



January 19, 2010

MEMORANDUM

TO: District Board of Trustees
FROM: William D. Law, Jr., President
SUBJECT: Memorandum of Understanding with Department of Education

Item Description:

This item describes a memorandum of understanding between the Department of Education for the use of space at the College to serve as disaster site for DOE.

Overview:

The Department of Education, as per Section 252.365, Florida Statutes, is required to establish policies and guidelines to ensure continued execution of its mission-essential functions in the event of a disaster at the DOE Turlington Building in Tallahassee. To that end, representatives from the DOE staff met with the TCC Facilities and Physical Plant staff to determine if TCC might be a possible site where DOE might relocate in the event of a disaster at the Turlington Building that is not experienced at Tallahassee Community College.

Salient Facts:

The objective of this Memorandum of Understanding is to provide a location for DOE staff to perform critical statewide education support functions should a disaster render the DOE Turlington Building unusable for up to 30 days. The TCC staff and the DOE staff have agreed that Room 104, Fine and Performing Arts Center is the location that would meet the requirements of DOE. This room provides adequate space for 30 DOE employees who would bring their laptops, printers, copiers, scanners, office supplies and telephones. TCC would provide access to 20 phone lines, 2 fax lines, 1 internet connection, chairs and tables for up to 30 DOE staff for up to a 30 day duration.

Past Actions:

None.

Future Actions:

None.

Funding/Financial Matters:

The cost to TCC would be minimal. The only cost to the College would be for the use of the power and the hvac systems during the use by DOE.

Staff Resource:

Teresa Smith

Recommended Action:

Provided as information only.