

MINUTES
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304-2815
August 17, 2009
Board Workshop – 2:30 pm
Business Meeting – 4:00 pm

Chair Messersmith called the District Board of Trustees workshop and business meeting to order at approximately 2:37 pm.

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

Absent: Trustee Moon

Via phone: None

Others Present: President Bill Law, Scott Balog, Lee Kitchen, Frank Brown, Sally Search, E.E. Eunice, Teresa Smith, Marge Banocy-Payne, Alexis Williams, Chip Singletary, Lois Ewen, Monte Finkelstein, Sonia Jewell, Susie Hall, Carol Easley, Beth Mann-Pace, Bill Campman, Sharon Jefferson, Robin Johnston, Jim Murdaugh, John Chapin, Barbara Sloan, Terry Pendleton, John Norris, Aaron Boyette, Kim Williams, Tony Stallworth, Ben Alonzo, Angie Taylor, Frank Baglione, Renae Tolson, Heather Edwards

COMMENTS

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

Board Members – Trustee Hebrock wished Dr. Law a happy birthday. President Law thanked trustee Hebrock. Trustee Stanfield told about how she joined President Law in San Francisco for a symposium where they were able to address other trustees and presidents in the community college system, and to talk about the great things going on at TCC. She stated that it was a great honor to help represent the college. Trustee Stanfield also discussed her opportunity to attend the Tallahassee Chamber of Commerce annual retreat at Amelia Island. TCC is very well represented, and she mentioned that Dr. John Chapin was in attendance also. Trustee Stanfield mentioned

that whenever anyone discusses economic development or education, TCC is in the forefront. She said that representing TCC is always a pleasure and an honor. Trustee Lamb mentioned that he was just glad to be back. Chair Messersmith noted that he's also glad to be back.

President – President Law said that he had a couple of remarks, but that they would hold until the end of the meeting. He noted that they would have to invest time into the workshop because there is serious business to address.

BOARD WORKSHOP

Plan of work for 2009-10

President Law presented the same welcome back presentation that he provided for the faculty members at the welcome back meeting. A hard copy of President Law's presentation can be found with the copy of the board agenda in the President's office.

There was discussion about the statistics in which President Law gave answers.

Board members gave their opinions and ideas on what they think should happen to increase enrollment.

Trustee Hebrock stressed that we are a government franchise, and that we're here to protect the state of public education. Trustee Hebrock also feels like the board needs to decide what the mission is going to be for the next seven years.

Online education was also discussed between President Law and board members.

President Law spoke about new initiatives.

President Law let the board know that he will follow up with all of the directives.

Chair Messersmith thanked the president. Then, he asked Dr. Sally Search to give a few comments about the Learning Commons. Dr. Search then talked about the first anniversary open house. She gave some student statistics; and noted that the response to the Learning Commons has been overwhelming. Dr. Search also discussed all of the new additions to the Learning Commons; such as computers. Chair Messersmith noted that he is very pleased with how far we've come.

There was discussion between board members and Dr. Search about the difference between the Learning Commons and TCC's Gadsden and Wakulla centers. Ideas were given about implementing a Learning Commons style program at those centers.

BUSINESS MEETING

Chair Messersmith called the Board meeting to order at approximately 4:20 pm.

COMMENTS

Chair – Chair Messersmith shared that he has enjoyed his term as chairman. He appreciates being part of a team that is not driven by self interests, and he thanked everyone for their support through the last year.

Board Members –

President –

APPROVAL OF MINUTES

MOTION:

SECOND:

Motion passed unanimously.

BOARD OF TRUSTEE ORGANIZATION

Election of Officers

Chair Messersmith noted that he has enjoyed being the chairman for the last year, and thanked everyone for their support. He then opened the floor for the nomination of chair and vice chair for the board of trustees. Trustee Hebrock asked that the nominations be divided. There were no objections. The floor was open for nomination again.

MOTION: Trustee Stanfield nominated Trustee Moore.

SECOND: Trustee Shirah

Chair Messersmith asked if there were any further nominations. There weren't.

MOTION: Trustee Stanfield motioned to close the nominations

SECOND: Trustee Hebrock

Motion passed unanimously.

Chair Messersmith asked all in favor of Trustee Moore becoming chair.
Everyone was in favor.
Chair Messersmith congratulated Trustee Moore.

Chair Messersmith opened the floor for nominations for vice chair.

MOTION: Trustee Hebrock nominated Trustee Lamb.
SECOND: Trustee Stanfield

Chair Messersmith asked if there were any further nominations. There weren't.

MOTION: Trustee Stanfield motioned to close the nominations.
SECOND: Trustee Moore
Motion passed unanimously.

Chair Messersmith asked all in favor of Trustee Lamb becoming vice chair.
Everyone was in favor.
Chair Messersmith congratulated Trustee Lamb.

Trustee Stanfield asked if she could make a few comments. Trustee Stanfield noted that she was privileged to nominate Trustee Moore. She believes that Trustee Moore is a great asset to the community and to TCC; and a distinguished leader. Trustee Stanfield announced that Trustee Moore will be receiving the Godfrey-Smith past chairman's award from the Tallahassee Chamber of Commerce.

Trustee Messersmith asked for any more comments; there were none.
Trustee Messersmith and Chair Moore switched seats.

Chair Moore thanked everyone, and shared her appreciation for working with the board members every month. Chair Moore indicated that she would like to have a more appropriate thank you to give to Trustee Messersmith at the next meeting; but she noted that the board, college, and community have been well served under the leadership of Trustee Messersmith.

INFORMATION AND NEWS ITEMS

Trustee Moore started the meeting with the information and news items. Susie Hall showed the TCC advertising campaign for television, followed by a clip that will be used by TCC staff when they go out into the community to represent TCC. Chair Moore complimented the presentation. Chair Moore asked if the presentation was on YouTube;

Susie indicated “no”, it needs a few minor adjustments. Trustee Hebrock asked where this was produced, and Susie indicated that this particular one was outsourced. Trustee Hebrock complimented the commercial. Susie noted that the talent was from either current or past TCC students

UNFINISHED BUSINESS

None

PUBLIC COMMENT OR PRESENTATIONS

None

NEW BUSINESS

Approval of Consent Agenda

Dr. Law asked to substitute one page because we had to remove one name from the human resources agenda.

Chair Moore asked if there were any comments or requests for the Consent Agenda. She then requested a motion to approve the remaining Consent Agenda.

MOTION: Trustee Lamb

SECOND: Trustee Stanfield

Motion passed unanimously.

Academic Affairs

Interinstitutional Articulation Agreements – School Districts (Action)

Chair Moore asked if VP Sloan would like to make any comments. VP Sloan indicated that these were the annual agreements. The big change this year is that we are working with the high schools so the students can get credit for two college courses for student success in the twelfth grade. Trustee Hebrock asked if we are headed towards having articulation agreements with other community colleges that may be four year institutions now. VP Sloan indicated that we currently have articulation agreements with a number of private high schools and with our university partners on campus. She said that we are constantly developing articulations. Trustee Hebrock asked if we had agreements across state lines. VP Sloan indicated that not with public institutions, but we did with Thomas University. President Law added that to create a four year program, you had to commit to an agreement that was in place so that a student could get credit.

Trustee Stanfield asked about a bill that was passed that dealt with developmental education for math; she asked if we were already doing developmental math, or did

that bill impact what we are doing. VP Sloan indicated that that legislation allowed the high schools to develop a course that is equivalent to college courses that can be taken at the high school and count for high school credit; but as long as the student passes the classes and the exit exam, they don't have to take the College Placement Test. So we did testing this year to see how many students would be involved, and now some high schools are putting these courses into place. Trustee Stanfield clarified that these articulation agreements would support that. VP Sloan confirmed yes.

MOTION: Trustee Shirah

SECOND: Trustee Stanfield

Motion passed unanimously.

Policy Change for 2009-10 Regarding Class Size (Action)

Chair Moore asked VP Sloan if she had any comments. VP Sloan said that this was something we did last year. It was intended to be a one year request, but with budget constraints, the faculty senate agreed to have it be executed again; the college can save up to 75,000 dollars by implementing this. Trustee Messersmith thanked the faculty for stepping forward and helping TCC work through this tough time. Trustee Hebrock asked that this was a financial motion and not acquiescent to larger class sizes. VP Sloan confirmed.

MOTION: Trustee Messersmith

SECOND: Trustee Lamb

Motion passed unanimously.

Administrative Services

Annual Fire, Sanitation, and Casualty Inspection (Action)

President Law recommended that we accept this report. Trustee Hebrock asked what we had done to educate people on the newly installed CPR devices. Lois Ewen informed the board that there is training. She said that they ran AED classes in April, May, and June and trained whoever was interested in learning. Trustee Hebrock asked if was voluntary. Dr. Ewen confirmed yes. E.E. Eunice confirmed that the AED Devices were also at the Florida Public Safety Institute.

MOTION: Trustee Stanfield

SECOND: Trustee Lamb

Motion passed unanimously.

Construction Status Report (Information)

President Law commented that people need to drive to see the Ghazvini Center construction. He mentioned that the FPSI construction is almost finished and wanted to suggest at the end of the meeting to hold the September Board meeting there. President Law said that everything is up and running with the language lab. There is progress on all fronts. Chair Moore indicated that FPSI will be hosting the EDC meeting also next week.

Guaranteed Maximum Price – Ghazvini Center for Healthcare Education, Second Sequence (Action)

President Law asked the board to recall the plans for the Ghazvini center. The PECO funds were not 100% approved, they were 2.2 million dollars short. Now the PECO funds are approved, and on July first, we received 2.35 million dollars. Now we will execute the final part of the construction contract. The guaranteed maximum price is now in place and fully funded.

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

July Fund Analysis (Information)

President Law indicated that this was the regular monthly reporting. President Law let the board know that at the end of the meeting he will present some additional reporting that we will be doing as we watch the budget. This is the standard report; President Law will give more comments in the President's report.

DROP Buy-Out Plan (Action)

President Law indicated that he had worked with the board and faculty and staff to have funds in this year's budget to accelerate the DROP program for those already in DROP. President Law noted that it was advantageous for TCC to buy out people who were in their last two years of DROP; it was advantageous to the staff to make the choice to take the money and depart from the college on December 31st.

President Law noted that a number of people have approached him asking if they could take advantage of the plan, even though they're not in their last two years of DROP. President Law is asking the board to approve for his team to negotiate with anyone in DROP, not just people in their last two years.

Trustee Hebrock asked how much interest there was in the first place, and if it was as much as President Law expected. President Law said they didn't know what to expect,

but that five or six people have already shown interest. Trustee Hebrock asked if there would be more than nineteen people eligible for this. President Law confirmed that the total number of people in DROP was thirty-eight. President Law feels like ten or twelve participants would be beneficial.

In response to a question from Trustee Messersmith, President Law confirmed that the buy-out was only for two years.

Trustee Stanfield voiced a concern about too many senior leaders leaving TCC because of this plan.

Trustee Hebrock asked if President Law would still have the ability to decide who could take advantage of the plan and who couldn't. President Law confirmed yes, but he can't imagine who he would turn down, as that could cause legal issues. Trustee Hebrock voiced that he had the same concern as Trustee Stanfield about seeing senior leaders leave. President Law voiced that he is trying to keep from involuntarily laying people off.

Trustee Messersmith asked if we had a policy about re-hiring people who took advantage of this plan. President Law said that it was our decision to make, but we discourage people from coming back after they've retired. President Law also made it clear that if someone did want to return, they would have to reapply and would not be automatically placed back in the same position as when they left. Trustee Messersmith noted that he doesn't have a problem with someone who has retired deciding to come back to work; but he doesn't think that someone who took advantage of this special treatment should be allowed back.

Trustee Hebrock talked about the possibility of President Obama's plan working out, and our solution would be to re-hire people who had taken advantage of the early DROP program. His concern is that we make a statement to the people who are looking to be part of the early DROP program, saying that they need to proceed at their own risk.

Chair Moore asked the members of the board if they were comfortable with moving forward on the issue as recommended, and requested President Law to come to the next meeting with some recommendations of fully implementing the plan. Chair Moore also applauded President Law and his leadership team for thinking outside the box and creating an opportunity that might free up some dollars for us.

Trustee Shirah noted that she understands the issue but she doesn't know what the problem is. She feels that if the employee leaves, it is at their discretion; and if that

person wants to come back, it's at the discretion of the college to re-hire them. Trustee Lamb feels like President Law has thought through this, and doesn't think that he would lead us in the wrong direction.

Trustee Hebrock mentioned that the DROP program has a lot of rules that we need to be aware of. He believes that everyone is trying to keep from getting Dr. Law in a legal bind. Mr. Bill Mabile agreed that by having the power to say 'yes' to some people and 'no' to others could create some legal issues.

Trustee Hebrock was worried about changing the rules about DROP; but was told that the rules are not being changed. Trustee Hebrock then asked where the money was coming from to pay for the people taking early DROP. President Law indicated that the Board had agreed at the June Board meeting to fund this plan from fund balance.

Trustee Hebrock asked if DROP funding was state funding or money that was coming from our institution. President Law clarified that the state pays for DROP out of state retirement funds, which is paid by the agencies. Trustee Hebrock asked if the financial burden was on the state or on us if the rules are changed. Trustee Messersmith noted that we are not changing the rules of DROP; we are saying that in this situation, we'll terminate DROP early, which will only affect our institution. He noted that the money to pay for that is coming from the pot that we pay into for the FRS program. Chair Moore noted that we approved this procedure at our last meeting, and she confirmed that there is a policy in place. There was a little more clarification between board members.

MOTION: Lamb

SECOND: Messersmith

Motion passed unanimously

Center for Workforce Development

Advanced Manufacturing Training Center – AMTC (Action)

President Law introduced Aaron and Kim from PSBI. President Law had agreed to respond to some of the concerns from last month and to make clear that the board has vetted the entire project.

There had been questions about the façade and the quality of the facility last month. VP Chapin showed a visual of what the AMCT building looks like and explained what will be done in the near future to improve the façade. VP Chapin also explained the internal features of the buildings. Trustee Hebrock asked more clarifying questions; VP Chapin explained. Trustee Shirah gave her opinion on what could make the façade of the side

of the building better. Kim Williams agreed with her and gave his idea of what could also be done.

Trustee Hebrock asked about the machining in the building. VP Chapin answered his questions. Trustee Hebrock also suggested that for a nominal amount of money, some landscaping could be done to make it look like an attractive community college. Mr. Williams agreed with him.

Trustee Stanfield asked for a timeline from the receipt of funds from the department of defense, through when this project was born.

President Law explained that we received two federal grants during the 2006 and 2007 years for AMTC. The college had been attempting to retrofit the buildings that we bought from the school districts with these funds.. The estimates for the cost of retrofitting the buildings were above \$2M and consequently, a plan could not be made. Eventually, after several changes in personnel, the federal representatives determined that our request to budget funds for building renovation would not be allowed, but that the funds could be used to provide for facilities leasing. After months of effort, this clarification also included the warning that funds for one of the grants had to be committed and encumbered by September 30, 2009.

The delay in gaining approval and the subsequent timeline clarification created the real possibility that millions of dollars of funding for critical workforce projects could be forfeited and the opportunity to create the AMTC center would be lost to the community and region.

President Law further noted that in his economic development leadership roles, he has been working to create a model that would have the private sector take responsibility for the facilities in town, and the community provides the training and development. President Law felt that this was an opportunity to for us to bring private dollars into the support of economic development in situations like the one being proposed: while we have funds that would pay the lease funds for at least five years, we don't have the funds to retrofit the buildings ourselves; therein lies the problem.

Trustee Stanfield asked how much the two grants were worth. VP Chapin confirmed 1.8 million dollars. Trustee Stanfield asked some clarifying questions, and President Law answered. Trustee Stanfield expressed her concern about this decision putting the board in an uncomfortable position. She is also worried about what the community is going to say in terms of process. She believes that the perception could be different to the community than how we see it. Trustee Stanfield would like to see a response in terms of how subcontractors will be handled, since we have policies in place. She believes we have a responsibility to the community to be able to articulate how this is of greater good.

President Law clarified that we do have processes and policies and procedures for identification of contractors and subcontractors and that the work being done would be by a firm that has been prequalified pursuant to those procedures.

President Law provided more insight on how he feels about the whole situation. He feels like the greater good should mitigate some of the concerns that someone might have.

Chair Moore reiterated some of the questions and concerns and gave some ideas that might help address some of those concerns. Trustee Hebrock noted that he doesn't think this will be seen as us giving the land away. The land will always be ours, but we needed more money than what the government would give us. So we had to get the ball rolling with what we had. He commended President Law for figuring out a way to get it done. He felt we did what was best for the college, and what's best for the college is best for the students.

MOTION: Trustee Messersmith

SECOND: Trustee Shirah

All in favor except Trustee Stanfield.

Pharmacy Technician (Action)

President Law noted we will start this program in January. We finally have some dollars to start it up. We're taking part of the math area in the learning commons to make a classroom for the pharmacy technician program. This certification will become a state requirement in the near future.

MOTION: Trustee Stanfield

SECOND: Trustee Lamb

Motion passed unanimously.

Foundation

TCC Foundation Update (Information)

Robin Johnston gave the August report for the TCC foundation. He noted that they're starting their planning for TCC families. He noted that the Foundation exceeded their goal with over one million dollars, which is a fifty four percent jump from 2007. He also gave some information about new scholarships available. VP Johnston also noted that they've started the new program designed to support foster youth. It's a program that brings the community to the college. VP Johnston noted that only twenty percent of foster youth make it to higher education; and only three percent graduate.

Trustee Hebrock asked how long ago the ten million dollar capital campaign concluded. VP Johnston confirmed, three years ago. Trustee Hebrock asked if there was any discussion about when there will be another long range campaign. VP Johnston said there has been no distinct discussion about another capital campaign, but there will be another one before Dr. Law leaves. Though, VP Johnston did note that there is a quiet campaign running now to go towards the Ghazvini Center. Trustee Hebrock feels like we should be ready to launch another capital campaign soon or we might miss out on major gifts. Chair Moore commended VP Johnston and his board for raising money in the economy that we're in.

TCC Foundation – Quarterly Financial Update (Information)

VP Johnston explained the quarterly update. Chair Moore gave her appreciation for the update.

PRESIDENT'S REPORT

Budget Update

President Law informed the board that at the next meeting, he will know what the fall enrollment looks like. He noted that the college budget was dependent on achieving a 3% growth in funded enrollment as a prelude to avoiding employee furloughs in the coming year. September fourteenth is the deadline date to determine if the 3% level had been achieved. If we do have to implement furlough, we have to do it in enough time so that teachers have time to adjust their classes.

Tuition has to be at 132,677 paid; and it has to produce nine million dollars. Dr. Law showed a slide of what we expect to have by September fourteenth. Dr. Law wanted the board to know that he is doing the most detailed analysis that he can on what he anticipates for revenue, based on the plan that has built the budget. Dr. Law let the board know that at next month's meeting he will be able to tell them if we need a furlough or not.

Trustee Hebrock asked for the definition of furlough. Dr. Law responded that it is where you lose a day's pay. Dr. Law noted that we will save 137,000 dollars per furlough day. The days that the college has looked at to possibly furlough are the Wednesday before Thanksgiving, and the Monday of Spring Break week. Trustee Hebrock clarified that this is a positive short term cash upside.

Chair Moore noted that there are other businesses in this community that have furloughed their employees. Trustee Stanfield asked if there was a potential scenario for approving the furlough after September fourteenth, but then finding out later that there

are some extra funds that were not counted on, and could we retract the furlough days. President Law confirmed that it could be. President Law did note that the state revenue, however, is not going to change.

Trustee Hebrock asked who is affected if a furlough is enacted. President Law confirmed that everyone would be; the college would close down for the day, except for safety and security. President Law will also alert our University partners on the days that we close down.

Other items

President Law indicated that our dental programs have been reaccredited at the highest level available , and we don't have to talk to the commission on dental accreditation until 2015.

President Law told the board that he's been invited to be on a panel for the Contributions Council of the Conference Board, to represent community colleges. Chair Moore congratulated President Law.

President Law also noted that he has been invited to develop a graduate level course for the University of Maryland on all assessment in higher education. It will be an online course that President Law has to develop and implement.

President Law then distributed an article that, in his opinion was the best description of how financial aid works; and thought the board might find it interesting.

FUTURE AGENDA ITEMS

NEXT MEETING DATE

September 21, 2009 – Change of location to FPSI

ADJOURMENT

Meeting adjourned at approximately 5:56 pm.

Minutes approved at regular meeting of the District Board of Trustees on September 21, 2009.

Karen Moore
Chair

William D. Law, Jr.
President