

**MINUTES**  
**District Board of Trustees**  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32304-2815**  
**May 17, 2010**  
**Board Workshop – 2:30 pm**  
**Business Meeting – 4:00 pm**

Chair Moore called the District Board of Trustees workshop and business meeting to order at approximately 2:31 pm.

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

**Absent:** None

**Via phone:** None

**Others Present:** President Barbara Sloan, Angie Taylor, Lori Smith, Vanessa Lawrence, Valerie Bahl, April White, Bruce Batton, Kate Stewart, Monte Finkelstein, Sally Search, Marge Banocy-Payne, Frank Brown, Sheri Rowland, Catie Goodman, Sharon Jefferson, Jim Murdaugh, John Chapin, Robin Johnston, Bill Spiers, Teresa Smith, Staci Mildenberger, Margaret Wingate, Thomas Cook, Susie Hall, E.E. Eunice, Judy Bentley, Joanne Miller, Barb Gill, Patricia Manning, Jerry Schilling, Curtis Watkins, Karinda Barrett, Alice Nied, Christopher Rich and Lenda Kling

**COMMENTS**

**Board Chair** – Chair Moore asked everyone to stand for a moment of silence and the pledge of allegiance. She handed out the revised agenda reflecting the Board Workshop topic as Budget and 2010-11 Funding Priorities.

Chair Moore indicated the graduation was outstanding, stating it was a treat participating as a Trustee. She asked the Trustees to give the staff a round of applause. Chair Moore referenced the recent Job Fair in Gadsden County at the new Capitol Regional Medical Center, Gadsden Facility. She recognized TCC and WorkforcePlus for their participation. There were 45 openings with 300 applicants by 11:00 a.m.

**Board Members** – Trustee DeFoor indicated the graduation was stunning and he had no idea the impact we were having on the minority community particularly. Trustee Moon indicated she was unable to attend because she was graduating two sons from FSU that weekend. Trustee Callen also shared her apologies for not being there, but her children had arranged an

anniversary event. Trustee Lamb stated he concurred with Trustee DeFoor and said he was impressed and had a wonderful time.

**President** – None

## **BOARD WORKSHOP**

### Budget and 2010-11 Funding Priorities

President Sloan indicated our 2010-11 budget is within available resources. The Board previously approved an \$8.95 per credit hour increase in tuition and technology fees. The legislature proposed an 8% increase, which should be finalized soon. We put 0% growth in credit enrollment revenue, although we have some growth in FPSI and Workforce. We have done this just as a conservative measure at this moment.

This summer we had about a 15% growth, up about 900 in headcount. We think a lot of that has to do with financial aid being available for the first time in the summer, but we are still analyzing that. As of today, we are at 11% down for fall from where we were at this time last year. We are a little nervous about whether the summer students are switching semesters or if there is some real growth in there. We should have a better idea at the June meeting.

President Sloan indicated we still have stimulus funds for the new fiscal year. We also have \$235,000 in non-recurring state funds, which is down from last year's non-recurring funds. Trustee Hebrock asked how the stimulus funds were used and Dr. Sloan indicated it is used primarily for Adjunct classes and OPS. She stated our budget was subject to what the Governor of Florida would do in the next few days. If he vetoes the tuition increase, we will still be able to do most of what we had planned but we would not get to the goal of our tuition being at the mid-range for colleges in Florida.

She shared an overview of state funding, beginning with the 2007/08 fiscal year. She then presented information that factored in the federal stabilization funds, although we can anticipate the federal stabilization funds will go away after this year so we need to be cautious moving forward.

Tuition and fees is almost the same as state appropriations. Right now we feel comfortable with that because of the monies available through the Pell Grant, so our neediest students have a way to meet the need. We will watch carefully the impact of increasing tuition and what our students do to ensure we do not drive away students. We also know the more they pay the more they expect good services and we plan to provide that.

We still have about \$1.5 million in other revenue, which includes money we get from state, federal and private sources for managing contracts and grants. Trustee Hebrock indicated that, unlike many other community colleges, we have an inordinate amount of miscellaneous income from the grants and contracts. Trustee Moon asked about the miscellaneous revenue and President Sloan indicated that was fines, bookstore revenues, rental revenue, etc.

Trustee Moon confirmed this included the Brogan Museum. Trustee Hebrock indicated that since many of the Board members were not here when the lease was done, the Board should be given a copy of the Brogan lease to review. He stated there had been a lot of press lately about the non-profits and the financial problems they are having. He further indicated the Brogan had a very favorable lease with us. Dr. Sloan indicated that as we discussed we should look at what the restrictions are for a property like that.

Trustee DeFoor said we had a large number of small associations in town and maybe we could look at a joint deal with a number of them. More specifically maybe cluster them in such a way as to consolidate the front office functions, such as a receptionist and office equipment. We might even be able to cluster some of the back office functions, such as accounting.

Trustee Callen asked how many associations we were talking about and Trustee DeFoor indicated there were dozens and dozens. President Sloan said we can certainly look at that so we could be ready in the future. Chair Moore asked Trustee DeFoor if he would get more info for the Board to discuss and put this as a future agenda item.

We have added some positions to the budget this year, including making some OPS positions full-time, adding personnel to distance learning and adding a position at the Learning Commons; although in most cases we are filling positions that were left vacant but funded. Trustee Hebrock asked how much the Ghazvini staff will impact the budget this year. President Sloan indicated it would take about ½ million a year to staff Ghazvini and we have budgeted \$250,000 in the new fiscal year.

Trustee Callen asked how many classes Adjuncts teach. President Sloan indicated the policy was for no more than 9 hours; however by policy we do make some exceptions to that. We have about 30 faculty that may teach four classes, although the majority teach two.

Capital outlay is another area where we are increasing budget this year. It will allow us to get a little bit back on the deferred technology items. Capital outlay is purchasing items costing more than \$5,000, although it does include computers which are less. Trustee Hebrock asked how much more we were spending this year on computers. President Sloan indicated that figure was included here, indicating it is a healthy budget for us and feels we are using it wisely.

She shared information on PECO, indicating the legislature near the end of session had requested presentations. TCC did not do a presentation since we already had approved funding for the Ghazvini Center. The Ghazvini Center has 3 labs that were not originally designated to be built out during the first phase of the building, but since prices for construction are so much better this year we may be able to put in the basics from this budget.

Trustee Hebrock confirmed with Dr. Sloan that the state funding could still be vetoed, although we are hopeful since this is the final phase of a three year plan. Trustee DeFoor indicated it

might be wise for us generate some communication with the Governor's Office. Trustee Hebrock indicated Al Lawson could be very helpful with this and Trustee Lamb indicated he would communicate with Al Lawson, if we thought it would be helpful. Trustee DeFoor asked for information he could put into an email and Chair Moore asked President Sloan to share the information with all the Trustees.

We currently have a strategic plan that is 2007-2010. In February we began discussion on how the next five years would look. At the Board's pleasure we can do a one year plan continuing our current priorities or we can write a new plan as a 3-5 year plan. Today we will talk about the strategic plan with 2010-11 initiatives. Dr. Sloan indicated she had asked staff to talk to you about what this budget does in funding priorities.

VP Jefferson introduced Dr. Sheri Rowland and Catie Goodman from the Student Success Team. Dr. Rowland indicated we have upgraded our online tool for planning, now called My Success Platinum, which helps students with academic advising and resources. Since the December rollout, we launched the tool to students via workshops and have 2,842 students using the system. Of those, 48% have a completed plan on file and the feedback has been very favorable from the faculty, staff and students who are using the tool.

We have also launched the Dashboard, the tool where students can get targeted messages about how they were performing. When IT ran the numbers today, we have pushed out 14,071 student messages by the end of the spring 2010 term. This summer we will introduce the tools to all new students. Now that we are collecting the data, we are working on how to use the data to better inform ourselves about student behaviors so that we can target support to them.

Trustee Hebrock asked what our full-time student to counselor ratio was. Dr. Rowland indicated it was about 1 to 30, which includes the approximate 150 faculty who serve as counselors. Trustee Hebrock asked what it was at FAMU and FSU. Although we did not have this ratio, President Sloan indicated that about a year ago FSU hired approximately 60 new academic advisors.

Trustee Hebrock always thought this contact, as well as the virtual link, with students was why our students were so successful. Trustee Callen indicated that was like a school in school concept and that many students are more comfortable going to people they already know. Dr. Rowland indicated we have to get more creative to meet the needs of students.

Catie Goodman indicated that at the Career Center their priority is student success and we have energized the career center to increase student traffic and facilitate our resources. Students can explore career options, incorporate the career options into their learning plan and monitor student progress throughout their academic career to ensure they are on track. We also help students via internship programs, lunch and learn programs and career expos. We also market our services to develop and foster partnerships and gain TCC student employment offers.

Trustee Moon asked for examples of internships, other than the medical field. Catie said this included computers, event planning, early childhood education, paralegal, finance, etc. Trustee Moon asked if internships were offered at the end of the two years and Catie indicated since we had different types of students, it could occur at any time during education. Trustee Moon asked if they got paid and was told most of them were unpaid.

Although very few programs require internships, in some cases they can enroll in an internship course to receive credit. President Sloan said they did some very close screening for these internship programs. Trustee Hebrock inquired about summer interns and was told we do have some internship programs in other counties and a few outside Florida.

Chair Moore indicated she previously had two interns in her office. They understood professional dress, customer service, etc. Trustee Callen indicated the standards of excellence must be here and now high schools are also offering programs that deal with employment skills. Trustee Lamb stated it was very good that we were training this way.

VP Jefferson discussed the Title III Grant where we secured funding for the redesign of academic support. This year our focus will be on testing and proctoring services. We have the largest population of disabled students in the state college system. We are a leader in support services offered in several areas, although we would like to increase our distance learning programs. The State of Florida will be implementing the new placement tests and we will be participating in the program, testing 88 students and hiring three new test specialists.

Trustee Hebrock verified the location of the disability office and the number of people working in the office. He then asked for an email with a breakdown of our students' disabilities. Trustee Moon asked for clarification on assessment services. VP Jefferson stated we have not done a lot of assessment although disabled students can get additional time for testing. However with the new placement tests being rolled out by the state, we will be able to identify student strengths and weaknesses.

Trustee Callen asked if it was one test upon entering or continuous assessment monitoring. VP Jefferson said in the future it could include both – one test at entering and if student has a disability we can offer additional assessment. Trustee Callen verified that students are provided an IEP or 504. President Sloan stated there is a difference in the program between high school and college, indicating that getting the accommodation in high school does not guarantee it here.

Frank Brown introduced the Deans stating they would report on their various programs in enhanced learning. He stated we must make sure we add the needed programs, are connected to what is offered at the universities in town and look at our high impact courses. We have defined a new curriculum for International Affairs and International Business. A new program is also being offered in Juvenile Justice Officer training and Child Care Management. Health Information Specialist training is also a new program.

FAMU and FSU have made some cutbacks – they are no longer accepting students in the RN to BSN program or Physical Education program. We are working with University partners to develop articulation programs. Trustee Hebrock asked when the schools announced their decision and when it was effective. Dr. Brown indicated they meet with the schools annually to identify changes and that FSU had made arrangements for current students to complete their program. Dr. Sloan indicated we have already moved some of our impacted students to another university.

Trustee Moon asked if this was the same articulation agreement that you could go to FSU from TCC. Dr. Sloan shared that the agreement stated if you get an AA degree in a Florida Community College then you were guaranteed to a space at one of the state universities. We have found alternatives for those students who are no longer being accepted at FSU.

Dean Brown shared that with Title III funds they have just funded some redesign in Academic Support reading, English, mathematics and college success. Other areas of redesign are chemistry labs, computer literacy and nursing. Trustee Messersmith asked about assessments and if we dumbed it down when students were at a lower level. Dean Brown indicated we do not, instead we design the process to improve student skills. Dr. Sloan indicated it really did include more involvement with the students.

Dean Marge Banocy-Payne, Communications and Humanities, discussed general education assessment. This is the core 36 credits required for all students to get an AA degree. Our program was reviewed, with some of the courses reviewed in great detail. In the fall of 2009, the goals and course outlines were lined up so everything fit in a category.

Program review is another area that looks at an enrollment plan, especially in those courses where we have very high enrollment. This includes looking at full-time and part-time ratios, as well as, the success rate of the students. A gateway course is required to earn an AA degree, so these courses are looked at very closely.

If it is determined students are not doing well in a particular subject, they then do a diagnostic review. They look at many factors that might be impacting the students. Based upon the results of the review, it is determined how they then move forward.

Key Performance Indicators are first time in college performance, licensure, job placement, etc. Trustee Moon asked if it was important to know how many students get As, Bs, etc. and Dean Banocy-Payne indicated it was important to know the breakdown. Trustee Callen commended them on their plan for very specific programs.

Dean Finklestein, History and Social Sciences, spoke about the Global Gateway program. Our on campus programs include speakers, art displays, curriculum, etc. The Global Learning Committee got together and determined that 17 hours would be included in the student program and they must participate in a specific number of global events.

Students must take a two hour Capstone course that shows their critical thinking skills and demonstrate how they are going to combine all their knowledge. Participants will get a special seal on their transcript and the program will aid them when they move to the universities.

Dean Banocy-Payne talked about the Arts, specifically music and dance. We have opportunities for student participation in a juried art show, theatre productions with 75% of the cast TCC students or alumni and integrate the gallery or show into the classroom lessons.

We do outreach with the community, have worked with Raa Middle Schools over the past two years and brought some of the students on our campus for productions. We taught Introduction to Humanities to the faculty at Raa who then built a curriculum around that time period.

Our greatest success with all the arts programs is the African Drum and Dance Ensemble. They had over 20 performances this year and could have doubled that, but we turn down a number of events and stress to our students that academics come first. Trustee Hebrock verified that all but one of the performers is a student. The greatest challenge we have is space for expansion – especially the band room which accommodates many of the groups.

Dean Finkelstein indicated that as part of our China Exchange program, we are currently offering a business course in China with 96 participating students. We are exploring an English Immersion program where we would bring Chinese high school students to TCC to improve their English. Next year we are doing a faculty exchange program to give our students exposure to the Chinese culture.

Trustee Hebrock indicated the China Exchange program should be expanded in future years. It has operated on a shoestring and we need to put more money behind it, indicating this should include Foundation funds. Dr. Sloan stated we will make a little money on the contract course we are teaching this summer.

Chair Moore indicated we will continue this presentation on strategic priorities next month.

## **BUSINESS MEETING**

Chair Moore called the Board meeting to order at approximately 4:10 pm.

## **COMMENTS**

**Chair** – Chair Moore indicated she would like to start with the introduction of our guests.

**Board Members** – None

**President** – Dr. Sloan stated we had new university partners with us and that Sally Search has been working with them. Sally Search introduced Gary Bonvillian, President, and Ann Landis, Vice-President of Academic Affairs, from Thomas University. We are beginning a new articulation program with Thomas University for a Bachelor's of Social Work. This gives us a wonderful opportunity for our students and we are delighted to have them here.

President Bonvillian thanked TCC for allowing them to do this project and indicated the transfer enrollment of students was a very important program for them. He believes this program will grow much beyond Social Work. They are currently teaching and have cohorts in both hospitals, but they really wanted an avenue to get into other academic programs.

Ann Landis thanked all the people with whom she had worked on the program. It is a 120 hour bachelors program with full accreditation. She feels this partnership is a very good fit since we both care about the success of our students.

Dr. Bonvillian indicated their school was on a growth spurt right now, with a 48% growth in the last three years. He attributes this to their outreach program beyond the Thomasville borders.

Dr. Sloan indicated bringing in these established institutions has worked very well for TCC and our students. They really meet a need, especially for the evening student. When we do a partnership, we offer their students all the resources on campus such as the Learning Commons, Library, and other support systems.

Chair Moore thanked them and indicated we looked forward to a fruitful partnership with them.

#### **APPROVAL OF MINUTES**

Chair Moore asked if there were any comments and requested a motion to approve the minutes of the April 26, 2010 Workshop and Board Meeting.

**MOTION:** Trustee DeFoor

**SECOND:** Trustee Lamb

Motion passed unanimously.

#### **INFORMATION AND NEWS ITEMS**

Susie Hall presented news clips on the Presidential Search, TCC women's softball team, graduation, Interim President and adventure racing for the wounded soldier Explosive Ordnance Disposal foundation.

#### **UNFINISHED BUSINESS**

None

#### **PUBLIC COMMENT OR PRESENTATIONS**

None



## **NEW BUSINESS**

### **Approval of Consent Agenda**

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

**MOTION:** Trustee Lamb  
**SECOND:** Trustee Messersmith  
Motion passed unanimously.

### **Academic Affairs**

#### Policy Manual Revision – Chapter 8 (Action)

Dr. Sloan indicated we looked at curriculum and instruction. There are no major changes, just some statutory updates and removal of procedure. The new policy is in the book, but you can link to the marked up copy from the electronic book.

The request is for the Board to approve the policy revisions as presented.

**MOTION:** Trustee Moon  
**SECOND:** Trustee Callen  
Motion passed. Trustee Hebrock was out of the room.

### **Administrative Services**

#### Construction Status Report (Information)

John Norris summarized the report based upon a conversation with Tony Stallworth. The Advanced Manufacturing Training Center is underway and pictures are in the book. We recently completed two-thirds of our emergency generators project. The Main Campus electric infrastructure proposals should be received this month. The Ghazvini Center is also underway and coming along well.

#### Fund Analysis – April 2010 (Information)

Dr. Sloan indicated the report in the book is where we are currently, with no red flags. Student fees may end a little higher than originally anticipated. State support has come in as anticipated, along with other revenues, and our expenses are at about 82% which are about right on track.

#### Quarterly Procurement Bid Update (Information)

Dr. Sloan indicated this is just to keep in one place where we are for the bidding processes in the first quarter with nothing unusual.

#### Board of Trustees Architectural Selection Committee (Action)

Dr. Sloan is offering a slightly different approach to this item. We have three different architects and it is time to go out to bid again. One of the architects is for master planning, one for smaller projects on the Main Campus and a separate architect for the Florida Public Safety Institute. In

the Board item we put it together the same as last time, but upon further reflection and a couple of questions we feel the Board should be involved with this project from the beginning.

When we did the last set of bids, we recognized we were about to engage on a major master planning process. Therefore we gauged our bids and our decision making to that and two smaller projects. She is suggesting we extend current contracts until August 31<sup>st</sup> and choose Board Members to meet with staff and discuss what we see happening in the next five years.

Trustee Moon clarified this is for all three architectural firms; however Dr. Sloan indicated we do not have to hire three firms again. Trustee Lamb expressed concern with Board Members being on the committee, since he felt staff should be on the committee and present recommendations to the Board for review and approval.

Trustee Hebrock indicated that he was not the one to say that was not the way to go, but it had not been the history of community colleges. He stated statute had been revised since he has been on the Board and nothing states how the firms should be chosen. But because the Board is custodial over the properties and has legal responsibility, this and the attorney selection are areas in which Board Members have previously served on the selection committees. He does not feel the staff should be left to decide if we have one or three architects, how much college experience the firm has, etc.

Trustee Moon indicated she was on the committee that selected the current architects. She thought the staff had screened prior to presenting to the committee who then scrutinized. Dr. Sloan indicated that was the process used the last time.

Trustee Lamb indicated he did not want to get into doing staff jobs, although he knew the importance of being involved in hiring a new President and the attorney. He felt the other positions should evaluate and bring the recommendations to the Board, although he indicated he understood Trustee Hebrock's point.

Trustee Hebrock indicated we hired Emo originally just to do a master plan. When we spend more than \$2million on a project, it is very important for the Board to be involved to ensure cohesiveness of the college image.

The request is for the Board to extend current architectural firm contracts to August 31, 2010 if agreement can be reached with the current firms. Appoint a Board Architectural Committee to work with staff to review current and anticipated architectural needs, to establish criteria in compliance with the Consultant's Competitive Negotiations Act, Chapter 287.055, F.S., and, based on scoring of the submitted proposals, interview at least three firms for each Request for Proposal. The Architectural Committee would then recommend a firm(s) to the full board for approval.

**MOTION:** Trustee Hebrock

**SECOND:** Trustee DeFoor

Motion passed by majority vote, with Trustee Lamb voting nay.

Dr. Sloan shared that we had not spoken with the architects to see if they were willing to extend their contracts. Chair Moore asked for volunteers for the committee. Trustees Hebrock and Moon volunteered. Dr. Sloan stated we will need to notice the meeting. Chair Moore asked her to bring back at the June meeting the architects' response to extending their contracts.

Dr. Sloan suggested that it might be quickest for the staff to put together a list of the projects that might come up in the next five years and some criteria to consider. This could be presented to the committee at its first meeting for response.

Trustee Hebrock stated that the next five years would be very different from the last five years. A lot of the buildings at Pat Thomas may be built by a private sector firm, with a package that may include an architect and construction firm.

Policy Revision – Chapter 11 (Action)

Dr. Sloan indicated this chapter primarily related to business operations and was updated for compliance with statute.

This request is for the Board to approve the policy revisions as presented.

**MOTION:** Trustee Lamb

**SECOND:** Trustee DeFoor

Motion passed unanimously.

Policy Revision – Chapter 9 (Action)

Dr. Sloan indicated this was also an update for compliance with statute. Trustee Hebrock asked if the attorney was involved in the revision. Bill Mabile indicated he was consulted for some but not all. Dr. Sloan indicated our Compliance Officer had reviewed statute to ensure the policy matched that.

This request is for the Board to approve the policy revisions as presented.

**MOTION:** Trustee DeFoor

**SECOND:** Trustee Messersmith

Motion passed unanimously.

Professional Services Contract Renewal – Andrews, Crabtree, Knox and Andrews (Action)

Dr. Sloan handed out a revision on the proposal for the Board's attorney. She denoted that as Trustee Hebrock indicated Florida Statue does not require us to hire an attorney in a specific way, we can hire simply by an individual professional contract. She looked at our history and found that eight years ago when we selected Fuller, Johnson and Farrell, we did bring in requests for qualifications.

We looked at several firms locally and agreed to a 3 year contract with annual renewals. We have renewed annually since then and moved to our current firm when Mr. Mabile changed to Andrews, Crabtree, Knox and Andrews and agreed to a year with them. Staff has recommended another year contract, but it has been eight years. It is important the Attorney knows the law, makes the right recommendations, and has a good relationship with the Board.

This request is for the Board to extend the current contract with Andrews, Crabtree, Knox and Andrews until October 31, 2010 and that the Board appoints a committee to review responses to a request for qualifications and then recommend firm(s) to the full Board at the November meeting.

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

Trustee Moon asked if current legal counsel stays in place until new counsel begins. Dr. Sloan indicated we could probably negotiate that and keep the current person in place until the new person is in place. Trustee Hebrock stated current counsel would provide all the records to the new counsel.

He did not think there should be an overlap, due to possible conflicting legal advice. Trustee Hebrock indicated that he agreed it would be best to keep current legal counsel until a new President is on board.

Chair Moore indicated the October 31<sup>st</sup> date was for enough cushion to work with the new President and the Board on the completion of the proper RFP. She asked for two volunteers, with Trustees DeFoor and Moon volunteering to serve on the committee.

### **Student Services**

#### Policy Manual Revision – Chapter 10 (Action)

Dr. Sloan indicated this chapter deals with student issues and she has learned it does not include all the updated statute references. She would like the Board to approve and then bring back a memo next month indicating the substitute of specific statute references.

This request is for the Board to approve policy revisions and new policies as presented.

**MOTION:** Trustee Messersmith  
**SECOND:** Trustee Hebrock  
Motion passed unanimously.

### **TCC Foundation**

#### TCC Foundation Update (Information)

Vice President Johnston provided an update on the amount raised for the New Start Scholarship for Juvenile Justice. He recently attended with Foundation Board Member Mary

Pankowski the Wakulla County annual Law Day where Mary made a presentation to the audience and got additional donations. In a period of about 18-20 months, they have endowed almost three scholarships.

Chair Moore asked VP Johnston to provide in a future report a paragraph or so with additional information for the new trustees about the Capital City Caper and annual campaign. Trustee Messersmith indicated the Foundation Annual Report was great and learned more reading the publication than he previously knew. Trustee Lamb stated he had an opportunity to meet with the Foundation Board, enjoyed meeting them and hoped to continue working with them.

**Presidential Search (Action)**

This request is for the Board to receive the information from the subcommittees and take action as needed on items.

Dr. Law's contract

Trustee DeFoor indicated they reviewed the number of hours for annual and sick leave. They asked the Vice President of Administrative Services to certify the numbers. Chair Moore verified that no vote was required since this payout was done by contract terms.

Trustee Hebrock asked for a quantitative report and was informed it was about \$150,000. Trustee Hebrock asked from where payoff would be made. VP Smith indicated it would be from the operational budget. Trustee DeFoor presumed it was accrued anyway. VP Smith stated it was, however the State of Florida does not require a full accrual for sick leave.

Jerry Schilling stated that although we accrued it, we did not fund it with cash. Trustee Moon asked if we had to draw the funds from somewhere else to get the cash. VP Smith stated we always have a contingency from which we draw for any cash payout.

Trustee Hebrock indicated he thought the President also had professional leave. Discussion indicated the professional leave was not payable upon separation per the contract.

Recognition for Dr. Law

Trustee Callen provided information on the first meeting and indicated there is a separate meeting scheduled later in the week. They want to offer something professional and celebratory. Some of the basics discussed were possible signage at the Learning Commons, with a dedication and open house possibly the last week of July. In addition, a private dinner for Dr. Law and his wife with the Vice Presidents, Trustees and spouses.

Motion was made that we officially rename the Learning Commons as the William D. Law, Jr. Learning Commons.

- MOTION:** Trustee Hebrock
  - SECOND:** Trustee Lamb
- Motion passed unanimously.

Trustee Messersmith expressed his support since this was a real focus for Dr. Law and the staff, stating the Learning Commons was a benchmark for all learning institutions. Trustee Hebrock indicated that everyone, including Dr. Chapin and Dr Sloan, supported this recognition from the start.

Chair Moore asked them to come back at the June meeting with a final plan and budget. Trustee Hebrock indicated they would like to have Dr. Law's day before speculation begins about who the new President would be. He suggested that mid-week they send an email on the signage and ask for everyone's thoughts. Chair Moore asked they include cost with that and that they work with the President for a memo to all trustees.

Counsel indicated this raised Sunshine Law questions and would avoid what Trustee Hebrock suggested. He stated it should come back to the full board since there are decisions to be made. Chair Moore asked if we could put it as an agenda item at the retreat. Trustee Hebrock said we could do that, but what we were talking about is which way the lettering should go and the cost is nil. Mr. Mabile indicated this was still public business and should be done in the sunshine.

Chair Moore felt the Board should see what the recommendations and costs are – the trustees may even have other ideas of what they would like to do. If you can put everything together in writing, send it to the President and then we could have a final decision at the retreat. Trustee DeFoor stated maybe the information could be posted on the message board. Chair Moore indicated it could be posted, but they would add the item to the retreat.

Trustee Hebrock shared there will be a similar issue with the Budget Committee since they did not know all the costs that would be associated with all the subcommittees. There are some things that cannot be done on a monthly basis, although they can do them in the sunshine since they have the message board. Chair Moore indicated that having the face-to-face is valuable and so we will add to the retreat.

Chair Moore asked President Sloan to let Dr. Law know that by unanimous decision the Trustees to name the Learning Commons after him. Dr. Sloan stated she knew he would be pleased but the college community will be thrilled too. She believes we all agree that this is the thing he has brought to the campus more than anything – support for students and that this is the most appropriate tribute.

#### Budget for Presidential Search

Trustee Lamb provided a handout to the Trustees. During this time, President Sloan shared that the preliminary budget for 2010/11 included \$100,000 in expected expenses. Trustee Lamb shared that one of the biggest concerns was they did not have costs with which to begin. Angie Taylor, from the Democrat, and Bill Mabile, TCC Counsel, also attended this meeting.

One of the items discussed was doing everything possible in house and use staff from the college as a resource. They identified the categories, although they did not know what the costs would be. Trustee Lamb stated he and Trustee Hebrock would entertain any questions the other Trustees might have.

Chair Moore indicated this information was excellent and exactly what she was looking for. She stated there is \$100,000 available President Sloan clarifying there with is \$50,000 in this year's budget and \$50,000 in next year's budget. Chair Moore stated we will look for the two trustees to move forward by keeping us updated with how the budget is going.

Trustee Hebrock stated that he did not feel there was any question that they would remain under \$100,000. He asked if the other subcommittees could provide information on their costs at the Board Retreat. Chair Moore requested the costs be presented to the President so a document could be prepared for the retreat, acknowledging this is a living document that may change, including new opportunities or costs unforeseen. She wanted the academic community and the community overall to know that this is a big investment of dollars because we want to choose the best of the best.

#### Consulting Firm for Presidential Search

Based upon a prior request from Bill Hebrock, copies of the minutes were distributed. Trustee Messersmith indicated he and Trustee Lamb actually met twice. The first time they reviewed information on about 10 search groups, but that same day they received information about a couple of other firms. After talking to the attorney, they decided to meet another time to review additional information that had been gathered for all firms being considered.

They reviewed approximately thirteen firms keeping a limit of \$50,000 in mind, but also looking for Florida experience, Florida Community College experience and CEO/Presidential search experience. Not all companies sent information, with one of them only conveying their interest in being considered. They reviewed all materials provided with many of the firms eliminated due to cost.

After considering all criteria, they recommend Dr. Jeff Hockaday as first consideration and Anderson Associates as second choice. One of the ways to control costs was to identify a firm who already knew our campus. Trustee Messersmith indicated he would be happy to provide the working chart they used to any of the trustees. Trustee Moon asked what the services were under the fee, however Trustee Messersmith did not have the specific details available although he offered to provide copies of the response Dr. Hockaday sent to the subcommittee.

Trustee Moon wondered if the firm should be at our Board Retreat. Trustee DeFoor says he does not feel that is needed, since we need to identify for the consultant what we want. Trustee Callen asked if it would include advertising in national magazines. Dr. Sloan indicated she thought we posted the ads and paid for them last time, but that the Search Firm would find, talk and screen candidates for us.

Chair Moore indicated that with Dr. Hockaday having been through this process many times, he knows what works well and how to meet the Board's needs and desires. She indicated her appreciation of the question but did not feel the Search Firm needed to be at the retreat. Trustee Hebrock indicated he could not be happier with the choice of Dr. Hockaday, indicated he did a great job for us last time.

The motion is for the Board to employ Dr. Jeff Hockaday as the Presidential Search Firm for a fee of \$40,000 plus additional costs for travel, etc.

**MOTION:** Trustee Messersmith

**SECOND:** Trustee Lamb

Motion passed unanimously.

Trustee Hebrock asked Trustee Messersmith if they could get a ballpark figure on the expenses to bring to the retreat. Chair Moore indicated she would ask the President to contact him. Dr. Sloan asked if we should proceed with writing up a contract and Chair Moore told her to proceed.

#### Contract for Dr. Sloan

Trustee DeFoor stated the contract has been written. President Sloan stated she had copies if the trustees wanted them and they needed to vote on approval today. Trustee Messersmith shared they went through Dr. Law's contract, removing language that did not apply and amending the remaining language to apply for Dr. Sloan.

Trustee Hebrock asked if the contract indicates President Sloan cannot apply for the open position of President. Dr. Sloan shared that discussion at the subcommittee indicated that she would not be a candidate, that she would not influence toward a particular candidate, that she would return to her position as Vice President and that she could delegate those duties as appropriate. The minutes of the last Board Meeting were amended to incorporate Trustee Hebrock's original motion to appoint Dr. Barbara Sloan as Interim President.

Trustee Hebrock also asked about item e from the minutes of the subcommittee, indicating Dr. Sloan could be considered for other positions at the time the new President is installed, and whether Dr. Sloan might stay on as something other than the Vice President of Academic Affairs. Dr. Sloan stated she wanted the option and Trustee Messersmith indicated they wanted her to be able to accept another position if offered by the new President. Trustee Hebrock indicated he thought it was a good option and he wants to do everything possible to protect Dr. Sloan.

The request is for the Board to approve the contract written for Dr. Sloan.

**MOTION:** Trustee DeFoor

**SECOND:** Trustee Lamb

Motion passed unanimously.



### Board Retreat

Trustee Moon indicated the retreat was scheduled for Friday, May 28<sup>th</sup> from 8:00 am – 4:00 pm at Wakulla Springs Lodge, with Steve Evans acting as the facilitator. The main goals of the retreat will be to discuss and set priorities for the college for the next five years. Chancellor Will Holcombe will present information on the current state of colleges and where they are headed.

Another discussion will be the credentials and characteristics of our next president. We will then decide the Search Committee. The meeting will be held in a public forum and the rules of the meeting have been set. She asked the trustees to consider, prior to the retreat, the projected vision of the college, Florida Public Safety Institute, Wakulla project, Workforce, Distance Learning, two to four institutions – what do we decide, and who are the individuals and organizations to be included in the Presidential Search Committee.

She indicated the list of possible Search Committee members in the subcommittee minutes was provided by Russell Doster, the last Search Committee Chair. She covered some of the previous participants and indicated they are suggestions to be discussed at the meeting. Trustee DeFoor suggested they add the Wakulla Chamber. She also provided a draft agenda for the retreat, indicating the Trustees will be the ones discussing all the items until public comment at the end of the meeting.

Trustee Hebrock asked if the agenda was set or if they could offer some changes. Chair Moore indicated they had shared this with Steve Evans, although they could probably massage it a little. He asked what Steve Evans would discuss for 30 minutes and Will Holcombe would discuss for 45 minutes.

Chair Moore indicated Steve Evans would frame the day, layout the agenda, set the tone for the meeting, etc. She indicated the agenda times were a benchmark only and the times may vary. Will Holcombe will discuss the Florida system as it is now and what he sees the community college system doing in the next five years. The rest of the day will be spent with Steve Evans facilitating the discussion of the Board Trustees.

Trustee Hebrock would like to move public comment after Chancellor Holcombe, before we make our decisions. He feels this will allow the public to come make their comments without having to stay all day. Trustee DeFoor indicated he agreed with this. Trustee Hebrock also felt more time would be needed to put together the Search Committee, since the talents of the individual members may need further discussion.

Trustee DeFoor suggested that we should not forget the Vause family since they gave us probably the largest contribution ever received. Trustee Moon stated this was merely a suggestion of Search Committee members for discussion at the retreat. Trustee Hebrock indicated the slot/slots were for the supporters of the college, not necessarily specific people. Trustee Callen felt there was some time in there that could be rearranged.

Chair Moore said she would take the comments and ask Steve Evans to massage the agenda. She asked all trustees to get ready and be prepared to get working since the President and staff have coordinated the logistics. Trustee Moon verified that the cost for the retreat was being handled by the college.

## **PRESIDENT'S REPORT**

### Possible Change in date for June Board Meeting

Dr. Sloan stated when she took the job she indicated she would be out of the country on June 21<sup>st</sup> and requested they move the next Board Meeting to June 28<sup>th</sup>.

The motion is to move the June Board meeting from June 21<sup>st</sup> to June 28<sup>th</sup>.

**MOTION:** Trustee Lamb

**SECOND:** Trustee DeFoor

Motion passed unanimously.

### Possible Addition of Board Meeting on July 19<sup>th</sup>

Dr. Sloan shared that it was customary to hold Board Meetings in July until you get familiar with a new President. Since you are going through the search you may want to consider a meeting.

**MOTION:** Trustee DeFoor

**SECOND:** Trustee Moon

Motion did not pass, with Trustees Lamb, Messersmith, Hebrock and Callen voting nay.

## **FUTURE AGENDA ITEMS**

None

## **NEXT MEETING DATE**

June 28, 2010

## **ADJOURNMENT**

Meeting adjourned at approximately 5:52 pm.

Minutes approved at regular meeting of the District Board of Trustees on June 28, 2010.

---

**Karen B. Moore**  
Chair

---

**Barbara R. Sloan**  
President