have the best opportunity to work with the inmates that know they are about to get out.

Trustee DeFoor stated this is historic, since to his knowledge no college has had a prison on their campus. Everyone will be looking for the result and what has been happening in education for the last thirty years, will be happening in criminal justice. We will be at the cutting edge of the outcomes for inmates.

President Murdaugh stated we are still a little unsettled about the educational programs to be provided, we are looking at what it will take to wire for internet access – generally we do not provide internet access to inmates. Trustee DeFoor stated we should not need internet access, only intranet. Chief of Staff Balog indicated we will see how it goes and this is another opportunity for us to change lives.

NEXT MEETING DATE

Tuesday, January 22, 2013, 4:00 pm

Location: Main Campus

ADJOURNMENT

Meeting adjourned at approximately 5:43 pm.

Minutes approved at regular meeting of the District Board of Trustees on January 22, 2013.

Dana Callen, Ph.D.
Chair

Jim Murdaugh, Ph.D.
President

FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>James Allison DeFoor II</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Tallahassee Community College</i>
MAILING ADDRESS <i>949 Alachua Ave.</i>	NAME OF STATE AGENCY
CITY COUNTY <i>Tallahassee Leon</i>	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE <i>Trustee</i>
DATE ON WHICH VOTE OCCURRED <i>Nov. 19, 2012</i>	

WHO MUST FILE FORM 8A

This form is for use by any person serving at the State level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

ELECTED OFFICERS:

As a person holding elective state office, you may vote on a measure which inures to your special private gain or loss; to the special gain or loss of a principal by whom you are retained (including the parent organization or subsidiary of a corporate principal by which you are retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. However, if you vote on such a measure you must complete this form and file the form within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

APPOINTED OFFICERS:

As a person holding appointive state office, you may vote on a measure which inures to your special private gain or loss; to the special gain or loss of a principal by whom you are retained (including the parent organization or subsidiary of a corporate principal by which you are retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. However, you must disclose the nature of the conflict before voting or before making any attempt to influence the decision by oral or written communication, whether made by you or at your direction.

For purposes of this law, a "relative" includes only your father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with you as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes.
- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION OR VOTE AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF STATE OFFICER'S INTEREST

I, James William DeFoor hereby disclose that on Nov. 19, 2012:

(a) A measure came or will come before my agency which (check one)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____;
- inured to the special gain or loss of my relative, Mary Katherine DeFoor;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

hiring list of adjunct faculty included my daughter, whose selection I had nothing to do with

Date Filed

11/20/12

Signature

James W. DeFoor

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.