

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

September 16, 2002
4:00 p.m.

Lecture Auditorium, Building #1
Palm Bay 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.

The following change took place to the agenda:

a. Additions/Removal/Corrections to Agenda

Dr. Penn Williams asked for Items 3.a., 9.a. and 9.b. 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.b. Approval of Minutes – Board of Trustees Meeting – August 19, 2002
- 8.a. Approval of Personnel Actions
- 9.d. Approval of 2001-2002 Final Budget Amendment – Unrestricted General Fund
- 9.e. Approval of 2002-2003 Budget Amendment #1 – Unrestricted General Fund
- 9.f. Approval of the Disposition of Surplus Property 2001-2002

Mr. Johnson moved approval of the consent agenda items. Mrs. Martinez 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 4th Quarter Goals Progress Report – August 19, 2002

Dr. Penn Williams reported that she would like to see more information and the suggestions of the Board of Trustees members added to the minutes as a revision. Dr. Gamble reported a revised draft would be provided to Dr. Penn Williams for her approval. Mr. Handley reported the revised minutes will be on the October 2002 meeting agenda for consideration.

b. Minutes – Board of Trustees Meeting – August 19, 2002

Approved – consent agenda.

4. COMMUNICATIONS:

a. Report on Student Support Services - Dr. Bilsky/Ms. McKinley

Dr. Judy Bilsky, Associate Vice President of Educational Services, introduced Ms. Gail McKinley, Director of TRIO Student Support Services/Student Success and Retention Program. This is a federally funded program, which has been at BCC for approximately 30 years. Ms. McKinley gave a presentation of the TRIO Student Support Services Program, which provides academic support services to increase the retention, graduation, and transfer rates of eligible participants from two year to four year colleges and universities.

Ms. McKinley introduced Ms. Beatrice Peek, Assistant Director of the Student Support Services Program who gave a presentation on the TRIO programs and reported BCC targets students once they enter post-secondary education, freshman and sophomore levels. Ms. Peek also gave a presentation and reported on the Student Transitional Education Program (STEP), a program that targets graduating high school seniors in South, Central, and North Brevard County area.

b. YMCA Update – Dr. Fettrow

Dr. Brenda Fettrow, Cocoa Campus President and Co-Chair of the YMCA Capital Campaign Committee, reported BCC has been in discussions with the Central Florida YMCA for several months. She introduced Mr. Lang Houston, Co-Chair of the YMCA Capital Campaign Committee and Mr. John Vasbinder, YMCA. She reported the Capital Campaign Committee has been formed. The Board was supplied with a list of the members. Dr. Fettrow reported the Capital Campaign

Committee established a goal to raise at least \$750,000 by January 2003, with renovations to begin in January 2003 and hopefully to be complete by April 2003. Funds will be used for the renovation of the fitness facilities and the swimming pool, for state-of-the-art exercise equipment, for scholarship dollars, and start-up money for the operation of the Central YMCA to be located on the Cocoa Campus. The City of Cocoa approved and pledged \$350,000 toward this effort. The Capital Campaign Committee will continue to make presentations throughout this Fall to various entities. The Cocoa YMCA is expected to open in June 2003.

5. CITIZEN'S PRESENTATION:

a. Ms. Linda Booth, Ms. Judy Wilkins, and Ms. Cynthia Jones – BCC Custodians

Ms. Booth, Ms. Wilkins, and Ms. Jones, BCC custodians, spoke on behalf of retaining the BCC custodians currently employed and not outsourcing the custodial services.

Dr. Gamble reported this was a difficult decision. The Board has charged the Administration with finding more efficient ways of working and, at the same time, focusing on BCC's mission, on education. BCC has taken reasonable steps to evaluate what the options and costs were and after careful study, by the committee, believes this is the direction the college should go at this time. BCC will work with the existing employees to minimize the difficulties that they face and do everything possible to make sure they are given reasonable, fair consideration, by the contractor, for rehiring. The college will work on the insurance issue to see if the year-long delay in coverage might be modified in some fashion.

6. CONSTRUCTION AND DEVELOPMENT:

a. Approval of 2002 Capital Improvement Plan – Mr. Little (Addendum)

Mr. Al Little, Vice President for Finance and Administrative Services, reported each year BCC files the Capital Improvement Plan (CIP) report with the State. He reported every five years, the college must complete a comprehensive analysis of its space, or Educational Plan and Survey. The survey assesses the physical needs of the college in new construction, renovation, and remodeling. The needs are reported as recommendations for future projects. The CIP is a prioritization of those projects listed in the Educational Plant Survey. The CIP report serves as the college's official request for PECO funding for the following fiscal year. He reported the need, at the college, for renovations is great. Approval of this request

allows the college to submit the report for inclusion on the 2003-2004 PECO list. Dr. Gamble recommended approval of the 2002 Capital Improvement Plan.

Mrs. Martinez moved approval of the 2002 Capital Improvement Plan. 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 the Hurricane Shutter Protection

Mr. Little reported the Federal Emergency Management Association has agreed to award a grant to BCC for hurricane shutter protection for the Melbourne Campus. The projected amount of the award is \$654,000, fully funded by FEMA. Dr. Gamble recommended approval of the grant for the hurricane shutter protection.

Dr. Michael Kaliszkeski, Melbourne Campus President, reported BCC is pleased to get the award for the upgrade in shutters; however it creates a lot of wear and tear on the campus when a campus is utilized as an emergency shelter. Dr. Gamble reported it is difficult for the college to turn down these kinds of offers, but it is important the Board understand that there are challenges associated with the shelter designation.

Mrs. Martinez moved approval of the grant for the hurricane shutter protection on the Melbourne Campus. 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.

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.

(1) Approval of Disposition of FERF Property – Mr. Matheny (Addendum)

Mr. Matheny reported the owners of a ten-acre parcel, across from the Palm Bay Campus, have requested, from Florida Education Research Foundation (FERF), that FERF convey, by quit-claim deed, five different parcels of land. He reported this area of land experienced street closings by the City of Palm Bay. When the streets were closed, the adjoining land owner acquired a title to small parcels. When FERF was dissolved, BCC was not aware of these parcels of land. Mr. Matheny reported the properties represent no value to BCC or to FERF. Mr. Matheny recommended approval of this transaction. He reported there will be no cost to the college. Dr. Gamble recommended approval of the disposition of the remaining FERF property.

Mrs. Martinez moved approval of disposition of the remaining FERF property. 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. Review of Employee Insurance Plan for 2003 Calendar Year – Mr. Little (Addendum)

Mr. Little reported the Insurance Committee has been working over the past few months evaluating BCC's insurance options for the 2003 calendar year. Because of a 104% loss ratio that BCC's insurance carrier encumbered, CIGNA is proposing a 25% increase in BCC's premiums for 2003. Through negotiations with the company, BCC identified a plan with two significant benefit changes, which reduced the premium increase to 20%. A handout was provided to the Board with the detailed information to provide full-scale health insurance policy to BCC employees. The increase will cost the college approximately \$400,000 for employee coverage. The analysis of the health insurance market shows that

everyone is facing similar increases. The Committee did investigate options to the plan. Unfortunately, there were no viable options to present to the Board. The only fully insured group plan that covers the entire county of Brevard, other than CIGNA, was Health First. BCC requested a rate quote from Health First. After review of BCC's experience, Health First declined a quote, citing that CIGNA would be in the best position to offer the coverage. Mr. Little reported Blue Cross was also an option, but their premiums were almost double the current rate that BCC is paying. The Board will be asked to approve this plan, as well as plans for dental, life, and long-term disability insurance at a future Board meeting.

c. Request for Board Meeting Agenda Items – Board Members

None.

9. **FINANCIAL ACTIONS:**

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

Mr. Mark Cherry, Associate Vice President of Accounting, reported the transfer numbers represent a lease payment service fund that BCC maintains outside of the unrestricted budget to pay for the FPL Performance Contract. That obligation was significantly increased this year when BCC went to Phase 2. All of the money is transferred out of the lump sum to a different fund and BCC services the lease payments through that service fund.

Mr. Handley asked if there was some reason why the government appropriations have not come through on the restricted budget. Mr. Cherry reported that represents the termination of the BETC Consortium. He reported accounting will need to reevaluate the budget in the restricted fund.

Dr. Gamble recommended approval of the Monthly Budget Status Report for August 2002.

Mr. McCotter moved approval of the Monthly Budget Status Report for August 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.

b. Approval of Capital Outlay Budget Amendment #2 – Mr. Little (Addendum)

Mr. Little reported the Capital Outlay Budget Amendment #2 provides adjustments for the funds spent in the month of June 2002. He reported the multi-year project budget did not change. Dr. Gamble recommended approval of the Capital Outlay Budget Amendment #2.

Mr. Johnson moved approval of the Capital Outlay Budget Amendment #2. 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 2001-2002 Annual Financial Report – Mr. Little/Mr. Cherry (Addendum)

Mr. Cherry reported on the 2001-2002 annual financial report the college has issued under the new Governmental Accounting Standards Board (GASB). The college will no longer have a unique reporting format. Mr. Cherry gave a report on the remainder of the Annual Financial Report. Dr. Gamble recommended approval of the 2001-2002 Annual Financial Report.

Mr. Johnson moved approval of the 2001-2002 Annual Financial Report. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

d. Approval of 2001-2002 Final Budget Amendment – Unrestricted General Fund – Mr. Little (Addendum)

Approved – consent agenda.

e. Approval of 2002-2003 Budget Amendment #1 – Unrestricted General Fund – Mr. Little (Addendum)

Approved – consent agenda.

- f. Approval of the Disposition of Surplus Property 2001-2002 – Mr. Little (Addendum)

Approved – consent agenda.

- g. Approval of RFP for Custodial Services – Mr. Little (Addendum)

Mr. Little reported the District Cabinet agreed to consider the possibility of outsourcing BCC's custodial operations. The college issued a comprehensive request for proposal (RFP). BCC received a great level of interest and a large number of firms attended a mandatory pre-bid conference. The college received eight responses to the RFP. The selection committee reviewed the responses and ranked the responses based on objective evaluation parameters noted in the RFP. The candidates were reduced to four. Mr. Little reported the four top firms were invited to make presentations to the selection committee. The selection committee narrowed the selection down to two companies and made site visits to large corporations currently using the services of the two finalists. The selection committee believes that both finalists can perform the requirements listed in the proposal. He reported BCC is satisfied with the philosophies, cleaning techniques, and the cleanliness of the facilities currently under the contracts. The selection committee recommends BCC contract with AM-KO Corporation as the first priority and AMI as the second priority for the custodial services. One requirement of the RFP is that the selected vendor interview all interested BCC custodial staff for similar positions on their staff. It is the expectation of BCC, that BCC custodial employees, who have worked diligently and have been successful at the college, will be offered the opportunity to succeed with the contract. Dr. Gamble recommended approval of the RFP for custodial services.

Ms. Joni Oglesby, Associate Vice President of Human Resources, reported Human Resources has been working with the custodial employees and prepared a list of Brevard County employers who are covered under the Florida Retirement System to assist those custodians who are close to vesting or retirement.

Mrs. Martinez moved approval for the college to negotiate this contract with AM-KO.

Mr. Johnson seconded the motion within the statement Mrs. Martinez made that the college will look at negotiating those issues toward assisting the employee. No question called. Motion died for lack of vote.

Mrs. Martinez moved approval for the college to negotiate the contract with AM-KO, keeping in mind BCC's goal to keep all the good employees that were hired to work with the company to insure they do their best efforts to keep our employees and that the insurance problem is solved in whichever way it can be solved. This may include BCC covering the insurance for half of the one-year and AM-KO covering the other half of the year or AM-KO waiving the one-year waiting period for insurance eligibility. 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.

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

Mr. Little reported he would be available to answer any questions. There were no questions from the Board.

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

a. Approval of Date for January 2003 Board Meeting

Dr. Gamble reported the January 2003, Board meeting falls on a holiday. The Board was given the choice of January 13, 2003, or January 27, 2003, to hold the monthly Board meeting. It was the consensus of the Board that the January meeting will be held on January 27, 2003.

b. Visits to Charleston and Austin for Policy Governance

Dr. Gamble reported the Board was provided handouts on the visits to Trident Technical College in Charleston, South Carolina, and Austin Community College in Austin, Texas. He asked the Board to review the details. If there are any additions or corrections, the Board members will notify Ms. Terry Martin, Executive Assistant to the District President.

11. COMMITTEE REPORTS:

a. Report – SACS Steering Committee Update

Mr. Eugene C. Johnson, Board of Trustees member, reported the SACS Steering Committee completed the collegewide review of the self-study draft on Friday, September 13, 2002. This allowed for the checking of the accuracy of the information and to solicit missing documents. Mr. Johnson provided a handout for the Board. When the SACS team arrives on February 23-26, 2003, there will be a reception and dinner. More information will be provided to the Board at a later date.

b. Intercollegiate Task Force

Mr. Johnson reported the Intercollegiate Task Force will meet on September 19, 2002, at 3:00 p.m., and Mr. Johnson will provide a report at a future date.

12. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 6:45 p.m.

APPROVED: _____
Chair, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees