



January 26, 2009

MEMORANDUM

TO: District Board of Trustees
FROM: William D. Law, Jr., President
SUBJECT: November Minutes

Please see attached November Board minutes.

STAFF RESOURCE: Lenda Kling

RECOMMENDED ACTION:
Approve minutes as presented.

MINUTES
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304-2815
November 17, 2008
Board Workshop – 2:30 pm
Business Meeting – 4:00 pm

Chair Messersmith called the District Board of Trustees workshop and business meeting to order at approximately 2:34 pm.

Members Present: Chair Messersmith, Trustees Hebrock, Lamb, Moon, Moore, Shirah and Stanfield.

Others Present: President Bill Law, Barbara Sloan, Robin Johnston, Teresa Smith, Jerry Schilling, Donna Riordan, Tony Stallworth, Sharon Jefferson, Bill Campman, Sonia Jewell, Judy Bentley, Valerie Bahl, Terry Pendleton, Rick Frazier, Danny Taylor, Lois Ewen, Kate Stewart, Chip Singletary, Frank Brown, Jim Murdaugh, EE Eunice, Sally Search, Marge Banocy-Payne, Robert Bell, Cherry Alexander, Bobby Jones, Ben Alonzo, Lee Kitchen, Tom Waller, Susie Hall, Dr. Iris Wilson and Lenda Kling

COMMENTS

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

It's a great day on campus with lots of activity for the Florida Prepaid celebration and the International Student week parade. Went out to see some of the things happening and The Lieutenant Governor is also on campus.

Board Members – Trustee Hebrock expressed concern about the Quincy Farms announcement that they are closing. Per Trustee Lamb this will impact about 450-500 people in the Gadsden County area. Trustee Hebrock requests that college set aside \$50,000 in resources for job training for those impacted.

Dr. Law indicated that the college can fund this endeavor from the Contingency Fund. The initial plan will offer the programs most likely to support people, move some of these programs to Hispanic language instruction, and renew our efforts into the GED and Ready for Work programs. This will be coordinated with Workforce Plus, as well as, receive assistance from the Division of Workforce Education.

Trustee Hebrock indicated he would like to respect the economic development components in Gadsden County. He does not wish to get ahead of the Gadsden

County Commission, School System or their local Economic Development people so requested they be brought to the table as well.

Trustee Hebrock suggested that the three new legislators and other government officials be invited one hour prior to the Board Workshop for a reception. This Board Meeting will be on the fourth Monday of January. We will make the arrangements and send the invitations.

President – The Gadsden annual report was presented and it was noted that all grants for Gadsden County are listed on the inside front cover. Dr. Law noted that everything done in Gadsden County is in partnership with local entities.

BOARD WORKSHOP

A. Budget Update

July 1, 2008, the College adopted a \$57 million budget, but almost immediately thereafter was notified by the state of the Governor's 4% cut. The college decided to go to a 7½% cut, hopefully to stay ahead of possible other state cuts, totaling approximately \$2.3 million. Progress toward achieving the cuts is reviewed weekly and the college is currently on track to implement these cuts. We should know this week (Revenue Estimating Conference this week) if we made an adequate adjustment.

It is anticipated that the July 1, 2009 budget will be even 10-11% less than last year. The executive team identified another 3 ½% that we can begin to adjust beginning in January 2009.

Chair Messersmith indicated there is no question that there will be another state cut. Trustee Hebrock feels the college has already sent a very clear message to the staff that job cuts are not being contemplated.

Chair Messersmith indicated that, if the Board was comfortable doing so, the staff should explore the options for selling advertising space on the website. Trustee Moore suggested the staff test the waters before moving forward. She felt it was an innovative, creative idea but would like the college to test the waters first.

Dr. Law noted that faculty and staff have done great work in controlling utility expenses, although the cost will continue to go up due to the actual cost of utilities.

The state legislature sometimes assesses employers a fee to keep the state retirement fund actuarially sound. This increase has been identified as a potential item for the upcoming budget year.

The executive team has started the process of identifying irreducible expenses going forward into the next budget year. We will fund this via the next part of the 3 year tuition plan, salary lapse, and personnel restructuring (primarily non-faculty positions).

Dr. Law indicated that he was working on a restructuring of the miscellaneous fees that the college charges students. He indicated that he will bring forward a plan to initiate a technology fee, while identifying other fees that can be removed.

In summary, Dr. Law presented an 18 month budget plan, January 1, 2009 – June 30, 2010. He reiterated the commitment to staff and faculty regarding layoffs and that preserving jobs is the college's highest priority. He indicated that he will proceed to implement this 18 month budget plan in working on the 2009-10 college budget..

Trustee Moore complimented the staff for continuing to preserve the payment of the employee health insurance. She did question if the increase proposed was a realistic number. President Law noted that the college buys insurance through a Community College consortium that allows group pool advantages and spreading of the risk. President Law further noted that the college had an independent review a few years ago that determined we are receiving a very good price.

Trustee Hebrock asked how the TCC healthcare contribution for employees compared to the state and the universities. The president responded that for the employee only cost, we are on par – however we do not contribute to family cost while the state and universities do offset some of that cost for their employees.

Finally, Dr. Law outlined those areas where the college's budget management has been accomplished with non-recurring funds. He noted that while these costs are manageable at the present time, these areas will require continued attention and will need to be remediated when state revenues turn upward.

Trustee Stanfield applauded Dr. Law and staff on taking the time to prepare an 18 month view and feels it is exactly the right thing to do in these times so the college is properly prepared. She wanted further discussion about changing our business model. She felt that Staff and Program development, as well as, Employee Enrichment would be necessary to adjust to a new culture that included more online course offerings.

In subsequent discussions, Dr. law noted that FSU now gets 92% of their students from the Bright Futures program and they are becoming highly selective in their freshman admissions. This puts a great deal of stress on the college to make sure TCC students can compete upon transfer.

Trustee Moon wanted us to see if offering an AA in music would offer us more opportunity. The local high schools have a very strong music, drama program. We must consider this along with other new ideas.

President Law recalled for the Board that the issue of compensation increases had been put on hold at the time the college's budget was adopted last Spring. Unexpended one-time revenue from the 2007-08 budget cuts had been retained for use in the current year, if necessary to meet the budget cutbacks. In light of emergent trends, Dr. Law indicated that he was comfortable that the retained funds could now be utilized for compensation increases. The president indicated that he was recommending a one-time 2 ½% payment in salary and seek the Board's approval for release before the holidays. Chair Messersmith indicated that he would move the recommendation to the the business agenda as a decision item.

BUSINESS MEETING

Chair Messersmith called the Board meeting to order at 4:18.

Dr. Sloan introduced Danny Wagner, a Board of Trustee scholar, who graduated from Leon High School and is majoring in International Relations. Mr. Wagner is a Marine Reservist and a TCC student working to start a new Veteran's Club. In high school he was involved with the National Youth Leadership Forum on Defense Intelligence and Diplomacy. As a result of that work he has been invited to the Presidential Inauguration. TCC Bookstore has provided clothing and the Foundation has provided a scholarship for formal attire. Jenny Wagner, TCC faculty member, is his mother.

Following a round of applause, Chair Messersmith congratulated him on behalf of the Board. Mr. Wagner thanked everyone for their support and expressed his hopes that he represented TCC well.

APPROVAL OF MINUTES

Chair Messersmith asked if there were any changes or corrections. None were reported and he requested a motion to approve the minutes of the October 20, 2008 Workshop and Board Meeting.

MOTION: Trustee Moore

SECOND: Trustee Lamb

Motion passed unanimously.

INFORMATION AND NEWS ITEMS

Media information provided included TCC Internship Program, Go Green effort, PTLA bloodhound training, SGA Readership program, and Quick Job Training program.

UNFINISHED BUSINESS

Dr. Law confirmed that the dedication plaques for the parking garage and the Learning Commons have been installed.

PUBLIC COMMENT OR PRESENTATIONS

None

NEW BUSINESS

Approval of Consent Agenda

Chair Messersmith asked to move the Click it or Ticket media campaign off the consent agenda.

MOTION: Trustee Hebrock

SECOND: Trustee Moon

Motion passed unanimously.

Chair Messersmith requested a motion to accept the consent agenda.

MOTION: Trustee Moon

SECOND: Trustee Moore

Motion passed unanimously.

Administrative Services

FLDOT - Click it or Ticket Paid Media Campaign

This item caught the attention of Chair Messersmith due to the language indicating this process may be completed by extending the contract or issuing a RFP. He felt that because of the history and value the Board should see more detail on why the contract would be extended or an RFP would be issued.

VP Smith indicated this is an accept vote or not accept vote for the funding at this time, not the vendor. Trustee Hebrock asked when the contract would end and was informed the contract had expired September 30, 2008. He clarified there were no funds to be expended prior to the new contract and was assured that was the case.

MOTION: Trustee Moon

SECOND: Trustee Moore

Motion passed unanimously.

Staff Salary Increases

The item concerning a one-time 2 ½% or \$750, whichever is larger, payment of salary for budgeted employees with the December 2008 paycheck (not applicable to OPS) proposed during the Workshop was brought before the Board for vote.

MOTION: Trustee Moore

SECOND: Trustee Lamb

Trustee Hebrock asked for clarification on how the increases would be enacted. Dr. Law clarified that faculty contracts would be adjusted by the fixed-dollar increments

included in the current salary schedule, and would be added to the faculty member's base salary.

Trustee Hebrock expressed concern about the different criteria for staff and faculty. President Law noted that two years ago the college did a market survey to ensure all staff positions were adequately compensated. The faculty is hired on a national level and must be assessed appropriately – this would justify an increase in base salary.

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

GEAR UP Purchase (Action)

Purchase of identified technology equipment to get low income students up to date on state contract for the GEAR Up grant. Dr. Law introduced Dr. Iris Wilson with the Department of Education who oversees this program. Dr. Wilson was previously with Leon County School District and supporter of TCC. Chair Messersmith thanked her for joining us.

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

Construction Status Report (Information)

Ghazvini Center progress continues, with a final decision on the exact location having been reached. Design of Surgeon's Drive is complete and Moore Bass will present to City for permitting. With the details finalized, TMH will give us an affidavit that will allow us to move forward with request to City for permits.

Multipurpose building at PTLEA, adjacent to the administration building, is moving forward on schedule

Copy Print Services (Action)

An RFP was mailed to approximately 50 vendors. The responses were analyzed and we are recommending a contract with Ikon. Chair Messersmith asked what convenience printer/copiers were and was informed this was the equipment throughout the campus.

Trustee Hebrock asked about looking at the State bid list on projects like this. We reviewed the state bid list, but we were also looking for solutions and services including efficiencies, services, and training. Trustee Hebrock asked about the five year contract.

Trustee Stanfield asked about updates throughout the period, including the Ghazvini Center and PTLEA. Vice President Smith verified this is a one year deal of \$240,000

with options up to 5 years. Trustee Stanfield applauded the staff for the solutions approach and feels it will be a cost savings for TCC.

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

Policy Manual Revision – Direct Support Organizations (Action)

Dr. Law provided a substitute document to the Board of Trustees for the DSO revision, based upon guidance from Trustee Hebrock. The revision leaves the approval to the Board, since state statues do not allow this decision to be under the sole control of the president. Trustee Hebrock asked for a listing of the Board designees for the three organizations.

President Law confirmed that the Foundation Board representative is Karen Moore and that he generally attends attends those meetings.

Trustee Hebrock asked if we could keep the Housing Board legally active. We will research and determine the status.

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

Policy Manual Revision – Collection of Money from Students (Action)

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

Policy revision – College Vehicles (Action)

Chair Messersmith asked about the impact of the changes. Current policy allows only certain employees to be authorized to drive and the policy is being amended to include other TCC employees and students. Trustee Hebrock asked about insurance for those under the age of 25 and Jerry Schilling confirmed we were covered.

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

Policy Manual Revision – Cell Phones (Action)

The IRS requires cell phones to be treated as income when provided by the employer. Some employees will be issued phones, if job situation requires, and some will be reimbursed for college related expenses.

In response to an inquiry by Trustee Stanfield, Dr. Law clarified that the new policy will provide a taxable stipend to those employees, although the employee will be responsible for the plan.

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

Policy Manual Revision – Safety and Security (Action)

Trustee Moon asked about blood born pathogens and the college holding onto the records for a specific amount of time, three years. Danny Taylor was asked to respond, indicating this is a mirror of the safety and training act and meets all OSHA requirements. We currently keep all records for 30 years, and employees are required to retrain annually.

Trustee Hebrock asked if the policemen buy their own guns. Chief Eunice said we furnish the weapons, although policemen could apply for approval to use their own. We currently have 8 policemen and another 3 OPS police officers, in addition to 8 public safety officers with the department open 24/7.

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

October Fund Analysis and Highlights (Information)

Budget workshop indicated all the columns are in balance, on target with our goals and expenditures are well in hand.

Trustee Hebrock asked for an idea about the \$1.7 million non-revenue sources. VP Smith noted that these are the transfers from other revenue streams and that transfers to the operating budget are typically held until later in the year.

EHPA Exemption for the new PTLEA Multi-Purpose Building (Action)

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

Campus Master Plan (Action)

President Law confirmed that this is to approve the overview (principle) not the specifics. Trustee Moon asked Trustee Shirah if it was okay to approve as presented. Trustee Shirah indicated it was absolutely okay to approve the concept so they could work out the details with the City of Tallahassee.

Trustee Hebrock indicated we were asking Emo Architects to move forward with the city, although we did not reference that in the motion below. Emo Architects will be negotiating on the college's behalf with the oversight of Tony Stallworth.

Trustee Hebrock asked when the year master plan process was going to be concluded. He expressed concern that some activities appear to be more than the development of the master plan, but implementation of the master plan.

Chair Messersmith said he understood Trustee Hebrock's concern. Warren Emo indicated it would probably be mid 2009 before we could say we had a final, approved plan.

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

Academic Affairs

Academic Calendar 2009-2010 (Action)

This is an annual event that is aligned as tightly as possible with FSU. There is no change in the number of days, holidays or anything substantive.

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

Deletion of ERI Lab Fees (Action)

Education Resources, Inc. will no longer do this. VP Sloan indicated we will no longer need this resource.

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

TCC Foundation Update

VP Johnston indicated that the funding raising report at the end of November shows we are on track to meet budget goals. One of the ways we reach out into the community is through the President's Circle and many of you are members, for which we are grateful and encourage you to steer others our direction.

Next Foundation Board meeting is December 11th and, if you have the opportunity, we encourage you to attend.

PRESIDENT'S REPORT

On behalf of the faculty and staff, he expressed his appreciation for the Board's support. The state college task force has been meeting and a final report will be done in

December, allowing some institutes to offer baccalaureate degrees. The big hurdle is over and all this will stay within the State Board of Education.

FUTURE AGENDA ITEMS

None

NEXT MEETING DATE

January 26, 2009

ADJOURMENT

Meeting adjourned at approximately 5:41.

Minutes approved at regular meeting of the District Board of Trustees on January 26, 2009.

Chair, Frank Messersmith

President, William D. Law, Jr.