

MINUTES

District Board of Trustees – Tallahassee Community College

444 Appleyard Drive

Tallahassee, FL 32304

May 19, 2008

2:30 P.M. - Board Workshop

4:00 P.M. - Business Meeting

Chair Moon called the District Board of Trustees workshop and business meeting to order at approximately 2:30 pm.

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

Others Present: President Bill Law, VP Robin Johnston, VP Bill Campman, VP Sharon Jefferson, Jim Murdaugh, Jerry Schilling, Chip Singletary, Lois Ewen, Susie Hall, Raven Davis, Frank Brown, Monte Finkelstein, Tony Stallworth, Marge Banocy-Payne, Kate Stewart, Kris Reeves, Jacque Parramore, E.E. Eunice, Rick Frazier, Carol Easley, Bill Mabile, Scott Balog, Terry Pendleton, Renae Tolson, Barb Gill, Todd Hunter, Ben Alonzo, Teresa Smith, John Chapin, Sonia Jewell, Marissa Mainwood, Michelle Baragona, Rob Halland Lenda Kling.

Chair Moon called the meeting to order. The Chair requested everyone to please rise for a moment of silence and remain standing for the Pledge of Allegiance to the American Flag. The Chair welcomed everyone in attendance and asked if there were any comments from Board Members before they started the Workshop.

Trustee Moore wanted to acknowledge and thank all staff and faculty who did such a great job with graduation. Trustee Lamb indicated it was the first time being on stage shaking hands and he had really enjoyed it. President Law said there were 410 graduates that walked across the stage with about 90 faculty.

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President– President Law provided a last minute annotated agenda. The President announced he had written a chapter of a book “The Creative Community College, Leading Change through Innovation.” Dr. John Roueche, University of Texas, asked him to write the chapter and we are represented among 12 – 14 colleges.

BOARD WORKSHOP

President Law presented budgeted revenue for FY 2009, but The Board will officially approve the budget next month

Trustee Stanfield asked what our growth rate had been over the past few years. President Law indicated it had been averaging around the 4%.

Trustee Hebrock suggested we break out the decision on pay raises and revisit semi-annually. He thought in the next few months it might be a good idea to look at the

cost of some ancillary services (sports, day care, etc.). He further stressed that students is a profit center for us and maybe we should focus more on recruitment.

President Law indicated we would need about \$400,000 for every 1% staff pay raise. Trustee Stanfield agreed with Trustee Hebrock that she does not want people coming to work wondering if they would keep their job, although she commended President Law on his communication with faculty and staff.

Trustee Hebrock indicated the state budget cuts to Gadsden County would mean more students that would not be ready for college. Trustee Moore felt the situation reflects even more how important the TCC programs are to Gadsden County. Trustee Lamb indicated it would truly be tough on Gadsden County. Trustee Stanfield indicated that we have been hiring more college prep faculty and may be in a better position than other community colleges.

Trustee Stanfield asked about the committee reviewing the sales tax proposal for community colleges. President Law indicated that one of the stipulations of the proposal is that all three of our counties would have to vote unanimously.

President Law recognized Todd Hunter as a longtime member of the Foundation and handed over the meeting to VP Johnston for a presentation in reference to the TCC Foundation. VP Johnston then introduced Ben Alonzo as a new member of the team. Ben Alonzo reviewed financial highlights and trends.

Ranie Thompson presented information on the impact of foundation support. VP Johnston presented the campaign model used this past year. Although they were well on their way to their goal, indications were they had previously received some large gifts and they were now looking for new places to acquire funding.

President Law asked Todd Hunter if he had anything he would like to add in reference to the Foundation. Todd Hunter indicated how pleased he was to have worked with the Foundation and commended the staff on their passion and commitment.

Trustee Hebrock inquired about State Business Administration (SBA) investment and possible exposure to a loss. Statements have not reflected the loss and any time funds are released from Fund B to Fund A, they are immediately withdrawn. Trustee Messersmith asked if future investment in Fund A was off the table. VP Johnston indicated they had been advised to withdraw all investments from the SBA.

Trustee Moore wanted to acknowledge the generosity and value of the fine art we had received for the campus. She recognized the consultation services of an outside investment service on the success of our funds. Trustee Stanfield wanted to compliment the Foundation on the innovative projects they have chosen to support.

The softball team joined us and was recognized for their efforts. The coach and assistant coach thanked everyone for their support. They were one of twelve teams in the nationals. It is a small team with great enthusiasm and only five returning

players this year. Trustee Lamb asked if they would introduce themselves with name and hometown.

The workshop presentation is filed electronically.

BUSINESS MEETING

APPROVAL OF MINUTES

Chair Moon requested a motion to approve the minutes of the April 21, 2008 Workshop/Board Meeting.

MOTION: Trustee Moore moved to approve the minutes of the April 21, 2008 Workshop/Board meeting.

SECOND: Trustee Stanfield. Motion passed unanimously.

INFORMATION AND NEWS ITEMS -

Communications Director Susie Hall prepared clips for viewing pleasure. It was unfortunate that the equipment malfunctioned and could not be presented.

UNFINISHED BUSINESS – none

PUBLIC COMMENT - none

NEW BUSINESS

Chair Moon requested a motion to accept the consent agenda as presented.

MOTION: Trustee Lamb moved to accept the consent agenda as presented.

SECOND: Trustee Moore. Motion passed unanimously.

DISCUSSION ITEMS

ADMINISTRATIVE SERVICES

Fund Analysis and Check List – President Law reported on the status of the budget as presented earlier in the workshop. Next month VP Smith would like to present a new format of this report. Trustee Hebrock wanted us to remember that each item on the chart was a six-figure number or more.

Construction Status Report - President Law reported on the following:

- Parking garage done and invitations should go out anytime now.
- Learning Commons on schedule. An open house is scheduled and Trustee Moore suggested that we invite all past Trustees and make it a celebration of the history of this organization.

- Ghazvini Center at hospital – We have a plan now that may have us more in our control of this joint project with the hospital.

Stormwater and Drainage Project Phase I

Dr. Law indicated he had a substitute item for Board action. Identified ten items in the nuisance flooding areas and recommended approval as presented. Trustee Stanfield noted what students go through when she observed the flooding as she drove by the campus.

Trustee Hebrock asked if these were the only bids. The vendor was chosen from the preapproved list and the vendors are rotated.

MOTION: Trustee Messersmith moved to approve.

SECOND: Trustee Moore. Motion passed unanimously.

Annual Fire Safety, Sanitation, and Casualty Inspection

MOTION: Trustee Hebrock moved to approve the report as presented.

SECOND: Trustee Moore. Motion passed unanimously.

President Law distributed Audit and indicated we will respond by June 30th. Most concerning is the need to develop a more efficient surplus property tracking system. Trustee Moore asked how we were planning on tracking in the future.

VP Smith indicated we will be utilizing a new system called WASP, previously property was not lost but just moved and manual system was not updated. Further information will be provided at a later meeting.

ACADEMIC AFFAIRS – Vision Statement

President Law presented on VP Sloan's behalf. Change is a result in Academic Committee better identifying our future.

MOTION: Trustee Stanfield

SECOND: Trustee Moore

Discussion ensued about the purpose of redoing the statement. Trustee Shirah indicated and agreed with Trustee Hebrock that they had spent at least two meetings on this previously. Trustee Stanfield withdrew motion. This item will be tabled until the next meeting when VP Sloan is available.

Pat Thomas Law Enforcement Academy – Updated Basic Recruit Courses and Fee Approval

Trustee Hebrock asked for figures and time to become Correctional Officer, Police Officer and Fireman. Additional discussion ensued on services available.

Chair Moon requested a motion for approval of the request as specified.

MOTION: Trustee Hebrock moved for approval of the request as specified.

SECOND: Trustee Moore. Motion passed unanimously.

RESOURCE DEVELOPMENT – FOUNDATION

VP Johnston presented to the Board prior past President of the TCC Foundation, Martha McCaskill, as asked to attend at the prior the Board of Trustee meeting. He further elaborated on information provided during the Workshop.

Trustee Moore acknowledged and thanked Martha McCaskill for the hours given to the TCC Foundation.

PRESIDENT'S REPORT

The President reported we will finish the year with a workshop on facilities.

Trustee Hebrock wanted to acknowledge that President Law be on the Governor's Committee for taxes. He further suggested a letter be sent from Chair Moon citing President Law's successes and recommending him for the Governor's Committee.

MOTION: Trustee Hebrock

SECOND: Trustee Messersmith. Motion passed unanimously.

FUTURE AGENDA ITEMS

Vision Statement

Workshop in June on master plan and facilities.

NEXT MEETING DATE

June 16, 2008

ADJOURNMENT – The meeting adjourned at approximately 5:15 pm.

Approved at regular meeting of the District Board of Trustees.

Date ___June 16, 2008_____

Chair, Kimberle Moon

President, William D. Law, Jr.