

MINUTES
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304-2815
February 15, 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 2:32 pm.

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

Absent: Trustee Messersmith

Via phone: None

Others Present: President Bill Law, Lee Kitchen, Frank Brown, Sally Search, Sheri Rowland, Patricia Manning, Kate Stewart, Lois Ewen, Marge Banocy-Payne, Monte Finkelstein, Jerry Schilling, Susie Hall, E.E. Eunice, Jim Murdaugh, Teresa Smith, Barbara Sloan, Robin Johnston, John Chapin, Bruce Batton, Bill Spiers, Sharon Jefferson, Angie Taylor, Christopher Rich, Val Bahl, Vanessa Lawrence, Michael Lauding, Carol Easley, Chip Singletary, Tony Stallworth, Rob Lipscomb, Ben Friedman, Heath Hartley, Lindsey Smitherman-Brown, John Norris, Bobby Jones and Lenda Kling

COMMENTS

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

Board Members – Trustee Hebrock shared that Dr. Law spoke at the 2010 Vision Summit last week where he provided some great information on the role of colleges in the disability areas. Trustee Hebrock indicated he was proud of TCC and the work we do in support of our students.

President – Dr. Law shared an updated agenda with Board Trustees. He then recognized the annual Faculty NISOD winners, sharing a list of names and their respective programs. He thanked the Deans for making the system working well.

He introduced and shared some information for Bruce Batton, Advanced Manufacturing Training Center Program Manager.

Trustee Lamb asked if the faculty winners could join us at another meeting. Chair Moore asked if they could come to the next Board Meeting and be recognized. Dr. Law indicated we would be happy to do so.

BOARD WORKSHOP

Dr. Law thanked the Trustees who attended the recent FACC Trustees Summit in Tallahassee. One of the things they asked was to meet with our Board of Trustees and brief on federal initiatives.

American Graduation Initiative

Dr. Chapin stated the goal of this \$12 billion dollar initiative is to get 5 million additional community college graduates by 2020. The legislation has been passed by the House of Representatives, although action is still pending in the Senate.

The four features of the Initiative are a Community College Challenge Fund, College Access and Completion Fund, Facilities Construction/Renovation and a National Online Skills Laboratory. The Initiative will also fund a research center to develop and implement community college success measures and publicize the results of the measures.

Key points of the Initiative include competitive grants for innovation and reform, expected partnerships with business and workforce development systems, improve remedial and adult education and offer students' comprehensive, personalized services to plan their careers.

Dr. Law stressed the rules and regulations are not out yet, since they are struggling with how to obtain the funding.

Carl Perkins Act

Dr. Sloan stated the national budget was \$1.3 billion, with Florida receiving \$65.6 million. The State must send 85% of the funds to the various schools and TCC received \$682,595 for 2009/10 academic year. The purpose of the Act is to work with career and technical education students.

Accountability is an important aspect of this Act, with specific outcomes aligned to national criteria that are measured every year. In addition to the degrees and certificates, we now track specific skill attainment and placement in high-skill, high-wage occupations.

She shared that TCC uses the funds for personnel (recurring and temporary), expenses including travel and some equipment. Perkins funds are perfect for hiring someone to develop and build a program prior to the program becoming income producing. The primary TCC Activities supported by Perkins are student recruitment, program development, virtual lab and retention and graduation.

Trustee Hebrock asked if the Perkins money was an allocation or competitive. Dr. Sloan indicated the allocation was based upon the numbers of students we have and how well they achieve in the specific areas mentioned. Trustee Hebrock then asked how the determination is made for student achievement. Dr. Sloan indicated it is based on information shared between the State and TCC.

Trustee Hebrock asked if we currently know how many Perkins dollars we will receive for the next year. Dr. Sloan indicated we apply in June based upon our current programs and the allocation is based upon that information.

Trustee Hebrock then asked if the American Graduation Initiative still included those community colleges going to 4 year programs. Dr. Chapin indicated there was no clear legislation at this time; however he suspected they were included since they still needed to support their two year programs. Dr. Law shared that Dr. Padron from Miami Dade College has been instrumental in the design of this program at the federal DOE level.

Dr. Law further clarified the Carl Perkins Act program was kind of a hybrid, since we must submit a proposal and supply the appropriate information before they will send us the money. It is not unusual for the shared information to go back and forth a couple of times. Also as we grow the number of students in the programs, we hope to get a little more of the funding.

Trustee Lamb asked about the number of consultants funded through the program. Dr. Sloan responded that this year was a little different, since the FPSI hired consultants to write curriculum and assessments for that curriculum to ensure they were testing what they were teaching.

Federal Financial Aid

Mr. Spiers addressed changes in the Higher Education Opportunity Act. The Pell Grant will be year round, where previously it was a lump sum that could cover expenses year round if the student did not attend full time in the fall and spring semesters. With the new change effective for the summer term, students will be eligible for funds for each semester.

Effective July 2011, our website must include a net price calculator that includes our cost and, based upon their profile, their estimated family contribution. The estimated family contribution will be subtracted from the cost of education and the resulting number will determine their financial aid. We are looking at various options to develop this net price calculator.

There are new requirements for soldiers called to duty during a class that they must be put back into the same classes at the same tuition rate as when they were called to duty. There are also some state residency items and based upon changes by the State of Florida, we may already be compliant in this area.

We will now be able to use work study students in disaster relief programs and the US Department of Education is required to simplify the free applications for federal student aid. Although the process has been totally free to date, selective institutions will move to fee based products and students will be paying to find out how much they can receive outside of federal money.

The Student Aid and Fiscal Responsibility Act has passed Congress but not the Senate. This Act tells colleges they should move from the federal family loan program using local banks to a direct loan program using general revenue from our tax dollars. There are some concerns with the calculation they are using to determine the savings.

We have made the necessary steps to move to direct loans if it becomes necessary. That would then create two separate loan payments for current students, which could be consolidated at a higher interest rate. The State of Florida is currently a guarantor on the current loan system which is revenue producing. Should the change occur, there will be a layoff of state employees that work in the program if it goes to the direct loan system.

Trustee Hebrock complemented Bill Spiers on the work he does, indicating we have the best person to handle this program. Dr. Law shared the Financial Aid Office staff is rather small and we have now moved the Cashier's Office under his area. Dr. Law indicated it is not uncommon for Mr. Spiers to be invited into state level discussions on financial aid and how to make it work.

Dr. Law indicated we now have a proactive opportunity to inform students about the opportunity for financial aid during the summer semester. Trustee Callen asked how many students start their college education during the summer semester. Dr. Rowland stated it was a small percentage and we could get a number, although this news could change the future number.

Trustee Callen indicated that knowing students could now receive another allowance for summer semester could be rather powerful. Dr. Law feels there are a lot of nuances to financial aid and the general public feels there is some secret code, so we try to be as helpful as possible. Trustee Callen shared she had seen numbers indicating there would be about 390 graduates at Chiles with 197 planning to enroll at TCC.

Dr. Law proceeded to the Major Initiatives Overview and a look forward to uncertain times. He stated if he was here, these are the items he would be devoting his time to in the short term. He indicated if he should not be here, this would be a list of the items The Board could consider when looking for a new President to move the College forward.

Our operating budget is certainly a large item. It includes the replacement of stimulus dollars, monitor the tuition plan impact, refocus for the long-term (5+ year) reality and personnel. The reality is the money will not come back immediately and may not go back directly to the same areas. We should evaluate where we have holes, consolidate goals, etc.

Personnel items to consider include raises, salary alignment, Deans/Directors and new positions. He thinks the dialogue should be "if we went to the market to hire, could we hire at the current level" and feels in some cases we could not. He has some concerns about Deans' salaries since some faculty salaries are overcoming the Deans', with no opportunity for the Deans to earn more.

Distance Learning is the most important strategic initiative we have and it requires a continuous executive. Dr. Sloan imparted we are trying to execute a plan from the current 5% offerings online to 20% within five years. We are currently at a point where we must build an infrastructure, as opposed to this being an additional task for current personnel.

This area of learning is highly competitive and students can go to many areas for this type of program. We must have the technology, structure, personnel and faculty development to support this 24/7 program. Within the last three years, we have experienced a 62% growth rate in this program.

Trustee DeFoor indicated the discussions with St. Leo were so strong and positive about our branding of their product and said that maybe we should hand some of this information down to the staff for exploration. Dr. Law indicated he has asked Jim Murdaugh to pursue some resources from the FPSI approach, stating he did not feel we had to create all this ourselves.

Accreditation is another important strategic area. Some institutions are struggling in this area but we have put some really good plans together. This will require continuous attention and support. Dr. Law indicated he saluted the faculty in this area and we must come through this successfully.

Florida Public Safety Institute is another item high on the list. Dr. Murdaugh shared information on the Prison (Re-entry Center) project which would bring 200 jobs to Gadsden County and would bring programmatic benefits for TCC.

Our success in bringing people to the campus is now to the point where we should consider additional classroom space. We are working on moving the certificate students to an associates program, many of these students via distance learning processes.

