



November 17, 2008

M E M O R A N D U M

TO: District Board of Trustees
FROM: William D. Law, Jr., President
SUBJECT: October 20, 2008 Minutes

Attached are minutes from the October 20, 2008 Board Meeting.

STAFF RESOURCE: Lenda Kling

RECOMMENDED ACTION:
Please approve as presented.

MINUTES
District Board of Trustees
Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304-2815
October 20, 2008
Board Workshop – 2:30 pm
Business Meeting – 4:00 pm

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

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

Others Present: President Bill Law, Gerald Dunn, Bonnie Johnson, Warren Emo, Bill Campman, Robin Johnston, Bill Spiers, EE Eunice, Teresa Smith, Jerry Schilling, Bobby Jones, Tony Stallworth, Valerie Bahl, Chip Singletary, Donna Riordan, Susie Hall, Monte Finkelstein, Lee Kitchen, Tom Waller, Marge Banocy-Payne, Jim Murdaugh, Sharon Jefferson, Scott Balog, Sally Search, Frank Brown, Judy Bentley, Joanne Miller, Robert Bell, Alan Sands, Renae Tolson, Kris Reeves, Bill Mabile, John Chapin, Barbara Sloan and Lenda Kling

COMMENTS

Board Chair – Chair Messersmith thanked the EWD Building for hosting the monthly Board Meeting. Chair asked everyone to rise for a moment of silence and the pledge of allegiance.

He commented that on his visits the past few weeks everyone seemed happy and things appeared to be running well. Chair Messersmith commended the staff on the well planned opening of the semester and commented on how the students looked happy.

Board Members – Trustee Hebrock indicated the two members of the TCC family running for public office, although not representing the college, presented themselves well for a favorable college impression.

Chair Messersmith indicated we would be heading into the Board Workshop. There is a lot of information in the book that has been previously seen, however we are going to get to a couple of basic points today for decision making.

President – Had the opportunity over the past week to speak with Board Members and there is a lot of information. The goal today is to go through the key information to move forward with city negotiation on the development agreement that will last for ten years.

The goal for TCC is to arm ourselves to go and get as much authority for the future as we possibly can on the site we currently have. They will be happy to work with us, although we will want to trim ourselves when they begin talking concurrency fees, roadways, etc.

Today we owe it to ourselves, and the boards that come after, to consider as the campus is built our view of maximum capacity. Although at the same time, considering good design standards, aesthetics and all issues that will be faced in future.

We will not be asking for a vote today. It is a lot of information to digest, but the range of choices is fairly well described for us. There will be a couple of key issues that fall to the Board for decision. We hope to have Part A for next month.

Trustee Hebrock asked if there was a definitive date from the City when we have to conclude. Current agreement with the City goes through 2012.

BOARD WORKSHOP

Financial Aid – Removed from agenda.

Master Plan

Warren Emo, of Emo/Architects, Inc., indicated the process was started in 2004 in a Strategic Forum, with faculty and staff, located in the same room. They take seriously the fact that they can look 25 years or more into the future.

He shared their excitement about being with them today. This is an update on the Master Date. They went from data gathering, brainstorming, to goals and concepts, then where we are today. Mr. Emo indicated that after further Board consideration they hoped to move forward in the process.

The next process steps are to coordinate with the City and other government officials on a new Development Agreement and then on Section B which is more particulars about the Master Plan. On the City side looking for authorization and reservation of capacity and on TCC's side hopes and dreams. We would like to bring them both together into an ultimate Master Plan.

Mr. Emo indicated it was all about the students. He emphasized we are all here because of them. The basis for the Master Plan is based upon a 2007 extensive study and analysis by Dr. Law and his staff, then looking at an average of 2.13% growth over the next 25 years.

There were 11,370 students in 2007 and currently there is 954,000 gross square feet on campus. The 25 year projection with roughly 19,000 students and the same square feet criteria per student, 1,612,000 would be required.

Chair Messersmith asked if these are the calculations we need to embrace to move forward. We shared that looking at these projections and planning parameters is an art (the process of making the projections is a science). Our goal is to convince the City of a significant growth they will approve for us.

After the first of the year, we will provide a change in our delivery model. But today our goal is to communicate to the City that a modest growth here on campus will result in number just under 20,000 students in 25 years. Taking the middle ground appears to be the best approach for the City in order to minimize their request for additional water, parking, etc.

Trustee Moon asked if we could change direction easily, if necessary within the 25 year period. We shared that we can go back to the city every ten years, so we get an opportunity to recalibrate our assumptions several times. At the same time, the City counts FTE instead of head count and we are comfortable going with two decimal places in our projections.

Mr. Emo indicated there was growth built into the projections. Certain guidelines guided the planning principles to maintain a walking campus, create a simple basic master plan, create a vibrant environment for social and academic interaction, extend and enhance the garden landscape, and a sustainable campus design plan.

We looked at our current campus map and got a preview of our vision of the future. The presentation revolved around the framework of a plan, the basic infrastructure. Trustee Hebrock clarified that this 10 year plan would use the same footprint we own today and not require additional land acquisition.

Trustee Hebrock asked if we knew what the School Board's plan was for Lively and if they had to go through the same process. Trustee Shirah indicated they would be required to go through the same process, if they chose to do so but could move forward with their current plan and space. Trustee Hebrock stressed that the greater capacity we get, the less possibility they would have for expansion.

Mr. Emo indicated our primary discussion today would center on the pedestrian circulation, pedestrian zone, automobile circulation and parking, storm water and utility core system. The importance of establishing the pedestrian circulation is the key to moving from our current campus to the future academic core.

Creating a pedestrian plaza is important to this process. This plaza should be centrally located and about 5 minutes or less to any location on campus. It is important we maintain the green space which is such a nice part of our current campus. Currently they are looking at eliminating a portion of Progress Dr, creating a traffic circle and moving traffic to Century Park Drive.

When Environmental Ordinances went into effect, we were not impacted. Currently storm water goes into the west ditch without treatment, although over time we have

added ponds as we added new facilities. When we go back to the City, they will expect a treatment process – which has been added to this plan.

Implementation includes compliance status with the State of Florida, Department of Education. We are currently in compliance to the 1st of July, 2010 so we have available time to get this process together. Our Capital Improvement Process was last updated in August 2008 and remains in compliance through July 2009.

The original Master Plan of 1997 has four amendments, with the 4th providing for the parking garage and a reservation of 62,982 gross square feet that could be developed without going through another development plan valid through April 21, 2012. The existing campus is 954,000 square feet; the 25 year plan is for 1,612,000 square feet. The important number in this is an additional 658,000 square feet (including the 62,982).

Transportation will be a big element for the City. As of September 2008, Appleyard Drive is at 90% of its service capacity, Tennessee Street at 91% and Pensacola at 95%. Pat Thomas is in good shape and Progress Drive is in great shape at 20%. Trustee Hebrock asked if we were still considering turning the front of the campus around. This is something that will be considered as a part of our plan.

The storm water plan will be to eliminate the individual ponds and deal with the Munson drainage basin on a macro level along with improvement of the west ditch. We must trap water above ground to relieve of the pressure on the ditch. We believe we have identified a process where we may get the City to partner with us on something that looks like a City Park and is open for others to use.

We had enough water for the 100 year event, which was Tropical Storm Faye. If we were to get that amount of water in a more compressed amount of time, the water would back up and begin flooding on campus. The ability to capture the water is an important part of the plan.

Primary utilities come from Appleyard and Pensacola. The new routes and connections of these utilities will be something that is planned with the city. With major streets on multiple sides of our property and a railroad on another side, we have limited land resources.

Trustee Hebrock predicts that in fifty years from now that the baseball fields will be across Pensacola where we will have purchased additional land. Trustee Shirah asked about the life span of some of the older buildings. Mr. Emo indicated that some of the current buildings will need to be replaced.

What is not on this plan, but we will need to begin discussing after the first of the year. In the next 5-6 years with the Ghazvini Center and the consolidation of the Learning Centers we will have space available to be repurposed. We are just about ready for the discussion of Hughes East and West.

Trustee Shirah indicated it is important to have a front door that provides inspiration to everyone that enters our campus, including current students. It needs a presence and she does not like the idea of that front door dead ending and most of the people having to go around. Mr. Emo feels it is important that the front door be facing Pensacola with the future plans for that thoroughfare.

We will relook all portals onto campus -- cars and pedestrians. Trustee Hebrock did not feel that we would ever get very many students entering from Pensacola since most of our students travel from the north and east. Trustee Shirah has opened some of our eyes to the need for student and guest entrances.

We wish to move this into a Board resolution for next month. Trustee Hebrock suggested Dr. Law, Chair Messersmith and Warren Emo meet with the School Board about future development and possible impact on Lively prior to meeting with City.

BUSINESS MEETING

Chair Messersmith called the Board meeting to order at 4:12.

Dr. Law indicated there was an exchange of emails earlier this month in reference to the Florida Association of Community College recognition of Trustees. While it is not a policy matter and no open record policy, there was some enthusiasm for the Board to recognize the long service of Chair Messersmith.

Trustee Hebrock nominated Chair Messersmith for an award with FACC. Trustee Hebrock felt Chair Messersmith was well deserved and received the backing of the other Trustees. Chair Messersmith thanked the Board for the nomination and the College for the kind words.

Rick Murgo introduced a representative group of students of the Model United Nations. They have won 6 delegation and 2 individual awards at the recent Florida Model United Nations conference. University of Florida came in at 2nd place.

Currently they are preparing with their upcoming trip to New York for the International Model United Nations. This year they will also get the opportunity to take the program and students to China for a conference. The topic there will include global warming and how it is impacting the earth.

Chair Messersmith thanked them for representing TCC and indicated we appreciate them for what they do. The Board with faculty and staff has strongly embraced international studies.

Betty Jensen introduced two students involved with the 2009 calendars and the International Student Organization. The calendars were provided to each member of the Board and the students urged everyone to continue to present their pictures for future calendars.

Dr. Law commented the calendar came out beautifully and recommended that the calendar make wonderful gifts at the holiday time. The \$8 cost covers the publication of the next year calendar. Chair Messersmith thanked them for their continued work.

APPROVAL OF MINUTES

Chair Messersmith asked if there were any changes or corrections. None were

reported and he requested a motion to approve the minutes of the August 18, 2008 Workshop and Board Meeting.

MOTION: Trustee Lamb

SECOND: Trustee Moon

Motion passed unanimously.

INFORMATION AND NEWS ITEMS

Susie Hall shared that exciting things were happening here at that our Speech and Debate Team had recently won competition against University of Florida and Florida State University. Media information was shown including the Chinese visiting faculty member, Learning Commons, Art exhibit and credit for college under the current economic situation.

UNFINISHED BUSINESS

We have developed mockups of the long-awaited plaques. Although we do not have them available today, they will be sent via "pdf".

PUBLIC COMMENT OR PRESENTATIONS

None

NEW BUSINESS

Approval of Consent Agenda

Chair Messersmith requested a motion to accept the consent agenda.

MOTION: Trustee Moore

SECOND: Trustee Lamb

Motion passed unanimously.

Administrative Services

Human Resources Report (Action)

Standard report although more instructors are working part-time for FAMU.

Trustee Hebrock asked how we did on filling jobs this year. We were able to get all but a couple that decided they could not move.

MOTION: Trustee Moon

SECOND: Trustee Moore

Motion passed unanimously.

Construction Status Report (Information)

It appears that we are at the point where we are ready to prepare for groundbreaking of the Ghazvini Center. We have the final footprint with parking and looking forward to getting this out to bid.

Tony Stallworth has indicated we additional money in PICO funds for the next two years. Trustee Hebrock suggested have the groundbreaking on a committee meeting week, especially since this could be the first groundbreaking for a couple of new legislators.

Quarterly Fund Summaries (Information)

We are starting to provide this information regularly. Our goal over time will be to give you a better feel for the “ins and outs” of these reports.

Trustee Hebrock complimented them for providing this type of information. He asked about Fund 3 and the comment about “the funds are not available for college current operations.” The fund can be available to recurring expenses.

September Fund Analysis and Highlights (Information)

Vice Presidents monitor on a weekly basis the compliance within our budget “cut back” plan. We cut approximately 7.5% from our budget and we have probably identified more than half of that already. We are where we expected to be currently.

Trustee Hebrock asked about Financial Aid disbursements. Bill Spiers indicated that the first major disbursement was three weeks after the beginning of the fall semester. Fund 5 can show some deficient at the beginning of the year while we are waiting for various funds come in.

Our awards are up about 20% with disbursements projected at 10% because of need and increased enrollment. We now have approximately 50% of our students on financial aid.

Academic Affairs

Sabbatical Leave (Action)

Chair Messersmith indicated that although we currently had a policy, it was necessary to update the policy to move forward. Some of the previous language was outdated and this is part of our overall policy manual update.

Trustee Hebrock indicated we allow people to take sabbaticals to grow their learning experience. He asked about faculty who might decide to leave at end of sabbatical. The portion of the procedure requires return to college.

Chair Messersmith indicated that part of the language omitted was “ultimately determined by the needs and resources of the college.” He wondered that without this

type of language, are we legally put in a position that requires us to approve. This language was moved to the procedural portion.

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

Student Affairs

Inter-institutional Articulation Agreements (Action)

The law requires us to do these each year and we continue to expand annually. There is a new charter school and they see themselves serving a population that would be candidates for continuing education at TCC.

Trustee Moon indicated a counselor at Lincoln High has made it difficult to dual enroll. When AP programs are involved, it seems to be more difficult. Early enrollment requires that all core programs be complete.

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

TCC Foundation Update

There were about 9,600 numbers were available for the alumni phone-a-thon. We dialed more than 5,600 numbers and reached more than 2,200 alumni, covering graduates from 1967 - 1997. About 5% of those became members, resulting in almost doubling total membership of the Alumni Association.

Trustee Hebrock asked if these were live calls. Vice President Johnston indicated they were live calls by 14 current TCC students who received two nights of prior training. He also asked if the Board should be aware of a reduction in funds from the Foundation for use by the College.

VP Johnston indicated the Foundation Board did reduce the funds this year for College items. The money the Foundation makes available for College things is based upon a market return on non-endowed funds. More frequent budget numbers were requested of the Foundation, possibly quarterly instead of just annually.

PRESIDENT'S REPORT

The Vice Presidents have begun working on an 18 month budget that will be shared with the Board at a later date. Chair Messersmith wanted to thank the College for all the planning and information provided to the Board.

Trustee Hebrock indicated he had received about 11 or 12 phone calls in the last couple of weeks in reference to employment at TCC. When talking to a couple of those people, there is a sense in the community that in difficult times TCC is the place to work. He feels this is a real compliment to the administration here. Chair Messersmith agreed.

Dr. Chapin has continued to see tremendous response to our workforce programs. He indicated we had trained approximately 75 people in photovoltaic and solar installation, 12 -15 expected for the heavy equipment operator class, about 10 medical front office students. These numbers are representative of August through October, with expectations of more classes beginning in January maybe with some financial help.

FUTURE AGENDA ITEMS

None

NEXT MEETING DATE

November 17, 2008

ADJOURMENT

Meeting adjourned at approximately 5:22.

Minutes approved at regular meeting of the District Board of Trustees on November 17, 2008.

Chair, Frank Messersmith

President, William D. Law, Jr.