

MINUTES
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304-2815
June 28, 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 2:30 pm.

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

Absent: Trustee Moon

Via phone: None

Others Present: President Barbara Sloan, Betty Jensen, Maximo Mendoza, Javier Malpica-Lopez, Anna Neudachina, Hassan AbuSaq, George Teifer, Karla Thomas, Li P. Pon, Donna Ellington, Thomas Luo Shen, April White, Christopher Rich, Carol Easley, Alice Maxwell, Sally Search, Marge Banocy-Payne, Barb Gill, Kate Stewart, Karinda Barrett, Frank Brown, Jen Robinson, Julie Baroody, Michelle Baragona, Marissa Mainwood, Renee Maples, Frank Baglione, Kionna Ellis, Bill Spiers, Renae Tolson, Bobby Jones, Sheri Rowland, Jim Murdaugh, Jerry Schilling, Wayne Rabon, Teresa Smith, Curtis Watkins, Patricia Manning, Jokestra Hall, Bill Mabile, Sharon P. Jefferson, G. A. Hartford, Jeff Hockaday, Rick Murgo, Doug Blackburn, John Chapin, Bruce Batton, Tony Stallworth, Bobby Hinson, Mike Scaring, Scott Knox, Darrin Blankenship, Lindsey Smitherman-Brown, Jose DaSilva, Kionna Ellis, Vanessa Lawrence and Lenda Kling

COMMENTS

Board Chair – Chair Moore asked everyone to stand for a moment of silence and the pledge of allegiance. She indicated they were going to do things just a little differently to ensure we get through the agenda in a timely manner. She asked the Trustees to wait to be recognized before talking and that discussion for items requiring a motion wait until after the motion was made.

Chair Moore recognized Trustee Lamb as the fabulous speaker at the Gadsden County Hospital grand opening. She further expressed her appreciation to the TCC individuals who were there to celebrate the event.

Board Members – None

President – Dr. Sloan asked VP Jefferson to share information about our students that were displaced due to an apartment fire. Ms. Jefferson reported only 20 of our students were affected, with most of them only having to be out of their apartments for the weekend. Many of them were able to go home, while their apartments were cleaned. None of our students were injured and the American Red Cross housed some of them at the EconoLodge on N. Monroe.

Dr. Sloan indicated that Thursday, July 1st is the deadline for filing your financial disclosure form for being on this Board. If Trustees need a form, Assistant VP Schilling has more available.

Portugal

Dr. Sloan brought back greetings from Ambassador Alan Katz. She was able to meet with several educational representatives from the University of Lisbon, two of the poly tech (workforce) universities, the Cultural Affairs Liaison and a person from the Fulbright program. She stated they had a very lively discussion about opportunities for international programs where they send students to us, with possibly some of our students visiting Portugal.

BOARD WORKSHOP

Presidential Search Comments – TCC Personnel

Chair Moore indicated the first thirty minutes of our meeting would be to hear from the TCC family. She thought it was important for the Trustees to hear from the faculty, students, staff and administration. She asked what we wanted to see in a new president, what the Trustees should know about our thoughts and feelings and welcomed our input.

Chair Moore indicated those who do not have an opportunity to speak today could submit their information in writing for distribution to the Trustees and there would be a second meeting where people can come to talk. Trustee Hebrock confirmed that the meeting was being audio recorded.

Dr. Sloan asked the individuals making comments to sign in on the sheet located at the table where Lenda Kling was sitting and then proceed to the podium to speak. She asked that comments be kept brief so that everyone interested in speaking would get an opportunity.

Betty Jensen thanked the Board for allowing her to speak and Chair Moore for greeting all the students. She introduced herself, indicating she was with the Office of International Student Services, a member of the TCC faculty and had been with TCC since 1988. She stated TCC needs a dynamic and forward looking President who will continue the groundwork laid by Dr. Law, indicating Dr. Law's insight and focus on removing barriers that divide cultures and increase cultural and national diversity while expanding educational value to the students brought prestige, notoriety and international exposure to TCC.

Ms. Jensen indicated that TCC can now be considered one of the premier Community Colleges supporting the international student community. She stated Dr. Law's efforts have not only had a direct impact on the College but also on expanding the name recognition of the City of Tallahassee and Leon County as a choice location for international studies.

Ms. Jensen signified Dr. Law has been highly successful at increasing our students' international awareness and fostering broad community support by opening lines of communications from the school to the city and state, to our international partners in education. She expressed the need for our next president to be the same dynamic supporter of international education.

Ms. Jensen indicated international student participation within the U.S. has grown by almost 23% between 2000 and 2009, while student population has grown approximately 19% over the same time frame. She stated projections for the future point to a continuing trend of increasing foreign student participation in our nation's schools, indicating Dr. Law saw this growth and was steadfast in his support for an expanding international student community at TCC.

Ms. Jensen continued sharing that under Dr. Law's leadership TCC had been featured in international student publications which are placed in overseas advisors' offices all over the world. She imparted that our international student website is equipped for translation to three different languages with only one click.

Ms. Jensen encourages the Board to seek and select a president that would continue the vision for institutional internationalization. She stated the new president must continue, foster, expand and support the global partnership and grants with institutions abroad initiated by the International Student Services Office and the Faculty exchange program.

Chair Moore thanked her for the comments and expressed her appreciation for the students who were there to support Betty Jensen, indicating they were valued members of the TCC family and thanked them for coming from all over the world to live with us in Tallahassee.

Trustee DeFoor expressed his personal support, indicating Betty Jensen had so strongly influenced his daughter she went on to study and secure a teaching career in the same field.

Dr. Chapin stated he was recently in a Our Region Tomorrow meeting with President Barron and President Ammons where he had the opportunity to speak about our workforce plans for TCC. He shared we are well known as a transfer institution, transferring more students to FSU than all the other community colleges in the state combined. We are not yet as well known for our workforce development, but asked the Trustees to keep that in mind as we look for our next president.

Dr. Chapin indicated Dr. Law had workforce development in his heart, soul and mind, indicating there are lots of reasons for TCC to continue the emphasis. He shared that in the Spring 2010 semester 11% of our students came from five counties in southeast and central Florida, sharing we transfer more students to FSU than all the other Florida community colleges combined. Dr. Chapin indicated that after looking at growth areas, it is mostly in students over the age of 26. There was a greater combined increase in Associate of Science, certificate, and non-degree seeking students than in Associate of Arts students. He feels the growth supports the need to keep an eye on workforce development. He thanked the Trustees for their time.

Trustee Hebrock asked Dr. Chapin to share what he felt a prospective president should really understand about economic development. Dr. Chapin stated on a national level they should understand and provide examples specific to funding directly for workforce at community colleges and provide information on how it works in Florida or their state with the impact to them locally. Dr. Chapin expressed he would like to see some passion for all types of students and programs, including workforce since we are just now getting a hold on it.

Trustee Hebrock asked if the work we do with workforce is atypical for a community college. Dr. Chapin indicated it would transfer similarly, although the balance with workforce and traditional programs can vary greatly. He stated we have a good start and would like to see continued growth in the program.

Trustee Lamb shared that in a meeting with FAMU they expressed concern about economic development and indicated they would like to see TCC as a partner, asking Dr. Chapin to share what he thought FAMU was requesting. Dr. Chapin shared that we work closely with EDC, not only for business training. He stated we have provided space for start-up companies, developed the Advanced Manufacturing Training Center with incubator space and other things. He indicated we would like to increase our relationship with FAMU.

April White and Renee Maples introduced themselves thanking the Trustees for the opportunity to speak. Ms. White asked the Trustees to consider during the search for a president the culture of the college, which includes the college workers who come in everyday and work on the directives of the President. She shared that the last couple of years economically had been rough as we did more with less people, so we really need someone who understands the working of the people to whom they will be providing direction. Ms. Maples asked that we continue to improve the morale of classified staff here at TCC, stating she would provide other information later.

Chair Moore asked if there was anyone else that wished to speak without comment received.

Dr. Jeff Hockaday

Chair Moore introduced Dr. Jeff Hockaday to help us move through the presidential search process. Dr. Hockaday thanked the Board for allowing him to come back to Tallahassee to assist. He stated what he was sharing was information he had gleaned from our retreat and ideas he has heard about how the profile should look.

Dr. Hockaday indicated a profile cannot be completed until we digest everything heard today. This is a draft for your consideration and we should remove anything not liked and add anything previously missed. The following are the credentials identified:

- Advanced degree from an accredited institution is required, with a Terminal degree from an accredited preferred.
- Senior level executive leadership experience required.

Trustee Hebrock confirmed this was not specific to an institution of higher learning. Chair Moore confirmed that experience in education would be encompassed in the senior level executive leadership experience. Trustee Messersmith indicated he liked the fact we left it broad without restricting to experience in education. Trustee Callen stated she liked the experience in education requirement since we are looking for someone to lead our institution.

Chair Moore asked Dr. Hockaday to further define his "or its equivalent" statement. He stated it is mostly subjective, but a military General who had a school of education might argue that it is equivalent. Trustee Hebrock stated if someone with a degree in education goes to work for legislature and then Apple Computer for development of learning applications, where does the individual fit into these definitions? Dr. Hockaday said that person would fit in either definition.

- Seeking a highly energetic, creative and ethical leader who possesses most of the following:

1. Demonstrated understanding of the Mission of a comprehensive community college.

Trustee Hebrock indicated he was a little concerned, since the word community was added and many of Florida's community colleges had changed their name. Dr. Hockaday indicated he did not feel it restricted to community college people only.

2. Strong spirit of entrepreneurship.
3. Demonstrated ability to raise resources from private and other sources and to work effectively with a college foundation.
4. Record of interest in and an understanding of the teaching/learning process in a community college.

Dr. Hockaday indicated he would have put the above item second, but since we hammered the others so hard – he put it fourth. Chair Moore verified that these do not have to be in priority order, but instead a master list of skills and characteristics.

5. Demonstrated interest in servant leadership.

Dr. Hockaday shared that at least a few of the Trustees spoke on the servant leadership issue at the retreat, which may have its ground in Florida more than anywhere.

6. Superior interpersonal and communication skills.
7. Willingness to learn and respect the culture, mission, values and goals of TCC.
8. Evidence of effective leadership in supporting and promoting economic development and workforce preparation.
9. He did not hear during our retreat, but added commitment to the professional development of all employees of the college.
10. Proven commitment to equal access/opportunity for all students and employees.
11. Successful experience working with the political process.
12. Familiarity with the Florida Sunshine Law.
13. Proven ability to work effectively with a governing board.
14. Experience with college organization and long-range planning.
15. Evidence of partnership building with other community agencies.
16. Can make tough decisions.
17. Keeps people informed regarding decisions that affect them.

Dr. Hockaday indicated the above were the highlights indicating he could work in a global reference and international students.

Trustee Callen indicated she liked the list and felt it reflected a profile of someone for all seasons that represented everyone. Trustee Lamb felt if we could get someone who met all the criteria, they would be almost perfect. Chair Moore indicated the Trustees were in support of the traits and characteristics.

Dr. Hockaday indicated if we could advertise in the July 20th edition of the Chronicle and other places, we could begin screening candidates in late August. If he did the preliminary screening, we could narrow to 20 that would go to the Search Committee. It would be possible for the Search Committee to complete their work in a month.

The Search Committee would cut to 5 or 6 candidates that would go to the Board. The Board could then begin interviewing in late September/early October with a tentative start date of January 2011. If Search Committee is appointed today, then let's meet the 8th or 9th of July. Chair Moore indicated we could meet the deadline proposed.

Dr. Hockaday stated with electronic applications he could come here and sit down with Human Resources to do the screening. He confirmed with the Chair that we were requesting he do the initial screening. Dr. Sloan asked about a full board vote and Dr. Hockaday shared that the finalist list was voted on by the full board.

Trustee Hebrock felt it was an important point to ratify the finalist list and prevent anyone screened out to keep from coming back to other board members. He wanted to make sure we were far more transparent than we were the last time. Also when we bring finalists to campus for interviews, he wanted to ensure that anyone could meet and speak with each of the candidates.

Dr. Hockaday said the candidates would normally be here two days and would normally meet with groups as described. He said that today it has become quite common to have an email address, and then all comments are put in a notebook and provided to the Board. Trustee Hebrock asked about a means for anonymous comments and Dr. Hockaday said it could be arranged, but he did not recommend. Chair Moore indicated our commitment to transparency is on both sides.

Dr. Hockaday went over a sample of the advertisement for the President. He indicated we may add a phone number for people to call the college. Chair Moore confirmed that prior to the placement in the Chronicle that Dr. Sloan would distribute it to all trustees.

The Search Committee members will get a notebook with the applications of those candidates remaining after Dr. Hockaday's initial screening. When the candidates are reduced to 8-9 semi-finalists, we will have videos where all candidates answer the same questions. The full Board will receive all information for each finalist. If he thinks there is a candidate he should visit to recruit, he would do so. Although not as popular, the committee could visit a candidate.

Trustee Hebrock stated that eight years ago the only way to get the best possible person was to get the best possible search person and he feels we have the best person in the country with Dr. Hockaday. He asked if it is fair to assume that the St. Pete search was state of the art and our search will be the same.

Dr. Hockaday indicated he would be as open as St. Pete was, except he would not release the videos of the interviews until all were concluded. Chair Moore thanked Dr. Hockaday.

Budget and 2010-11 Funding Priorities

President Sloan indicated the Governor had signed the tuition plan and it has been approved by the legislature. We have now included the 2% growth rate and summer enrollment was very

good. On the expense side we put in enough for a 5% growth, should the actual growth be larger than projected.

We have added a 3% employee raise, provided the projected growth revenues and actual state funding allocations are realized by December 2010. Reports are that all but two of our colleagues are giving raises July 1. We will wait since our growth is not like those in central and south Florida, but would be retroactive to July 1, if we do it in December.

Trustee Hebrock asked who activates the hold back. Trustee Messersmith stated he did not believe there was a hold back. President Sloan indicated she believed the only way there would be a hold back is if there is demonstrated change in revenue with all resources used, including reserves. At that point they can hold back the revenue at that time, but not reduce our budget.

Trustee Hebrock asked if the Governor in the past had sent a letter to executive branch agencies to not hold back, but not to spend. Trustee DeFoor does not believe it goes to the Cabinet though, the legislature wanted the power. Dr. Sloan stated the Governor could not reduce our budget without the legislature, but could hold the money until the legislature meets.

There are still \$2.4 million in stimulus funds, about 4% of our budget, and a little bit of non-recurring. If stimulus goes away, we will still not be cutting jobs. We are currently ahead of last year with total state support. A cautionary note is that, although close, per credit hour spending is still not where it was in 2007/2008.

Trustee Hebrock asked if the federal stimulus money went into one concentrated area. Dr. Sloan indicated we reported most of it in OPS salary. Our money comes from tuition & fees, state funding, federal stabilization and other revenues. Other revenue comes from indirect cost recovery for grants we manage, interest and miscellaneous sources.

Trustee DeFoor asked about indirect cost recovery and Dr. Sloan indicated Department of Education was the largest, but also included DOT, CCLA, and others. Trustee Hebrock indicated most everything we did was handled within the PTLEA and Administrative Services. Volunteer Florida has planned to pull out for a year and one-half which may occur at the end of the calendar year; however it is one of the lowest paying indirect cost grants.

President Sloan indicated when looking at expenses, salary remains to be very high due to our commitment to no layoffs. Trustee Hebrock asked about obligations and staffing at Wakulla, Gadsden and Ghazvini. Dr. Sloan indicated this budget included about 50% of the cost for opening Ghazvini, stating most other projects were renovations that will not add significant costs. A summary of PECO money for this year was provided.

BUSINESS MEETING

Chair Moore called the Board meeting to order at approximately 4:03 pm.

COMMENTS

Chair – Chair Moore indicated they had something very special to do this afternoon.

Board Members – None

President – Dr. Sloan indicated she had one item to add to the consent agenda. The item is Grants and Contracts – TCC as Provider for the Department of Juvenile Justice – Officers in Training Program. The item was received after we went to press, although it has been added to the website.

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

President Sloan stated she wished to remove the item related to the Termination of the Master Plan Agreement under Tab 25.

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

Trustee Hebrock indicated that in consultation with the Board Attorney, they wished to remove Tab 5 (Invoice for Florence Snyder) from the Consent Agenda.

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

Dr. Sloan introduced the family of Marvin Scott. She indicated that faculty strives to impart knowledge and motivate students, but every now and then a student comes along that inspires our faculty. She stated that was certainly the case with Mr. Marvin Scott, a student here ten years ago.

Instructor Melissa Soldani-Lemon wrote that Marvin Scott was never late to or missed a class. He never turned an assignment in late or missed a test, even though taking her essay exams was hard for him. He always stayed until the very end of class and worked to improve his responses. When Marvin came to TCC his test scores placed him in all developmental courses, but undaunted and undiscouraged he took the courses semester after semester striving to complete his dream of completing college and becoming a teacher.

By the spring semester of 2000, Marvin was well on his way to graduating until he missed her class for the first time. On his way back to Tallahassee from his family home, Marvin Scott died in a single car accident. Marvin was lucky to have a loving family that supported his goals and they are here today to honor him. This year marks the 10th anniversary of Marvin's death and TCC would like to remember him by awarding him an honorary degree.

Melissa Soldani-Lemon thanked the family for sharing their son with her and stated because of what she learned from him, she looks at her students more and spends time with them. Chair Moore asked for a round of applause.

The family thanked everyone for thinking of Marvin, indicating he was a good kid who was very respectful, did not ask for anything, liked to sing and inspired others.

APPROVAL OF MINUTES

Chair Moore asked if there were any comments and requested a motion to approve the minutes of the May 17, 2010 Workshop and Board Meeting.

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

INFORMATION AND NEWS ITEMS

Alice Maxwell introduced news clips on the GearUp program financed by a grant at no cost to the students. The TCC Firefighters graduation speaker was Kelvin Cochran, former U.S. Fire Administrator.

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. Tab 5 was previously removed at the beginning of the meeting.

MOTION: Trustee Lamb
SECOND: Trustee Messersmith
Motion passed with Chair Moore abstaining from the Florida Sterling Council item in Tab 7 (Form 8A is attached).

Administrative Services

Construction Status Report (Information)

Mr. Stallworth indicated all the generators had been installed about campus. There are many pictures of the Ghazvini Center and the Advanced Manufacturing Training Center (AMTC). The AMTC is coming along well and it will be done in August. Another portion of the Ghazvini Center has been completed and we are on target for April 2011.

Dr. Chapin stated we are planning an open house for AMTC, possibly in mid-August, and the Economic Development Council will be having their next meeting there.

Fund Analysis – May 2010 (Information)

Dr. Sloan indicated we are on-track and expenses have been kept to a minimum as requested.

Annual Inventory of Property Assets (Information)

Dr. Sloan said we are not missing any equipment and are very pleased with our new inventory system. Trustee Hebrock asked what was different. Dr. Sloan stated that in the past we kept track of everything worth \$2,000 and above, but the legislation changed and it is now inventory items valued at \$5,000 and above.

As an institution, we decided any capital item must still go through a similar process. Our computer systems are still monitored and tracked, although it is not reported. Trustee Hebrock indicated that laptops were now under \$5,000 and verified they were still being tracked. Trustee Hebrock asked since we were now only tracking items worth \$5,000 and above, if this would impact how surplus property is handled. Dr. Smith indicated fixed assets under \$5,000 were adjusted and the write-off was made when the change occurred, with the last list being brought before the Board at the April 2010 meeting.

Trustee Callen asked about an inventory listing and if was it physically inventoried. Dr. Smith indicated items were given bar scan codes and that a physical inventory was done. Trustee Hebrock asked if moving forward we would bar code a laptop. Dr. Smith indicated it will not be tagged for the inventory system, but will be tagged for TCC.

2010-11 Salary Schedule (Action)

Dr. Sloan indicated there are only minimal changes to the item from last year. If we implement raises then we will bring this back with different base salaries.

This request is for the Board to approve the 2010-11 Salary Schedule as presented.

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

Trustee Hebrock stated that discussion with previous Vice President of Information Technology indicated that he would no longer qualify because of the way the job was announced. Dr. Sloan

stated the initial search was for a Master's Degree and that the search failed, with a couple of withdrawals at the last minute possibly due to the change in Presidential leadership. She indicated the consultant advised that in the world of IT, a Bachelor's Degree was much more the standard and they would change the criteria back to a Bachelor's Degree in the future.

Trustee Hebrock stated we need to realize that changing the criteria for the position has budgetary ramifications, asking if we would have to pay more money. Dr. Sloan indicated that at the senior level we do not increase salaries for degrees.

Trustee Hebrock verified that most coaches do not teach, but emphasized their critical role in student success, and indicated that what we pay coaches should not be tied to faculty. He also noted that their continued employment is associated with team success.

Adjustment to Guaranteed Maximum Price – Ghazvini Center for Healthcare Education (Action)

Tony Stallworth introduced representatives from Culpepper Construction Company, Inc. and Clemons Rutherford & Associates. Last spring we were trying to expedite the project, but we didn't have all the funding and broke it up into three phases.

The first phase was Surgeon's Drive for access to the project, the second phase was the temporary parking lot for Tallahassee Memorial Hospital employees and the third phase of the building itself. We were building on land owned by the city but leased by the hospital and had a wooded area to clear, which added to the time element.

We pushed the architect so we could get our project underway during the wonderful bid climate. At the same time we submitted the plan to the Department of Education (DOE) for review.

In December 2008 the entire project was estimated at over \$28 million, but when we got the final cost it was \$22,597,642.00. With the DOE comments, we had to change almost every single drawing. This change amount will help us fund the remainder of the project going forward and the funds are already available without searching for further dollars.

This request is for the Board to approve the adjustment to the Guaranteed Maximum Price for the Ghazvini Center for Healthcare Education project in the amount of \$483,344.70 to Culpepper/Baycrest.

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

Trustee Hebrock indicated there has not been a better managed project and he feels the amount is easily explained.

Professional Service Contract – Andrews, Crabtree, Knox and Andrews (Action)

Dr. Sloan stated this is the extension for legal services to allow for time to complete the bid process. The firm of Andrews, Crabtree, Knox and Andrews has agreed to the extension.

This request is for the Board to approve the extension of the professional services contract with Andrews, Crabtree, Knox and Andrews effective July 1, 2010 through October 31, 2010.

MOTION: Trustee Hebrock

SECOND: Trustee Lamb

Motion passed unanimously.

Approved Grants and Contracts – TCC as Provider (Information)

Dr. Sloan indicated these grants and contracts fall under the threshold the President can approve.

Extension of Current Architectural Agreements (Action)

Dr. Sloan indicated this was a request for extension to pursue a bid process. Trustee Hebrock indicated that although not legally required, it is a natural necessity to keep the current architects during the interim period.

This request is for the Board to approve the extension of the architectural agreements with DAG and Clemons Rutherford & Associates to August 31, 2010.

MOTION: Trustee Hebrock

SECOND: Trustee Callen

Motion passed unanimously.

Professional Service Contract – Presidential Search (Information)

Dr. Sloan indicated this is the agreement approved last time and is an informational item to provide you with a copy of the contract so you know what you are getting with the Presidential Search.

Accounts Receivable Write-off (Action)

Dr. Sloan shared we do a write-off every year, although we try for two years to collect prior to write-off, and this year's amount is a little less than previous years. She shared that when Dr. Smith came the amount was sometimes as high as a million dollars, it went down to about three-quarters of a million, last year it was about half million and today it is still \$424,203.

Dr. Smith indicated we are required to write-off so we do not over state our receivables. We try first to collect ourselves regardless of the type of debt. She stated that in the past we utilized a collection agency with a collection rate of about 20%, but mid-year we decided to get more aggressive and have now employed another firm that specializes in higher education debt.

Dr. Smith shared that when we write-off, the debt is not forgiven. The debt will remain on the student accounts, so they cannot enroll or receive transcripts until the debt is paid. There have been debts that we could never collect and the debt is always reflected on the account.

This request is for the Board to authorize write-off of accounts.

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

Trustee Callen asked what the categories were for student debt and Dr. Smith stated it included tuition, short-term emergency loans, deferments, and defaults on tuition payment plans. Trustee Messersmith asked about financial aid and Bill Spiers indicated this was a result of a change in federal law on how a student earns financial aid.

If a student withdraws prior to completing 60% of the class regardless of reason, then their financial aid is owed back. The \$253,702 reflected is the amount we had to repay the federal government, as well as, a change in Florida for the Bright Futures program. As of this year, when a student withdraws from a class they must now repay the Bright Futures funds.

Dr. Sloan stated we must pay the state and federal governments and then collect from the student. Trustee Hebrock stated that Florida statute says we shall exert every effort to collect delinquent accounts, write off and settle such accounts, and employ a collection agency. He asked if the collection agency would go after the accounts when they are written off.

Dr. Smith stated the collection agency does not continue to go after individuals when they are written off, but we continue to pursue collection. She said we could employ, as some institutions do, another collection agent after the write off. Our collection agency places the information on their credit bureau account. Trustee Hebrock feels a secondary agency should be considered to continue pursuit of debt.

Dr. Sloan indicated we would bring back a report of a plan that shows an aggressive approach. Trustee Callen confirmed there was communication with the students and a possible payment plan offered. Dr. Smith indicated that when financial aid student funding was cutoff and debt is incurred, we try to offer alternatives for payment by the student. We also now offer financial literacy counseling for all students.

Capital Improvement Program (CIP) 2011-12 through 2015-16 (Action)

Tony Stallworth stated this item is required annually and includes the projects in the three categories of renovation, major remodeling and new construction. The renovation projects would utilize the architectural services we just extended. The major remodeling and new construction would be under a new selection process.

Currently we do not have anything for funding in the PECO process. Dr. Sloan shared that site 3 is FPSI and site 1 is main campus. She noted there is nothing currently listed for Wakulla, since we do not yet own the land.

This request is for the Board to approve the 2011-12 through 2015-16 Capital Improvement Program as represented on the CIP – 2 form.

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

College Operating Budget (Action)

Dr. Sloan indicated this is the budget as presented in the workshop.

This request is for the Board to approve the College's 2010-11 operating budget.

MOTION: Trustee Hebrock

SECOND: Trustee DeFoor

Motion passed unanimously.

RFQ for Legal Services (Action)

Dr. Sloan indicated this item was developed by a sub-committee of Trustees and staff.

This request is for the Board to approve the issuance of the RFQ for legal services, with the change discussed.

MOTION: Trustee DeFoor

SECOND: Trustee Hebrock

Motion passed unanimously, as amended.

Trustee Hebrock asked who the anticipated members of the selection committee would be. Dr. Smith stated **all** of the firms will be brought to the sub-committee of Trustee Moon and Trustee DeFoor, with the final candidate submitted to the full board for approval. Trustee Hebrock indicated the process used was very important since it is the Board that gets sued and the attorney will represent them.

Trustee DeFoor indicated the Board would be better served with all firms being brought before the Board, although the Board will accept staff information that firms are non-responsive. He shared that they built in a provision that states respondents can provide additional information not specifically requested. Trustee Hebrock verified that we have not employed any additional legal services about the comp plan amendments.

Telephone System Upgrade – Ghazvini Center for Healthcare Education (Action)

This request is for the Board to approve the cost for Avaya to upgrade the telecommunications system for the Main Campus and the Ghazvini Center for Healthcare Education as outlined in the proposal.

MOTION: Trustee Lamb

SECOND: Trustee Messersmith

Motion passed unanimously.

District Board of Trustees Architectural Selection Committee RFP Recommendation (Action)

Trustee Hebrock indicated this was the task given to him and Trustee Moon where they had a very productive meeting with Tony Stallworth and Dr. Jim Murdaugh. Everything discussed was agreed to unanimously, although Dr. Brown could not make the meeting.

This request is for the Board to approve the draft Request for Proposal and authorize the Architectural Selection to proceed with the process as described above.

MOTION: Trustee Hebrock

SECOND: Trustee Callen

Motion passed unanimously.

Laboratory Fees (Action)

Dr. Sloan indicated this is the comprehensive list of fees for next year.

This request is for the Board to approve the 2010-11 schedule of laboratory fees.

MOTION: Trustee Messersmith

SECOND: Trustee Hebrock

Motion passed unanimously.

Termination of Campus Master Plan Agreement – EMO Architects, Inc. (Action)

This item was removed from the agenda.

Student Services

Interinstitutional Articulation Agreements (School Districts) (Action)

Dr. Sloan indicated these are annual agreements with the school districts with which we work. Most of the agreement is dictated by statute, but we have really good relationships with all of them and have added other items as needed.

This request is for the Board to approve agreements for the 2010-11 academic year.

MOTION: Trustee Hebrock

SECOND: Trustee Lamb

Motion passed unanimously.

Trustee Hebrock asked if we now had agreements with all the districts and are we allowed to have agreements with schools now in our three counties. Vice President Jefferson indicated we do have some private agreements and they are not part of the district. She also shared we are not permitted to have agreements with schools outside our tri-county area.

Trustee DeFoor shared there had been some discussion with St. Leo. Dean Kate Stewart indicated they are looking at our curriculum to see how it will best fit with theirs and will get back to us.

Board Policy Amendment to Chapter 10 (Information)

Dr. Sloan shared this is the item brought last time that had some technical errors and these are the corrections that have been made.

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

MOTION: Trustee Hebrock

SECOND: Trustee Lamb

Motion passed unanimously.

Student Activity Budget (Information)

Dr. Sloan indicated that last year there were several positions the Student Government Association had to leave vacant and this year they are able to include them in the budget.

Christopher Rich, Student Organizational Chair, and Kionna Ellis, Student body President, introduced themselves. Mr. Rich stated the total revenue was just over \$2 million, indicating a

portion of it was going to contingency. The budget includes funding the full-time positions in Campus Life, child day care, athletic housing, StarMetro services and handbooks.

Also included is the funding for Student Government and clubs. It will fund leadership training, retreats and possibly some programming for students. It also supports teams and activities, such as the Forensics Team, Model UN, Cheerleaders and the Brain Bowl. In addition, they support the TCC Theatre.

Campus Life will benefit from multi-cultural programs, second annual homecoming and trips through the volunteer office such as the Habitat for Humanity, New Orleans.

Dr. Sloan stated this team made their presentation to the Executive Team and they knew the numbers and what they wanted to do, with a good combination of fun and service. Trustee Lamb verified that Dr. Sloan was okay with the budget presented.

Trustee DeFoor inquired if StarMetro stopped on campus and Mr. Rich stated they have 2 stops on campus and that the system is busy from 8am to 2pm. Trustee Hebrock stated they had looked at StarMetro previously and it is very popular with the students.

Trustee DeFoor asked about the change from \$27,000 to \$55,000 and the role of the Judicial Officer. VP Jefferson stated the previous Judicial Officer had experience, but the position was anticipated to be filled at around \$40,000, sharing the Officer handles all the judicial issues on campus and advises students of their rights when there are issues.

Trustee DeFoor asked about how many issues there are in a year and Mr. Rich indicated there were about 70 cases this last semester with more than 60 going to a hearing. There are two types of hearings – an administrative and a board hearing. The board consists of two students, two staff members, two faculty and the Judicial Officer.

Trustee Lamb confirmed that the Gadsden Express comes here, although specifics were not known. Students can ride for \$1 – from Quincy to Midway to here and Mr. Rich indicated he had heard it was used.

Trustee Hebrock confirmed that the StarMetro cost was increasing and that it was based upon student count. He inquired why we zeroed out the Ambassador program and was advised the program is continuing but the funding is changing. Trustee Callen confirmed the student handbook is outsourced and is provided as a recruitment tool for students.

Trustee Callen congratulated Mr. Rich on his presentation. Dr. Sloan indicated Christopher Rich was the student being recommended for the Presidential Search Committee.

TCC Foundation

TCC Foundation Update (Information)

Dr. Sloan said she would address any questions by the Board since this item was well documented by VP Johnston. Trustee Hebrock verified that Trustee Lamb was now engaged with the Foundation Board.

Donation of Artwork (Action)

Dr. Sloan stated this is a piece that has been donated and requires your approval.

This request is for the Board to accept the donation and receive the piece into the Hurst Collection.

MOTION: Trustee Messersmith

SECOND: Trustee Hebrock

Motion passed unanimously.

Trustee Hebrock confirmed that the item was added to our list of items and covered by insurance.

Donation of Equipment (Action)

Dr. Sloan stated this was for equipment to be used at the AMTC.

This request is for the Board to accept the donation as recommended.

MOTION: Trustee Lamb

SECOND: Trustee Messersmith

Motion passed unanimously.

Presidential Search

May 28, 2010 Retreat Minutes (Action)

The request is for the Board to accept the minutes as presented.

MOTION: Trustee Hebrock

SECOND: Trustee Callen

Motion passed unanimously.

Center for Workforce Development

Affiliation Agreements – Allied Health Training Programs (Action)

Dr. Sloan stated these are new since March.

This request is for the Board to authorize the President to enter into these agreements.

MOTION: Trustee Lamb

SECOND: Trustee DeFoor

Motion passed unanimously.

New item – Definition of Experience

Chair Moore indicated she would like to address the definition of experience for the Presidential Search as presented by Dr. Hockaday.

- MOTION:** Trustee Messersmith motioned that the definition be "Senior Level Executive Leadership Experience is required."
SECOND: Trustee DeFoor
Motion passed unanimously.

Trustee Callen stated she still preferred "Senior Level Executive Leadership Experience in Education or its equivalent is required" since it focuses more on education. Trustee Lamb indicated he voted for the first definition, although he understood about the term education and felt the first one would cover that.

Trustee DeFoor shared that Dr. Hockaday stated he would place learning as second on the list of priorities and that servant leadership was a theme he was hearing frequently in Florida.

- MOTION:** Trustee DeFoor moved that we adopt Dr. Hockaday's priority of learning and place it second on the list.
SECOND: Trustee Lamb
Motion passed unanimously.

- MOTION:** Trustee DeFoor motioned that the servant leadership component be first.
SECOND: Trustee Messersmith
Motion passed unanimously.

Trustee Callen asked if this was educationese or something we named here. Trustee DeFoor indicated that it has become a little more popular in Florida, but the prominence is quite old. He indicated the essence of the concept was that leaders were servants and creates a different style of leadership.

Trustee Hebrock stated the concept was the leader was servant to others and should not scare anyone off.

BOARD OF TRUSTEES ORGANIZATION

Appointments to Presidential Search Committee

Dr. Sloan indicated the three Trustees were identified at the retreat and provided some information on the remaining people to be appointed.

This request is for the Board to appoint the members of the Presidential Search Committee.

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

Trustee Hebrock stated he did not generally have a problem but after looking at this, he wanted to know about workforce. Chair Moore indicated that Kim Moore represents WorkforcePlus, however Trustee Hebrock wanted to know about workforce at the college. Dr. Sloan indicated that within the college the Board only asked for one administrative representative, Dr. Rowland who works with workforce and everyone else at the college.

Trustee Hebrock appealed to Trustees Messersmith and DeFoor, both with personal law enforcement experience, to be aware of the number of people going through FPSI. He feels

that number will grow even larger throughout the term of the next president, indicating he was hoping someone in workforce within the institution would have been on the committee.

Trustee Messersmith stated that mutually they would certainly be aware of the interest at FPSI. He shared that at the retreat a decision was made not to get individuals from every area, but to get individuals that would represent all groups and would expect areas to talk to them. Trustee DeFoor said the future of the institution is dependent upon these additional areas and as the financial perils of our core are exposed, these institutes will be the place we will pay for the core.

Chair Moore stated we had assembled a search committee that is everything we originally set out as a desire. We wanted it to be inclusive, process transparent, and reflect internal and external audiences. She thinks this is something this group of individuals will do an excellent job of coming back to the Trustees with a recommended list of finalists.

Election of Officers (Action)

Chair Moore indicated she would step down as Chair of the Board at the end of this meeting, sharing it has been an honor and privilege to work with everyone. She said she sits on thirteen boards and this one is magical and means so much, since she can see that it has a direct effect on people's lives.

Chair Moore stated she was delighted to have had the opportunity to work with each of the Trustees and knew the Chair-Elect would do a fabulous job. She asked for a motion and stated she felt it was appropriate to combine a Chair and Chair-Elect in one motion.

Trustee Hebrock asked why we had to have an election, indicating Florida Statute 101.61 says the duty of the vice-chair may act as the chair during the absence of the chair. He stated he did not believe that Trustee Lamb had to be elected as Chair, since the Statute says at the first meeting after July 1st we elect our officers.

Trustee Hebrock's point of order is that if Chair Moore is stepping down, then Trustee Lamb is automatically the Chair without a vote of the committee. He said then the only question is if the Board wants to wait until August to elect a vice-chair with no meeting in the interim, although there are duties of the Chair.

Trustee Messersmith said Trustee Hebrock was correct that by statute Trustee Lamb would become acting Chair of the Board, but wanted to know if there was a reason why we would not go ahead and elect. Trustee Hebrock feels the vote should wait till August to vote for the vice-chair, because the statute says the vote shall be at the first meeting after July even though it does not say you shouldn't do it at any other time of the year.

Chair Moore feels with an interim period, if something should happen to Chair Lamb, that it would be best to have a vice-chair. Trustee Messersmith said he thought Trustee Hebrock was correct about the statute, but that if there is no reason not to vote and we should proceed. Trustee Messersmith moved that Trustee Lamb be Chair and Trustee DeFoor Vice-Chair.

Trustee Hebrock asked for a ruling on the point of order, specifically if the election was necessary. Bill Mabile said the quotation by Trustee Hebrock on the statue was correct, however taking into mind the comment that if something should happen to Trustee Lamb we have no leadership. He continued that business does go on and that he would be supportive of moving forward now instead of waiting until August.

Trustee Hebrock asked if that meant we would not be voting in August. Bill Mabile said we could go back in August if we had to, but did not see a reason to do so. Trustee Hebrock asked if we elected now but did not go back and elect again in August, would they be valid officers.

Mr. Mabile said we could ratify in August and that he only distinction he was making today was that with the absence of a vice-chair, if something should happen to Trustee Lamb, the administration would have no leadership on the Board. After discussion, it was determined they would elect at this meeting and ratify in August.

This request is for Trustee Lamb to become Chair and Trustee DeFoor to become Vice-Chair.

MOTION: Trustee Messersmith

SECOND: Trustee DeFoor

Motion passed unanimously.

Chair Lamb thanked Trustee Moore for her leadership, indicating he really enjoyed serving with her on the Board. On behalf of the Board of Trustees Chair Lamb presented Trustee Moore with a gift. Trustee DeFoor stated he had a source for gavels in the Florida Keys, indicating the individual takes previously dead hardwoods and carves them by hand. Trustee Moore stated it was beautiful and thanked everyone.

2010-11 Schedule of Board Workshops and Meetings (Action)

Dr. Sloan indicated there was one more item.

This request is for the Board to accept the Schedule for next year.

MOTION: Trustee Moore

SECOND: Trustee Callen

Motion passed unanimously.

PRESIDENT'S REPORT

The following items on the agenda were moved to the next meeting.

Disability Headcount

Carnegie Statistics Pathway Network

Mary Brogan Museum of Art Lease

FUTURE AGENDA ITEMS

None

NEXT MEETING DATE

August 16, 2010

ADJOURMENT

Meeting adjourned at approximately 6:02 pm.

Minutes approved at regular meeting of the District Board of Trustees on August 16, 2010.

Eugene Lamb, Jr.
Chair

Barbara R. Sloan
President

FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS	
LAST NAME—FIRST NAME, MIDDLE NAME <i>Moore, Karen Babeholoe</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>TEC District Bd. of Trustees</i>
MAILING ADDRESS <i>201 Delta Blvd</i>	NAME OF STATE AGENCY <i>TEC</i>
CITY <i>Tallahassee</i> COUNTY <i>Leon</i>	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE
DATE ON WHICH VOTE OCCURRED <i>June 28, 2010</i>	

WHO MUST FILE FORM 8A

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

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

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

ELECTED OFFICERS:

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

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

APPOINTED OFFICERS:

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

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

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

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

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

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

DISCLOSURE OF STATE OFFICER'S INTEREST

I, Karen B. Moore, hereby disclose that on June 28, 2010:

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

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

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

I am retained by the Florida Shooting Council to do public relations and marketing activities. FCC is the fiscal agent for them.

7/12/2010
Date Filed

Karen B. Moore
Signature

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