

**MINUTES**  
**District Board of Trustees**  
**Tallahassee Community College**  
**Herbert F. Morgan Room**  
**Hinson Administration Building**  
**Tallahassee, Florida**  
**Tuesday, January 20, 2015**  
**2:30 pm - Business Meeting &**  
**Board Workshop**

The January 2015 District Board of Trustee meeting was called to order at approximately 2:30 p.m. by Chair Messersmith.

**Members Present:** Chair Messersmith, Trustees Callaway, Kilpatrick, Lamb, Moore, Pople and Vaughn

**Absent:** None

**Via phone:** None

**Others Present:** Provost Barbara Sloan, Ginny Wagner, Bret Ingerman, Bill Bierbaum, Kalynda Holton, Anthony Jones, Bobby Hinson, E.E. Eunice, Calandra Stringer, Ben Achong, Rob Hall, Bob Ballard, Teresa Smith, Bill Spiers, Lei Wang, Gloria Mitchell, Craig Knox, Karinda Barrett, Dustin Frost, Debbie Robinson, Kim Moore, Sally Search, D. Wildes, Henry Thomas, Marge Banocy-Payne, Ranie Thompson, Chris Summers, Dave DeIRossi, Candice Grause, Amy Gaughf, Kate Stewart, Scott Balog, Alice Maxwell, Justin Adams, Frank Baglione, Martin Balinsky, Matt Littlefield, Sharisse Turner and Lenda Kling.

**COMMENTS**

**Board Chair –** Chair Messersmith welcomed everyone, asking all to stand for a moment of silence and the pledge of allegiance. He told everyone that Dr. Murdaugh's father passed and Provost Sloan will be sitting in today.

**Board Members –** Trustee Moore shared that Trustee Lamb made it to the front page of the Tallahassee Democrat, with an article about his upcoming recognition by Dillard University.

**President –** None

**APPROVAL OF MINUTES**

Chair Messersmith asked if there were any comments and requested a motion to approve the minutes of the November 17, 2014 Board Meeting.

**MOTION:** Trustee Lamb

**SECOND:** Trustee Moore

Motion passed unanimously.

**INFORMATION AND NEWS ITEMS**

Director Maxwell introduced clips about the involvement of our students at the Day of Service for the Martin Luther King, Jr. holiday; our students' comments on the proposed free community college tuition; the Johnny Cupcakes founder, Johnny Earle, speaking at TCC; and the recent Gadsden Center groundbreaking.

## **UNFINISHED BUSINESS**

None

## **PUBLIC COMMENT OR PRESENTATIONS**

None

## **NEW BUSINESS**

### **Approval of Consent Agenda**

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

**MOTION:** Trustee Vaughn

**SECOND:** Trustee Moore

Motion passed unanimously.

### **Academic Affairs**

#### Collegiate High School Articulation Agreements (Action)

Chair Messersmith stated this was required by statutory change. Trustee Callaway confirmed students can start the summer before the program begins, because they cannot be dual enrolled once they have graduated from high school. She also confirmed with Provost Sloan the teachers must meet TCC certification requirements.

Trustee Callaway asked why some of the counties did not have identified faculty, with Provost Sloan indicating the counties are not required to have faculty -- stating the students can also come to the TCC campus or go online for the classes. Trustee Callaway asked if there was any additional impact to dual enrollment, with Provost Sloan indicating not necessarily – stating it is just another option to ensure a student can complete a thirty (30) hour program within a year.

Trustee Callaway asked if students are automatically admitted to FSU once they complete a program and graduate from TCC. Provost Sloan said TCC has a golden guarantee program; if the student meets the outlined FSU requirements set forth in the agreement, they are guaranteed a seat if they apply to FSU. She continued that if the student does not follow the program, then they may apply – but it is not guaranteed.

Chair Messersmith asked if there was anything else she might want to share. Provost Sloan said the Collegiate High School program encourages students to get a full certificate or most of the AA degree so TCC provide more intense tracking and advising. She shared students will need to be more clear about their major, because at thirty (30) hours they need to be well into the subjects of their major.

Trustee Pople asked how many students we expect into this program from each of the three (3) counties. Provost Sloan indicated Wakulla County said they will have a lot of students; sharing the students must be college ready in math, reading and writing. She stated Leon County said they will have only a few, since they have other options available – therefore we really do not know.

She shared the statute requires us to provide information to parents, who will have some influence. She stated there will be a large number of students qualified, but we do not know if they will be ready to make the commitment. She said it is important for students and parents to

understand that these grades do not go away and will always go with them wherever they go to college. Chair Messersmith said the state funding follows where the instruction is completed.

This request is that the Board approves the Collegiate High School agreements with Leon, Gadsden, and Wakulla School Districts.

**MOTION:** Trustee Kilpatrick

**SECOND:** Trustee Lamb

Motion passed unanimously.

#### Career Pathway Agreements with Taylor County Schools (Action)

Chair Messersmith said this was an interesting group of classes, asking if we had done this with others. Provost Sloan said we did previously with North Florida Community College numerous times, indicating when colleges find they cannot meet the local school district pathway needs they encourage the school district to proceed with TCC and we follow the lead of the district college to accommodate their students. Chair Messersmith asked if these were online classes only, with Provost Sloan saying often they have to come here.

This request is that the Board approves the Career Pathway Agreement with Taylor County Schools.

**MOTION:** Trustee Moore

**SECOND:** Trustee Vaughn

Motion passed unanimously.

#### **Administrative Services**

##### Construction Status Report (Information)

Director Wildes said on January 6, 2015 we received approval from the U.S. Economic Development Administration for the plans and specifications of the Wakulla Environmental Institute (WEI). He stated it went out to bid on Thursday and we have a pre-bid meeting tomorrow in Wakulla County, with bids due on February 19, 2015. He indicated we hope to bring the approval for a general contractor at the March Board Meeting.

He shared the Gadsden Center design is underway, with hope for completion within a couple of weeks.

##### Fund Analysis – December 2014 (Information)

Chair Messersmith indicated this being mid-fiscal year, we are either at or less than 50% for our expenses.

##### Construction Manager Services – RFP 2015-01 (Action)

Chair Messersmith said this is for the approval of the recommended list of Construction Managers. Trustee Lamb confirmed the firms being recommended for Gadsden and Wakulla County projects are Cook Brother, Inc. and CSI Consulting, with Director Wildes sharing both firms are in Gadsden County.

This request is for the Board to approve the recommended list of Construction Managers as presented.

**MOTION:** Trustee Vaughn

**SECOND:** Trustee Lamb

Motion passed unanimously.

Architectural Agreement Renewals for Architects: Lewis + Whitlock and DAG Architects, Inc. (Action)

Director Wildes indicated this group was newly selected last year so this would be the second year of their three (3) year contract, indicating both firms have done an excellent job for us.

This request is for the Board to approve the second year renewal of the Architectural Agreements with Architects: Lewis + Whitlock (Main Campus and Leon County projects) and DAG Architects Inc. (FPSI, Gadsden and Wakulla County projects).

**MOTION:** Trustee Moore

**SECOND:** Trustee Pople

Motion passed unanimously.

**Information Technology**

Procuring Canvas by Instructure as the New Learning Management System (Action)

VP Ingerman said the Learning Management System supports many activities of the college; such as faculty use for syllabi, to collect assignments, and do assessments – indicating this would replace Blackboard and support many of the functions of the college. He stated changing the learning management system required many changes, including moving all course materials.

He disclosed that IT enlisted the assistance of the TCC Educational Technology Committee; which put together a sub-committee of faculty to survey needs, do focus groups, talk to students and look at products. He stated that process took the better part of an academic year, with a unanimous decision to move forward with Canvas. He shared that Canvas offered a lot more features at a lower price, although price was not the determining factor.

VP Ingerman stated a pilot group was put together in the fall and the project went ahead, with faculty and students surveyed a couple of times throughout the fall. He emphasized the surveys were unanimous that this was a better learning management system, sharing the pilot will run through June of this year.

He said that although each individual year of the contract is below the threshold for Board approval, the aggregate of the five (5) year contract puts it above the requirement for Board approval. He indicated this authorization will allow us to finish the contracting and continue for five (5) years starting July 1, 2015, sharing the company was willing to lock in the price for five (5) years with no increase.

Provost Sloan confirmed Blackboard has been approximately three hundred thousand dollars (\$300,000) per year, with VP Ingerman stating Canvas by Instructure will be two hundred eleven thousand dollars (\$211,000) per year. He shared that Canvas will have twelve (12) times the storage space and include mobile access, while Blackboard was charging either the college or the students for mobile access.

He emphasized Instructure will also provide access to their technical support center, including live telephone service twenty-four (24) hours a day, seven (7) days a week. He said the goal is for all faculty to have all classes moved to Canvas by the Fall 2015 term. Provost Sloan said it was faculty choice to completely move to Canvas by fall, to benefit the students.

Trustee Kilpatrick confirmed Canvas was cloud based and portable, with VP Ingerman stating since the tools are changing so dramatically they are encouraging faculty to rethink everything. He stated all the content will move – anything in Blackboard will move to Canvas.

Chair Messersmith asked if we were terminating Blackboard and if we are, is there a penalty to terminate. VP Ingerman stated we are not – we will let it run its course until the end of Spring 2016. He shared we needed to double up for eighteen (18) months to give faculty a year to make the switch and we wanted six (6) more months for grade challenges or if something didn't get moved, but was needed. He said there is a year of overlap and there would have been a huge penalty to terminate the contract.

Chair Messersmith asked what variables resulted in the higher fee in years two (2) through five (5), with VP Ingerman saying the first year was a partial year and that Canvas recognized not all faculty will use the first year. Chair Messersmith inquired about the exemption from competitive bid, with VP Ingerman saying the workshop would provide detail on this. He said we use the Florida Department of Education (FDOE) procurement rule as a simple means to procure a product, but not to eliminate the competitive offers.

Chair Messersmith asked about other competitors, with VP Ingerman saying although there are some smaller competitors and a couple of open source solutions - the two major players are Blackboard and Canvas. Chair Messersmith said he appreciated the process that was used for competitive cost, indicating the Board has always raised a red flag about exempting the bidding process.

He stated in the future he would like the Board to receive advance notice along with the possible dollars involved when we are looking at something like this, so there can be some interaction prior to a Board meeting requesting a decision. VP Ingerman said the technology plan, which will be seen during the workshop, will cover all the big items and in the future will be shared with the Trustees every spring before it is posted to the college website for the next fiscal year.

Chair Messersmith said they had previously approved the Workday plan that was supposed to assist with student planning, asking how this was different. VP Ingerman said the Canvas system is like an online classroom, which includes student materials. He said Workday is mostly for the working of the college business.

This request is for the Board to approve the recommendation to procure Canvas by Instructure as the new Learning Management System (LMS) for the College for a 5 year term beginning on July 1, 2015. The yearly cost is not to exceed \$162,000 for year 1 or \$215,000 for each of years 2-5, plus a total of no more than \$10,000 for training costs for a total 5-year cost of \$1,032,000. The purchase(s) will be made using FDOE Rule 6A-14.0734(2)(g) Exempting IT Purchases from competitive bid: "Information technology resources are defined as all forms of technology used to create, process, store, transmit, exchange and use information in various forms of voice, video and data, and shall also include the personnel costs and contracts that provide direct information technology support consistent with each individual college's information technology plan."

**MOTION:** Trustee Moore

**SECOND:** Trustee Lamb

Motion passed unanimously.

## **TCC Foundation**

### TCC Foundation Update (Information)

Interim Executive Director Thompson said they have changed their reporting process, indicating the amount raised year to date for three (3) years is compared and broken down into different categories. She indicated they have also presented a quarterly report of how funds were spent. Trustee Moore stated she liked the new format and confirmed the new Executive Director would be on board February 2, 2015.

## **BOARD WORKSHOP**

### Technology: 5 Ws and 1 H

VP Ingerman said we are providing information on how things are done in terms of technology decisions; which gets us into the who, what, where, when, why, and how. He stated we will talk about where we are going, what we are doing, why are we doing it, who gets to decide, when it will be done and how to buy things.

*Where are we going?* He indicated we are trying to find the best technologies that are harmonious with our infrastructure (“cloud first”) for the best price. He shared the technologies support the mission, should be consistent with the Strategic Plan and help us become more efficient and effective. He said it is also good if the technologies are innovative and transformative.

VP Ingerman stated we are all familiar with the Strategic Plan, noting that although technology is a priority itself – it is also included in many other parts of the Plan. He provided the Trustees a copy of the TCC Technology Plan for the current year, sharing not everything is in the plan nor do we get to do everything in the plan. He said the Technology Plan provides an overview of the things we are planning to do and more importantly, everything on there is tied to the Strategic Plan.

*What are we doing? Why are we doing it? Who decides?* He disclosed we discuss things during meetings and many of the decisions are made there. He stated Imodules is a new platform for the foundation and alumni engagement, which came about because during many meetings he heard we were limited with our current platform.

VP Ingerman indicated sometimes escalating costs (ems to KbPori) or an expiring contract (Blackboard to Canvas) drives a change. He disclosed sometimes the product just does not work anymore (safe assign, which only works with Blackboard, to turnitin). He stated sometimes technology is beyond its prime and that drives the change (Microsoft Exchange Server 2007 to Office 365, cloud based).

He said we currently use Microsoft SharePoint 2010 for our website, but SharePoint 2013 is now the current version and so at some point we will need to make some change. Trustee Kilpatrick asked if we were using SharePoint for external facing, with VP Ingerman stating we use for both internal and external.

VP Ingerman said sometimes there is an opportunity, indicating a local company named MedAffinityEHR (medical records software for hospitals and doctors’ offices) donated their software for use by our students. He said we are helping the company adjust their software to be used in training nurses, which is a different type of environment – sharing many of the faculty believe this is improving student outcomes.

He shared a company called Enterprise Hive is offering a product called Hive Social – think of it as a LinkedIn, Facebook, Twitter and discussion board all within the confines of the company; so your data is not living out on places where you have no control. He stated the owner of the company is looking at offering it to us at cost and at helping the college understand how it can be used in a two (2) year institution. He said sometimes the decisions come from the President and are things you know you need to do something about, such as the upcoming change in our ERP system.

*How do we buy it?* VP Ingerman shared there are 4 steps:

- understand the need,
- identify the vendors,
- negotiate the price, and
- place the order.

*Understand the need.* He said we had already talked about this, indicating we discussed:

- Goals, needs, desires (conversation)
- Escalating costs
- End of (long-term) contract
- No longer works (for us)
- Outdated technology (end of life / end of support)
- Opportunist
- Mandate

*Identify the vendors.* VP Ingerman said there are RFPs (Request for Proposals) a formal, structured process, which is good when you know exactly what you want. He indicated once written it is posted on the TCC website and the state Vendor Bid System (VBS) and vendors respond to the RFP. He stated the final decision is based solely on the scoring (examples are local company Delta Technologies for wiring and supporting college security services, as well as, Centurylink for phone services).

He shared the RFI (Request for Information), which is also a formal, structures process, is good when you don't know exactly what you want or who can provide it. You do the same things you do with an RFP, but the procurement is happening by another process (examples are the identification of Deloitte and the selection of CedarCrestone to help with the implementation of Workday).

VP Ingerman said there are “issues” with the RFP and RFI processes. He stated not all vendors regularly check the TCC website or State of Florida vendor site. He shared we also cannot immediately change what we want in an RFP, although we can cancel it and start another process. He provided examples of how RFPs may keep some vendors from responding based on the specifics outlined.

He disclosed that often there are not a lot of choices when picking vendors. He indicated when we decided to go with Office 365 for our email and calendar services in the cloud, there was only one other cloud based vendor – Google. He shared both are free for higher education, although there is some add-on pricing, and we went to both vendors.

VP Ingerman shared that sometimes we use the collective wisdom of the department, since we have been doing this a long time and know who the vendors are. He said when we went from

Blackboard to Canvas, we also looked at moodle, Sakai and others. He stated Imodules came about because he has known about this company for fifteen (15) years.

He shared we also talk to our colleagues in the Florida College System (FCS) and Educause (our national professional organization). He stated there is an IT think tank called Gartner, who rates vendors based upon their location within an identified quadrant – indicating we want vendors that are leaders (those with a good vision and the ability to execute the vision). He said when Gartner does not have enough vendors for a quadrant, they write reports for a topic.

VP Ingerman stated Alumni CRM is a company that does constituent relationship management, but it does not fit in a quadrant. He said when talking with Gartner, they suggested we look at Imodules and Blackbaud (our current Razors Edge provider to manage gifts in the Alumni). He indicated, based on a discussion with Dr. Murdaugh, that he would share some additional information about Gartner.

He stated Gartner uses something called a Hype Cycle; which says every technology starts because something triggers it, then goes to the peak of inflated expectations where it has everything. He said (based on the cycle) when people start using it they realize it doesn't do everything they want, so they go into the trough of disillusionment. He indicated then the product begins to find its home in the slope of enlightenment and finds its way to the plateau of productivity; sharing that Gartner says all technology goes through this, although this is specific to the software of higher education.

VP Ingerman said Gartner shows Office 365 going up the slope to the plateau. He stated that Gartner indicated cloud based email services would hit the plateau in two (2) more years. He indicated we have already been doing it for two (2) years, so we have gained a lot of value. He shared Starfish (used for student retention) is at the peak of inflated expectations. He disclosed Alumni CRM and Workday are just starting out as an innovator, revealing that investing here allows us to help shape the product.

He disclosed Gartner also does something called a market clock just for ERP software, sharing anything between 12:00 and 3:00 o'clock gives a competitive advantage. He said those things between 3:00 and 6:00 o'clock are about choice, since they are starting to mature. He stated from 6:00 to 9:00 o'clock, it's all about cost because they are commodities. He shared between 9:00 o'clock and midnight, you should think about replacing what you have.

VP Ingerman disclosed Integrow, our main frame ERP system, is at 11:59 p.m. He shared that other higher education ERPs are client server based which should be replaced in the next four (4) to five (5) years, but thanks to President Murdaugh the ERP we chose is Workday. He said Workday is brand new to the market, between 12:00 and 03:00 o'clock, and expected to give us a competitive advantage for the next five (5) to ten (10) years.

*Negotiate the Price.* He stated that once we know the vendors, we can negotiate the price. He emphasized we cannot negotiate a price with a RFP, although the vendor can give us a price and it can be assigned a point value. He said we can buy on state contract, which is pre-negotiated, or a piggyback contract, also pre-negotiated. He shared we can use the Valencia contract for computers, since they have already done the work. He indicated we can also direct negotiate with someone, indicating we do a lot of this.

*Procure the items.* VP Ingerman stated we can:

- Sole source, which is non-competitive;
- Piggyback or buy on state contract, which is simple, competitive
- RFP, which is inflexible, competitive and
- Purchasing exemption, which is flexible, competitive pricing and negotiation.

He said sole source is non-competitive and the choice of last resort, indicating we have only used it once to procure turnitin in the past two and one-half (2 ½) years. He stated the next process would be to buy on state contract or piggyback, which is price pre-negotiated, with terms and conditions that are fixed and non-negotiable. He disclosed if you know what you want and can live with the terms and conditions, this is awesome – indicating we use this whenever possible. He indicated a RFP is formal, time consuming and not flexible, with no negotiations and the purchase is based solely on the requirements listed. He said we use the RFP when all details are known.

VP Ingerman stated FDOE Rule 6A—14.0734 is the Exemption for the requirement to solicit competitive offers. He said paragraph 2(g) exempts purchases from “competitive offer” for any IT resources in the College’s Technology Plan. He asked why the legislature would do this, sharing that

- Rapid changes in technology require nimbleness and responsiveness
- RFP processes can be costly and time consuming, and
- Exemption provides greater opportunity to adapt requirements as you learn more

He emphasized we always identify multiple vendors for a solution, obtain competitive pricing from more than one vendor, and then use the exemption to procure (place the order). He shared we are providing more information in the Board Book and will begin to include the backup pricing from the competitors. He stated we only use the exemption as a means to place the order and we have never used it to sole source.

VP Ingerman said when we chose CedarCrestone, we got prices from two (2) other providers. He stated when the Ghazvini Center for Healthcare Education (GCHE) went with KbPorl, we got pricing from three (3) other providers. He shared when we selected Canvas we got pricing from Blackboard, essentially the only other provider in the space, and when we went to imodules, we got pricing from Blackbaud and salesforce. He indicated we only seek Board approval when the cost is over two hundred fifty thousand dollars (\$250,000).

*When will it be done?* He reminded us that Workday was presented at the June 2013 workshop, with the Board approving for procurement in August 2013. He stated that in January 2014 the Board approved the hiring of CedarCrestone and in February 2014 the Workday project kicked off. He shared there were two (2) pieces to the project: HCM Finance (payroll, Human Resources (HR), procurement, grants management, contracting, etc.) and the Student system.

VP Ingerman stated the HCM Finance piece will be live on April 1, 2015 – a fifteen (15) month implementation. Chair Messersmith inquired where Broward was in their implementation, with VP Ingerman stating they implemented HR first a year ago and just went live with finance, so we are just a little behind them. He shared the departments are spending every minute validating the information in the old system, because bad data leads to a bad system.

He said at the same time we are implementing the student system – indicating we are helping Workday design the student system and they are currently building the software. He stated academic foundation and student recruiting went live in October 2014, we are currently implementing admission and curriculum management, with the rest to be complete by 2017. He said we are basically following the lifecycle of a student, although students won't actually touch until probably the fall or spring – IT staff is currently writing a lot of bridges between Integrow and Workday.

VP Ingerman shared Canvas is a learning management system, where you can put materials, quizzes, discussion forums, etc. He stated:

- the pricing is based on FTE, not active users,
- it has a lot more storage,
- there is no limitation on bandwidth,
- there is support via chat, email or phone for students and faculty 24 x 7 x 365
- mobile client is free
- simpler to use and navigate, and
- many more features, all at a lower cost.

He stated students and faculty can add video and audio and more importantly, faculty can use it to respond back to students. He shared students can set up their own conversations, outside of the class. Chair Messersmith asked if it could be tracked so it is not abused, with VP Ingerman saying it is all logged so faculty know exactly what students are doing.

VP Ingerman said it is mobile friendly and allows faculty to do things self-service (edu-apps) without assistance from IT. He shared Canvas also provides analytics of where students are in the process, what grades look like, learning outcomes, rubrics – all of which was not available with Blackboard. He stated in the fall of 2014 we did a pilot program for Canvas with twelve (12) faculty, sixteen (16) courses and four hundred eleven (411) students.

He said our initial use in the spring of 2015 includes eighty-six (86) faculty, two hundred thirty-four (234) courses and four thousand seven hundred thirty-six (4,736) students. He shared we will fully implement in the fall of 2015 with five hundred seven (507) faculty, one thousand six hundred ten (1,610) courses and eleven thousand eight hundred twenty (11,820) students.

VP Ingerman displayed our website and intranet, indicating many may not know that we also have an intranet. He said the design for both is not very modern and the technology is not very robust. He indicated it is tough to get on a mobile phone and in fact, you cannot get the Board policies on a mobile phone. He stated it is all built on SharePoint 2010, which we have to replace since Microsoft is supporting SharePoint 2013.

He shared that for the public website we:

- are now looking for content management systems (CMS)
- plan to select the software this summer
- plan to identify design firms for communications to work with in the summer-fall 2015, and
- plan to have a new website for our fiftieth (50<sup>th</sup>) anniversary.

VP Ingerman said for the internal website we want to use a different product – maybe Enterprise Hive; reminding us this is someone who has worked with the college before, will let us use the

product at cost and is interested in having the product connect to Workday, Canvas, Starfish, etc. He stated we are evaluating it now with a goal of deployment in the summer-fall 2015

He said to use their words; Imodules is a constituent engagement management platform for higher education. He stated basically this becomes the web presence for alumni and friends, as well as, the foundation. He indicated it allows tools for specific preferences and supports newsletters, sends custom emails, and does fundraising. He shared we are in design sessions now, with an initial release spring 2015, and full deployment summer 2015

Chair Messersmith inquired about the procurement with exemption clause, asking if we use the flexibility of the RFI regularly. VP Ingerman said we use the RFI when we don't know who all the vendors are, such as, for local services. He indicated for the rest because we are so connected, we tend to know the sphere of vendors. He stated for the website software we may talk to others, but for the design firm we will undoubtedly do an RFI for local companies.

VP Ingerman disclosed when we did the GCHE simulator software, the prices we initially got were fifty percent (50%) less than their original proposals – all because we pitted them against each other. He said we try to get the broadest pool for the best price, but when we don't know who the vendors are we do a RFI.

Trustee Pople asked if we were ever concerned about a vendor lowering their price 50%. VP Ingerman said that doesn't happen often, but we think they overinflate their prices because people do RFPs. He said often what we get during negotiation is extra professional services, such as free consulting. He shared because of the way the response to the original RFP was done, GCHE could not go with the vendor they really wanted – indicating with the exemption process we would have gone to the same vendor list, but could have gotten a far better price.

Trustee Callaway said she was in awe of the depth we go through and the clarity to which it is provided to the Trustees, who are at different levels of understanding. VP Ingerman said this is really a team effort by the various teams using the end product. He said there is a lot more homework that goes on behind the scenes that is not visible to others, indicating he did not get into the contracting issues he discusses with our attorney to get the best terms.

Trustee Pople inquired about a vendor management system, with VP Ingerman stating we do not have one but he would be interested if anyone knew of a system. He said they tend to know when the big contracts are coming due and as a policy we usually take out the auto renewal clause. Trustee Kilpatrick said they just developed something for vendor management in SharePoint at his job, with VP Ingerman replying they would talk.

Trustee Pople said we don't need to be on the front page of the newspaper. VP Ingerman stated by the exemption rule, we should be fine since we vet it every time it is used. He indicated we have all the backup in a file that can be provided, if requested.

Trustee Vaughn inquired about a data protection piece for all this, with VP Ingerman stating it is embedded in all the contracts to make sure the data is safe and secure. He said by the end of the month we may be able to procure some security training materials that can be made available to the campus. He stated the biggest risk for data loss is humans, indicating that for every phishing attempt that comes through – someone clicks on the link. He said we can procure a system to do our own phishing scam, so when someone clicks we can send them through an education session.

Trustee Kilpatrick confirmed there is an annual technology plan, asking if there is an IT plan that stretches further. VP Ingerman said because things change so rapidly, he is not a huge fan of planning too far ahead. He indicated because they do the plan in late spring, it really covers fifteen (15) to sixteen (16) months. He stated they could talk about it further, but he would rather look at where things tie into the college plan and expects we will see a plateau in the next couple of years. Trustee Kilpatrick said his office was currently doing a three (3) year map with a one (1) year action plan.

Chair Messersmith thanked VP Ingerman for the excellent presentation, indicating this really clarified some things for the Board. He said maybe a workshop the month before a vote would be helpful, along with information on reaching out to all the competitors when using the exemption so the Board could have time to think it over. He stated he understands the challenges with the RFP process, but thinks the Board would be better served with lead time.

Provost Sloan said it would probably need to be more than a month before, with VP Ingerman stating it would probably be at the time when they know who the potential vendors are. Trustee Callaway said VP Ingerman stated this is all a part of the Strategic Plan, indicating on occasion she would like to see that link. VP Ingerman said sometimes it links to more than one (1) initiative.

Chair Messersmith said the Board is all interested and intrigued, indicating maybe every six months we should get an update on where we are.

#### **PRESIDENT'S REPORT**

Provost Sloan shared a few dates of upcoming events. Chair Messersmith indicated the Black History calendar event is always enjoyable, although he will be out of town this year.

He said once the obituary for the President's father is available, maybe the Trustees could talk to determine what to do.

#### **NEXT MEETING DATE**

February 16, 2015

Location: **Ghazvini Center for Healthcare Education**

#### **ADJOURNMENT**

Meeting adjourned at approximately 4:35 p.m.

Minutes approved at regular meeting of the District Board of Trustees on February 16, 2015.

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**Frank Messersmith**  
**Chair**

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**Jim Murdaugh, Ph.D.**  
**President**