

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

May 21, 2001
4:00 p.m.

Lecture Auditorium, N. Earl Jones Building (Bldg. 1)
Titusville Campus

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

ABSENT: Mr. James W. Handley

1. CALL TO ORDER:

Mr. Johnson called the Board meeting to order.

2. CONSENT AGENDA:

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

- 3.a. Approval of Minutes – Board of Trustees Workshop – April 16, 2001
- 3.b. Approval of Minutes – Board of Trustees Meeting – April 16, 2001
- 6.b. Approval of Melbourne Campus Generator for Emergency Shelter
- 8.a. Approval of Personnel Actions
- 8.b. Approval of Collegewide Faculty and Staff VIP Awards
- 8.c. Approval of 2001-2002 College Catalog
- 8.d. Approval of First Reading – Revision to College Policy 302.01
- 9.a. Approval of Monthly Budget Status Report
- 9.b. Approval of Application Fee Holiday

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

3. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETING:

- a. Minutes – Board of Trustees Workshop – April 16, 2001

Approved – consent agenda.

- b. Minutes – Board of Trustees Meeting – April 16, 2001

Approved – consent agenda.

4. COMMUNICATIONS:

- a. Report on Office Technology Program – Titusville Campus – Ms. Nardo/
Ms. DiBartolo

Ms. Mary Nardo, Interim Titusville Campus President, introduced Ms. Salli DiBartolo, Instructor of Office Technology, who is in charge of the Titusville Campus Open-End/Open-Exit Office Technology Program. Ms. DiBartolo reported there are three office technology divisions: College Credit; AS Certificate; and Vocational Certificate. The college credit students and Pell Grant students attend school from semester to semester. Vocational students who are not Pell Grant and the community education students can start at any time. The program is open-entry/open-exit and students have 16 weeks to finish. Students can schedule the lab hours at their convenience and can create their own attendance schedules to fit their lifestyles. Students work at their own pace with assignments due each week. Ms. DiBartolo distributed the “Guidelines Booklet”, which is a tool for the student. She reported on the syllabus, student card, the assignment strips, the student attendance sheet, and test cards. Sixty-five courses are offered for each semester. As of May 21, 2001, there were 98 unduplicated students enrolled in the program. The success rate for the program is 95 percent to 98 percent. Mr. Johnson and the Board commended Ms. DiBartolo for providing an excellent report on the Office Technology Program.

5. CITIZEN’S PRESENTATION:

None

6. CONSTRUCTION AND DEVELOPMENT:

- a. Approval of the Selection of the Master Planning Architect – Mr. Little
(Addendum)

Mr. Al Little, Vice President for Finance and Administrative Services, reported BCC has been undergoing a Master Planning process on the Cocoa Campus for several months. It is anticipated that a report will be brought to the Board during the summer, which will be a final version for the Board’s input and approval. A

recommendation for an architect for Master Planning on the remaining three campuses was presented to the Board. A request for qualifications for this project was advertised and responses were received from three architectural firms. Florida Architects was ranked #1 by the selection committee for the project. Mr. Little reported Florida Architects is also working on the Master Planning for the Cocoa Campus. Dr. Gamble recommended approval of the selection of Florida Architects and the negotiation of a contract for architectural services for Master Planning.

Dr. Penn Williams moved approval to negotiate a contract with Florida Architects for the Master Planning Architect for the Melbourne, Titusville, and Palm Bay Campuses. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Silvernail, Martinez, Johnson, and Penn Williams; opposed – none. Motion unanimously approved.

- b. Approval of Melbourne Campus Generator for Emergency Shelter – Mr. Little (Addendum)

Approved – consent agenda.

7. OLD BUSINESS:

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

Mr. Matheny reported on the case of Ross vs. BCC. The Appellate Court has questioned whether they have jurisdiction of the case on appeal and they have asked the lawyers to brief that question. BCC will get the benefit of those briefs and a ruling on matters of jurisdiction. As already stated, earlier, the college has been exonerated in that case and there is no liability on the part of the college.

Mr. Matheny reported the college contracted with Parrish Medical Center to exchange a parcel of property adjacent to the Titusville Campus. The contract was for \$302,950; however there is a credit of \$68,890 to Parrish Medical Center for a parcel of property, approximately 1-1/4 acres, that Brevard Community College will be obtaining. He reported the college's cost to build the extension road on the Titusville Campus is approximately \$95,000 plus approximately \$14,000 in soft costs, i.e., engineering and design costs. The net result is that

BCC will receive, from this transaction, \$220,000, less the \$95,000, that it will cost BCC to extend this road.

Mr. Matheny reported the contract for sale of the FTRL to MRI, in Palm Bay, has been extended with a closing scheduled for July 17, 2001. The inspection period will end on July 2, 2001. The buyer has put up the earnest money of \$100,000 with Brevard Title in Merritt Island. The purchaser has ordered a survey, which will be delivered the first part of June, 2001. BCC is waiting for Merrill Lynch and the trustee, SunTrust, to extend the discounted payoff figure and the consultant is working on that with some positive indication that the time will be extended. The revision has been approved by the FERF Board, it has been signed, and sent to the buyer's attorney and broker.

8. NEW BUSINESS:

- a. Approval of Personnel Action – Ms. Oglesby (Addendum)

Approved – consent agenda.

- b. Approval of Collegewide Faculty and Staff VIP Awards – Dr. Gamble (Addendum)

Approved – consent agenda.

- c. Approval of 2001-2002 College Catalog – Dr. Bilsky (Addendum)

Approved – consent agenda.

- d. First Reading – Revision to College Policy 302.01 – Dr. Kaliszeski (Addendum)

Approved – consent agenda – first reading.

- e. First Reading – Revision to College Policy 201.02 – Mr. Cherry (Addendum)

Mr. Mark Cherry, Associate Vice President, Collegewide Accounting, reported BCC Policy #201.02 is being recommended for revision in order to authorize implementation of a purchasing card program. A recent study of transactions at the college revealed that 78 percent of vendor checks written were for less than \$750. If approved, authorized college representatives would be issued a Visa card with enhanced controls, reporting, and payment features. Mr. Cherry reported the

program is on the state bid list with Bank of America. It would be an advantage as the college would be able to pay for purchases with one check covering all of the activity for these cards. The authorized user will be required to complete an exam and sign a card holder agreement, which would authorize the college to take certain steps in the event of card abuse. There will be detective controls, which include supervisor approval of all transactions, statement auditing by the accounts payable office of each statement, and the ability to generate exception reports for all card activity. This will include not only completed purchases, but also attempted purchases. The bank will provide the college protection from fraud and misuse by BCC employees. The program would be no cost to the college. Once a certain spending level is reached, the college would receive a rebate on all card expenditures. It was the consensus of the Board to proceed and to present the revised policy for a final reading at the June 18, 2001, Board meeting.

9. FINANCIAL ACTIONS:

- a. Monthly Budget Status Report – April 2001 – Mr. Cherry (Addendum)

Approved – consent agenda.

- b. Approval of Application Fee Holiday – Dr. Bilsky (Addendum)

Approved – consent agenda.

10. REPORT OF THE DISTRICT PRESIDENT:

- a. Recognition of Dr. Al Koller – 2001 Explorer Award

Dr. Gamble recognized Dr. Al Koller for receiving the 2001 Explorer Award from The Florida Space Business Roundtable. Education Commissioner Charlie Crist presented this award to him at The Florida Space Business Roundtable banquet on May 30 in Tallahassee. This prestigious award is presented to individuals who provide the most significant support for Florida's space-related education and research interests. Dr. Gamble recognized Dr. Koller's efforts and leadership in the development of the college aerospace programs.

b. Bumper Award

Dr. Gamble provided a copy of a letter from the Lieutenant Governor Brogan in response to his being selected for the prestigious Bumper Award, which is also bestowed by the Space Business Roundtable. Dr. Gamble reported on the significance of Lieutenant Governor Brogan's statement pertaining to Brevard Community College and its part in education.

c. Enrollment Update

Dr. Gamble provided a copy of a preliminary enrollment report for the Summer A session. Currently credit hours are up 13.45 percent and headcount is up 8.81 percent. The web-based credit hours are up 88 percent for the summer. He reported more than 70 percent of those enrollments online are residents of Brevard County. Dr. Bilsky reported on a process established whereby marketing success to increase enrollment can be tracked. As the program was only recently implemented, there is no true data yet. However, tracking data will be available later in the year.

d. Recognition of Mr. Johnny Perkins – Chairmanship Nomination

Dr. Gamble reported that Johnny Perkins, Director of the Criminal Justice Center, has been nominated for the Chairmanship for the Florida Criminal Justice Training Center Directors Association. This is an important recognition.

e. Graduation – May 19, 2001

Commencement was held Saturday, May 19, 2001, with more than 400 graduates. Seven students graduated from Brevard Community College with an Associate of Arts degree at the same time they graduated from high school. The age range of BCC graduates was from 17 years to 67 years old.

f. Brevard Community College 2001-2002 Catalog

Dr. Gamble reported the actual printing of the 2001-2002 college catalog would commence after the selection of the Titusville Campus President, which should occur within the next month. In addition, the new Board of Trustee member should be onboard at that time. Dr. Gamble encouraged input from the Board of Trustees on the catalog.

11. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 4:45 p.m. An Executive Session was conducted upon adjournment of the Board meeting.

APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees