

**BREVARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING**

July 19, 1999  
3:00 P.M.

Rm. #231, Administration Bldg.  
Cocoa Campus

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

**1. CALL TO ORDER:**

Mr. Johnson, Chairman, called the meeting to order.

**2. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETINGS:**

a. Minutes - Board of Trustees Budget Workshop - June 14, 1999

Mrs. Martinez moved approval of the minutes of the Board of Trustees Budget Workshop meeting of June 14, 1999.

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

b. Minutes - Board of Trustees Meeting - June 21, 1999

Mr. Handley moved approval of the minutes of the Board of Trustees meeting with corrections as noted by Mrs. Silvernail.

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

**3. COMMUNICATIONS:**

a. Report on MRI/Business Plan - Dr. Andrea Hall (Addendum)

Dr. Bert Purga, Palm Bay Campus President, introduced Dr. Andrea Hall, Senior Vice President, Midwest Research Institute. Dr. Hall reported Midwest Research Institute (MRI) for the quarter April-June 1999 had a net gain from projects at the Brevard Teaching and Research Laboratory in the amount of \$18,073.00.

This amount will be shared 50/50 with Brevard Community College based on the agreement with the college. Dr. Hall reviewed the transition status and stated the contract performance of the responsibilities of approximately twenty-five contracts have been transferred to MRI. In addition, all of the accounting functions have been transferred to MRI and they are working with Sprint and BellSouth to transfer both the telephone system and computer internet systems to MRI. An assessment of the laboratory's capabilities and the potential in a competitive market place has been done and the marketing and promotion of the laboratory was reviewed in the following areas: education and training, environmental research and testing, geographic information systems, biosciences, pharmaceutical and nutraceutical and industrial/university testing. Dr. Hall reported MRI has a number of proposals to assess which will be submitted to industrial and government contract clients and a backlog of proposals is being established to set the win rate of the Florida division in the marketplace. Instruments will be added to the laboratory at MRI's cost when contracts require the equipment. In addition, some enhancements are planned within the existing walls of the laboratory at an investment for MRI for contracts. Key senior employees will be hired in leading the more sophisticated projects that will be performed in the laboratory. Dr. Hall reviewed educational and economic development programs MRI will support. She reviewed the FY 2000 budget and reported the first three months of the agreement was a stabilizing period of integrating the laboratory into MRI. The FY 2000 will be a year of investment, growth, and some calculated risks which will be done in coordination with the college. After the income and various expenses, a net gain from the projects is expected of \$14,652.

Dr. Hall answered questions presented by the Board members. She discussed issues and stated that MRI is going into the new fiscal year with approximately 50% backlog in projects which means they have slightly more than \$1 million they have to sell in order to achieve the budget shown. MRI has a high level of confidence they will be better than this by the end of FY 2000. Dr. Hall reviewed procedures in ensuring that they are Y2K compliant.

Dr. Gamble asked Dr. Hall to comment on any unknowns in assuming the management contract with Brevard Teaching and Research Labs. Dr. Hall stated there were only positive unknowns. She reported they are very impressed with the staff's education and training.

b. BCC/UCF Joint-Use Library - Dr. Smith/Dr. Hutton

Dr. Joe Lee Smith, Cocoa Campus President, introduced Dr. Mike Hutton, Associate Vice President for Collegewide Learning Resources Center, who reported on the BCC/UCF Joint-Use Library. Dr. Hutton distributed materials to the Board of Trustee members and provided the Board with a brief overview of the learning resources department. Dr. Hutton reported many changes have taken place in libraries over the years due to technology and the accessing of information. When a student attends BCC, they are encouraged to obtain a library card. The library card has a fourteen digit number under the barcode which is the Apassword® for any of the online college data bases. He reported BCC's card catalog was replaced approximately ten years ago with the Library Information Network for Community Colleges (LINCC) system. The service is provided by the College Center for Library Automation (CCLA) in Tallahassee which catalogs every holding in each Florida community college. Students can access this information through LINCCWeb at home. Computers are available in the libraries for students' use which can be utilized for assignments, reports, graphics and spreadsheets. Brevard Community College has an excellent relationship with UCF and the Solar Energy Center and the Palm Bay Campus library is becoming another joint-use facility. The Solar Energy Center houses their complete collection in the library on the Cocoa Campus providing student access to some of the world's best information on solar energy. The Cocoa joint-use library provides data bases such as Westlaw, the Library User Information Service (LUIS) and Web LUIS which is the state university system's counterpart to LINCC. Dr. Hutton discussed accessibility for disabled students and reported every campus now has an assisted technology workstation. All libraries are user friendly and several of the campuses have specialized devices for visual and hearing impaired students. He reported the Cocoa Campus has a Genealogy Department which has been growing rapidly. Michael Boonstra, Genealogist, has developed and taught a history and immigration course and has hosted many conferences. Dr. Hutton reported the major challenge of the library is being driven by the information age and information is coming to the libraries so fast that the librarians require constant training to keep up with all of the new initiatives. Dr. Hutton answered questions presented by the Board of Trustees.

c. External Funding Report - Mr. Margiotta

Mr. Frank Margiotta, BCC Development Officer, presented the 1998-99 External Funding Report. For the 1998-99 fiscal year, BCC received a total of \$17,217,531 in competitive external grants and contracts. This amount is

representative of funding over the college's \$45 million operating budget and allows the college to initiate many new and innovative programs. The Development Office typically works with faculty and staff to identify funding sources, plan and develop comprehensive proposals and subsequently submit those proposals to the funding agency. Mr. Margiotta reported over the past year the college received an award of more than \$4.6 million to Brevard Employment and Training Consortium which was the single largest competitive award to the college. A grant of \$1.6 million was received for the BCC joint-use facility in Palm Bay and for the first time ever the college received three Capitalization Incentive Grants from the Post-secondary Education and Planning Committee of \$184,000 each which allow the college to either create new programs or to enhance existing programs. Mr. Margiotta reported 45% of the \$17.2 million total was earmarked for districtwide programs, including the Title III institutional development program, Perkins vocational funds, WBCC-TV and the One-Stop Centers. He reviewed other grant categories and amounts in the report. Looking ahead to year 1999-2000, and based on the most recent legislative session, the college anticipates receiving approximately \$300,000 to establish aerospace and space launch technology programs in anticipation of the increased commercial launch activity. In addition, the college also anticipates receiving \$3 million for WBCC-TV's digital conversion process. Mr. Margiotta reported presently the college is seeking external funding which will provide the match requirement for the WBCC-TV grant. He reported the Federal Communication Commission has mandated that public stations convert to digital broadcast by 2006 and the WBCC-TV grant funds will be utilized for this process.

Dr. Gamble reported a meeting has been scheduled of the college direct support organization component units which raise funds to establish a centralized, coordinated effort.

**4. CITIZEN'S PRESENTATION:**

None

**5. CONSTRUCTION & DEVELOPMENT:**

a. Approval of Architectural Selection Committees (Addendum)

Mr. Mark Cherry, Associate Vice President, Collegewide Accounting, reported the process for obtaining architects for various college projects has been done historically through the Architectural Selection Committee composed of college

staff and a member of the Board of Trustees. These committees will be responsible for interviewing the architects and making a recommendation to the Board and then the Board will make the final selection. Currently, three committees need to be established - Student Welcome Centers, Construction Manager for Expansion to the Performing Arts Center and Small Construction Projects. Board members volunteered to serve on the Architectural Selection Committees as follows: Mrs. Martinez for Construction Manager for Expansion to the Performing Arts Center, Ms. Silvernail for the Student Welcome Centers and Mr. Handley for Small Construction Projects.

Mrs. Silvernail moved approval of the Architectural Selection Committee appointments as presented. Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Silvernail, Penn Williams, Handley, Johnson, Martinez; opposed - none. Motion unanimously approved.

**6. OLD BUSINESS:**

a. Report on Pending Legal Actions (Addendum)

Mr. Matheny had nothing new to add to his Pending Legal Actions summary. He encouraged the Board members to contact him if they needed additional information concerning legal matters.

(1) Ross Case

Mr. Johnson asked the status of the Ross case. Mr. Matheny reported the college received a letter from Mr. Ross= attorney and Mr. Mattimore, attorney, is in the process of formulating a response. Mr. Matheny reported the college has had some contact with the Risk Management Consortium and the underwriter as to the extent of coverage for this type of claim. Mr. Matheny will provide a copy of the college response and the attorney=s letter to the Board members.

**7. NEW BUSINESS:**

a. Purchasing Actions (Addendum)

(1) #99-00-01 - Data Processing Supplies, Collegewide

Mr. Cherry reported the college is recommending the award of low bid for the 1999-2000 data processing supplies collegewide in each category as presented.

The Data Processing Office purchases the supplies in bulk and they are requisitioned and issued to various college departments. The costs are allocated to the departments based on their requests. The bid was broken down into nine categories to help promote a larger population of bidders and a reduced cost per category. Mr. Cherry recommended approval of the low bid in each category as presented.

Mrs. Martinez moved approval of the award of low bid in each category for Data Processing Supplies as presented. Ms. Silvernail seconded the motion. All those voting in favor of the motion - Martinez, Silvernail, Handley, Penn Williams, Johnson; opposed - none. Motion unanimously approved.

b. Personnel Actions - Mr. Lawton (Addendum)

Mr. Lawton reported the Personnel Actions include faculty assignments other than their regular contract duties, i.e., overload, substitutes and other areas. Dr. Gamble recommended approval of the Personnel Actions.

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

(1) Insurance Update (Addendum)

Mr. Lawton reported at the June 21 Board of Trustees meeting the Board approved the recommendation of the Insurance Committee for a new college insurance plan. This was done on relatively short notice and there were some areas in which employees were not very satisfied with the insurance benefits. Mr. Lawton reported those issues have been taken into consideration by the administration and the college now has a much stronger insurance plan.

Mr. Lawton reviewed a chart summarizing each of the insurance programs. He stated one of the goals with the Insurance Committee this year was to minimize any rate increase impact for employees for dependent coverage and secondly to

minimize the impact on the college's budget and funding as the college picks up the dental and major medical for all employees. Mr. Lawton reviewed the insurance bids the college received and the benefits provided. The benefits of a Health Maintenance Organization plan were discussed. Mr. Lawton reported initially the Insurance Committee chose Cigna over Aetna as Aetna's deductibles were higher and the plan was a 60/40 pay rather than a 70/30. The college, in trying to reduce the numbers of programs and choices available and the number of policies which would have to be administered, chose not to go with any HMO program as the same needs were met with the Cigna plan. Last year the Prudential HMO rate was \$59.00 which was the less of the competitive bids and for family coverage the rate was \$112.00 per pay period. Without the Prudential HMO option, rates would have increased drastically for dependent coverage. The college contacted Prudential and they agreed to offer the same plan this year at a slightly increased amount. Mr. Lawton reported Prudential has agreed to extend the insurance coverage rates for seventeen months. This is a substantial savings as opposed to the Cigna dependent coverage. Prudential has agreed to take retirees under their plan which created the slight increase. Cigna will also take retirees under their plan. Mr. Lawton reported the college contributes \$130.00 per pay period to each employee's medical and dental insurance plan. If an employee opts-out of the insurance coverage program, the college pays the employee \$65.00 per pay period. Mr. Lawton answered questions presented by the Board of Trustees. Mr. Handley expressed concerns regarding the School Board Cigna health plan. He was assured that the BCC Cigna plan had been checked out satisfactorily. Dr. Gamble reported if the College is not satisfied with Cigna, it has a sixty day out to terminate coverage.

Ms. Silvernail asked about the phase out of the opt-out program for college employees who do not receive insurance. Mr. Lawton reported the Insurance Committee has been vocal about the phase out of the opt-out program. For new hires, the opt-out program is not an option at this time and at the end of seventeen months they hope to end this process for everyone. This item will have to be negotiated with the union as it is in the articles in the faculty agreement. Mr. Lawton reported those employees who are opting out were disappointed, however, they have seventeen months to prepare. With the phasing out of the opt-out program and the effort to consolidate some of the insurance programs and risks, it would benefit the college from an administrative standpoint and provide a better more stable program to employees.

Dr. Gamble reported one of the ways they are trying to minimize problems in the future when it is time to select an insurance plan is to expand the number of people on the Insurance Committee for broader representation and secondly, information will be presented to the employees for their comments and suggestions before a recommendation is made to the Board of Trustees. In addition, when the Insurance Committee recommendation is brought to the Board it will be presented like a policy. The first presentation will be a reading and the recommendation will be brought the second time to the Board for final approval.

(The Board recessed for ten minutes.)

b. Approval of Attorneys for the College (Addendum)

Dr. Gamble reported the college annually reviews the contracts for attorneys' services. Mr. Joe Matheny has served as the college's legal counsel since 1968. He has requested continuance to represent the college. Dr. Gamble reported the college has a time frame agreement with Mr. Joe Matheny and the other attorneys are contracted on an as needed basis. It is requested that the firm of Allen, Norton and Blue, with Michael Mattimore as the contact, serve as the college's collective bargaining attorney for 1999-2000; and the firm of Akerman, Senterfitt & Eidson, with Dean Dickson as the contact, serve as the college's attorney in any negotiations regarding Midwest Research Institute/Brevard Teaching and Research Laboratory for 1999-2000. Dr. Gamble recommended approval of Mr. Matheny's agreement for six months to allow the Board the opportunity to discuss organization of attorney services at their retreat this fall and that the services of the other attorneys to be continued on an as needed basis.

Mrs. Martinez moved approval of the six months extension to Mr. Matheny's agreement and the continuation of the other attorneys on an as needed basis. Ms. Silvernail seconded the motion. All those voting in favor of the motion - Martinez, Silvernail, Penn Williams, Johnson, Handley; opposed - none. Motion unanimously approved.

d. Approval of Appointment to Brevard Teaching and Research Laboratory Board of Directors - Dr. Gamble (Addendum)

Dr. Gamble recommended approval of the appointment of Mr. James Laibl to serve on the Brevard Teaching and Research Laboratory Board of Directors.

Dr. Penn Williams moved approval of the nomination of Mr. James Laible to serve on the Brevard Teaching and Research Laboratory Board of Directors. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Penn Williams, Martinez, Silvernail, Handley, Johnson; opposed - none. Motion unanimously approved.

e. First Reading - Addition to the College Policy Manual - #200.08 - Workforce Education Fees - Mr. Cherry (Addendum)

Mr. Cherry reported the new College Policy, #200.08 - Workforce Education Fees, authorizes the setting of fees for continuing workforce education courses. Florida Statute 239.17 requires that the fees for the continuing workforce education courses equal at least 50% of the prior year's expenditures. The cost for each contact hour will be the same for all of the courses offered. Mrs. Martinez asked that additional wording be placed in the policy for clarification. Mr. Cherry answered questions presented by the Board of Trustees.

g. Approval of Disposition of Surplus Property - Mr. Cherry (Addendum)

Mr. Cherry reported the equipment listed on the Surplus Property report are either worn out or obsolete. Mr. Cherry recommended approval of the disposition of surplus property.

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

**8. FINANCIAL ACTIONS:**

a. Approval of Direct Support Organization (DSO) Budgets - Mr. Cherry (Addendum)

Mr. Cherry reported the direct support organization (DSO) budgets are being presented to the Board for approval. Based on the nature of the changing make-up of the Boards for Florida Education and Research Foundation and the Brevard Teaching and Research Laboratory, the budgets have not been approved by those

boards and are essentially recommended by the knowledgeable BCC staff and will be presented to the appropriate boards at their next meetings. It was requested by the Board that in the future the transfers from BCC be listed above the revenues. Mr. Cherry reviewed each of the DSO budgets and answered questions presented by the Board.

Ms. Silvernail moved approval of the direct support organization budgets. Mrs. Martinez seconded the motion.

All those voting in favor of the motion - Silvernail, Martinez, Penn Williams, Handley, Johnson; opposed - none. Motion unanimously approved.

b. Approval of BCC Fee Schedule, 1999-2000 - Mr. Cherry (Addendum)

Mr. Cherry briefly reviewed the BCC Fee Schedule, 1999-2000 and the fees which were increased from last year. The fees being approved in the Fee Schedule are independent of the approval of the student tuition fees approved during the budget process. Mr. Cherry recommended approval of the BCC Fee Schedule, 1999-2000.

Mr. Handley moved approval of the BCC Fee Schedule, 1999-2000. Ms. Silvernail seconded the motion. All those voting in favor of the motion - Handley, Silvernail, Martinez, Penn Williams, Johnson; opposed - none. Motion unanimously approved.

c. Approval of SCT Remote Data Base Administration Services Extended Contract (Addendum)

Mr. Jim Shaulis, Director Collegewide Data & Information Services, reported the Board is being requested to approve the Remote Data Base Administration Services Contract with Systems and Computer Technology (SCT) for one-month intervals, not to exceed twelve (12) months. The services are needed in order to continue the implementation of the Banner 2000 suite of administrative applications. Mr. Shaulis reported the cost to the college will be \$8,800 per month. The college plans to recruit for an experienced Oracle DataBase Administrator while training a currently employed Computer Programmer to assume these responsibilities. Dr. Gamble recommended approval of the extension of the Remote Data Base Administration Services Contract with SCT for one-month intervals, not to exceed twelve (12) months at a cost of \$8,800 per month.

Mrs. Martinez moved approval of the extension of the Remote Data Base Administration Services Contract with SCT as presented. Mr. Handley seconded the motion. All those voting in favor of the motion - Martinez, Handley, Penn Williams, Silvernail, Johnson; opposed - none. Motion unanimously approved.

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

a. Audit of Disposition of Surplus Property (Addendum)

Mr. Michael Raphael, Director of Internal Audit, reviewed the process followed to verify the Disposition of Surplus Property. The report was found to be in compliance with requirements.

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

a. Proposed Board of Trustee Workshops - Dr. Gamble (Addendum)

Dr. Gamble reviewed the proposed Board of Trustee Workshops scheduled for August 1999-June 2000. Dr. Gamble described the workshops planned for the Board of Trustees which include a review of the direct support organizations; the review of college degrees, certificates and programs; BCC Draft Strategic Plan; FY 2001 Budget Format and Planning and the FY 2001 Budget Workshop. Dr. Gamble reported September 24-25 a Board Retreat in conjunction with a student interaction session on September 24, is scheduled. The Board members reviewed the meetings planned and recommended some date changes. An updated workshop schedule will be distributed to the Board of Trustee members.

b. Commencement Ceremony

Dr. Gamble reminded the Board members that the next commencement ceremony is scheduled for August 6 at 8:00 p.m. in the King Center for the Performing Arts.

c. Fall 1999 In-Service (Addendum)

Dr. Gamble reported Chairman Johnson has agreed to bring greetings to the college for the Fall 1999 In-Service. The Board of Trustees is welcome to attend any of the components, however, Dr. Gamble felt the most beneficial time would be the Wednesday morning function. All full-time permanent and part-time staff will be invited to the Fall 1999 In-Service.

d. Report on First Six Months - Dr. Gamble (Addendum)

Dr. Gamble reported on the information provided to the Board of Trustees on his first six months at Brevard Community College. He included in the information a copy of documents from the policy manual on the president's role and provided a copy of the evaluation of his performance. Mr. Johnson stated he was very impressed with the information provided.

Mr. Johnson stated he felt it would be feasible to look at providing an extension to Dr. Gamble's contract. Mr. Matheny reported state law allows the president to have a maximum four-year contract. Dr. Gamble's present contract is a two and one-half year contract and he has two years remaining. Mr. Matheny reported the Board can add one or two years to the contract and can adjust any of the contract benefits. It was the consensus of the Board to agenda the extension of Dr. Gamble's contract to the August 16 Board of Trustees meeting. The Board asked Mr. Matheny to provide them with comparative information on the compensation packages of the presidents of Florida's community colleges.

10. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 6:50 p.m.

**APPROVED:** \_\_\_\_\_  
**Chairman, District Board of Trustees**

**APPROVED:** \_\_\_\_\_  
**Secretary, District Board of Trustees**