Chair Moon called the District Board of Trustees workshop and business meeting to order at approximately 2:35 pm.

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

**Others Present:** President Bill Law, Thomas Cook, Kris Reeves, Chip Singletary, Monte Finkelstein, Alice Maxwell, Sheri Rowland, Terry Pendleton, Frank Brown, Judy Bentley, Lois Ewen, Cherry Alexander, Marge Banocy-Payne, Kate Stewart, Sally Search, Bobby Jones, Tom Waller, Charles Riley, Bill Spiers, Ben Alonzo, VP Robin Johnston, Jim Murdaugh, VP John Chapin, VP Sharon Jefferson, VP Barbara Sloan, VP Bill Campman, Jerry Schilling, VP Teresa Smith, Scott Balog, Tony Stallworth, Bill Mabile, Renae Tolson, Robert Bell, Angie Taylor, Charles Wood and Lenda Kling

**COMMENTS**

**Board Chair** – The Chair requested everyone rise for a moment of silence and remain standing for the Pledge of Allegiance to the American Flag.

Chair Moon reported that Italy was fabulous and she would be having many Italians coming to study with her. Her hope is to have some of them study at TCC.

Chair Moon welcomed everyone in attendance and asked if there were comments from Board Members before the Workshop started.

**Board Members** – Trustee Hebrock welcomed Chair Moon back. He further indicated the Board of Trustees might like to join Dr. Law at a future date for dinner in honor of his birthday.
President

Task Force appointment – The first of four meetings is scheduled in Tampa on September 4th. The last meeting will be at the TCC downtown location, affording us some great visibility. He will take care to share information with The Board.

Community College Initiative for Egypt – Met with four wonderful new students in his office on Friday. Through the partnership with CCID and the State Department they have been fully sponsored for studies here at TCC. All have Bachelor Degrees and are here to study additional areas.

Each Trustee has received a variety of items in your manila folders, some of which will be discussed during the workshop today. We wanted to share the types of things being produced for our students. Welcome to our Faculty was successfully held on Friday and expecting a large presence of faculty at the Learning Commons opening tomorrow.

BOARD WORKSHOP

Budget Workshop -- This has been a historic state budget decline this year. Went back to July 01, 2007 to date and we will realize a $5,000,000 decrease (14.5% in general revenue) in the budget. We continue to manage the budget based upon some core values that have guided our decisions.

We have made it a priority to protect the employment of TCC employees, keep the open door open, protect the core academic and student support program, continue with professional development and maintain commitment to Gadsden and Wakulla County. President Law wanted to express his thanks to everyone. We took money out of the rainy day fund to complete the Learning Commons for student support.

Prior to July 1st the Governor’s office indicated they were reducing releases to effect a 4% decrease in funding. We have reduced expenses by 7.5% ($2.3 million), increased tuition to offset some of the state funding and borrowed from the rainy day fund for the sabbatical leave plan, Center for Employee Enrichment and Learning Commons.

We have reduced budget by eliminating most travel except for some official events, increasing class size by five to six students and eliminating or not filling some vacant positions. Staff and Program Development for faculty and staff course work reduced from 18 to 6 hours per year. Non-technical equipment will be purchased on a replacement basis only.
Trustee Stanfield indicated we had partnered with Johnson Controls last year in order to mitigate some of our utility expenditures and recalled part of that agreement was a guarantee of cost savings. She asked if we could retrieve some of our shortfall from them. We are already seeing some savings but the agreement with Johnson Controls does not cover increases imposed by the City. VP Smith indicated the contract terms had just been fully implemented and it would be October/November before we could fully begin tracking the impact.

Trustee Hebrock asked how significant the income was on the state contracts we administer. VP Smith indicated it represented approximately $1.1 million. Trustee Moore inquired if we were anticipating any cut in that revenue. VP Smith indicated at this time we had already allowed for contracts that were expiring and multiple year contracts which had been previously funded so that we were not currently seeing any cuts.

Trustee Hebrock thought we should look at all fees for our vendors and raise price if they have had the same fee for 2-3 years. We have been collecting the information bring a listing of all service fees at a future meeting. Although there are some contracts already at the 8 – 8 ½% rate, there is some room for upward motion.

VP Sloan indicated that as we were doing the budget cuts, in addition to the values we kept in mind we also looked at the strategic plan. Overall it was noted most of the budget reductions were in administrative areas as opposed to strategic areas, so we are planning to move forward with all eight of the strategic areas. Where we did have to cut money in some areas, we made sure there were other funds available. Our commitment to quality is important and showing the outcome of student learning is significant. The grant money we are receiving is fully integrated into the funding of our strategic plan.

VP Jefferson addressed learning plans and certificate programs, this year specifically at the Pat Thomas Law Enforcement Agency (PTLEA). We will be working more with the testing center. The 21st Century grant will be additional funding for our Gadsden programs (1.25 million over 5 years). Trustee Messersmith asked if we were trying to connect the Learning Commons to PTLEA. VP Jefferson indicated the Learning Commons was open to anyone who wished to use the facility and VP Sloan indicated we have taken some of that to them already.

Perkins is the federal flow through workforce education money totaling $630,000 annually. Title III is another federal program, as well as Talent Search. Trustee
Stanfield asked about the Perkins portion going to High School programs. VP Sloan indicated that they are working with the high schools to translate certain items into college credit applicable to certifications. Dr. Law indicated that Sheri Rowland and VP Campman’s staff has been instrumental in moving forward with these programs.

Dr. Sloan said we were looking more closely at our gateway courses so that we can measure the learning progress of our students. We are continuing revise our workforce pieces to develop more workplace skills and the AS degrees will make drastic changes. There is a continuation of the art program, staff and faculty development, etc so we can move forward with enhancements.

VP Chapin indicated in nine months we have served more than 1,000 students in the Tech at Night program with 256 classes currently scheduled. Additionally we will continue to work on our Advanced Manufacturing Training Center. Trustee Hebrock asked if the classes being taken now were different than we thought they would be a year ago. Dr. Chapin indicated the most significant seems to be photoshop, sharepoint and digital photography with some basic word, excel, etc. Last year all classes were at the Brogan, however this year the program has been expanded to other areas – Wakulla, PTEA, etc.

Dr. Chapin continued that they encouraged students who took these classes to come back and take more. There are a significant number who do and some who continue with credit classes. Trustee Hebrock wanted to know if we had supplanted someone else or if we were filling a void. Dr. Chapin indicated he felt we were filling a void since neither FSU nor Lively Technical were offering a similar program.

VP Chapin continued with the Advanced Manufacturing Training Center sharing that we had received $1,000,000 from the Department of the Army to equip, staff, some remodeling, and train primarily in manufacturing technology and electronics. It will be an AAS with general education core allowing for specialization in many areas. Many high school students can get 15 credit hours of the general education core toward the program. We are working to provide Conference and Events services in a fiscally responsible manner by reducing expenses and increasing revenues. They have been doing some business consulting services that are being expanded.

Alternative Delivery Systems is a major area with distance learning becoming a large part of our curriculum. A lot of this started in the summer with many students enrolling to save on gasoline costs. We need to ensure that the distance students have the same type of support as our on campus students. Trustee Stanfield asked if we can offer some online chat. Sally Search indicated we do offer some online service now and
we have an outside contract with Smart Thinking for 24 hour turnaround, however we need to develop now.

VP Campman spoke in reference to the portals, specifically the student portal. We will have a learning plan for all students – regardless of their location or plan. With the new data warehouse we can now get information about students quickly. We are also bringing online a tool that will show who is presently online.

Trustee Moore asked about security of our data with the possibility of the hurricane. VP Campman indicated we have several different methods with tape backups every evening and reserve servers at Pat Thomas. We had a live test two weeks ago and were successful with our recovery. Trustee Stanfield verified with VP Campman that we have information off-site other than PTEA.

Trustee Hebrock asked VP Campman about the collection of data on alumni. VP Campman indicated VP Johnson had been very proactive with the IT staff collecting information on previous students and current graduates. VP Johnson indicated we now have information with data on approximately 15,000 – 20,000 alumni.

President Law indicated that based upon a pilot project with the Florida Department of Education we can now make data warehouse comparisons with state records. This allows us to follow students transferred to another college or to their employment. Trustee Hebrock would like to see information on the success of students at FSU who spent their first two years at TCC as compared to those students who spend all four years at FSU. VP Sloan indicated we get that data every year and she would say they do “as well as.”

VP Smith indicated they were looking at all our financial and funding models, including someone out in the community every weekend promoting the funding availability available. We are looking at all contracts and grants to determine our direct costs and renegotiating as current contracts expire. In addition, we are looking at the entire grants and contracts process, as well as, restructuring departments and changing processes.

In October, Warren Emo will be at the Board Meeting to bring you up to date on our master plan of the main campus. The five year master plan at Pat Thomas is being completed and you have been kept updated on the Ghazvini Center. Main campus drainage phase 1 has been completed ahead of schedule and within budget. We are looking at deferred maintenance for the main campus. The sirens are up although not yet functional.
Trustee Hebrock asked that the 5 year master plan be in the October Board book and not given to them at the last minute. Trustee Lamb asked about the parking garage and VP Smith indicated it is open and ready for the students. Trustee Hebrock asked if we were going to have a dedication and plaque as we do for other buildings.

Trustee Hebrock asked about green lodging for PTLEA in reference to certifications and costs. Jim Murdaugh indicated we are using the guidelines of the Department of Environmental Protection and decided to move forward because we thought it was the right thing to do. Since the structure was relatively new it would require little adjustment, mostly minor such as aerators on the sinks. Trustee Hebrock asked if the cost would be in the 4, 5 or 6 figure range. Jim Murdaugh indicated he thought it would be a low 5 figure, possibly a 4 figure.

VP Johnson spoke in reference to the Foundation’s commitment to providing resources to the college. It is the extra opportunity to provide in addition to the normal resources and processes.

**Enrollment Update**

Dr. Law indicated classes start next Monday so we don’t have our usual enrollment report, however we did wish to share how much work has gone into this process.

Scott Balog indicated a collective effort occurred and they wanted to highlight some of the activities. Sheri Rowland shared that everyone can play a role with student enrollment. Due to the technology, we have been able to target this year as opposed to previous years, moving students through a complete process. Many of our staff took on the process of phoning students during the past few months.

Alice Maxwell talked about our marketing effort including focusing originally on students being denied access to FSU. They further narrowed their target market, including the use of Facebook, radio, newspaper and other media. The Associated Press picked up a story about our online enrollment system and received a recent contact from Change Magazine. The collaboration of offices across campus has been the key to our success.

They have worked closely with the Success Center to create flyers, posters, screen savers and marketing messages for students and faculty. We have been diligent in sending letters, email messages, postcards, etc. including in our online newsletter “Around Campus.”
Sheri Rowland provided further information on our efforts to target students. We translated our information to Spanish, Chinese and Korean. To date we have a 38% increase in new student orientation with 3300 students and 849 family members with our parent orientation program. We built in capacity to handle the more than 5% increase in new students.

Previous students who had not registered this year received personal letters from the President. There were volunteers throughout the campus who made phone calls to potential students. Deans participated in the orientations, which was greatly appreciated by parents. Students who paid tuition and fees on time were entered into a drawing for prizes to be awarded on September 2nd.

President Law indicated that we still have a week to go this year as opposed to school starting on board meeting day last year. We also purged 3 weeks earlier this year and he is still projecting a 3-5% increase, although it is difficult to really track when we do not remain consistent year to year on when things are done. FSU has been marvelous at supporting transfer from a Community College as the way to go and surprised that we haven’t gotten a larger growth rate.

Trustee Stanfield wanted to commend the work of Communications and Enrollment Services. She wanted thank everyone for their efforts and reports on the front end regardless of the output on the back end.

BUSINESS MEETING

APPROVAL OF MINUTES
Chair Moon requested a motion to approve the minutes of the June 16, 2008 Workshop and Board Meeting.

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

BOARD OF TRUSTEES ORGANIZATION

Elections of Officers – Chair Moon withdrew her previous request to hold another term as Chair of the Board and opened the floor for nominations.
MOTION: Trustee Stanfield, indicating that in light of Chair Moon’s withdrawal for another term, nominated Trustee Messersmith for Board Chair. Trustee Lamb nominated Trustee Moore as Vice Chair.

SECOND: Trustee Hebrock
Motion passed unanimously.

Former Chair Moon handed the meeting over to the newly elected Chair Messersmith.

President Law asked for the floor indicating a special bond he felt for Trustee Moon. He indicated Trustee Moon had done a very diligent job in the past year, sometimes at great sacrifice to herself. He shared that earlier in the year Trustee Moon had come to him and said that despite her many professional background items and accomplishments, chairing a board of this importance was weighing on her mind. They agreed to work together and he wanted to indicate she had done an excellent job. Chair Messersmith echoed the comments.

Chair Messersmith wanted to share why this was Board and the position of Chair was so interesting and rewarding to him. When touring the Learning Commons today he was amazed about all the tools now available. He proposed legislation to legalize telephone conferences as legal meetings. He looks forward to a great year working with everyone.

Schedule of Board Meetings – Trustee Hebrock suggested that out of respect for the Presidential Inaugural date that we move the January date to January 27th. Trustee Stanfield indicated that January 27th is a Tuesday and asked if he meant January 26th. Trustee Hebrock acknowledged it should be January 26th.

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

Trustee Hebrock further indicated the February meeting is on Presidents day and that it be moved to February 17th.

MOTION: Trustee Hebrock
SECOND: Trustee Lamb
With four dissenting votes, the motion did not pass. February meeting will remain as Monday, February 16, 2009.
Trustee Moore wanted to confirm that the college was open that day. Trustee Stanfield wanted to know if it would be a hardship since the January meeting was being delayed by a week.

INFORMATION AND NEWS ITEMS
Great success has been achieved with our media relations, with 29 separate news and television clips in the period between the June and August Board meetings. She provided information online as an attachment to the agenda and also shared some news clips.

UNFINISHED BUSINESS
Update on Sole source Justifications CCLA – VP Smith reviewed approximately 1,000 pages of documentation and verified that sole source justifications are in order.

Update on CIP Request by Category for FY2008 – There were no changes to the items presented last month. The handout contained the same information in the requested (revised) format.

PUBLIC COMMENT OR PRESENTATIONS
None

NEW BUSINESS

MOTION: Trustee Stanfield asked to pull the Professional Service Contract Renewal, Tab 5, from the Consent agenda and add to discussion.
SECOND: Trustee Moon
Motion passed unanimously.

Approval of Consent Agenda
Chair Messersmith requested a motion to accept the consent agenda.

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

Professional Service Contract Renewal, Tab 5
Dr. Law indicated that 3 years ago we agreed to $5,000 a month with Akerman Senterfitt for services. We can document results from our contract to date are over $2 million.
Trustee Hebrock has difficulty with approving this increase in fees since we have a tight budget year, although he could not be happier with the things they have accomplished. Language in contract states that to terminate at the end of 30 days all fees would be due and payable. Attorney Bill Mabile feels that the language needs to be further clarified. Trustee Moore asked us to look at the return on investment for this contract since Akermann Senterfitt is bringing money to the table we would not otherwise receive. Trustee Hebrock indicated that we do not pay employees this way and the fee structure remains the same even if Akermann Senterfitt does not bring in any additional funds.

Trustee Stanfield asked if we have any current or specific projects in process or we were exploring. Dr. Law indicated at any given moment we have projects with them and that $5,000 monthly was artificially low. Trustee Shirah wanted to know what normal fees might be for these types of services. Chair Messersmith indicated these fees are not out of range.

Trustee Lamb wanted to know if we were obligated to a 3 year contract. Dr Law indicated we were not. Chair Messersmith wanted to know if the 30 days notice was for cause. Attorney Bill Mabile indicated it was not specified in the contract. Trustee Stanfield acknowledged the need for budget concerns, but we need to do some aggressive marketing and sources of funding.

**MOTION:** Trustee Hebrock modified for a 1 year extension at $6,500 monthly, effective July 1, 2008.

**SECOND:** Trustee Lamb
Motion passed unanimously.

**DISCUSSION ITEMS**

**Administrative Services**

**Human Resources Report**

**MOTION:** Trustee Shirah

**SECOND:** Trustee Moore
Motion passed unanimously.
Construction Status Report (Information)

The Ghazvini Center is moving forward and should have more information at the next meeting. The Learning Commons is spectacular, the parking garage is done and storm water drainage went as planned.

Trustee Hebrock asked about the second dorm at PTLEA. Jim Murdaugh indicated it was on hold currently due to the budget.

Trustee Moon indicated the Learning Commons should have some sort of plaque to honor it, but felt the Parking Garage was not quite ground breaking worthy. Trustee Hebrock sees no difference with the capital project for the garage and many students may find it more beneficial. Trustee Moon also felt additional conversation was warranted for turning the Legislative Building into the Learning Commons was not built for the current purpose. Trustee Hebrock asked if the Legislative Building currently had a plaque.

Trustee Stanfield indicated the Parking Garage was paid for by student fees, although felt it was appropriate for a rededication with a plaque. Trustee Moore concurred and asked if we knew about a cost for the plaques. Chair Messersmith is not opposed to a plaque since the construction was very exciting and felt we should recognize Speaker Allen Bentz.

Trustee Hebrock said they were missing his point – this is not about putting names on a building but about heritage and tradition. Trustee Lamb agreed and felt that each building should be commemorated. Chair Messersmith indicated we could put it on the next agenda or move forward now. Trustee Shirah asked if this required Board action or guidance.

**MOTION:** Trustee Moore moved that we put a plaque on the Learning Commons

**SECOND:** Trustee Moon

Motion passed unanimously

**MOTION:** Trustee Shirah felt the parking garage was no lesser a project and if we have a policy to commemorate then we should be consistent with all major structures.

**SECOND:** Trustee Hebrock

**OPPOSED:** Trustees Moore, Moon, Stanfield

Motion passed.
Transfer of Property Assets

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

Fund Balances and Classifications (Information)

We shared information as requested at the last Board of Trustees meeting. Although this is a lot of accounting information, continuing information will be provided as the Board of Trustees requests. Trustee Hebrock asked if there was a fund specific for PTLEA. VP Smith and Jim Murdaugh indicated it touched multiple funds. Trustee Hebrock verified with VP Smith that the fund structure were a statutory requirement.

Before moving forward to the next agenda item, Chair Messersmith asked that someone on staff research policies on building dedications and plaques.

Construction Retainage Reduction

Two projects, Parking Garage and Storm water Drainage, originally at 5% lowered to 2%.

**MOTION:** Trustee Moon  
**SECOND:** Trustee Shirah  
Motion passed unanimously.

Pat Thomas Law Enforcement Academy – Multi-Purpose Building

Source is repurposing of funds from a prior project. Legislature allowed at their last meeting.

**MOTION:** Trustee Moore  
**SECOND:** Trustee Shirah  
Motion passed unanimously.

July Fund Analysis and Highlights (Information)

We are trying to provide the Board of Trustees with additional information that better represents the financial position of the institution.
Academic Affairs

New Rules for Distance Learning Fee Assessment (Information)

Due to some new legislation a fee previously reflected as a lab fee for the distance learning classes has been reclassified a support fee.

Change in Definition of Large Class

Chair Messersmith indicated after listening to some of items previously presented that the Board of Trustees should step up and acknowledge staff participation and being part of the solution as team players.

We only found one policy area with adjunct instruction where a supplement is paid above 36 is now being modified to above 41 resulting in a savings.

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

Student Affairs

2008-2009 Scholarship Plan budget

VP Jefferson shared we have a very robust program this year. Last year this Board of Trustees voted to approve a $0.50 increase for needs based student scholarships. We are making a recommendation for three scholarship programs.

Trustee Hebrock asked about the difference about Board of Trustees scholarship and under honors it states local Board of Trustees. Local Board of Trustees is the one they review and approve. Bill Spiers said in academic settings it is common to name a scholarship after the Board of Trustees in particular for merit reasons. Trustees Shirah, Lamb and Moon indicated they had been involved in previous awards and encouraged other Trustees to become personally involved.

MOTION:  Trustee Hebrock
SECOND: Trustee Moon
Motion passed unanimously.
President Contract language

Some discussion last month about the consulting dates. Trustee Hebrock said we are getting the Chair’s okay, but feels that full board should be notified if Dr. Law receives regular compensation on a board. He feels we should strike everything after however through withheld.

**MOTION:** Trustee Hebrock  
**SECOND:** Trustee Lamb  
Motion passed unanimously.

EWD

**Quick Jobs Training Program (Information)**

Dr. Chapin has worked very diligently and spent a large amount of time identifying 10 areas that we can begin immediate training. Trustee Moore complimented the work that had been done. Trustee Hebrock asked if there was a job placement component.

VP Chapin indicated there was not one. Trustee Stanfield indicated she had read that we would be working with Kim Moore, Workforce Plus. VP Chapin said Kim Moore is interested in seeing the individuals as they get to their end of their training.

Chair Messersmith indicated it should be an ongoing program and VP Chapin indicated that was the intent. Chair Messersmith felt this was a program due to the short timeframe that would attract a lot of people. Trustee Hebrock asked if we had any job placement component here. We have a Career Center that does assist with accredited programs, although it has not yet been fully integrated with EWD.

TCC Foundation Update

The TCC Foundation has started, as of August 1st, their 2008-2009 fund raising drive and we are currently at $110,000. This includes a gift of $68,000 from SHS Management for student housing, specifically in support of our international students.

At the current time our fundraising focus is with Foundation Board Directors, TCC Board Trustees and Alumni. September 15th – October 15th will be our campaign to staff and faculty. Last year staff and faculty donated $57,000 and our goal this year with this group, considering the current economy, will be $60,000.
The next portion of the TCC Family Track campaign will focus on students and alumni immediately following staff and faculty campaign. We don't reach out so much to students but are making a greater effort this year with alumni.

PRESIDENT'S REPORT
No discussion is needed at this time for Amendment 5. Proposed Constitutional Amendments 8 is permissive language that would allow boards, such as ours, to go directly to voters for a $0.005 sales tax.

FUTURE AGENDA ITEMS

NEXT MEETING DATE
    September 15, 2008

ADJOURMENT
Meeting adjourned at approximately 5:56 pm.

Minutes approved at regular meeting of the District Board of Trustees on September 15, 2008.

__________________________  ______________________________
Chair, Frank Messersmith     President, William D. Law, Jr.