

PROPOSAL TO REQUEST DESIGNATION OF A TALLAHASSEE COMMUNITY COLLEGE DOWNTOWN SPECIAL PURPOSE CENTER AT THE BROGAN MUSEUM IN TALLAHASSEE, FLORIDA

In accordance with the State Board of Education Rule 6H-1.040, FAC, the Tallahassee Community College District Board of Trustees desires to establish a new site at the Mary Brogan Museum of Art & Science in downtown Tallahassee. The site will be donated to the College by the Leon County School District, the current occupant. The Board formally endorsed the concept of the transfer at their September 23, 2003, meeting.

Located at 350 South Duvall Street (Kleman Plaza), the college is planning to locate a downtown special purpose center to provide citizens with a convenient easily accessible location to satisfy their workforce educational needs. The following narrative explains how this request meets the criteria established by the Division of Community Colleges of the Florida State Board of Education for a special purpose center.

A. Explain how the proposed campus, center or special purpose center is a part of and consistent with the long-range master plan of the college. Include a copy of that portion of the college long-range master plan, which apply.

The site will be located in the Brogan Museum. The College intends to renovate the existing, unfinished, 12,000 square foot basement area with a large (1800 square foot) dividable multi-purpose room, two small classrooms (including one PC lab), modular offices for short term use by association members, lobbyists, and others doing business with government officials. The City of Tallahassee's Office of Emergency Management will utilize the PC lab as a coordination center in the event of natural or human disasters.

As part of the college's strategic plan, TCC focuses on strengthening the connections between the campus and the larger community to foster a common purpose and partnership. TCC has an unqualified commitment to this community and demonstrates this commitment through active involvement with area civic, educational and workforce leaders, organizations and businesses.

By establishing a Division of Economic and Workforce Development, TCC has recognized that a college degree is not the only route to gainful employment and a successful career. In addition to TCC's highly regarded two-year associate's degree programs, TCC's mission is to provide quality transfer, occupational, continuing education, business support and community service programs at a reasonably low cost in response to local and state needs. As it has been since its inception, TCC's mission is to educate citizens in our region by providing quality education, training, and educational services delivered at sites and using modes of instruction that are both affordable and convenient for students. The Brogan Center will enable TCC to offer workforce training to state, county, and city officials; local businesses; legal professionals; association officials; and others at a convenient downtown location, who would otherwise not likely be able to attend training on campus due to work schedules.

TCC seeks to influence the economic vitality of our region by improving the competency of the workforce. Towards this end, TCC intends to use the new downtown space to:

1. Provide expanded access for training in the area of workforce development. Our objective is to offer education and training that will allow individuals to join the area's workforce in the most productive manner and in the shortest time possible. To do this, more short-term occupational certificate and career programs will be made available. TCC intends to serve over 20,000 residents in our non-credit, lifelong learning, and workforce training programs in the coming year at sites throughout our service region. It is anticipated that the Brogan Center will serve upwards of 4-5000 students annually.
2. Offer new instructional formats for existing programs. Our comfort and reliance on the traditional 15-week semester will be abandoned for many programs offered through the Division of Economic and Workforce Development at the Brogan Center.
3. Understand that although there will be abrupt starts and stops in the demand for trained technicians, we will not be deterred by market swings. We will continue to expand our cooperative relationships with the WorkforcePlus Program, Economic Development Councils, Chambers of Commerce, and other state and community organizations to ensure that appropriate training is available to people in need.
4. Continue to provide extensive training programs tailored to the specific needs of area business and industry. Wherever possible, this instruction will be made available on the Internet.
5. Continue our initiatives for retraining state workers, and greatly expand training opportunities for county, and city officials; local businesses; legal professionals; association officials at the Brogan Center. In addition, a strong partnership with Brogan Museum officials will facilitate training in the arts and cultural areas.
6. Develop strong collaborative partnerships with our sister institutions (FSU, FAMU, and Lively), who will also be able to utilize the Brogan facility.

Keeping the Tallahassee-region's workforce current in an ever-changing environment is one of the greatest challenges facing our community today. TCC's Corporate Solutions training initiatives have been an invaluable way to make sure workers have the skills they need for rapidly changing technology. TCC currently has several training initiatives with downtown agencies which would utilize the Brogan training facility.

TCC will continue to ensure that its program content in technical and career programs are as closely reflective of the needs of the market place as possible. People who learn with us want to learn tomorrow's technology, not yesterday's.

The institutional goals and objectives serve to drive the College's strategic plan (**See TAB 2 - TALLAHASSEE COMMUNITY COLLEGE STRATEGIC PLAN, and CAMPUS MASTER PLAN (relevant sections).**)

The Tallahassee Community College Strategic Plan focuses on outcomes related to the following goals:

- **Students:** Serving students by preparing them for lifelong learning, responsible citizenship, and productive employment.
- **Teaching:** Asserting the central role of teaching, encouraging professional development of all employees, and improving the quality of student learning through college-wide involvement.
- **Campus:** Supporting a campus environment that encourages active learning, collaboration among divisions and departments, and interaction among faculty, staff, and students
- **Community:** Strengthening the connections between the campus and the larger community to foster a common purpose and partnership.

The Strategic Plan is guided by the principles that serve to provide a framework for developing both strategic and operational goals. These principles are centered in governing the institution with integrity and in an ongoing commitment to enhance the quality of the institution's programs and services.

Excellence: The College strives to develop and maintain high academic and professional standards with an emphasis on excellence in all areas of the College.

Access: The College serves students with diverse backgrounds and provides equal access to educational and professional programs that further the students' varied interests and goals.

Success: The College promotes student success by enabling students to develop the skills and knowledge needed to meet their individual goals.

Innovation: The College fosters innovation and creativity in educational programs, instructional methods, and services.

Diversity: The College promotes a climate that values and celebrates diversity and an academic culture that recognizes the strengths and talents of all members of the community.

Underlying the Strategic Plan are three assumptions that relate to resources, institutional research, and the use and availability of appropriate technologies.

Resources: The College will explore and actively seek additional funding sources to

adequately support the initiatives in the Plan.

Institutional Research: The College will support the institutional research functions necessary to develop and assess the initiatives in the Plan.

Technology: The College will acquire and utilize appropriate technologies to support and advance the initiatives in the Plan.

B. Justify that expanded or new instructional and support services are necessary to adequately serve the community college district.

The College's Institutional Goals include a commitment to increase enrollment and provide the necessary services for optimal success of each student and promote the College as our region's premier community development and workforce provider. In addition, we intend to offer more adults in our region the opportunity to increase their education level at Tallahassee Community College by having a convenient downtown location. Institutional objectives list the creation of a more learner-focused institution and to strengthen the connections within the College's local and global communities to position the College as a premier educational institution for lifelong learning, career workforce and economic development, college transfer, and community initiatives and partnerships. A critical institutional objective is the need to strengthen the commitment to access, flexibility, and responsiveness to the needs of its students and the entire community. The following are proposed credit and non-credit initiatives that TCC will offer at the Brogan downtown special purpose center:

**SELECTED ASSOCIATES IN ARTS COURSES INTENDED TO PROVIDE
WORKFORCE TRAINING SKILLS**

Business Administration
Computer Information Systems (Business)
Computer Science (Engineering)
Accounting
Management

COLLEGE OCCUPATIONAL AND CERTIFICATE PROGRAMS

Computer Programming
Computer Support Specialist
Business Management
Networking Management
Legal Studies
Association Management
Non-Profit Management
CPA Continuing Education Courses

OTHER ACTIVITIES

Adult Basic Education
 English as a Second Language
 Continuing education programs that meet community needs

Limited student support services will be available. The Brogan Center will offer essential student services such as admissions, registration, assessment, advising counseling, financial aid, etc. We will utilize technology for web-based student services; tutoring and learning support and distance learning education. Full video-conferencing services will be available as well.

C. Explain how projected enrollments justify expansion.

Tallahassee Community College has experienced steady enrollment increases each year. The projected Fall, 2003 increase is approximately 7% over Fall, 2002. The official fixed capital outlay student FTE enrollment is well above the 3,000 full-time equivalent student mark. Enrollments are projected to increase annually. **See TAB 3 – FTE/CAPITAL OUTLAY PROJECTIONS.**

	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
Site 1 – Main Campus	6894	7210	7528	7849	8174	8506
Site 2 – Gadsden	0	0	0	0	0	0
Site 3 – Pat Thomas	329	363	400	440	484	532
Site 98 (new)*	0	0	0	0	0	0
Site 99 Not perm facilities	0	0	0	0	0	0
TOTAL	7223	7573	7928	8289	8658	9038

* Does not include proposed Brogan site: figures are those currently on file with DOE.

ANNUAL FTE SUMMARY - TALLAHASSEE COMMUNITY COLLEGE

**Annual FTE
1999-2000**

	Site 01	Site 02	Site 03	Site 99
	Main Campus	Gadsden	Pat Thomas	Other
A&P,PV,CP	5465.1	30.1		46.6
PSAV, SV, APP, Adult Ed	339.2	0		0
Total FTE	5804.3	30.1	0	46.6
Total fte				5881
<small>Site 02 - Gadsden has been leased to the school districts and is not used by TCC.</small>				

**Annual FTE
2000-2001**

	Site 01	Site 02	Site 03	Site 99
	Main Campus	Gadsden	Pat Thomas	Other
A&P,PV,CP	5706.6	20.3	0.9	51.2
PSAV, SV, APP, Adult Ed	331.3	0	246.5	0
Total FTE	6037.9	20.3	247.4	51.2
Total fte				6356.8
<small>Site 02 - Gadsden has been leased to the school districts and is not used by TCC.</small>				

**Annual FTE
2001-2002**

	Site 01	Site 02	Site 03	Site 99
	Main Campus	Gadsden	Pat Thomas	Other
A&P,PV,CP	6006.4	14.7	0	57.2
PSAV, SV, APP, Adult Ed	237.7	0	276.4	0
Total FTE	6244.1	14.7	276.4	57.2
Total fte				6592.4
<small>Site 02 - Gadsden has been leased to the school districts and is not used by TCC.</small>				

D. Certify that facilities at existing campuses, centers or special purpose centers (already established by the Division of Community Colleges or by prior state action), are substantially complete or utilized.

All facilities at Tallahassee Community College’s main campus are substantially complete. The most recent project was the Center for Economic & Workforce Development on the main campus. Two projects are presently underway at the Pat Thomas Law Enforcement: an administration and classroom building, both scheduled for completion in January, 2004. The Colleges’ Space Utilization Report for Fall Term 2002-2003 shows a College utilization rate of 80.26% for classrooms and above 71.71% for laboratories. The Main Campus at Appleyard Drive had a utilization rate of over 80% for classrooms and over 79.1% for laboratories. The Pat Thomas Law Enforcement Academy had an average utilization rate of over 84.17% (there are no designated labs at the Law Enforcement Academy).

E. Provide documentation that the proposed campus or center is with the cooperation of other educational agencies within the community college district and adjacent to the district.

Tallahassee Community College’s plans for the Brogan Downtown Special purpose center have been met with great enthusiasm from community leaders. Local community leaders and civic groups are very excited about this Center and are anticipating that it will become an official permanent reality.

Letters of support from government, education, and business/industry groups are attached. **(See TAB 4 – LETTERS OF SUPPORT)**. These letters demonstrate the strong support and commitment of the community for this project, and their confidence that TCC can meet their needs. (Letters from other agencies shall be provided under separate cover).

- Letters:
1. Mayor John Marks, City of Tallahassee
 2. Linda Chreno, Executive Director, FSAE
 3. City of Tallahassee Commissioner Mark Mustian, Community Neighborhood Renaissance Partnership
 4. Sue Dick, President, Greater Tallahassee Chamber of Commerce

F. Provide documentation that the proposed campus or center is with the cooperation of other educational agencies within the community college district and adjacent to the district. Letters of agreement from the school district, regional coordinating councils and community college president(s) should be included.

- Letters:
1. Superintendent Bill Montford, Leon County Public Schools
 2. Tallahassee Community College President, Dr. William D. Law, Jr.

Tallahassee Community College has also entered into a partnership with the Florida Society of Association Executives. The Florida Society of Association Executives (FSAE) represents over 600 associations whose combined membership exceeds 1.5 million Floridians. These associations also employ over 60,000 Floridians, and spend over \$1.7 billion dollars each year in the state of Florida. The College intends to enter into a partnership with FSAE with program development strategies and meeting planning services for FSAE member associations.

Specifically, the College will lease office space for FSAE staff in the new Center for Economic and Workforce Development. Once the College acquires and renovates the Brogan Museum, FSAE will move and provide staffing services at the Brogan Downtown Special purpose center.

In addition, FSAE will market TCC programs & services to member associations, and will provide FSAE Foundation support for training scholarships.

Jointly, the College and FSAE will develop Model Membership Programs at statewide institutions; develop Government Affairs training; establish a Florida Leadership Academy (senior level for association executives); and establish an Ethics Center.

FSAE will maintain its autonomous status as an independent organization. **See TAB 5 – FSAE AGREEMENT**, for additional information about the FSAE partnership.

G. Evaluate alternatives to the proposed expansion, such as underutilized, vacant facilities, or the board of trustees considered leased facilities. Include a complete analysis of alternatives. Document that if there are projected facility needs for a new campus, center or special purpose center, what facilities are contemplated. What is the justification for such facilities and what are the projected costs.

The Brogan Museum is uniquely located adjacent to the State Capital and Kleman Plaza in downtown Tallahassee. Acquisition of this site for a downtown presence of Tallahassee Community College will afford unique programmatic and workforce training opportunities, as well as significant partnerships with government agencies, trade associations, non-profit organizations, the arts, and businesses. In addition, the college's

ability to acquire the property from the Leon County School District will enhance TCC's ability to meet the community's needs for training and retraining state workers, as Florida's privatization initiatives continue to displace state agency employees into other employment sectors.

Additional information is included under **TAB 6 – CORRESPONDENCE BETWEEN TALLAHASSEE COMMUNITY COLLEGE PRESIDENT WILLIAM D. LAW, JR., LEON COUNTY SCHOOLS SUPERINTENDENT BILL MONTFORD, JR., AND BROGAN MUSEUM.**

Estimated renovation costs are as follows (**SEE ALSO TAB 7, RENOVATION DRAWINGS**):

**Brogan Museum - Ground Floor Renovation
Projected Budget**

Item	Cost
Construction	\$1,440,000.00
Media Technology	\$ 185,000.00
Telephones/Wiring Infrastructure	\$ 31,000.00
Furnishings & Equipment	\$ 255,000.00
Computers & IT Infrastructure	\$ 140,000.00
Move Allowance	\$ 11,000.00
Keying/Security	\$ 14,000.00
Contingency	<u>\$ 20,000.00</u>
TOTAL	\$2,096,000.00

JUSTIFICATION FOR DESIGNATION

The request to the Division of Community Colleges to establish a Brogan Downtown Special purpose center of Tallahassee Community College is justified as detailed in this application. Establishment of a College presence in Downtown Tallahassee has received enthusiastic support from community leaders and local government officials as seen by the attached correspondence.

- The residents of Downtown Tallahassee, particularly in the area of retraining state workers, require access to higher education and workforce training.
- A significant number of people desiring access to higher education have to commute significant distances in order to get the education they need.
- The property is available now and will only cost development expenses versus purchasing property later as well as pay for development. With growing development

interest in the area property may not be available in the future and if it is will almost certainly rise in value and become more expensive.

- Establishing the Brogan Downtown Special purpose center will make access to higher education more readily available to state employees who require training or re-training.