

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORKSHOP MEETING**

June 14, 1999
3:00 P.M.

Rm. #168, Perf. Arts Center
Melbourne Campus

PRESENT: Betts O. Silvernail, Vice-Chairman; James W. Handley, Miriam Martinez, Dr. Alexandra M. Penn Williams, Joe D. Matheny, Attorney; Dr. Thomas E. Gamble, Secretary

ABSENT: Eugene C. Johnson

1. CALL TO ORDER:

Mrs. Silvernail, Vice-Chairman, called the meeting to order to review the next fiscal year budget.

2. GOALS FOR PROPOSED 1999/2000 BUDGET:

Dr. Gamble reviewed the key campus and district goals for the proposed 1999-2000 budget. Members of the Cabinet identified key goals included in the budget proposal. Dr. Gamble reported that the intent at the conclusion of the fall term is to present a strategic plan that would run through the year 2003. The strategic plan will be developed under the leadership of Dr. Al Koller and for the college and will involve input from the community regarding the direction of the college over the next three years. It is anticipated that the document will include identification of time lines, responsible individual, budget components and a projected completion date. Dr. Gamble reported in the Board's package was a copy of a section of the College's Accountability report which goes to the State of Florida and provides detailed information on specific college activities. Dr. Gamble reviewed the goals for 1999-2000 and stated he felt one of the most important District goals is the completion of the strategic plan for programs and operations and a master plan for facilities.

Dr. Smith reviewed the Cocoa Campus goals for 1999-2000 which included remodeling of the Student Center to create a Welcome Center, renovation of computer labs in the business center, filling two key positions - Planetarium Director and Multi-Cultural Center Director, and repairs to the Cocoa Village Playhouse. Mr. Little explained that the college owns the Direct Support Organization (DSO) buildings and is funded for maintaining of the facilities. The DSO provides for the operation of the DSO function. Dr. Smith also reviewed the restructuring of the Allied Health Department which involves the creation of an Associate Dean position, establishing a total of 17 coordinator positions and maintaining one chair.

Dr. Gamble reported the Melbourne Campus goals include remodeling of the Student Center to create the Welcome Center and moving Financial Aid offices from Cocoa to Melbourne. Dr. Kaliszeski stated that the entire Financial Aid operation will not be moved; just the processing operations. The Electronics Technology program will also be moved to the Melbourne Campus from the Cocoa Campus. Dr. Kaliszeski reported the Melbourne Campus computer lab will be remodeled for the Office Technology Program.

Dr. Gamble reported two faculty positions will be filled at the Palm Bay Campus: Computer Science and Medical Assisting. Dr. Purga reported the University of Florida Agriculture Extension Center 10,000 square ft. facility will be open at the Palm Bay Campus. As they only require 5,000 square feet, the college will be using 5,000 square feet to develop a child care development program for Montessori child care. The program will be initiated for fall 2000, however, preparations will take place during the next academic year. Dr. Purga reported construction continues on the Library/Science Building. Construction will commence on Building #3 which will house a bookstore, wellness facility, classrooms, and University of Central Florida classrooms.

Mr. Little reported the Titusville Campus goals include establishing a Title III multi-media lab to assist students. Dr. Gamble reported on the Confined Space Simulator which is a facility to provide safety training for those working in confined space areas. It is planned to begin this instruction at the Titusville Campus.

Dr. Gamble reviewed the District goals which included the implementation of Banner software system, technology upgrade project, and upgrading the HVAC equipment. Dr. Gamble reported with the major undertaking of the Banner software conversion positions will be needed to facilitate the use of the programs. In addition, it is planned to establish a Business and Industry Training Center (BITC) which is a new activity and was suggested by a consultant. The intent is to fill that position as soon as possible. Dr. Gamble discussed the college strategic plan, master plan and the upgrade of the faculty-staff evaluation program. It is planned to fill positions for Institutional Research and Planning, Assistant Director of Admissions and Records, Collegewide carpet cleaning positions and Budget Director. The Alumni Association will be a new effort. Once the College has an alumni association, it places the college in line to receive low or no cost services to assist in this capacity. The start-up of the digitizing of the TV station is a project planned for 1999-2000. Dr. Gamble reported the college also plans to replace one van and to upgrade collegewide safety and security.

Dr. Gamble discussed the college accreditation process which is upcoming for the year 2003. He would like to see the college institute the Sterling criteria which is a form of the Baldrige program for industry which is heavily focused on process and outcomes. The Southern Association of Colleges and Schools has indicated a willingness to encompass that approach into the accreditation process.

3. DISCUSSION OF PROPOSED COLLEGE BUDGET - 1999-2000:

Mr. Al Little, Vice President of Budget/Finance, introduced Mr. Mark Cherry, Associate Vice President of Accounting. Mr. Little reported he will be reviewing the proposed 1999-2000 operating budget and will be available for questions during the presentation. He described the process of the development of this proposal which began with budget requests which were sent to 280 departments for input on what they needed to operate for the next year. This information was compiled into a comprehensive format and it was then prioritized by the District President's Cabinet. Items considered were the current salary structure, the percentage of the budget spent on personnel as compared to the state average, the effect of the Brevard Teaching and Research Labs bond payment on the budget, and the funds which might be available for capital outlay. At the conclusion of the meeting, the Cabinet finalized recommendations for salary increases, new positions and merit increases. The Cabinet also reviewed the major capital equipment the college planned to fund for this year. Mr. Little used this information to prepare the proposal for the operating budget submitted to the Board. This information does not include the budgets for the Direct Support Organizations, however, this will be brought before the Board at a future meeting. Mr. Little stated overall the college feels this is a good financial plan and somewhat conservative. There are significant contingencies built into the budget.

Mr. Little reported the college has four main sources for operating funds -- Community College Program Fund; Workforce Development; lottery; and student fees. Generally, Mr. Little reported, the dollars are allocated to the college in one sum which is budgeted at the local level as deemed appropriate. The Division of Community Colleges coordinates the plan to request funds from the legislature. The document they compile specifies the state initiatives for which the colleges will request funding. Mr. Little reported the tact has been to preserve the base funding and to request the legislature to fund dollars for new incentives. This year there was a library incentive and an incentive for providing access for students. The decision on the amount of funding the college receives next year is made in August and it is difficult to receive more than they allocate as they determine a percentage to the community colleges. Mr. Little reviewed the

percentage increase from 1998-1999 to 1999-2000 in each area. The total increase the legislature gave the community college system is 2.98% in Areal money.® In addition they also approved a new technology fee which will be restricted for technology purchases and is not a part of the budget presented today. Mr. Little reported also that the Florida Retirement System finished funding the unfunded liability, therefore, the percentage the college has to pay for the retirement recipients is decreasing from approximately 16% to 10%, which generates a cost savings to the College. The legislature is taking credit for this amount of funding as well. Mr. Little reviewed the budget allocation and reported the total budgeted revenue for the college is \$45,927,751.

Mr. Little reported most of the capital funds are derived from the Public Education Capital Outlay (PECO) fund. PECO is funded by the tax on utilities. BCC was awarded \$4.3 million to complete the Palm Bay Campus expansion, \$3 million for a new television studio, and \$1.9 million for general renovation and repairs. BCC also receives an annual allotment from license tag revenue; ASum of Digits® money. These funds are utilized for deferred maintenance projects, i.e., roof repairs. Dr. Gamble reported the role of WBCC institutionally will be addressed in the strategic planning effort. Federal funds are available for the digital TV station, however, the college has to complete the project no later than 2003. Dr. Gamble stated the TV station has immense potential which has not been realized and needs to be addressed and defined much more succinctly as does the Planetarium's role. Mr. Little reported matching funds were approved by the legislature to fund a \$1 million technology upgrade project and a \$662,000 swimming pool complex. Both were 50/50 matches with donations provided for one-half the project and the state matching those funds. The technology upgrade will be used to update the client server base, upgrade of the inter-campus connections and upgrade of the intra-campus networks. It is anticipated that all three projects can be completed with the \$1 million.

Mr. Little reviewed the description of funds used to record financial transactions. Mr. Little reported the license tag fees provide for deferred maintenance projects and the legislative appropriated \$514,000 for 1999-2000 which is based on square footage. If the funds are not utilized, they can be rolled over. These funds can only be utilized for renovations. He also reviewed the Budget Summary for 1999-2000 which provides for an estimated fund balance of 4.11% at the end of 1999-2000. The state statutes require the college to maintain an unrestricted fund balance of between 4%-10% of the total of the prior year fund balance and the current year's revenue. Historically, BCC has been at 4%, however, he and Dr. Gamble have a long term objective to raise this percentage to 6%-7%. Dr. Gamble reported BCC is about average within the fund balances of Florida state community colleges.

Mr. Little reported this year a student tuition fee increase of \$3.00 per credit-hour for a total of \$45.00 per credit-hour for in-state tuition will be recommended. The bulk of the fee increase is a new technology fee authorized by the legislature. This enables the college to stay within the cutting edge of technology. The recommended fee increase also includes an increase for vocational courses to \$38.00 per credit hour due to a legislative mandate to raise these fees to \$42.00 per credit hour by FY 2001. This transition is being made in steps. There is also an increase being recommended for out-of-state fees to from \$150.00 to \$164.00 per credit hour and an increase for vocational classes from \$173.00 to \$178.50 per credit hour. The fees are controlled by the legislature which publishes a standard fee to be charged for classes. Some latitude is provided from the standard fee, however, generally all of the schools charge close to the maximum allowable tuition.

Compared to other community colleges in the state, BCC is about average with tuition. Compared to the national level BCC's tuition is low. Mrs. Silvernail expressed concern regarding flat enrollment. Dr. Gamble discussed the college's enrollment and stated the college must be more effective in communicating and marketing the college.

Mr. Little reported a 5% salary increase is being recommended for full-time and part-time employees which addresses a need for the college to be more competitive with businesses and other state community colleges. An increase of 6%-38%, depending on the type of course being taught, is being requested for adjunct instructors which should allow the college to attract and retain adjunct faculty members. The Personnel Budget also includes several important, new positions. Needs in Student Development, by adding positions in counseling and financial aid, are being addressed, as well as a new Executive Director of the Business and Industry Training position to address the needs of local industry. Other positions include two new faculty members in Palm Bay, an Associate Dean of Allied Health and a full-time librarian at the Titusville Campus. Mr. Little answered questions presented by the Board regarding some of the positions allocated. The operating function of the budget remains constant with increases in areas such as utilities and the higher Brevard Teaching and Research Labs bond payment. The capital outlay portion of the budget decreases this year from 4% to 3% as the college has approximately \$200,000 in available Perkins Grant funds that can be used to purchase vocational equipment. This reduces the needs in the unrestricted fund. More equipment has been funded at the campus level this year as opposed to equipment used by district personnel.

Mr. Little reported a departmental budget comparison for fiscal year 1998-1999 and 1999-2000 was provided for a year to year comparison. He reported previously benefits for all personnel were budgeted in one district-wide cost center. This year these costs

were placed under the respective departments which added a large cost to each cost center when comparing to prior year's numbers. There have been a number of administrative changes where expenditures are charged; many related to the conversion to the Banner software system. This year's report is difficult to draw conclusions from, however, next year the information will be much more meaningful.

Dr. Penn Williams asked if the budget could be broken down further looking at salaries and benefits. Mrs. Martinez asked that one or two lines be included with the budget regarding strategies and goals in certain departmental areas; i.e., projects which account for higher percentages, etc. Dr. Gamble indicated that the administration would provide this level of detail in the future. He also indicated that a Board workshop would be scheduled to seek the Board's input on how it would like the budget presented for FY 2001.

Mr. Little discussed the dual enrollment program and reported that this year one of the steps the college had taken was to split the cost of instructors 50/50 with the School System. There is really no direct revenue associated with dual enrollment. Mr. Little reported dual enrollment fees and overall costs are an incentive that the community college system is trying to get the legislature to fund.

In summary, Mr. Little reported the total funds which should be available are \$45,927,751. The total budgeted expenditures are \$45,834,253 with a projected surplus of \$93,498. This budget should enable BCC to meet the needs of the community during the upcoming year. The Board discussed suggestions in the format of the information provided regarding the budget.

Dr. Gamble reported the intent of administration is to provide as much detail as the Board of Trustees would like to have and that the budget be very clear. He stated it is very important that the entire budget is clear to the Board and the public. He encouraged questions from the Board.

Mr. Lawton reported state statutes and administrative rules require a salary structure be provided to the Board of Trustees and this is typically done in conjunction with the budget. The faculty salary information is included in the collective bargaining agreement and one will be provided to the Board when a new agreement is approved. In addition to the budget packet from Mr. Little, the Board will receive a Master Grade and Salary Schedule for all other employees. Mr. Lawton reported the District Cabinet will be recommending a salary rate increase of 5% for all non-union employees.

4. **ADJOURNMENT:**

There being no further business to come before the Board, the meeting adjourned at 5:10 p.m.

APPROVED: _____
Chairman, District Board of Trustees

APPROVED: _____
Secretary, District Board of Trustees