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BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING

October 15, 2007
9:05 a.m.

Board Room (#231)
Carver Administration Bldg. (#2)
Cocoa Campus

PRESENT: Mr. James Theriac, Chair; Mr. C. R. "Rick" McCotter III; Mrs. Dixie Sansom; Mr. James Richey; Dr. James A. Drake, Secretary; Mr. Cliff Repperger (for Mr. Philip Nohrr), Attorney

ABSENT: Mrs. Alberta Wilson, Vice-Chair

I. CALL TO ORDER:

Mr. James Theriac, Chair, called the meeting to order.

A. Pledge of Allegiance
Mr. Theriac opened the meeting with the recitation of the Pledge of Allegiance.

B. Additions/Corrections to Agenda
No additions or corrections to the agenda noted for the record.

II. APPROVAL OF OFFICIAL MINUTES OF PREVIOUS MEETING:

A. Minutes – Board of Trustees Meeting – September 17, 2007 (Addendum)

Mrs. Sansom moved approval of the minutes of the Board of Trustees meeting held September 17, 2007. Mr. Richey seconded the motion. All those voting in favor of the motion: Richey, Sansom, Theriac; opposed: none. Motion unanimously approved.

III. PRESENTATIONS:

None.

IV. CONSENT AGENDA:

It was agreed to remove from the Consent Agenda Item D, 2006-07 Annual Financial Report, as Mr. Cherry will provide an overview of the report later in the meeting. Mr. Theriac recommended approval of the following consent agenda items:

A. Report on Personnel Actions (Addendum)
B. September Monthly Summary of Income and Expenditures (Addendum)
C. Approval for Purchase of a Multi-Headed Microscope and Specimens (Addendum)

Mrs. Sansom moved approval of the consent agenda items. Mr. Richey seconded the motion. All those voting in favor of the motion: Richey, Sansom, Theriac; opposed: none. Motion unanimously approved.

V. PUBLIC COMMENTS:

Mr. Don Williams, Sr., coordinator for the BCC Minority Summer Youth Golf Program, presented an overview of the program and a summary of the 2007 program. Mr. Williams informed the Board that Dr. Maxwell C. King, BCC Distinguished President Emeritus, originated the golf program for minority youth. Mr. Williams, who has led the program each year, told the Board that 2007 was the best year in terms of providing a quality program to minority youth in the county. Mr. Keith Williams, a professional golfer, served as lead instructor for the 2007 program. The College provided new golf clubs, as well as gloves and visors, for participants. Although participation was lower than projected this year, students were able to receive more individual instruction. Each year, at the end of the program, a scholarship in the name of Henry Scott or P. J. Wilson is awarded to a deserving youth, and the President of the College presents this award at a celebration at the close of the program. Mr. Williams expressed his thanks to the College for supporting this worthwhile program, and is confident that under Dr. Drake's leadership the College will continue to offer this program to the youth in Brevard County.

(Mr. McCotter arrived at 9:12 a.m.)

Mr. Tom Kelly, a student at BCC, inquired if the College adheres to a specific policy regarding an instructor changing the class schedule after a class has started, and discussed a related problem with a class in which he is currently enrolled.

Mr. Theriac advised that the College has an appropriate chain of command to follow to address this type of problem. Mr. Theriac added that the Board of Trustees of the College serves as a policy-making body which delegates responsibilities to the President and the administration of the College for the procedural implementation of these policies. Dr. Drake suggested that Mr. Kelly contact the Dean of Student Services, the Provost of the Cocoa Campus, and if necessary the Academic Dean and the Chief Learning Officer to discuss and resolve his concerns.

Mr. Kelly additionally discussed a problem regarding the misuse of headphones in the Learning Resource Center. The volume level used by many students is extreme and distracting to the learning process and environment. Mr. Kelly has asked students to adjust the volume, and has also asked the librarian to address the problem, and reported that students are not cooperative in their response, and he has been asked by the librarian to move to another location. Mr. Theriac advised that this may be a valid complaint, and assured Mr. Kelly that this issue will be addressed by the appropriate College personnel.

VI. CONSTRUCTION AND DEVELOPMENT:

None.

VII. OLD BUSINESS:

A. Report on Pending Legal Actions (Addendum)

Mr. Repperger reported that there are no significant changes to pending legal actions.

VIII. NEW BUSINESS:

A. Request for Future Board Meeting Presentations or Agenda Items

Dr. Drake reported that the College administration is in the process of reviewing a safety and security initiative designed by Em-Tel, a specialty vendor which has installed a number of institution-wide customized alert systems in Florida colleges and universities, for the enhancement of the safety and security of students, faculty, staff, and visitors to all BCC campuses. The scope and specifics of this proposed initiative will be addressed at a future Board of Trustees meeting.

B. November Board of Trustees Meeting

Board members discussed the Board of Trustees meeting to be held at the University of Central Florida's Orlando campus in November. Additional details regarding the schedule for the meeting will be provided to Board members as plans are finalized with the UCF administration.

IX. FINANCIAL ACTIONS:

A. 2006-07 Annual Financial Report (Addendum)

Associate Vice President Mark Cherry provided an overview of the 2006-07Annual Financial Report. Mr. Cherry utilized higher-education ratio analyses to illustrate the financial state of the College during the past fiscal year. Mr. Richey, referring to page 4 of the report, inquired about the trend in total net assets over the last three or four years. Mr. Cherry responded that in general, increases of 1-4 percent have been the norm, but that the College's net assets have been increasing and this year were significantly greater than in prior years. Mr. Cherry noted that there are statutory guidelines for how these funds are invested, and that within these guidelines BCC has chosen the State Board of Administration (SBA). Mr. Richey inquired whether the College is legally required to deposit such funds with the SBA. Mr. Cherry replied that it is not a legal requirement, which prompted Mr. Richey to inquire why the College would select the SBA rather than other options that may yield a higher return. Mr. Cherry stated that the SBA provides rapid access to these funds, should that become necessary.

Mr. Theriac recommended approval of the 2006-07 Annual Financial Report.

Mrs. Sansom moved approval of the 2006-07 Annual Financial Report. Mr. Richey seconded the motion. All those voting in favor of the motion: McCotter, Richey, Sansom, Theriac; opposed: none. Motion unanimously approved.

B. Miscellaneous

In response to an inquiry from Mr. McCotter, Mr. Cherry advised that the College does not have a Memorandum of Understanding from the Cocoa Village Playhouse regarding the repayment of the funds loaned to the Playhouse by the College. Dr. Drake commented that Mr. Scott Baughan, Chair of the Historic Cocoa Village Playhouse Board, has requested a meeting with the BCC Board of Trustees to finalize an agreement with the College. Later in the meeting Ms. Sansom, who succeeded Mr. McCotter as the trustee

representative to the Cocoa Village Playhouse governing board, confirmed that at a recent Playhouse board meeting, the members discussed the development of a repayment plan to be presented to the BCC Board of Trustees.

In response to an inquiry from Mr. McCotter, Mr. Cherry confirmed that the College has received the $300,000 check from Lowe's. Mr. McCotter asked if the Foundation would use this money for scholarships, and expressed that these funds could provide a worthwhile opportunity to support a special need or special initiative of some type. Dr. Fettrow advised that the Foundation Executive Committee will ultimately determine the distribution of these funds.

C. BRPH Contract Agreement for Buildings 2 and 7, Melbourne Campus (Addendum)

Mr. Billings reported that the Board of Trustees approved the remodeling of Buildings 2 and 7 at the Melbourne Campus in August 2006, and in January 2007 approved the selection of BRPH to do the work. The Board is now asked to approve the contract between the College and BRPH.

Mr. Theriac recommended approval of the contract.

Mrs. Sansom moved approval of the BRPH Contract Agreement for Buildings 2 and 7. Mr. Richey seconded the motion. All those voting in favor of the motion: McCotter, Richey, Sansom, Theriac; opposed: none. Motion unanimously approved.

X. REPORT OF THE PRESIDENT:

A. Friday FYI

Dr. Drake distributed a draft outline of the "Friday FYI," a weekly update from the President to the Board, which Mrs. Sansom had suggested with Dr. Drake's concurrence and support. As outlined in the draft, the "Friday FYI" could include data on enrollment; safety and security; awards and recognition; statewide Student Government Association recommendations and/or studies when available; location and participation rates for student related activities for key events; intercollegiate athletics; human resources (e.g., number of hires for new and replacement positions, diversity updates for staff and faculty, and year-to-date staff turn-over rate by category); and updates about fundraising events and initiatives of the College's Direct Support Organizations. The "Friday FYI" would be limited to a two-column, single-page format, and would be distributed to trustees online or by fax. The online version may contain links to other websites including *Florida Today*. Dr. Drake offered to distribute a draft report to Board members via e-mail for their suggestions and feedback. The majority of trustees questioned whether the value of these proposed weekly updates would justify the amount of time that staff would have to spend preparing them. After brief discussion it was suggested that the "Friday FYI" could be distributed on a bi-weekly basis, while Board members would continue to receive immediate notification of significant events or incidents and/or events that may involve legal and/or media exposure.

B. Direct Support Organizations

Dr. Drake reported that annual audit reports were conducted for each of the College's Direct Support Organizations, for all of which the outcomes were very favorable. The College received complimentary comments from each DSO board for the excellence of its financial controls and for the competence of the Finance and Accounting staff, especially Mr. Mark Cherry, Associate Vice President, and Ms. Patti Larson.

Dr. Drake also reported that the BCC Foundation held its 19th Annual Invitational Golf Classic at the Rockledge Country Club on October 13. Dr. Drake commended Dr. Brenda Fettrow, Interim Executive Director of the BCC Foundation, for the planning, implementation, and results of the tournament. Dr. Fettrow estimated that $55,000 was raised, and will follow up with a formal report.

XI. MISCELLANEOUS

Dr. Drake noted that currently no Board meeting has been scheduled for December. It was agreed that the necessity for a December meeting would be determined at a later date.

XII. ADJOURNMENT

There being no further business to be brought before the Board, the meeting adjourned at 10:15 a.m.

APPROVED: _____
Chair, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees

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