

**MINUTES**  
**District Board of Trustees**  
**Tallahassee Community College**  
**444 Appleyard Drive**  
**Tallahassee, FL 32304-2815**  
**August 16, 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 2:31 pm.

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

**Absent:** None

**Via phone:** None

**Others Present:** President Barbara Sloan, Angie Taylor, Tony Stallworth, Holly Lofland, Brent Miller, Bridget Elwell, Chuck Prince, Karinda Barrett, Alice Nied, Sally Search, Barbara Gill, David Vincent, Susie Hall, Matt Littlefield, Curtis Watkins, Renee Tolson, EE Eunice, Robin Johnston, John Chapin, Sheri Rowland, Jim Murdaugh, Bobby Hinson, Teresa Smith, Sharon Jefferson, Bill Mabile, Frank Brown, Monte Finkelstein, Marge Banocy-Payne, Bill Spiers, Christopher Rich and April White.

**COMMENTS**

**Board Chair** – Chair Lamb asked everyone to stand for a moment of silence and the pledge of allegiance. He requested that cell phones and beepers be silenced. Chair Lamb indicated he had attended the AMTC opening and was pleased with what he had seen. He complimented the President and TCC Staff for doing such a good job.

**Board Members** – Trustee Moore acknowledged the great “torch” skills of our President, sharing that part of the news conference involved blowtorches. At Chair Lamb’s request, Trustee Moore provided the following update on the Presidential Search.

Trustee Moore shared there had been a significant number of applicants for the position and the Search Committee was pleased with the breadth and depth of the applicant pool. She indicated there were local, state and out-of-state applicants among the approximate fifty-nine candidates, sharing the Consultant had culled the list down to about twenty applicants.

She stated that on August 20, 2010 the Committee would meet again to narrow the applicants to approximately ten. Dr. Hockaday is looking at background checks, references and other due

diligence that needs to be done. The top candidates will be asked three questions to which they will respond via video submissions. At a September 20<sup>th</sup> Committee Meeting, the semi-finalists will be identified and invited to make a two-day visit to TCC.

During the visit, candidates will meet with people from the community, students, faculty, staff, Foundation, Trustees and others who wish to participate. The goal is to make the final decision at the October 2010 Board Meeting, with a projected start date of January 1, 2011. Trustee Moore expressed that access to materials should be made via the President's Office with media requests directed to the TCC Communications Office. She indicated we were on the schedule previously outlined.

Trustee Hebrock inquired if the names of the twenty applicants had been released. President Sloan shared the Committee had to verify the list of twenty applicants recommended by the Consultant. Trustee Moore stated that action should occur at the August 20<sup>th</sup> meeting and the hope was there would be a consensus at the same meeting to narrow the list to approximately ten applicants.

Trustee Hebrock confirmed that candidates would conclude their campus visits with an interview before the Board. Trustee Moore indicated these visits would be during the late part of September and early October. Chair Lamb complimented Trustee Moore on the job she was doing. Trustee Moore acknowledged and thanked the members of the Search Committee.

Trustee Moon asked if the three questions had been identified. Trustee Moore indicated they were seeking Dr. Hockaday's recommendation and the Committee would make the final decision. She indicated anyone who had specific questions they felt should be addressed could forward those questions to her and she would share them with the Committee.

**President** – Dr. Sloan thanked Chair Lamb for his comments.

## **BOARD WORKSHOP**

### Attorney Presentations

President Sloan thanked the attorneys for their time and interest in our college. She stated at times we need guidance and help; therefore we are looking for the best people to do that. Dr. Sloan shared the Board Members have read all the proposals and have a few questions. She expressed the firms would each be given some time to offer comments.

Dr. Smith stated this process started about three months ago with Trustee DeFoor, Trustee Moon and a committee from the college putting together a RFQ. The deadline for submission was August 5<sup>th</sup> at 1:45 pm and per statute, the responses were opened promptly at 2:00 on the same date. Each firm has been asked to come and make a short presentation to the Board of any items not included in the book. The District Board of Trustees will make the decision on the firm that will be working with TCC and the Board.

Dr. Smith indicated the firm names would be drawn randomly. She asked the firm's representative to stand, introduce themselves and provide any information they desired to share with our Board of Trustees. Dr. Sloan disclosed that all meetings are audio recorded and these are public meetings. Trustee Hebrock asked that we have an official timekeeper and Dr. Smith volunteered, indicating all firms would be given the same amount of time.

Mr. William R. Mabile, representing the firm of Andrews, Crabtree, Knox and Andrews, indicated everyone was familiar with what his firm does. There are no surprises – they are the proven commodity. He stated they have a track record over the past eight years and would like to continue doing the challenging, but enjoyable work. There have been no major complaints of which he is aware, although administrators and Board Members may disagree with advice provided at times. One of the things they feel strongly about is their response time, indicating that within thirty minutes of calling their office they will come to TCC to meet and work through the current issue.

Mr. Mabile indicated they are responsible, handling assignments timely and well. He shared they have litigation experience, stating he had personally handled every type of employment case imaginable - once in federal court and many times at 11<sup>th</sup> Circuit. Craig Knox will serve as back-up and has a very similar background. Mr. Mabile expressed they have the administrative background and good working relationships with other community college attorneys.

Trustee Moore stated she would have the same two questions for all firms. She asked who the one person was at the firm (not the team) that would be working with TCC. Referencing TCC's international outreach, she also inquired about the firm's expertise in dealing with Visas and immigration issues.

Mr. Mabile confirmed he would be the one person, sharing that in eight years he had probably missed two Board Meetings and only sent someone from the firm to campus on another two occasions. He indicated his assistant, Wendy Taylor, would always track him down if he was not immediately available and that Craig Knox would continue to be his back-up.

Mr. Mabile stated that he and Mr. Knox could handle basic immigration issues and has worked with the college, primarily on visiting professor questions. He indicated that for in-depth issues, they can refer issues to David Ware in Pensacola.

Trustee Hebrock asked for a summary and percentage of the types of work Mr. Mabile had done for TCC. Mr. Mabile shared that approximately 40% - 50% was Human Resource and employment related, 20% was leases, contracts or other agreements and the remainder was various daily issues such as student related issues, administrative questions, etc.

Trustee Hebrock asked about how much of the work was contract law related to our grants. Mr. Mabile indicated that it might only be about 10%, although this area could be a little more difficult with other agencies and federal funding involved. Trustee Hebrock inquired about current litigation and Mr. Mabile shared there were about 6 or 7 cases that were discrimination or employment lawsuits and one wrongful lawsuit against the Foundation by a security hardware company, which has had no action in almost ten years.

Trustee Hebrock verified the client was the Board and asked to whom Mr. Mabile provided updates on the pending litigation. Mr. Mabile indicated he worked with the Administrative Services Vice-President and has provided updates to the President. Trustee Hebrock asked if

this was current practice and Mr. Mabile indicated it had been Dr. Law's preference and Dr. Law then provided information to the Board.

Chair Lamb indicated he would ask all firms to address diversity, stating that the college had about 34% African-American representation. He asked if the firms not represented at that level would work toward obtaining better representation in their firm. Mr. Mabile indicated they have recruited different minorities over the years, although not as successfully as they would have liked due to pay scale, etc. Mr. Mabile stated qualified, young minorities coming out of law school have lots of opportunities available and tend to gravitate toward bigger cities and firms.

Chair Lamb stressed that he was referring specifically to African-American so the firm's diversity would be representative of the population on campus. Mr. Mabile confirmed that he was also addressing the African-American representation.

Trustee Callen asked why TCC did not hire an in-house attorney. Dr. Sloan indicated this is a discussion that occurs every few years and at this time TCC felt it was more beneficial to hire and pay on a monthly basis, based on our need. It does not appear to be an economic advantage to us since we may not use an attorney eight hours every day, although we could investigate if the Board desired.

Trustee Hebrock indicated this might be a topic for discussion next month when the Board makes this decision. He addressed Trustee Callen's question by saying it is a Board decision, since the attorney works for the Board.

Mr. Roy Young, representing the firm of Young van Assenderp, stated they had assumed TCC had an in-house attorney. He indicated he was not sure his firm would have vied for the position had they known the current college attorney was also seeking to continue in the position. He shared they were general counsel for a number of groups that he felt suited well for the job description of this group.

Mr. Young stated they are open for any gender, race, ethnicity – they just want good people. He indicated their firm does everything by teams of at least two individuals, which they believe is of benefit to the firm and the client.

Mr. Young stated he would initially be the primary point person, although if a change was requested Ken van Assenderp might be the logical choice. He indicated Ronald Labasky, one of their litigators, and Timothy Qualls, one of their back-ups, were with him. Mr. Young verbalized they were interested in the job, but found it a little awkward when Mr. Mabile spoke.

Trustee Moon inquired about the percentages for the different types of law the firm practices. Mr. Young stated in providing general counsel they get into litigation from time to time, lots of contracts, personnel issues, employment issues and an occasional political issue. They are involved in a little bit of everything, including naturalization, visas and immigration.

Trustee Moon asked if he would classify himself as someone good at finding loopholes in contracts. Mr. Young responded he would classify himself as someone good at closing loopholes.

Trustee Hebrock asked why Marjorie Turnbull and John Carnaghi were on their reference list. Mr. Young stated Marjorie Turnbull is a good friend, his campaign chairperson and her former

husband attended college with him. He shared that John Carnaghi had worked with him on several contracts and they are friends.

Ms. Lila Jaber, representing the firm of Akerman Senterfitt, indicated they were offering a new type of firm in Tallahassee. She referred to our existing federal relationship with their commitment to credibility and ability to achieve success on our behalf in appropriations work. The Tallahassee office should be considered an extension of that relationship since they are local-minded and community-based.

Ms. Jaber shared the staff in the Tallahassee office has touched TCC via Workforce Florida, Public Service Commission and a number of other boards. They are a new thought process and if TCC is interested in growing the green jobs initiative, there is no better firm.

Ms. Jaber would be the Relationship Manager, although they offer a team. Silvia Alderman would bring board and administrative law experience. Thomas Range is an Associate and clearly their best experienced administrative litigator. They have an international practice for immigration and visa work, with someone housed in Tallahassee that speaks seven languages.

Ms. Jaber shared that she was a minority and that their Diversity Team is lead by Judge Joe Hatchett, the first African-American on the Florida Supreme Court. She stated they hire people for their qualifications, although their diversity represents the State of Florida and TCC.

Trustee Hebrock stated our current attorney charges \$150, but is proposing an increase to \$160 hour. He indicated Akerman Senterfitt's partner rate was reflected as \$275 hour and asked why TCC should consider such an increase. Ms. Jaber indicated their proposed rate was discounted from their full rate. They are willing to work with TCC and capping the structure to meet the annual college budget, although it may not be \$160.

Mr. Geoffrey Smith, representing the firm of Smith & Associates, stated he had been a practicing attorney in Tallahassee for approximately twenty-five years. He shared the firm's emphasis is government and administrative law, providing assistance with naturalizations, visas, etc.

Mr. Smith stated he would be the point person, although they work with the various firm attorneys to determine who is best for the job. He shared that Timothy Elliot of their firm is probably better at contracts, while he is better at courtroom litigation. Mr. Smith stated they are a small firm with two women and two men. Currently they do not have any African-Americans, however they will look at this as they grow.

Trustee Hebrock inquired about a client that was closest to the type of work for TCC. Mr. Smith indicated it was a previous Prepaid College Program client. Trustee Hebrock asked Mr. Smith to explain the type of work he did for them. Mr. Smith stated it included rulemaking, contract development, contract negotiation, contract dispute, bid protest, etc.

Trustee Hebrock asked why Steve Metz was on their list of references. Mr. Smith stated he had worked with Mr. Metz over the years and he knew the quality of their work. Trustee Moon inquired about the volume of healthcare law the firm provided. Mr. Smith reported that the vast majority of their clients have some connection to it.

Mr. Nathan Adams, representing the firm of Holland & Knight, introduced his colleagues Kevin Cox and Ed Williams. He stated they currently represent a wide variety of post-secondary institutions. He is the head of the firm's Florida Education Team and Vice-Chair of the Education Committee at the Bar.

Mr. Adams stated they formed an Education Team because they believe education law is now a specialization. With this Team, they believe they can anticipate issues instead of responding to them. They have an immigration practice that could handle all these types of issues and, as Relationship Manager, he would be the point of contact.

Mr. Adams expressed that as the laws become more and more sophisticated; they feel that one person is no longer able to handle all the issues for an institution. He believes they can provide all the federal lobbying and that dollars for green initiatives and law enforcement not yet been fully exploited.

Trustee Hebrock indicated that in the time he has been on the TCC Board there has only been one person as their legal counsel. He believes the concern with multiple points of contact may be the crescendo of billing it might cause. He asked how we can control the billing when working with multiple attorneys within the same firm.

Mr. Adams indicated that if handled properly, it could be cheaper than hiring one firm and then hiring another firm for purposes of specific issues. They would address the TCC issue by only having us speak with other attorneys if we wanted. They would hold TCC harmless for discussions that go on behind the scenes with the specializations in their firm and he would be the person responsible for the timely delivery of services.

Mr. Adams stated they recognize they are more expensive as a national law firm than a regional firm, although they believe they bring some additional value. He expressed there may be some hidden value in their knowing education law because they won't have to research a lot of the issues. Beyond that they are willing to compete with other firms, although they probably can't get to \$160.

Trustee DeFoor stated he was not sure that Mr. Adams had addressed the diversity question. Mr. Adams communicated that diversity is a very important part of the firm and the Education Team. They have recently worked with FAMU School of Law to make diversity a priority.

Trustee Moon asked if he would continue his conversation on federal lobbying. Mr. Adams indicated his firm does a lot of federal lobbying for post-secondary institutions and has recently been involved with procuring money for energy projects.

Ms. Holly Dincman, representing the firm Coppins Monroe Adkins & Dincman, P.A., introduced her colleague Michael Coppins. She stated they are a perfect fit for TCC on multiple levels, indicating she is Board Certified in Labor and Employment Law and they currently represent fourteen districts throughout north Florida.

The firm does a tremendous amount of work with public entities, primarily through the Florida League of Cities. Ms. Dincman stated they understand Sunshine issues and other issues a public body will face. She indicated Mr. Coppins is a Board Certified Civil Trial attorney and Board Certified in civil litigation.

Ms. Dincman indicated she would be the point person, although their strategy is to get clients the highest level of experience and expertise. Two of their three shareholders are female with African-American employees, but no African-American attorneys. They are poised to hire another attorney and paralegal, with recruitment efforts focused heavily on trying to make their firm more diverse.

Trustee DeFoor asked for further fee information. Ms. Dincman indicated their fees are \$185 hour, a blended rate for all attorneys. She said they are trying to be realistic about the needs of the community, knowing the budget is tight.

Trustee Hebrock expressed concern about conflict of interest when he sees the letters from the Wakulla County School Board and the City of Tallahassee. He specifically asked if the firm currently represented any School Boards in Gadsden, Wakulla or Leon Counties. Ms. Dincman stated they currently work for the Wakulla County School District, sharing they have done litigation for Gadsden County and have one case pending at this time.

Trustee Hebrock asked if there would be a conflict of interest if we had a legal issue or contract with Wakulla County School District. Ms. Dincman indicated there could be a potential issue, although what they mostly do for Wakulla is their employment services and litigation.

Trustee Hebrock indicated to Chair Lamb that, due to potential conflicts of interest, he would like to know if any of the firms represent Leon County School System. Chair Lamb stated it was a good question and asked the firms to acknowledge any representation with no response received.

Mr. George Meros, representing the firm Gray Robinson, Attorneys at Law, introduced his partner Mr. Ty Jackson. He shared he has spent a great deal of time representing TK Wetherall, Debra Austin and others on these precise matters. In addition to representing TCC in litigation, he would be available 24 hours a days.

This availability would include calls about potential human relations issues that were brewing, assisting to avoid the problem without having to spend real money in litigation. Mr. Meros stated he currently represents Santa Fe Community College and indicated he would be the point of contact.

Mr. Meros indicated they have a significant minority outreach program, although he did not have the percentage available of African-Americans in the firm. They have vibrant Ft. Lauderdale and Miami offices with a number of persons dealing with visa and immigration issues.

Trustee Hebrock confirmed that Mr. Meros resided in Tallahassee and inquired about his travel to Santa Fe Community College. Mr. Meros indicated Santa Fe called him on matters of concern, that he was not their general counsel but on contract with them for matters they request and shared that Santa Fe had in-house counsel.

Chair Lamb indicated the Board would now proceed to general questions. Trustee Callen asked Mr. Mabile how many hours a month he spent working on TCC matters. Mr. Mabile stated July and December were slow months, but generally it is 100 plus hours per month.

Trustee Hebrock stated TCC went out to RFP at the end of the current attorney's term. He shared we are happy with our current attorney; but we are a public entity, competition is good

and a very important part of the process. He shared he was pleased with all the presentations and that for him it would probably come down to cost effectiveness.

Trustee Hebrock shared it would be difficult to make a decision between two firms if one of them is \$100 higher than the other. He stated if there was some room for adjustment of fees within the firms, he would ask Trustee DeFoor to assist with a process so they could have an apples to apples comparison.

Trustee Hebrock stated, with all due respect to Chair Lamb, if there were a hundred lawyers in town he would doubt that five of them were African-American. Chair Lamb said he agreed but it was a goal we needed to work toward, stating he enjoyed listening to all the presentations.

Trustee Hebrock indicated that since they could not vote in workshops, he would like to have further discussion during the Board Meeting. He said he would like to fashion a motion that would allow the committee to come back next month with a shorter list. Chair Lamb said it could be considered and Trustee Moore expressed the process should be clear, transparent and appropriate.

President Sloan communicated that if Trustees felt they had more questions, they could use our public discussion board. This would allow everyone to have access to the information and know what questions were being asked.

Trustee DeFoor indicated he did not feel the committee should become a screen, stating that hiring a lawyer is an intimate, personal decision and whoever is hired works for the Board. He commented that when hiring for an enterprise of this size with an international scope, he is not as price sensitive. Trustee DeFoor suggested we find the people who add value and then he would work, on behalf of the collective, with the firm on their fees.

Trustee Hebrock asked if we had structured a process to determine the firm, with the committee negotiating a contract. Trustee DeFoor said he did not believe we had, but he would be amenable to it. Chair Lamb restated Trustee DeFoor's comment that the attorney would be working for the Board and that he did not want two people to decide who would be working for him, further stressing he wanted everyone to have input.

Trustee Moon said, although she was not at the last Board Meeting, she thought the committee was charged with finding the right fit and bringing several firms to the Board. Trustee DeFoor said the committee role was drafting the RFQ criteria, but beyond that it was to go to the Board.

President Sloan communicated the next process was for the Board to think about what questions to discuss at the next Board Meeting. She stated if more information was needed, they could post the question on the discussion board requesting responses from all the firms so everyone would have all the information.

Trustee DeFoor indicated since the firms heard we would be sensitive to price, if someone had a sharper pencil that now would be the time to get it out. Trustee Moore said if there was a process set in the RFQ, we need to follow the process so the playing field is equal.

President Sloan asked Vice President Smith about the next steps in the RFQ. VP Smith stated when the RFQ was designed; pricing was only one element of the qualifications the Board was seeking. She said they have all proposed pricing and it would be inappropriate, from a



procurement standpoint, to have the firms alter the pricing now that they have been exposed to each other's pricing.

VP Smith stated that pricing is not the sole element in this RFQ. Trustee DeFoor confirmed it would not be inappropriate if we made a selection to go back and negotiate afterwards. Trustee Hebrock inquired if the RFQ had a score sheet and VP Smith indicated it did not, only five elements. Trustee DeFoor stressed the Board should look at this as if they were hiring someone to provide services for their family.

Chair Lamb asked if there was a score sheet that could be used to score firms. VP Smith stated in the RFQ there were no points assigned, just qualifications wanted and that is what the Board should be looking at. Trustee DeFoor suggested everyone could vote for one and see who gets the highest votes.

Trustee Callen indicated there were some basic things that should be discussed since all the firms answered the questions that were asked. Trustee Hebrock, indicating he was the one that addressed the price, asked the firms not to think he would vote for the lowest bidder. He stated he understood what Trustee DeFoor was saying, but wanted to ensure we could afford a big jump in price.

President Sloan thanked all the firms for their time.

#### Strategic Plan

No discussion of this topic during workshop.

### **BUSINESS MEETING**

Chair Lamb called the Board meeting to order at approximately 4:05 pm.

### **COMMENTS**

**Chair** – Chair Lamb recognized President Sloan.

**Board Members** – None

**President** – President Sloan reminded the Board Members the FACC had recently sent information about the ACCT meeting in Toronto, Canada October 20-23 and FACC meeting in Jacksonville, FL November 17-19, with the Trustee Commission meeting on November 18<sup>th</sup>.

President Sloan stated there is a high school in Taiwan that has been our sister school since 1993. For years we have sent TCC or high school faculty to teach in that program and for the past two years, Dr. O'Kon has taken our students there. This year seven of our students visited and were immersed in the culture while they taught English to the high school students. She reminded everyone that a couple of years ago, the school from Taiwan visited us and brought their dance group with them.

## **APPROVAL OF MINUTES**

Chair Lamb asked if there were any comments and requested a motion to approve the minutes of the June 28, 2010 Workshop and Board Meeting.

**MOTION:** Trustee DeFoor

**SECOND:** Trustee Moore

Motion passed unanimously.

## **BOARD OF TRUSTEE ORGANIZATION**

Chair Lamb indicated he would like to overlook the ratification from the June election and do the annual election. Trustee Moon asked if it was legal to have the election in June. Mr. Mabile indicated he felt it was legal and that ratification is appropriate, however the Chair is being positively cautious and the best way to proceed is with an election now to eliminate any question.

Trustee Moon said if Board Members haven't listened to a Board Meeting before, they should do so because you can't say anything and you can run it back, listen again and take notes. She thinks they need to be careful how they set things up, indicating three of the Board Members (Trustees Messersmith, Moore and Lamb) are up for reappointment.

Trustee Moon said their terms were over at the end of May and it seems the Board is not exercising due diligence. She indicated we do not know if we will lose the Chair. She feels we need to set some type of precedent for the future, so we are not electing someone that could potentially be replaced.

Chair Lamb indicated we have a procedure in place and we should follow it. Trustee Messersmith indicated political appointments and elections are how the system works. He shared that every member of the House stands for election every two years, but the speaker and speaker pro-tem are already picked for the future.

Trustee Moore made a motion for Eugene Lamb to be Chair of the Board and Allison DeFoor Vice-Chair.

Trustee DeFoor indicated he had thought about this, stating that at the appropriate time he had no problem with revisiting the issue of how we choose the Chair. He stated that perhaps a system based on seniority that rotates among individuals might in fact make more sense, given the relative disparity of Wakulla County. He does not feel this is the appropriate time since we are in transition, but feels it could be addressed after the new President is in place.

Trustee Hebrock indicated his issue was a little different since the third Leon County member had to wait forever to get appointed. He stated if Trustee Lamb is elected Chair and then is not reappointed by the Governor, the process would be for Trustee DeFoor to become Chair.

At that point, Trustee Hebrock would ask that Trustee DeFoor maybe consider letting the other Gadsden County member continue the term. He would ask this only so we do not skip over Gadsden County. Trustee Moore indicated we could deal with the scenarios if it became reality.

Trustee Hebrock stated it was very wise of the Chair to handle this the appropriate way and thanked him. Trustee Moon concurred.

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

### **INFORMATION AND NEWS ITEMS**

President Sloan stated the normal Communications report would not be presented, although the news articles are still available on the Board Meeting portal. She asked Vice President Johnston to present the information he is showing the various civic groups for the current \$5 million campaign.

VP Johnston stated you do not have to look far to see that healthcare is an industry in transition. He shared that on the demand side by the year 2011, ten thousand new individuals will be added per day to Medicare. This is strictly demographics of the people reaching the age of eligibility.

He asked everyone to think about the impact to the professional service delivery, but also about processing administration. With the new healthcare legislation passed earlier this year, an additional 4,300 individuals will be added to the Medicare system every day.

Many medical records are now electronic, with doctor's having immediate access to a patient's complete medical history. Behind the scenes there is a whole infrastructure of individuals who enter the information, protect it from a HIPAA perspective, transport it between the various service providers and maintain the servers or upgrade the software.

VP Johnston continued by stating that on the supply side, vacancy rates and turnover are high – especially in some of the specialties. Demographics are driving a lot of this. As we age we are putting different demands on the healthcare system which must have workers with different training, sharing that home healthcare service is emerging as the fastest growing sector.

Ten of the twenty fastest growing occupations are in healthcare, with most workers having jobs that require less than four years of college education. VP Johnston stated that in our tri-county area (Leon, Gadsden & Wakulla) more than 19,000 individuals are employed in the healthcare sector, representing a budget of more than seven hundred million dollars.

VP Johnston expressed that, per the American Council on Education, 83% of first responders are trained in community colleges. He stated TCC had a dual role, one for student transfer to a university and the other in direct workforce development.

He communicated that within the State of Florida 47% of workers in nursing and residential care facilities have a high school diploma or less, as do 20% of workers in hospitals. He stated the majority of technologist and technician occupations require a certificate or an associate degree, which can typically be completed in two years.

VP Johnston shared that TCC develops programs to specifically meet the identified needs of our community, which leads to many of our graduates remaining here and getting jobs. On average, Tallahassee Memorial Hospital has hired 53% of our RN graduates. Currently, we have seven programs on campus with 339 enrolled students.

He stated that earlier in the year TCC hosted two Healthcare Forums with professionals from the community, asking them to share their experiences with the delivery of services they provide. We asked them to include their risks, fears and how we could help them serve their patients even better.

VP Johnston indicated he was very excited about the Ghazvini Center and the progress TCC is making on the project. The Simulation Center will be a key piece of that, allowing us to expand our program by three clinical spots and guaranteeing that all students can obtain training in all identified areas.

He stated the campaign covers two major areas. The New & Revitalized Programs include surgical technology, revitalized dental programs (expanding capacity and updating technology) and the Simulation Center. The Student Success Initiatives include scholarships, student support and instructional excellence.

VP Johnston talked about the return on investment from three different perspectives. Employers have access to qualified workers, community leaders economically are ensured we maintain and sustain a healthy healthcare sector and individually we can receive quality care right here.

Trustee Hebrock indicated he thought some type of close, request for assistance or contact information should be considered at the end of the presentation. He verified this presentation was not specific to the Ghazvini Center and that the Dental program was staying on the main campus.

President Sloan shared she really respects the Foundation Board Members that are involved in the Campaign. They are dedicated, go out and preach TCC and have targeted specific people for certain amounts of money. She stated TCC needs to think internally about what we are doing and indicated we could not get more support from the healthcare community.

Trustee Callen stated it was a powerful presentation and we should consider striking while the iron is hot. Trustee Hebrock inquired about a leave behind. VP Johnston indicated the piece was currently in development and that his experience showed asking in a large group was less effective than going back individually for specific requests. Trustee Hebrock requested and VP Johnston agreed to share the leave behind piece before its distribution.

### **UNFINISHED BUSINESS**

None

### **PUBLIC COMMENT OR PRESENTATIONS**

None

### **NEW BUSINESS**

#### **Approval of Consent Agenda**

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

Trustee Moon made a request to pull Tabs 4 (Architect Invoices) and 7 (Human Resources Report) for discussion.

Trustee Hebrock stated the attorney invoice annual total as shown in Tab 6 was approximately \$155,000. He indicated he was against in-house counsel due to associated expenses.

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

Trustee Moon inquired about the Architect invoice (Tab 4) and the continuing cost for the final master plan by Emo. President Sloan stated she had worked with Counsel and Administrative Services to amend the contract. She indicated that moving forward, there will be a new contract with a set cost for each item requested.

President Sloan shared that everything on the invoice was something we asked Emo to do. He was doing the master plan which includes land management and currently he is working with Gadsden County on pieces for the master plan at FPSI.

She acknowledged we are confused at the Board level about billings for an item we think is a done product. She stated this is the last time the billing will appear this way. Beginning next month, an additional column will reflect future expenses. Tony Stallworth indicated the new agreement had been sent to Emo for review and comment.

President Sloan shared that beginning with the new fiscal year expenses; we would only show the projects for which funds are being expended. There will be columns showing how much we

expect to spend and how much of the expected amount has actually been spent. She indicated that perhaps twice yearly we could review what we spent over the past one to three years.

Chair Lamb asked for a motion to approve Tab 4, Architect Invoices.

**MOTION:** Trustee Hebrock

**SECOND:** Trustee Moore

Motion passed unanimously.

Trustee Moon inquired about the Human Resources Report (Tab 7), wondering if there was a problem specific to separations and resignations. President Sloan stated that separations under TCC reflected some very good faculty members that left because their spouses got jobs out of town. The rest is mostly normal turnover, except the dismissed category which is unsatisfactory employees.

Trustee Hebrock asked for an update on the Dean of Healthcare vacancy. President Sloan indicated that at an administrative level, we still have the vacancy for VP of Information Technology and hope to start that search again this fall. She shared we are in the midst of hiring for Healthcare.

Dean Brown stated the applications for Dean of Healthcare Professions were due Friday, the committee will be meeting and we hope to have someone here in November. Trustee Hebrock confirmed the position will basically run the Ghazvini Center.

President Sloan informed the Board we have filled the vacancy for the Director of Library Services. Ms. Deborah Robinson, currently with St. Petersburg College, will start October 1<sup>st</sup>. Ms. Robinson stated she had been watching the position since she learned Cherry Alexander was leaving and is very excited about our redesign of the Learning Commons and Library.

Dean Brown stated we have a new position, Director of Distance Learning, for which we will be accepting applications in the next few weeks. President Sloan indicated the position would work with Workforce, Academics and Student Affairs.

Trustee DeFoor requested, for purposes of his abstaining, that the item pertaining to Mary DeFoor be voted on separately. Chair Lamb asked for a motion to approve Tab 7 with the exception of Mary DeFoor.

**MOTION:** Trustee Hebrock

**SECOND:** Trustee Moon

Motion passed unanimously.

Chair Lamb asked for a motion to approve Mary DeFoor.

**MOTION:** Trustee Hebrock

**SECOND:** Trustee Moon

Motion passed, with Trustee DeFoor abstaining. (See attached Form 8A).

### **Administrative Services**

#### Construction Status Report (Information)

Mr. Stallworth indicated the pictures of the Ghazvini Center in the Board materials show exactly what has been happening, with the metal roof almost 80% completed. As soon as you walk into the front of the building, the auditorium will be immediately to the right.

He identified the before and after photos of the Advanced Manufacturing Training Center, indicating the way it has turned out would serve the program well. President Sloan stated we were not able to put the brick on the building, because that was a \$1 million item.

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

President Sloan indicated this is the fund analysis at the start of a new fiscal year. She said Administrative Services is a little higher in terms of their percentage of budget because of the payout for people who left in June.

Trustee Hebrock stated this may be the time to sing VP Smith's praises because we are in some heavy duty bids, fiscal year wrap up, etc. He stated he really appreciated all the numbers and other work provided from the Administrative Services Office.

#### Recommendation for a Medical Simulation Capture and Playback System for the Ghazvini Center for Healthcare Education (Action)

President Sloan shared that because this was educational there was no requirement to bid, but given the price TCC wanted to bid even though we believed there was really only one company that could do everything. With the bid process, we did learn the one company we knew about can offer the full package at a good price.

This request is for the Board to authorize the staff to contract with Education Management Solutions for the Medical Simulation Capture and Playback System for the Ghazvini Center for Healthcare Education.

**MOTION:** Trustee DeFoor

**SECOND:** Trustee Moore

Motion passed unanimously.

#### Recommendation for X-Ray Systems for the Ghazvini Center for Healthcare Education (Action)

President Sloan stated this is the other major system for the Ghazvini Center. We bid each item separately and ended up with the same firms bidding. Two of the firms, submitting low bids, will each get a piece of the contract needs.

Trustee Hebrock asked if we had any questions, protests or complaints on either this bid or the previous one. VP Smith indicated there were none.

This request is for the Board to authorize the staff to contract with Capital X-Ray and GE Walker for the X-Ray Systems for the Ghazvini Center for Healthcare Education.

**MOTION:** Trustee Messersmith

**SECOND:** Trustee Moore

Motion passed unanimously.

#### Quarterly Procurement/Bid Update (Information)

President Sloan stated the Board allowed the President to make the decision on any contract less than \$250,000, although the commitment was to bring the information to the Board on a quarterly basis.

Trustee Hebrock reiterated in October 2009 the Board authorized the President to spend up to \$250,000 on one item without Board approval. He indicated that in Board Policy there is no requirement for a bid process for items under \$50,000 and VP Smith stated the President cannot override the criteria outlined in a bid.

Trustee Hebrock shared his concern that \$250,000 in a discretionary budget may be too large, indicating it is entirely the Board's decision to set the number. He feels this is too much money, even for the Board chosen President, and would like the Board to consider a motion to reduce the dollar amount.

Trustee DeFoor indicated it might be helpful to know what other community colleges are doing. VP Smith stated she would get a report for them next month, although some had greater amounts. Trustee DeFoor said it could be comparable size institutions, not all.

Trustee Hebrock stated he appreciated staff making a recommendation, but thought some of the authority should be moved to the Board of Trustees. Chair Lamb confirmed the viewpoint was due to a new President. Trustee Hebrock shared there was concern with a new President hiring new people that respond positively to every request and that a President before leaving could commit funds the Board would not know about before the President's departure.

Chair Lamb acknowledged the concern. Trustee Moore stated she wanted to ensure the Board had a well-rounded discussion, there are a couple of times a year when the Board may not meet for sixty days and the college may need something. Chair Lamb stated that was a good point and maybe the Board could appoint someone else to also sign off on those things.

#### Tallahassee Community College Education Plant Five Year Survey (Action)

President Sloan stated this is a follow-up to master plans for both campuses and is submitted for requested funding. Trustee Moon asked to be reminded of the definition of FTE, with



President Sloan responding it is 30 credit hours of student work. Trustee Callen indicated it stood for Full Time Equivalent.

Trustee Moon further inquired about the definition of a student station. Tony Stallworth responded that spaces had required square footage assignments and the State Requirement for Educational Footage (SREF) described the square footage per student.

Trustee DeFoor questioned the \$262 per square foot. Mr. Stallworth indicated that was not out of the realm of possibilities, indicating that at the Ghazvini Center we exceed that figure. He stated these are formulas designed by the State and we have used their formulas to arrive at the numbers, stating the page indicates these are estimates.

This request is for the Board to authorize approval of the Educational Plant Five Year Survey for the period 2010 thru 2015.

**MOTION:** Trustee Moore

**SECOND:** Trustee Callen

Motion passed unanimously.

#### General Contractor Pre-Qualification (Action)

President Sloan stated this is the annual list of contractors for \$1-5 million projects.

Trustee Hebrock asked Tony Stallworth if there was anyone that did not make the list. Mr. Stallworth indicated there was one that submitted an incomplete proposal. Trustee Hebrock verified that since the list of contractors was pre-qualified, then projects under \$5 million could be competitive bid within the pool.

Trustee Moon asked about the references to members on the list. Mr. Stallworth indicated there were four individuals that ranked and scored the submissions. Trustee Hebrock inquired about the large number of firms and if any challenges might arise from the volume. Mr. Stallworth indicated this provides the firms an opportunity to bid, although they may not.

Trustee Hebrock inquired how we could identify or address the Chairman's concern about minority participation. Mr. Stallworth indicated we have no control on who chooses to submit a bid. Trustee Hebrock asked if he was aware of any minority firms on the list and Mr. Stallworth indicated he was not. Trustee Callen verified the process used to determine qualification.

This request is for the Board to approve the list of Pre-Qualified General Contractors as recommended for the period September 1, 2010 to August 31, 2011

**MOTION:** Trustee Hebrock

**SECOND:** Trustee Moore

Motion passed unanimously.

## **Center for Workforce Development**

### Financial Snapshot (Information)

President Sloan stated Dr. Chapin had his team tracking and analyzing the work and effectiveness of what they are doing. The team has reached a milestone they wish to share.

Dr. Chapin shared they had exceeded \$1 million in revenue for the first time this year. This represents a 56% increase from fiscal year 2007-08 to fiscal year 2009-10. Although it does not cover all the expenses of the division, it does cover a major portion and the figures presented do not reflect revenue from managed grants.

Trustee Hebrock inquired about funding sources. Dr. Chapin stated it comes from training dollars at various agencies. The categories for training include trades, Capitol Center, IT, corporate services, health care, professional and business development, conferences and events, and Agency for Persons with Disabilities (APD). He indicated they train 4–8,000 individuals annually for APD via distance learning.

Trustee Moon asked why Gadsden County Schools was not shown on the list. Dr. Chapin indicated the training there was done through grants and the report shown did not reflect the work done with funding from grants. Trustee Messersmith indicated the numbers were very encouraging. Dr. Chapin stated it confirms that short-term training is a saleable item.

Trustee Hebrock asked him for an overview of Wakulla and the \$50,000. Dr. Chapin stated they would develop a whole range of free courses, everything from IT, scholarships for green guide programs, to customer service, sharing the topics were a result of community feedback.

The money is being used to pay the instructor salaries, provide materials and pay for other associated expenses. They have also set aside money to hire someone to assist with moving the green guide modules online. They have reinvigorated the ambassador program, where they go out and assist businesses with customer service training.

Trustee Hebrock indicated he thought this was consistent with his concept. He asked VP Johnston to submit a request to BP to match our funds. Dr. Chapin indicated there was an approach from BP about what they could do for the program and his response was they could take over the entire green guide program. He and VP Johnston will discuss how to proceed.

President Sloan indicated that was an excellent idea. She shared she had been in contact with some people with the Obama organization who were trying to do something for the whole Gulf Coast area.

President Sloan stated she was very excited about the presentation that had been made, indicating we may bring it to the Board on a regular basis and that it is very similar to information brought on credit programs. TCC is not a profit making institution and staying above the expense is all we can expect of any area.

## **TCC Foundation**

### TCC Foundation Update (Information)

VP Johnston stated they were pleased to have received the artwork the Board had approved in June to accept. The donation of an approximate fifty acres of land has been received from the Wakulla Expo Association and TCC may proceed with plans for the Wakulla Environmental Institute.

The report included a list of the past and planned speaking engagement dates for the healthcare presentation. VP Johnston indicated the Quincy Rotary Club had been rescheduled. Trustee Hebrock inquired if the Trustees of the respective counties were notified of the presentations in their area. VP Johnston indicated the notification was via the monthly update.

### TCC Foundation – Quarterly Financial Update (Information)

VP Johnston stated the quarterly report included three documents, sharing that TCC Foundation assets totaled nearly \$12.7 million. He reported the assets had declined slightly since the last quarterly report.

## **2010-2011 Strategic Plan (Action)**

President Sloan stated the plan was to have been approved in June, but due to time constraints it did not occur. She is providing an abbreviated format, indicating the agreement was to extend the 2007-10 plan to 2007-11.

Behind the Strategic Plan is a document with numerous initiatives, stating this is where we access the plan. She stated we would more diligently in the future put greater detail into the up-front plan and showed a draft of what the document would include.

Our major initiatives this year for Student Success are the learning plan, testing center and career services. For Enhanced Learning our initiatives are core curriculum, degree programs, fine and performing arts, global learning, honors program, and professional development.

Under Community our initiatives are Gadsden County grants, programs and services, Wakulla Environmental Institute and advanced manufacturing. For Alternative Delivery Systems our initiatives are distance learning expansion, distance learning partnerships and FPSI continuing education online.

Trustee Hebrock asked why Ghazvini was under facilities while Gadsden and Wakulla were under Community. President Sloan responded we had not yet started the programs at Ghazvini. Trustee Hebrock verified we do not have construction dollars or plans for Wakulla or Gadsden in the next fiscal year.

For Technology and Out of Class Support our major initiatives will be classroom technology, technology training, library redesign, learning commons growth and virtual resources. Trustee

Hebrock inquired if we would ever drop the name library and maybe use media center, with President Sloan indicating we could give it some thought.

Under Finance our initiatives will be financial aid transition, year round Pell Grant, administrative system replacement and systems selection and upgrade. President Sloan stated she was trying to get really good information together for the new President. One of the things done in IT was to hire a consultant who will come in and look at all our systems so we can decide what is most critical to do first.

For Facilities our initiatives will be the Ghazvini Center, renovation and plan renovation for vacant space. We do not have a lot of funds available for renovation, with no major dollars for the science labs, dental health area or the classroom at FPSI.

Trustee Hebrock confirmed we will not hire a consultant for a master plan, but will ask Mr. Stallworth to handle the planning until further funds are available. Based upon a question from Trustee Hebrock, Mr. Stallworth indicated there was approximately 18-20,000 square feet in the TPP Building.

Trustee Hebrock inquired about the plans for use of the space, should the money become available. President Sloan stated the Strategic Forum members were asked to list their space needs and the Executive Team would prioritize the requests.

Trustee Hebrock confirmed we do not currently have any incubators on campus. He stated he was interested in seeing how TCC proposed use of such at the AMTC, indicating he loved our flexibility of vacant space. President Sloan stated the goal was to determine the best way to use the space by meeting the major needs of the college.

The Foundation initiatives will be the Healthcare Provision and Excellence Campaign and annual campaign.

The request is for the Board to approve the 2010-11 Strategic Plan.

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

## **PRESIDENT'S REPORT**

The following are responses to requests previously made by the Board.

### Disability Headcount

President Sloan indicated the numbers remain fairly steady from year to year, the vast majority with some type of learning disability. The group that is becoming more difficult for the staff to deal with is those with some sort of mental illness. She stated they may be medicated and fine as long as they are on their meds, but we are finding we must learn more and more about these students.

Trustee Hebrock inquired if these students came with additional funding and President Sloan indicated they did not. He further asked if additional assistive technology were needed, how it would be funded. VP Smith stated it would come from the technology budget, unless we could get funds from their assisting agencies.

President Sloan stated in the community college formula there is a place to identify these students; it is then crunched as one big number. The students must be successful and it would be difficult to actually find those dollars to see if we get anything, especially since we usually don't receive full funding. She stated there is no special funding, like in K-12.

#### Carnegie Statistics Pathway Network

President Sloan indicated the Carnegie Foundation has identified nineteen colleges nationwide and invited them to be part of a grant program named the Statway Program. It is a program to get students from developmental through statistics in two semesters and TCC is one of three colleges in the State of Florida.

#### Mary Brogan Museum of Art Lease

President Sloan asked if the Trustees wanted full copies of the three part lease. Trustee Hebrock stated he thought we had a very favorable lease with that non-profit and he does not know if it is because we are the landlord. He feels the public needs to know and he would like to know why.

President Sloan indicated it was a fact and the entire building was leased to us by the City for \$1.00 per year for 40 years. Trustee Hebrock indicated he would like to see the entire lease. President Sloan stated it was specifically leased to us for educational and art purposes, stating we took over the County lease with the city and later added the updated garage.

#### AA Degree Ranking

President Sloan indicated that several months ago we had reported the TCC ranking among the nations top AA degree producers and we had jumped up in the ranking a lot. Someone asked how that was possible. She stated first the numbers were raw, so the bigger the school the higher up the list. She shared that with the Articulation Agreement in the State of Florida many students complete their AA before moving on to a university.

President Sloan said the major reason we jumped was because many of our colleagues are now State Colleges and they are not included in the ranking, but we did increase in every area in terms of our own percentages. She shared the increases were 4.3% in Associate degrees, 7% in AA degrees, 3% in African-American and 4% in all minorities.

#### Wakulla Land Dedication

President Sloan asked when we wanted to look at the Wakulla land dedication. There was discussion that it should wait until spring. She shared Dr. Chapin, Dr. Brown and Dr. Smith are working on an environmental scan, educational projects and partnerships.

Trustee Hebrock inquired if our November Board meeting was at the same time as the Organizational Session, stating he would prefer we not meet during the Session. President Sloan stated it was a good question and she would check it out. She stated we could talk about it at our September meeting, which was not the 13<sup>th</sup> as stated in the book but September 20<sup>th</sup>.

#### Update on Architect Proposals

President Sloan indicated we need to publish a meeting so they should decide on availability.

#### Attorney Selection Process

Trustee Moon asked what is expected of the Trustees regarding the selection of an attorney. VP Smith stated it is up to the Board how they determine to narrow down the firms, indicating there is nothing in State Statute to indicate how it is to be done. Trustee Moon suggested the Trustees rank the firms from 1-7 and submit to VP Smith.

Trustee Callen asked if they would need the categories. Trustee Hebrock stated at this point they could not determine points for categories, instead it must be subjective and qualitative not quantitative. He suggested they come back with the top three firms for discussion, indicating it must be during the regular Board Meeting.

Trustee Messersmith indicated if there are ties, the firms would be the subject of discussion. Trustee Moon inquired if the ranking would be sent in advance or brought to the meeting and general discussion was it should be brought to the meeting. Trustee Hebrock stressed the importance of not talking to any of the firms.

Trustees Messersmith and Hebrock suggested the rankings be submitted to VP Smith in advance for compilation. Chair Lamb confirmed the process and indicated the numbers should be submitted by September 13<sup>th</sup> so they can be added to the September Board Book.

#### **NEXT MEETING DATE**

September 20, 2010

#### **ADJOURNMENT**

Meeting adjourned at approximately 6:11 pm.

Minutes approved at regular meeting of the District Board of Trustees on September 20, 2010.

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**Eugene Lamb, Jr.**  
**Chair**

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**Barbara R. Sloan**  
**President**

# FORM 8A MEMORANDUM OF VOTING CONFLICT FOR STATE OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>DeRoos, II James Allison</i>	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>TCC Board of Trustees</i>
MAILING ADDRESS <i>444 Appleyard Dr</i>	NAME OF STATE AGENCY <i>TCC</i>
CITY COUNTY <i>Tallahassee FL 32304</i>	MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE
DATE ON WHICH VOTE OCCURRED <i>Aug 16, 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 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, Allison DeFoor II, hereby disclose that on August 16, 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, \_\_\_\_\_;
- 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:

Daughter received appointment as adjunct faculty.

9/3/10

Date Filed

Allison DeFoor II  
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.