

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

February 18, 2002
4:12 p.m.

Occupational Bldg. #1, Lecture Auditorium
Titusville Campus

PRESENT: Mrs. Miriam E. Martinez, Chair; Mr. James W. Handley, Vice Chair;
Mr. Eugene C. Johnson; Mr. C. R. "Rick" McCotter III;
Dr. Alexandra M. Penn Williams; Dr. Thomas E. Gamble, Secretary;
Mr. Joe Matheny, Attorney

1. CALL TO ORDER:

Mrs. Martinez called the Board meeting to order.

The following changes took place to the agenda:

a. Items Removed from Agenda

Item 8.d. "First Reading of New College Policy #400.08, 'Admission to the College'"
Dr. Gamble reported this item was removed from the consent agenda because it was a first reading and there was no approval necessary at this time. College Policy #400.08, "Admission to the College," will be presented for a first reading at the March 18, 2002, Board meeting with revisions as recommended.

Item 6.b. "Approval of Amendment to H. J. High Construction Manager Contract"
Mr. Handley removed this item from the consent agenda for questioning.

Item 9.a. "Monthly Budget Summary Report (January 2002)"
Mr. Handley removed this item from the consent agenda for questioning.

2. CONSENT AGENDA:

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

3.a. Approval of Minutes – Board of Trustees Athletic Program Workshop – January 28, 2002

3.b. Approval of Minutes with Changes as Noted – Board of Trustees Meeting –
January 28, 2002

3.c. Approval of Minutes as Corrected – Board of Trustees Special Meeting on Volleyball
Program – February 5, 2002

- 3.d. Approval of Minutes – Joint BCC Board/School Board Meeting – February 5, 2002
- 8.a. Approval of Personnel Actions
- 8.b. Approval of International Travel
 - (1) Beatrice Peek – TRIO Staff Exchange Program
 - (2) Patrick Fuller – Alpha Beta Gamma International Honor Society Travel
- 8.c. Approval and Final Reading of Revision to College Policy #102.03, “Proscribed Items or Activities on Campus”

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

3. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETINGS:

- a. Minutes – Board of Trustees Athletic Program Workshop – January 28, 2002
Approved – consent agenda.
- b. Minutes – Board of Trustees Meeting – January 28, 2002
Approved – consent agenda.
- c. Minutes – Board of Trustees Special Meeting on Volleyball Program – February 5, 2002
Approved – consent agenda.
- d. Minutes – Joint BCC Board/School Board Meeting – February 5, 2002
Approved – consent agenda.

4. COMMUNICATIONS:

- a. Report on Status of Southern Association of Colleges and Schools Reaccreditation Process – Dr. Layne (Addendum)

Dr. Rosemary Layne, Dean of Staff and Program Development, gave a report on the status of the Southern Association of Colleges and Schools (SACS) reaffirmation process. She will present a brief survey to the Board at the March 18, 2002, meeting. This document will assist with preparing the college for the upcoming SACS visit.

5. CITIZEN'S PRESENTATION:

a. Mr. Palmer Collins

Mr. Palmer Collins, attorney, presented a check to the Brevard Community College Foundation Office, in the amount of \$112,000, which represents the final contribution from the Kosinski Trust. Dr. Flom reported the Kosinski Fund has awarded 113 scholarships, at \$1,000 each. The endowment is over \$1.3 million and scholarships will continue to be awarded from the fund.

6. CONSTRUCTION AND DEVELOPMENT:

a. Approval of Florida Architects for Continuing Services – Mr. Little (Addendum)

Mr. Little, Vice President for Finance and Administrative Services, reported State Statutes allow the Board to award contracts to architectural and construction management companies to provide continuing services on BCC's campus projects. The projects can be no greater than \$500,000, with architectural fees no larger than \$25,000. Last year, the college completed a search process for the continuing services architect, and the Board selected the firm of Rood and Zwick. BCC has utilized this firm on several occasions with good success, saving valuable time in the completion of small projects. Mr. Little reported it is common for a college to contract with more than one firm for continuing services. The establishment of an additional continuing contract allows the college to proceed on jobs in the most efficient manner and to make use of the architectural strengths from both firms in the appropriate projects. It also allows BCC to use one firm to review the plans of another firm. Last year, the Committee recommended both Rood and Zwick and Florida Architects as qualified firms for this service. This would not replace Rood and Zwick, but simply be an additional choice for BCC. BCC has utilized the services of Florida Architects on several occasions and has been pleased with their work. Dr. Gamble reported the administration recommended approval of Florida Architects for architectural services on a continuing basis.

Mr. Johnson moved approval of Florida Architects for Continuing Services. Dr. Penn Williams seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

b. Approval of Amendment to H. J. High Construction Manager Contract for the Titusville Building #1 Renovations – Mr. Little – (Addendum)

Mr. Little reported H. J. High Construction has gone through the bidding process and BCC has immediate funding for the project. H. J. High has prepared a price estimate for the first phase of the project. The college would like to move forward with the work while H. J. High completes the final analysis for the guaranteed maximum price. The recommended work is a high priority and must be completed in preparation for the project. The cost of this work is \$629,716 and will be part of the guaranteed maximum price. Dr. Gamble recommended approval of the Amendment for the Construction Manager Agreement.

Mr. Handley moved approval of the Amendment for the Construction Manager Agreement. Mr. McCotter seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

c. Approval of Phase III Plans – Titusville Campus Bldg. #1 Renovation – Mr. Little (Addendum)

Mr. Little reported Florida Architects, Inc., working in conjunction with the BCC staff, has completed the renovation plans for Building #1 on the Titusville Campus. Mr. Steve Clark, Project Manager, Florida Architects, presented the plans. Dr. Gamble recommended approval of the Building #1, Phase III plans for the Titusville Campus.

Mr. Johnson moved approval of the Building #1, Phase III plans for the Titusville Campus. Dr. Penn Williams seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

7. **OLD BUSINESS:**

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

Mr. Matheny reported the Ross case is settled all within the confines of the instructions of the Board of Trustees. He reported the Creel case is also settled. He also reported the McMillan trial would commence on Tuesday, February 19, 2002. Mr. Matheny

reported a settlement has been reached, with Stottler Stagg and Associates, regarding the architectural services pertaining to Building #3 on the Palm Bay Campus. Mr. Matheny recommended the Board authorize the college to sign the settlement agreement and resolve those issues. Dr. Gamble recommended approval of the settlement agreement.

Mr. Handley moved approval of the settlement agreement with Stottler Stagg and Associates. Mr. McCotter seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

Mr. Matheny reported the negotiations on the WBCC-TV agreement with Daytona Beach Community College are positive. He reported an agreement, between the two schools, has been reached. At this time, a tower agreement is being negotiated with Brown Road Tower Corporation.

(1) Stormwater Situation Update – Mr. Matheny

Mr. Matheny reported he, Mr. McCotter, Board member, Dr. Elena Flom, Executive Director of the BCC Foundation, and Dr. Brenda Fettrow, Cocoa Campus President, took a tour of the property adjacent to the Cocoa Campus, owned by the Foundation. Mr. Matheny reported Clark Maxwell, III, appraised the entire 36 acres at \$312,000. He appraised, separately, at \$112,000, the west 275 feet, which is the land that is recommended by the Board, as well as the BCC Foundation, not to release to the City of Cocoa. Mr. Matheny reported the BCC Foundation paid approximately \$225,000 for the entire 36 acres ten years ago. In exchange for this property, the City of Cocoa would forgive BCC of stormwater charges. There was discussion as to what direction to take regarding this situation. Dr. Gamble encouraged the Board to support the negotiation of an agreement by Mr. Matheny.

Dr. Penn Williams moved approval for Mr. Matheny to negotiate an agreement with the City of Cocoa. Mr. Johnson seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

8. NEW BUSINESS:

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

Approved – consent agenda.

- b. Approval of International Travel – Dr. Gamble (Addendum)

(1) Beatrice Peek – TRIO Staff Exchange Program

(2) Patrick Fuller – Alpha Beta Gamma International Honor Society Travel

Approved – consent agenda.

- c. Approval and Final Reading of Revision to College Policy #102.03, “Proscribed Items or Activities on Campus”– Dr. Fettrow (Addendum)

Approved – consent agenda.

- d. First Reading of New College Policy #400.08, “Admission to the College” – Dr. Bilsky (Addendum)

College Policy #400.08, “Admission to the College,” will be presented for a first reading at the March 18, 2002, Board meeting with revisions as recommended.

- e. Approval of Items to Add to Future Board Agendas by the Board – Mrs. Martinez

Mrs. Martinez reported the “Request for Board Meeting Agenda Items,” form was prepared by Dr. Gamble in response to the Board’s request. Mrs. Martinez reported agenda item requests should be submitted to Terry Martin, Executive Assistant to the District President, via e-mail or mail. Dr. Gamble reported recommended items should be submitted ten days prior to the Board meeting to include in the Board packets. Dr. Gamble will confirm items, with Chair Martinez.

Mr. Handley moved approval of the “Request for Board Meeting Agenda Items,” form to be used as a vehicle to add items to the agenda by the Board.

Mr. Johnson seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

9. FINANCIAL ACTIONS:

- a. Approval of Monthly Budget Summary Report (January 2002) – Mr. Cherry (Addendum)

Mr. Handley requested information on the college restricted fund budget, as he noted the appropriations were down in comparison on the last year. Mr. Mark Cherry, Associate Vice President of Collegewide Accounting, reported the appropriation for the restricted fund is difficult to predict, as funds do not arrive consistently throughout the year. In addition, the college was impacted with the reduction of the Job Link funding. However, Mr. Cherry reported the college is in good shape in terms of the net revenues versus the expenditures. Regarding the unrestricted fund, Mr. Cherry reported the college is currently in the process of identifying individual cost centers that will be reduced due to the budget cut the college experienced and funds for the reduction have been placed on reserve. Dr. Gamble recommended approval of the Monthly Summary Report (January 2002).

Mr. McCotter moved approval of the Monthly Budget Summary Report (January 2002).
Mr. Johnson seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

10. REPORT OF THE DISTRICT PRESIDENT:

- a. BCC's Aerospace Program

Dr. Gamble reported BCC had good presence at the Space Industry Day event in Tallahassee. BCC had a display and participated in the activities.

- b. BCC Students Selected to the All-Florida Academic Team

Dr. Gamble reported eight BCC students, two from each campus, were selected to the All-Florida Academic Team. The students will now compete for team placement and recognition on the All-USA Academic Team. This effort is sponsored by Phi Theta Kappa (PTK) Community College Honor Society and the USA Today newspaper. Ms. Joanne Connell, Titusville Campus Librarian, is a PTK sponsor and will accompany the BCC students to Tallahassee March 6 and 7, for the recognition events. The students will be introduced to the Board of Trustees at a future meeting.

c. Education Leadership Roundtable

Dr. Gamble reported he has been asked to co-chair the Education Leadership Roundtable with Marci Harris, Director of United Space Alliance. The first meeting will take place in early March and will explore ways to better serve the needs of area students and educators. Commissioner of Education, Charlie Crist, has been invited to participate in this roundtable, along with representatives from schools, colleges, and the Florida Space Research Institute.

d. Education and Workforce Committee for the Economic Development Commission of Florida's Space Coast

Dr. Gamble reported he has been asked to chair the Education and Workforce Committee for the Economic Development Commission of Florida's Space Coast. This commission has been established to encourage the use of opportunities between Brevard employers and educational institutions in Brevard County. It will focus on critical issues to ensure strong, business-education partnerships and overall workforce enhancements.

e. Legislative Agenda for 2002-2003

Dr. Gamble reported he has been in regular contact with members of the Brevard Legislative Delegation and with the leadership of the Florida Senate and House, on BCC's legislative agenda for 2002-2003. He reported he will be in Tallahassee on February 21 and 22, 2002, to further pursue BCC's interests in that regard.

f. Simpkins Entrepreneurial Lecture

Dr. Gamble reported the second Simpkins Entrepreneurial lecture is scheduled for Monday, April 1, 2002, and will feature Bo Callaway, who, in addition to being the co-founder of Callaway Gardens in Georgia, is founder of Crested Butte Ski Resort in Colorado, a former U.S. Congressman, and former Secretary of the Army under President Nixon. The presentations will be held April 1, from 10:00 a.m. until 11:50 a.m., in the Teaching Auditorium, Building #4, on the Melbourne Campus, and 7:00 p.m. until 8:30 p.m., in the Bernard W. Simpkins Fine Arts Center, Building #4, on the Cocoa Campus.

11. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 5:55 p.m.

APPROVED: _____
Chair, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees