

**MINUTES**  
**District Board of Trustees**  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32304-2815**  
**September 20, 2010**  
**Board Workshop – 2:30 pm**  
**Business Meeting – 4:00 pm**

Chair Lamb called the District Board of Trustees workshop and business meeting to order at approximately 2:32 pm.

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

**Absent:** None  
**Via phone:** None

**Others Present:** President Barbara Sloan, Sheri Rowland, Chip Singletary, Jim Murdaugh, Tony Stallworth, Sharon Jefferson, E.E. Eunice, John Chapin, Gareth Euridge, Curtis Watkins, Susie Hall, Jeff Hockaday, Jokeeta Hall, Christopher Rich, Charlie Clary, G.A. Hartford, Sally Search, Kate Stewart, Bill Spiers, Marge Banocy-Payne, Frank Brown, Renae Tolson, Robin Johnston, Jerry Schilling, Patricia Manning, Barb Gill, Carol Easley, Karinda Barrett, Monte Finkelstein, Frank Baglione, Bobby Hinson, Bruce Batton, Rick Frazier, Warren Emo, April White, Calandra Stringer, Vanessa Lawrence, Chad Call, Renee Maples, Chuck Prince, Ronerra Rosier, Valencia Pryear, John Norris and Lenda Kling.

**COMMENTS**

**Board Chair** – Chair Lamb asked everyone to stand for a moment of silence and the pledge of allegiance. He commended Robin Johnston for the Foundation Meeting at FPSI.

**Board Members** – Trustee Hebrock asked Dr. Murdaugh to explain the recent award received from the Governor. Dr. Murdaugh shared that for the past four years they have conducted blood hound training for the Missing Children Board. Trustee Hebrock revealed there was previously no professional training available for the dogs, although there are hundreds of children found as a result of this training.

**President** – President Sloan presented to Dean Banocy-Payne an excellent theatre award for Death Trap and a superior award for The Hobbit. Dean Banocy-Payne thanked everyone on behalf of the students, faculty, Eva Nielson-Parks, John Schultz and Ken Fredrickson.

Dean Banocy-Payne spoke about the upcoming International Education Week. Naomi Tutu, daughter of South Africa's Archbishop Desmond Tutu, will speak at the Parade of Flags and make a presentation on November 15<sup>th</sup>. She shared there also will be an African Drum and Dance Ensemble and a South African print exhibit on display at the Art Gallery. The event is a cooperative effort with the International Student Organization and Global Learning.

President Sloan presented an award to VP Jefferson from the U.S. Census Bureau for the support and work done for the 2010 Census. VP Jefferson stated she sat on the citywide Board

and indicated the students helped a great deal. There were informational sessions held on campus and neighborhood campaigns to sign up students, indicating that we get to count students in our community.

President Sloan indicated Dr. Teresa Smith will be out for 4-5 weeks due to health reasons, although she will be working from home and listening to the Board Meeting via a webcast.

## **BOARD WORKSHOP**

### Enrollment Update

Dr. Rowland stated she was presenting the enrollment report in a slightly different way this month. We are beginning to use the data we have collected by linking it to some of our strategic initiatives. We have been in the midst of a SACS 5<sup>th</sup> year report, the data showing positive gains in retention and student success.

Dr. Rowland referenced a chart, based upon the opening day of class, reflecting enrollment data for the past five years. Most years there has been a 2 – 4% growth; however there was 5% growth between fall 08 & 09 for enrollment and headcount. This year we began the year with only a few more students and are beginning to see a shift, with an increase in our part-time students. Full-time students are defined as those enrolled for 12 or more hours, while part-time students are classified as those enrolled for less than 12 hours.

President Sloan noted that almost half our student population is part-time students, indicating that gathering additional data on students may be more important as the State University System Board of Governor's decide about a flat tuition rate. She expounded that universities are talking about a flat rate, regardless of the number of hours taken by students; although she indicated in most states the system has a separate part-time rate for students.

President Sloan communicated there are a couple of universities that consider themselves part-time commuter schools, especially the University of South Florida. She suggested this could lead into the discussion about where non-traditional students go for their third and fourth year.

Trustee Moon inquired about age demographics and Dr. Rowland indicated it was not available today, but could be made available later. Dr. Rowland noted we were down in the traditional age bracket this fall, but we have recognized some growth in the non-traditional age bracket.

Dr. Rowland revealed we continue to show growth in our tri-county area of Leon, Gadsden and Wakulla Counties, which represents approximately 58% of our students. We are pleased that Broward, Miami-Dade and Palm Beach counties are still sending us a large number of students. Out-of-state and Other Counties student categories are still being verified; although we anticipate approximately 4% of our students are from out-of-state.

Dr. Rowland continued by indicating we usually talk about opening day of classes, although enrollments and registrations continue throughout the term. Students not fully ready on the first day of class are encouraged to enroll for an Express Session. From the opening day of class to day 25, we added 6,046 credit hours representative of 874 students. We will see additional enrollment with the October Express Session. Trustee Moon inquired and President Sloan confirmed students could enroll in all three sessions, if they chose.

