

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

March 20, 2000
4:00 P.M.

Administration Bldg., Rm. #231
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.

a. Additions/Corrections to Agenda

Dr. Gamble requested that items 3.b. and 7.b. be placed on the open agenda.

2. CONSENT AGENDA:

Dr. Gamble recommended approval of the consent agenda items as presented:

- 3.a. Minutes - Board of Trustees Workshop Meeting - February 21, 2000
- 7.c. Approval of Strategic Plan
- 8.b. Approval of Personnel Actions
- 9.a. Monthly Budget Summary
- 9.b. Approval of Budget Amendment #2 to Fund 1, 1999-2000
- 9.c. Disposition of Surplus Property
- 9.d. Approval of Increase in Fees for Super Summer

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

3. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETING:

a. Minutes - Board of Trustees Workshop Meeting - February 21, 2000

Approved as part of consent agenda items.

b. Minutes - Board of Trustees Meeting - February 21, 2000

Dr. Penn Williams asked that the items she requested of Dr. Gamble, including the verbatim minutes regarding the Tsamoutales contract, be included in the addendum file for the February Board meeting. Mrs. Martinez made a correction to section 7.c. of the February Board meeting minutes.

Mr. Handley moved approval of the February 21, 2000 Board of Trustees meeting minutes with the corrections as noted. Mrs. Silvernail seconded the motion. All those voting in favor of the motion - Handley, Silvernail, Penn Williams, Martinez, Johnson; opposed - none. Motion unanimously approved.

4. COMMUNICATIONS:

a. Political Action Event - Dr. Heck

Dr. Heck reported on the Political Action event sponsored by students which occurred March 13 on the Melbourne Campus. An estimated 3,000 participants were on campus for the 9:00 a.m. to 3:00 p.m. activity. Speakers were from a variety of political spectrums and all the candidates in the area were invited with approximately 65 in attendance. Dr. Heck stated the event went very well.

b. Report on One Brevard Plan - Dr. Heck

Dr. Heck reported that the Melbourne Campus Principal's Luncheon, which is held annually to provide communication with the public school system, Dr. Kaliszeski unveiled the One Brevard Plan. Dr. Heck reviewed the One Brevard Plan with the Board.

c. Report - Connecting Culinary Arts and Hospitality Management to the Business Community - Dr. Smith/Ms. Neal/Mr. Grulich

Dr. Joe Lee Smith, Cocoa Campus President, introduced Ms. Josie Neal, Department Chair of the Business/Computer Science Department and David Grulich, Coordinator of the Hospitality Management Program. Ms. Neal reported in the past the Commercial Foods/Culinary Arts Program was separate from the Hospitality Management Program. This semester steps have been taken to merge these two programs. Ms. Neal reported there is now one program with two options; an AS degree option and a vocational certificate option.

Mr. Grulick distributed material pertaining to the program and reported the hospitality management area enrollment is 72 students, a 40% increase from last year. The culinary arts program enrollment is 54 students. Mr. Grulick reviewed curriculum changes he had initiated to meet industry demands and reported on the placement of graduates of the program. Community partnerships are being developed with businesses and area hotels utilizing internships. Mr. Grulick reviewed plans for improvement to the campus food service. In the fall application was made for a \$200,000 service industry capitalization grant that, if received, would provide further assistance for the welfare to work program by providing a three-step vocational credit program in the service area to obtain outside employment. The Board commended the Mr. Grulick for his efforts with the Culinary/Hospitality Management Program.

5. CITIZEN'S PRESENTATION:

a. Dr. Anne Wells

Dr. Wells addressed the Board of Trustees on behalf of her daughter Annette White who recently resigned her position from the college. Mr. Johnson, on behalf of the Board, asked Dr. Gamble to investigate the complaint and provide a report to the Board.

6. CONSTRUCTION & DEVELOPMENT:

a. Selection of Construction Manager for Student Welcome Center Program (Cocoa and Melbourne) - Mr. Little (Addendum)

Mr. Al Little, Vice President for Business/Financial Affairs, reported in large construction projects there is a potential to save money by employing a construction manager to work with the architectural/design team. Several weeks ago the college issued a Request for Qualifications for firms interested in working as the construction manager for the Welcome Centers and 11 firms responded. The Architectural Selection Committee met and narrowed the field to two. The two finalists gave presentations and then were rated by the committee based on qualifications and presentations. The committee recommends the selection of H.J. High Construction as construction manager for the Student Welcome Centers project. Dr. Gamble recommended approval of the selection of H.J. High Construction as construction manager.

Mrs. Martinez moved approval of H.J. High Construction

as the construction manager for the Welcome Center projects. 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. Project Update - Student Welcome Center - Mr. Little

Mr. Little reported a few years ago Ms. Bilsky and Mr. Aldridge worked on graduate school research involving student retention. The research concluded that the physical environment in which a student interacts with advisors and registration personnel plays a significant role in the satisfaction of that student with the college. BCC took this basic philosophy and submitted a Title III grant which was subsequently awarded by the Department of Education to develop this idea. While the Title III grant worked on the functional side of student development, it was apparent that some of the student service facilities were in need of an overhaul. Last year a request was approved by the Board to fund renovations at the Melbourne and Cocoa campuses to create new student welcome centers. On November 1999, the Board approved Florida Architects to plan the renovations. The project team has met to develop a base plan for each campus. Mr. Little introduced Mr. Joe Sorci, Florida Architects, who gave a power point presentation on the proposed plans for the Student Welcome Center projects. He reviewed the basic plans while Mr. Steve Clark, Florida Architects, provided additional detailed information on the proposed Welcome Centers at the Melbourne and Cocoa Campuses. Details included office layout and functional use of the renovated areas.

c. Award of Bid - Mechanical Building/Walkways - Palm Bay Campus - Mr. Little (Addendum)

Mr. Little reported the Mechanical Building is Building #4 of the planned Palm Bay Campus expansion and the covered walkways have been included as part of the project. The low bid submitted by Quality Maintenance & Repair was quite a bit less than the other submissions and was, therefore, reviewed closely by the administration and architects. References were also checked. It was found that their bid was lower because they have the internal staff to complete work which would have had to be subcontracted at an increased expense for the other bidders. Dr. Gamble recommended award of low bid to Quality Maintenance & Repair as presented.

Mrs. Martinez moved approval of the award of low bid in the amount of \$1,494,550 to Quality Maintenance & Repair

for the Mechanical Building/Walkway project on the Palm Bay Campus. All those voting in favor of the motion - Martinez, Handley, Silvernail, Penn Williams, Johnson; opposed - none. Motion unanimously approved.

7. OLD BUSINESS:

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

Mr. Matheny stated the Board had in their package his written report. He reported negotiations are near completion for the transfer of approximately three acres on San Filippo Road to the County for use by the Sheriff's Department for a satellite facility across from the Palm Bay Campus. In exchange for this transfer, the County will construct a roadway connecting the main campus to Manchester Circle and assist with paving parking areas adjacent to the University of Florida Agricultural Building.

Dr. Gamble stated it would be beneficial to locate a Sheriff's substation as proposed. A contract will be brought to the Board next month for their consideration. A concern was expressed by Mrs. Silvernail regarding the college receiving sufficient compensation for the property through in-kind services provided by the county. Supporting documentation will be provided to the Board prior to the April meeting pertaining to the property appraisal and value of services to be provided by the county.

b. Approval of Policy 201.03 - Competitive Bidding (2nd reading) - Mr. Little (Addendum)

Mr. Little reported the request for approval of the change to Policy 201.03 is a result of new legislation regarding the award of bids. This is a second reading of the revised policy. The proposed policy realigns the college's requirements with those allowed by the Legislature and the State Department of Education. The change reinstates exclusions of information technology and management consultants from the bidding process and authorizes the District President to approve expenditures recommended through the standard bid process between the level two (\$25,000) and level five (\$250,000) thresholds. Dr. Gamble recommended approval of Policy 201.03, "Competitive Bidding."

Mrs. Martinez moved approval of the revisions to Policy 201.03. Mr. Handley seconded the motion. All those

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

c. Approval of Strategic Plan - Dr. Koller (Addendum)

Approved as part of consent agenda items.

d. Insurance Committee Report - Mr. Aldridge

Mr. Hep Aldridge, Dean of Students, Palm Bay Campus, and Chairman of the Insurance Committee reported that he was present to give an update on the Insurance Committee. At Dr. Gamble's request the Insurance Committee was enlarged to include more representation from all facets of the college as well as adding a trustee, Mrs. Silvernail, to serve on the committee. Mr. Aldridge reported the process of reviewing the college's insurance service included contacting a number of organizations similar to BCC in size for comparison of insurance benefits and cost. Also, under review was the administration of the insurance contract which is currently done by Arthur J. Gallagher Insurance. In the past, Arthur J. Gallagher Insurance has charged a commission of 5% for the college's insurance. If Gallagher is retained as the college's agent when time for renewal, the college has a commitment from them to decrease their commission to 2%. Mrs. Silvernail reported there are only a few major insurance agents willing to deal in this area. Therefore, if the college has a good relationship with an agent, it may be a benefit to retain their services. Mrs. Silvernail stated she felt comfortable having the college utilize the firm. Dr. Gamble asked the Board's input regarding the direction for the college in utilizing Gallagher as the college's insurance agent. It was the consensus of the Board to continue with Arthur Gallagher Insurance as the college's insurance agent. Mr. Aldridge reported the Committee is in the process of looking at health care for employees. The Insurance Consortium is part of that review. A recommendation on health care coverage will come back to the Board for approval later in the year.

8. NEW BUSINESS:

a. Purchasing Actions - Mr. Little (Addendum)

(1) Approval of Auto Insurance Group Policy - Mr. Little

Mr. Little reported automobile insurance is becoming a popular addition to employee benefit plans across the country. Employees may benefit by experiencing lower premiums due to large volume, as well as the payroll deduction payment. In February, the college issued a request for proposals to six insurance companies. Three responses were received and the Insurance Committee reviewed the responses and recommended approval of Allmerica Insurance as provider a the group automobile insurance policy for employees. There is no cost to the college for this benefit. Dr. Gamble recommended approval of Allmerica Insurance.

Mrs. Martinez moved approval of Allmerica Insurance as the provider of group automobile insurance policy. Mrs. Silvernail seconded the motion. All those voting in favor of the motion - Silvernail, Handley, Martinez, Penn Williams, Johnson; opposed - none. Motion unanimously approved.

(2) Approval of Expenditure - Allied Health Challenge Grant (Addendum)

Dr. Gamble reported funds are set aside from the Florida Division of Community Colleges Health Care Quality Enhancement Challenge Grant. Specific state guidelines for the use of these funds require approval by the Board of Trustees. The Allied Health Care Challenge Grant provides support and expansion of all Allied Health related programs. Dr. Gamble recommended approval of the expenditure of \$115,000 for items as requested by Allied Health.

Mrs. Silvernail moved approval of the expenditure of the Allied Health Care Challenge Grant for items as listed in the amount of \$115,000. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Martinez, Silvernail, Handley, Penn Williams, Johnson; opposed - none. Motion unanimously approved.

10. REPORT OF THE DISTRICT PRESIDENT:

a. Men's Basketball Team

Dr. Gamble reported the BCC men's basketball team was in the final sixteen of the Men's National Championship Basketball Tournament for the first time since 1979 and he attended several of the games in Hutchinson, Kansas. The majority of the starting five BCC basketball team members are from the local community. The team performed well in the national championship. Dr. Gamble commended

the basketball team for the marvelous job they have done.

b. Junior Achievement National Achievement Award

Dr. Gamble reported BCC was awarded the 2000 Junior Achievement National Leadership Award on behalf of the services the college has provided for many years to Junior Achievement.

c. Mr. Don Williams, Board Member, Moore Multi-Cultural Center

Mr. Don Williams spoke on behalf of the Moore Multi-Cultural Center and wanted to insure that the Multi-Cultural Center Advisory Board would have the opportunity to review the plans for the Welcome Centers to provide input for space. Dr. Gamble reported the college has been working with Dr. Yvette Boodhoo, Executive Director of the Moore Multi-Cultural Center, in identifying space and she would be bringing those recommendations to the Multi-Cultural Center Advisory Board. Dr. Gamble reported that the location of the Multi-Cultural Center facilities in the college Welcome Centers will not necessarily be in the Welcome Center, but adjacent to the center. He is working to make sure that every campus has a clear, visible presence of the Multi-Cultural Center displays and activities as opposed to just one campus.

11. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 6:06 p.m.

APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees