

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

October 21, 2002
4:00 p.m.

Administration Bldg. #2, Board Room #231
Cocoa 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 announced the passing of Mr. Larry Brock, BCC Assistant Professor and Department Chair of Humanities at the Cocoa Campus, and asked for a moment of silence.

The following change took place to the agenda:

a. Additions/Removal/Corrections to Agenda

Dr. Penn Williams asked for Item 8.b. to be removed from the consent agenda and placed on the open agenda.

Mr. McCotter 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 modified:

- 3.a. Approval of Minutes – Board of Trustees 4th Quarter Goals Progress Report – August 19, 2002
- 3.b. Approval of Minutes – Board of Trustees Meeting – September 16, 2002
- 8.a. Approval of Personnel Actions
- 8.c. Approval of Revisions to Interinstitutional Articulation Agreement with School Board

- 9.b. Approval of the DSO Financial Reports for Fiscal Year 2002
- 9.d. Approval of Florida Campus Compact Membership

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

Approved – consent agenda.

- b. Minutes – Board of Trustees Meeting – September 16, 2002

Approved – consent agenda.

4. COMMUNICATIONS:

- a. Presentation on the Aerospace Program - Dr. Koller

Dr. Al Koller, Executive Director of the Aerospace Programs, gave a presentation on the Aerospace Program. He reported the goal is, “To create and deliver a program of study built on industry-based performance standards for the aerospace technician, providing ‘work ready’ employees for the future.” The vision is, “To provide a national infrastructure for technicians seeking aerospace careers.”

Dr. Koller introduced Mr. Dave Brotemarkle, Associate Director of SpaceTEC, Mr. George Strohm, Associate Director for Aerospace, and Ms. Juanita Curtis, Administrative Assistant and Office Manager for the Spaceport Center.

Dr. Koller awarded Mr. Handley and Dr. Gamble with a BCC Spaceport “Snoopy Award” for support of the program.

- b. Presentation on Expanded/New Computer Course Offerings – Dr. Bourke

Dr. Brenda Fettrow, Cocoa Campus President, introduced Dr. Carol Bourke, Professor and Chairperson of the Computer Information Technology Department.

Dr. Bourke gave a presentation on the expanded and new computer course offerings. She reported this department is in its second year, as a separate department, under the leadership of Dr. Fettrow. The Computer Information Technology department was established in the Fall of 2001, and was in response to the increased enrollments and expanded courses and program offerings. Dr. Bourke reported the Cocoa Campus has expanded the support to accommodate all of the Computer Information Technology Department, as well as the entire campus. The teachers and students are provided with lab opportunities and assistance.

5. CITIZEN'S PRESENTATION:

a. Mr. Clarence Rowe – President of the Central Brevard NAACP

Mr. Clarence Rowe, President of the Central Brevard NAACP, spoke in support of the custodial staff at Brevard Community College. He reviewed the items that he had requested from Dr. Gamble.

Dr. Gamble reported that some of the information requested, has been provided and will respond to his request. Mr. Handley asked Dr. Gamble to provide Mr. Rowe with a status report of when to expect the additional information requested.

b. Ms. Bettye Thomas – Former BCC Custodian

Ms. Bettye Thomas, former BCC custodian, distributed a proposal to the Board of Trustees. She asked the Board of Trustees to respond to her proposal within 72 hours.

Dr. Gamble reported the custodial decision has been a difficult one to make. He reported the interests of the employees were considered, as well as the interests of the college. The decision was based on what was best for the college, which outweighs what individual employees may want. BCC, over the last four weeks, has gone above the norm in providing advanced notice, providing assurance of interview opportunities for those employees who were interested with the new firm, providing one-on-one counseling with the custodians who are being displaced, and have engaged the local Workforce Board to provide specialized services on each campus, relating to resume writing, job searches, and other kinds of efforts the Workforce Board typically offers. Those meetings were held and had very few people who took advantage of those offerings. He reported the employees were given a 40-day notice that their employment was going to

terminate, when the standard is 30 days or less. The custodial employees were given insurance coverage, by BCC, through the end of October, and BCC negotiated, with AM-KO, to offer the insurance coverage from the first day of employment. Originally, AM-KO had indicated there would be a one-year period during, which the employees would not receive any insurance. AM-KO agreed to waive this requirement with those employees who agreed to work for AM-KO. Dr. Gamble reported it is the Administration's belief that this is a decision that needed to be made in light of meeting the obligations to the institution and the Board of Trustees. He reported the Board would not be responding to the proposal that Ms. Thomas distributed because the decision has been made to use AM-KO and the contract has been signed. He reported, that at this time, the BCC Administration does not plan to consider other options. Ms. Thomas asked to receive, in writing, that the Board would not be responding to her proposal. Dr. Gamble reported Ms. Thomas would be able to receive a copy of the minutes of the meeting providing verification of a response from the college.

6. CONSTRUCTION AND DEVELOPMENT:

a. Approval of Plans – Melbourne Science Lab Renovation – Mr. Little (Addendum)

Mr. Al Little, Vice President of Finance and Administrative Services, reported the Administration has been working on design plans for the renovation of the science labs for the Melbourne Campus science building. He reported this is being presented to the Board for their approval. After approval, by the Board, the plans will be sent to Tallahassee for approval, and BCC will begin the search for a construction manager. Construction will begin the day after the Spring 2003 term has ended and anticipates the project being completed immediately before the beginning of the Fall 2003 term. Mr. Little introduced Mr. Jim Wamsley, Project Manager from BRPH Architects and Engineers. Mr. Wamsley reviewed the plans for the renovation of the Melbourne Science Lab Building. Dr. Gamble recommended approval of the plans for the Melbourne Science Lab renovation.

Mr. McCotter moved approval of the plans for the Melbourne Science Lab renovation. Mr. Johnson seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, and Martinez; opposed – none. Motion unanimously approved.

Dr. Penn Williams abstained from voting on Item 6.a., "Approval of Plans – Melbourne Science Lab Renovation," pursuant to the "Conflict of Interest"

Florida Statute. (Her Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers is attached.)

b. Approval of Palm Bay Campus Master Plan – Mr. Little/Dr. Purga (Addendum)

Mr. Little reported BCC has asked Florida Architects to continue working with the remainder of the campuses on their master plans. Mr. Little introduced Dr. Purga, Palm Bay Campus President, who spoke about the master plan for the Palm Bay Campus. Dr. Purga introduced Mr. Joe Sorci, President who reviewed the details of the master plan. Dr. Gamble recommended approval of the Palm Bay Campus Master Plan.

Mr. Johnson moved approval of the Palm Bay Campus Master Plan. 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.

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.

(1) Approval of Change of Status for Allied Health – Dr. Gamble (Addendum)

Dr. Gamble reported he has been looking at the relationship of Allied Health to the rest of the college and has decided it should be moved to the college level rather than having it report to a campus. This makes the point, publicly, that Allied Health serves the whole college, which means the whole county. He reported this would require the head of Allied Health, Dr. Barbara Ake, to be elevated, from the position of Dean to Associate Vice President, reporting directly to the District President. Dr. Ake would also become a member of the District

Cabinet. BCC will work on expanding the availability of Allied Health programs across the county. Dr. Gamble recommended approval of Change of Status for Allied Health.

Mr. Johnson moved approval of Change of Status for Allied Health. 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.

b. Approval of Revisions to Interinstitutional Articulation Agreement with School Board – Dr. Bilsky (Addendum)

Dr. Penn Williams asked if the qualifications listed in the interinstitutional articulation agreement with the School Board were set by the K-12 School Board. She asked if BCC is working with the School Board to discuss eliminating some of the requirements placed on students.

Dr. Judy Bilsky, Associate Vice President of Educational Services, reported BCC works with the K-12 School Board in coming up with eligible requirements. These requirements are very important and are more important to the School District. Dr. Bilsky reported BCC works with the School Board on a regular basis regarding the articulation of programs.

Dr. Gamble reported the establishment of this agreement, over the years, has allowed for an evolutionary process, in which BCC has a positive working relationship with the School Board.

Dr. Penn Williams asked if it would help if the Board made recommendations regarding this agreement. Dr. Gamble reported it would be helpful if the Board members would give the BCC administration advice and direction in the specific areas the Board would like to see more movement on, within the agreement. Recommendations could be created from this and presented to the School Board. He reported it could also be brought up at the next Joint Board Meeting between the BCC Board of Trustees and the Brevard County School Board members.

Mr. Handley suggested this topic be placed as an agenda item for a Board of Trustees workshop.

Dr. Gamble recommended approval of the Revisions to the Interinstitutional Articulation Agreement with the School Board.

Dr. Penn Williams moved approval of the Revisions to the Interinstitutional Articulation Agreement with the School 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.

- c. Approval of Out-of-Country Travel for Ms. Elspeth McCulloch – Dr. Cobb (Addendum)

Approved – consent agenda.

- d. Request for Board Meeting Agenda Items – Board Members

Dr. Penn Williams asked for the BCC Child Development and BCC Child Care Programs update be listed on a future agenda for the Board.

9. FINANCIAL ACTIONS:

- a. Approval of Monthly Budget Status Report – September 2002 and Quarterly DSO Reports – Mr. Cherry (Addendum)

Mr. McCotter asked about the restricted funds and wanted to know why the government appropriations decreased from the 2001-2002 year to the 2002-2003 budget.

Mr. Mark Cherry, Associate Vice President of Accounting, reported the term of government appropriations is essentially the support from state, federal, and local governments. In the prior years, it included BCC's funding that was received under the BETC Consortium. As of July 1, 2002, BCC no longer serves as the fiscal agent for that consortium. In addition to that, BCC received some special appropriations, last year, such as the Horizons appropriation that the state requires BCC to account for in the restricted fund. Mr. Cherry reported because that funding also did not continue this year, that compounded the reduction.

Dr. Gamble recommended approval of the Monthly Budget Status Report for September 2002 and Quarterly DSO Reports.

Mr. McCotter moved approval of the Monthly Budget Status Report for September 2002 and Quarterly DSO Reports. 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.

- b. Approval of the DSO Financial Reports for Fiscal Year 2002 – Mr. Cherry
(Addendum)

Approved – consent agenda.

- c. Approval of 2003 College Employee Insurance Plan – Mr. Little (Addendum)

Mr. Little distributed a handout on the proposed employee insurance plan for 2003. He reported the handout is the same that was given to the Board last month with a few items being added at the bottom of the handout. He reported the items BCC recommended are: the continuation of the health insurance with CIGNA; dental insurance to be a self-insured plan with benefits essentially the same as what is currently offered; employee assistance plan to continue with UniPsych; life insurance to be moved to AETNA; and long-term disability to be continued with CIGNA at the current rates. Dr. Gamble recommended approval of the 2003 College Employee Insurance Plan.

Dr. Penn Williams moved approval of the 2003 College Employee Insurance Plan. 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.

- d. Approval of Florida Campus Compact Membership – Dr. Kaliszeski (Addendum)

Approved – consent agenda.

10. REPORT OF THE DISTRICT PRESIDENT:

a. Increase in Credit Hours

Dr. Gamble reported the 7% increase in credit hours is holding for this semester.

b. District President's High Priority Projects/Objectives For 2002-2003

Dr. Gamble reported the handout that was provided to the Board members, is the information intended for the Board to evaluate the District President. He reported the first quarterly report to the Board will be provided next month.

c. 2002 Election Special on WBCC-TV

Dr. Gamble reported WBCC-TV will air the 2002 Election Special, in which it will contain five minutes of air time for each candidate.

d. Annual Wheelchair Obstacle Race

Dr. Gamble reported that on October 23, BCC will be holding its annual wheelchair obstacle course race, in which Dr. Gamble will be participating, to demonstrate BCC's sensitivity to those students who have disabilities.

e. Board of Trustees Meeting for November 2002

There was discussion regarding the Board of Trustees meeting for November 2002. It was decided that the Board meeting time will be adjusted for the November 18, 2002, date to begin at 2:00 p.m. for the Board Workshop and at 3:00 p.m. for the Board of Trustees Meeting to accommodate travel plans by members of the Board and Administration.

f. Massing of the Colors Event

Dr. Gamble reported the Massing of the Colors event will take place on November 11, 2002, at 3:00 p.m., at the Cocoa Campus amphitheater. He reported one of the Army Bands will be performing. Ms. Ingrid Bradley, Associate Vice President of Community Relations, is the new coordinator for this event.

11. **COMMITTEE REPORTS:**

a. VIP Task Force

Mrs. Martinez, Board of Trustees member, reported the VIP Task Force has been meeting every Friday. She reported they have made some progress and they have some draft procedures prepared, for the non-faculty, which will go to the District Cabinet as the next step. The Task Force is working on the faculty revisions at this time. There seems to be good participation from administration, faculty, and staff. Mr. Frank Billings, Special Assistant to the District President for Institutional Effectiveness and Strategic Management, has been assisting the committee by running surveys in order to get real time input from individuals. After this is presented to the District Cabinet, it will then be presented to the Board of Trustees.

b. Groundbreaking of the Pool at the Palm Bay Campus

Dr. Gamble reported he would like to commend the Dr. Penn Williams and Mrs. Martinez for officiating at the Palm Bay groundbreaking for the pool on the Palm Bay Campus.

c. Cocoa Village Playhouse

Mr. McCotter, Board of Trustees member, reported the Cocoa Village Playhouse, in cooperation with the Board's request for the DSOs to do their planning, will be conducting their planning on November 8, 2002.

d. Board Presentations

Mr. McCotter asked if the time could be limited for the presentations at the Board meetings. In the future, a limitation will be set of between 10-15 minutes.

e. BCC Planetarium Advisory Committee

Mr. Handley, Board of Trustees Chair, reported the Advisory Committee has been meeting monthly and has been making good progress. At the last meeting, it was agreed on to put together a marketing capabilities presentation and the committee is planning on working on that to focus on utilizing the Planetarium as a mini convention center for companies to use it for one-day workshops, one-day seminars, or two to three-day company activities. He reported this has some

potential to bring revenue into the Planetarium. The Planetarium is presenting many public shows and the revenue is continuing.

f. BCC Alumni Committee

Mr. Johnson, Board of Trustees member, reported the BCC Alumni Committee is working toward increasing the membership and trying to contact every individual in Brevard County who has been in attendance of BCC.

g. SACS Committee

Mr. Johnson also reported the SACS Committee is ongoing in preparation of the SACS team that will be coming to BCC for a site visit, February 23-26, 2003.

h. King Center Board

Dr. Penn Williams, Board of Trustees Vice Chair, reported the King Center is searching for someone who will be in charge of the development, which will be the fundraising for the King Center. This fundraising will be to increase the King Center endowment. Dr. Gamble reported Ms. Sherry Meaders, Director of Development, will be developing a collegewide fundraising plan to coordinate efforts for various college entities.

12. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 6:56 p.m.

APPROVED: _____
Chair, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees