The meeting was called to order at 3:40 by Vice Chair Stanfield while waiting for Chair Shirah to arrive.

Members Present: Chair Shirah, Kimberle Moon, Bill Hebrock, Frank Messersmith, Alisa Ghazvini, Russell Doster and Lyn Stanfield.

Others present were: President Bill Law, Bill Campman, Mike Illers, Charles Riley, Jerry Schilling, Cherry Alexander, Bertha Murray, Marge Banocy-Payne, Frank Brown, Linda Benedict, Larry Cliett, Eric Henderson, Glendon Forgey, Bill Mabile, Sharon Jefferson, Barbara Sloan, Rob Chaney, Kurt Salsburg, Monty Finkelstien, Marjorie Turnbull, Steve Owens, Paul Pillar, Scott Balog and Patsy Warmack.

The Board observed moment of silence followed by the Pledge of Allegiance.

**COMMENTS**

Board Chair – None

Board Members – Trustee Stanfield introduce her daughter Cameron.

President - President Law stated the semester is ending and that grades are due to at noon today and available to students in the morning of December 20, 2005.

Chair Shirah requested a motion for approval for the minutes from November 21, 2005 be approved.

  
  Motion: Trustee Ghazvini moved that the minutes of November 21, 2005 be approved
  
  Second: Trustee Moon. Motion passed unanimously.

**INFORMATION AND NEWS ITEMS** - Rob Chaney gave the report for in the absences of Communication Director, Alice Maxwell.

- Spring Registration – number of ads on radio and TV as well as print media.
- 40th Anniversary Advertisement – will begin after first of year, including banners on light post.
- Everyone given our 40th Anniversary pens.
- After the first of the year new scholarship booklet will be out and making way to high schools in Leon, Gadsden and Wakulla.
- Toys for Tots – TCC received coverage from the Tallahassee Democrat.
TV News
- TCC most affordable Community College (school) in the state.
- Opening of environmental crime complex at PTLEA – only environmental training site in the state of Florida.
- College Goal Sunday, Feb. 19th – new initiative with 24 Florida counties to sit down with students and show them how to apply for Financial Aid and what is available.
- Carolyn King, TCC Graduate – Gadsden County, East Gadsden County High School heard from Carolyn King, Girl Talk, sharing stories with over 400 girls.

UNFINISHED BUSINESS
Midway Annexation – Proposed draft presented on annexation agreement for approval.
Paul Pillar, Natalie Madrie, Councilman James Hinson from the City of Midway are in attendance. Mr. Pillar stated that they have been working over the last few months to take the issue to the County Commission for presentation in February and for adoption in March.

Dr. Law noted the ordinance as presented meets all of the existing and potential areas of training that are foreseeable at PTLEA. Law further noted that the college is best served by having all present and future property owners aware of the range of training experiences that could be held on the site.

President Law further indicated that he had not had a follow-up or final consultation with the Gadsden County Commission, but that such interaction would take place prior to the TCC Board voting on the matter in January.

Trustee Hebrock asked Councilman Hinson if any one of his colleagues opposed the agreement, Councilman Hinson replied there was no opposition. Trustee Hebrock asked about Mr. Pillar’s statement “we left some things open”, Mr. Pillar explained that was for further discussions with TCC. Trustee Messersmith asked about further use of PTLEA resources restrictions using language presently in the agreement. Mr. Pillar stated that if TCC had other language they would like added it could be done at this time prior to taking before the commission. Trustee Hebrock suggested that in the agreement that they remove PTLEA and replace with TCC as the contracting body. Trustee Doster spoke in favor of the agreement and of working with the City of Midway.

Trustee Messersmith asked if the City of Midway is permitting towers at this time. Mr. Pillar stated that the City of Midway has a state of the art tower ordinance and they have consultants out of New York that does permitting for them requiring locating an existing tower and Mr. Pillar suggested going back and amending that ordinance to state that you can place towers at PTLEA. Discussion was held on placement of billboards.

Trustee Hebrock stated how impressed everyone was with the professionalism of Mr. Pillar in his position as City Manager and asked that Councilman Hinson relay his comments to his colleagues.
President Law recommends that the board study the proposal and come back to the January Board meeting ready to vote for participation.

PUBLIC COMMENT  – None

NEW BUSINESS
Chair Shirah called for a motion to accept the consent agenda as presented.

MOTION:  Trustee Messersmith moved to accept the consent agenda as presented.
SECOND: Trustee Stanfield. Motion passed unanimously.

President Law requested that due to a typographical error, on page 3 HR report it should read Fall, 2005 “B” Session Adjuncts.

DISCUSSION ITEMS – Administrative Services
President Law reported that we now have approval for both satellite parking area and he is reviewing the work orders. If the work be finished prior to school staring back we will move forward if not it will be Spring break.

The President reported on Steele Collins. It has one more approval meeting with city and then it could begin in the spring.

Capital improvement financing - President Law stated it appears TCC will eventually get to a total bond capacity of $15 million from the capital improvement fee to be used for parking. They are going to package all requests from all community colleges and we can anticipate monies in January, 2007. The college will continue to use funds from previous capital improvement fees to keep the project moving in the 2006 calendar year. Community colleges are also eligible to receive funding from the state from the license fees, monies (CO&DS) that should be approximately $1.560 million to bond for the storm water infrastructure issue.

Minimum Wage – Chair Shirah asked for a motion to approve the change in the annual salary schedule to include the minimum wage increase as requested.

MOTION: Trustee Stanfield moved to approve the increase in the minimum wage in the annual salary schedule.
SECOND: Trustee Ghazvini. The motion passed with Trustee Hebrock voting no.

CCLA - Chair Shirah asked for a motion to approve the CCLA purchase request.

MOTION: Trustee Stanfield moved to approve the CCLA purchase request.
SECOND: Trustee Moon. Motion passed unanimously.
Architectural Contract – Chair Stanfield asked for a motion to approve the architectural contract renewal through FY 05/06. Trustee Stanfield asked if CRA and DAG had complied with the request from the Board to furnish certain items to the Board as previously requested. President Law suggested that this item be tabled pending information furnished from DAG concerning minority hiring.

Lifetime Sports Complex Interior Upgrades–President Law stated this is a PECO expenditure. The President discussed time frame on the re-bidding process and he will bring to you the recommendations for the new cycle. Trustee Hebrock requested individual contracts be placed in categories of less than $1 million, he suggested the cap be on half-million dollars. President Law indicated that he has no problem with the half million dollar contract, his goal is he wants better management of projects. Trustee Hebrock had the concern of what the appeal process was. There was further discussion

Chair Shirah requested a motion to approve the upgrade on the Lifetime Sports interior upgrades.

MOTION: Trustee Hebrock made a motion to approve the Lifetime sports upgrades as presented.

SECOND: Trustee Moon. Motion passed unanimously.

Modifications to Academic Support Building, Rooms 150, 151, and 160 and Communications and Humanities Building, Room 157.

Chair Shirah asked for a motion to approve the request to finalize the bid processes and enter into a contract with Bass Construction.

MOTION: Trustee Hebrock moved that the request for finalizing the bid be accepted.

SECOND: Trustee Messersmith. Motion passed unanimously.

Construction of Tactical Entry House, range restroom and walking path at PTLEA.

Chair Shirah asked for a motion to authorize finalization of the bid process and enter into a contract with Allstate Construction, Inc.

MOTION: Trustee Hebrock moved that the bidding process be finalized and the college enter into a contract with Allstate Construction, Inc.

SECOND: Trustee Doster. Motion passed unanimously.

Disposition of Surplus Property - President Law stated that there were approximately 2200 computers on campus and they were on a 500 removable/refresh per year.
Chair Shirah requested a motion to approval disposal of surplus and obsolete property.

**MOTION:** Trustee Moon moved to dispose of surplus and obsolete property.

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

Trustee Stanfield asked about the purchasing power versus lease purchase. Dr. Law asked Vice President Campman to bring this information to the February Board meeting.

**ACADEMIC AFFAIRS**

Academic Calendar 2006-2007. Chair Shirah asked for a motion that the academic calendar for 1006-07 be approved as presented.

**MOTION:** Trustee Messersmith move that the Academic Calendar as proposed for 2006-2007 be approved.

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

**STUDENT SERVICES**

College Placement Test Retake Process. Trustee Stanfield asked how many students were estimated to take the test and if the remediation helps them move forward and what the savings would be.

Chair Shirah asked for a motion to approve the retest fee of $4 effective beginning the spring term 2006 to support the CPT retake procedure.

**MOTION:** Trustee Stanfield to approve the retest fee of $4 effective beginning the spring term 2006 to support the CPT retake procedure.

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

**RESOURCE DEVELOPMENT – Foundation Report.** Mike Illers stated that the latest figure is 9.6 million toward the goal and hopes are to exceed the $10 by March.

The Foundation Board passed the proposal for allocation for Foundation unrestricted funds back to the college with allocations approved by the Vice Presidents and Dr. Law.

Mr. Illers announced the naming of Faculty Fellowships appropriately named the “Marjorie Turnbull Fellowships”.

**MONTHLY MANAGEMENT REPORT** - Strategic Plan Workshop. President Dr. Law has met individually with Board members. The following are the responsibilities of the Board:
- College Planning
- Mission Statement – Faculty Staff committee reviewed and made some recommendations. The Board will have the opportunity to review and make changes as appropriate.
- Strategic Directions – Developed with nine areas of direction and communication
- Operational (Annual) Goals

President Law will do a little staff work outlining dates for the strategic plan and then setting a Board workshop. The President then presented further information on the plans to make all the above listed responsibilities occur with ease for the Board with full support from his staff.

Trustee Hebrock stated that the key of looking for the president of the college was the ability to emphasize the three counties and enhance TCC in the community. He is very proud of the job Dr. Law did before the county and city commission. Everyone on the Board is very supportive of what the President did working on the EDC Council. Trustee Hebrock state that TCC should publicly stand behind him.

**FUTURE AGENDA ITEMS/January** - Enrollment Analysis and First Time-in-College Analysis – Dr. Sheri Rowland

**NEXT MEETING DATE** – January 17 to be held at the TCC Wakulla Center.

**ADJOURNMENT** – The meeting adjourned at approx. 5:30 pm.

Approved at regular meeting:

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Kathy Shirah, Chair

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William D. Law, Jr., President