

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

November 20, 2000
3:00 P.M.

Rm. #168, Perf. Arts Center
Melbourne Campus

PRESENT: Mr. Eugene C. Johnson, Chairman; Mrs. Miriam E. Martinez, Vice Chairman; Mr. James W. Handley; Mrs. Betts O. Silvernail; Dr. Alexandra M. Penn Williams; Dr. Thomas E. Gamble, Secretary; Mr. Joe Matheny, Attorney

1. CALL TO ORDER:

The Board of Trustees will now go into Executive Session to discuss with the Board's attorneys matters of pending litigation. In attendance of the Executive Session will be Board members: Johnson, Handley, Martinez, Silvernail and Williams. The meeting will be transcribed verbatim by an official court reporter. Also present at the meeting will be College Attorneys, Joe Matheny and Jesse Hogg, and the District President of the College, Thomas Gamble. The meeting will commence at 3:00 p.m., in Room 122, Occupational Building, at the Melbourne Campus. It is estimated that the meeting will take approximately sixty (60) minutes at which time the Board will adjourn to its regular monthly College Board Meeting to be held in Room 168, off the Rotunda of the King Center, Melbourne Campus.

Mr. Johnson, Chairman, reconvened the regular Board of Trustees meeting at 4:00 p.m. He reported the Board reconvened in public session following an executive session held at 3:00 p.m. in Room 122, Occupational Building, Melbourne Campus. Present at the executive meeting were Board members Mr. Johnson, Mr. Handley, Mrs. Martinez, Mrs. Silvernail and Dr. Penn Williams. Also present were college attorney Mr. Joe Matheny and attorney Jesse Hogg and the District President of Brevard Community College, Dr. Gamble. The meeting commenced at 3:00 p.m. and concluded at 4:00 p.m. The meeting was recorded by an official court reporter.

Dr. Gamble requested that item 9.b., "Approval of Investment Policies for District Support Organizations" be placed on the open agenda. A revised agenda has been provided with an addition of item 6.b., "Award of Re-roofing Projects Rebid."

2. CONSENT AGENDA:

Dr. Gamble recommended approval of the consent agenda items as amended:

- 3.a. Minutes - Board of Trustees Workshop - October 16, 2000
- 3.b. Minutes - Board of Trustees Meeting - October 16, 2000
- 7.a. Report on Pending Legal Actions
- 8.a. Approval of Personnel Actions
- 8.b. Approval of Out-of-Country Travel
- 9.a. Monthly Budget Status Report
- 9.c. Disposition of Surplus Property

Mr. Handley moved approval of the consent agenda items as amended. Mrs. Silvernail seconded the motion. All those voting in favor of the motion - Handley, Silvernail, Johnson, Martinez, Penn Williams; opposed - none.
Motion approved.

3. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETING:

- a. Minutes - Board of Trustees Workshop - October 16, 2000

Approved - consent agenda.

- b. Minutes - Board of Trustees Meeting - October 16, 2000

Approved - consent agenda.

4. COMMUNICATIONS:

- a. Report on Student Project - Building Restoration - Mr. Gilfilen (Addendum)

Mr. Walt Gilfilen, Associate Vice President of Development, reported on the Williams Homestead Project, which involves an historic building on the

waterfront in Rockledge. The property is owned by the County and they are now considering selling the property. Mr. Gilfilen reported several community groups have asked that this be removed from the agenda and several days be extended to review the possibility of a restoration and utilization of the facility as an historic structure. Brevard Community College was asked to look into what support could be provided in the restoration effort. Mr. Gilfilen discussed some possibilities and stated it is not anticipated the college will take any financial or legal responsibility to raise funds or operate the facility; however, the college would be within its mission to provide an educational role. Mr. Gilfilen reviewed the potential ways in which BCC could assist with the project as a provider of educational opportunities and services to the citizens of Brevard County. This information is being provided as information to the Board of Trustees. The Williams homestead will be placed on the Brevard County Commission agenda for December 28. Mr. Gilfilen reported the 501(c) (3) not-for-profit status for the Williams Homestead Project will be formed as a separate entity by some of the involved community leaders.

Dr. Gamble discussed an article in *Florida Today*, which was provided to the Board, regarding the Williams home. It was the Board's consensus that this was an example of the college working in the community for the good of both.

b. Report on Electronics Program - Mr. Almeer/Mr. Gabelman

Dr. Bert Purga, Palm Bay Campus President, introduced Mr. Meer Almeer and Mr. Don Gabelman, electronics faculty members, who reported on the electronics program. Dr. Purga reported this past summer the Cocoa Campus and Palm Bay Campus programs were relocated to the Melbourne Campus and consolidated the programs.

Mr. Gabelman reported the associates and applied associates degree program, as well as the certificate programs, are designed in cooperation with local industry to

provide the student with the skills needed by local businesses. There is an excellent placement rate due to the high demand for electronics technicians. The program prepares students for high tech careers in virtually any field of electronics and emphasize theory and practical hands-on applications. Mr. Almeer reported customized training is offered in conjunction with the Business and Industry Training Center.

Mr. Gabelman and Mr. Almeer gave a powerpoint presentation on the electronics program, including photographs of the soldering and cabling assembly labs. Mr. Gabelman reviewed completion rates for the program and reported one of the reasons they see such low completion rates is that students take basic classes and get jobs in the industry and do not come back to complete an associates degree. Some area companies are taking employees off the assembly lines, paying them, and sending them to BCC so that they can become electronics technicians. Because they are already employed, they are not counted as being placed in a position.

Mr. Almeer reported BCC is working on a National Science Foundation (NSF) grant. Mr. Gabelman reported on clean room training provided through a portable clean room module and the hazardous materials training program which is part of the NSF grant. Mr. Gabelman reported as part of the National Science Foundation grant, recruitment information is provided for the students. The NSF grant involves six community colleges and each college has the responsibility for developing courses in the curriculum and then will share this information with the other community colleges. Mr. Almeer reported on a dual enrollment program which is being established at Bayside High School. He reported the starting salary in the electronic tech area ranges from \$10.00 to \$14.00 an hour, with the salary being higher at the space center. Mr. Gabelman reported they are looking at providing distance learning programs; however, most of the courses require labs and the students would have to come to campus at least one time per week.

Dr. Gamble reported Mr. Almeer has been working closely with local business and industry for a number of years with the electronics program. The convergence of the program to the Melbourne Campus is a positive move. He discussed the college going to certificates for one year and modularizing program components which would show completions. Another thing the college would like to do is prevail upon the state to reconsider its definition of placements.

5. CITIZEN'S PRESENTATION:

- a. Mr. Samuel Lopez, President, United Third Bridge, Inc.

Mr. Lopez gave a presentation on concerns in reference to the BCC police testing. He also expressed concern that he was unable to secure time on WBCC-TV to advertise the Puerto Rican Day Parade and the Salsa Festival. The third concern was that they have been unable to secure information on the scholarship accounts United Third Bridge has with BCC. Mr. Johnson asked that Mr. Lopez contact Dr. Gamble's office to schedule an appointment to further discuss his concerns.

6. CONSTRUCTION AND DEVELOPMENT:

- a. Approval of Plans for County Fair Restroom Facilities - Palm Bay Campus - Dr. Purga (Addendum)

Dr. Purga reported the restroom facility project was discussed and approved at the Board meeting on January 24, 2000, when Fair Management, Inc., proposed the project for the convenience of the County Fair attendees. The restroom location will be south of the canal on Manchester Circle. Dr. Purga reported the facility is low maintenance and the cost for maintaining the facility will come from the revenue. The facility would be available to any group using the site. Mr. Bill Starmer, architect, reported the construction for the restroom facility is simple concrete block construction to keep the maintenance cost down. Currently the

cost of the facility is being targeted at \$80,000 (\$40,000 from Fair Management, Inc., matched by a \$40,000 Facilities Challenge Grant). Mr. Al Little, Vice President of Administrative and Financial Services, reported the college will develop an agreement with Fair Management in the event there are cost overruns that it will be their responsibility and not the college's. Dr. Gamble reported the facility will be a very basic facility. Mr. Starmer reported there will be appropriate ventilation. Dr. Gamble recommended approval of the restroom facilities to be constructed on Manchester Circle, Palm Bay Campus.

Mrs. Martinez moved approval of the plans for the restroom facilities to be constructed at the Palm Bay Campus. Mrs. Silvernail seconded the motion. All those voting in favor of the motion - Penn Williams, Silvernail, Handley, Martinez, Johnson; opposed - none. Motion unanimously approved.

c. Award of Re-roofing Projects Rebid - Mr. Little (Addendum)

Mr. Little reported last month the Board voted to reject the bids received for the re-roofing of four buildings due to budget problems. Following that meeting one building was pulled from the bid and the bid was reissued for the remaining three buildings with slightly revised specifications. Mr. Little reported nine responses were received to the bid and the low bidder, Hamilton Roofing, came in well within the project budget. The total bid for all three buildings is \$270,809. All references on Hamilton Roofing are positive. Dr. Gamble recommended approval of the award of low bid to Hamilton Roofing for the re-roofing of the three buildings as listed in the amount of \$270,809.

Mrs. Martinez moved approval of the award of low bid to Hamilton Roofing in the amount of \$270,809. Mr. Handley seconded the motion. All those voting in favor of the

motion - Penn Williams, Silvernail, Handley, Martinez,
Johnson; opposed - none. Motion unanimously approved.

7. **OLD BUSINESS:**

- a. Report on Pending Legal Actions (Addendum)

Approved - consent agenda.

8. **NEW BUSINESS:**

- a. Approval of Personnel Actions - Ms. Oglesby (Addendum)

Approved - consent agenda.

- b. Approval of Out-of-Country Travel - Mr. Little (Addendum)

Approved - consent agenda.

- c. Approval of Alternative Insurance Plan - Mr. Little (Addendum)

Mr. Little reported last year the Board voted to suspend the payment of a stipend to an employee in the event the employee opts not to accept the health insurance available to him/her as a benefit. In recognition of the fact that a number of employees opt out of insurance coverage due to coverage they have through a spouse, the college is recommending an alternate form of benefits for this individual. The package presented to the Board for their approval consists of a dental plan, a vision plan and a group medical supplement plan provided through Continental American Insurance Group. These plans would be provided at no cost to the employee opting out of the standard health insurance. The group medical supplement provides \$300.00 a day for hospital confinement, as well as

various other benefits. Mr. Little stated this would provide a valuable benefit to those employees who do not need the standard health insurance. The recommendations for insurance came through Gallagher Bassett through the college administration. Due to the time constraints, it was not presented to the Insurance Committee prior to bringing it to the Board; however, it was the opinion of administration that it is a good plan. Mr. Little reported the Insurance Consortium offers a similar plan. Dr. Gamble recommended approval of the approval of the alternative insurance package with Continental American Insurance Group.

Mrs. Silvernail moved approval of the alternate insurance package with Continental American Insurance Group as presented. Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Silvernail, Penn Williams, Martinez, Handley, Johnson; opposed - none. Motion unanimously approved.

d. Approval of Statement on Governance - Dr. Gamble (Addendum)

Dr. Gamble discussed the governance revision process taking place in the State of Florida. A number of entities are intending to bring their viewpoints before the special task force slated to design the implementation of the new statewide governance program for Florida as it related to education. The Council of Presidents has been working on a statement for several months and has refined the statement through several versions. This document has been approved by the Council of Presidents and has been taken to the trustees at the annual FACC annual conference and approved by the trustees in attendance at that session. It was requested that the document be taken to each of the Board of Trustees of the 28 state community colleges for formal approval so that as the document is presented to the task force it will come with hopefully the approval and recommendation of all of the Boards of Trustees in Florida. Dr. Gamble reported

a copy of the statement and an abstract have been provided to the Board. He reported the Council of Presidents, Trustees' Commission, and the Florida Association of Community Colleges strongly believe that the responsibility for appointing, evaluating, compensating, retaining, or removing a community college president must continue to reside with each local community college district board of trustees with no further approval required from the state-level. Dr. Gamble requested that the Board consider the statement for approval on behalf of the Council of Presidents, the Community College System, and the Trustees' Commission and the Florida Association of Community Colleges. Dr. Gamble recommended approval of the statewide community college system position on the new consolidated Board of Education Governance System.

Mrs. Martinez moved approval of the Florida Community College System position on the new consolidated Board of Education Governance System. Mr. Handley seconded the motion. All those voting in favor of the motion - Martinez, Handley, Penn Williams, Silvernail, Johnson; opposed - none. Motion unanimously approved.

9. FINANCIAL ACTIONS:

- a. Monthly Budget Status Report - Mr. Cherry (Addendum)

Approved - consent agenda.

- b. Approval of Investment Policies for Direct Support Organizations - Mr. Cherry (Addendum)

Mr. Mark Cherry, Associate Vice President, Collegewide Accounting, reported at a meeting of the Direct Support Organization Task Group it was recommended to have investment policies for the DSO's approved by the Board of Trustees. The

investment policy information is being provided to the Board for their approval. Mr. Cherry answered questions presented by the Board members. He indicated there were some blank pages in the report; however, he provided the information verbally to the Board and indicated the report would be updated to include this information. Mrs. Martinez asked that information provided to the Board be dated. Dr. Penn Williams, who served on the DSO Task Group, reported the group meets quarterly and an updated summary will be prepared at a future meeting. Dr. Gamble moved approval of the DSO Task Group Investment Policies for the BCC Foundation, Inc. and the King Center for the Performing Arts, Inc.

Mrs. Martinez moved approval of the DSO Investment Policies with the recommended changes. Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Martinez, Penn Williams, Handley, Silvernail, Johnson; opposed - none. Motion unanimously approved.

c. Disposition of Surplus Property - Mr. Little

Approved - consent agenda.

10. REPORT OF THE DISTRICT PRESIDENT:

a. Report by Mr. Johnny Perkins

Dr. Gamble asked Mr. Johnny Perkins, Director of the Criminal Justice Center, the role of the college in placement of criminal justice graduates. Mr. Perkins reported the role of police testing is to perform a sufficient background required by the state prior to entering any corrections academy in the state and has no role, whatsoever, in the placement of the graduate. The police academy's role is to deliver the state approved curriculum and prepare the student for the state certification examination. Upon completion of the academy and after receiving

certification, the student is eligible for hire in the State of Florida. Mr. Perkins reported hiring is a lengthy process as state agencies perform an extensive check in order to ensure that quality individuals are hired for vacant positions and normally the process takes 9-12 months. Mr. Perkins confirmed Dr. Gamble's statement that the college and/or the testing process does not result in individual recommendations of any of the candidates. Dr. Penn Williams asked if Mr. Perkins keeps a running total of the placements of the graduates and a record of minority placement. Mr. Perkins confirmed that the college does keep a record of this information. Dr. Gamble felt Mr. Lopez apparently misunderstood a statement made in regard to placement. Dr. Gamble reported he would correspond quickly with Mr. Lopez to provide him with accurate information.

Dr. Gamble stated Mr. Lopez had asked for a free half-hour commercial for the United Third Bridge. The college does not do general commercials. There was no mention of marketing scholarships; it was strictly for marketing the Puerto Rican ceremony. Mr. Lopez was told the college would be willing to do a standard 30 second commercial, which would be run on WBCC. Dr. Gamble reported he would provide the information to Mr. Lopez.

Dr. Gamble reported on the matter of Mr. Lopez obtaining information pertaining to the Foundation scholarships, the United Third Bridge has made a number of contributions of small money amounts, none of which have produced sufficient funds to generate a corpus for scholarships. They have been encouraged several times to combine their multiple funds into a single fund, which could then generate some scholarship money. However, the United Third Bridge has been unwilling to do this. Dr. Gamble reported information will be provided to the United Third Bridge regarding their scholarship accounts.

b. Personnel Matters

(1) Executive Director for Aerospace Programs

Dr. Gamble reported Dr. Koller has been asked to assume a new role in the college as Executive Director for Aerospace Programs. This is being done largely because of the immediate demand which has come to the college in light of the aerospace industry of needing immediate attention of a much more substantial nature that the college has been able to provide. Dr. Koller will essentially be a coequal with Dr. Denison and they will work closely together in that the aerospace arena is serving the needs of industry. Dr. Koller will also be administering programs that are offered at the Kennedy Space Center, Cape Canaveral Air Force Station and NOTU facilities. Dr. Koller will report directly to Dr. Gamble in that capacity. His last day as Titusville Campus President will be December 15. Dr. Mary Nardo will be the Interim Titusville Campus President effective December 1 with an overlap during the transition. Dr. Gamble reported Mr. Walt Gilfilen will organize a nationwide search for the Titusville Campus President position. Mr. Johnson congratulated Dr. Koller for his promotion to this position.

(2) Internal Auditor Position

Dr. Gamble reported he had provided a copy to the Board of the internal audit job description, a listing of other institutions which have internal auditors, and a listing of internal audit functions covered by other personnel. The college's financial audits have been extremely good the last two years and Mr. Al Little is available in the event there are any questions on the audits. Dr. Gamble reported a budget manager is in place who tracks the individual budgets by department in terms of how well the department's are staying within their budgets and aberrations are tracked through the purchasing mechanisms. Dr. Gamble reported extensive auditing is a constant at Brevard Community College by the state auditors who review the finances and processes, including the grants, financial aid monies, federal and state funds, and their appropriate application. For each of the direct support organizations, the college is required by law to hire an independent

auditing firm to ensure that dsos are in compliance. Dr. Gamble stated he felt there are sufficient internal mechanisms currently in place with the positions which have been established to maintain safeguards. He reviewed the internal college positions and areas of responsibility. Currently, Brevard Community College is one of six community colleges in the state having an internal auditor. The college can hire an auditing firm to perform a specific audit in the event there appears to be an area which requires auditing.

Dr. Gamble asked Mr. Little if the internal audit position has had an effect on the college's audits. He stated in the past he has been a state auditor and an internal auditor and understands the functions very well. Mr. Little reported no assistance was received from the internal audit position in regard to functions in the functions of his area. He added that an internal auditing function can be helpful under certain conditions; however, the state performs a number of extensive audits at the college. Therefore, Mr. Little felt an internal auditing position was unnecessary.

Dr. Gamble reported the campus presidents are held to a high expectation of their role in terms of adhering to Board policy and institutional policy. In addition, his district staff members act in an internal auditing capacity. Dr. Penn Williams asked the procedure to have an outside audit conducted at the college. Mr. Matheny reviewed procedures to conduct an outside audit and said this could be requested by the Board as a whole. Mr. Handley said if the Board of Trustees felt there was a need, they would vote to have an audit conducted by an outside agency.

The Board discussed the philosophy of having an internal audit position and whether or not the current position has been useful to the college and the Board.

The job responsibilities of a Director of Internal Audit were discussed. Mrs.

Silvernail discussed that the primary issue is that regardless of performance, does the college want an internal auditor and if there is an internal auditor, this individual should do what is asked of them. Secondly, if an internal auditor is maintained, it should be insured that the performance is there. Dr. Penn Williams felt the Director of Internal Audit has performed well. Mr. Handley felt if the college does not require an internal auditor, then the position should be terminated. Mr. Johnson said if an internal audit is deemed necessary the Board would vote as one body and then bring an outside firm to conduct the audit. Dr. Penn Williams said she felt the internal auditor held a lot of history, which is of benefit to the Board. Mr. Johnson indicated this situation has been investigated and outside auditors provided the information. Dr. Penn Williams wanted an opportunity to communicate with the colleges having internal auditors for a comparative analysis. Mrs. Silvernail asked if there would be a liability issue pertaining to the elimination of the position. Mr. Matheny reported there are always issues; however, it is within the prerogative of the Board to create or eliminate positions as long as it is not arbitrary, capricious or malicious. Ms. Oglesby indicated that she felt there was no particular liability in this situation. Dr. Gamble reported he is asking for the decision at this time as he wants to provide maximum time to the individual.

Mr. Handley moved approval of the elimination of the position of Director of Internal Audit effective July 2, 2001. Mrs. Martinez seconded the motion.

Further discussion ensued regarding the necessity of a internal audit position.

Dr. Penn Williams moved to table the decision to eliminate the position of Director of Internal Audit. Motion died for lack of a second.

All those voting in favor of the original motion - Handley, Martinez, Silvernail, Johnson;

opposed - Penn Williams. Motion approved 4-1.

(3) Legislative Assistant

Dr. Gamble requested Board advice on whether the college wants a legislative assistant. He provided information to the Board on Florida community colleges who have legislative assistants. According to state statutes the college can only hire a legislative assistant full-time. Mr. Johnson asked that this subject be brought up again at the December meeting. Dr. Penn Williams said she would like to see the college pursue a full-time legislative assistant position. Dr. Gamble felt if the Board indicated they wished to pursue having a full-time legislative assistant, the first effort would be to draft a job description to be shared with the Board for input. Secondly, even though the position would technically report to the District President, he would want the Board to interview the final candidates. Mrs. Silvernail indicated she was not yet ready to make a decision and would like to obtain information from other colleges specifically on what benefit they received from these individuals. Mr. Handley questioned the need for a legislative assistant at the college as the State Board of Community Colleges has full-time lobbyists who should be lobbying for the community college system and he is not sure that Brevard Community College needs a full-time lobbyist. Dr. Gamble reported a decision on the new governance will be made this year and will probably be made in February 2001. He reported the feedback from the leadership in the House and the Senate is that it is their intent to pass the legislation this year on the implementation of the new governance. The feeling is if the college had a legislative assistant that it might benefit the college, not only in terms of the local delegation, but in terms of the leadership in the House and Senate. Mr. Handley indicated having a legislator from BCC will greatly assist in this purpose. Mrs. Martinez expressed an interest in obtaining the point of views of the Board members with the colleges who have legislative assistants. Mr. Matheny reported the general counsel to the community colleges could also be contacted to provide information. Mr. Handley felt the college should look at the

long-range benefit of having a legislative assistant position to insure the position is needed. After further discussion a motion by Dr. Penn Williams.

Dr. Penn Williams moved to table the subject of the college hiring a legislative assistant until the December Board meeting. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Penn Williams, Martinez, Silvernail, Handley, Johnson; opposed - none. Motion unanimously approved.

c. Board Meeting Schedule

Dr. Gamble reported due to Palm Bay road construction, the Board meetings will be rotated among the Cocoa, Melbourne and Titusville campuses until the construction is resolved. The next Board meeting will be held on December 18 at 4:00 p.m. in the Board Room, Administration Building, Cocoa Campus. A marketing workshop will be held prior to the Board meeting at 3:00 p.m.

d. Legislative Luncheon

Dr. Gamble reported the legislative luncheon is scheduled for Wednesday, December 13 at 12:00 p.m. in the Community Dining Room, Cocoa Campus.

e. Midwest Research Institute - Palm Bay

Dr. Gamble reported the latest news on Midwest Research Institute (MRI) is a firm offer will be presented at the December Board of Trustees meeting. If the offer does not come forward, the Board may wish to discuss the issue. Dr. Gamble reported once the offer is received, the marketing workshop could be replaced by a workshop on the MRI proposal.

f. College Schedule

Mrs. Martinez and Dr. Penn Williams commended the design and photographs in the Spring schedule. Dr. Gamble credited Dr. Bilsky and the Deans of Educational Services for the preparation of the schedule.

11. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 6:55 p.m.

APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees