

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

November 15, 1999
4:00 P.M.

Board Room #231, Administration Building
Cocoa 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 MEETING:

a. Minutes - Board of Trustees Meeting - October 18, 1999

Mrs. Martinez moved approval of the Board of Trustee meeting minutes of October 18, 1999 as presented.

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. Presentation of Institutional Merit Award - Dr. Layne

Dr. Rosemary Layne, Dean of Staff and Program Development, reported the 1999 Institutional Merit Award was presented to Brevard Community College by the National Council for Staff, Program and Organizational Development (NCSPOD). BCC was selected as one of three institutions to be recognized for excellence in the delivery and impact of staff, program, and organizational development programs at two-year colleges and in the promotion of these outstanding programs. Dr. Layne reviewed the evaluation criteria which included program objectives, creativity and innovation, impact and evaluation of programs. In the twenty-two years of the award program, Brevard Community College is only the fourth community college to receive this award.

b. Report on Allied Health Area - Dr. Smith/Mr. Moore/Ms. Cameron (Addendum)

Dr. Joe Lee Smith, Cocoa Campus President, reported the allied health care programs at BCC began approximately thirty years ago when the college began to offer health occupation courses. There was a need in Brevard County for additional health care programs and in 1977 the Board of Trustees approved expanding the college's Cocoa Campus facilities to include the current Allied Health Care building to house seven programs. Now, in 1999, the division has eighteen health occupation programs, including the department of physical education. Thirty-three of the 104 Cocoa Campus full-time instructors are housed within the Allied Health Division. Dr. Smith reported the tremendous growth has led to the necessity of a reorganization of the Allied Health Division administrative structure and now, in addition to the Dean of the Allied Health Division, there is an Associate Dean of Allied Health to oversee the day-to-day operation. The Dean of Allied Health, Mr. John Moore, works with grant funding and healthcare community networking.

Dr. Smith introduced Ms. Cindy Cameron, Associate Dean of Allied Health, who provided a brief overview of the current status of the Allied Health Division structure and programs. Currently, there are 700 graduates of allied health programs annually and at any given time there are approximately 1,012 - 1,200 students enrolled in allied health programs. Ms. Cameron reviewed the programs offered by the Allied Health Division and reported many of the programs over the past several years score continuously above the state national average on the licensure and certification examinations. Currently, all programs are being closely reviewed to ensure that programs are meeting the current health care community needs. Current offerings of programs are being expanded to other campuses based on the student demand and the demand of health care agencies.

Mr. John Moore, Dean of Allied Health, reported on the Allied Health Care Enhancement Challenge Grant which is a 60/40 match. The college has been able to upgrade some of the technological equipment and programs with funds from this grant. Mr. Moore reported the college received a grant for the Human Patient Simulator and a Human Patient Simulator International Symposium is scheduled for March 23-24, 2000, in Cape Canaveral. The central theme of the symposium is to address the educational and community-based health care provider needs to prevent unnecessary medical conditions due to ineffective field and clinical practices. Mr. Gilfilen reported the state and matching grants in the allied health area are approaching approximately \$1 million total since the inception. Mr. Moore discussed the process of entering the Allied Health and nursing program.

If an applicant is not accepted into the nursing program initially, they can begin taking general study courses at BCC and can then reapply the next year. The State Board of Nursing restricts the number of nursing students BCC can have in the programs based on specific criteria. Mr. Moore reported Wuesthoff Hospital recently asked about trying to get additional seats in the nursing program and after the process was completed, six new seats were awarded to BCC's program.

c. Institutional Accountability Progress Report - Ms. Bilsky (Addendum)

Ms. Judy Bilsky, Vice President for Educational Services, presented the Institutional Accountability Progress Report for 1998-1999. In 1991, the Florida legislature passed bill 240.324, which called for community colleges to develop and implement an institutional accountability plan. The college developed a plan for 1995-96 which included five-year goals for all state mandated outcome measures, as well as goals for locally developed measures. Ms. Bilsky reviewed BCC's goals and related them to where BCC stands at the present. The report is to be a self-study and measures BCC's success in meeting the goals. Ms. Bilsky reported BCC's enrollment is 42.42% of prior year high school graduates enrolled which is virtually the same as the previous year. Overall, the AA retention increased from 58.70% to 63.01% with a success rate increase from 75.78%-77.29%. The AS retention rate increased from 50.00% to 51.49% with a success rate increase from 73.58% to 74.26%. Through the efforts of a retention committee, more than 23 retention measures were initiated at the college. Through Title III more than 39 innovative proposals were made for the purpose of improving the college's retention rate. It is hoped that through these efforts that the increase in retention and success will continue on an upward spiral. Dr. Gamble reported in many cases in AS degree programs, students may be hired before earning their degree which is not reflected in the progress report. Ms. Bilsky reported the mean GPA of BCC AA degree transfer students is 2.93 as compared to the state mean of 2.88. BCC transfer students with a GPA of 2.5 or more was at 73.54% compared to a systemwide average of 72.24%. She reviewed additional accountability progress information and answered questions presented by the Board of Trustees.

4. CITIZEN'S PRESENTATION:

a. Mr. Carl Finerson

Mr. Carl Finerson, a member of the South Brevard National Association for the Advancement of Colored People, spoke on behalf of Mr. Jim Ross who was employed by BCC in the past as Associate Vice President of College Relations.

b. Mr. Glenn Forester

Mr. Glenn Forester, faculty member, spoke on behalf of the UFF/BCC faculty union. He reported he had completed an informal survey of community colleges in Florida concerning merit pay. Mr. Forester recommended the Board of Trustees look hard at the issue of merit pay and look at a measure that would not cause divisiveness.

b. Mr. Bill Wenz

Mr. Bill Wenz, faculty member, spoke against faculty merit pay.

b. Mr. Nick Rahal

Mr. Nick Rahal, retired faculty member, spoke against faculty merit pay.

b. United Third Bridge

Ms. Elaine Meldonado, Mr. Sam Lopez, Ms. Carmen J. Lopez, and Mr. Gino Guadagno spoke on behalf of the United Third Bridge and the need for equal opportunities for police recruits. They reiterated the invitation to the college Board and administration to attend the banquet November 19 and the parade November 22. Dr. Gamble reported he has already responded affirmatively to the parade invitation. Dr. Gamble indicated he and the members of the Board of Trustees will be in Tampa for a conference on Thursday and Friday, November 18 & 19.

b. Mr. Clarence Rowe

Mr. Clarence Rowe, President of the Central Brevard National Association for the Advancement of Colored People, spoke on behalf of Mr. Jim Ross, a past employee of the college.

5. **CONSTRUCTION & DEVELOPMENT:**

a. Performance Contracting Committee - Board Appointment - Mr. Little
(Addendum)

Mr. Al Little, Vice President for Business/Financial Affairs, reported the college has set up a Performance Contracting Committee for the purpose of selecting a company to come in and analyze the energy systems, recommend changes, oversee projects to correct deficiencies, finance the projects and be paid from the resulting energy savings. The college has issued a Request for Qualifications and will be narrowing the list to three (3) companies. The Performance Contracting Committee will review the finalists, listen to their presentation and make a recommendation to the Board of Trustees. In addition to Mr. Little, serving as chair, Mr. Richard Moon, Mr. Craig Carman and Mr. Bill McCoy will serve on the Committee. They would like to include a Board member on the Committee which will probably meet two times. Dr. Penn Williams volunteered to serve on the Performance Contracting Committee as the Board representative.

b. Site Relocation - Swimming Pool - Palm Bay Campus - Dr. Purga

Dr. Bert Purga, Palm Bay Campus President, recommended that the proposed site for the swimming pool and footprint for the YMCA facility on the Palm Bay Campus property be relocated from the site previously approved by the Board. The current location for the pool would be a better site for the proposed amphitheater facility. Dr. Gamble reported research was done on the current proposed site location for the amphitheater with it backing up to the wetlands and it was determined the location would not be acceptable, therefore, the administration is recommending changing the site to the proposed swimming pool site. It is recommended that the proposed swimming pool site and the YMCA facility site be changed to another parcel on the Palm Bay property which is in the north/west section at the intersection of Treeland Boulevard and Community College Parkway. Dr. Purga described the locations of the proposed site changes to the Board of Trustees. Mrs. Martinez recommended that when the college begins to review plans for the amphitheater that a report be provided on the demographics and need of the facility. Dr. Gamble reported the amphitheater will belong to the community of Palm Bay; however, he felt it reasonable to request this information be provided. Dr. Gamble recommended approval of the concept for the amphitheater and the proposed site changes as described.

Dr. Penn Williams moved approval of the concept for the amphitheater and the site change recommendations for the proposed amphitheater, the swimming pool and YMCA facility footprints. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Penn Williams, Martinez, Handley, Silvernail, Johnson; opposed - none. Motion unanimously approved.

c. Approval of Brevard County Fair Association Agreement - Dr. Purga
(Addendum)

Dr. Purga reviewed the agreement and the recommendation of minor modifications for the Brevard County Fair Association Agreement for the use of Palm Bay Campus property. Modifications included additional general liability insurance and that the college be allowed to enter and inspect the fair premises at any time. This year a flat sum payment to the Foundation of \$10,000 is recommended as opposed to a floating scale based on seats which will help with accountability. In addition, Dr. Purga reported, the Fair has committed to \$50,000 in capital improvements to the site during the first three years of the agreement. The first phase of site improvement would provide paving for parking, decorative street lights and restrooms. Dr. Purga will be bringing the capital improvement rendering to the Board when plans are ready for approval. Mr. Matheny reported the Fair is a state agency and is licensed by the state and the county and audited annually by the state.

Mr. Handley moved approval of the contract between Brevard Community College and the Brevard County Fair. Mrs. Martinez seconded the motion. All those in favor of the motion - Handley, Martinez, Penn Williams, Silvernail, Johnson; opposed - none. Motion unanimously approved.

6. **OLD BUSINESS:**

a. Report on Pending Legal Actions - Mr. Matheny (Addendum)

Mr. Matheny reported the Board had agreed to sell a two-acre piece of property to be used for a substation for the Sheriff's Department. The county tentatively offered to construct a road for the college in payment of the land. A more definitive concept and an appraisal will be presented to the Board at a future date. Discussion was held on having the county pave the shell parking area at the Palm Bay Campus and to place a shell pathway around the lake.

Mr. Matheny reported the Moore case is pending in the federal district court in Orlando. The discovery state of the case is about to conclude. The case is set for mediation in January 2000. It is estimated the case will go to trial in the summer of 2000.

7. NEW BUSINESS:

a. Personnel Actions - Mr. Lawton (Addendum)

Mr. Robert Lawton, Associate Vice President of Human Resources, briefly reviewed the routine Personnel Actions. Dr. Gamble recommended approval.

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

8. FINANCIAL ACTIONS:

a. Monthly Budget Summary (Addendum)

Mr. Al Little, Vice President of Business/Financial Affairs, reported the budget is in order and the expense budget is being closely monitored with budget controls securely in place. The percentage of the budget spent column indicates the college is in-line with the approved budget as of the end of October. Mr. Little reported fall enrollment is down 6% and the total revenue picture is being analyzed to determine if it will be affected or if anything else can make up for the loss. He will bring this to the Board, hopefully next month, as to whether any adjustments are required. Mr. Little reviewed the procedures to determine if the revenue shortfall can be absorbed in another area. Mr. Johnson, Chairman, acknowledged receipt of the October Monthly Budget Summary.

b. Update on Time Warner

Mr. Little reported a final contract is expected today between the college and Time Warner. They have agreed to all points on the contract, including concerns raised by the Board of Trustees. It will be presented to the attorneys for approval. Mr. Matheny assisted in finding an FCC attorney out of Tallahassee who will be completing a review of the contract for the college.

c. College Vision Statement

Dr. Gamble asked Dr. Al Koller, Titusville Campus President, to appraise the Board on the status of the college vision statement. Dr. Koller reported draft templates have been received from each of the five teams chartered in late August and the templates have been reviewed and returned to the five teams to further refine and consolidate their inputs. Dr. Koller reported the Strategic Planning Committee has reviewed the vision and mission statement as requested by the Board of Trustees. The changes were made which were suggested for the mission statement. Dr. Koller reported after some discussion by the committee, the recommendation came back to leave the vision statement as originally stated.

Mrs. Silvernail moved approval of the vision and mission statements as recommended. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Silvernail, Martinez, Handley, Penn Williams, Johnson; opposed - none. Motion unanimously approved.

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

a. Report on the FACC Conference

Dr. Gamble reported on the recent FACC Conference. Drs. Michael and Stephen MacDonald who were 1982 graduates of BCC, were honored as distinguished alumni. There was also a Board workshop session. Dr. Gamble reported he had distributed copies of materials to the Board from one of the components of the workshop relating to merit pay and is awaiting additional materials which will be distributed to the Board.

b. Trustee Workshop and Orientation Conference

Dr. Gamble reported the Trustee Workshop and Orientation will be held November 18 and 19 in Tampa and four of the trustees will be attending.

c. Internal Audit Procedures (Addendum)

Dr. Gamble reviewed the definition of Internal Audit Consulting Functions which was provided to the Board of Trustees. A meeting was held with Mr. Michael Raphael, Internal Auditor, and Mr. Johnson, Board Chairman, and it is felt the definition represents a reasonable approach for the college's audit function.

Mrs. Silvernail stated the Internal Auditor should take concerns to the District President and concerns relating to the Office of the District President should be discussed with the Chairman of the Board of Trustees. Dr. Gamble recommended adding to the end of the last sentence of the second paragraph, "or other members of the Board as appropriate."

d. WBCC Television/Marketing Presentation - Ms. Bradley (Addendum)

Ms. Ingrid Bradley, Associate Vice President of Community Relations and Marketing, reported on college marketing efforts to-date. She gave a presentation of a compilation of promotion pieces for the college which will be placed between TV programs.

e. Diversity Celebration

Dr. Gamble reported the Diversity Celebration held on the Melbourne Campus, under the direction of Dr. Yvette Boodhoo, Executive Director of the Multi-Cultural Center, was a tremendous success with approximately 10,000 in attendance.

f. Massing of the Colors

Dr. Gamble reported the Massing of the Colors held at the Cocoa Campus on November 11 went well with an excellent turn out. He credited Mr. Walt Gilfilen, Associate Vice President of Development, for the coordination of the event.

10. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 7:07 p.m.

APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees