

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

May 17, 1999
3:00 P.M.

Rm. #231, Administration Bldg.
Cocoa 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. Mr. Morton reported Mr. Eugene C. Johnson and Mr. James W. Handley were appointed by Governor Bush to the Board of Trustees.

2. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETINGS:

a. Minutes - Board of Trustees Meeting - April 26, 1999

Mrs. Martinez moved approval of the minutes of the Board of Trustees meeting on April 26, 1999.

Mr. Healy 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. Report on TRDA/Cleanroom Proposal - Dr. Purga/Mr. Kinney

Dr. Bert Purga, Palm Bay Campus President, reported on the recent Florida Education and Research Foundation, Inc. Board meeting. A discussion ensued regarding a management agreement for the Cleanroom facility with Technological Research and Development Authority (TRDA). Dr. Purga introduced Mr. Frank Kinney, Executive Director, TRDA, and gave a brief report on the background of the Cleanroom facility which was constructed primarily through an approximately \$1.3 million grant from the federal Economic Development Administration. Contingent upon the receipt of the funds was that the building be operated as a cleanroom for twenty-five years. Solicitations were done for cleanroom clients with little success. Based upon a TRDA proposal to expand their NASA/Florida Business Incubation Center project from the Titusville Campus to the Palm Bay Campus, discussion began on this concept. The Cleanroom facility will continue to house one clean room.

Dr. Purga reported the management agreement between TRDA and FERF was unanimously approved by the FERF board. The use of a legislative appropriation in the amount of \$1 million, which has to be approved by the Governor, was discussed with the Board. This funding has been retargeted from the purchase of a black beam interferometer to economic development purposes in the development of the business incubator at the Cleanroom facility. However, the arrangements with TRDA at the Palm Bay site will continue regardless of the approval or disapproval of the special state funding.

(1) Resolution - State Funding (Addendum)

Dr. Purga reported the Board of Trustees is being requested to consider the adoption of a resolution in support of the Palm Bay business incubation project. The purpose of the resolution is to support the use of the \$1 million appropriation, if received, for the business incubator project in Palm Bay. Dr. Purga reported the TRDA Board will be meeting today to review the resolution as well. After approval is granted, a letter will be prepared by Mr. Bob Stuhlmiller, Chairman, FERF Board, to the EDA formally asking for a change in partial venue of the Cleanroom facility. Verbal approval has already been received from the EDA. EDA is in support of business incubators, therefore, this project fits in with their mission, reported Dr. Purga.

Dr. Gamble asked if the Board had any questions on the management agreement or the business plan for the business incubator. Mrs. Martinez commented she found the management and operating agreement to be very educational for the support of the business incubator in Palm Bay, however, she was disappointed in the marketing objectives. Mr. Kinney reported the key marketing objective is the creation of jobs and filling up the facility. An advertisement was placed in the Brevard Business News for companies interested in setting up a business at the Palm Bay facility. Mr. Tom Rainey, Director, TRDA Business Incubation Center, reported 1,000 square feet of space has already been committed to several high tech companies such as Aerospace Engineering, Strategent, Atlas Medical, and TAU. Mr. Kinney reported another element of the marketing plan is that TRDA is signing a contract with the Space Coast Economic Development Council for \$25,000 which will be matched by NASA funds to be used for marketing purposes. Mr. Rainey reported in three years the Palm Bay business incubator should be operating at 100% capacity which is required to break-even. Dr. Penn Williams requested a copy of the EDA grant award.

Dr. Gamble recommended approval of the resolution.

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

Mr. Healy expressed the Board's appreciation to TRDA and Mr. Kinney for their assistance with the business incubator proposal for the Cleanroom.

4. CITIZEN'S PRESENTATION:

None

5. CONSTRUCTION & DEVELOPMENT:

a. Performing Arts Center Expansion - Melbourne Campus - Mr. Nohrr
(Addendum)

Dr. Gamble introduced Mr. Phil Nohrr, Chairman of the Performing Arts Center Board of Directors, who presented the remodeling project plans for the King Center of the Performing Arts. Mr. Nohrr reported previously the Board of Trustees had approved an architectural contract with Briel, Rhame, Poynter and Houser, Inc. (BRPH) for much needed improvements to the Performing Arts Center to expand the women's restroom facility and ticket booth area. It was decided that it would be more feasible to locate an additional women's restroom at the facility on the south side of the main floor between the covered walkway and the building. Mr. Nohrr reported the projected additional cost to locate another restroom facility as opposed to expanding the existing facility is \$50,000 for a total of \$225,000. The funds for the remodeling project will be provided by the King Center for the Performing Arts without cost to the college budget. Mr. Nohrr reported the project cost will be approximately \$456,000, not including the architectural fee, for the addition of a women's restroom facility and expansion of the ticket booth area. BRPH has agreed to provide their services to develop the plan at the price originally agreed upon. It is desired that the project move forward under a construction management approach to take advantage of the lower costs of materials.

Mr. Healy moved approval to authorize the Board of Directors of the King Center for the Performing Arts to let a contract to provide an additional women's restroom facility and to expand the ticket booth area on a construction management basis with the cost of the same being paid by King Center funds. Mrs. Silvernail seconded the motion. All those voting in favor of the motion - Healy, Silvernail, Martinez, Penn Williams, Morton; opposed - none. Motion unanimously approved.

6. OLD BUSINESS:

a. Report on Pending Legal Actions (Addendum)

Mr. Matheny had nothing additional to add to his Legal Summary.

b. Update on Florida MRI Contract - Dr. Hall

Dr. Gamble introduced Dr. Andrea Hall, Senior Vice President, Midwest Research Institute (MRI), who provided an update report on the lab. Dr. Hall reviewed her background as an MRI corporate representative on the management and operation contract; provided information to the Board on MRI and provided a status report on the facility. Dr. Hall reported she is responsible for research and technical operations in four locations around the country. Dr. Hall reported excellent progress has been made in transitioning the infrastructure from the Brevard Teaching and Research Labs to MRI. Employees have been transferred, business contracts are in place, Accounting and Contracts has reviewed the records and current contracts are in place and MRI is moving forward in conducting those contracts. Health and safety reviews were conducted and MRI will be conducting quality assurance training. Dr. Hall reported of major interest to all parties will be to bring the cost of the laboratory in line and to increase the business and revenues of the laboratory. After one month, MRI is on budget as outlined in the management and operations agreement. A new Department of Defense contract has been received by MRI for \$200,000 which will be conducted in the laboratory. Dr. Hall reported a senior molecular biologist was hired from a research firm in California who will be joining MRI this summer when he has contract research to support himself. Dr. Helmstetter, Director of the Laboratory, has presented to Dr. Hall his first draft of a marketing plan and MRI's senior marketing unit will provide support to implement the plan. Finally, Dr. Hall reported MRI's agreement with the college requires they provide a written plan

and a budget by the end of June. Dr. Hall requested to attend a meeting of the Board after they have reviewed the plan so that she may provide an update on the first quarter. Mr. Healy asked Dr. Hall if the reduction of the cleanroom space would have any effect on their operation. Dr. Hall reported she was aware of the business incubator plans and MRI had not planned any research marketing efforts in that area.

7. **NEW BUSINESS:**

a. Purchasing Actions - Mr. Little (Addendum)

(1) #98-99-11 - Student Handbook/Planner 1999-2000

Mr. Little reported the Student Handbook/Planner is an annual printing project. Mr. Little recommended the award of low bid to Drummond Press in the amount of \$19,054.00 for printing services for the 1999-2000 Student Handbook/Planner.

Mr. Healy moved approval of the award of low bid in the amount of \$19,054.00 to Drummond Press. Mrs. Silvernail seconded the motion. All those voting in favor of the motion - Healy, Silvernail, Penn Williams, Morton, Martinez; opposed - none. Motion unanimously approved.

(2) #98-99-12 - King Center for the Performing Arts 1999-2000 Season Brochure Newspaper Insert

Mr. Little recommended award of low bid meeting all requirements to Florida Today in the amount of \$25,690.00 to print the King Center for the Performing Arts Season Brochure newspaper insert.

Mrs. Silvernail moved approval of the award of low bid in the amount of \$25,690.00 to Florida Today. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Silvernail, Martinez, Penn Williams, Healy, Morton; opposed - none. Motion unanimously approved.

b. Personnel Actions - Mr. Lawton (Addendum)

Mr. Lawton reported the Personnel Actions were routine with the exception of the promotion of Ms. Judith Bilsky to the Associate Vice President of Educational Services. Mr. Lawton recommended approval of the routine Personnel Actions.

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

c. Appointment of Board of Trustees to Board of Directors, Direct Support Organizations - Dr. Gamble (Addendum)

Dr. Gamble reported each of the Direct Support Organization (DSO) boards are required by definition to have a representative from the Board of Trustees as a member. Due to the change in Board members, Dr. Gamble requested that the Board consider filling the positions. The Board of Trustees agreed to the following DSO Board representation: King Center for the Performing Arts - Dr. Penn Williams; Foundation Board - Mrs. Silvernail; Florida Education and Research Foundation - Mrs. Martinez; Cocoa Village Playhouse - Mr. Johnson and Brevard Teaching and Research Laboratory - Mr. Handley.

Mr. Healy moved approval of the recommendations of the Board of Trustees for DSO representatives as stated. Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Martinez, Healy, Silvernail, Penn Williams, Morton; opposed - none. Motion unanimously approved.

d. Proposed College Seal/Logo - Ms. Bradley (Addendum)

Dr. Gamble reported a review had been conducted of BCC's official seal and logo with regard to them being updated. He requested Ms. Ingrid Bradley, Associate Vice President for Community Relations and Marketing; work with the members of her staff and other representative to develop a proposed design. Dr. Gamble reported the designs have been reviewed by the District Cabinet who felt the seal and logo represent the institution well. Ms. Bradley reviewed the development of the BCC seal and logo. The seal is an official franking tool of the college and the logo does not have a legal status. Dr. Gamble reported the current seal does not identify the four college campuses; therefore, this has been added to the proposed seal. Dr. Gamble reported the current stacked BCC logo will still be utilized for certain items.

Mrs. Silvernail moved approval of the updated BCC seal and logo as presented. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Healy, Penn Williams, Martinez, Silvernail, Morton; opposed - none. Motion unanimously approved.

8. FINANCIAL ACTIONS:

- a. Acknowledgment - Monthly Financial Summary - April 1999 - Mr. Little
(Addendum)

Mr. Little reviewed the financial summary for April 1999 and stated we are getting close to the end of the budget year and it looks as though the college is right on target. Mr. Little reported he anticipated having some surplus to add to the fund balance. Mr. Morton acknowledged receipt of the April Monthly Financial Summary.

- b. Approval of Disposition of Surplus Property - Mr. Little (Addendum)

Mr. Little reported every year the property custodian tours and physically inspects each item on the college inventory. The Board's approval is requested to write-off the property listed and to approve the donation of three older computers to two different churches. Mr. Little reported a Florida Statute governs surplus property and the college once a year conducts an auction which is publicly advertised and anyone is eligible to bid on the items. Mr. Raphael provided comments on the audit he provided and confirmed the disposition of surplus property as recommended. Mr. Little recommended approval of the disposition of surplus property.

Mrs. Silvernail moved approval of the disposition of surplus property. Mr. Healy seconded the motion. All those voting in favor of the motion - Silvernail, Healy, Penn Williams, Martinez, Morton; opposed - none. Motion unanimously approved.

- c. Academic Improvement Trust Fund Policy (1st reading) - Mr. Little (Addendum)

Mr. Little reported the proposed policy is a change to the Florida Academic Improvement Trust Fund Policy to correspond to the update in Florida Statutes.

The statutes have removed the high achiever requirement regarding scholarships and the former policy had some wording regarding the King Center and recovering losses from performances. Mr. Little reported the college review has shown that is not an acceptable use of the Academic Improvement Trust Fund dollars, therefore, it is being taken out of the college policy. Dr. Gamble reported this policy will be presented at the June 1999 Board of Trustees meeting to be considered or approval.

d. Revision to College Policy 200.06 (1st reading) - Mr. Little

Mr. Little requested Mr. Mark Cherry, Associate Vice President for Accounting, review the proposed revision to College Policy 200.06, Account Writeoffs. Mr. Cherry reported the college is recommending a change in Policy 200.06 for the treatment of uncollectible accounts to require all accounts uncollected after two years to be presented to the Board annually to be written off. Mr. Cherry reported this change greatly simplifies the data processing and handling involved in presenting this list to the Board of Trustees. The write-off of uncollectible accounts is merely an accounting transaction necessary to report receivables at net realizable value as required by generally accepted accounting principals. Mr. Cherry reported the balance remains on the student's subsidiary record and the student is prohibited from conducting business with the college until the matter is resolved and collection efforts are not impacted by the write-off status of the account. This policy will be presented at the June 1999 Board of Trustees meeting to be considered for approval.

9. **INTERNAL AUDITOR-S REPORT:**

None

10. **REPORT OF THE DISTRICT PRESIDENT:**

a. **Spring Graduation Ceremony**

Dr. Gamble reported 917 students met the graduation requirements and 420 of those students attended the Spring Graduation ceremony. There were 612 Associate in Arts degrees, 171 Associate in Science degrees and 134 Postsecondary Vocational Certificates awarded. More than 1,300 spectators and graduates attended the commencement ceremony which was videotaped for the first time.

The intent is to continue videotaping the graduation ceremonies in the future and to place closed circuit television in the Fine Arts Auditorium to allow for overflow. Dr. Gamble reported some consideration will be given as to whether or not the college should have three commencements each year. Traditionally, BCC has conducted a commencement in May, August and December. Dr. Gamble suggested going to two commencements per year in May and December. This change will be discussed with representatives from the student body. Dr. Gamble asked that the Board of Trustees consider the proposal. The summer graduation exercise will be moved to the Performing Arts Center on the Melbourne Campus, to provide for comfort.

b. Florida Today Article

Dr. Gamble reviewed the article in the *Florida Today*, "Students Define UCF Closer to Home," an article describing the close working relationship between BCC and UCF.

c. BCC Hurricane and Emergency Evacuation Shelter Plan 1999-2000 (Addendum)

Dr. Gamble requested the Board review the BCC Hurricane and Emergency Evacuation Shelter Plan. BCC is a major congregating point for evacuation both at Cocoa and Melbourne. It is important as the hurricane season approaches for the Board to be familiar with the plan elements.

d. Spring Commencement Program

Copies of the Spring Commencement Program were provided to the Board of Trustees.

e. 1998 Employee Service Award Ceremony

Dr. Gamble invited the Board and other individuals to view the 1998 Employee Service Award presentation in the Planetarium directly after the Board meeting. He stated the presentation provides a sense of some of the technology capabilities of the Planetarium.

f. Board Workshop - FY 1999-2000 Budget

Dr. Gamble reminded the Board of Trustees that a FY 1999-2000 Budget Workshop has been scheduled on June 14 at 3:00 p.m. in Rm. #168 of the Performing Arts Center, Melbourne Campus. There will be a regular Board of Trustees meeting held on Monday, June 21 at 3:00 p.m. at the same location. Dr. Gamble reported the Board of Trustees should anticipate the election of Board officers at the June 21 meeting.

g. Dr. Gamble's Schedule

Dr. Gamble reported he will be making two remaining trips up north May 21-25 and June 3-4 for his daughters' graduations.

h. Presentation

Dr. Gamble recognized Mr. Pat Healy, who has been a member of the Board of Trustees for eight years and has served as Chairman of the Board for one term and Mr. Peter Morton, the present Chairman of the Board, who has been a member of the Board of Trustees for four years, for their dedicated service to the college through an extremely challenging time. In addition, Dr. Gamble presented Mr. Morton with a special gavel in recognition of his service as Chairman of the Board.

10. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 4:45 p.m.

APPROVED: _____
Chairman, District Board of Trustees

APPROVED: _____
Secretary, District Board of Trustees