

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

August 16, 1999
3:00 P.M.

Rm. #168, Performing Arts Center
Melbourne Campus

PRESENT: Eugene C. Johnson, Chairman; Betts O. Silvernail, Vice Chairman; 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 Meeting - July 19, 1999

Mrs. Martinez moved approval of the minutes of the Board of Trustees meeting.

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. Joint Entrance Proposal - Parrish Medical Center/Titusville Campus - Mr. Jones (Addendum)

Dr. Al Koller, Titusville Campus President, introduced Mr. Harry Jones, attorney for the Parrish Medical Center Board. Dr. Koller reported efforts have been taking place between Brevard Community College and Parrish Medical Center (PMC) regarding the construction of a new \$65 million medical facility in the Titusville area.

Mr. Jones reported since Parrish Medical Center and the Titusville Campus of Brevard Community College have adjoining campuses in Titusville he wanted to provide an update on what PMC is doing with the hospital and how it will benefit the college. Mr. Jones introduced Mr. Chris Male, Senior Vice President of PMC, who is in charge of the medical center development and Mr. Rodney Honeycutt, of Honeycutt & Associates, Inc., the hospital's consulting engineer. Mr. Jones reported the PMC Board has approved construction of the new hospital with site work scheduled to begin in October. They anticipate the hospital to be fully

completed in approximately 18 months. The new facility will be located directly north of the current building and, once the move has taken place, the current building will be decommissioned. PMC has recently acquired four acres of property on U.S. #1 just west of the BCC Titusville Campus. Mr. Jones reported there is considerable benefit to the college as it gives PMC the opportunity, at their expense, to construct a new road off of U.S.#1 that would serve both campuses and will improve the existing road. Equally important, with that road in place, Mr. Jones felt the Department of Transportation would allow PMC to install a traffic signal on U.S.#1. He felt this would also improve the college's visibility from U.S.#1 and provide some opportunities for improved signage for the college and PMC. The road, however, will separate a small parcel of college property from the remainder of the college campus. PMC had proposed to use that parcel to construct more parking and this parking would be available to support activities of the college as well as the hospital. PMC would expect to compensate the college to the extent of the property's value. Mr. Jones discussed several ways of compensating BCC, including another land exchange or giving the college additional road improvements on the Titusville Campus. They would like to move forward, subject to the road being located to the satisfaction of the college, and subject to the college being compensated.

Mr. Male distributed maps depicting the site of the proposed road relocation and reviewed the project with the Board.

Dr. Gamble requested Board action on the willingness of BCC to agree to the vacation of Oak Grove, the current existing road between the college and PMC. PMC is seeking the Board's agreement with this partnership. The Board is being asked if this would be in the best interest of the college and to authorize the college attorney to continue negotiations with regard to the property issues involved, as well as the sign issues, so that BCC may move forward in relocating the entrance to the Titusville Campus. Dr. Koller reported the impact is approximately two acres of college property.

Mrs. Silvernail moved approval for the attorneys to proceed with negotiations in light of the PMC joint proposal to relocate the entrance road. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Silvernail, Martinez, Handley, Penn Williams, Johnson; opposed - none. Motion unanimously approved.

Dr. Gamble asked if there was a willingness of the Board to entertain a motion that they are in agreement with vacating the portion of Oak Grove Road involved. Mrs. Martinez asked if other access would be available. Dr Gamble reported the access would be maintained, however, as PMC gets into the refinement of the final design they require approval to relocate the road. Mr. Handley expressed concern that the college receive remuneration for the land it would be giving up.

Mr. Matheny will be working on that aspect. Mr. Matheny reported the college will be compensated for not only the road, but the land itself. He reported the college dedicated to the county its portion of Oak Grove Road. Some years ago the college also gave them easement to a drainage ditch. Several years ago the college sold approximately eight acres to PMC. Mr. Matheny stated this is taken into account to ensure the Board is properly compensated and will come back to the Board for approval.

Mr. Handley moved approval to allow Oak Grove Road right-of-way to be relocated to coincide with the proposed plan. Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Handley, Penn Williams, Martinez, Silvernail, Johnson; opposed - none. Motion unanimously approved.

b. Report on Chain-of-Lake Project - Dr. Koller

Dr. Koller updated the Board on the Chain-of-Lake project, a project which came about primarily as a result of some activities on the part of Parrish Medical Center (PMC) and others to develop a strategic plan for the area east of U.S.#1 which involves PMC land, the college land and a number of private parcels. There are about eight agencies involved in the project to look at what could happen as the property is developed to take in account the blueway, the greenway, bicycle paths, recreational parks to make the most use of the land which runs along the riverfront. The college owns about 2 mile of riverfront on the Indian River Lagoon, however, it is bisected by the East Coast Railway right-of-way so the college does not have free access to the property. It has been proposed that might be an ideal bicycle path area. Most of the lands are wetlands and could be developed as a water and recreational area with parks and could be used to essentially pre-permit development on the college campus and also perhaps the hospital. Dr. Koller reviewed the depiction of the property which showed an area that was leased to the county for soccer fields. The county has not moved on the soccer fields, yet, and since that was done approximately one year ago, there has been some consideration for moving the location of the field to a more northwesterly area so they do not have to build on a terraced incline and to avoid the expense of building in the wetlands area. Dr. Koller reported there are still some considerations for relocating water which comes from the water shed that is to the west of U.S.#1 and runs through a culvert under the highway and currently runs directly through the hospital property and would feed the Chain-of-Lakes which does not exist today, but is envisioned as a development opportunity for that entire waterfront for Titusville. The college is involved because the property is involved. The Chain-of-Lakes project is moving forward which would attempt to use a water quality structure to distribute and hold water on the land along the river front rather than having it run directly into the Indian River Lagoon as it currently does. Dr. Koller reported the county has funding from the Department

of Environmental Regulations. The St. Johns River Water Management District has already committed funds to try to acquire some of the privately held property. The project would take what could be a nuisance problem of impounding water as construction takes place on the land and turning it into an amenity such as a public park which could be an educational opportunity for environmental research, etc.

Dr. Koller reported soon they hoped to be bringing something forward on the progress of the project for the Board. Dr. Koller reported the Board of Trustees was briefed about a year ago and there has not been much progress since that time. They are still struggling with obtaining private properties to make the project happen. The county will have to utilize the funds designated for the project this year or they may lose them. Mrs. Silvernail expressed concern regarding maintenance of the area once the project has been completed. Dr. Koller reported he believed the county and the St. Johns River Water Management District would have the responsibility for the maintenance of the project.

Mr. Matheny reported one of other collateral benefits of the Chain-of-Lakes project is that the college would resolve with the City of Titusville all stormwater charges they have accumulated against the college and the college has refused to pay. This would be resolved by the college joining in the Chain-of-Lakes. PMC has indicated it will also participate in the project by committing some of its property.

c. Report on New Student Orientation - Ms. Bilsky/Mr. Aldridge

Ms. Judy Bilsky, Associate Vice President, Educational Services, reported those interested in student development have been interested in expanding and improving and making mandatory new student orientation. To that end, for the past year or so they have had some initiatives, one of which was to write an expanded orientation into the Title III grant and also this past year, the collegewide retention committee, that consisted of student, faculty and staff, recommended that the college make mandatory the new student orientation. With the approval of the District Cabinet this past spring, Ms. Bilsky appointed Dean Hep Aldridge to lead a committee to develop the policies and procedures to put this in place. The group has come up with several good options for new student orientation which begins for students who are entering as first-time in college degree seeking students entering college this fall. Students entering college this fall have an option of doing a regular walk-in orientation on any of the campuses. A second option, if a student cannot come into any of the scheduled orientations, the students have the option to come into any of the campus learning labs and making an appointment and sitting down with a computer and going through their orientation. Another option is if students are registering in the student success skills class for fall, this exempts them from taking the orientation upon successful completion. Finally, if a student cannot make any of those orientation options at

the beginning of the this term, they are given an entire term to complete their orientation obligation which includes going to walk-in orientations which begin again in November and December. In the future, they are planning to put the orientation on the Web when technology allows. Ms. Bilsky introduced Dean Hep Aldridge who provided a demonstration of the computer student orientation program. Students George Graves and Janis Chapman assisted with the demonstration. Dean Aldridge reported the two students are AS students in Computer Science on the Palm Bay Campus and who, along with other class members, assisted in the development of the computerized new student orientation program. Dean Aldridge introduced Margaret Staton who also assisted with putting the computer orientation program together. Mrs. Silvernail complimented the students for the orientation program. She suggested that something like this could be utilized in Human Resources to inform employees of benefits, etc. Dr. Gamble presented the students with certificates in appreciation for their assistance with the new student orientation computer program development.

d. Report on Police Academy - Dr. Kaliszeski/Mr. Perkins

Dr. Michael Kaliszeski, Melbourne Campus President, introduced Mr. Johnny Perkins, Director of the Criminal Justice Center. Prior to that he was the Director of the Criminal Justice Academy of Osceola County and Commander of the Tampa Police Academy. Mr. Perkins has a BS from the University of Tampa and an MS from the University of South Florida.

Mr. Perkins addressed the Board and gave a brief report on the activities of the Criminal Justice Center located on the Melbourne Campus and one of Florida's 39 certified academies authorized to present the basic recruit certification course that prepares law enforcement, corrections, and correctional probation officers to enter the profession. Of the 39 academies, 23 are affiliated with the community college system. There are currently 31 law enforcement officers and corrections cadettes attending the dual certification program at the Criminal Justice Center which began August 2. In addition to the basic certification courses, the center is responsible for providing all the advanced and specialized training to all criminal justice practitioners in Brevard County which numbers over 1100 law enforcement and corrections officers. BCC's Criminal Justice Center will receive approximately \$86,000 to conduct advance training for the 1999-2000 fiscal year. Mr. Perkins reported representatives from local law enforcement officers, private citizens and the District President and Melbourne Campus President serve as the BCC Law Enforcement Advisory Committee. Through agreements with local agencies, the center has access to approve satellite classrooms and facilities at the Titusville Police Department, Brevard Correctional Institute, Cocoa Police Department, Melbourne Police Department, Palm Bay Police Department and Patrick Air Force Base. In addition, the Brevard County Sheriff's Office has proven to be a tremendous partner in furthering criminal justice education and training in Brevard County.

Mr. Perkins reported the last two law enforcement graduating classes from the Criminal Justice Center who have taken the state certification exam experienced a 100% pass rate. The placement rate for the past two graduating classes in full-time positions is expected to be more than 84%. Mr. Perkins reported on the AS degree program in Criminal Justice Technology and the new AS degree in Criminal Justice Administration. There is a move to make an associates degree a minimum requirement for all law enforcement officers by the year 2005. Mr. Perkins reported there is also a new crime scene technology course which will begin its second year this fall. Mr. Perkins answered questions presented by the Board members.

Dr. Gamble commended Mr. Perkins for his leadership at the Criminal Justice Center.

4. CITIZEN-S PRESENTATION:

a. Bernadine Blake

Ms. Blake reviewed grievance areas regarding her past employment with Brevard Community College. After Ms. Blake gave her presentation, Mr. Johnson stated he felt Ms. Blake should contact Dr. Gamble and Human Resources to schedule a meeting to follow-up on her concerns and questions. Dr. Gamble stated administration would be glad to schedule a meeting.

5. CONSTRUCTION & DEVELOPMENT:

a. Approval of Recommendation of Construction Manager Selection Committee for Performing Arts Center Expansion - Mr. Little (Addendum)

Mr. Little reported the Construction Manager Selection Committee met August 9 to review proposals for the King Center Restroom and Ticket Office project to consider a construction management agreement for a firm price to be bid for the work as opposed to paying a percentage. Proposals were reviewed and based on the predetermined set of criteria, BRPH was selected as the first ranked firm. In a previous meeting, the BCC Board of Trustees delegated the contract negotiation for the project to the King Center for the Performing Arts (KCPA) Board of Directors. With the approval of BRPH as construction manager of the project by the Board of Trustees, the KCPA Board will begin negotiations. Also, in the event they are unable to negotiate satisfactorily with BRPH, the committee recommends authorization to negotiate with the second ranked firm, Construction Management Associates. Dr. Penn Williams abstained from voting due to a conflict of interest.

Mr. Handley moved approval for the KCPA Board to

negotiate with BRPH and, in the event they are unable to reach agreement with BRPH, to negotiate with the second ranked proposal. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Handley, Martinez, Silvernail, Johnson; opposed - none. Motion unanimously approved. (Dr. Penn Williams abstained from the vote due to a conflict of interest.)

b. Report on Relocation of Community Swimming Pool - Palm Bay Campus - Dr. Bert Purga

Dr. Bert Purga, Palm Bay Campus President, reported he met with representatives from the University of Central Florida and architects this past week to discuss plans for Building #3. During those discussions they began to move into some areas of the future such as additional buildings over the next five or ten years. It became clear that they should begin discussions on a campus master plan for all 200 acres and not just the original 80 acres. As the original site of the swimming pool was more suitable for consideration to construct a building in the future, it was suggested that the proposed pool and parking lot be relocated to Manchester Circle. In addition, the YMCA has contacted the college and asked that the original swimming pool project be joined with a YMCA project with one building and an indoor pool. This was complicated because of the agreement with the county and the city. The county and city have provided funds to go toward the pool which have been matched with funds from Tallahassee. Dr. Gamble stated the relocation of the swimming pool would be a good move.

c. County Service Facility - Dr. Purga

Dr. Purga reported the Palm Bay Campus began originally with 80 acres. In the early 1990's, 120 additional acres were purchased. Mr. Joe Matheny, College Attorney, reported the Brevard County Commission has expressed an interest in locating some satellite administrative offices near the Palm Bay Campus. 11.4 acres of FERF property were sold to the St. Johns River Water Management District for \$27,500 an acre. Dr. Gamble, Dr. Purga and Mr. Matheny met with the County Commissioners and they asked the college to contact the county representatives to try to negotiate locating in the college area. Mr. Matheny discussed the county needs. The Sheriff's Department would require approximately two acres, the three constitutional officers require about four acres and the courthouse would require approximately 17 acres. He requested direction from the Board of Trustees. The county is ready at this time to take action to purchase property. Mr. Matheny reported if the college sold the property to the county for \$27,500, it would have to come up with approximately \$250,000 to release the price of \$43,260 per acre for the bond issue. The purchase price of the property was negotiated outside of the college and the college accepted this problem when it accepted the Florida Education and Research Foundation as a

direct support organization. Mr. Matheny reviewed the possibilities of property parcels to locate the county facilities. Dr. Gamble felt it would be a definite advantage to the college to have the traffic coming in proximity to the campus with a county service facility and a Sheriff's Department Office located on the property if something could be negotiated. Dr. Purga reported they are looking at one 17 acre and a five acre parcel of the FERF property. Mr. Matheny reported the college paid \$50,000 an acre for the property purchased from the City of Palm Bay and some other property was purchased from Atlantic Gulf for \$35,000 an acre. Mr. Matheny did not feel that any of the bond land could be sold for any more than \$27,500 an acre. However, the college would have to come up with \$250,000 to close on the property. This would reduce the overall debt. Mr. Matheny reported it may be possible to get the bond holders to reduce the release price of the property. Dr. Gamble stated at this time the Board of Trustees are being asked if they would object to the college contacting the county regarding this potential arrangement. Dr. Penn Williams requested Mr. Little provide an analysis of the reduction of the debt per year for the bond issue with the sell of the property. Mrs. Martinez asked to be provided with information on all ramifications, i.e., if the college goes with a certain course of action versus the status quo and the cost. Dr. Gamble stated notwithstanding the economic issues, they still need to know if there would be an objection to the co-location of the county facilities adjacent to the college's campus. Mrs. Martinez expressed concern regarding selling property that the college may need in the future for expansion. Mr. Handley felt a planning committee is needed to determine the future needs of the Palm Bay Campus for the next 25-30 years. Dr. Penn Williams cautioned that the college approach should not be reactive, but proactive in the approach to this which must include a strategic plan from Dr. Purga for his campus and how this fits into the college's plans. Dr. Purga reported an architectural firm will be retained to perform architectural work and will provide a master plan for the Palm Bay Campus. Mrs. Martinez asked to be provided with a plan showing where the growth in the college will be and how it will all fit into the strategy for the Palm Bay Campus. Dr. Gamble reported before the college would even entertain land contiguous to the campus, there would have to be a master plan. The principle interest is in the FERF land which is not directly contiguous to the campus. Dr. Gamble stated no action would be taken without the Board's approval, however, the administration needed input from the Board. The Board will be provided with the master plan once it is prepared.

(The Board recessed for ten minutes.)

d. Update on Cleanroom - Dr. Purga/Mr. Little (Addendum)

Mr. Al Little, Associate Vice President of Business and Finance, provided a copy of background information on the Cleanroom. He reported Methode Electronics, Inc. (Methode) has put forth an offer to purchase the Cleanroom. Methode first contacted the college regarding the Cleanroom in June 1999 through a contract

with Technological Research and Development Authority (TRDA). The interest was more than TRDA could provide via the proposed Business Incubator since Methode required the entire building including the office space. A follow-up meeting was scheduled in late June with representatives from Methode, TRDA, and Mr. Little. Methode specifically expressed an interest in a long-term lease of the facility with an option to buy. They also requested information on the adjoining property whose title is held by the college. The request created a paperwork dilemma since any lease of the facility would have to be approved by the federal government. Since FERF was expecting the Economic Development Authority (EDA) approval of the prior TRDA proposal to renovate the facility into an incubator within a week or two, the college elected to hold off the request for approval of a lease with Methode until it received the approval for TRDA. EDA approval has been promised several times, however, the college did not have it in writing to date. Mr. Little contacted Methode and explained the college made a commitment to TRDA to go with the incubator renovations no later than August 16. If Methode was willing to purchase the Cleanroom, the college would not have the legal problems obtaining EDA approval. Methode decided to pursue the purchase of the facility. If Methode's appraiser assesses a value within 10% of the sales price of \$1,832,000 then the price will stand as approved. In this case, the college would repay the EDA grant in full as well as reimburse the college for the money invested into the Cleanroom. The FERF Board has been polled, and have unanimously agreed to the sale. If the BCC Board of Trustees concur, once the college receives the sales contract, it will be forwarded to Mr. Bob Stuhlmiller, FERF Board President, for approval. TRDA has agreed to hold off renovations to allow the college to complete the sale. In turn, the college has offered TRDA the use of 5,000 square feet of space in the University of Florida building across from the Cleanroom.

Dr. Gamble reported the purchase of the Cleanroom by Methode does begin the process of removing some of the historical problems associated with both the Cleanroom and the Brevard Teaching and Research Laboratory. In addition, it opens the potential for some land deals in the future that would even expand the benefit of Methode in Palm Bay. Methode is prepared to put down \$90,000 in cash at this time. Dr. Gamble reported TRDA was offered the University of Florida building space which was to have been used as a child care facility. The child care facility was re-evaluated and the college feels it would be advantageous to locate it closer to the main Palm Bay BCC Campus. The college believes it can accommodate the current Cleanroom tenants in college space while the University of Florida building is configured to the needs of the TRDA incubator facility. Dr. Gamble reported the college could both establish a business incubator facility in Palm Bay, which he felt is very valuable to the community, and at the same time remove from the college's responsibility a rather significant facility for a good price.

Mr. Matheny reported he has briefly reviewed the contract provided by Joe Boyd,

Methode's attorney, and it looks fine. Methode has a fifteen day free-study period in which they can get out of the contract. Mr. Matheny reported Methode has paid a deposit check in the amount of \$90,000 made out to his trust account to be held until Methode closes on the facility September 17. Mr. Little reported this is a FERF transaction, however, the Board of Trustees is required to approve the transaction. Mr. Matheny suggested the Board approve the sale subject to a thorough review by the college attorney for approval. The EDA grant will require the college to pay back the \$1,350,000, however no interest accumulates on the grant. Of the other two grants, TRDA for \$200,000, and the Department of Community Affairs Energy Department for \$250,000, neither grant specifically requires repayment, albeit the funds were generated for the purpose of establishing a cleanroom. Mr. Little reported the college contributed \$200,000 to build a classroom and administrative facility in the building and he felt it would benefit FERF to repay the college as it was money earmarked for educational purposes. Mr. Matheny reported the Foundation put up approximately \$170,000 to free the property from the bond issue, but the Foundation received the 90 acres of environmental land in compensation so they are probably not to be repaid. Mr. Matheny reported the contract calls for all of the equipment that belongs to the seller (FERF). Dr. Gamble reported the college would negotiate for the transfer of the college equipment which belongs in the Cleanroom. The contract is for the Cleanroom only and at this time there is no contract on the adjacent property that Methode may be interested in purchasing at a later date. This property is owned by the college and not FERF.

Mr. Little reported on the process to determine the price of the Cleanroom. Dr. Purga reported Methode is now a user of Brevard Teaching and Research Laboratory and the synergy is already taking place.

Mrs. Martinez moved approval of the transaction between FERF and Methode Electronics, Inc. for the purchase of the Cleanroom. Mrs. Silvernail seconded the motion. All those voting in favor of the motion - Martinez, Silvernail, Handley, Penn Williams, Johnson; opposed - none. Motion unanimously approved.

6. OLD BUSINESS:

a. Report on Pending Legal Actions (Addendum)

Mr. Matheny reported the Board of Trustees had asked him to prepare information regarding the Brevard Teaching and Research Laboratory (BTRL) process and he has provided a copy of this information to each of the Board members.

(1) Cocoa Stadium

Mr. Matheny reported the College Foundation owns a 36 acre piece of property which was purchased when it was in foreclosure for dormitories. The Foundation decided the housing market was too available in the Cocoa area. The City of Cocoa wants to construct a stadium. In a meeting with the City of Cocoa they discussed the possibility of locating the stadium on the BCC Foundation property of which the south side is wetlands. Mr. Matheny reported the City of Cocoa is willing to pass an ordinance never to charge the college stormwater fees. The college is presently in litigation over stormwater charges assessed by the City of Cocoa. One other requirement he and Dr. Gamble thought might enhance the deal is to have the City of Cocoa deed the college the Brevard Museum property (26 acres) on Michigan Avenue. The property would enhance the college's ownership of all the land in the Cocoa setting. Mr. Matheny reported the city owns the property and leases it to the county. However, he called the museum director and he was advised that the lease expires in 2088.

Mr. Matheny reported in a meeting with the city, the college and the School System, everyone agreed that the stadium would be beneficial to the area and this would be a desirable trade. This has not been presented to the BCC Foundation, yet. The land would be given to the City of Cocoa to construct a stadium. The School System would then agree to maintain a part of the stadium.

Dr. Gamble reported the area around the Brevard Museum has a wildlife trail. The college would have to deal with the security issue in that area and felt the college could deal with it more effectively if the property is college owned. The city intends to hire someone to manage the stadium as well as the riverfront area to promote both areas. The college would probably have access for the use of the stadium. Dr. Gamble asked for a consensus from the Board members. It was the consensus of the Board that the college proceed with discussions regarding the Cocoa Stadium

(1) Compensation Package

Mr. Johnson reported at the July Board meeting, information was requested by the Board from Mr. Matheny regarding Dr. Gamble's contract for consideration to extend Dr. Gamble's contract, to add two additional King Center for the Performing Arts performances and to provide a salary adjustment in line with the 5% adjustment.

Mr. Matheny reported he believed the requests are in line with other colleges of BCC's size and complexity.

Mr. Handley moved approval for the Board of Trustees to incorporate all three items discussed and effective July 1, 1999, Dr. Gamble's contract be extended for an additional one-year period which would terminate on June 30, 2002

and his base salary be increased by \$10,000 annually and as part of his contract benefits that he receive two additional tickets to the King Center for the Performing Arts performances. Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Handley, Penn Williams, Silvernail, Martinez, Johnson; opposed - none. Motion unanimously approved.

(2) Jim Ross Case

Dr. Penn Williams asked Mr. Matheny if the college administration had responded to the letter from Mr. Ross. Mr. Matheny reported he is accumulating information from all the areas of the college that dealt with Mr. Ross= nonrenewal. Mr. Matheny has a letter from Mike Mattimore who assisted the college with the matter. Mr. Matheny spoke to Mr. Ross= attorney today and promised a response within the next ten days.

b. Approval of Policy 200.08 (2nd Reading) - Mr. Little

Mr. Little reported last month Policy 200.08, AContinuing Workforce Education Fees,@ was presented to the Board of Trustees for the first reading. This past year the legislature changed the wording regarding this area and the policy change reflects this new language. Mr. Little recommended adoption of Policy 200.08.

Mrs. Martinez moved approval of Policy 200.08, AContinuing Workforce Education Fees.@
Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Silvernail, Penn Williams, Martinez, Handley, Johnson; opposed - none. Motion unanimously approved.

7. NEW BUSINESS:

a. Purchasing Actions (Addendum)

(1) #99-00-03 - Annual Maintenance Contract on Digital Equipment - Mr. Little

Mr. Little reported Purchasing Action #99-00-03 is for the maintenance contract on Digital Equipment is a standard contract the college brings to the Board every year for maintenance of the mainframe computer system. It is a sole source purchase as there is only one company that can provide this service. Mr. Little recommended approval of the sole source purchase to Digital Equipment in the amount of \$55,375.08 for an annual maintenance contract.

Mrs. Silvernail moved approval of the sole source bid to Digital Equipment in the amount of \$55,375.08. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Silvernail, Martinez, Penn Williams, Handley, Johnson; opposed - none. Motion unanimously approved.

(2) Purchase of Equipment - Allied Health Challenge Grant - Mr. Gilfilen

Mr. Walt Gilfilen, Associate Vice President of Development, reported it is required that the Board of Trustees approve the expenditure of \$163,000 from the Allied Health Challenge Grant for the areas listed as requested by Mr. John Moore, Dean of the Division of Allied Health. Mr. Gilfilen reported once a year a total accumulation of plans and proposals for the college to utilize Allied Health Challenge Grant funds is approved by the BCC Foundation Board and Board of Trustees. This is then sent forward with a cover letter from Dr. Gamble and as long as the projects fits within the guidelines approval is granted. Every year there is a new listing, depending on the needs of the hospitals and medical professions and the Allied Health Division. Dr. Penn Williams asked that in the future the original budget is presented to the Board when a change is requested. Mr. Gilfilen recommended approval of the purchase of equipment and services in the amount of \$163,000.

Mrs. Martinez moved approval of the Allied Health Challenge Grant expenditure in the amount of \$163,000. Mrs. Silvernail seconded the motion. All those voting in favor of the motion - Martinez, Silvernail, Penn Williams, Handley, Johnson; opposed - none. Motion unanimously approved.

b. Personnel Actions - Mr. Lawton (Addendum)

Mr. Lawton reviewed the Personnel Actions and reported they include 14 of 19 new full-time faculty members who are on-board effective today. In addition, Dr. Yvette Boodhoo is the new Executive Director of the Multi-Cultural Center; Ann Knotts is the new Director, Collegewide Budgets and Dr. Tom Denison is the new Executive Director for Business and Industry. Dr. Denison has been serving the college as the Dean of Technical Education and is quite well versed in the aspects of this new position. Mr. Lawton reported the faculty positions are mainly replacement positions. Dr. Gamble reviewed the newly created positions with the Board. The college has budgeted for the new positions. The remainder of the Personnel Actions are relatively routine and Mr. Lawton recommended approval.

Mr. Handley moved approval of the Personnel Actions.

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

8. FINANCIAL ACTIONS:

a. Report on Capital Improvement Programs - Mr. Little
(Addendum)

Mr. Little reported each year the college is required to submit information to the state listing the capital priorities. A memorandum was enclosed with the Capital Improvement Programs (CIP) report which was provided to the Board of Trustees that explains how the projects fit into the capital process. The first step in the CIP process is an educational plant survey that is completed every five years which establishes the college's needs based on criteria defined by the state. The CIP report is the second step and is a report of the administration's assessment of priorities and the development of specific projects the college is requesting the state to fund. These are broken down into the categories of renovations, remodeling and new construction. This report is submitted to the state and the state then takes the community colleges' reports and compiles one analysis and lists priorities for the Division of Community Colleges. Mr. Little reported typically they look at the top priority from each college and try to get that funded. Renovations are being stressed at this time by the state which is fortunate in that is what BCC needs at this time. Mr. Little reported the priorities at Titusville, Cocoa and Melbourne are primarily related to the Heating, Ventilation and Air Conditioning systems and bringing those up-to-date. Regarding the funds requested for renovation projects, the first word in each category is AGEN@ which, if approved by the legislature with this terminology, gives the college the ability to address other needs that the educational plant survey recommended. This provides the flexibility to handle the college's needs as they are assessed each year. Mr. Little further reviewed the CIP report and answered questions presented by the Board of Trustee members.

Dr. Gamble reported he reviewed the CIP report with Mr. Little and concurs with his recommendations.

b. Award of RFP - Telecommunication Network Upgrade - Mr. Little (Addendum)

Mr. Little reported the college issued an RFP proposal for high-speed telecommunication services in June, 1999. The RFP is part of the \$1 million dollars the college received for upgrades. The RFP had two issues: (1) internet services provider and (2) inter-campus communications. Four responses were received to the RFP and the Evaluation Committee is prepared to make a recommendation on the first issue for an internet services provider of BellSouth.

The costs the college will incur is \$2,232 for installation and a monthly charge of \$3,010 for a three megabit connection. The currently monthly charge is approximately \$2,500, which provides one-sixth of the proposed band width. Mr. Little also reported that although he is requesting approval by the Board, the college is investigating getting the same level of service from the state at no cost. Dr. Penn Williams asked to table the item if approval is not required at the present time. Mr. Little stated it could be presented at the September meeting with no problem. Dr. Penn Williams asked to receive a copy of the bid specifications to review before the September meeting. Mr. Handley also requested the specifications. Mr. Little reported in order for the college to provide desired services, the increased band width is required. The increased band width will allow the college to do more with audio and video. If the state services does not work out, it will just delay the service a few weeks. After a discussion by the Board, it was their consensus to table the award for the telecommunications network upgrade until the September Board meeting.

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

Mr. Little reported the request for approval of the disposition of surplus property was a standard item. After Board approval is obtained, the college can conclude the disposal of the items in a number of ways allowed by statute. Mr. Mike Raphael, Director of Internal Audit, reported he had conducted a random sampling and has found no problems.

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

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

a. Definition of Internal Auditing - Mr. Raphael (Addendum)

Mr. Michael Raphael, Director of Internal Audit, reported the Institution of Internal Auditors is an international organization with a membership of 60,000. For the first time in 20 years, the definition of internal auditing has been revised to agree more in the direction of where the profession has gone. Mr. Raphael discussed the revision as compared to the past definition. He emphasized that the definition states that internal auditing is independent, objective assurance and consultant activity designed to add value and improve an organization-s operations. Mrs. Martinez commented that in light of the quality program that Dr. Gamble envisions that Mr. Raphael is important to identify improvement of processes. She will provide information and techniques to him to assist in this achievement.

Mr. Raphael reported a Cash Counts audit has been completed and scheduled to be reviewed by the Board for the September meeting. Also, he has been in touch with Dr. Andrea Hall with Midwest Research Institute (MRI) to schedule an audit in that area with the contract.

10. REPORT OF THE DISTRICT PRESIDENT:

a. College In-Service Day

Dr. Gamble reminded the Board of the August 18 In-Service program. A booklet has been provided to the Board members. Pull-out items will be presented to the assembly relative to the vision for the college along with a survey form.

b. Palm Bay Electronic Message Center (Addendum)

Dr. Gamble reported an electronic sign is proposed for the Palm Bay Campus along the west side of I-95 adjacent to the campus. Dr. Purga has been negotiating with the City of Palm Bay and the University of Central Florida to fund a portion of the cost for the sign. Dr. Gamble asked for input from the Board regarding the sign before the college proceeds any further. The Board expressed no objections to the sign.

c. Report on Enrollment

Dr. Gamble reported enrollment is basically flat this fall. The enrollment situation is tracked for credit and noncredit classes. The college is currently at 10,161 headcount and 88,098 semester hours which is a small decrease. However, the online enrollments are jumping 63%-66% which is significant and indicates to him that the college needs to be involved in online instruction. Dr. Gamble reported the college will be pursuing obtaining a daily tracking report of the enrollment status to assist in marketing efforts.

d. Calling Cards

Dr. Gamble asked the Board members if they would like to have calling cards for their contacts in the community and state as members of the BCC Board of Trustees printed by the college. If so, please contact his office.

e. Incident at the Melbourne Campus (Addendum)

Mr. Johnson asked the status of the individual injured at the Melbourne Campus. Mr. Richard Moon, Director of Plant Maintenance and Operations, reported he was healing nicely.

f. Postsecondary Remediation Reduction Plan

Dr. Penn Williams asked if the college would be preparing a strategic plan for reducing remediation. She has reviewed the Postsecondary Remediation Reduction Plan, however, felt it did not deal with quantitative issues such as acquiring skills needed to pass the placement test. Dr. Gamble reported the plan was prepared between the School System and the college and is a work in process given that the state's position on requiring there be a cooperative effort did not specify how the state was going to support the activity. The report was submitted to the state on the basis of a time deadline on short notice and it is Dr. Gamble's understanding as the college continues to work with the public schools there will be more details added to the plan regarding outcomes and goals. He can have Ms. Bilsky provide the specifics on the remediation reduction program once the college gets closer to something begin implemented.

10. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 7:45 p.m.

APPROVED: _____
Chairman, District Board of Trustees

APPROVED: _____
Secretary, District Board of Trustees