

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

August 19, 2002
4:15 p.m.

King Center for the Performing Arts, Room #168
Melbourne Campus

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

1. CALL TO ORDER:

Mr. Handley called the Board meeting to order.

Mr. Handley made a presentation to Mrs. Miriam Martinez in recognition of her service as Chair on the BCC Board of Trustees for 2001-2002.

The following change took place to the agenda:

a. Additions/Removal/Corrections to Agenda

Dr. Gamble asked for Item 9.a. to be removed from the consent agenda and placed on the open agenda.

2. CONSENT AGENDA:

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

- 3.a. Approval of Minutes – Board of Trustees Final Goals Progress Report – June 17, 2002
- 3.b. Approval of Minutes – Board of Trustees Meeting – June 17, 2002
- 3.c. Approval of Minutes – Joint BCC Board/School Board Meeting – August 5, 2002
- 8.a. Approval of Personnel Actions
- 8.c. Approval of Genealogy Resource Material Relocation
- 9.b. Approval of Amendment to College Fee Schedule
- 9.d. Approval of Lease of Space at Aerospace Center

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

3. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETINGS:

- a. Minutes – Board of Trustees Final Goals Progress Report – June 17, 2002

Approved – consent agenda.

- b. Minutes – Board of Trustees Meeting – June 17, 2002

Approved – consent agenda.

- c. Minutes – Joint BCC Board/School Board Meeting – August 5, 2002

Approved – consent agenda.

4. COMMUNICATIONS:

- a. Presentation to Dr. Gamble - Mr. Johnson

Mr. Johnson presented to Dr. Gamble, on behalf of William E. Gary, President of the North Brevard NAACP, the Community Partnership Award for his visionary leadership in the development of community outreach partnerships to increase the access and affordability of higher education to minority students.

- b. Report on the Melbourne Campus Science Program – Dr. Kaliszeski

Dr. Michael Kaliszeski, Melbourne Campus President, introduced Mr. Ernie Arico, Adjunct Faculty Member and Mr. Willie Smith, Associate Professor of Science, who presented a video they created to market the science program offered at BCC.

- c. College Marketing Report – Ms. Bradley

Ms. Ingrid Bradley, Associate Vice President of Community Relations and Marketing, gave a presentation to the Board of Trustees of the BCC advertisements televised on WBCC-TV and other local television stations. She also demonstrated some radio advertisements currently aired at local radio stations.

Ms. Bradley reported her office submits approximately 350 press releases per year. She provided copies of the latest brochures promoting various technology programs at BCC.

5. CITIZEN'S PRESENTATION:

None.

6. **CONSTRUCTION AND DEVELOPMENT:**

None.

7. **OLD BUSINESS:**

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

Mr. Joe Matheny, attorney, reported he had nothing to add to his written report.

8. **NEW BUSINESS:**

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

Approved – consent agenda.

- b. Approval of Naming of Allied Health Building Auditorium – Dr. Flom (Addendum)

Dr. Elena Flom, Executive Director of the BCC Foundation, reported in 1991, Mr. John Vance established the Dr. Isabel Vance Memorial Scholarship in memory of his wife, who taught at BCC as a professor and coordinator of the Medical Lab Technology Program. The scholarship supports from four to seven students each year. Dr. Flom reported Mr. Vance has recently deeded his waterfront property to the BCC Foundation. Mr. Vance has exceeded the level of criteria required in order to name a BCC facility in honor of an individual. The BCC Foundation Executive Committee has recommended the Allied Health auditorium be named in honor of Dr. Isabel and Mr. John Vance. Dr. Gamble recommended approval of naming the Allied Health Building Auditorium to the Dr. Isabel and Mr. John Vance Allied Health Auditorium.

Mrs. Martinez moved approval of the Naming of the Allied Health Building Auditorium to the Dr. Isabel and Mr. John Vance Allied Health Auditorium. 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 Genealogy Resource Material Relocation – Dr. Fettrow (Addendum)

Approved – consent agenda.

d. Request for Board Meeting Agenda Items – Board Members

None.

9. **FINANCIAL ACTIONS:**

a. Approval of Monthly Budget Status Report – July 2002 – Mr. Little (Addendum)

Mr. Al Little, Vice President of Finance and Administrative Services, gave a brief update on BCC's financial outcome for 2001-2002. The reports were distributed to the Board. Mr. Little reported BCC has just completed the annual financial report and a full presentation of this will be given at the September 2002, Board of Trustees meeting. Dr. Gamble recommended approval of the Monthly Budget Status Report for July 2002.

Mr. Johnson moved approval of the Monthly Budget Status Report for July 2002.

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 College Fee Schedule – Dr. Bilsky/Mr. Little (Addendum)

Approved – consent agenda.

c. Report on Student Fees and Fines and General Operational Audits – Mr. Little (Addendum)

Mr. Little reported BCC recently received two audit reports. The first was a statewide audit of student fees and fines and the second was the BCC operational and compliance audit. He reported BCC also received audit reports for financial aid, as well as the college's financial statements for the last year. Mr. Little reported the auditors are very thorough in looking at every significant operation of BCC and the majority of the operations had no identified problems. Mr. Little reviewed the findings in both audits and reported he is confident that the improvements made, as a result of these audits will help BCC improve its operations and to continue the effect of financial leadership of the college.

d. Approval of Lease of Space at Aerospace Center – Mr. Little (Addendum)

Approved – consent agenda.

e. Report on State Funding Formula – Mr. Little (Addendum)

Mr. Little gave a PowerPoint presentation explaining the Community College Program Fund process and the resource allocation funding model of the Florida System of Community Colleges. The funding process dates back to 1991, when the legislature quit funding enrollment changes at community colleges and has continued to fund enrollment increases at K-12 and universities, every year, while using different methodology for funding community colleges. The Florida community colleges agree the Resource Allocation Funding Model provides a reasonably equitable distribution of new funding. Mr. Little reported, in general, he believes this system is fair and that the Community College System has support of the process.

Before this model was created, the funding process simply allocated new funding depending on what category was assigned. The current methodology, while not reflecting our full funding needs, does allocate new funds based on the total relative need of each institution. Previously, the amounts requested, on behalf of the community colleges were not supported by any recognized methodology. The current system does create support for requests, based on identified and calculated needs. The K-12 system and universities both have actual funding formulas in Statute. The Community College System hopes to at least get the allocation model included. This can ensure consistent use of the model by the legislature. A long term goal would be to get an acceptance, by the legislature, as a funding model, and to establish a goal of funding all colleges at the calculated minimum need.

10. REPORT OF THE DISTRICT PRESIDENT:

a. Discussion of District President's Annual Evaluation

Mrs. Martinez reported she consolidated the evaluation input of all Board members into one summary document. She reported Mr. Matheny was asked to conduct a comparative analysis in terms of other aspects of the contract. Mrs. Martinez reported, on average, Dr. Gamble had good marks in all categories of his evaluation. Mr. Matheny reported he researched five community colleges that are similar to BCC and the compensation for the presidents at these colleges. He indicated the proposed request was inline with Florida community colleges similar in campus size and FTE to BCC.

Mrs. Martinez moved that the District President's contract for 2002-2003 be modified to provide for a six percent (6%) base-salary increase for a total of \$166,182.00 retroactive to July 1, 2002; that the contract be extended until June 30, 2005. That in addition to the existing contract terms, the District President receive ten (10) tickets to each of the Cocoa Village Playhouse productions and that the college attorney be directed to prepare these necessary modifications to reflect the new contract terms all subject, of course, to the approval and concurrence of the college president. 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.

Mr. Matheny reported, to the Board, that Dr. Gamble has accepted the terms of this contract.

Mrs. Martinez suggested the Board may want to consider including an incentive component to Dr. Gamble's contract, similar to the Voluntary Incentive Program (VIP).

b. Additional Board of Trustees' Committee Assignments

Dr. Gamble reviewed the past and proposed committee assignments for the board of Trustees. It was the consensus of the Board for representation on the collegewide committees as follows:

<u>Committee</u>	<u>Board Member Representative</u>
Alumni Association	Mr. Johnson
Architect Selection	Mrs. Martinez
BCC Foundation	Mr. Handley
Cocoa Village Playhouse	Mr. McCotter
Community Partnership (NAACP)	Mr. Johnson
Insurance	Mr. McCotter
Intercollegiate Athletics	Mr. Johnson/Dr. Penn Williams
King Center	Penn Williams
Master Planning	Mr. Johnson
Planetarium	Mr. Handley
SACS	Mr. Johnson
VIP Program	Mrs. Martinez
YMCA	Mr. McCotter

c. New Agenda Item for Board of Trustees Monthly Meeting

Mr. Handley suggested an agenda item be added to provide an opportunity for a Board member update report on the collegewide committees. It was the consensus of the Board to add Item 11, “Committee Updates,” to the agenda.

Mr. Johnson suggested the Board include the SACS Steering Committee for future reports.

d. Policy Governance Development Schedule

Dr. Gamble reported the Board received, as a handout, the Policy Governance Development Schedule. He asked the Board members to notify his office if they would prefer to visit Trident Technical College or Austin Community College. He reviewed the tentative schedule and objectives of the visits. Both visits are scheduled in November.

Dr. Gamble reported that in September, October, December, and possibly January he would like to have pre-Board meeting workshops for the Board on the development process of BCC’s policy governance. There was some discussion to bring in a facilitator for the workshops. It was suggested that Dr. Gamble check with Trident Technical College and Austin Community College to see who they used as a facilitator. There was also discussion about holding a one-day workshop instead of holding several different workshops. It was decided this workshop would be placed on hold until after the visits to the two colleges have been completed.

Mr. Handley requested copies of the two institutions’ policy manuals be provided to the Board.

Mr. Matheny reported the new school code will become effective on January 23, 2003, and will contain some “must have” policies that BCC will need to incorporate. Mr. Matheny reported he would try to put those in a summary fashion.

e. FACC Trustees Commission Workshop

Dr. Gamble encouraged the Board members to attend the FACC Trustees Commission Workshop in Orlando on September 26, 2002. He explained the workshop will be held in Orlando, from 10:00 a.m. until 4:00 p.m. and is aimed at the new trustees, but they are encouraging attendance by all interested trustees.

f. Lease of Launch Pad for the Aerospace Training Program

Dr. Gamble reported on a training opportunity for BCC Aerospace Technician students involving the lease of an actual launch pad.

g. Community College Issues Papers

Dr. Gamble asked the Board members to contact him if they had questions regarding the Community College Issues Papers. He reported the key issues are the funding issues, workforce funding, library support, and the distance learning consortium.

h. Legislative Luncheon

Dr. Gamble reported the legislative luncheon has been scheduled with the University of Central Florida and the Brevard County School Board, for October 2, 2002, from 11:30 a.m. until 1:00 p.m., in the Cocoa Campus Joint-Use Library facility. Dr. Hitt, President, University of Central Florida (UCF), will be inviting the UCF Board of Trustees.

11. **ADJOURNMENT:**

There being no further business to come before the Board, the meeting adjourned at 6:23 p.m.

APPROVED: _____
Chair, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees