

MINUTES
District Board of Trustees
Tallahassee Community College
Ghazvini Center for Healthcare Education
1528 Surgeons Drive
Tallahassee, FL 32308-4631
February 18, 2013
Board Workshop – 2:30 pm
Business Meeting – Immediately Following

The February 2013 District Board of Trustee workshop was called to order by Chair Callen at approximately 2:33 pm.

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

Absent: Vice Chair Moon

Via phone: None

Others Present: President Jim Murdaugh, Michele Edwards, Barbara Alford, Sally Search, Anthony Jones, Carla I. Dormeus, Jon Berryman, Perri Preston, Calandra Stringer, Marge Banocy-Payne, Frank Brown, D. Wildes, Sara Friedman, Karinda Barrett, Bill Spiers, Monte Finklestein, Mike Robeck, Jacque Parramore, Ginny Wagner, Robin Johnston, Bret Ingerman, Lei Wang, Teresa Smith, E.E. Eunice, Bill Bierbaum, Marcia Willis, Dianne Douglas, Alice Nied, Neisa Logman, Luevenia Moore, Barbara Sloan, Dale McColskey, Barb Gill, Eileen Durant, Sandy Sampson, Alice Maxwell, Patricia Manning, Debbie Robinson, M. L. Pankowski, Gloria Mitchell, Marilyn Dickey, Julie Barody, V. Lawrence, Bobby Hinson, Renae Tolson, Gareth Euridge, Jessica Olive, Katie Lilly, Obiobodo Onyeozili, Frank Vasanalos, Josilyn Markel 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 said a lot of exciting things have been happening, sharing she and Trustee Lamb were on the front page of the newspaper for the TCC African American History calendar unveiling and expressing how exciting it was to be a part of it.

She stated the Trustees enjoyed the ACCT Legislative Conference in Washington, D.C. albeit a little chilly, it was a remarkable trip. She thanked Chief of Staff Balog for putting together their activities, including meeting with Representatives and visiting the White House where they met the dog. She said it was interesting to be at a Senate hearing with the staffers and interns.

Board Members – Trustee Moore said they had quality time with Congressman Southerland, indicating it was rewarding to see his knowledge of the TCC vision and his passion for what is happening. She shared they had a candid conversation and he is on board for the Wakulla Environmental Institute, which he sees as a value-added program in his district.

Trustee Lamb said he really enjoyed the information shared at the conference luncheon by the Assistant Secretary of Education, indicating there was good information shared about grants available for community colleges.

President – President Murdaugh echoed what had been said and referenced the AFC Conference the week before in Tallahassee. He indicated he understood the schedules the Trustees juggle to attend these events, although he knows it is sometimes difficult for others to always fully understand.

He shared it was wonderful to talk with Senator Nelson and Congressman Southerland, indicating Chief of Staff Balog had an opportunity to go to a meeting with Senator Rubio. President Murdaugh said the elected officials get it and really understand the importance of things like Pell to provide access for our students.

BOARD WORKSHOP

Ghazvini Center for Healthcare Education *Advancing Healthcare Education*

President Murdaugh indicated that Dean Nied would lead off with some things that are happening here at the Ghazvini Center and in healthcare education.

Dean Nied introduced Ann McClean, Assistant Chief Nursing Officer at Capital Regional Medical Center (CRMC) and Barbara Alford, Interim Vice President/Chief Nursing Officer at Tallahassee Memorial HealthCare (TMH). Dean Nied shared that Congressman Southerland uses the Ghazvini Center frequently for his events in Tallahassee.

She indicated healthcare education is growing capacity in several programs, working on accreditation in some programs, enjoying success in our certifications and licensures, and engaging community partners. She presented a chart reflecting the growing enrollment, indicating there are currently 430 enrolled students.

Responding to a question from Trustee Messersmith, Dean Nied said in Nursing they currently admit 96 students. She indicated they will start a new program this summer with an additional 24 students, resulting in a 25% increase in the fall. She stated the Emergency Medical Technician program in the fall semester will start to admit 60 students per year and the Paramedic program is working to admit 36 students per year, an increase from the current 24 student per year.

She shared Surgical Technology is a new program that started six weeks ago with twelve students, indicating they were very fortunate to get a grant from the Foundation to start that program. She said we will have an open house immediately following this meeting, where we will meet Shannon Smith, the Chair of the Program. Dean Nied reported Ms. Smith did an excellent job, getting equipment with a catalog price of \$25 for \$1.25.

Dean Nied indicated the Pharmacy Technician program currently has twelve students, with plans to increase by another twelve.

She shared that the Paramedic Program went to re-accreditation in the summer of 2011, while moving into this building – the accreditors actually had to review both buildings during the process. She indicated the Respiratory program was re-accredited in the spring of 2012 and the Nursing program has been on the accreditation journey, with expectations of accreditation in April of 2013.

Dean Nied continued stating the Surgical Technology program has a standard that students of the program cannot take the certification exam unless they have graduated from an accredited school. She said the program is in process, with hopes to be accredited by the Spring of 2014.

Dean Nied confirmed the Dental programs are accredited, with re-accreditation due in 2015 – the same year the College will be going through SACS reaffirmation. She said the Radiologic Technology program is in the beginning stages of initial national accreditation, with expectations for the spring of 2016.

President Murdaugh stated accreditation has been an issue, one that really needed the impetus Dean Nied and her staff have placed on these programs. He emphasized they have done some amazing work to move us toward accreditation. Dean Nied indicated the faculty did a wonderful job and the load was placed on the Program Chairs, with the accreditors saying they had never read a better self-study.

She referenced the licensure and certification pass rates, stating our rates are at or above others. Trustee Messersmith asked about dental assisting students needing to bring a patient, possibly finding out later that it was determined the patient did not meet the criteria. Michele Edwards shared the Dental Hygiene students must take a state certification, with a clinical and written exam. She indicated they are required to take a patient that must meet certain qualifications, indicating it is difficult.

Trustee Messersmith asked if the students had to start over when their patient did not meet all the criteria. Ms. Edwards said that may have been the first year they introduced the NERB exam, sharing the exam is now administered by the State of Florida. She indicated we are now focusing more on the criteria of the exam, including how to select the right type of patient. Trustee Messersmith said he thought the same type of problem existed and that someone should help the student make the decision on the front end.

Dean Nied shared we have redesigned the Nursing Assistant program and dropped the tuition from \$950 to \$326.50. She said that is the quickest, easiest and cheapest way to get people into an entry level position in healthcare and we know there are positions all over the community for Certified Nursing Assistants.

She indicated the Surgical Technology program started in January from a grant and in May we will begin the Licensed Practical Nurse/Paramedic to Registered Nurse program, also from a grant. She said the students will begin in the summer and join the regular nursing program in the fall, indicating the challenge is many of them are already working and must take a step back to become a full-time nursing student.

Dean Nied shared the Critical Care Transport program, started a couple of years ago, was designed for those who transport patients great distances, indicating the students are trained to handle patient crashes in an ambulance. She said the program is designed for paramedics, registered nurses and respiratory therapists. She indicated there are classroom, simulation and clinical components – possibly the only course in the country with simulation and clinical components.

Dean Nied stated the program will be designed to accommodate individual clinical component needs. She said after completing the Critical Care Transport training, the student can go to Air

Transport Critical Care Training. After completing both programs, the student could sit for the Critical Care Transport Certification exam – an advanced training certificate.

Dean Nied shared that in August we will have a redesigned Diagnostic Medical Sonography program. The program, designed for working people, will be offered solely in the evening. Although the program was initially built specifically for Radiology Technicians, now anyone with an Associate of Science degree in a clinical-based healthcare program can enroll. Trustee Moore asked if there were other institutions in our area that offer the Radiology Technology program. Dean Nied said there was not, indicating Southwest Georgia comes here for clinical.

She stated the Dental programs are in the beginning stages of renovating their physical space, looking at professional trends to determine how to proceed.

Dean Nied shared our future plans include increasing non-credit training. She said we have been working with the American Heart Association to become a CPR Center. Trustee Callaway inquired about the cost for CPR training, with Dean Nied saying it depended upon the type of training – although they have not yet discussed. Trustee Callaway said the schools are now requiring CPR training for anyone who departs campus with students.

Trustee Messersmith asked who handled the CPR training at FPSI, with President Murdaugh saying there are two people on staff who are EMTs – certified to teach ELS, basic life support and first responder. E.E. Eunice shared that some of their other staff are practitioners with Gadsden County EMS. Trustee Messersmith commented that it seemed like a natural for some interaction. President Murdaugh agreed, saying that in terms of air transport – there is a medical helicopter housed at FPSI, with some of those flight paramedics teaching for us.

Trustee Lamb asked about the difference in getting the RN here, as opposed to a four-year institution. Dean Nied indicated it is more economical here and the license is the same. She said as a graduate of TCC, many employers will give tuition reimbursement for an employee to get a BSN or Master's Degree and some employers will give a pay differential for having a BSN. Trustee Lamb asked if we have a lot of students that go on to FAMU or UF. Dean Nied stated UF does not have an active program and FAMU has a small program.

President Murdaugh said we can make a clear case on the cost differential. He recommended we look at the success rate of the licensure exam (99% for TCC in 2012) and the satisfaction of the employer. He said if we do these two things well, we are doing what we should.

Dean Nied shared that she has begun discussion about a phlebotomy program, indicating we have four IV simulators she would like to see used. She indicated we are looking into an Optician program, since she understands the closest program is in Hillsboro. Chair Callen asked if we had all the necessary, up-to-date equipment to begin the programs discussed. Dean Nied said she was fortunate to have management support to get the items needed.

Dean Nied presented a list of many of our Community Partnerships, stating they have had more than 4,000 people through the building.

Dean Nied stated if we increased enrollment in Nursing, we could encounter a faculty challenge. She said of our ten full-time faculty – three are sixty or over, three are fifty or over, three are forty or over and the remaining one is thirty. She shared that we generally hire full-time faculty from the local area, although we have advertised nationally and send people to conventions

looking for people. Dean Nied shared that we struggle to maintain an adequate adjunct pool. One of our accreditation requirements is that 51% of our adjuncts must have Master's degrees in nursing – most of those are working full-time, getting salaries with which we cannot compete.

She indicated the clinical sites used are mostly TMH and CRMC, with some new students at HealthSouth and Westminster Oaks – sharing we will again use Florida State Hospital for mental health nursing. She said we can use Archibald, but faculty must have a license to practice in Georgia. Dean Nied stated we have a clinical consortium, with eight Schools of Nursing discussing who gets each site.

She shared the arrangement, made years ago, allows FSU and Lively clinical time on Monday, Tuesday and Wednesday – with TCC and FAMU having Thursday and Friday clinical time. She indicated she did not know the enrollment percentages at the time, but was relatively sure that TCC enrollment had increased. Dean Nied stated TCC does a lot of clinical time in the evening and have started using weekends, although neither times are popular with Master's Degree faculty. She disclosed the experience is also different on the weekend, with fewer inpatients.

Dean Nied shared we have been able to employ our simulation center since moving to the Ghazvini Center. She stated that although other institutions expect the faculty to learn to run the simulators, at TCC we have full-time people in the simulation center so faculty can concentrate full-time on helping students. She indicated some faculty stand at the bedside with the student, like it is a patient in the hospital. She said other faculty may sit in a chair, watch and not say a word until later.

Dean Nied indicated in Florida we can use simulation for up to 25% of our clinical time; however we are currently at 9%. She stated to spend more time in simulation, we would need more staff and we would have more wear and tear on the simulators. She shared that the previous week Carla Dormeus, Simulation Program Manager, went to training to learn how to fix the simulators. She revealed they learned this year the simulators must cool off after two hours of use or they will overheat and burn up, offering the Trustees the opportunity to observe on a busy day.

Dean Nied indicated that some recent nursing graduates have not been finding jobs, although we are not finding that to be true in our community – some of our students are asked during clinical time to apply for openings in the facility. She indicated many ads require or prefer two years' experience, stating you cannot run a hospital with all new graduate nurses. Trustee Messersmith confirmed the experience requirement was not statutory, but a hospital requirement.

Barbara Alford thanked everyone for the opportunity to come speak with the group. She shared information about nursing at TMH, indicating they are a 772 bed acute care hospital with over 1230 RNs (AS or BSN) and 1700 nursing colleagues (mostly patient care assistants and a few LPNs). She said of the thirty-four new nurse graduates this year, twenty-one are from TCC – indicating they anticipate hiring about 100 new nurse graduates each year.

She stated this is in addition to the experienced nurses, indicating they seem to be attracting nurses from all over the country. She reported they have a 20% RN vacancy rate – which is pretty high and they are looking to fill the vacancies, since their hospital is full. She said they want excellent nurses and excellent nurse graduates.

She indicated of their nursing population, 39.5% have AS degrees, 1.5% have diplomas, 54.4% have BSN degrees and 4.6% have Master's degrees or higher. She shared the TMH Nursing Strategic Goals going to their Board state they are looking at moving toward BSN nurses – indicating in the plan for 2013-2016, they are looking to increase about 3% per year.

She reported that in January they began looking at Nurse Managers and Assistant Nurse Managers with bachelor degrees, making a decision to only hire managers with bachelor degrees in the future. She said they plan to look at other leaders moving forward. She stated they currently have thirty-four Nurse Managers; all but eight have bachelor degrees. She shared that of the forty-three Assistant Nurse Managers; all but eleven have bachelor degrees.

Trustee Messersmith thanked TMH for hiring the most recent group of nurses. Trustee Lamb confirmed that TMH aids the nurses with tuition reimbursement to obtain their BSN.

Ann McClean thanked everyone for allowing her to join us. She said Tallahassee Community Hospital was established in 1989 with less than 300 employees. She indicated they just recently opened the eighth floor with 44 new private rooms (242 total beds) and hope to have more opportunities for employment.

She shared that currently they have more than 1200 employees. She said they have struggled with higher RN turnover – partly because the nurses come to Tallahassee, get a minimal amount of experience and then move on to other places. She stated this is difficult in terms of new orientation costs, which can be \$50,000-\$60,000 and even more for specialized areas.

Ms. McClean indicated the hires from TCC are mostly local; which makes them attractive to the hospital, since their potential for staying is greater. She is glad we are now looking at a certified nursing assistant program; since currently many have no practical experience or testing, they simply do some studying and take an online course. She stated this should be of real value to CRMC, because they should be able to get some local people with training.

Ms. McClean mentioned a partnership program, indicating they have a number of nurses working flex schedules that were interested in being adjunct faculty for TCC. She said the agreement they reached was the nurses would work one day a week at the hospital, keeping their flex or premium pay as long as they were actively teaching at one of the Tallahassee nursing schools.

Trustee Lamb stated he had heard good things about the Gadsden facility. Ms. McClean said it is going well and they have some plans for expansion of services, indicating the staff is a combination of different disciplines. Trustee Lamb confirmed many of the staff are local.

Dean Nied thanked CRMC for their assistance with masters prepared faculty, since this was the only thing missing for our accreditation. Provost Sloan thanked them for the vision and support to put us in the medical corridor, indicating she had no idea how dramatically things would take off. She said almost every week we are hosting one or more groups at this center and exploring ideas of how we can help the community.

Provost Sloan said as we move forward there is a need for us to consider the BSN, indicating it is a good way for our students to move on to the next level in their professions. She indicated we can do it with a lot of online classes for working people. She stated we should be expanding

our RN program; which can be a real challenge with faculty, clinical space and simulation equipment. She thanked everyone who works in and supports the building.

Chair Callen thanked them, indicating we owe them not only the quality of our lives but our lives. She wished them luck with the national accreditation. President Murdaugh said he now had an appreciation for how he needs to remain viable.

BUSINESS MEETING

Chair Callen called the Board meeting to order at approximately 4:02 pm

COMMENTS

Board Chair – Chair Callen recognized President Murdaugh.

Board Members – None

President – President Murdaugh stated we were honored to have Commissioner Gillum with us, sharing that Commissioner Gillum has been a great friend to the college.

Commissioner Gillum thanked everyone for allowing him to have a couple of minutes on the agenda, sharing the City is appointing a City Commissioner to work with colleges and universities. He indicated the institutions play a critical role, from economic development and a vibrant workforce to innovation. Commissioner Gillum stated he has had the pleasure of working with President Murdaugh, indicating President Murdaugh is a full community partner and we are lucky to have him.

He shared that President Murdaugh brought an issue before the City and once reviewed, the process was addressed and resulted in savings to the college. Commissioner Gillum said the City cannot do their job without the partnerships with the institutions, thanking the three Presidents for coming to the City Retreat to present their ideas. He said Kleman Plaza will need to be discussed, to determine how to proceed with the development of the current Brogan Building.

Commissioner Gillum stated our city is growing in important ways and he looks forward to working with us. He said many students drive less than one mile to campus to attend classes and the City will be leading a survey to identify ways to get more students to ride the bus. He shared that prior to meeting with the City, the three institutions developed a joint brochure that listed the assets of each of the three educational institutions – the brochure is now being used to attract new businesses to the community.

Chair Callen thanked Commissioner Gillum for taking the time to come to our meeting. President Murdaugh said having the door open to City Commission meetings and the City's willingness to work with us is greatly appreciated.

President Murdaugh recognized Professor Murgo and Model U.N. students. Professor Murgo stated we have one of the top Model U.N. programs in the country, sharing that last month five students participated at an invitation only environmental conference in Ecuador. He stated we left with the highest level award and introduced a short video from the conference.

The students introduced themselves, indicating it was an honor to represent TCC in Ecuador where they received the highest recognition – Outstanding Delegation. They covered many

topics; such as the environment, population and development, climate changes that threaten international peace and conserving biological diversity – indicating they eradicated an invasive species first hand. One morning they awoke with no water or internet access in the hotel, which demonstrated how the environment can have an effect them.

The students were welcomed by the Chancellor of the hosting school, who mentioned the greatness of the American Education System. Upon their return, they have continued to grow their group and to experience other things. Recently they hosted a conference for middle and high school students, awarding two full scholarships. They will be traveling to NYC in the near future, thanking TCC and the Trustees for the opportunities and experiences.

Professor Murgo said these students set themselves apart tremendously, indicating most of the students at the conferences are upper level students. The students do this voluntarily and receive no class credit, indicating it requires a lot of work to get them to these events. He thanked TCC and everyone for the support.

Trustee DeFoor thanked them, indicating the Wakulla Environmental Institute will be located in the hottest biodiversity area in North America. He stated this might be a wonderful place to invite our environmentally interested international brothers and sisters to visit. Chair Callen said it is wonderful to have students and faculty present to the Board.

APPROVAL OF MINUTES

Chair Callen asked if there were any comments and requested a motion to approve the minutes of the January 22, 2013 Board Meeting and the January 22, 2013 Strategic Planning Meeting.

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

INFORMATION AND NEWS ITEMS

Director Maxwell said it was always a privilege to present stories from students, sharing we recently had a wonderful article on the front page of the *Tallahassee Democrat*. She introduced news clips about the African American History Calendar unveiling and Youth Day event, a Channel 22 story about TCC being named one of the safest campuses in the nation and second in the State of Florida (according to stateuniversity.com) and a clip from the WFSU *Dimensions* program promoting the Chick-fil-A Leadercast.

UNFINISHED BUSINESS

None

PUBLIC COMMENT OR PRESENTATIONS

None

NEW BUSINESS

Approval of Consent Agenda

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

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

Board of Trustees

College Vision Statement, Mission Statement and Strategic Priorities (Action)

President Murdaugh presented a modification showing the strikethroughs and underlines of the items developed at the Strategic Planning meeting. He said he took the liberty of making some edits, including the Board expressed desire to move Student Access and Student Success to the top of the list. He stated he was open to any modifications, indicating he thought what was accomplished at the meeting was amazing.

Trustee Moore agreed that the amount of business accomplished in a short amount of time was remarkable – indicating we were on point, on task, had an excellent facilitator and everyone came to the table ready to get it done. She said she knew everyone in the room was going to be committed to the framework presented.

This request is for the Board to approve the Vision Statement, Mission Statement and Strategic Priorities for 2013-2018.

MOTION: Trustee DeFoor

SECOND: Trustee Lamb

Motion passed unanimously.

Administrative Services

Disposition of Property (Action)

President Murdaugh stated this was a vehicle used exclusively in a grant program.

This request is for the Board to authorize the disposition of the 2008 Chevrolet Tahoe and use the residual value for trade-in on the purchase of new vehicle for the Florida Law Enforcement Liaison Program.

MOTION: Trustee Messersmith

SECOND: Trustee Moore

Motion passed unanimously.

Construction Status Report (Information)

Director Wildes shared there were only a couple of small projects to finish; sharing they are currently planning some new projects, to include the architectural design for the dental hygiene and science lab renovations. He said as a condition of closing we are working on the land use amendment for the Wakulla Environmental Institute, with preliminary information indicating it is going well.

Trustee Lamb inquired about land in Gadsden County, with Director Wildes stating we recently received information about a possible new site and have been reviewing the financial model. President Murdaugh asked Director Wildes to provide an overview of the option. Director Wildes stated the site is in the City of Quincy just north of City Hall and south of the historic school. He said it is a full city block that has been used for practice fields and recreation, which currently appears to have everything we want.

President Murdaugh indicated we have outgrown the Quincy House and our desire to offer more programs is stalled until we can get more space. He continued that as an educational institution, we are prohibited by State Code from using a facility that is wood construction. He shared this option is on a piece of land the City of Quincy would give to us, so the financial piece considers whether we would be able to build a structure we would own. He indicated we

currently pay \$65,000 yearly for the Quincy House, stating we could build a pretty amazing facility with a mortgage of \$65,000 or less a year.

Fund Analysis – January 2013 (Information)

President Murdaugh said this is a monthly report for information only and Dr. Smith will answer any questions.

Annual Renewal – 2013-2014 Construction Manager Agreements (Action)

President Murdaugh stated the construction managers were selected from RFP 2012-05. He said the list was originally created with the option to extend for two additional one year periods, with this request being for year two of the three year term.

This request is for the Board to approve the renewal of the recommended ranking of Construction Managers as presented above.

MOTION: Trustee Lamb

SECOND: Trustee Moore

Motion passed unanimously.

Architectural Agreement Renewals – Barnett Fronczak Barlowe and DAG Architects (Action)

President Murdaugh said this request is for the third year renewal of the agreements.

This request is for the Board to approve the third year of the Architectural Agreements with Barnett Fronczak Barlowe Architects and DAG Architects.

MOTION: Trustee DeFoor

SECOND: Trustee Lamb

Motion passed unanimously.

Board of Trustees Architectural Selection Committee (Action)

President Murdaugh stated this is a request for a three member sub-committee of the Board, which is consistent with prior practice, to select an architectural engineering team for the first building at the Wakulla Environmental Institute. Trustee DeFoor said what we build must be very sensitive to what we are doing at the Wakulla Environmental Institute. He asked how we can build that spirit into the RFP, since he did not want the cheapest or just a regular architect.

Mr. Ballard said he had talked to many architects who are looking to participate, indicating to them there needs to be something special. He indicated the members from the Board need to also work toward that goal. Trustee DeFoor said an RFQ might be the way to go and asked how we might design the criteria to get that for which we are looking. VP Smith indicated as we set the other criteria, we set the score so it does not let the cost be the driving factor.

President Murdaugh stated DAG has done some preliminary work, using cracker style architecture. He said the building must make a statement and he wants it to be completely energy neutral, indicating we need to be clear on the front end.

This request is for the Board to appoint a Board Architectural Selection Committee of three members and authorize it to conduct interviews and recommend a firm to provide architectural/engineering services for the Wakulla Environmental Institute to the full Board of Trustees.

MOTION: Trustee DeFoor

SECOND: Trustee Lamb

Motion passed unanimously.

Trustee DeFoor volunteered to be a part of the committee. Trustee Moore felt each County should be represented, putting forth the names of Trustees Callaway and Lamb. The Trustees named Trustees DeFoor, Callaway and Lamb as the three member sub-committee of the Board.

MOTION: Trustee Moore

SECOND: Trustee Messersmith

Motion passed unanimously.

Land Acquisition for the Wakulla Environmental Institute (Action)

President Murdaugh stated a related item is the land acquisition for the Wakulla Environmental Institute. He said the total cost of the four parcels is \$382,000 and land acquisition funds are available from a local fund account established here at the college for land acquisition. Trustee Messersmith confirmed the parcels were those previously presented.

This request is for the Board to approve contracts for purchase of four contiguous parcels of land on Highway 319 for the planned Wakulla Environmental Institute for the total cost of \$382,000.

MOTION: Trustee Moore

SECOND: Trustee Lamb

Motion passed unanimously.

Approved Grants and Contracts – TCC as Fiscal Agent (Information)

President Murdaugh stated this item is information only.

Approved Grants and Contracts – TCC as Provider (Information)

President Murdaugh stated the “American Association of Community College – Plus 50 Encore Completion Program” item on the list needs to be pulled. He indicated that after the item was prepared, there have been some difficulties with this particular grant.

Academic Affairs

Academic Calendar 2014-2015 (Action)

President Murdaugh indicated this item needs Board approval.

This request is for the Board to approve the 2014-2015 academic calendar.

MOTION: Trustee DeFoor

SECOND: Trustee Lamb

Motion passed unanimously.

Academic Program and Curriculum Changes (Action)

President Murdaugh stated this item needs Board approval.

Trustee Messersmith asked about the statement “written communication skills” in the first paragraph. Provost Sloan stated State Law requires students to take a certain number of courses that include a writing component, indicating that most recently they could only do that through humanity and communication courses. She said the faculty of the History and Social Sciences Division added writing to help the students with their critical thinking skills, so we can now use their programs to meet the requirement.

Trustee Messersmith confirmed this does not reduce the requirement, only that it gives them another method to meet the requirements. Provost Sloan stated this will actually result in students getting more training in this area.

This request is for the Board to approve the recommendation for academic course and program changes for the 2013-2014 academic year as attached.

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

Institutional Effectiveness

Policy Manual Changes (Action)

President Murdaugh stated in order to prepare for the SACS reaffirmation; we reviewed our policies to ensure we are in alignment with the latest requirements of the Southern Association of Colleges and Schools.

This request is for the Board to approve the revisions and additions to TCC's Policy Manual.

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

TCC Foundation

TCC Foundation Update (Information)

VP Johnston said the big item is the Board election of the Class 2016. He indicated that each year between October and January the TCC Foundation Board seeks out representatives to serve on the Board for three years, commencing the following April. He identified the seven new representatives that will be representing our three county area.

The next TCC Foundation Board meeting will be on March 28th and the President's Circle Artist Reception is tomorrow evening. At this point in our annual fundraising, which runs from July 1st to June 30th, we have raised just over \$600,000.

President Murdaugh asked VP Johnston to recognize the three Foundation Board Members in attendance today and thank them for coming. VP Johnston introduced Chair Mary Pankowski, Representative Curtis Richardson from Gadsden County and Pam Butler.

PRESIDENT'S REPORT

President Murdaugh shared that Representative Nunez will be touring our campus and learning more about TCC on the 21st.

He shared the Department of Education has been requesting Trustee Board attendance records. He stated this is a routine request, sharing the Senate has not yet confirmed some of the re-appointments, indicating he feels they are doing their due diligence. He shared that he recently mentioned to the Chancellor that this report does not actually reflect all the things Trustees do, asking the Chancellor to convey just how active our Trustees are in the college.

He announced Spring Break will be the week of March 11th and the previously mentioned Open House will immediately follow this meeting. He mentioned the retirement of VP Sharon Jefferson and introduced Dr. Sally Search, the recently appointed VP of Student Affairs.

Trustee Moore said the Foundation is such a valued asset here at the college. She stated as we move forward in our strategic planning process, she would like to see the Foundation Strategic Plan because she knows it aligns with the college. President Murdaugh stated the Foundation has a annual retreat planned for an Operational Strategy Meeting, which he will be attending.

NEXT MEETING DATE

March 18, 2013

Location: Public Safety Institute

ADJOURNMENT

Meeting adjourned at approximately 5:03 pm.

Minutes approved at regular meeting of the District Board of Trustees on March 18, 2013.

Dana Callen, Ph.D.
Chair

Jim Murdaugh, Ph.D.
President