

**BREVARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING**

June 18, 2001  
4:00 p.m.

Lecture Auditorium, Admin./Gen. Instruction (Bldg. 1)  
Palm Bay Campus

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

**ABSENT:** Mrs. Betts O. Silvermail

**1. CALL TO ORDER:**

Mr. Johnson called the Board meeting to order.

Dr. Gamble handed out a yellow, revised agenda, which added 7.d., "MRI Quarterly Reports;" 8.h., "Approval of Emergency Policy Revision to #302.03, Employee Leave of Absence;" and 9.h., "Approval of 401(a) Benefit Plan through BENCOR". Mr. Matheny asked that the first line of 7.a., "Old Business", of the May 21, 2001, minutes, be corrected to reflect the name "Ross" instead of "Creel." Dr. Penn Williams asked to place the following items on the regular agenda: 7.a., "Report on Pending Legal Actions" and 8.g.(1), "Approval of DSO Budgets".

**2. CONSENT AGENDA:**

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

- 3.a. Approval of Minutes – Board of Trustees Meeting – May 21, 2001
- 7.b. Approval of Revision to College Policy #201.02, Expenditures (2nd Reading)
- 7.c. Approval of Revision to College Policy #302.01, Employment at the College (2nd Reading)
- 8.a. Approval of Personnel Actions
- 8.g.(2) Approval/Confirmation of DSO Board of Directors
- 8.g.(3) Approval of DSO Annual Report of Conditions
- 9.a. Approval of Monthly Budget Status Report – May 2001
- 9.e. Approval of College Memberships
- 9.f. Approval of Accounts Receivable Writeoffs
- 9.g. Approval of General Fund Operating Budget Amendment

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

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

a. Minutes – Board of Trustees Meeting – May 21, 2001

Approved – consent agenda with correction as noted by Mr. Matheny.

**4. COMMUNICATIONS:**

a. Report on Joint BCC/School System Projects – Dr. Bilsky (Addendum)

Dr. Bilsky reported on BCC's partnerships with public and private schools in Brevard County. The Districtwide articulation agreement was approved May 22, 2001, with the Brevard County School District. BCC also has articulation agreements with more than one dozen private schools in Brevard County. Students who are taught at home are eligible for these same opportunities. Within the next year, BCC is going to expand opportunities by not only keeping the courses for dual enrollment within the high schools, but also opening up more courses on the campuses through BCC's dual enrollment academies. Out of 28 Florida Community Colleges, BCC had the highest number of students involved in accelerated education programs. In addition to the curriculum programs, BCC also offers support services and enhancements shared with the Brevard County School District and Brevard County students in general. They are able to use the Planetarium, Summer Fine Arts Program and Service-Learning. High school graduations are held at the King Center and Titusville Campus. BCC's partnership and initiatives with the School District are going to continue to grow. Just recently, BCC and the School District established a new working task group/task force to explore additional possibilities to include the expansion of vocational technical programs and partnership. Cocoa High School may become a performing arts school/magnet school and since BCC's music program is now going to be centralized at the Cocoa Campus, this would be a good opportunity for BCC to get involved. The working task group will lead BCC to a joint inservice with the School District on September 17, 2001. All advisors and counselors, from the school district and private schools, will be invited to attend. Dr. Bilsky stated BCC had close to 3,000 students participate in accelerated programs this year. In the past five years the number of students has increased by approximately 100 students each year. Dr. Bilsky reported the "Adopt-a-School" program is doing very well. Dr. Gamble stated that the Cocoa and Melbourne Campuses are involved in this program and the Titusville and Palm Bay Campuses are in the process of implementing the program.

**5. CITIZEN'S PRESENTATION:**

a. Presentation by UFF/BCC Representatives

Ms. Linda Parrish, President, UFF/BCC, and Ms. Robin Boggs, Chief Negotiator for UFF/BCC, made a presentation to the Board regarding faculty negotiations. Ms. Boggs expressed her appreciation for the collaborative climate that was shown at the past negotiation cycle. Ms. Boggs recognized the team members who were: Dr. Brenda Fettrow; Mr. Walt Gilfilen; Mr. Al Little; and Ms. Joni Oglesby. Ms. Boggs reported the ratified contract from the faculty should be available to bring to the next Board meeting.

**6. CONSTRUCTION AND DEVELOPMENT:**

a. Approval of Performance Contracting Recommendations – FPL – Mr. Little (Addendum)

Mr. Al Little, Vice President for Finance and Administrative Services, reported last year the Board approved that the college work with Florida Power & Light (FPL) on a performance contracting agreement. FPL has completed the first phase of the agreement, and has prepared a comprehensive performance contracting project that will address all of BCC's critical needs in the HVAC area. FPL has begun to work with BCC's maintenance staff to develop a 10-year capital plan for the HVAC systems, which will allow the college to properly plan and budget for system replacement rather than being faced with large expenditures. The cost of the project will be paid through energy savings of the installed equipment. FPL guarantees the savings at a level to pay the cost of the project over the next ten years. Mr. Little introduced three representatives from FPL who gave a presentation on energy conservation recommendations and benefits for each of the four BCC campuses. Mr. Little stated that BCC will have a capital lease and will enter into an agreement based on the Board's approval. The energy savings will pay for the lease payments. If BCC does not enter into an agreement, this cost will have to come off of the top of the capital outlay money. Mr. Little stated this is an opportunity to bring our HVAC systems up to standards to allow for improved comfort. Mr. Little stated BCC will submit an RFP during the next year to determine the best way to maintain the systems. Dr. Gamble stated that BCC will establish a system that will allow the equipment to be properly maintained. Mr. Little stated that BCC has a schedule of dollars saved in utility costs. If the systems do not generate the utility savings that is projected, FPL will pick up the difference for ten years. Mr. Little stated that in some places, systems will be replaced and in many places the controls will be replaced. The age of the equipment to be replaced will be up to 1989 purchased equipment. Mr. Little reported significant dollars will be needed, over the next ten years, to replace certain other equipment, which will have to come out of PECO dollars. Dr. Gamble recommended approval of the performance contract with Florida Power and Light.

Mrs. Martinez moved approval of the Performance Contracting Recommendations with Florida Power and Light as presented. Mr. Handley seconded the motion. All those voting in favor of the motion – Handley, Martinez, Penn Williams, Johnson; opposed – none. Motion unanimously approved.

b. Approval of Acceptance of Substantial Completion of Building #2, Palm Bay Campus – Mr. Little (Addendum)

Mr. Little reported that Building #2 is the Library/Science Building on the Palm Bay Campus. The architect has informed BCC that the building is substantially complete and the college has signed off on a checklist, along with the architect and the contractor, regarding the work yet to be completed. The designation of “substantially complete” allows the college to begin moving equipment and accessories into the building in preparation for final acceptance. BCC anticipates all work to be completed in the next 30 to 60 days, depending on the completion of the HVAC system. Mr. Moon reported the review with the contractor to make sure that the building is correctly built to BCC’s standards is anticipated to be this week. Dr. Gamble recommended approval of acceptance of Substantial Completion of Building #2, Palm Bay Campus.

Mrs. Martinez moved approval of the Acceptance of Substantial Completion of Building #2, Palm Bay Campus, as presented. Mr. Handley seconded the motion. All those voting in favor of the motion – Handley, Martinez, Penn Williams, Johnson; opposed – none. Motion unanimously approved.

**7. OLD BUSINESS:**

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

(1) Creel Case

Mr. Matheny reported on the Creel matter and stated it is very likely, in the future, that the Board members will be called upon to make some factual decisions regarding the Creel vs. BCC case. Board members may have to listen to testimony or review evidence and make a determination of one single issue remaining in this case. Mr. Matheny stated the newspaper article was erroneous and did not reflect the true decision of the administrative law judge or the courts in this case. Mr. Creel was offered, and accepted, an opportunity to have a hearing. This hearing was conducted before an administrative law judge who recommended that Creel be suspended and paid and the BCC Board of Trustees adopted this recommendation. An order was entered by the BCC Board of Trustees approving the administrative law judge’s recommendation. The case

went up on appeal and the Appellate Court affirmed all of the recommendations and all of the decisions of the BCC Board of Trustees, regarding that case, with one exception. The administrative law judge ruled that Mr. Creel had no expectancy of continued employment beyond the 1998-1999 college year. The Appellate Court ruled that the administrative law judge exceeded its authority by making that ruling because that was not an issue that was before the administrative law judge. The BCC Board of Trustees, in adopting the administrative law judge's recommendation, perpetuated that decision. The Appellate Court has approved the BCC Trustees' decision regarding that case in its entirety except for whether or not Mr. Creel had an expectancy of continued employment beyond the school year of 1999. This issue will likely come to the BCC Board of Trustees to determine whether Mr. Creel had an expectancy of continued employment. Mr. Matheny recommended that the members of the BCC District Board of Trustees not discuss this matter with each other or others, to render, at the appropriate time, a full, fair and impartial hearing.

(2) Update on the Sale to MRI

Mr. Matheny reported that the MRI closing is scheduled for July 17, 2001. The buyer has the option, until July 2, 2001, to cancel, which is part of the contract documents. Mr. Matheny has left a message to notify Mr. Todd LaSala, the buyer's attorney, that BCC would like to move up the closing date. The property in and around the college campus in Palm Bay was purchased and acquired by Florida Education and Research Foundation (FERF) in 1993 and 1994, before the college had control of these properties. Mr. Matheny reported on the property exchange. Mr. Matheny recommended that BCC exchange, with FERF, Lot 6 for the 17 acres. The college will then own everything that FERF now owns. FERF will end up with no property. If BCC concludes this transaction, BCC will have eliminated all of the property that stands in the name of FERF and the Board of Trustees will be in a position to dispose of that property. Dr. Gamble recommended approval of the property transaction.

Dr. Penn Williams moved approval that the Foundation return the 17 acres to FERF, the Board of Trustees would accept that in exchange for the Lot 6 parcel and the college would then own the 17 acres worth approximately \$500,000. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Handley, Martinez, Penn Williams, Johnson; opposed – none.

Mr. Matheny stated there are three ways to sell surplus property that has a value of more than \$100,000. They are: 1) sell it to the highest bidder at public auction; 2) sell it to another governmental agency at any price the Board wants to; and 3) exchange it for land of equal or greater value. Dr. Gamble stated that the decision the Board would need to make before the closing is if BCC is not going

to sell the 17 acres then the contract with the consultant needs to be modified to state that he no longer needs to pursue the sale of the 17 acres. Dr. Gamble stated that once the ownership of the 17 acres is transferred to the college, then the issue of the remaining agreement with the consultant will have to be addressed. Mr. Matheny stated the contract for the consultant carries through August of 2001. Mr. Little stated an analysis could be prepared for the Board that would show what the property is worth now, what it might be worth in the future, and how BCC could invest the money if BCC had money instead of land.

This will be tabled until a future Board meeting.

(3) Approval of Contracts for Purchase of Surplus Palm Bay Property (Addendum)

Mr. Matheny reported on an offer from APP Partnership in the amount of \$44,275.00 for Lot 1 of Unit 56 in Port Malabar and an offer from Jack Spira of \$88,550.00 for Lots 2 and 3 of Unit 56. These offers are based on the value of \$27,500.00 per acre. Mr. Matheny stated there has not been an appraisal of these particular lots. These lands were under the bond issue, originally, and the release price under the bond issue was \$43,260.00 per acre. The land was not worth that much. The question for the Board is whether to accept first if BCC wants surplus property not needed for education purposes and second, whether the Board wants to sell the parcels for this price. If the Board approves these contracts, Mr. Matheny recommended that it be specified that there is no brokerage commission.

Mrs. Martinez moved approval for Mr. Matheny to hire an appraiser on behalf of the Board of Trustees to appraise the 17 acres and the three lots located in Palm Bay. Mr. Handley seconded the motion. All those voting in favor of the motion – Handley, Martinez, Penn Williams, Johnson; opposed – none. Motion unanimously approved.

b. Approval of Revision to College Policy #201.02, Expenditures (2nd Reading) – Mr. Little (Addendum)

Approved – consent agenda.

c. Approval of Revision to College Policy #302.01, Employment at the College (2nd Reading) – Dr. Kaliszeski (Addendum)

Approved – consent agenda.

d. MRI Quarterly Reports – Dr. Purga (Addendum)

Dr. Purga presented the most recent quarterly reports on Midwest Research

Institute, which showed a loss, for the third quarter of \$307,000. BCC will not have to contribute to the loss.

**8. NEW BUSINESS:**

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

Approved – consent agenda.

- b. Approval of Memorandum of Understanding – BCC/Canaveral Port Authority/Cape Canaveral Volunteer Fire Department – Dr. Fettrow (Addendum)

Dr. Fettrow, Cocoa Campus President, reported on the proposed memorandum of understanding between BCC and the Canaveral Port Authority and the Cape Canaveral Volunteer Fire Department. The MOU will enable BCC to provide fire fighter training at the Cape Canaveral Volunteer Fire Department with state-of-the-art facilities. Through this cooperative agreement, BCC has the potential to become the only state-approved fire fighter training agency and facility in Brevard County. This would be a great benefit to the existing and future fire fighters of Brevard County. Dr. Fettrow stated that at this time, she is not anticipating any cost to BCC. Currently, citizens and fire-fighters of Brevard County have to travel to Mid-Florida Tech, which is northwest of Orlando to receive this type of training. By having this MOU, Brevard County residents would have a local place to train. Dr. Fettrow introduced Tracy Braley, Fire Science Instructor, who has been working closely with the Chief Sargeant of the Cape Canaveral Volunteer Fire Department. Mr. Braley stated the fire training program has already been developed and is in the catalog. Once the training tower is completed, BCC will be able to add the second portion of the Fire Fighter II courses. BCC is currently able to offer Fire Fighter I, but in order to teach Fire Fighter II, BCC needs to become a state-certified training center. Mr. Braley stated that as part of this program, BCC will be developing a curriculum for shipboard fire-fighting for land-based fire-fighters and will be the only community college in the State of Florida to offer this. Dr. Gamble recommended approval of the Memorandum of Understanding with Brevard Community College/Canaveral Port Authority/Cape Canaveral Volunteer Fire Department.

Mr. Handley moved approval of the Memorandum of Understanding – BCC/Canaveral Port Authority/Cape Canaveral Volunteer Fire Department. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Handley, Martinez, Penn Williams, Johnson; opposed – none. Motion unanimously approved.

c. Approval of Planetarium Annual Membership Program – Dr. Fettrow  
(Addendum)

Dr. Fettrow presented a proposed annual membership structure for the Planetarium. BCC recently became a member of the Association of Science Technology Centers, Inc. This would allow members to qualify for discounts at other ASTC member organizations throughout the country, if approved. Another goal of the program is to generate some additional revenue for the Planetarium and to increase the visibility of the programs and services. Dr. Fettrow publicly thanked Mr. Mark Howard, the Director of the BCC Planetarium. Dr. Gamble recommended the proposed annual membership structure for the BCC Planetarium.

Dr. Penn Williams moved approval of the Planetarium Annual Membership Program. Mr. Handley seconded the motion. All those voting in favor of the motion – Handley, Martinez, Penn Williams, Johnson; opposed – none. Motion unanimously approved.

A discussion was held on the marketing of the program. It has been arranged so that employees of BCC can have this done through payroll deduction.

d. Approval of Discount and Program for Seniors – Dr. Fettrow (Addendum)

Dr. Fettrow stated it is BCC's intent to attract more senior citizens onto the Campuses and reported on a variety of benefits, in the form of discounts to senior citizens. Dr. Gamble recommended approval of the Discount and Program for Seniors.

Mr. Handley moved approval of the Discount and Program for Seniors. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Handley, Martinez, Penn Williams, Johnson; opposed – none. Motion unanimously approved.

e. Approval of the Establishment of BCC Alumni Association/First Reading –  
Mr. Gilfilen (Addendum)

Mr. Gilfilen stated the Alumni Association Program was launched in July 2000 when BCC brought in Ms. Debbie Grollmes, who works part-time with the Alumni Program as an alumna from the Titusville Campus. Approximately 100,000 people in the area qualify as alumni of BCC. By grouping these individuals together and getting them involved with what BCC is doing as well as support the efforts of the college, BCC could have a powerful force in the community. The Banner Alumni Program will document the income that would

come in from donations. Ms. Grollmes stated in December, BCC established a task force, which is helping BCC to lay the ground work for the Alumni Association. In March, Dr. Armstrong, a graduate from 1983 and a 1999 Distinguished Alumnus, was named Chairman of the task force. After researching universities and other community colleges, the task force devised that the definition of an alumnus is anyone who has graduated from Brevard Community College, Brevard Junior College, or Carver Junior College with an Associate of Arts, Associate of Science, or Vocational or Technical Certificate, or a person who has successfully completed a class at either of those schools. To further the growth of the data base, Ms. Grollmes is currently working on a mailing, which went out on June 6, 2001, to addresses obtained through the Banner data base. The Alumni Association would also like to focus on the retirees. On April 19, 2001, Ms. Grollmes sponsored a retirement social where more than 45 people attended. BCC launched a website on May 25, which features information about the Alumni Association. Dr. Gamble stated that as soon as the Alumni Association has been established for a period of one year, BCC will be attempting to bring in the Harris publication company that produces the directories. This will hopefully, considerably expand BCC's data contact base. Mr. Gilfilen stated that one of the items listed on the application for current and new students is their permanent address. Dr. Gamble stated that BCC is essentially planning to make the retirees a sub-group of the Alumni Association so that they can be part of social events, educational events, tours, etc. Mr. Johnson asked if the Alumni Association would become a DSO at sometime in the future. Mr. Gilfilen stated this would be a decision of the Board of Trustees. The Alumni Association would have the BCC Foundation as its fiscal agent. Dr. Gamble stated the Alumni Association would need to work closely with the BCC Foundation and the BCC Foundation should be the lead in terms of any kind of fundraising efforts. Dr. Penn Williams suggested that a Board of Trustee member sit in on the Alumni Association Board. Dr. Gamble stated the Board will have one month to review the articles and bylaws to see if there are any particular issues of concern. This would be revisited at the next Board of Trustees meeting for the Board's formal approval. At that time, there should be a recommendation for the Board with regard to the first board of directors for the Alumni Association. It was the consensus of the Board that the college move forward and the bylaws and articles be presented for the final reading at the July Board meeting.

f. Approval of the Establishment of the Virtual Campus – Dr. Cobb (Addendum)

Dr. Cobb reported on the proposed Virtual Campus. Dr. Cobb reported the time has come to take the distance learning initiatives to the next level and actually establish BCC's distance learning programs and courses as part of a fifth campus so that BCC can better serve its over 3,000 students. Dr. Gamble recommended approval of the Virtual Campus.

Mr. Handley moved approval of the establishment of the Virtual Campus as BCC's fifth campus. Dr. Penn Williams seconded the motion. All those voting in favor of the motion – Handley, Martinez, Penn Williams, Johnson; opposed – none. Motion unanimously approved.

g. Direct Support Organizations – Mr. Little

(1) Approval of DSO Budgets – Mr. Little (Addendum)

Mr. Little recognized and thanked Ms. Patti Larson as being the person who does all of the accounting work for the DSO budgets. Mr. Cherry reviewed the budget for the Florida Education and Research Foundation (FERF). Mr. Cherry also reviewed the operating budget for the Florida Teaching and Research Laboratories. BCC will be receiving a discount on the bond payoff, which will be \$861,000. This will be recognized as a contribution from Merrill Lynch and is part of the \$1.356 million. The other part of the \$1.356 million is the transfer of the 17 acres of the land to the college. This will be shown as a contribution from the college or sale revenue to FERG. In the earlier projections of the closing transactions, there was approximately \$185,000 of closing costs that would come from the transaction. An accounting loss of \$1.55 million is expected on the sale transaction because of trying to reconcile the book value of all the assets that BCC is exchanging versus the proceeds BCC is receiving. Dr. Gamble recommended approval of the DSO budget.

Mrs. Martinez moved approval of the DSO budgets. Mr. Handley seconded the motion. All those voting in favor of the motion – Handley, Martinez, Penn Williams, Johnson; opposed – none. Motion unanimously approved.

(2) Approval/Confirmation of DSO Board of Directors (Addendum)

Approved – consent agenda.

(3) Approval of DSO Annual Report of Conditions (Addendum)

Approved – consent agenda.

h. Approval of Emergency Policy Revision to #302.03, Employee Leave of Absence – Mr. Little (Addendum)

Mr. Little reported with a policy change, it is standard to have two readings of a policy with the approval voted on after the second reading. BCC regulations allow the Board to approve emergency changes in policies, after one reading, when situations require immediate revision. The revision must be done by June 30, 2001. Mr. Little reported formerly, statute restricted college administrators, hired after July 1, 1995, from accruing the same number of sick leave hours eligible for termination pay as administrators hired before July 1, 1995. This year, the legislature changed the statute and instead restricts all administrators from accruing sick leave for termination pay purposes in excess of 60 days. By approving this policy change, the Board can provide the same payout benefit for all administrators regardless of the date of hire. BCC believes the policy change will allow the new regulations to be carried out in the fairest manner. BCC learned of the possibility of this change at the Council of Business Affairs meeting, recently, in a presentation by our former labor attorney, Mike Mattimore. This change will assist a number of BCC administrators who have become employees since 1995. Dr. Gamble recommended approval of the revision to college Policy #302.03.

Mrs. Martinez moved approval of the revision to Policy #302.03, "Employee Leave of Absence."  
Dr. Penn Williams seconded the motion. All those voting in favor of the motion – Handley, Martinez, Penn Williams, Johnson; opposed – none. Motion unanimously approved.

9. FINANCIAL ACTIONS:

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

Approved – consent agenda.

b. Approval of General Fund Budget, 2001-2002 & Master Grade/Salary – Mr. Little/Ms. Oglesby (Addendum)

Mr. Little reported the operating budget was discussed at the Board Budget Workshop on Monday, June 11, 2001 and is now being presented to the Board for approval. BCC anticipates total revenues to be \$49,743,083, an increase of 2.8 percent from last year. The total budget expenditures are \$49,740,546 with a percentage increase somewhere to the revenue. The Master Grade/Salary Schedule is also presented to the Board, for approval, as an integral part of this budget. The salary schedule includes a six percent salary increase for all full-time personnel and part-time staff. As requested last week, a one-page summary of significant budget changes was prepared and handed out to the Board.

Dr. Gamble added to the summary that BCC placed a high priority on salary issues. Assuming the sale goes through on the FTRL, the Cabinet will be revisiting the budget and may have some supplements to bring to the Board based upon the availability of funds. Dr. Gamble recommended approval of the General Fund Budget and Master Grade/Salary.

Mrs. Martinez moved approval of the General Fund Budget, 2001-2002 & Master Grade/Salary. Mr. Handley seconded the motion. All those voting in favor of the motion – Handley, Martinez, Penn Williams, Johnson; opposed – none. Motion unanimously approved.

c. Approval of 2001-2002 Fee Schedule – Mr. Little (Addendum)

Mr. Little stated the major component of the fee schedule is the matriculation tuition course fees. The parameters of these fees are set by the legislature. BCC is slightly less than most of Florida's Community Colleges. BCC's current year increase is just over five percent for typical credit courses. The legislature tells BCC where it should be for the course fees. The standard fee can go from ten percent below to ten percent above. If BCC does not charge the students what the legislature says it should, it becomes difficult to go to the legislature to ask for increased funding. Dr. Gamble recommended approval of the 2001-2002 Fee Schedule.

Dr. Penn Williams moved approval of the 2001-2002 Fee Schedule. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Handley, Martinez, Penn Williams, Johnson; opposed – none. Motion unanimously approved.

d. Approval of Insurance Broker Services RFP – Mr. Little (Addendum)

Mr. Little reported the Insurance Committee is preparing the request bids for health insurance and other insurances for the 2002 calendar year. A critical piece of the process is identifying a broker to assist the college. BCC's insurance needs are rather complex and BCC needs an expert in this area. The committee issued an RFP and mailed it to over 25 potential agents. The RFP required significant effort to respond and BCC received six responses. The committee spent a great deal of time analyzing and discussing the merits of the responses and completed a reference check. The Insurance Committee recommended First Florida Insurers as the college's insurance broker for health, life, and disability policies. Dr. Gamble recommended approval of First Florida Insurers as the college's insurance broker.

Mr. Handley moved approval of the First Florida Insurers as the college's insurance broker. Dr. Penn Williams seconded the motion. All those voting in favor of the motion – Handley, Martinez, Penn Williams, Johnson; opposed – none. Motion unanimously approved.

- e. Approval of College Memberships – Dr. Gamble (Addendum)

Approved – consent agenda.

- f. Approval of Accounts Receivable Writeoffs – Mr. Little (Addendum)

Approved – consent agenda.

- g. Approval of General Fund Operating Budget Amendment – Mr. Little (Addendum)

Approved – consent agenda.

- h. Approval of 401(a) Benefit Plan through BENCOR – Mr. Little (Addendum)

Mr. Little reported the IRS allows a tax deferral plan called a 401(a). This plan allows employees, typically retiring employees, to defer termination payouts for tax purposes. In order to implement this program, the college must choose an appropriate provider. BENCOR is the only provider offering these services to Florida community colleges that currently has an IRS letter of determination for plan qualification. There are 13 Florida community colleges that have a contract with BENCOR with an additional eight that are in final contract negotiations with BENCOR. Based on these facts, BCC is recommending BENCOR as provider of the BCC 401(a) plan. Dr. Gamble recommended approval of the 401(a) benefit plan through BENCOR.

Mrs. Martinez made a motion to approve BENCOR as the provider of the 401(a) benefit plan. Mr. Handley seconded the motion. All those voting in favor of the motion – Handley, Martinez, Penn Williams, Johnson; opposed – none. Motion unanimously approved.

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

a. Reorganization of the District Board of Trustees and College Committee Assignments

Dr. Penn Williams made a motion to postpone the committee assignments and reorganization of the Board of Trustees to the July meeting based on the fact that a new Board member will be on board in July. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Handley, Martinez, Penn Williams, Johnson; opposed – none. Motion unanimously approved.

b. AACC/DOL Workforce Development Award

Dr. Gamble stated the college has been selected to receive the 2001 American Association of Community Colleges/Department of Labor Workforce Development Award.

c. Faculty Negotiations

The Board has heard about the faculty negotiations being successfully concluded and is just waiting on endorsement.

d. Scholarship Books

The Board received the 2001-2002 scholarship booklets. There are a number of real improvements and Dr. Gamble urged the Board to look at it.

e. College Flag

Dr. Gamble presented the new college flag.

**11. ADJOURNMENT:**

There being no further business to come before the Board, the meeting adjourned at 7:15 p.m.

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

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