

**BREVARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING**

December 20, 1999  
4:15 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.

Dr. Gamble requested and was granted Board consent to add to the agenda item 5.b. , Approval of Power Plant (Building #4 Palm Bay Campus) Construction Documents for Submission to Department of Education.

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

a. Minutes - Board of Trustees Meeting - November 15, 1999

Mrs. Silvernail moved approval of the Board of Trustee meeting minutes of November 15, 1999 with corrections as noted.

Mrs. Martinez 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. Musical Presentation - Mr. Lamb

The Madrigal Singers performed several musical selections under the direction of Robert Lamb.

**4. CITIZEN'S PRESENTATION:**

a. Mr. Glenn Forester

Mr. Glenn Forester, UFF/BCC President, distributed materials to the Board from the "Chronicle of Higher Education" and the Florida Community College System "Fact Book" and reported these documents provide statistics which included national salary averages of faculty members and administrative staff members of community colleges.

**5. CONSTRUCTION & DEVELOPMENT:**

a. Approval of Revised Stottler Stagg Contract - Mr. Little  
(Addendum)

Mr. Al Little, Vice President of Business/Financial Affairs, reported the Palm Bay Campus expansion project began with legislative funding of \$14.7 million and the Board of Trustees had previously approved \$1 million in bond money to be included in the project. The current Stottler Stagg contract for architects represents a project scope of \$15.7 million. In July 1999, BCC received funding from the legislature to include a joint-use component in this project. Additional funding from the legislature totaled \$1.596 million to build classrooms and office space for the University of Central Florida. Mr. Little reported the request today updates the contract with Stottler Stagg to design and monitor the increased scope of the project. The proposed change represents an increase to the contract in the amount of \$80,241.00. Dr. Gamble recommended approval of the revised Stottler Stagg contract.

Mrs. Martinez moved approval of the revised contract with Stottler Stagg. Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Martinez, Penn Williams, Handley, Silvernail, Johnson; opposed - none. Motion unanimously approved.

- b. Approval of Power Plant (Building #4 Palm Bay Campus) Construction Documents for Submission to Department of Education (Addendum)

Dr. Bert Purga, Palm Bay Campus President, introduced Mr. Andrew Fox of Stottler Stagg, the chief architect on the Building #4, Palm Bay Campus construction project. The request being presented to the Board for consideration is the approval of plans for the mechanical power plant building and some utility changes to be submitted to the Florida Department of Educational Facilities. Mr. Fox reported the Department of Education is the regulatory board which reviews building projects occurring on a college campus. The Department of Education requests that the college submit drawings and specifications before the project goes to bid to ensure they meet school requirements for educational facilities. After Board approval, the plans are submitted to the Department of Education for review and approval. Dr. Gamble recommended approval of the plans for Building #4 of the Palm Bay Campus.

Dr. Penn Williams moved approval of the plans for Building #4 for the Palm Bay Campus expansion for forward to the Department of Education. Mrs. Silvernail seconded the motion. All those voting in favor of the motion - Penn Williams, Silvernail, Handley, Martinez, Johnson; opposed - none. Motion unanimously approved.

**6. OLD BUSINESS:**

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

In addition to his written report in the Board package, Mr. Matheny reported a comprehensive Motion to Dismiss has been prepared for the Ross case. The time frame varies depending on the judge. The reply brief is due now and it is possible to have a ruling in January 2000.

- b. Update of Time Warner Contract - Mr. Little (Addendum)

Mr. Little reported the college has concluded negotiations with Time Warner and all parties have executed the agreement. The concerns which were raised by the Board and BellSouth at the September 30 meeting have been addressed. Most significant is an opinion letter obtained from an FCC attorney that the college may legally enter into this agreement. Network completion is anticipated by April 2000.

7. **NEW BUSINESS:**

a. Purchasing Actions - Mr. Little (Addendum)

(1) #99-00-06 - Vertical Machine Center Training Package

Mr. Little reported the college is requesting approval to purchase a Vertical Machine Center Training Package as a sole source purchase from Doc Machine Tool. Mr. Tom Hinkle, machining instructor at the Cocoa Campus, reported the vertical machine center is a programmable milling machine and contains multiple tools. There is a large demand for training for the operation of the machine and six companies have committed to hiring BCC students with this training. Dr. Gamble recommended approval of the purchase of a Vertical Machine Center Training Package from Doc Machine Tool in the amount of \$56,900.00.

Mrs. Martinez moved approval of the sole source purchase of the Vertical Machine Center Training Package from Doc Machine Tool in the amount of \$56,900.00. Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Martinez, Penn Williams, Silvernail, Handley, Johnson; opposed - none. Motion unanimously approved.

b. Report on Selection of Dean of Technical Education - Dr. Purga

Dr. Purga reported on the intensive process utilized to fill the position of Dean of Technical Education. A national search was conducted with a response of fifty candidates. Two different interview committees were utilized; one which consisted of employees, faculty and staff and the other which consisted of apprenticeship directors, the East Central Florida Economic Development Commission and the Brevard County School System. After interviews were conducted, both committees recommended Dr. Don Astrab for the position of Dean of Technical Education. Dr. Astrab, a BCC faculty member, was the most qualified candidate for the position due to his experience and education.

c. Personnel Actions - Mr. Lawton (Addendum)

Mr. Robert Lawton, Associate Vice President of Human Resources, reviewed the routine Personnel Actions. Mr. Lawton reported Mr. Art Carlson, the Chief Engineer for WBCC-TV, will be retiring. Dr. Gamble recommended approval of the Personnel Actions.

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

d. Approval of Deletion of Courses Not Taught for Five Years - Ms. Bilsky (Addendum)

Ms. Judy Bilsky, Associate Vice President for Educational Services, briefly reviewed the Course Inventory Purge of all courses not taught within the last five years as per State Board Rule 6A-10.0331. These courses will not appear in the next edition of the College Catalog for 2000-2001. Dr. Gamble recommended approval of the deletion of courses not taught as presented.

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

e. Approval of Academic Calendar, 2000-2001 - Ms. Bilsky (Addendum)

Ms. Bilsky reported each member of the Board of Trustees received a copy of the Brevard Community College Academic Calendar for the year 2000-2001. It is in compliance with the State Rule that governs the formulation of academic calendars for community colleges. An exception was requested for the fall term starting date to keep BCC in line with the Brevard County School System's spring break and other holidays while still maintaining the required number of student and faculty days throughout the academic year. Dr. Gamble recommended approval of the Academic Calendar for the year 2000-2001 as presented.

Dr. Penn Williams recommended approval of the Academic Calendar for the year 2000-2001. Mr. Handley seconded the motion. All those voting in favor of the motion - Penn Williams, Handley, Silvernail, Martinez, Johnson; opposed - none. Motion unanimously approved.

f. Approval of Contract with Communications Concept, Inc. - Mr. Williams  
(Addendum)

Mr. Joe Williams, General Manager of WBCC-TV, reviewed the proposed agreement with Communications Concepts, Inc. for engineering services. These services have been provided by Chief Engineer, Art Carlson, who is retiring from the college. Communications Concepts, Inc. (CCI) is a TV production center located in Brevard County with engineering capacity that meets all of BCC's current and potential engineering requirements. In addition, CCI has experience in building a digital television facility. Mr. Williams reported there will be no increase in cost to the college. Dr. Gamble reported this is a sole source contract above the \$15,000 limit. Mr. Little reported the college has a Board policy that requires that services which exceed the \$15,000 limit be bid; therefore, the Board is being asked to grant an exception. Mr. Williams reported either party can cancel with a ninety-day notice, however, it is a one year contract with automatic renewal. The Board discussed the cancellation policy and the rate of overtime pay. Mr. Williams stated that Mr. Carlson will be consulting with CCI and has worked with them in the past. Dr. Gamble recommended Board approval of a contract to be prepared by the college attorney with CCI for engineering services for WBCC-TV.

Dr. Penn Williams moved approval of the contract with Communications Concepts, Inc. which will be prepared by the college attorney. Mrs. Silvernail seconded the motion. All those voting in favor of the motion - Penn Williams, Silvernail, Martinez, Handley, Johnson; opposed - none. Motion unanimously approved.

8. FINANCIAL ACTIONS:

a. Monthly Budget Summary (Addendum)

Mr. Mark Cherry, Associate Vice President of Collegewide Accounting, reviewed the November Monthly Budget Summary. Approximately 42% of the fiscal year has expired as of the end of November. The student fee revenues are a little ahead as registration began for the Spring term during the month of November. The government appropriation revenue is right on target and the expenditures are in line as well. Mr. Little reported student enrollment has been down and the college has extended the fee payment deadline to January 3, 2000. It was a general feeling that students were not registering as the deadline was prior to Christmas before the break. Mr. Johnson acknowledged receipt of the November Monthly Summary Report.

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

Mr. Little reported three to four times a year, a list of surplus property is brought before the Board for write-off. Dr. Gamble moved approval of the disposal of surplus property as presented.

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

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

a. Y2K Preparedness Summary

Dr. Gamble provided a handout to the Board which included a summary of BCC's Data Services and Data Systems Y2K Preparedness Plan.

b. Security Coverage During the Holidays

Dr. Gamble reported Mr. Craig Carman, Director of Safety and Security, has provided a summary of the steps taken to protect the campuses during the holidays. Dr. Gamble will be available during the holidays if there are any problems on campus.

c. Status of Faculty Negotiations

Dr. Gamble reported on the status of faculty negotiations. The Special Master will interview both sides January 26, 2000 in the Board Room, Cocoa Campus, beginning at 9:00 a.m. and has twenty to thirty days to render a recommendation to the District President. The District President will then bring his recommendation to the Board based on the Special Master's recommendation. Dr. Gamble reported it is anticipated that the March Board of Trustees meeting will be the earliest date for final action by the Board of Trustees in this matter.

d. Consent Agenda

Dr. Gamble stated he would like to propose the use of a “consent agenda” for the Board meetings. He provided a copy of the revised BCC Policy (#100.01) which outlines the set up of the agenda for Board meetings. Dr. Gamble proposed that transactions, which are routine in nature to include approval of the minutes, purchasing actions, report on pending legal actions, personnel actions, monthly budget summary and other routine activities be placed under the heading “consent agenda.” These items are not discussed and one motion approves all items in that section. Any board member can indicate either before or at the Board meeting any item in that section that they would like placed on the open agenda for discussion. The consent agenda provides a method to reduce the time on routine items so that the Board may spend more time on items requiring extensive discussion. If the Board is in agreement with the revision to the components of the official agenda, and there is nothing illegal to the exclusion of these items from the open agenda, Dr. Gamble requested that the revised policy be considered as a first reading with approval at the January meeting. Mrs. Silvernail stated she felt, at this time, that the purchasing actions should remain on the open portion of the agenda. The remaining Board members concurred with this request. Mr. Matheny reported that several boards use the consent agenda concept. It was the consensus of the Board that this meeting be considered a first reading of the revision to Policy #100.01. Dr. Gamble indicated that he would use the new format for the January meeting.

In addition, Dr. Gamble reported that all action items will include a face sheet which will summarize the item and requested action. The Board can use this form to note written comments if they desire.

e. Workshops/Special Meetings

Dr. Gamble reviewed the updated list for Board workshops/special meetings.

f. Internal MRI Audit

Mrs. Silvernail asked Dr. Gamble if he had any concerns with the Midwest Research Institute (MRI) audit conducted by Mr. Mike Raphael, Director of Internal Audit. Dr. Gamble reported he is comfortable with the MRI agreement. Some adjustments were made and the hazardous wastes have been removed. Mr. Carman reported the college is currently looking at vendors to handle disposal of hazardous materials on a routine basis. The college is looking at a quarterly pick up of these materials. Dr. Purga reported Dr. Andrea Hall, MRI, may attend the January Board of Trustees meeting to give a quarterly report.



10. **ADJOURNMENT:**

There being no further business to come before the Board, the meeting adjourned at 5:35 p.m.

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

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