Dr. Rowland indicated we had 13% enrollment growth over the summer, as compared to last year. We served over 18,000 students in the summer and fall terms combined. This summer

there were an additional 598 students on financial aid, with 586 of those receiving Pell or Supplemental Educational Opportunity (SEO) Grants.

Mr. Spiers indicated this was the first year the federal government introduced the Pell Grant year round. In the school year 2008-2009, TCC dispensed approximately \$15,000,000 in Pell Grant funds; however in 2009-2010 the amount increased to approximately \$26,500,000. During the summer of 2011, the federal government will again change the way we look at student information.

Mr. Spiers stated the number of awards has increased approximately 3% for the fall enrollment. Currently we have disbursed \$16,598,000 to more than 6,356 students and are two weeks ahead of the published schedule. We have moved to the direct lending program that required the implementation of many new processes and system changes. Students were also required to retake their entrance interview and renegotiate their master promissory note.

Mr. Spiers communicated we hired two OPS employees to call students and inform them of the new requirements, which helped smooth the transition. He indicated there were a few glitches; however they were not visible to the students. He estimates we will do approximately \$65-70,000,000 in Pell Grants for the year as opposed to \$61,000,000 last year. The state has a Student Assistance Grant that provides about \$2,000,000 annually.

Trustee Hebrock asked if there had recently been some statement made by the President in reference to the Pell Grant. Mr. Spiers shared students communicated they received letters indicating schools had extra grant money. Dr. Sloan indicated the Pell Grant funds did increase, which covers our higher cost of tuition. Mr. Spiers indicated the Pell Grant program will not run out of money, but has been working with a deficit for several years.

Trustee Hebrock inquired if all students completed the free application and Mr. Spiers indicated they encourage all students to complete the form. He stated they work with student government and hold workshops on campus. He also goes into the high schools and when high school students do not apply in January of their senior year, we try to enroll them in an express term. We can process their application and get a response in approximately 5-7 days.

Mr. Spiers indicated that many of the students who do not complete the forms are out-of-district, indicating that all students get information to apply for financial aid as part of their admissions packet. This year we identified those who had not applied and sent them the information again. Trustee Hebrock asked Mr. Spiers to send a copy of the form to all Trustees. Mr. Spiers stated we participate in College Goal Sunday every year, where we provide financial aid assistance.

Dr. Rowland stated a few years ago they added applying for financial aid as a first step for admission. Dr. Sloan indicated it was also interesting to learn how many students did not have cooperative parents. She shared that unless students are over 25, they must get information from their parents. Without the information, students cannot get financial aid.

Dr. Rowland presented the five year enrollment growth by academic division. She indicated some growth in health care programs, but noted the greatest growth this year was in academic support. Dr. Search stated that most of the Term C students are enrolled in academic support, with retention and success even more critical, so they will continue and enroll for college level classes.

Recognizing that these students are academically under prepared, Dr. Search stated they do not know how to be good strategic learners. With the increase in enrollment, a large number of students are being taught by adjunct faculty and have spent a great deal of time ensuring we have common standards and instruction. We have spent a lot of time researching how to engage students, recognizing that many students are not successful because of other factors going on in their lives.

Trustee Hebrock asked how we accommodated the 26% growth. Dr. Search indicated we put two more students in every class, except for English, and added more Term C classes. Trustee Hebrock asked if we required professors to teach more classes. Dr. Search replied we did not require, however many volunteer and we employ a lot of adjuncts. Trustee Hebrock asked if we paid the instructors more and Dr. Sloan indicated if we ask them to teach an additional class, we pay them more. Trustee Hebrock inquired about similar class sizes at FSU and was told FSU (by statute) does not offer developmental classes, but regular classes have more than a hundred.

Dr. Sloan indicated the jump from 6,000 enrollments in the fall of 2008 to 6,900 in the fall of 2009 was the most difficult and after the first day of class it climbed to 7,300. Dr. Sloan stated that when Dr. Search did projections for this year, she started with the 7,300 and projected it would increase to roughly 7,700 enrollments. Dr. Search indicated because of the growth in students taught by adjuncts, we have focused on additional training for the adjuncts.

Dr. Search shared that in the first four weeks of this semester, the Learning Commons has logged 49,619 visits from 8,615 students enrolled in 352 unique courses. She indicated there are some students who do not log on and other students who change their activities many times, but we only capture them once for each visit. About one-third of our full-time faculty is engaged with regular schedule at the Learning Commons.

Dr. Search indicated they have been working with the Library, which has taken on a very similar model. A goal for this year is Virtual Commons, which will hopefully be comparable to our on campus access. Another goal is to have all tutors certified by the end of the year, although we want to help students develop their own strategies and help themselves.

Dr. Rowland discussed distance learning, indicating an increase in the number of courses offered and the number of students enrolling. Dean Stewart stated distance learning is a very important option for learners, including the workforce population. She shared that distance learning is not new to TCC, but we are moving into the next generation. The committee now has 33 members and includes a member from every facet of the campus.

Dean Stewart indicated the college has a commitment to distance learning, with a Director of Distance Learning and other new positions dedicated to this program. We have placed a Student Success Distance Learning Counselor in Dr. Rowland's area, dedicated more training to technology and provided support staff for Distance Learning Instructors.

Dean Stewart stated our four year strategic plan is to improve and expand online programs, expand student support services, guarantee student engagement, consider the diverse learning styles of students and match student strength with educational options. She indicated our goal is to become a recognized and competitive provider of high quality online educational opportunities. Trustee Hebrock inquired and was told the new Director of Distance Learning would report to the VP of Academic Affairs.

Trustee DeFoor expressed concern with a very large committee and our incremental growth, when there is exponential growth with our many competitors in this area. He stated St. Leo University, which has one of the largest and highest quality distance learning operations in the world, has offered their cooperation with this product. He imparted that the Presidents of both institutions had blessed this effort and questioned why we were taking four years to invent the distance learning product when it was being offered to us.

Dean Stewart indicated we are not taking four years to invent it, because we already have so much in place. She stated we are trying to do is take four years to formalize and get economic and campus-wide support. Dean Stewart said she was serving as the Chair of the committee and understood his concern. She reported the committee is divided into sub-committees, each addressing different areas of distance learning.

Trustee DeFoor stressed that in four years the market would have already gone somewhere else and asked if someone that is the best is offering, why we don't take it. Dean Stewart indicated she had spoken with Stephen Hess several times, the last being Thursday, and at this time she is not clear about what St. Leo is offering and they are not clear about what they are giving. There has not been a slowdown on either side, but some difficulty defining what the best is and how to share it. President Sloan stated she believed it was time for the Presidents to talk.

Trustee Messersmith referenced the word engagement previously used and inquired if there was a committee reviewing the online programs to determine if there are any distractions within the program itself. Dean Stewart shared that one of the sub-committees was working on templates and strategies to ensure the engagement component is included and effective. She indicated that student to faculty is somewhat natural, but the student to student engagement is what we find keeps the momentum going throughout a course.

Trustee Messersmith said he was thinking about the instructor and how they get the student engaged in their methodology and presentation. Dean Stewart stated we will implement as many strategies as make sense within a course, although it must be something with which the instructor is comfortable and something that makes sense to the course content. She indicated that with canned programs that might not always be a primary consideration, stating that sometimes a primary consideration is a pretty look and content – not keeping the student engaged.

Trustee Hebrock supported Trustee Messersmith, indicating we cannot afford a plan where everyone comes to campus and sits in a new building. He also supported Trustee DeFoor in that quicker is better, indicating if we take this amount of time we will never catch up and be on the cutting edge. Dean Stewart stated the four year strategic plan was a sustainable; keep everything going plan – not a reinvent everything plan.

Trustee Hebrock asked how soon we could get from the current 11% of students enrolled in distance learning to 25%. Dean Stewart did not have this projection available, but stressed we are working to maintain our program and keep our share of the market. Trustee DeFoor shared he thought St. Leo was providing their product and private labeling it as our product, for a fee.

President Sloan shared that our process is as good as other public institutions. We have taken faculty and staff interested in distance learning and they have done this in addition to their

regular jobs. Currently we are restructuring so that four years from now we will have a fully implemented, completed structure that is defined as a separate college that does everything we do now in this college for distance learning students. In the meantime, we are meeting demand and when we add a section we grow as much as we can. What we have not done is the external advertising.

President Sloan shared that what we get from St. Leo is a sophisticated package for the course itself, which we are trying to meld into our programs: a process much more complicated than one would expect it to be. She stated there is also a growing concern, especially with respect to financial aid, about authenticity in distance learning courses. We will take under advisement your comments on speeding up the four year plan for this program and work more diligently to get St. Leo back to the table.

Dr. Rowland indicated high school dual enrollment was estimated at 756 this fall compared to 576 in fall 2009, sharing that course offerings at the high schools have been increased in Leon County. Dr. Brown expressed concern within Leon County due to the impact of the class size amendment. We have difficulty providing instructors at the high schools, so Superintendent Pons is allowing his staff to teach the classes whenever possible, but some are now paid only the TCC adjunct rate.

President Sloan responded to an inquiry about why we do not offer classes at Lincoln High, stating we compete with Advanced Placement and International Baccalaureate programs at the high schools. Lincoln chose not to offer dual enrollment because they don't have the facilities to do so. Schools get incentives and teachers get paid more to teach the AP and IB programs. The struggle this year was their instructors who can teach dual enrollment were needed to teach additional classes resulting from the class size amendment.

Dr. Rowland indicated although classes are not offered at Lincoln, there are some students that come here to campus. Trustee Callen shared that Leon County will do an audit this year of the number of students and types of degrees that teach the programs. In some instances, Leon County had to place two teachers in a class to meet the class size amendment requirements.

Dr. Rowland indicated there has been a slight decrease in state employee enrollment, both headcount and credit hours. Several state employees did pre-register but due to their work requirements, they had to drop the classes.

#### Review of Properties Owned or Leased by TCC

President Sloan restated her goal was to key up the Board for long-term decisions with the new President. She reminded us of the discussion on the Brogan last month and stated she wanted to review some of the other pieces that would require decisions in the next two to three years.

Tony Stallworth presented a color coded main campus map, indicating the red properties are private entities over which we have no control. The blue properties are buildings that TCC uses, such as the AMTC and Hughes East. He referred everyone to the 25 year master plan, stating the area that includes the AMTC is being reserved for Workforce operations.

Mr. Stallworth indicated the red spot in the middle of the map is Grainger, which is the area we discussed being our new entrance. There are some long-term decisions to be made about acquisitions and how we use some of our out buildings. President Sloan indicated we do not have a lot of funding at this time to move forward with the plan. Dr. Chapin stated he has

additional activities and the green job initiatives at AMTC. Hughes East has primarily been our construction, industrial and trade area; but most of that will move into the Richardson Building.

President Sloan stated this will be important in the next few years, because as we expand work force we need to decide where to put it, what renovation is needed, the types of new buildings needed and how to acquire money. In the master plan, we must get ready to make a decision for the entrance and signature building. There is also the whole water decision issue, and there are some strategic discussions going on within the community that may impact our planning.

Trustee Hebrock, noticing the building was color coded as vacant, inquired about daycare. VP Jefferson indicated we had an agreement with Lively and the Early Childhood Coalition to provide daycare, although we still subsidize the service for students.

President Sloan stated there are two adjoining pieces of land at FPSI for sale, but we have no immediate need for the land and no funds available. Mr. Stallworth provided listings of the leased spaces on main campus and the capitol center. He stated we would have the Wakulla Center for four more years, the Quincy House lease expired in October.

President Sloan stated that Quincy House had offered a multi-year lease, but we have outgrown the facility and are only initiating a one-year lease. Chair Lamb inquired and President Sloan responded that the Director of the Quincy House reported to VP Jefferson. Trustee Hebrock inquired about a cell phone tower issue near the ball field. President Sloan stated she would get with VP Smith for information.

#### Budget Update

President Sloan stated we provided this report quarterly, although we did not present the report as of June 30<sup>th</sup> in August due to the large agenda. She indicated Fund 1 is the operating budget; Fund 2 is grants and contracts; Fund 3 is auxiliary and Funds 4-7 are very restricted.

President Sloan stated she was providing a five year overview of Fund 3. In fiscal year 04/05, we reflected a balance greater than \$4,000,000. These funds are from auxiliary agreements with the bookstore, food service, dorms at FPSI, conferencing, etc. This money is unrestricted and we can use as needed. Over a three year period we intentionally decreased the balance for one time expenses to get started in new enterprises.

President Sloan pointed out that in 09/10 we let the funds accumulate to about \$600,000 and the total balance currently is approximately \$3,000,000 of non-recurring dollars. She stressed that a large part of the funds are from the bookstore. With ebooks, rentals and other options; there is great risk to this steady flow of revenue.

President Sloan shared that in Fund 2 we get about \$1,400,000 in indirect monies from grants and contracts, but we spend about \$700,000 in personnel to manage the programs and related services. Trustee Moore indicated this is a very important topic for the Trustees to discuss, stating she would like to see this as a workshop topic in the future. Trustee DeFoor agreed and Chair Lamb stated it would be a discussion at a future workshop.

## **BUSINESS MEETING**

Chair Lamb called the Board meeting to order at approximately 4:15 pm.

## **COMMENTS**

**Chair** – Chair Lamb recognized President Sloan

**Board Members** – Trustee Hebrock asked if we could reorganize some items on the agenda so certain people in the audience did not have to stay for the entire meeting. He requested that under the Discussion Items we move 1.h, j and k before 1a.

**MOTION:** Trustee Hebrock

**SECOND:** Trustee Moore

Motion passed unanimously.

**President** – President Sloan indicated we are adding one walk-on item to the agenda, which will need action today.

## **APPROVAL OF MINUTES**

Chair Lamb asked if there were any comments and requested a motion to approve the minutes of the August 16, 2010 Workshop and Board Meeting.

**MOTION:** Trustee Moore

**SECOND:** Trustee Callen

Motion passed unanimously.

## **INFORMATION AND NEWS ITEMS**

President Sloan requested these items be held to respect people's time.

## **UNFINISHED BUSINESS**

None

## **PUBLIC COMMENT OR PRESENTATIONS**

President Sloan recognized Mr. Rutherford. Mr. Rutherford thanked the Board, previous Boards and staff with whom they worked over the past 21 years. He indicated the campus today looks totally different and expressed his thanks for the opportunities they had been given.

Trustee Hebrock stated he knew Mr. Rutherford was coming today, although he did not know the content of Mr. Rutherford's message. Trustee Hebrock stated he feels we should find a way to thank CRA for everything they have done; indicating he knows the firm has saved us millions of dollars. Chair Lamb indicated it was well deserved and asked President Sloan to bring an idea back to the Board.

## **NEW BUSINESS**

### **Presidential Search Updates and Next Steps**

Chair Lamb recognized Dr. Hockaday for his work during the process. Trustee Hebrock expressed thanks for the Search Committee Chair and Members. Presidential Search Chair Karen Moore concurred with the recognition for Dr. Hockaday. In addition to Chair Lamb and Trustee DeFoor, she asked the other Committee Members to stand and receive some appreciation for their work.

Presidential Search Chair Moore stated the committee reviewed fifty-nine candidates and narrowed their recommendation to five candidates. In alphabetical order, the recommended finalists being submitted to the Board for approval are Randy Hanna, Jeanne Jacobs, Thomas Keegan, Jim Murdaugh and Patricia Rowell. She indicated the nominees were diverse, with tremendous skills and experience.

Trustee Moore indicated thoughts and comments may be emailed via a link on the Presidential Search website [www.presidentialsearch.tcc.fl.edu](http://www.presidentialsearch.tcc.fl.edu). She shared that copies of the emails will be provided to all trustees and encouraged everyone to forward thoughts to the trustees. Trustee Moon confirmed a name would be attached to the email and Trustee Hebrock confirmed the email would become public record.

Trustee Moore stated all trustees, prior to the visits by each finalist, would receive a copy of each resume, references, recommendation letters and video. After the interviews, copies of the emails will be provided to all trustees. Trustee Hebrock confirmed the role of the Search Committee was complete.

The motion was made to accept the proposed Presidential five finalists.

**MOTION:** Trustee Moore  
**SECOND:** Trustee Moon  
Motion passed unanimously.

Chair Lamb stated each candidate will be coming to campus for two days, with the two hours at the end of the second day scheduled for the Board of Trustees interview. Dr. Hockaday recommended each finalist spend some time with Foundation, Students, Faculty, Administrators, Staff, University partners, others in the community, etc.

Trustee Hebrock stated that last time the Board took each candidate to dinner and he found that talking to them in an informal setting was very helpful. He inquired if they would be going to dinner the night before. President Sloan stated, because of public records issues, Dr. Hockaday recommended against a dinner with the Trustees and having a private conversation without minutes being taken.

President Sloan shared that she called Dr. Law and he confirmed the only meeting he had with the board at St. Pete was the two hour meeting. She indicated the suggestions were a breakfast with administrative staff and lunch with community people. Trustee Hebrock asked with whom the finalists would have dinner the first night and President Sloan stated it could be administrative staff or community people.

Trustee Hebrock inquired if the dinners would be public, with President Sloan stating public meetings are required only when two or more board members are present. Trustee Hebrock confirmed that all meetings (whether with classified staff, faculty, etc.) would be open to the public, stating he did not see a problem with Trustees in the room to observe. Chair Lamb expressed concern about a Trustee attending other meetings and Trustee Hebrock stated he might consider observing, but not participating in another meeting.

The proposed Board Interview dates of September 28, September 30, October 5, October 7, October 12 and October 14 were presented; with an understanding that since there are only five finalists one of the dates would not be utilized. Trustee Callen indicated there were a couple of

proposed dates when she could not participate. Chair Lamb indicated Trustees who are out of town on a Board interview date could call in to ask questions and shared the interviews would also be taped.

Trustee Hebrock expressed concern about the short timeline for interviews and inquired how the order of finalist interviews would be determined. Chair Lamb shared candidate names will be drawn and the finalists (in the order drawn) will be given their choice of available dates. President Sloan communicated that due to the tight timeline; the Human Resources Director verified with the finalists their availability for the proposed dates.

Chair Lamb asked the Trustees to share any conflicts with the dates. Trustee Callen stated she would be out of town September 30<sup>th</sup> and October 5<sup>th</sup>. Trustee Messersmith indicated he would be out of town on October 7<sup>th</sup>. Trustee Hebrock expressed he had no problems with the dates, although he had some concern about the length of time from the first interview date until the decision date. Trustee DeFoor indicated he had an issue with October 14<sup>th</sup>, but believes he can join by phone. Due to the availability of Trustees, the Board decided to drop either September 30<sup>th</sup> or October 5<sup>th</sup> to maximize the availability of Trustees.

The candidate names were drawn in the following order: Jeanne Jacobs, Patricia Rowell, Jim Murdaugh, Randy Hanna and Thomas Keegan.

Chair Lamb shared that at Dr. Hockaday's request, each Trustee has been assigned a question to ask each of the candidates. If a Trustee decides not to ask their assigned question, the replacement question must be provided today, since all questions are being provided in advance to the finalists. Each Trustee will be given 10 minutes to ask the assigned and additional questions.

Trustee Hebrock requested additional clarification on questions. Mr. Mabile indicated Chair Lamb was presenting consistency and that the questions provided should be asked of all candidates; although follow-up questions can be asked. Trustee Callen asked and Chair Lamb confirmed there would be time for the applicant to ask questions at the end of the discussion.

Trustee Hebrock inquired about background checks on the candidates and if it would cover criminal, financial and other areas. Chair Moore indicated Dr. Hockaday was doing a more in-depth search this week. Trustee DeFoor indicated he would follow-up. Trustee Callen asked if the candidates would be allowed to bring any notes. Trustee DeFoor felt it was a matter of personal style and should be up to the candidate. Chair Lamb concurred.

Trustee Hebrock inquired if the Board Members could currently have discussion with the candidates. Mr. Mabile indicated that due to the sunshine laws he would discourage any conversation with the candidates, recommending that candidates present any information to the entire Board. Mr. Mabile stated contact from others with information about the candidates is expected and Board Members can do with the information as they please. There was general consensus that individual conversations with candidates would not occur.

### **Approval of Consent Agenda**

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

**MOTION:** Trustee Moore

**SECOND:** Trustee Moon

Motion passed unanimously.

Trustee Hebrock commented on the long list of grants at PTLA for this month's agenda, representing approximately \$1,000,000. Dr. Murdaugh, in a response to Trustee Hebrock's inquiry, indicated their total State and Federal grant business is approximately \$12,000,000.

### **Administrative Services**

#### Construction Status Report (Information)

Mr. Stallworth shared pictures of the Ghazvini Center taken about three weeks prior; indicating that presently most of the roofing material is up. He stated the project was currently progressing very well and on schedule.

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

President Sloan indicated this is through two months of the fiscal year and we are on track as we should be. The percentages being expended are only high in capital outlay, because we had the plan ready to go as soon as the money was available to meet opening fall class schedules.

Trustee Hebrock inquired if we had our projections for fall enrollment. President Sloan stated we had met the goal, sharing combined summer and fall enrollment reflected a 4.3% growth.

#### 2010 Energy Savings Statute 10% Reduction Goal (Information)

President Sloan stated we are ahead of the game on the Florida Statutes change that occurred this year, requiring all state colleges and universities to reduce energy consumption by 10%. The legislation allows us to demonstrate our prior implementation, which will reflect a 20% reduction. Although energy costs have risen, Johnson Controls has met or exceeded every goal they guaranteed us. This reduction is after the first year and regular updates will be provided.

#### Revised Agreement between EMO Architects, Inc. and Tallahassee Community College (Action)

President Sloan stated there was a ten year contract (through 2014) with Warren Emo for the master plan, although there have been some questions about what the master plan entails. Discussion with Mr. Emo indicated how things have changed since 2004 and he agreed to modify his contract. The amended contract reflects that future projects will be submitted in a written document with associated costs to be prior approved by Tony Stallworth and the President.

President Sloan asked Tony Stallworth to address the two items that would require action soon. Tony Stallworth indicated that work will need to begin on the master development agreement with the City of Tallahassee which expires in 2012 and the comprehensive plan agreement with Gadsden County to change some land use from agriculture to public land zoning. If this change is approved, we will move forward with Mr. Emo on these items.

This request is for the Board to approve the revised agreement with EMO Architects, Inc. for the remaining work associated with the campus master plans.

**MOTION:** Trustee Messersmith

**SECOND:** Trustee Moore

Motion passed unanimously.

2010-2011 Salary Schedule (Action)

President Sloan indicated this is an item every year, usually in June. She referred everyone to page 15, indicating that while working on the SACS report we discovered the language in the salary schedule under "Revenue Generating Positions" has never been used. The language was added at one point with the idea that there would be some positions for which bonuses would be appropriate. Federal law does not allow for the payment of bonuses to any area related to federal financial aid and the college never found a practical way to measure the goal.

The employees in the positions, for whom this bonus may have been intended, are not clear on the intent and the college is uncomfortable with the language as it relates to SACS accreditation. President Sloan indicated she was recommending the language be removed.

This request is for the Board to approve revision to the 2010-2011 Salary Schedule as presented. The motion was amended for Trustees DeFoor and Callen to work on a committee with the President to bring an amendment back to the Board.

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

Trustee DeFoor indicated he understood the discomfort, but feels we are heading in the wrong direction and suggested we defer to a committee for review. President Sloan suggested we approve this change, but come up with appropriate entrepreneurial language. Trustee DeFoor would like to move forward and volunteered to be on the committee.

Audio Visual Equipment for the Ghazvini Center for Healthcare Education (Action)

President Sloan shared this request is the result of a bid process. There were two companies responsive to the bid and TCC is recommending the lowest bid.