The Sheffield Tract, the area with the lake, is still being considered for the Executive Institute. Our infrastructure should continue to grow, including an ancillary student space for fitness and learning support.

Trustee Hebrock indicated we must find a way, including private sector means if necessary, to support the programs at FPSI. The DOC is talking about using prisoners to construct the building and that will take away from the positions for Gadsden County. Trustee Lamb concurred with Trustee Hebrock in reference to finding funds for building the Re-Entry Center.

Dr. Law shared the decision matrix to get the prison project off the ground. Trustee Hebrock indicated we may have new leadership downtown before we can move forward. Trustee DeFoor said the items from various areas were merging together in his mind and that the FPSI was a major opportunity for TCC in the next decade or two.

He indicated the current economic situation was probably not going away quick as we would like, so it becomes all about jobs and accessing non-traditional (not going to the legislature) money. If you look at those criteria, you protect your core traditional education functions while you do that. We have a tremendous lead in this project with the work Jim Murdaugh has done.

Dr. Murdaugh imparted that the Re-entry Center would be funded by DOC, so we won't be asking TCC for any funds. The only thing the college will need to provide is the land, although we will receive infrastructure.

Dr. Law communicated the Ghazvini Health Education Center will continue and require good attention. For the first time, we will be on two separate locations. Trustee Hebrock asked what money is required to finish the job. Dr. Law stated the construction funding was fine, although we are still working on the operating budget. The construction is scheduled to be completed before 6/30/11. The Capitol Campaign goal is to raise \$5 million for the staffing and new equipment at the facility.

Campus classroom renovation with retrofitting areas as we vacate the space is another initiative. This includes science labs, classrooms, lecture halls and faculty and adjunct offices. We are already working on some of the science labs with Dean Brown making a wonderful presentation at our budget meeting on how this would work.

At the budget meeting, Dean Finkelstein made an interesting and enthusiastic presentation on retrofitting classrooms for more engaged learning. The lecture halls are antiquated and in need of a new approach for our future vision. Faculty and Adjunct offices also need to be addressed and reconfigured.

With a vacancy in the Library Director position, we have taken time and given thought to what a library should do and look like in the future with the library staff highly engaged in this process. This includes reviewing the role and scope of library support, the Learning Commons expansion, expanding open spaces, relocating the testing center and relocating the Center for Instructional Technology.

The Wakulla County Institute is still on the horizon including the relocation and expansion of the Wakulla Center. The County Civic leaders want something like the FPSI and they are working on a plan to obtain some land to develop a possible environmental institute.

The Advanced Manufacturing Training Center will launch this year with expected rapid program growth. We are already receiving lease opportunity inquiries for the Hughes East location.

Trustee Hebrock asked if Dr. Law would next month share and show, especially for the benefit of the new Trustees, all the properties we own that have not yet been developed for use by us. Dr. Law indicated he would be happy to do so and would include information on long-term leases for some of our properties.

The Quincy House should be relocated and expanded. Trustee Lamb asked if we had adequate space and if we had considered building a facility. Dr. Law indicated if the money had continued we might have considered expanding on the Square. Trustee Hebrock verified that we do not own Quincy House.

Trustee Hebrock suggested that Dr. Law look at having high level Gadsden County and Wakulla County summits, with the respective Trustees participating, to discuss what the communities want. Dr. Law indicated Wakulla County was probably already on that track, indicating sometimes with civic leaders and partners sometimes going slow is the way to go fast. We want to make sure we do not promise things that cannot be done.

We have a range of certificate programs; individualized learning plans; refined, targeted out-of-class support and higher retention and degree/certification achievement. We need to replace our administrative computing system and we are constantly refining our plan for this project. Additional information on this will be provided at a later meeting.

Dr. Law stated we need to continue our alignment with universities, since he does not feel we should move forward with four year degrees but we will have a discussion at a later date. Trustee DeFoor asked if we had other private institution partners that would like to work with us. Dr. Law indicated all our partners would probably expand if we had the space for them to do so.

Dr. Sloan shared that Thomas University would be doing some things in the fall. Many of them are liberal arts schools and providing the technical offerings on our campus would require an infrastructure commitment on their part. Trustee Hebrock feels the only way it makes sense to move forward with four year degrees is if there is no option for students in Tallahassee at the other institutions. Trustee Lamb stated he supported Trustee Hebrock's comment entirely.

The Campus master plan implementation should include the entry on Pensacola Street, ancillary spaces for students and faculty offices and suites. Focus should continue on community based programs including dual enrollment credit, adult education/GED, talent search grant, gear-up grant, 21st Century grant and the College reach-out.

Trustee Hebrock asked if we expected the Lively issue to come up and Dr. Law indicated he did not. Chair Moore thanked Dr. Law for sharing the list of priorities. Trustee DeFoor asked for the information to be sent to each of them. Dr. Law indicated the powerpoint was on the web but he would also put it in an email to them.

BUSINESS MEETING

Chair Moore called the Board meeting to order at approximately 4:19 pm.

COMMENTS

Chair – Chair Moore welcomed the guests and thanked them for joining us.

Board Members – Trustee Lamb shared he enjoyed the African-American History Calendar unveiling, including the dance group which was very good. This is a campus group currently with 45 members comprised of students and faculty members.

President – Our original report for Haitian students indicated we had 5 or 6 people on visas and those were the students we wanted to ensure did not get sent home. The reality is we have 36 Haitian students with 34 of them permanent US residents and they are covered by Federal Financial Aid. The other two are in similar situations, just not on Federal Financial Aid.

In order to follow through on our commitment and the very nice publicity we have, we have directed \$2,500 to the relief effort that the students are putting together here. We did not have to refund tuition since the students had financial aid to cover that, but we donated to their cause as a show of good support.

Our faculty, staff and students distinguished themselves to reach out and embrace our Haitian students. We thank the Board of Trustees for their support.

Lindsey Smitherman-Brown from the Office of Student Volunteerism and the Student Organizations Council joined us to invite Dr. Law and the Board of Trustees as guest readers to the Fundamental Reading event on March 20th. In addition to the reading session, there will be other fun activities that will occur that day.

John Schultz introduced Eva Nielson-Parks, Assistant Coach for the Speech and Debate Team. Eva stated the team has just returned from Boston where they had competed with Harvard, Sussex, Emerson, University of Florida and others. At the two day tournament they won many events and TCC was the only school that had students place in all events.

The Team introduced themselves and presented Dr. Law with their first place trophy. John Schultz indicated we are hosting the two year state tournament on campus this weekend. He shared that earlier this semester the team raised over \$1,500 for Haitian relief efforts. Chair Moore indicated the team makes us so proud.

Dr. Law read a letter received from A.J. Northrup requesting posthumously a degree for his son, Robert. Dr. Law presented the diploma to the family, including the daughters of Robert, on behalf of the Board of Trustees. The family expressed their thanks to TCC and The Board.

APPROVAL OF MINUTES

Chair Moore asked if there were any comments and requested a motion to approve the minutes of the January 19, 2010 Workshop and Board Meeting.

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

INFORMATION AND NEWS ITEMS

Susie Hall introduced the printed and video news items. Video clips included tuition assistance for Haitian students, the African-American calendar unveiling, college goal Sunday and TCC's celebrity basketball dunker Haneef Munir.

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 Hebrock
ABSTAIN: Trustee DeFoor - Adjunct appointment (see attached form)
Motion passed.

Academic Affairs

Recommendation of Annual Faculty Contracts for 2010-2011 (Action)

This is a recommendation for faculty who are already on annual contract to get another annual contract. Dr. Law indicated he interacts with this group annually via the first year cohort project, second year presentations and third year classroom visits.

The request is for the Board to authorize the annual contracts for the 2010-11 academic year.

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

Recommendation of Continuing Faculty Contracts for 2010-2011 (Action)

This group of faculty is completing their third year at the college, at which time they cross a divide and become continuing contract faculty. This is a technical, legal piece but it a very important recognition for the faculty involved.

Trustee Hebrock asked about the definition of continuing contract. Dr. Law indicated it was primarily the time at which a burden of proof is required for dismissal. Trustee Hebrock asked if there was any additional responsibility on their side. For completeness, Dr. Law indicated first year faculty is relieved of some of the non-teaching responsibilities.

The request is for the Board to authorize the continuing contract status for the faculty.

MOTION: Trustee Lamb

SECOND: Trustee Callen

Motion passed unanimously.

Administrative Services

Construction Status Report (Information)

Tony Stallworth indicated that with the rain there were some delays. Trustee Hebrock asked if we were doing anything on this project when the legislature was in town. Dr. Law indicated we were not planning any this year, recalling we had done the kickoff during last year's legislative session.

January Fund Analysis (Information)

Dr. Law indicated we had not identified any anomalies. He & VP Smith reviewed the student tuition and fees, finding that number a little ahead of where we thought we would be. We are managing expenses and think we are in good shape.

Trustee Hebrock asked if we were able to bill back any of the attorney items for some of the Contracts & Grants. Dr. Law indicated we are beginning to identify some special costs. Trustee Hebrock indicated he did not wish to take off the consent agenda, but our attorney fees appeared to be over at this point. Bill Mabile indicated there was only one employee matter.

Chair Moore indicated Dr. Law and the team had done a great job keeping the expenses down.

Approved Grants and Contracts – TCC as Provider (Information)

Dr. Law indicated this was a modest contract and was brought to the Board only to keep them informed. Trustee Hebrock stated he thought it was great we do not charge fees on scholarship related items.

Credit course tuition and fees (Action)

Dr. Law indicated this was a follow-up to last month and these are course related fees, not credit hour related. Trustee Moon asked about the \$208.50 for non-Florida residents which Dr. Law indicated was required by law. Trustee Hebrock asked if this was the last month we would

be able to make changes for next year. Dr. Law stated we were trying to move forward so we were being proactive with students. Trustee Hebrock previously requested a copy of all fees and the information was shared with all Trustees.

Trustee Hebrock made an observation that only some of the fees were increasing and he wanted to reevaluate all fees, in addition to the tuition increase on which they had voted. He stated he had verified an increase would not impact at need students. He will support this motion, but asks administration to look at the other fees.

Chair Moore clarified that last month we voted on the increase in tuition. Dr. Law indicated that last year we looked at all fees and stressed that fees are 100% reviewed by the auditors. He asked that we vote on the list in this agenda and come back with any new information on other fees at another meeting.

Chair Moore indicated she was confident that due diligence had been done, however since there was a request for additional review the request should be honored.

The request is for the Board to authorize the 2010-2011 tuition rates and the changes to the schedule of laboratory fees. It is also recommended that the Board provide the President with the authority to increase or decrease insurance related lab fee during 2010-11 should the Consortium change its assessment.

MOTION: Trustee Hebrock

SECOND: Trustee DeFoor

Motion passed unanimously.

TCC Foundation

TCC Foundation Update (Information)

VP Johnston recognized additional 1% club members. He will be presenting in March at the Florida Children and Youth Academy. Chair Moore indicated it was encouraging to know the commitment of our faculty and staff to support scholarships and programs to enhance student success. She stated she hoped the Trustees sitting at the table would also support the foundation mission.

Chair Moore asked for an update on Earnest Starks. VP Johnston indicated an invitation had been extended for attendance and recognition at this meeting, but unfortunately he was not able to join us today.

PRESIDENT'S REPORT

Per request from the Board one of the NISOD winners, Melissa Soldani-Lemon, is with us today. She does a fabulous job for us over in History and Social Sciences.

Early Retirement Plans

This was our effort to buy-out up to 24 months from those in the DROP program and it worked exactly as we had hoped. We took one-time money of \$885,000 and got back \$943,000 in continuing salary commitments. We will make subsequent judgments so we won't save all of the \$943,000, but we have 15 vacancies that we can now decide how to handle.

Dr. Law has been invited by Broward College President David Armstrong to join them when they host the Dalai Lama. He will be joining them through the full range of events including a private breakfast, President's panel and observe the Dalai Lama interacting with students.

The Governor's Budget recommendation for the entire college system includes \$29 million to restore the non-recurring money and \$67 million to recognize the enrollment workload. We should keep our eye on the FRS adjustment of \$13.7 million, this means the FRS will go up next year, whether they send us the money or not. In the proposal the Federal stabilization funds would go up from \$82 million to \$96 million. Despite significant growth in baccalaureate program, there has not been any money identified in the budget recommendation.

I received a request of intent to seek office from Donna Alloco, Nursing Faculty, who is intending to run for the School Board. Policy indicates we bring to the Board and that will happen at the time she is actually elected. Trustee DeFoor wished her well in exercising her Amendment 1 rights. Trustee Hebrock indicated the Board encouraged people to run for office.

FUTURE AGENDA ITEMS

None

NEXT MEETING DATE

March 15, 2010

ADJOURNMENT

Meeting adjourned at approximately 5:15 pm.

Minutes approved at regular meeting of the District Board of Trustees on March 15, 2010.

Karen B. Moore
Chair

William D. Law, Jr.
President

FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>James Allison DeFoor</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Bd of Trustees</i>
MAILING ADDRESS <i>200 W. College Ave</i>	NAME OF STATE AGENCY <i>Tallahassee C.C.</i>
CITY <i>Tallahassee Fla Leon</i>	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE
DATE ON WHICH VOTE OCCURRED <i>2-15-10</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 filling 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, J. Allison DeFoor II, hereby disclose that on 2-15, 20 10:

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

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

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

Appointment upon Administration
Recommendation of adjunct faculty for 2010-11.
I abstained from the vote as to her appointment.

J. Allison DeFoor II