

MINUTES
District Board of Trustees
Tallahassee Community College
Tallahassee, FL 32304
January 17, 2012
Board Workshop – 2:30 pm
Business Meeting – Immediately Following

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

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

Absent: None

Via phone: None

Others Present: President Jim Murdaugh, Chip Singletary, Jerry Schilling, Mike Robeck, John Burch, Heidi Kerr, Margaret Wingate, Kris Reeves, David Hendry, Barbara Sloan, Bobby Jones, Karinda Barrett, Robin Johnston, Alice Nied, Marge Banocy-Payne, Sally Search, E.E. Eunice, Calandra Stringer, Rob Hall, Mahmaud El Hadi, Susie Hall, Monte Finkelstein, Barb Gill, Gareth Euridge, Sheri Rowland, Bill Spiers, David Wildes, Sharon Jefferson, John Chapin, Pat Manning, Neisa Logman, Carol Easley, Curtis Watkins, Ken McDonald, Sunny Chancy, Ken Shaw, Bill Lee, Randy Pridgeon, Shelly Bell, James H. Ammons, Pete Chaviano, Teresa Smith, Tom Kelley, Cindy Hughes Harris, William Hudson, Sylvia R. Jackson, Dale McColskey, Dan Beugnet, Marissa Mainwood, Debbie Robinson, Bonnie Holub, Marilyn Dickey, Vanessa Lawrence, John Norris, Danny Taylor and Lenda Kling.

COMMENTS

Board Chair – Chair DeFoor asked everyone to stand for a moment of silence and the pledge of allegiance. He expressed his pleasure of going to the opening of the Eugene Lamb Park, indicating it was a wonderful park and stating Trustee Lamb was certainly revered by his county.

Board Members – Trustee Lamb thanked Chair DeFoor and President Murdaugh for attending, stating it was exciting and a great honor.

President – President Murdaugh stated it was a pleasure to see everyone back, indicating it is quite a break since we don't get together in December.

BOARD WORKSHOP

Enterprise Resource Planning (ERP) System Update

President Murdaugh indicated this would be one of our most important workshops presented, indicating ERP was the backbone of what we do and stating we are at an important point where we need to consider replacing our system. He shared this is one of the biggest decisions the Trustees will be asked to support.

VP Smith, serving as interim CIO, said we will talk about the history of the consortium of which we are a member, our data warehousing, hardware enhancements over the past couple of years, the layers of Microsoft products on which we are dependent and a proposal for a future system. She introduced John Burch, Director of Information Systems.

Mr. Burch, along with thirteen other staff members, works to preserve our information system. He shared our software was created in 1994 by a consortium of seven community colleges with similar programming and databases, as a response to a legislative study. Using \$4.2 million in state funding, they designed a system for reporting now known as Integrow.

The consortium purpose was to access and share information easily through integrated computing that permits rapid adaptation to changing needs. The idea for the consortium was to have a low cost for development and maintenance at each college, share user and technical expertise, and allow for local site differences.

Last year they changed their name to the Higher Education Technology Group (HETGroup). With a staff of 14 and a budget of \$2.4 million, they are located in Ft. Lauderdale, FL. They supply updates and enhancements annually, maintain compliance with regulators and provide training and research.

Our cost to the group is approximately \$294,340 annually. In addition to the core Integrow system, we have developed other systems to meet our needs. These systems created at an additional cost include contracts and grants, Foundation and Alumni, event planning, campaigns for prospective students, and student activities.

Other missing items within Integrow include access, limited self-service (such as, employees changing their W-2), exclusions (such as workforce and continuing education class reporting), information retention (some areas overwrite, such as changing residency status), document integration, device independence, and user documents (upgrades have been piecemeal).

The Integrow system is a mainframe system. Mr. Burch walked the Board through an example of how to register a student, showing the amount of time it takes to look up other information needed to complete the enrollment process.

In 2006 we did a study with Exeter who came up with four solutions – to enhance the system, rewrite it, buy an ERP or adopt a hybrid. All of the solutions are expensive and have risk. Because of price or risk, the consortium decided not to proceed with any of the alternatives.

In 2008 we talked to Microsoft about a custom system, but when the total reached more than \$50 million it was determined the risk was too high. Last year we looked at a software AG modernization, but when it reached \$43 million the cost became too high risk. The consortium focus now is on data warehouse (not currently available) and methods of data migrations.

In December 2006 TCC migrated off the mainframe, saving about \$1.2 million in software fees. In March 2007 we began a data warehouse, using the savings from the migration mainframe. The data warehouse is recognized as one of the best in education, with four staff members extracting 24 million rows of data daily.

In June 2007 we began portal production, receiving a NACUBO Innovation Award in 2010. Other IT efforts include converting network from Novell to Microsoft, standardizing on a single programming language, updating the data center and implementing the SIMPLE project.

Currently information is not directly approachable, local changes come at a high cost, maintenance and training consume over 75% of MIS IT staff and skilled ADABAS/Natural

programmers are not replaceable. Trustee Moon asked if programmers could be trained on the job. Mr. Burch stated some of our programmers were previous consultants from the consortium software development.

He shared staff must maintain competency across three programming languages, information is segmented and compartmentalized, staff and students are frustrated when completing tasks, and more than half of the consortium members are actively looking for an alternative system.

Mike Robeck, Sharepoint Coordinator, introduced the April 2011 SIMPLE Project. We are using the expertise of about ten of our IT staff for this 18 month project, which impacts most faculty, staff and students on campus. We implemented Live@edu as a host of information for our students, which freed us from other costly services and many administrative tasks.

The service is free and used by thousands of institutions across the country. Outlook Live is up 99.9% of the time, students can now receive their email on mobile devices, upgraded from 5G to 25G of online storage via SkyDrive and they can store Microsoft documents in the browser.

We recently upgraded to SharePoint 2010 offering business connectivity services, although there is no connector for ADABAS (Integrow). We offered training to all users, developed a governance policy and better designed for high availability.

A new backup solution was implemented in July 2011 to replace a backup system that was slow and unreliable. It eliminated the need for tapes, has granular restores in email and SharePoint, provides nightly database integrity checks, critical systems are backed up more frequently, and the backups are replicated offsite (with a similar system at the GCHE).

Microsoft Identity Management Software was deployed in August 2011. It creates student accounts at Live@edu, is a single entry point for TCC account creation, automates manual processes for creating/maintaining accounts and provides connectivity to multiple data sources including future systems (with the exception of ADABAS (Integrow)).

SIMPLE better positions TCC to move forward

- via Live@edu (less exchange administration),
- a new backup solution (less administration, integrity checks and protections of future systems), and
- an Identity Management System (less time on manual processes and integration with future data sources).

VP Smith addressed moving forward and keeping up with technology, confirming over the past 18 months the need for a new system. Two out-of-state partners are planning to move from Integrow, so when the consortium starts to fold we are at great risk. The two partners leaving will result in a greater cost for TCC, since the cost is shared equally based on FTE.

We have interviewed consultants to outline a plan with timeframe and discussed our needs, both internally and externally. The objectives of a New Administrative System must make accountability easy, be a functional fit, work smoothly with Microsoft, meet reporting requirements, improve efficiencies and fit our budget.

Our plan for successful implementation would:

- engage a consulting firm to assist with design, selection and deployment of a new administrative software system
- ensure portal content and programming has been completed in order to focus efforts on implementation of a new administrative system
- ensure college-wide participation in the design and deployment of a new system

We are looking to streamline our three helpdesks into one Help Center and are preparing for the upcoming search for a VP of IT.

The anticipated cost is estimated at \$12 million and is projected to take six years to fully implement. Software would cost \$5-6 million for initial purchase with an estimated 18% annual product and maintenance support (\$900,000 - \$1,080,000). Consulting and implementation services would cost \$5-6 million as a one-time cost, expended over six years.

VP Smith presented a chart of potential funding sources (fund balance, auxiliary fund, technology fee, capital improvement and current operating expense) that would not include tuition increases or enrollment growth. The majority of the \$2 million previously approved by the Board for administrative software is still available in our fund balance. The auxiliary funds are from the bookstore, vending, etc., with the bookstore the largest source.

We would use our currently approved technology fees. We propose using 4% of our current operating budgets, probably the most challenging part of this proposal, since we would decrease all budgets (except salaries) by 4%. Although the funding would be level for the six years, the greatest expenditures would be in years three through five.

Trustee Moon asked if we had looked at the budgets without the four percent. VP Smith indicated we had, but as a whole we have had rollover funds since 2008. Chair DeFoor stated we should be able to have staff reductions when we eliminate the duplicities. VP Smith indicated we have discussed this with the consultants and other institutions have used the staff to accomplish things not currently being done, although there could be some natural attrition.

Trustee Callen inquired about the current technology fee. VP Smith indicated it was charged per credit hour and President Murdaugh stated it was currently in the range of \$3-5 per hour, without an increase being proposed. VP Smith stated we would probably approach the Board at the June Meeting to request the earmark of any remaining funds for the ERP system.

Chair DeFoor inquired about the new CIO, with President Murdaugh indicating the new person is projected to be in place in about two months. He indicated we delayed the hiring until we identified we should be Microsoft friendly. Although the Integrow system was designed for reporting, we are drowning in data but starving for information.

Chair DeFoor asked if we wanted to issue an RFP (instead of an ITN) because he would not like to see price dictate the path taken. President Murdaugh indicated we have a lot of flexibility, with the first part of this being the consulting service. He stated he needed the Board to be comfortable and would follow the process they desired.

Trustee Moore indicated we had clearly built a strong business case. Trustee Callen stated we had certainly identified and supported a need. She inquired if when speaking to vendors we felt the cost would get us the good system we needed, with VP Smith indicating she felt it would.

She indicated, with the technology changing so quickly, the current lifecycle of an ERP is much shorter. We believe with our solid and conservative plan of action, it will take us into the future.

President Murdaugh shared we had learned a lot over the past few months. He said other colleges who have already done this made mistakes, from which we can learn. When we are integrating different systems, the consultant must guarantee the integration. Because of the changing landscape of technology, some of products offer features not needed – so he is looking at a core module with additional pieces for various activities.

He believes with this approach that functionality would be improved and we would have some cost-savings. He challenged the consultants to look outside higher education for systems and to look around the globe. One of the products they brought back for review was from Canada, which is being used by a couple of private higher education institutions. He indicated in February we would come back with a request.

Trustee Messersmith inquired if there was still a technology consortium for the community colleges. President Murdaugh stated there was and thanked him for his previous work. Chair DeFoor asked that the presentation be provided to all trustees and that we certainly look at the local IT community via Steve Evans.

President Murdaugh indicated three local companies had expressed their excitement, with this possibly being their first opportunity at this level. Chair DeFoor said he was more interested in their assistance with the RFP or ITN, not as a vendor. He thought they might be involved on a committee, if we chose to proceed with an ITN.

BUSINESS MEETING

Chair DeFoor called the Board meeting to order at approximately 4:10 pm.

COMMENTS

Chair – Chair DeFoor indicated with our distinguished guests we would prioritize our agenda items to accommodate their needs.

Board Members – None

President – President Murdaugh said it was amazing to work with the various schools. He stated that seeing FAMU, FSU and the K12 schools here today underscored what a wonderful set of partners we have.

APPROVAL OF MINUTES

Chair DeFoor asked if there were any comments and requested a motion to approve the minutes of the November 21, 2011 Workshop and Board Meeting.

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

INFORMATION AND NEWS ITEMS

Susie Hall presented a video that could be used as a non-traditional student recruitment tool and a Channel 22 informational piece on the High Liability Instructor Conference. TCC presents programming on Channel 22 between 3:00 pm and 1:00 am.

UNFINISHED BUSINESS

None

PUBLIC COMMENT OR PRESENTATIONS

None

NEW BUSINESS

Approval of Consent Agenda

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

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

Academic Affairs

Articulation Agreement with FAMU (Action)

President Murdaugh indicated we were very excited to sign this Articulation Agreement. He shared we are proud of the composition of our student population, which is about one-third African American. Many of these students wish to move to FAMU, with its rich heritage as a historically Black University. We have been talking for months about how we can move forward, indicating this agreement includes financial incentives for students and the creation of a Rattler room on our campus staffed by a FAMU counselor(s). He stated this was an exciting opportunity to solidify a good relationship and move forward with a greater relationship.

Chair DeFoor welcomed President Ammons on behalf of the Board of Trustees. He stated he didn't quite understand the soul of this institution until he went to his first graduation and looked out on the sea of faces all looking up with expectancy, many of whom are families with first time college graduates. He assured President Ammons we are happy to have FAMU and this agreement is recognition of what we are about.

President Ammons stated the conversation around strengthening our relationship really took off with former Chair Lamb and after President Murdaugh took office. He stated they discussed this one evening during dinner at the home of Marjorie Turnbull, now a FAMU Board of Trustee Member. He indicated they explored ways to build the relationship into a model relationship. He thanked former Chair Lamb for his encouragement, support and commitment to ensuring this happens. He said TCC graduates should be the largest number of transfer students to FAMU, indicating that is what they are working toward.

He introduced two members of his team, Dr. Cynthia Hughes-Harris (Provost and VP of Academic Affairs) and Dr. William Hudson (VP of Student Affairs). President Ammons shared that teams had met and come up with a rock solid plan to ensure a bridge from TCC to FAMU. He indicated this would include an office presence on the TCC Campus, scholarships for graduates with a 2.5 or greater GPA, etc. President Ammons thanked President Murdaugh for the message that we have set goals, including a 20% increase in transfers from TCC this year.

He feels this sends a strong message to the Tallahassee community and across the state that we are serious about articulation and making way for students from TCC to complete a degree at FAMU. After signing the agreement, President Ammons invited President Murdaugh to the FAMU Board meeting on February 9th for a similar conversation.

Trustee Lamb expressed his congratulations to FAMU and TCC for a job well done.

This request is that the Board approve the attached Articulation Agreement between FAMU and TCC.

MOTION: Trustee Lamb

SECOND: Trustee Moore

Motion passed unanimously.

Affiliation Agreement – Pediatrics HealthCare for Kids, LLC. (Action)

President Murdaugh indicated Provost Sloan was the resource for questions on this item.

This request is that the Board authorize the President to enter into this agreement.

MOTION: Trustee Messersmith

SECOND: Trustee Moore

Motion passed unanimously.

Articulation Agreement with FSU-Panama City (Action)

President Murdaugh indicated Dr. Ken Shaw was joining us to sign an agreement culminating from a series of discussions. He stated the hope was this would be the beginning of an expanded series of programs and provide pathways for our students with FSU. President Murdaugh shared we were very excited about the agreement that would be working with the graduates of the criminology program at FPSI.

Dr. Shaw expressed his appreciation to a number of our staff and for the Board's support. He introduced Missy Conner (Student Affairs), Andrew Konapelsky (Registrar), Dr. Tom Kelley (Public Safety & Security Program) and Ken McDonald (faculty). He stated they had done some incredible things with public safety and security, indicating with the strong TCC program it should be even better for all the students.

Trustee Moon indicated she hoped this was the beginning of many other programs. After the agreement was signed, Provost Sloan indicated FSU-Panama City would be offering upper division programs here at TCC Main Campus which students may take while finishing their undergraduate degree.

Trustee Messersmith inquired if we did separate agreements with each FSU campus. President Murdaugh indicated Dr. Shaw approached TCC about an agreement for their program. Dr. Shaw indicated their FSU College of Applied Studies was housed in Panama City and general counsel advised they have a separate agreement. Provost Sloan stated they would accept our Associate in Science degree and students may continue to take their general education courses with TCC.

Trustee Callen inquired if this agreement was similar to the one with Thomas University. Provost Sloan stated the difference was the FSU-PC program could be started without graduating from TCC, although they must have completed certain courses toward their Associate degree.

This request is that the Board approve the attached articulation agreement with FSU-Panama City.

MOTION: Trustee Lamb

SECOND: Trustee Moore
Motion passed unanimously.

Science, Technology, Engineering, and Mathematics (STEM) Center of Excellence (Action)

President Murdaugh indicated we had very exciting agreements with our high school partners. Dean Brown stated the hope was with these agreements with the District Schools and the resources we are putting into the program, that we will be recognized as a Center of Excellence for STEM education. He indicated any STEM program had four components to be addressed: recruitment, student support (financial and academic), innovative teaching methods and up-to-date facilities and equipment.

He shared that many elementary students want to be scientists, by the time they get to middle school that pipeline is leaking a bit and by the time they get to high school it is not cool to like math and science. Over 40% of the STEM freshmen in college change their majors, a tremendous attrition rate, therefore recruitment is vitally important.

Over the past five years, we have received over \$460,000 in grant funds from NSF and anticipate it will be renewed. Florida's Great Northwest has provided \$100,000 which allowed us to give scholarships to seventy-five students, many in our TPP Division. We have just entered into a NSF Virtualization Grant which provides, among other things, High School summer camps.

In two weeks we will bring 60 ninth graders from Wakulla and Gadsden Counties on campus to experience some STEM work. We hope to work with those students for the next four years and have them enroll at TCC. We are partnering with the Science & Math Magnet Program at Cobb Middle School, who is represented today by Shelly Bell, Principal. We will again offer a Workforce Development composite summer camp for middle school students and hope to expand that through the Advanced Manufacturing Training Center.

The amendments to the Articulation Agreements will provide some pathways and funding for scholarships for the pathways with the high schools in the three districts. As an example, someone in Wakulla County could take an engineering course for which they get both college and high school credit. We will be able to award scholarships from this money that is not dependent upon financial need, unlike the current federal funding.

We have a STEM Center on campus for tutoring, workshops and other support to students. Much of the support for the center is through the national Science Foundation Program called the Florida-Georgia Louis Stokes Alliance for Minority Participation. FAMU has been the lead institution; however the goal of this program is to help the minority student and females go from entering community colleges through graduate schools to post-doctoral positions.

We provide internships through the government national labs. We had fifteen students over the past four years spend their summer at the Brookhaven and Oak Ridge National Labs. The Learning Commons provides support outside the classroom to these students.

We have expanded the use of the argument driven inquiry method of teaching and implemented inquiry based approaches. Dr. Brown shared he had recently attended STEM Tech, a national conference, where they discussed how things are taught in the classroom.

Our science labs, built in 1989, and the STEM Center are on a list for renovation. Our equipment is good and we are expending a \$200,000 U.S. Department of Education STEM Equipment Grant. STEM is across the campus and the district, not just specific divisions. We plan to create a STEM Council consisting of faculty, administrators and staff to ensure as we expand everyone is headed in the same direction.

He introduced Randy Pridgeon, Leon County, who applauded TCC for the scholarships we provide to Leon County School students. He indicated that some of the magnet students would start high school with sixteen credits, needing only a total of twenty-four credits to graduate.

Sunny Chancy, Assistant Principal for Curriculum Wakulla High School, complemented TCC on the caring attitude represented by the agreements with FAMU and FSU to help students move on to bachelor programs. She indicated Dr. Chapin and Bruce Batton had been instrumental in the development of the engineering graphics course taught on the Wakulla Campus.

Sylvia Jackson, Gadsden County Public Schools, thanked President Murdaugh, Provost Sloan and the Board of Trustees for fostering the needs of their students. She indicated their children will certainly benefit from the efforts being made by TCC.

This request is that the Board approve the amendments to the Interinstitutional Articulation Agreements.

MOTION: Trustee Moon

SECOND: Trustee Callen

Motion passed unanimously.

Administrative Services

Construction Status Report (Information)

President Murdaugh indicated David Wildes was available for questions.

Fund Analysis - December 2011 (Information)

President Murdaugh indicated this is the monthly report and VP Smith would address any questions.

Annual SREF Update – January 2012 (Information)

President Murdaugh indicated this is an update which has remained on the agenda while issues were being addressed. Trustee Moore expressed thanks for our diligence. President Murdaugh stated that based on the Board's request, we had the impetus to insist upon getting some of the items fixed that may have been otherwise ignored by our landlord.

Disposition of Property (Action)

President Murdaugh stated this requires board approval.

This request is for the Board to authorize the disposal of the surplus and obsolete X-Ray equipment in accordance with the procedures identified in sections 274.05 and 274.06, Florida Statutes.

MOTION: Trustee Moon

SECOND: Trustee Callen

Motion passed unanimously.

Policy Manual Revision – Computer Security and Access, Software Licensing, and Electronic Correspondence (Action)

President Murdaugh indicated this is a revision to address computer security and access, requiring board approval, and VP Smith will address any questions. This came about because we were concerned that we did not have a policy to address any potential problems that we might experience here at the college. It was well researched and we worked with Faculty Senate, since we must ensure the faculty have the resources they need for research on the internet.

Trustee Messersmith inquired if this was an all new policy. VP Smith indicated this policy was revised a number of years ago and was inadvertently deleted, therefore it is a heavy rewrite of the original and a new policy.

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

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

Policy Manual Revision Chapter Nine (Action)

President Murdaugh indicated this is a revision requiring approval.

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

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

Quarterly Procurement/Bid Update (Information)

President Murdaugh indicated this was an information only item.

Approved Grants and Contracts – TCC as Fiscal Agent (Information)

President Murdaugh stated this is an information only item.

Approved Grants and Contracts – TCC as Provider (Information)

President Murdaugh shared this is an information only item. Trustee Moon inquired about Think Creative and President Murdaugh indicated it was the name of a company. Trustee Messersmith indicated he was fascinated about how we did all this.

General Contractor Pre-Qualification (Action)

President Murdaugh indicated this is for prequalification of general contractors. VP Smith indicated there was a recent change in statute, with David Wildes indicating the Board must announce the intent to qualify general contractors in a public meeting.

Chair DeFoor inquired about a personal desire, with all things being equal, to have local contractors. Mr. Wildes stated since some of our funds come from the state there is some question about how far we can pursue. Chair DeFoor asked about a separate presentation at some point.

Trustee Moon inquired about item 9.1, asking about the "college having the right to accept or reject any ..." and how we have done this in the past. VP Smith stated we will pre-qualify as many as possible and provide information to the Board for review. She said that previously the

Board has approved the full list of general contractors, but projects exceeding President Murdaugh's signature approval are then bid separately.

Trustee Lamb indicated he was also inclined to support local contractors first. VP Smith indicated the hope was to have a list to the Board in February. Chair DeFoor suggested we have information about the local contractors at that time.

This request is for the Board to approve the initiation of the process to pre-qualify general contractors for the period of April 1, 2012 through March 31, 2013.

MOTION: Trustee Moore

SECOND: Trustee Lamb

Motion passed unanimously.

Architectural Agreement Renewals – Barnett Fronczak Barlowe and DAG Architects (Action)
President Murdaugh stated this is a renewal for the second year that requires approval.

This request is for the Board to approve the second year of the Architectural Agreements with Barnett Fronczak Barlowe Architects (Main Campus and Leon County projects) and DAG Architects (FPSI, Gadsden and Wakulla County projects).

MOTION: Trustee Moore

SECOND: Trustee Lamb

Motion passed unanimously.

Indefinite Closing of the Mary Brogan Museum of Art and Science (Information)

President Murdaugh indicated this was provided so everyone knows where we are, indicating he serves on the Brogan Board. The business model was flawed from the beginning, with the combination of an art and science museum. Last year the staff took a 50% pay cut just to try to keep things going. The decision was made to close the doors and explore a new design, including conversations about partnerships.

He expressed some concerns about the terms of the lease, in the use of the facility and the possible liability of the college. Bill Mabile indicated there is almost a lifetime of agreements and the dirt belongs to the city, the original lease is with the Leon County School Board, and the college has an assignment from the School Board.

Should the building cease to be used as an education and cultural arts facility, the lease would expire and go back to the School Board. If the lease is terminated while TCC holds the lease, the DOE may require TCC to pay back the PECO funds. During the history of the lease, no one has tried to execute any of the sub-parts.

There have been discussions on campus focused on continuing education programs at the Center. President Murdaugh indicated this will be a long process. He reached out to Mike Pate, Town & Gown, to ask for a community conversation about various programs that could work together. He stated we would monitor the situation, keeping in mind we do not expose the college unnecessarily to paying back PECO dollars.

Trustee Messersmith inquired what would happen if the Brogan were gone and we wanted to expand our offerings at the location. President Murdaugh indicated that was an excellent thought for the Board to consider. Chair DeFoor stated it was an excellent location for education, although it is awkward space.

He stated the core of our community is associations, with an economic impact greater than we perceive. Most of them struggle with education, which is a strong point for us. He feels we should try to co-locate the associations in the building, offering some of the front and back office functions for them.

Trustee Messersmith asked if the office spaces were still available in our TCC Capital Center, with President Murdaugh stating the occupancy rate was not what it should be. Trustee Messersmith stated most of the associations had their own in-house training facilities and we should explore if there is an opportunity for us among the small groups.

Trustee Callen confirmed the Brogan Board was still meeting for ideas, although she indicated her consensus with the idea for association development. President Murdaugh stressed that although this is the Board's decision, he thought we would be the bad guy if we did anything before the Brogan Board decided they would not re-emerge. He feels the most hope for their re-emerging may be in the area of science, possibly with a partner such as FSU or FAMU.

He shared the Chamber of Commerce has been looking for new space, but their previous reaction was indifferent to the design of the building. If the Chamber came together with an emphasis on non-profits and our focus was on the training, we could have the opportunity to do something with the real estate. His recommendation now is to do nothing.

Wakulla Center Relocation (Action)

President Murdaugh indicated our current location is not the best, sharing the Centennial Bank building located in the downtown area of Crawfordville is better suited for our needs. Now that we have been in the community for a while, it is time to reconsider the footprint of services we wish to offer.

We could consider offering advisors and other services on a lesser scale, including introductory courses. The idea is to offer things within the county, so residents would not have to travel here. The difference for Wakulla County is the ultimate offering of an Environmental Institute. Chair DeFoor inquired about cost and was advised it was approximately \$10 sq. ft.

This request is for the Board to approve the proposed lease agreement with Centennial Bank to allow TCC to expand its programs in Wakulla County.

MOTION: Trustee Moore

SECOND: Trustee Lamb

Motion passed unanimously.

TCC Foundation

TCC Foundation Update (Information)

VP Johnston indicated at the upcoming Board Meeting next week they would consider the nomination of new board members, which he looks forward to sharing later. Trustee Moon inquired about the FCRD, with VP Johnston indicating it was for resource development managers to discuss fund raising and other items.

PRESIDENT'S REPORT

President Murdaugh mentioned that at 6:00 pm today there is an opening of the Holocaust exhibit. There will be some Arbor Day events occurring, to which the Board is invited.

At the request of the Chamber, President Murdaugh is chairing a Capitol Improvement Review Team (CIRT) for the ½ cent sales tax. The tax, which is due to expire, was originally passed to support infrastructure in the K-12 system. He indicated we would have a role to play in the education process and he would be sharing additional information.

The Trustee Legislative Conference is February 1-2, indicating Trustee attendance last year was wonderful. The ACCT National Summit in Washington D.C. is February 13-16.

Trustee Lamb requested the April meeting be moved to April 9th or 23rd. Trustee Moon indicated the 9th would be difficult for her due to other commitments. President Murdaugh is scheduled, along with others at the college, to be at the AACC Convention in Orlando on the 23rd. Chair DeFoor indicated we would miss Trustee Lamb.

Trustee Messersmith commented on the wonderful new programming for Channel 22.

NEXT MEETING DATE

Monday, February 20, 2012

Location: Ghazvini Center for Healthcare Education

ADJOURNMENT

Meeting adjourned at approximately 5:42 pm.

Minutes approved at regular meeting of the District Board of Trustees on February 20, 2012.

Allison DeFoor
Chair

Jim Murdaugh, Ph.D.
President