This request is for the Board to authorize the staff to contract with Professional Communications Systems for the purchase and installation of Audio Visual Equipment for the Ghazvini Center for Healthcare Education.

**MOTION:** Trustee Moore  
**SECOND:** Trustee Moon  
Motion passed unanimously.

Florida Department of Corrections Gadsden ReEntry Center Land Lease Area (Action)

President Sloan indicated this item is in reference to land use at FPSI and the DOC ReEntry Center. Tony Stallworth stated this request is to release the land on which the ReEntry Center would be located to the Bureau of Internal Improvement Trust so the DOC can then lease the land from the Trust. There will be requested easements to build a roadway from Highway 90 into the facility and put in utilities.

This request is for the Board to approve the changes in the use of the land and authorize the President or Designee to execute the necessary legal documents with the Bureau of the Internal Improvement Trust to complete the land transactions for the DOC Gadsden ReEntry Center to be constructed at the Florida Public Safety Institute location.

**MOTION:** Trustee Moore  
**SECOND:** Trustee Callen  
Motion passed unanimously.

Trustee Hebrock indicated Walt McNeil was moving in a slightly different path and this is the only leverage we have over the project. He said that once we move forward, the DOC owns and drives the project. The indication is DOC may use inmate labor for construction. He expressed concern since our mission is to train people in the workforce and about the perception it may lend to this process since they are building on our land.

Dr. Murdaugh indicated he had a conversation with Secretary McNeil and others about the subject. They had already programmed their budgets to use prison labor to basically lay brick, although they are very open to using subcontractors in Gadsden County for everything else. Trustee Hebrock confirmed some of the subcontractors and the Gadsden County Commission knew about this.

Trustee Moon indicated if it was a re-entry program, it seemed perfectly feasible to have these prisoners do something as they get ready to re-enter society and she did not have an issue. Trustee Messersmith stated the legislature, because of the public, is always pushing for the inmates to do more to learn skills. Chair Lamb indicated the prisoners had built many things in Gadsden County and they do a great job.

Professional Services Contract – Legal Services (Action)

President Sloan indicated the Board Members were being provided with the results of the votes from the Trustees, as previously provided to Dr. Smith. President Sloan shared that per the minutes from last month's Board Meeting, the Board was planning to discuss the top three candidates at this meeting.

Motion was made to discuss the top three candidates.

**MOTION:** Trustee Moore

**SECOND:** Chair Lamb

Motion passed unanimously.

The top three candidates were identified as Akerman Senterfitt; Andrews, Crabtree, Knox & Andrews and Coppins, Monroe, Adkins & Dincman, P.A. Chair Lamb asked if there were any comments or discussion. Per request from Chair Lamb; Andrews, Crabtree, Knox & Andrews was identified as having received the most votes.

Trustee DeFoor asked if it might be appropriate for the Trustees to revote among the remaining three, with Trustee Moon indicating it would be a good idea. Trustee Moore indicated the points were Andrews, Crabtree, Knox & Andrews 13; Coppins, Monroe, Adkins & Dincman 11 and Akerman Senterfitt 8. Chair Lamb indicated all Board Members voted, sharing Andrews, Crabtree, Knox & Andrews got four first place votes.

This request is for the Board to enter into a professional services contract with Andrews, Crabtree, Knox & Andrews effective November 1, 2010.

**MOTION:** Trustee Messersmith

**SECOND:** Trustee Moore

Motion passed unanimously.

Laboratory Fees (Action)

President Sloan stated there are four corrections from the summer and new fees for nursing.

This request is for the Board to approve the changes to the laboratory fee schedule.

**MOTION:** Trustee Messersmith

**SECOND:** Trustee Moore

Motion passed unanimously.

Trustee Moon inquired about the six new fees and if they were new courses. President Sloan indicated the nursing curriculum has been changed resulting in new fees, with an overall reduction of student fees. Dr. Brown stated there are some combined courses that resulted in fee increases for those classes.

Recommendation for Architectural Services (Action)

President Sloan handed out the Committee recommendation, indicating Trustees Hebrock and Moon were on the committee. Trustee Hebrock indicated he would like Tony Stallworth, who chaired the committee, to speak about the recommendation.

Tony indicated the interviews were conducted on the 14<sup>th</sup> of September, with two sections of interviews for the two RFPs. One was for Main Campus and Leon County sites, with the other for the Florida Public Safety Institute, Gadsden County and Wakulla County sites.

This request is for the Board to receive the following recommendations of the committee and vote on firms as appropriate.

RFP 2011-3 Main Campus and Leon County Sites Barnet Fronczak Barlowe

RFP 2011-4 FPSI/Gadsden/Wakulla Sites DAG

**MOTION:** Trustee Moore

**SECOND:** Trustee DeFoor

Motion passed unanimously.

Trustee DeFoor stated his confidence in Barnet Fronczak Barlowe was already high, but it was increased by the presence of their general council today. Trustee Hebrock indicated these two firms received 100 out of 100 in their first round and the decision was unanimous among the five committee members.

Avalanche Partnership Litigation

President Sloan indicated there is a building in Innovation Park housed by CCLA, owned by Avalanche Partnership and we own the lease with CCLA. The roof of the building has been leaking since they moved in, although there was a 20 year warranty and attempts have been made to get the roof repaired. ProSteel indicates the warranty reflects CCLA as the owner, not Avalanche Partnership.

Mr. Mabile shared the concern by Avalanche Partnership, represented at the meeting today by their attorney, is that ProSteel could walk away from the whole thing due to the error. He indicated the error says CCLA is the owner, but at no time did CCLA or TCC own the building. Because of the error, ProSteel has moved to dismiss the case. There are millions of dollars of

computer equipment in the building, along with the data for all Florida Community Colleges, which could result in liability if there is a major leak or flood.

Avalanche Partnership has asked TCC to join in litigation as a plaintiff and Mr. Mabile feels it is warranted; otherwise the responsible party may not have to deal with the problem. Avalanche has promised to indemnify TCC and CCLA if there is a negative response to litigation and all the costs going forward. The only involvement by Mr. Mabile will be to monitor and report updates to the Board.

Having considered the potential harm to CCLA, its computers and data, and comparing this potential harm to the aggravation of litigation, it is recommended that TCC and CCLA agree to enter the litigation as real party plaintiffs.

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

Trustee Hebrock confirmed the defendants in the case and inquired about the current status of the leak. Mr. Mabile stated the leak had been intermittent, even before the construction was completed, with leaks as recent as July 2010. Trustee Hebrock indicated ProSteel has been involved in AMTC and they may need to be reminded of that. The total damage claim for replacement of the roof is estimated at just under \$600,000 and some other damages. Trustee DeFoor verified that Avalanche was indemnifying TCC of all loss as a result of the lawsuit.

### **TCC Foundation**

#### TCC Foundation Update (Information)

VP Johnston highlighted the fundraising for July and August at just under \$100,000 which is on target. Lisa Massing is joining them as Alumni Coordinator and Development Assistant.

### **PRESIDENT'S REPORT**

#### \$250,000 Presidential Signature Authority

President Sloan provided information on the thresholds at other institutions. A summary shows 21 of the 28 use \$250,000 or higher, with 12 of those using \$325,000 based upon the recent change in legislation. Trustee Moon inquired and President Sloan stated we can provide the size of the schools later. Trustee Hebrock states candidates coming to us may not have this level of authority and is a lot of trust to place in someone without previous experience.

Trustee DeFoor stated that many areas of state government do not have any oversight, although the whole nature of governance in education is different. President Sloan indicated this was provided as information and action may be proposed at a later date.

#### Amendments 4 and 8

President Sloan stated that at the Council of Presidents meeting the recommendation was for a vote of no for Amendment 4 and yes for Amendment 8. Amendment 4 is for land use and if passed, the document you approved today would have to go to the voters instead of being approved by the Board. The COP is concerned and asked if Boards would be willing to adopt a resolution.

Trustee DeFoor revealed he opposed Amendment 4, but felt it was very inappropriate for this Board to take a position. When asked why, he stated it was very political and does not feel it is the work of the Board.

President Sloan stated Amendment 8 is the class size amendment and the COP is very much in favor of it. They believe it should help school districts, since it gives more flexibility in class size rather than room by room.

#### CCLA Breach follow-up

President Sloan stated this was handled professionally but that the Risk Management Consortium is concerned that these are TCC employees. COP and the legislature placed CCLA under TCC, with TCC as the fiscal manager. The Risk Management Consortium is now questioning all third party fiscal agents because they see themselves as responsible for them. They want to be sure coverage is appropriate.

President Sloan stated there is insurance that can be purchased, although in this case CCLA took care of everything. The Risk Management Consortium may require additional language for agreements requiring insurance in the future, which may affect our agreements to serve as fiscal agent by others. Trustee Hebrock asked for a report that may indicate risk for loss of business in the future.

#### November Meeting Date

President Sloan shared there is no conflict of date with legislative sessions at this time. We will look again in October and make any necessary changes.

President Sloan provided website information on the Summit for Community Colleges hosted by Jill Biden on October 5, 2010, where entrepreneurship will be a topic of discussion.

Trustee Hebrock inquired if the intention in October was for a normal workshop and meeting with one of the items being the hiring of a President. President Sloan stated Chair Lamb asked to omit the workshop and keep the agenda items to a minimum of action items. Trustee Hebrock suggested and there was consensus for a special Board Meeting at 2:30 pm to address the hiring of a President and the regular meeting at 4:00 pm.

#### **NEXT MEETING DATE**

October 18, 2010

#### **ADJOURNMENT**

Meeting adjourned at approximately 6:07 pm.

Minutes approved at regular meeting of the District Board of Trustees on October 18, 2010.

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**Eugene Lamb, Jr.**  
Chair

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**Barbara R. Sloan**  
President