

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

January 22, 2001
4:00 P.M.

Community Activity Room
Titusville 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:

Mr. Johnson called the Board meeting to order.

2. CONSENT AGENDA:

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

- 3.a. Approval of Minutes - Board of Trustees Meeting - December 18, 2000
- 7.a. Approval of Report on Pending Legal Actions
- 7.b. Approval of Revision to BCC Policy #302.03 - "Employee Leaves of Absence"
- 7.c. Approval of Sprint Tower Agreement
- 8.a. Approval of Personnel Actions
- 9.a. Approval of Monthly Budget Summary Report

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

3. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETING:

- a. Minutes - Board of Trustees Meeting - December 18, 2000

Approved - consent agenda.

4. COMMUNICATIONS:

a. Report on Diversity of Life Science Classes - Dr. Yount

Ms. Mary Nardo, Interim Titusville Campus President, introduced Dr. Jim Yount, life sciences instructor. Dr. Yount gave a brief slide presentation on the science program at the Titusville Campus. He reported a histology web page was posted on line and later improved with the Blackboard program. In addition, students can study classroom presentations at home through the Blackboard program. Microbiology was added in 1998 and began with 28 students for the first class. Dr. Yount reported in Microbiology the students learn about bacteria and viruses and skills for preparation for nursing or working in a medical laboratory. Dr. Yount described some of the field work performed as part of the Biology II class. Dr. Yount reported some St. Johns River tours will be added next year and hopefully more botany will be added for Biology II.

Due to the award of the Barnes & Noble Endowment Chair, Dr. Yount stated he was able to obtain funds to establish an ecological trail that would tie in with the Chain of Lakes project.

b. Institutional Accountability Progress Report - Dr. Bilsky (Addendum)

Dr. Judy Bilsky, Associate Vice President of Educational Services, reported Florida Statute 240.324 requires that the State Board of Community Colleges and the Board of Trustees develop and implement a plan to improve and evaluate the instructional and administrative efficiency and effectiveness of the State Community Colleges System. Dr. Bilsky reviewed the retention and success rates of BCC's students. Dr. Bilsky reviewed the Accountability Progress Report which included measurements for enrollment, retention/success, transfer performance, licensure pass rate, Associate in Science and Certificate placement, College Prep success rates, College Prep retention/success and CLAST performance. Brevard Community College does well with AA university transfer students with 72.63 % of students achieving a 2.5 grade point average or better after the first year at a university.

Mr. Handley asked if the college has information from the university viewpoint on the percentage of students failing the university in the first year. Dr. Gamble reported the state university system shows a freshman dropout rate of approximately 25%-35%. Dr. Penn Williams asked if there was a connection between the problems being seen in the prep course areas and the success rates for the AA degree. Dr. Bilsky stated there was a connection. Mrs. Martinez asked about the number of students requiring prep courses. Dr. Bilsky reported the number of student requiring prep courses has actually dropped slightly.

Dr. Bilsky reported on overall initiatives for improvements. Last term, for the

first time, a college “early alert” was initiated. Faculty members were encouraged to submit names of students they felt were in academic jeopardy. There were 1,369 student names submitted by faculty members. An information letter was sent to these students recommending they contact their instructor or an advisor regarding their academic standing in order to determine how BCC can help. Out of the 1,369 students identified at midterm, 568 withdrew, of the remaining students 44 earned an A, 110 earned a B, 190 earned a C and 115 earned a D. Dr. Bilsky felt these were promising statistics considering all of the students were initially at jeopardy.

Dr. Bilsky reported on the “Stop the Drop” program, a campaign to assist with preventing student drop out. Dr. Penn Williams asked if the card sent out to the student could have an area asking why the student dropped out. The Board commended Dr. Bilsky for her informative report and the work being done to improve the statistics at BCC.

c. Report on College Diversity Plan - Ms. Oglesby (Addendum)

Ms. Joni Oglesby, Associate Vice President for Human Resources, provided a brief report on the *Diversity Mirror*, the college’s initiative to recruit and retain a diverse workforce. Ms. Oglesby acknowledged Dr. Joanne Detore-Nakamura, Associate Professor of Communications and Literature; Ms. Sharyn Hurst, Director of Institutional Research and the Faculty Diversity Steering Committee for their contribution in the preparation of the *Diversity Mirror*. Ms. Oglesby reported the college must aggressively recruit and retain talented individuals in order to mirror society. Statistics from the National Multicultural Institute show that in Brevard County the population consists of 4.6% Hispanic, 9% Black, 2.7% Other and 84.2% White. Ms. Oglesby reported diverse campuses tend to produce graduates who have more problem solving and communication skills. In the workplace, diversity promotes creativity and innovation and fosters problem solving and organizational flexibility.

Ms. Oglesby reiterated Dr. Gamble’s *Principles of Administration* that every employee deserves respect and to be treated fairly. She reported the college needs to bring together talented and committed people with diverse perspectives who can challenge each other’s thinking and collectively approach problems from multiple points-of-view. Ms. Oglesby identified areas in which the college could improve and reviewed recommendations. She reported the *Diversity Mirror* is a “game plan” for the college’s goal to improve its diversity.

Ms. Oglesby answered questions presented by the Board of Trustees.

5. CITIZEN’S PRESENTATION:

None

6. CONSTRUCTION AND DEVELOPMENT:

No report

7. OLD BUSINESS:

- a. Report on Pending Legal Actions (Addendum)

Approved - consent agenda.

- b. Approval of Revision to BCC Policy #302.03 - "Employee Leaves of Absence"
2nd Reading - Ms. Oglesby (Addendum)

Approved - consent agenda.

- c. Sprint Tower Agreement - Mr. Little (Addendum)

Approved - consent agenda.

- d. DSO Task Group Report - Dr. Gamble (Addendum)

Dr. Gamble reported several years ago the Board of Trustees established the Direct Support Organization (DSO) Task Group to serve as an oversight group to review procedures and policies of all DSO's of the college. The Task Group met in October and came forward with several recommendations. One recommendation concerning investment policies was approved by the Board of Trustees in November and the recommendation relating to the role of college employees on DSO boards has been completed with as stated in the bylaws. The remaining two required that at least one member of each DSO and executive committee have a strong financial background and no outside audit firms be used for more than ten years. Feedback received from the King Center and College Foundation Boards indicate they felt these requirements were an infringement on their role as an independent board. Dr. Gamble stated he attended the King Center and Foundation Board meetings when these items were discussed and it was his impression they felt strongly that this was an unnecessary addition to their bylaws. Audits up to this point have been acceptable and this would bring into question the ability of those boards to make a judgment as to who is a qualified auditor. Members of these boards are individuals from the local business community, most of whom have a significant financial and administrative background. Dr. Gamble reported as he considered the recommendations of these boards and the stellar work both boards have been accomplishing, he was not convinced it is necessary, at this time, to add these

provisions to their bylaws.

Dr. Gamble felt by merely bringing up the recommendations, it has brought to their attention the concerns that the Task Force Group has with these two areas. Dr. Gamble reported it is his recommendation that the third and fourth recommendations; one relating to the strong financial background of a member and the other relating to limiting the tenure of the auditing firms they hire, not be required in the by-laws of the DSOs.

Mrs. Martinez reported she reviewed the information with her internal auditing department and they had no concerns with recommendation four. There were more concerned with having internal auditing beyond five years with the same person rather than external auditing. Mrs. Martinez reported she felt comfortable with Dr. Gamble's decision pertaining to the two recommendations.

Mrs. Martinez moved approval to accept Dr. Gamble's recommendation to not require the DSOs to include recommendations three and four in their bylaws. Mr. Handley seconded the motion.

Dr. Penn Williams made reference to the internal auditor's letter. She also sat on the DSO Task Group and knew they felt strongly about the recommendations. She discussed the rationale with the Board and explained this would provide that the DSOs would not be without someone with financial expertise and the change in auditing firms after ten years was a good practice. Mrs. Martinez reported she checked with the head of internal audit at her organization who felt it is beneficial to have someone who has experience with the organization. Mrs. Silvernail discussed placing recommendations in the policies and procedures as opposed to the bylaws. Dr. Gamble reported Mr. Mark Cherry, Chair of the DSO Task Group, attended both DSO board meetings and asked him to report. Mr. Cherry reported the issue of changing the bylaws was very controversial as the boards felt the restriction of auditing firms to ten years would tie their hands, even though the firm has performed well. They preferred to have a continued relationship with an auditor who was competent. Mr. Little reported it is cost effective to continue with an auditing firm which has performed well. In addition it is easier for a firm with experience of the organization to determine if something is not right. Mr. Johnson called for a vote to the motion.

All those voting in favor of the motion - Handley, Silvernail, Johnson, Martinez; opposed - Penn Williams. Motion approved 4-1.

e. Legislative Liaison Position - Dr. Gamble (Addendum)

Dr. Gamble indicated at the last Board meeting the Board raised questions regarding the

legislative position and he indicated he would obtain additional data from institutions regarding the benefits of such a position.

Dr. Gamble reported, since the last Board of Trustees meeting, he has begun to look at the legislative liaison situation in terms of funding and in light of the fact that the college needs to make significant adjustments in salaries for the faculty and staff, that as much as this position would be nice to have on board, he does not see anything in the data received that proves that having such a position made a significant impact on the amount of dollars received by an individual institution. More significantly is the fact that it appears to him that state institutions that do not have these positions do as well as those institutions who have such a position. Dr. Gamble reported in light of being unable to find any outcome accountability identification of value of the position, he viewed having such a position as an administrative luxury that the college cannot afford at this time. It was his recommendation that the college not proceed with the establishment of a legislative liaison position. Dr. Gamble pointed out the Florida Association of Community Colleges and the State Board of Community Colleges both have hired additional lobbying staff on behalf of the community colleges this year. These lobbyists are working together as a team for the community colleges. Dr. Gamble answered questions from the Board members. It was the general consensus that a BCC legislative liaison position not be pursued further at this time.

Mr. Johnson reported the information he received indicates the members of the Board of Trustees visiting with the legislative delegation makes a significant impact regarding the needs of the college.

8. NEW BUSINESS:

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

Approved - consent agenda.

- b. Florida Education & Research Foundation (FERF) Request - Mr. Stuhlmiller

Mr. Bob Stuhlmiller, Chairman, Florida Education and Research Foundation, recommended to the Board, that in light of the continuing negotiations with Midwest Research Institute (MRI), FERF is recommending the continuation of the consulting contract with Tsamoutales Limited, Inc. for up to six (6) additional months after the expiration of the current contract. Dr. Gamble reported the administration concurred with the recommendation of the FERF Board to extend the contract. At this time, FERF has funds for three additional months beyond the end of the present contract; therefore, the college would have to fund the remaining \$18,000 if approved by the Board. Mrs. Martinez discussed proposing a three-month extension, instead of a six-month extension.

Mr. Stuhlmiller reported the FERF Board voted unanimously to extend the contract for Tsamoutales Limited to six months.

Mrs. Martinez moved approval to extend Tsamoutales Limited, Inc.'s contract for three months after the current contract expires. Motion died for lack of a second.

Mr. Handley moved approval to extend Tsamoutales Limited, Inc.'s contract for six months after the current contract expires, which would include the college funding the services for three of the six months. Mrs. Silvernail seconded the motion. (Discussion called before the vote.)

Dr. Penn Williams read a prepared statement (part of official file) concerning her dissatisfaction with Tsamoutales Limited and felt Mr. Matheny should be charged with negotiating with Midwest Research Institute. Mr. Stuhlmiller reported he has been kept apprized of what has transpired with Tsamoutales Limited and has received reports. The contract with MRI has not yet gone to the FERF Board. Mr. Stuhlmiller reported he has asked Tsamoutales Limited to consult with Merrill Lynch to make sure they are onboard with this contract. He also reported Tsamoutales Limited includes a bond specialist who can offer his expertise to hopefully get the bond issue resolved. Mrs. Silvernail commented that bonds are a speciality area and an expert is needed to work with Merrill Lynch and she was supportive of the contract extension.

Mr. Stuhlmiller answered additional questions presented by the Board members.

Mrs. Martinez moved to amend the motion to extend the contract with Tsamoutales Limited, Inc. for six months which would include the college funding service for three of the six months and that Tsamoutales Limited be required to submit written activity reports on a monthly basis. Mr. Handley accepted the amendment to his motion. Mrs. Silvernail seconded the motion. All those voting in favor of the motion - Martinez, Handley, Silvernail, Johnson; opposed - Penn Williams. Motion approved 4-1.

9. FINANCIAL ACTIONS:

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

Approved - consent agenda.

10. REPORT OF THE DISTRICT PRESIDENT:

a. Florida Space Research Institute and Workforce Florida, Inc.

Dr. Gamble announced a decision was recently made by the State of Florida between the Florida Space Research Institute (FSRI) and Workforce Florida, Inc. to award \$1.4 million for the development of a technician level program for launch technicians which is being led by Brevard Community College and a consortium of community colleges across the country. Dr. Gamble credited Dr. Koller with the success of attracting this grant which will assist the college's efforts in aerospace.

b. February Board Meeting/Workshop and Ground Breaking Ceremony

Dr. Gamble suggested that the February 19 Board of Trustees meeting be changed to the Palm Bay Campus. A ground breaking ceremony is planned for February 19 for the new facility at the Palm Bay Campus to begin at 1:30 p.m. In addition, a Board Workshop is scheduled at 3:00 p.m. on the Board policy manual. A notebook has been provided to each Board member of their section of the policy manual to review and mark up. Mrs. Martinez recommended a one-page summary be provided by each Board member on their section. Dr. Gamble encouraged the Board members to review the policy manual and make a distinction between policy and procedure. There is a lot of procedure in the policy manual which should be taken out and placed in the procedure manual. Policies should be general guidelines. Dr. Gamble reported the college is in the process of revising the procedure manual with a reference to the pertinent college policy.

c. Multicultural Celebration

Mr. Johnson commended the college and Dr. Yvette Boodhoo, Moore Multi-Cultural Center, for the outstanding job with the Martin Luther King, Jr. recognition.

11. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 6:20 p.m.

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APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees