

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

June 17, 2002
4:25 p.m.

Lecture Auditorium, Occupational Bldg. (#1)
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.

Mrs. Martinez recognized the passing of Mr. Harvey Jackson, former BCC employee, and asked for a moment of silence. Mrs. Martinez introduced Ms. Dixie Samson, who shared some words regarding Mr. Jackson. Mr. Walt Gilfilen announced BCC has agreed to construct and place a permanent plaque at the entrance area of the BCC/UCF Joint-Use Lifelong Learning Center on the Cocoa Campus in memory of Mr. Harvey Jackson.

The following change took place to the agenda:

a. Additions/Removal/Corrections to Agenda

Mrs. Martinez added a report on the ACCT meeting as Item 10.c.

2. CONSENT AGENDA:

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

- 3.a. Approval of Minutes – Board of Trustees Executive Session – May 20, 2002
- 3.b. Approval of Minutes – Board of Trustees Budget Workshop – May 20, 2002
- 3.c. Approval of Minutes – Board of Trustees Meeting – May 20, 2002
- 6.b. Approval of Alternate Site for the Palm Bay Aquatic Center
- 6.c. Approval of Architect Selection – Technical Building #17, Cocoa Campus
- 8.a. Approval of Personnel Actions
- 8.c. Approval of Out-of-Country Travel Request for Dr. Koller
- 8.d. Approval of Out-of-Country Travel Request for Mr. Janicki
- 8.e. Approval of Community Chorus Europe Tour Contract
- 8.f. Approval of Agreement with School Board for Before/After School Program
- 8.g. Approval of 2002-2004 College Catalog
- 8.h. Approval of Allied Health Care Challenge Grant Expenditures
- 8.i. Approval of DSO Report of Conditions
- 8.j. Approval of DSO Board of Directors
- 9.a. Approval of Monthly Budget Status Report – May 2002

- 9.c. Approval of DSO Budgets, 2002-2003
- 9.d. Approval of 2002-2003 Fee Schedule
- 9.e. Approval of College Memberships
- 9.f. Approval of Accounts Receivable Writeoffs
- 9.g. Approval of 2002-2003 Capital Outlay Budget

Mr. Johnson moved approval of the consent agenda items. 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.

3. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETINGS:

- a. Minutes – Board of Trustees Executive Session – May 20, 2002

Approved – consent agenda.

- b. Minutes – Board of Trustees Budget Workshop – May 20, 2002

Approved – consent agenda.

- c. Minutes – Board of Trustees Meeting – May 20, 2002

Approved – consent agenda.

4. COMMUNICATIONS:

- a. Report on the King Center Retreat - Mr. Nohrr/Mr. Janicki

Mr. Philip Nohrr, King Center Board Chairperson, reported on the King Center Board Retreat, which was held in April 2002, which centered on the mission statement and finances. He answered questions, which were presented by the Board.

- b. Report on the King Center Financials – Mr. Nohrr/Mr. Cherry

Mr. Nohrr reported that, net of management fees, the endowment has earned \$3,150,000. He also reported the King Center has incurred losses of \$1,600,000. Mr. Nohrr reported on the success of the business model for the King Center. The King Center will continue to work toward improvement in the fund raising area. Mrs. Martinez recommended reports be provided for each Direct Support Organization (DSO) at future Board meetings.

c. Report on the Planetarium – Dr. Fettrow/Mr. Howard

Dr. Brenda Fettrow, Cocoa Campus President, introduced Mr. Mark Howard, Director of the Planetarium. Mr. Howard gave a PowerPoint presentation on the activities at the Planetarium. He reviewed the revenue history. The Planetarium serves K-12 students, Space Camp, and the public by offering public shows, observatory programs, and scheduling private functions. Approximately 400 BCC students are served by the Planetarium per year, with approximately 200 enrolled in the Astronomy program. Mr. Howard reported the observatory is now operated by volunteers from the Brevard Astronomical Society. He reported the Planetarium is working toward self-sufficiency. The Planetarium Advisory Committee has met several times to work toward the improvement of the facility operations.

Dr. Gamble commended the Advisory Committee for assisting in the progress of the Planetarium.

Mr. Handley discussed the possibility of having jazz groups come to perform at the Planetarium to increase revenue. Dr. Gamble reported a business plan should be prepared regarding the ideas to increase Planetarium revenue.

d. Report on the Collegiate High School – Dr. Fettrow

Dr. Fettrow reported the Collegiate High School pilot program will begin on the Cocoa Campus through coordination and planning with the Cocoa High School principal. Dr. Fettrow reported the goal of the program is to provide access to more students to attend the college campus for dual enrollment classes. The program target date is the Fall 2002 semester.

e. Report on the Student Ambassador Program – Dr. Spraggs

Dr. Spraggs, Titusville Campus President, reported the Student Ambassador Program, at BCC, began in 1998, on the Cocoa Campus. Ms. Rebecca Talluto, Dean of Educational Services, created the program in an effort to improve student retention. He reported the Ambassadors went through a training program that covered the topics of college policies and procedures, communications skills, leadership, and customer service. Dr. Spraggs reported that in 1999, Ms. Talluto applied for a Title III grant to train representatives, from other campuses, on how to implement a student ambassador program. He reported the Student Ambassador Program was implemented on the Titusville Campus in the year 2000.

5. CITIZEN'S PRESENTATION:

- a. Ms. Amy Rieger, President of United Faculty of Florida (UFF)

Ms. Amy Rieger, President of United Faculty of Florida (UFF), expressed appreciation for the efforts with the recent bargaining negotiations. She reported the union recognizes the difficult budgeting position the college has struggled through and appreciates its efforts to continue its public commitment to raising faculty salaries. Ms. Rieger reported the ratification process is ongoing and should be completed within the next few weeks.

- b. Mr. Michael J. Boonstra, BCC Genealogist

Mr. Michael Boonstra, BCC Genealogist, reported on the genealogy program at BCC and expressed his concern of the elimination of the Genealogy Department.

- c. Ms. Nancy C. Sieck, Brevard County Citizen

Ms. Nancy C. Sieck, Brevard County Citizen, expressed her concern with the elimination of the Genealogy Department.

6. CONSTRUCTION AND DEVELOPMENT:

- a. Approval of Architect Selection – Cocoa Village Playhouse Renovations – Mr. Little (Addendum)

Mr. Little, Vice President for Finance and Administrative Services, reported the Architect Selection Committee, for the Cocoa Village Playhouse Renovations met, as requested by the Board of Trustees, and the specific instances that were to be reviewed were discussed in great detail. He reported that after a full review, the Architect Selection Committee unanimously reaffirmed its ranking of the firms for the project. Mr. Little reported the ranking of Rood & Zwick, Rhodes and Brito, and Zeidler Grinnell, is being brought to the Board of Trustees for approval. He reported that with the consent of the Board, the Administration will begin negotiations with Rood & Zwick, for the project. Dr. Gamble recommended approval of the Architect Selection for the Cocoa Village Playhouse Renovations.

Dr. Penn Williams moved approval of the Architect Selection with the ranking of Rood & Zwick, Rhodes and Brito, and Zeidler Grinnell, for the Cocoa Village Playhouse. 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.

- b. Approval of Alternate Site for the Palm Bay Aquatic Center – Dr. Purga (Addendum)
Approved – consent agenda.
- c. Approval of Architect Selection – Technical Building #17, Cocoa Campus – Mr. Little (Addendum)
Approved – consent agenda.

7. OLD BUSINESS:

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

Mr. Joe Matheny, attorney, reported there are action items in his written report.

- (1) Approval of Legal Services Contracts – Mr. Matheny (Addendum)

Mr. Matheny reported the Board reached a consensus, last month, to re-engage the services of Mr. Matheny and Mr. Andy Hament, attorney; however, a Board vote was not conducted. Dr. Gamble recommended approval of the legal services contracts for Mr. Joe Matheny and Mr. Andy Hament.

Mr. Handley moved approval of the legal services contracts for Mr. Joe Matheny and Mr. Andy Hament. 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.

- (2) Approval of Stormwater Agreement – Mr. Matheny (Addendum)

Mr. Matheny reported he has the tentative approval of the organizations and the firm approval of the attorneys for those organizations of the Stormwater Agreement. Mr. Matheny recommended approval of the agreement. Dr. Gamble recommended approval of the Stormwater Agreement.

Mr. McCotter moved approval of the Stormwater Agreement. 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 WBCC-TV Tower Agreement – Mr. Little (Addendum)

Mr. Joe Matheny reported the WBCC-TV tower agreement shares the cost of the use of the Brown Road tower for the use of WBCC-TV's digital transmission. An agreement has been negotiated and Daytona Beach Community College has approved the agreement. Dr. Gamble recommended approval of the WBCC-TV Tower Agreement.

Mr. Handley moved approval of the WBCC-TV Tower Agreement. Mr. Johnson seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, and Penn Williams; opposed – none. Motion unanimously approved.

Mrs. Martinez abstained from voting on Item 7.b., "Approval of WBCC-TV Tower Agreement," pursuant to the "Conflict of Interest" Florida Statute. (Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers is attached.)

8. NEW BUSINESS:

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

Approved – consent agenda.

b. Approval of Amendment to the 2001-2003 UFF/BCC Agreement – Mr. Hament (Addendum)

Mr. Andy Hament, attorney, reported the union bargaining team, the faculty union team, and the administration bargaining team met on June 7, 2002, and were able to work out an agreement during the meeting, on amendments to the current collective bargaining agreement. Dr. Gamble recommended approval of the Amendment to the 2001-2003 UFF/BCC Agreement.

Mr. Johnson moved approval of the Amendment to the 2001-2003 UFF/BCC 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 Out-of-Country Travel Request for Dr. Koller – Dr. Gamble (Addendum)
Approved – consent agenda.
- d. Approval of Out-of-Country Travel Request for Mr. Janicki – Dr. Kaliszeski (Addendum)
Approved – consent agenda.
- e. Approval of Community Chorus Europe Tour Contract – Dr. Fettrow (Addendum)
Approved – consent agenda.
- f. Approval of Agreement with School Board for Before/After School Program – Dr. Fettrow (Addendum)
Approved – consent agenda.
- g. Approval of 2002-2004 College Catalog – Dr. Bilsky (Addendum)
Approved – consent agenda.
- h. Approval of Allied Health Care Challenge Grant Expenditures – Dr. Fettrow (Addendum)
Approved – consent agenda.
- i. Approval of DSO Report of Conditions – Mr. Cherry (Addendum)
Approved – consent agenda.
- j. Approval of DSO Board of Directors – Mr. Cherry (Addendum)
Approved – consent agenda.
- k. Approval of Dissolution of the DSO Task Force – Mr. Cherry (Addendum)

Mr. Mark Cherry, Associate Vice President of Collegewide Accounting, reported the DSO Task Group was established in 1998, to examine each of the DSOs of BCC to determine if they comply with Florida Statutes and contribute to the mission of the college. He reported the Task Force has made recommendations over the past few years to enhance DSO operations and has served as a reporting mechanism to the

District President and the Board of Trustees. He also reported this reporting was largely financial in nature. Mr. Cherry reported that currently all operating budgets of the DSOs are approved by the Board of Trustees, there is a quarterly reporting of financial information presented to the Board of Trustees, and there is an annual presentation of audit reports, IRS returns, and the State Board of Community College Audit Checklist. He reported these reports, combined with the dissolution of the two troubled DSOs and the lack of new DSO concerns, have reduced the need for a special oversight committee. Mr. Cherry reported it is recommended that the DSO Task Force be dissolved. Dr. Gamble recommended approval of the dissolution of the DSO Task Force.

Mr. Johnson moved approval of the dissolution of the DSO Task Force. 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.

1. Request for Board Meeting Agenda Items – Board Members

Mrs. Martinez asked if there were any items to add to future agendas. There were no items.

9. **FINANCIAL ACTIONS:**

a. Approval of Monthly Budget Status Report – May 2002 – Mr. Cherry (Addendum)

Approved – consent agenda.

b. Approval of General Fund Budget, 2002-2003 & Master Grade/Salary Schedule – Mr. Little/Ms. Oglesby (Addendum)

Mr. Little reported the plan for the 2002-2003 unrestricted fund budget was presented to the Board of Trustees at a workshop last month. Dr. Gamble recommended approval of the General Fund Budget, 2002-2003 & the Master Grade Salary Schedule.

Mr. Handley moved approval of the General Fund Budget, 2002-2003 & Master Grade Salary Schedule. 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.

- c. Approval of DSO Budgets, 2002-2003 – Mr. Little (Addendum)
Approved – consent agenda.
- d. Approval of 2002-2003 Fee Schedule – Mr. Little (Addendum)
Approved – consent agenda.
- 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 2002-2003 Capital Outlay Budget – Mr. Little (Addendum)
Approved – consent agenda.

10. REPORT OF THE DISTRICT PRESIDENT:

- a. Approval of Reorganization of the District Board of Trustees

Mrs. Martinez turned the gavel over to Dr. Gamble who called for nominations for Chair. Mr. Johnson nominated Mrs. Miriam E. Martinez as Chair of the Board of Trustees. Dr. Penn Williams nominated Mr. James W. Handley as Chair of the Board of Trustees.

A vote was conducted for the position of Chair.
Dr. Gamble announced Mr. James W. Handley as the
new Chair of the Board of Trustees. (4-1)

Dr. Gamble called for nominations for the position of Vice Chair. Mrs. Martinez nominated Mr. C. R. “Rick” McCotter as Vice Chair of the Board of Trustees. Mr. McCotter nominated Dr. Alexandra M. Penn Williams as Vice Chair of the Board of Trustees.

A vote was conducted for the position of
Vice Chair. Dr. Gamble announced
Dr. Alexandra M. Penn Williams as the new
Vice Chair of the Board of Trustees. (4-1)

b. Approval of College Committee Assignments for the District Board of Trustees

Mr. Handley asked the Board of Trustees members choose the committees they would like to serve on. They are as follows:

Alumni Association Committee	Mr. Johnson
Architect Selection Committee	Mrs. Martinez
BCC Foundation Board of Directors	Mr. Handley
The Historic Cocoa Village Playhouse Board of Directors	Mr. McCotter
Insurance Committee	Mr. McCotter
Maxwell C. King Center for the Performing Arts Board of Directors	Dr. Penn Williams
Master Planning Committee	Mr. Johnson

c. Report on the Association of Community College Trustees (ACCT) Meeting – Mrs. Martinez

Mrs. Martinez reported she attended an ACCT conference and will be sending out an e-mail in this regard. Mrs. Martinez reported in addition to a report on the fiscal projections, there was also a presentation on demographic changes in the United States. She also reported there was an announcement of an econometric model for community colleges that was developed under the sponsorship of ACCT. Mrs. Martinez reported that the community colleges whom have used this model have received tremendous press recognition. Mrs. Martinez urged the Board members to read the materials she provided to use for future meetings.

d. Visitation of Institutions for Governance Policy – Dr. Gamble

Dr. Gamble discussed the planned Board visits to Trident Technical College and Austin Community College to observe policy governance in action. Additional information will be forthcoming.

e. Future Board of Trustees Meetings for 2002-2003

The Board of Trustees members discussed the future Board of Trustees monthly meetings. It was the consensus of the Board to retain the current schedule.

11. **ADJOURNMENT:**

There being no further business to come before the Board, the meeting adjourned at 6:55 p.m.

APPROVED: _____
Chair, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees