

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

June 14, 2004
4:35 p.m.

Board Room (#231)
Administration Building, Bldg. 2
Cocoa Campus

PRESENT: Mr. James W. Handley, Chair; Mr. C. R. “Rick” McCotter III;
Mrs. Miriam E. Martinez; Mrs. Alberta K. Wilson;
Mr. Joe D. Matheny, Attorney; Dr. Thomas E. Gamble, Secretary

ABSENT: Mr. James Theriac (not yet a voting member)

1. CALL TO ORDER:

Mr. James Handley, Chair, called the meeting to order.

a. Additions/Corrections to Agenda

Dr. Gamble requested that Item 4.a.(1) – “Approval of the King Center Theater Modifications Project” and 4.a.(2) – “Approval of the King Center Funding Proposal for Project,” be added to the agenda.

b. Farewell to Dr. Spraggs

Dr. Gamble bid farewell to Dr. Laurence Spraggs, Titusville Campus President, who will be leaving the college for a new position in New York. The Board expressed appreciation to Dr. Spraggs for his service to the college and community and wished him good luck in his new position.

2. CONSENT AGENDA:

Mr. Handley recommended approval of the consent agenda items:

- 3.a. Approval of Minutes – Board of Trustees Workshop Meeting – April 26, 2004
- 3.b. Approval of Minutes – Board of Trustees Meeting – April 26, 2004
- 6.a. Approval of Guaranteed Maximum Price for HVAC Upgrade Project
- 7.a.(1) Approval of Attorneys’ Services Contract
- 8.a. Personnel Actions
- 8.b. Approval of 2002-2003 Florida Educational Equity Report
- 8.c. Approval of Divisional Faculty VIP Awards
- 8.d. Approval/Final Reading of Revision of Policy #400.02 – Student Activities
- 8.f. Approval of Out-of-Country Travel for Ms. Marilyn Carter
- 8.g. Approval of Annual Safety Report

- 9.a. Approval of Monthly Budget Status Reports, April-May 2004
- 9.b. Approval of 2004-2005 Fee Schedule
- 9.e. Approval of DSO Budgets, 2004-2005
- 9.f. Approval of College Memberships
- 9.g. Approval of Accounts Receivable Write-Offs

Mr. McCotter moved approval of the consent agenda items. Mrs. Martinez seconded the motion. All those voting in favor of the motion – McCotter, Martinez, Handley, and Wilson; opposed – none. Motion unanimously approved. (Theriac-absent)

3. APPROVAL OF OFFICIAL MINUTES OF PREVIOUS MEETINGS:

- a. Minutes – Board of Trustees Workshop Meeting – April 26, 2004

Approved – consent agenda.

- b. Minutes – Board of Trustees Meeting – April 26, 2004

Approved – consent agenda.

4. COMMUNICATIONS:

- a. Report on the King Center for the Performing Arts Strategic Planning

Mr. Phil Nohrr, Chairman of the King Center Board introduced Mr. Steve Janicki, King Center Executive Director who reported on the results of the King Center Strategic Planning workshop. Mr. Janicki thanked the Harris Corporation for their generous support in formulating the King Center's strategic plan.

Mr. Janicki explained that in 1990 the State of Florida designated the King Center as a major cultural institution. As such, the King Center has the responsibility to provide cultural programming and education to the diverse population of Brevard County highlighting quality, excellence, creativity and innovation. In order to meet King Center goals, programming decisions must be carefully weighed to meet cultural responsibility while ensuring financial solvency. Mr. Janicki reported on the strategies that were identified to meet those goals. A major change that is being considered is transitioning from member-based, to subscription-based funding due to changing trends in demographic attitudes. If deemed appropriate, the change will go into effect in Fall 2005. Equipment is phased out and replaced on a three to five year capital equipment plan to keep the King Center up-to-date and competitive within the industry.

Mr. Nohrr reported that during the last annual Board retreat, it was proposed that the Executive Director's position report directly to the King Center Board. This proposed change received a unanimous vote at the annual retreat. This change will not change the relationship with the BCC Board of Trustees or Dr. Gamble; with Dr. Gamble and a member of the Board remaining on the King Center Executive Committee. Dr. Gamble suggested that a formal agreement regarding maintenance should be negotiated between the King Center and the college rather than the informal arrangement currently practiced. Mr. Nohrr stated that the King Center organizational chart would be updated reflecting this change, which will be presented to the Board at a future date for final approval.

Mr. Janicki distributed the results of last year's customer satisfaction survey which was overwhelmingly favorable. He also discussed programs which have been scheduled for the coming season.

Mr. Nohrr introduced Ms. Michelle Hogan, the new development officer at the King Center. She will be tasked with developing funding projects to allow for greater financial solvency than in the past. In addition, the increased ticket sales from the modification project should increase revenues.

Mr. Janicki discussed the philosophies regarding the scheduling of the programming and the process of making programming decisions. He also discussed programs which have been scheduled for the upcoming season.

- (1) Approval of King Center Theater Modifications Project and
- (2) Approval of the King Center Funding Proposal for Project

Mr. Janicki reported that in keeping with the goals discussed heretofore of:
(1) maintaining and updating the facilities; and, (2) increasing ticket sales/revenue, it has been clear for many years that the current physical structure of the King Center is not adequate due to obstructed views from the Grand Tier, which is not desirable for patrons. The modifications project was discussed which has the goals of:
(1) acoustically linking the orchestra level with the grand tier; (2) upgrading to a state-of-the-art sound system; (3) improving visibility and lighting; and,
(4) increasing ticket sales.

Mr. Janicki reported that renovations will take place in three phases:
(1) modification of backstage parking and artist entrance; (2) modification of backstage dressing rooms and additions of additional dressing rooms; and,
(3) modifications to the audience chamber.

Mr. Janicki reported that the project planning and approval is progressing on schedule and that the plans and finalization of fundraising efforts will proceed if the Board approves the project with implementation of the project expected for June-September 2005.

Dr. Gamble reported that the King Center Board and Executive Committee have thoroughly reviewed the plan and support the project. Dr. Gamble recommended the approval of the King Center modification project and the funding proposal.

Mrs. Wilson moved approval of the King Center for the Performing Arts Project and Funding Proposal for the Project. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Wilson, Martinez, Handley, and McCotter; opposed – none. Motion unanimously approved. (Theriac-absent)

b. Recognition of Center for Digital Education/AACC Award

Mr. Al Little, VP, Finance and Administrative Services, reported that each year the Center for Digital Education and AACC conduct a survey of hundreds of community colleges to assess the level of technology services available to students. In the most recent assessment, the college placed fifth in the Suburban College category. Numerous individuals are responsible for this honor, but Mr. Little wanted to highlight the assistance of the IT Department and Virtual Campus for their roles in the accomplishment. Mr. Little presented a plaque to Mr. Handley and Dr. Gamble, which was awarded to the college. The Board congratulated Mr. Little for this achievement.

c. Recognition of Tech Prep Award

Ms. Mildred Coyne, Director of Transfer and Special Programs, reported that the college recently won a business partner award from the Brevard Tech Consortium which funds special initiatives through the Brevard Schools Foundation which funnels resources to students through their teachers and the Brevard Schools Foundation to ensure that the grant resources have the most favorable impact of the students. Ms. Coyne reported that this year the college funded \$16,000 for twenty-one projects in sixteen different schools. Ms. Coyne presented the award to Mr. Handley and Dr. Gamble. The Board congratulated Ms. Coyne for this accomplishment.

d. Presentation Skit for IBT&CE Program

Ms. Kieta Osteen-Cochrane, Executive Director, IB&CE, distributed an IBT&CE brochure, a condensed presentation of their programs in professional, business and community development. In addition, she introduced a video version of the “Mr. Continuing Ed” skit which was originally presented at the BCC In-service in March 2004, which she said is symbolic of the hard work and enthusiasm of her department. She introduced her colleagues, Ms. Ann Giles and Mr. Richard Belton, Directors, IBT&CE, who were responsible for the technical/computer direction and creative

direction of this program respectively. The Board commended Ms. Osteen-Cochrane for the positive work being done through the IBT&CE.

5. **CITIZEN'S PRESENTATION:**

None.

6. **CONSTRUCTION AND DEVELOPMENT:**

a. Approval of Guaranteed Maximum Price for HVAC Upgrade Project - Mr. Little

Approved – consent agenda.

7. **OLD BUSINESS:**

a. Report on Pending Legal Actions – Mr. Matheny

Mr. Matheny reported that the King Center has begun a new, innovative way to set aside capital improvement money with 1:1 matching by the Facilities Improvement Challenge Grant. Each purchased ticket will indicate that \$2.00 of the ticket is being set aside for capital improvements. This procedure will be implemented in the Fall in addition to the Capital Campaign.

(1) Approval of Attorneys' Services Contract

Approved – consent agenda.

8. **NEW BUSINESS:**

a. Personnel Actions – Ms. Oglesby

Approved – consent agenda.

b. Approval of 2002-2003 Florida Educational Equity Report – Mr. Billings

Approved – consent agenda.

c. Approval of Divisional Faculty VIP Awards – Dr. Astrab

Approved – consent agenda.

d. Approval/Final Reading of Revision of Policy #400.02 – Student Activities – Mr. Little

Approved – consent agenda.

- e. Cocoa Village Playhouse – Dr. Fettrow
 - (1) Approval of CVP Restrictive Covenant and
 - (2) Approval of CVP Resolution

Dr. Brenda Fettrow, Provost of the Cocoa Campus, reported that in conjunction with a grant request that is currently being prepared by the Development Office, a requirement has been identified for the application to enter into a Restrictive Covenant. In addition, if the Board supports the Restrictive Covenant, the subsequent approval of a Resolution would assist and strengthen the grant application.

Dr. Fettrow further reported that the college has sought a Florida Historic Preservation Special Category Grant on behalf of the Historic Cocoa Village Playhouse to restore the playhouse upper balcony for expanded seating and stage repairs. An agreement to provide a ten-year Restrictive Covenant is a requirement for this grant, which says that the college must seek prior approval from the Florida Division of Historical Resources prior to modification. She reported, however, that this Covenant does not prevent the grantee from selling or destroying the historical value, but funds would have to be repaid should that take place.

Dr. Fettrow reported that Mr. Matheny has reviewed the Restricted Covenant and determined that it was acceptable if the Board should choose to grant approval.

Mr. Matheny stated that the planned addition of the annex or balcony would not create a conflict as the addition was previously known and part of the grant application. However, he agreed that this should be addressed and permission granted prior to the submission of the Restricted Covenant, if approved. Dr. Fettrow agreed that she would seek this approval although Mr. Matheny indicated that did not believe it to be necessary. Dr. Gamble moved approval of the Cocoa Village Playhouse Restricted Covenant and Resolution.

Mrs. Martinez moved approval of the Cocoa Village Playhouse Restricted Covenant and Resolution.

Mrs. Wilson seconded the motion. All those voting in favor of the motion –Martinez, Wilson, Handley, and McCotter; opposed – none. Motion unanimously approved. (Theriac-absent)

- f. Approval of Out-of-Country Travel for Ms. Marilyn Carter – Dr. Kaliszeski

Approved – consent agenda.

- g. Approval of Annual Safety Report – Mr. Carman

Approved – consent agenda.

- h. Request for Board Meeting Agenda Items

Mrs. Martinez requested a future discussion of adjunct faculty, reflecting on the differences from full-time faculty and any future plans to enhance their employment with BCC.

9. FINANCIAL ACTIONS:

- a. Approval of Monthly Budget Summary Reports, April-May 2004 – Mr. Cherry

Approved – consent agenda.

- b. Approval of 2004-2005 Fee Schedule – Mr. Little

Approved – consent agenda.

- c. Approval of Operating Budget, 2004-2005 & Master Grade/Salary Schedule – Mr. Little/Ms. Oglesby

Mr. Little, VP, Finance and Administrative Services, reported that each Trustee received a copy of the budget package in May for review. He presented a brief review of the significant breakdown and strategic shifts in the proposed budget. He reported that the administration is pleased with the appropriation for the coming year. However, even with the favorable increase this year, there is only an increase of 4.4% above the initial appropriation for 2001-2002 or a 1.4% increase per year over that time period.

Mr. Little reported that the budget was developed in concert with the college strategic planning for the coming year and discussed how the funding decisions related to the goals of the college

Mr. Little reported that 100% of funds for the coming year have been allocated, which keeps the budget ending fund balance at 8.3% of funds available, which is reasonable for an institution the size of BCC. He indicated that the most significant changes are related to increased health insurance costs, new positions or elimination of vacant positions. He summarized by saying that the revenue increases this year were allocated with an emphasis on services to students and a focus on strengthening academic programs. Dr. Gamble recommended approval of the proposed 2004-2005 Operating Budget including the Master Grade/Salary Schedule.

Mrs. Martinez moved approval of the 2004-2005 Operating Budget and Master Grade/Salary Schedule. Mr. McCotter seconded the motion. All those voting in favor of the motion – Martinez, McCotter, Handley, and Wilson; opposed – none. Motion unanimously approved. (Theriac-absent)

d. Approval of 2004-2005 Capital Outlay Budget – Mr. Little

Mr. Little reported that the college received approximately \$3.4 million for funding the 2004-2005 capital projects. The total capital outlay budget is just over \$11 million, including projects carried over from this year. New projects from the coming year include HVAC upgrades, re-roofing projects and collegewide restroom upgrades, etc. Dr. Gamble recommended approval of the 2004-2005 Capital Outlay Budget.

Mrs. Wilson moved approval of the 2004-2005 Capital Outlay Budget. Mr. McCotter seconded the motion. All those voting in favor of the motion – Wilson, McCotter, Handley, and Martinez; opposed – none. Motion unanimously approved. (Theriac-absent)

e. Approval of DSO Budgets, 2004-2005 – Mr. Cherry

Approved – consent agenda.

f. Approval of College Memberships – Dr. Gamble

Approved – consent agenda.

g. Approval of Accounts Receivable Write-Offs – Mr. Cherry

Approved – consent agenda.

10. REPORT OF THE PRESIDENT:

a. Hurricane Emergency Evacuation Plan

Dr. Gamble reported that the college Hurricane Emergency Evacuation Plan document was distributed to the Board.

b. Organizational Chart

Dr. Gamble reported that the organizational chart distributed reflects the reorganization, which will be effective July 1, 2004, including: the change of Campus "Presidents" to "Provosts"; the relocation of the Virtual Campus to the Titusville Campus, which will now both be under the leadership of Dr. Kathy Cobb; the addition of the Chief Information Officer position; and, adjustments to the current organization in regard to the Executive Vice President/Chief Learning Officer.

c. Chief Information Officer

Dr. Gamble reported the search process has begun for the newly created position of Chief Information Officer (CIO), who will report to him. He indicated that an outside consulting service may be utilized to verify the qualifications of the candidate due to the need for technical as well as administrative strengths and skills. Mrs. Martinez suggested consulting with the IT departments of local companies such as Harris or Boeing.

d. SACS Process Documentation Report

Dr. Gamble exhibited a copy of the bound BCC SACS document, which includes all of the documentation gathered during the SACS accreditation process, including the re-accreditation letter. He stated that copies of the book are available in each campus library, Human Resources, and his office.

e. Brevard Tomorrow

Dr. Gamble reported that the college is actively involved with Brevard Tomorrow, which is a county-wide, community planning effort. He indicated that he has been an active participant in their efforts and supports the program including providing a small contribution to the organization each year from the college.

f. Letter of Appreciation

Dr. Gamble indicated that a letter sent by an Aerospace Technology student was distributed to Trustees with the Board package. He stated that her positive comments are a credit to the college's Aerospace Technology program.

g. Distinguished Leadership Award

Dr. Gamble reported that Leadership Brevard had recently honored him with the 2004 Distinguished Leadership Award.

h. Board-Staff Relationship Evaluation

Dr. Gamble discussed the process for the surveying community entities as part of the District President Evaluation, as described in the Policy Manual. He suggested that the forms would be sent to the Board in July for the Board Self-Evaluation and District President Evaluation to be discussed at the August Board meeting. Mrs. Martinez requested that all survey results be included when mailing the evaluation package as they are a necessary component of the evaluation.

i. Cocoa Campus Perimeter Project

Dr. Gamble reported that the main Cocoa Campus entrance has now been reopened and that effective June 21, the South entrance will be permanently closed. After June 21, the main entrance, the UCF entrance, or Rosetine entrance should be used.

j. August Board Meeting

Dr. Gamble reminded the Board that no meeting will be held in July and that the August meeting would be the Board reorganization meeting requiring selection of new chair, vice-chair, committee assignments, etc. As there were scheduling conflicts with the planned August 23 Board meeting date, the Board agreed that the next meeting would be held on August 9, despite the possible non-attendance by Vice Presidents due to back to school week activities. It was the consensus of the Board that beginning in September and thereafter, the monthly meeting be scheduled on the third Monday of each month.

k. Fall Schedule

Dr. Gamble reported that the Fall Schedule was distributed for information. He further discussed the Fall Welcome Back Week, which begins on August 9.

11. COMMITTEE REPORTS:

a. Alumni Association – Mrs. Wilson

Mrs. Wilson reported that the Alumni Association met the previous week and reassessed this year's efforts deciding to keep most things the same next year, with the exception of improving the alumni database.

b. BCC Foundation – Mr. Handley

Mr. Handley reported that the annual Foundation Board of Governors meeting was held on the Carnival Glory cruise ship in June. He reported that everything is running smoothly with the transition to the new Executive Director.

c. Cocoa Village Playhouse – Mr. McCotter

Mr. McCotter reported that four shows are on the schedule for the upcoming year for the Cocoa Village Playhouse. The schedule and season ticketholder packages are expected to be delivered on July 17.

d. Insurance Committee – Mr. McCotter

No report.

e. King Center for the Performing Arts – Mrs. Martinez

No report.

f. Planetarium – Mr. Handley

Mr. Handley reported that a Planetarium Advisory Board meeting will be held soon.

g. YMCA – Mr. McCotter

Mr. McCotter reported that the YMCA facility is complete and doing well. The goal was 1,000 units (units being defined as a family, regardless of numbers) and there are 1,300 enrolled. Mr. McCotter congratulated Dr. Fettrow and the community in their efforts to make the YMCA a success. As the facility is now complete, it was the consensus of the Board to remove this from future committee discussions.

12. 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