MINUTES
District Board of Trustees
Tallahassee Community College

Sub-Committee for Presidential Search Budget
253 E. Virginia St.
Tallahassee, FL
May 10, 2010
9:30 a.m.

Trustee Bill Hebrock called the sub-committee meeting to order at approximately 9:30 a.m.

Members present: Trustees Bill Hebrock and Eugene Lamb
Absent: None.
Via Phone: None.

Others present: Windy Taylor from the college attorney’s office, and Angeline J. Taylor, staff writer for the Tallahassee Democrat.

Sub-Committee Meeting

Mr. Hebrock obtained a generalized budget from the previous search committee from Assistant Vice President Jerry Schilling, which he presented. After some discussion, it was agreed that the final budget for this search will be primarily dependent upon the fee for the search firm, and the number of finalists brought in to visit TCC.

Mr. Lamb stated, and Mr. Hebrock agreed, that spending should be kept under control through a variety of cost-effective measures, such as doing as much work “in-house” as possible.

The categories for the final search budget (in rough chronological order) are as follows:

1. Board Retreat at Wakulla Lodge
2. Advertising: higher education publications, the Tallahassee Democrat, etc.
3. Materials & Supplies
4. Web Site
5. Printing
6. Presidential Search consulting firm
7. Promotional video for TCC (to be featured on the web site, and sent to semi-finalists)
8. Consideration of hiring a staff coordinator
9. Finalists: Travel to Tallahassee, lodging, meetings on-campus

It was agreed that no funds for the search should come from any source that would affect the operating budget of the college, increase tuition, or impact student fees.
It was also agreed that, to save money, meetings and events should be held on campus whenever possible.

Minutes prepared by Windy Taylor