

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

April 26, 1999
3:00 P.M.

Performing Arts Center, Rm. 168
Melbourne Campus

PRESENT: Peter J. Morton, Chairman; Betts O. Silvernail, Vice-Chairman; Patrick F. Healy, Mrs. Miriam Martinez, Dr. Alexandra M. Penn Williams, Joe D. Matheny, Attorney; Thomas E. Gamble, Secretary

1. CALL TO ORDER:

Mr. Morton, Chairman, called the meeting to order and announced that Dr. Alexandra Penn Williams, Mrs. Miriam Martinez and Mrs. Betts Silvernail had been confirmed by the Senate as members of the Board of Trustees. Mr. Morton presented a plaque to Mr. Johnson and Mr. Fisher recognizing them for their outstanding contributions and dedicated service to the students, faculty, and staff of Brevard Community College and the Brevard community.

a. Selection of Vice-Chairman

Mr. Morton stated that Mr. Johnson had served as Vice-Chairman of the Board and since he was no longer on the Board, a vice chairman needed to be elected.

Mr. Healy moved to nominate Mrs. Betts Silvernail as Vice-Chairman. Mrs. Martinez seconded the nomination. All those voting in favor of the nomination - Healy, Martinez, Williams Penn, Morton, Silvernail; opposed - none. Motion unanimously approved.

2. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETINGS:

a. Minutes - Board of Trustees Meeting - March 15, 1999; Board of Trustees Orientation Workshop - March 23, 1999 and Board of Trustees Special Meeting - March 25, 1999

Mr. Healy moved approval of the minutes of the Board of Trustees meeting on March 15, 1999; the minutes of the Board of Trustees Orientation Workshop on March 23, 1999 and the Board of Trustees Special meeting on March 25, 1999.

Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Healy, Martinez, Silvernail, Penn Williams, Morton; opposed - none. Motion unanimously approved.

3. COMMUNICATIONS:

a. Recognition of 1999 All-USA Academic Team

Dr. Gamble and Mr. Morton recognized and presented certificates to Ms. Philippa Lackie, Mr. Michael Blumenthal, Ms. Deborah Grollmes and Ms. Ronda Stonerook who were nominated to the Phi Theta Kappa/AACC/Florida Today All-USA Academic Team and were named outstanding community college students on the 1999 All-Florida Academic Team by the State Board of Community Colleges. In addition to being named to the All-Florida Academic First Team, Ms. Lackie was chosen as a member of the All-USA Academic Third Team. Dr. Gamble commended the students for their academic accomplishments and leadership abilities.

b. Report on Retention Committee Initiatives - Ms. Bilsky/Ms. Baggott

Ms. Judy Bilsky, Dean of Educational Services, reported on the Retention Committee initiatives and provided a presentation for the Board's information. The retention committee was formed almost one year ago with Ms. Pat Baggott, Department Chair for Communications and Ms. Bilsky chairing the committee. The committee is comprised of faculty, professional staff, and career service employees with representation from all campuses and all segments of the college with students serving on subcommittees. Ms. Bilsky reviewed BCC's retention rates for A.A. and A.S. degrees for 1994 through 1997. She reported the tasks for the retention committee include awareness of retention data; collecting input from faculty, staff and students; identifying strengths and weaknesses; setting goals for improvement; and developing strategies. Ms. Baggott reported on focal points for the improvement of retention to help students connect to the environment; make the transition to college; work toward goals; succeed in the classroom and to feel respected. To facilitate retention improvement, initiatives were recommended with some of the initiatives already being implemented. She reviewed the committee recommendations for 1999-2000 which include the improvement of the college catalog for ease of use; increase student/advisor and advisor/faculty contacts; explore the development of a year long schedule of classes; faculty involvement in new mandatory student orientation; and improvement of adjunct orientation and training.

Ms. Bilsky and Ms. Baggott answered questions presented by the Board of Trustees on the retention issue. Ms. Bilsky reported the new student orientation will begin this summer. Dr. Gamble reported one of his goals is to strengthen the college's data base for ease in student tracking and, providing the college has sufficient resources, would like to place an institutional research and planning employee in place next year with the focus of providing concise data. Ms. Bilsky reported student satisfaction inventories were administered February 1999 for the fall 1998 term and again will be administered after the spring term. The inventory can be used as a tool to improve retention. Dr. Gamble reported the 1999-2000 college catalog was recently issued which addresses a number of areas of concern in providing a catalog which provides ease of use for the students. The college will continue to pursue improvement in student retention.

c. Report on Brevard Workforce Development Grant Award - Mr. Gilfilen

Mr. Gilfilen, Associate Vice President of Development, reported Brevard Community College, serving as fiscal agent for a partnership of four public agencies has been awarded two contracts totaling up to \$5,400,000 annually to continue AJob-Link,@ a nationally recognized one-stop training and employment program for Brevard County. The primary \$5 million contract is for comprehensive services with the remaining \$400,000 being designated for Youth Services. Mr. Gilfilen reported the contract is renewable for a total of five years, resulting in \$27 million income over this period. A partnership of the Brevard Employment and Training Consortium (BETC) and the Brevard Community College Grants Development Office produced this winning contract. Members of BETC are the Brevard County School Board, Florida Department of Labor and Employment Security/Division of Jobs and Benefits, and the Division of Vocational Rehabilitation. BETC provides a comprehensive range of services to the community under the title, ABrevard Job Link,@ funded through the Brevard Workforce Development Board. The purpose of the governmental funding is to support local one-stop service centers which help people overcome personal, financial, educational and other barriers to employment, and to get them into the work force. BCC's Diane Messer serves as Director of this partnership. Mr. Gilfilen reported this past year a total of approximately 10,000 people in Brevard County made more than 200 visits through all of the one-stop centers in the county. Students at BCC can come in for services at one of the one-stop centers to assist with employment.

4. CITIZEN'S PRESENTATION:

None

5. OLD BUSINESS:

a. Report on Pending Legal Actions

(1) St. Johns River Water Management District

Mr. Matheny reported the sale of the Palm Bay property to the St. Johns River Water Management District (SJRWMD) has been concluded. He was advised that the SJRWMD plans to construct a \$3.5 million facility on the approximate eleven acres of property. Mr. Matheny reported approximately \$190,000 was required for the closing of the SJRWMD property by the college. Mr. Matheny reported the \$70,000 connection fee charged by the City of Palm Bay was not paid by Brevard Community College.

b. Report on Midwest Research Institute (MRI)/TRDA Update (Addendum)

Dr. Gamble reported Midwest Research Institute (MRI) has assumed management of the Brevard Teaching and Research Labs (BTRL) facility. Also, negotiations have taken place with the Technological Research and Development Authority (TRDA) for the business incubator proposal at the Cleanroom facility. Dr. Gamble asked Dr. Bert Purga, Palm Bay Campus President, to provide an update on the MRI transition.

Dr. Purga reported MRI is progressively marketing the BTRL facility which is now known as the Florida Division of MRI. All 28 staff members at BTRL have been transferred successfully to MRI. BTRL contracts are currently being converted to MRI. Dr. Purga reported a representative from MRI will be available at the next Board meeting to provide an update.

Dr. Purga reported the Cleanroom will be visited April 28 by the Economic Development Administration (EDA). TRDA has been in discussion with some architects, as well as identification of a project manager who would oversee the business incubator project transformation of the building which will continue to house one cleanroom. The remaining space will be redirected to house the business incubator. TRDA is hoping for a July 1, 1999, transition from BCC of all services and activities to TRDA. Dr. Purga reported communication is taking

place between the EDA and TRDA in that TRDA would prefer to have a management contract similar to the MRI relationship. Dr. Purga reported TRDA has contracted with the East Central Florida Economic Council to assist with marketing the business incubator. He reported the requested appropriation from Tallahassee should cover the conversion of the building and the first three years of operation as the draft proposal from TRDA indicates.

Dr. Gamble reported BCC is retaining the student access which the College wanted in both the MRI and Cleanroom facilities. Mr. Healy felt Mr. Mike Williams should be involved in the planning of the business incubator as he was the general contractor who originally constructed the facility. Dr. Gamble reported under the original concept, TRDA is basically leasing the facility from the College. EDA is suggesting they would like for TRDA and FERF to be a partner in the operation of the business incubator. TRDA would provide the management of the facility.

Mr. Little reported the statute that authorizes community colleges to have these type of facilities requires the facility to be a college-owned property and the cleanroom is not college-owned property. There is a one-year fixed bill which is expected to pass this year which will allow BCC to set up a \$1 lease with FERF and BCC to lease the facility and then allow TRDA to manage the facility. Mr. Little reported what is being proposed is contingent upon legal authority to have this type of relationship. Mr. Matheny reported if the EDA would allow it, it would be appropriate to have FERF deed the property to the College.

Dr. Purga reported all operations of the Cleanroom have been covered by grants so it currently, and has not for the past number of months, been expending the College's general fund and the grant coverage is expected to go beyond the date that TRDA would assume responsibility of the operation.

c. Approval of College Policy Revisions (Addendum)

Dr. Gamble reported the proposed policy revisions for College Policy 301.02, Employee Benefits and Policy 302.03, Employee Leaves of Absence were presented last month as part of the approval for benefits for part-time employees. Policies are recommended for a first reading by the Board, then presented the next month for approval; therefore Policies 301.02 and 302.03 are recommended for approval.

Dr. Penn Williams moved approval of revisions to the College Policies 301.02 and 302.03. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Penn Williams, Martinez, Silvernail, Healy, Morton; opposed - none. Motion unanimously approved.

6. NEW BUSINESS:

a. Personnel Actions - Mr. Lawton (Addendum)

Mr. Lawton reported the Personnel Actions include the transfer to Midwest Research Institute (MRI) of the Brevard Teaching and Research Labs (BTRL) personnel. In addition, included in the Personnel Actions are reclassifications which clarify part-time people who will be receiving the limited fringe benefits. Mr. Lawton recommended approval of the Personnel Actions.

Ms. Silvernail moved approval of the Personnel Actions. Mr. Healy seconded the motion. All those voting in favor of the motion - Silvernail, Healy, Martinez, Penn Williams, Morton; opposed - none. Motion unanimously approved.

b. Approval of 1998-99 Annual Equity Report - Dr. Layne (Addendum)

Dr. Gamble asked Dr. Rosemary Layne, Dean, Staff Development, to give a brief report on the 1998-99 Annual Equity Report. Dr. Layne reported the Equity Act planning process is conducted in three-year cycles and BCC provides an update yearly. The format of the report is prescribed by the Department of Education and the Division of Community Colleges has specific equity indicators the community colleges are requested to address. Dr. Layne gave a power-point presentation on the equity report and stated BCC is doing an outstanding job of attracting the first time in college black, Hispanic and other minority students and in overall enrollments. There are some continuing challenges, Dr. Layne reported, such as to work harder on participation of female athletes and on completions of black AA and AS degree students. In addition, the College needs to work harder on recruiting and retaining female, Hispanic and other executive, administrative and managerial staff members and in recruiting and retaining black, Hispanic and other minority faculty. Dr. Layne answered questions presented by the Board members. Dr. Gamble reported equity in sports is a challenge in the community college sector due to the population being older than the typical college student in many cases.

Dr. Gamble discussed a number of avenues to increase female participation in sports at BCC. BCC will continue to emphasize opportunities for women, ethnic minorities, and for persons with disabilities. The College has developed outstanding programs and initiatives which have enhanced progress toward educational equity.

Mrs. Martinez moved approval of the 1998-99 Annual Equity Report. Mr. Healy seconded the motion. All those voting in favor of the motion - Martinez, Healy, Silvernail, Penn Williams, Morton; opposed - none. Motion unanimously approved.

(A ten minute break was held.)

c. Report on State Audit, Fiscal Year Ending June 30, 1998 - Mr. Little (Addendum)

Mr. Al Little, Vice President of Business and Finance, reported each year the state auditors look at almost every aspect of the college in completing their annual and compliance audit which takes approximately six months. This audit is a normal procedure and performed at every community college in the State of Florida. Last year this audit was released near the end of the Aspecial audit@ and contained fifteen findings, many of which were repeats from the special audit. Mr. Little reported the number of findings this year have been reduced to five, none of which involve an ongoing weakness in the college-s internal controls. The goal is to continue to search for ways to further improve controls while working to eliminate the auditor-s concerns regarding the direct support organization operations.

Mr. Little briefly reviewed the five findings noted in the Operational Audit. The first item was dealing with the Capital Outlay Budget. Mr. Little reported the format has been changed to properly list the projects. The second finding relates to the use of the Capital Improvement Fee. In 1997-98 the college utilized \$200,000 to build classroom space in the cleanroom. The auditors questioned the appropriateness of utilizing Capital Outlay fees to build classroom space in a non-college owned facility. The statutes state the expenditures should be made for college owned facilities and the auditors did not accept the college-s argument that the expenditure was appropriate because it was made in a facility owned by a direct support organization of the college. The auditors have asked that BCC ask for clarification from the Division of Community Colleges= general counsel and Mr. Little reported BCC is in the process of preparing materials to send to him.

The third finding relates to the method used to calculate a former employee's final payout of unused sick leave. During the two or three years prior to his termination, this employee had opted to receive the severance benefit allotted in the executive benefit employee plan as a monthly payout as allowed in the plan. At the time of the termination, the question arose as to whether this monthly payment should be considered as part of the hourly rate in determining the payout. After a great deal of consideration, the college administration determined that the payout would include the supplemental pay as part of the daily rate. Subsequently, the administration determined to change this practice and the executive employee benefit plan was amended to prohibit monthly payments of this benefit for employees not already receiving the monthly benefit. The auditors feel the policy should be further clarified regarding the final payout since there are two individuals who continue to receive the monthly payment. Mr. Little reported the college plans to bring this requested revision to the Board of Trustees in the future for approval.

The fourth finding in the audit repeats last year's direct support organization finding. Other than updating the financial numbers, there is little new addition that is listed in the finding. Mr. Little reported the fifth finding is shown in every audit report in the state this year and is a required statement regarding the Year 2000 compliance effort. BCC feels and the auditors agree that BCC is taking the proper steps to ensure that operations will continue as normal for the year 2000.

The final section of the audit mentions a follow-up item from last year's audit. Mr. Little reported last year the auditors questioned the appropriateness of the capital improvement fee to build a child care center. Although the statutes allow this type of expenditure, it is restricted to \$0.15 per credit hour. The college applied the \$0.15 threshold against all capital improvement fees collected over the ten years that the fee has been established. The auditors took the position that the college could only spend funds from the current year collections and asked the college to seek a legal opinion. Mr. Little reported at the time of the report the college had not received the legal opinion. The opinion was received this past week. The Division of Community Colleges' general counsel basically stated that if BCC wanted to use prior collections in the computation of the maximum allowable child care expenditure the appropriate amount of cash each year should have been saved until there was enough to build the project.

Mr. Little reported, in summary, the college administration is pleased with the outcome of the audit and feels that significant progress has been made in this area.

Dr. Gamble reported most of the findings relate to history and he assured the Board the current administration is taking reasonable steps to meet all of the challenges as explained. The college is encouraged that progress is being made and the future looks better. Mr. Morton suggested that an analysis be conducted of the cost to construct the child care facility. Dr. Gamble stated a report will be made to the Board at a future meeting on the cost of the of the child care center operation as a business and the relationship to the educational program. Dr. Gamble recommended acceptance of the State Audit report.

Mr. Healy moved acceptance of the State Audit, fiscal year ending June 30, 1998. Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Healy, Penn Williams, Martinez, Silvernail, Morton; opposed - none. Motion unanimously approved.

d. Approval of Interinstitutional Articulation Agreement with the Brevard County School System - Ms. Bilsky (Addendum)

Dr. Gamble asked Ms. Judy Bilsky, Dean of Educational Services, to provide a summary to the Board on what has occurred with the articulation agreement between BCC and the School System. Ms. Bilsky reported BCC has had an articulation agreement with the School System for many years, however, it has not been renegotiated for at least the past five years. Ms. Bilsky reported that accelerated programs are covered in the articulation agreement. These include dual enrollment and early admissions which are both programs whereby high school students simultaneously earn high school and college credits. Eligible high school students in either program do not pay an application fee to the college, tuition, lab fees or textbook cost if they are public high school students in Brevard County. Dual enrollment is open to eligible 10th-12th graders with classes being held both on the BCC campuses and also at local high schools during the regular high school day. Instructors all must meet college goals and objectives in BCC's course plans and must meet SACS qualifications to be eligible to teach. Early admissions is open only to eligible 12th grade students. All senior year classes are taken at BCC and students only enter in the fall at the beginning of their senior year and must register for a minimum of 15 semester hours in the fall and spring terms. While students are taking their classes at BCC they are eligible to participate in any of their high school activities.

Ms. Bilsky reviewed the major changes in the new agreement. One change involved the formula for dual enrollment to make it more equitable and more in line with other districts in the state. Under the new agreement, BCC will reimburse the school district for 50% of the instructional cost for high school instructors based on a uniform hourly rate of \$29.00 an hour. The new agreement also eliminates all textbook charges to the college for both dual enrollment and early admission students. The total reimbursement costs to the college will be reduced by approximately 54% under the new proposal. Ms. Bilsky reported \$465,000 is the current cost to BCC for these programs; with the new agreement the cost will be \$212,000.

Ms. Bilsky reported the renegotiated agreement will be presented to the School Board for approval. Dr. Gamble reported his experience in two other states in which there was dual enrollment involved is that Florida is the only state he is aware of other than California that does not require any payment from the student whatsoever. Florida has gone the route of not charging the students and he felt it placed a burden on the public school system and the college to meet these demands. Dr. Gamble stated the new agreement places a reasonable expectation on the public school for a fair share participation in the program. Dr. Gamble reported BCC has experienced a very positive partnership with the school system and has been very pleased with the negotiations on the agreement.

Dr. Penn Williams moved approval of the articulation agreement between the Brevard County School System and BCC. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Penn Williams, Martinez, Silvernail, Healy, Morton; opposed - none. Motion unanimously approved.

e. Recommendations for Florida Education and Research Foundation (FERF)
(Addendum)

Mr. Morton reported Mr. Mike Williams, M.H. Williams Construction, Inc. has been recommended for appointment to the FERF Board.

Mr. Healy moved approval of the appointment of Mr. Mike Williams to the FERF Board. Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Healy, Penn Williams, Silvernail, Martinez, Morton; opposed - none. Motion unanimously approved.

f. Approval of Out-of-District Course - Dr. Smith (Addendum)

Dr. Gamble asked Dr. Joe Lee Smith, Cocoa Campus President, to present the recommendation for out-of-district instruction. Dr. Smith reported the college has had for many years the study abroad program. He reported the program, AMajestic Europe,@ allows the students to earn six hours of Humanities credit. In leading up to those six hours, the student must spend 18 hours of instructional time on campus and then two weeks is spent in travel in Europe. Dr. Smith introduced Ms. Cindy Donahue, Co-Coordinator of the Study Abroad Program, who was available to answer technical questions.

Mr. Healy moved approval of the study abroad program, AMajestic Europe.@ Mrs. Martinez seconded the motion. All those voting in favor of the motion - Healy, Martinez, Silvernail, Penn Williams, Morton; opposed - none. Motion unanimously approved.

7. FINANCIAL ACTIONS:

a. Acknowledgment - Monthly Financial Summary - March 1999 (Addendum)

Mr. Little reported the financial condition for the year-s budget continues to look good. The college is analyzing Brevard Teaching and Research Labs up through the end of March when the takeover by MRI occurred. This could significantly impact the college depending on their operations. Mr. Little hoped to bring the Board that information to the May 17 Board meeting. In addition, Mr. Little will be bringing a write-off revision policy to the Board which could also impact the college budget. Mr. Little reviewed the financial summary and stated the college-s budget is basically break even at this time. Mr. Little answered questions presented by the Board. A budget workshop on the proposed 1999-2000 budget will be scheduled in late May or early June. Mr. Morton acknowledged receipt of the March Monthly Financial Summary.

8. REPORT OF THE DISTRICT PRESIDENT:

a. Annual Board of Trustees Calendar

Dr. Gamble reported an annual calendar was provided to the Board which is intended as a guide of events to take place at Board meetings. Some of the items will change based upon circumstance in terms of when they are scheduled. This calendar will be included in the notebook at each Board meeting.

b. Matrix Administrative Organization

Dr. Gamble reported the Matrix Administrative Organization chart provided is a summary of an organizational design he has discussed for a couple of months with the Cabinet members and basically covers responsibility of areas due to the non-reappointment of an Executive Vice President. The intent of this organizational pattern is to ensure the Campus Presidents not only have campus responsibility, but also a collegewide responsibility to maintain the one-college concept of the institution. It also provides a communication avenue with the Campus Presidents to each other in the areas of collegewide responsibility. Dr. Gamble reported he brought the matrix table to the Board for general information and background, however, if there are any concerns he would be happy to entertain discussion. The Matrix Administrative Organization will be implemented May 1st.

c. Dr. Aitken's Retirement Reception

Dr. Gamble reminded the Board that Dr. Aitken's retirement reception is scheduled Thursday from 4:00-6:00 p.m. in the Crown Club of the Performing Arts Center.

9. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 5:55 p.m.

APPROVED: _____
Chairman, District Board of Trustees

APPROVED: _____
Secretary, District Board of Trustees