

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

September 18, 2000
4:00 P.M.

Board Room, Rm. 231, Admin. Bldg.
Cocoa Campus

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

1. CALL TO ORDER:

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

Dr. Gamble called the Board's attention to the revised agenda. Dr. Penn Williams asked to place 9.c., "Fund 1 Budget Amendment" on the regular agenda and asked that item 8.b. be removed from the consent agenda as it is a first reading. Mrs. Silvernail asked that item 7.a., "Report on Pending Legal Actions" be placed on the regular agenda. Mrs. Martinez asked to place item 3.a., "Minutes - Board of Trustees Workshop - August 18 & 19, 2000" be placed on the regular agenda.

2. CONSENT AGENDA:

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

- 3.b. Minutes - Board of Trustees Meeting - August 21, 2000
- 7.a.(1) Approval of Amendment to Bylaws for Maxwell C. King Center for the Performing Arts, Inc. Board of Directors
- 8.a. Approval of Personnel Actions
- 9.a. Annual Financial Report
- 9.b. Monthly Budget Status Report
- 9.d. Disposition of Surplus Property

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

3. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETING:

a. Minutes - Board of Trustees Workshop - August 18 & 19, 2000

Mrs. Martinez suggested revisions be made to the workshop minutes pertaining to the Visioning report. The minutes will be submitted to the Board for approval at the October Board meeting.

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

Approved - consent agenda.

4. COMMUNICATIONS:

a. Report on Dental Program - Dr. Fettrow/Ms. Hallock/Ms. Kahler

Dr. Brenda Fettrow, Cocoa Campus President, introduced Ms. Holly Kahler, Dental Assistant Program Coordinator; Ms. Janice Raulerson, Dental Hygiene Program Coordinator and Ms. Rita Hallock, Assistant Professor for the Dental Hygiene Program. Dr. Fettrow provided material to the Board of Trustees on the dental program.

Ms. Hallock gave a powerpoint presentation to the Board on the dental program. She reported on the clinical facility for the two dental programs located on the Cocoa Campus. Dr. Dennis Connaughton is on staff full-time and is active as an instructor in the students' classroom and in clinical experience. Ms. Hallock reported on career opportunities, program transitions and articulation, program performance and program projections. The programs are designed for easy transition from the high school to dental assisting and, if desired, to the dental hygiene program. High school students may begin to take general education requirements as dual enrollment. The dental assisting program is a one-year vocational program. Thirty-two college credits will transfer from dental assisting to dental hygiene within certain time parameters. A certified dental assistant (CDA) performs chair side assistance to the dentist, exposes and develops radiographs, performs expanded function duties and completes front office tasks as needed. A registered dental hygienist provides direct patient care, including preassessment of health and disease status, patient education, preventive or therapeutic treatment and expanded functions. Ms. Kahler reported two avenues are available in the dental assisting program – the traditional full-time program and the independent study outreach program. The enrollment for the program is up 25% this year. The projected job growth rate for dental assisting is 48% in the

next eight years. Ms. Raulerson reported on job skills for the dental hygiene program. BCC's dental hygiene program national board examination scores ranked within the top 15% six out of the seven past years. BCC has a 97% pass rate on both components of the Florida licensure exams. Selection for the dental program is based on academics, test scores and allied health experience. The range of graduates is 10-12 annually. BCC graduates seeking employment have a 100% employment rate within the first six months post licensure. Ms. Hallock reported students perform externship clinical rotations throughout the county. Students volunteer in community health care projects. She reported on scholarship and grant money utilized by the students and for improvements for the program.

Mrs. Martinez asked about the 12 slots available per year in Brevard County and if the amount was a constraint. Ms. Raulerson reported according to accreditation standards, the college could only have ten students; however, this is managed by making arrangements with externship sites. Mrs. Martinez asked if the BCC program could keep up with the 48% projected job growth rate over the next eight years. Ms. Raulerson discussed the situation and constraints allowed. She indicated at this time, with the assistance of the out reach program the college has been able to keep up with the growth demand.

5. CITIZEN'S PRESENTATION:

None

6. CONSTRUCTION AND DEVELOPMENT:

a. Architect Selection - WBCC Studio - Cocoa Campus - Mr. Little

Mr. Al Little, Vice President of Business and Administrative Services, reported for the past several months members of the BCC staff worked with Harris Corporation to develop preliminary plans for the WBCC renovation. Harris is serving as the Systems Integrator for the project to ensure that all of the equipment will broadcast once it is installed. Mr. Little reported the architect selection committee reviewed the submissions received from several architect firms. Two proposals were selected for review and both involved Rees Architects, a nationally known firm in the broadcast field. One of the submissions was for Rees Architects to operate as the sole architect and the other was from the local firm of Rood & Zwick to work in tandem with Rees Architects as it relates to the broadcasting. Mr. Little reported the architect selection committee unanimously agreed to involve a local company to work with Reese

Architects. Dr. Gamble recommended approval of Rood & Zwick working with Rees Architects for work on the WBCC Studio project.

Mr. Handley moved approval of Rood & Zwick to work with Rees Architects for the WBCC Studio project and for the college administration to negotiate a contract. Mrs. Silvernail seconded the motion. All those voting in favor of the motion - Handley, Silvernail, Martinez, Penn Williams, Johnson; opposed - none. Motion unanimously approved.

b. Update - Palm Bay Aquatic Center - Dr. Purga

Dr. Bert Purga, Palm Bay Campus President, reported on the history of the decision for the placement of the proposed swimming pool on the Palm Bay Campus. It is being recommended at this time that the proposed swimming pool location be relocated to an area north of the softball field. He answered questions presented by the Board members. The Palm Bay Chamber of Commerce Foundation has joined the college with the aquatic project in order to look at support from the community. Mr. Handley asked if Stottler Stagg has been involved in the pool move as they assisted with the original campus plan. Dr. Purga reported the college is no longer using Stottler Stagg in developing the campus plan. Dr. Gamble discussed obtaining a master planner for the college in its entirety in the future. Mrs. Martinez asked if the swimming pool fits in with the college's mission. Dr. Purga felt the pool was a valuable component of the community service aspect of the college. It was the consensus of the Board that the college not have to manage the swimming pool. Mr. Matheny reported he could develop an agreement with the parties involved with the swimming pool similar to the agreement for the proposed amphitheater. Dr. Gamble reported the college's role would be to utilize the swimming pool principally for instructional purposes and the maintenance and operation issue would have to be bargained with the county and the city. Dr. Purga reported approximately six years ago when the money moved from the county and the city to the college for the swimming pool project there was an agreement put into effect and the college has asked that the agreement be revisited. College representatives will meet with representatives from the county and the city to discuss the agreement as it relates to the responsibilities of each party to ensure that every effort is made to avoid the college serving as the manager of the facility. Additional updates to the Board will be held at future meetings.

7. **OLD BUSINESS:**

a. Report on Pending Legal Actions - Mr. Matheny

Mr. Matheny reported on the stormwater situation whereby the college was sued approximately four years ago by the City of Cocoa and the college went to summary judgement in the favor of the college on all issues. This was appealed and the appellate court felt more information was required and sent it back to the trial court. It remained there for a year, the City of Cocoa failed to progress the case on the docket and the college moved to dismiss the suit and it was dismissed. Mr. Matheny reported prior to the hearing on the dismissal, the City of Cocoa filed a new lawsuit with identical language, except they added a Count for declaratory relief. This suit will be addressed with a Motion to Dismiss in behalf of the college in the next few days.

Mrs. Silvernail asked if Holland & Knight would be providing any seminars for the college. Mrs. Oglesby reported she will be meeting with Mr. Hament on the topic of workshops for college employees.

Mr. Handley asked the status of the Ross case. Mr. Matheny reported the U.S. Magistrate recommended dismissal of all of Mr. Ross' claims except the claims against two individuals. The college took exception to that ruling as it pertained to those individual claims; Ross took exception to those rulings on a number of issues; and the whole matter has been briefed and is now in the hands of a district court judge who has recused himself. It has been reassigned to another judge and is ready for a ruling on those issues.

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

(1) Amendment to Bylaws for Maxwell C. King Center for Performing Arts, Inc.

Approved - consent agenda.

8. NEW BUSINESS:

a. Approval of Personnel Actions - Ms. Oglesby

Approved - consent agenda.

b. Additions/Revisions to College Policy Manual: Policy #302.2 - Ms. Oglesby; Policy #400.07 - Dr. Bilsky (1st reading)

Acknowledgment of first reading.

c. Legislative Action Plan - Dr. Gamble (Addendum)

Dr. Gamble discussed the Legislative Action Plan and noted the handout provided to the Board listing the college's legislative team. After the 2nd primary election is concluded, the college will pursue a luncheon with each candidate and the District President, along with a member of the Board of Trustees. This will be concluded prior to the election in November. Between the November election and the end of the year visits will be made to the elected legislators to go over the college's legislative plan. Dr. Gamble reported the principle goal of the legislative plan for this year is a focus on the funding of the community college system and to provide information to the legislators so they may understand it. Dr. Gamble felt there are individual actions the Board can place in the college's legislative plan as they involve themselves in various local political events, receptions, and meetings where they could reinforce the importance of the college's funding request.

Dr. Gamble reviewed the Governance Survey form provided to the Board members. The community college has been requested to complete the survey by October 2. It was the consensus of the Board to conduct a special workshop on the Governance Survey which will include the District President's Cabinet. The meeting will be held on Monday, September 25 at 5:30 p.m. in Rm. #168 of the King Center. Dr. Gamble expressed some concern on whether a seven member super Board can handle the breadth of all of the educational systems in the state; however, the point made was that the state community college board has not been successful in obtaining funding and the other boards (Board of Regents and public school boards) appear to have dominated the legislative process. It was felt that a single board, as opposed to the multiple boards, will provide a better chance, based upon who is selected to sit on the board, for a true integration of concerns and a presentation to the legislature that hopefully will help the community colleges. Dr. Gamble reported there is very good representation on the transition task force.

9. **FINANCIAL ACTIONS:**

a. Annual Financial Report - Mr. Little (Addendum)

Approved - consent agenda.

b. Monthly Budget Status Report - Mr. Cherry (Addendum)

Approved - consent agenda.

c. Fund 1 Budget Amendment - Mr. Little (Addendum)

Mr. Little reported the Fund 1 Budget Amendment is presented to update the beginning fund balance to the actual fund balance at June 30, 2000. The amendment also increases the expenditure budget for purchase orders carried forward from the prior fiscal year to the current fiscal year. Dr. Gamble recommended approval of the Fund 1 Budget Amendment.

Mrs. Martinez moved approval of the Fund 1 Budget Amendment. 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.

10. REPORT OF THE DISTRICT PRESIDENT:

a. Recognition of BCC

Dr. Gamble reported BCC was named as one of the top 20 Associate Degree producers in the country out of a total of 1,132 public community colleges and was also identified as one of the top 100 Minority Associate Degree producers in the country.

b. Enrollment Report

BCC is slightly up in head count and credit hours and up more than 40% in online distance learning classes. The college is also up 96% in non-credit business, industry and continuing education offerings.

c. Federal Audit Report

Dr. Gamble reported BCC was one of only eleven community colleges in Florida to receive a totally clean federal audit of financial aid functions.

d. Employee Service Program (ESP)

Dr. Gamble reported BCC has initiated a new Employee Service Program (ESP) in response to Governor Bush's "Mentoring Initiative." The ESP at BCC provides for 1 ½ hours per week of voluntary service.

e. Technical Advisory Committee Meetings

Dr. Gamble reported the first Technical Advisory Committee meeting was held in Cocoa today. A second meeting is planned for September 27 in Melbourne. The college plans to review curriculum through the involvement of the appropriate people. The programs which have enrollment problems have been placed on a "watch list" for the college and will be monitored.

f. Adopt-A-School Program

The Melbourne Campus has adopted Sherwood Elementary School and Explorer Elementary and Charter Middle School. The Cocoa Campus has adopted Cocoa High School and Clearlake Middle School. Dr. Brenda Fettrow, Cocoa Campus President, reported on October 18 Cocoa High School and Clearlake Middle School will participate in a parade on Clearlake Road and enter on to the Cocoa Campus in front of the amphitheater for a kick-off activity.

g. Alumni Association Development

Dr. Gamble reported the Alumni Association development is underway through the efforts of Debbie Grollmes in the Development Office. The goal this year is to formally establish the Alumni Association.

11. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 5:36 p.m.

APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees