

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

September 20, 2004
4:35 p.m.

Lecture Auditorium
Occupational Building #1
Titusville Campus

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

ABSENT: Mrs. Alberta K. Wilson; Vice Chairman

1. CALL TO ORDER:

Mr. C. R. “Rick” McCotter III, Chair, called the meeting to order.

a. Pledge of Allegiance

Mr. McCotter opened the meeting with the "Pledge of Allegiance."

b. Presentation to Mr. Handley

Mr. McCotter and Dr. Gamble presented Mr. Handley with a commemorative gavel and expressed thanks for his leadership as Chairman during the preceding year.

c. Additions/Corrections to Agenda

Dr. Gamble requested that Items 3.a., “Minutes – Board of Trustees Workshop – August 9, 2004” and 3.b., “Minutes – Board of Trustees Meeting – August 9, 2004,” be removed from the agenda for edits to be presented at September 20 Board meeting for approval.

2. CONSENT AGENDA:

Mr. McCotter requested that Item 9.c., “Approval of Capital Outlay Budget Amendment,” be removed from the consent agenda.

Mr. McCotter recommended approval of the remaining consent agenda items:

- 8.a. Approval of Personnel Actions
- 9.a. Approval of Monthly Budget Status Report, August 2004
- 9.b. Approval of Annual Financial Report
- 9.d. Approval of Disbursement of Hurricane Relief Funds

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

3. APPROVAL OF OFFICIAL MINUTES OF PREVIOUS MEETINGS:

a. Minutes – Board of Trustees Workshop Meeting – August 9, 2004

Removed from the agenda at Dr. Gamble’s request.

b. Minutes – Board of Trustees Meeting – August 9, 2004

Removed from the agenda at Dr. Gamble’s request.

4. COMMUNICATIONS:

a. Report on Hurricane Damage Summary

Dr. Bert Purga, Provost, Palm Bay Campus, distributed a panoramic view photograph of the Palm Bay Campus which was taken on Thursday, September 16, 2004. The photograph depicted the Florida Power & Light (FP&L) staging area for the hurricane recovery efforts, which included 1,100 individuals, and in excess of 400 trucks from across the country. These individuals helped to restore power to more than 254,000 South Central Brevard customers. In addition, the City of Palm Bay, Public Works and Waste Management, utilized the area as a staging area for processing neighborhood debris for mulching. Dr. Purga stated that for the past ten years, the Hurricane Plan has included permission for FP&L to use the campus as a staging area, however, this is the first time this has been necessary. The agreement includes the stipulation that the property be returned to its original condition by FP&L and the City upon completion of the project.

Mr. Al Little, Vice President, Finance and Administrative Services, reported that the college has now had two opportunities to test its emergency procedures. Although the procedures were followed extensively, updates will be made from lessons learned from the crises. Mr. Little gave special recognition to the Maintenance, Security and Data Departments who were on-call before, during and after both storms. Foresight to wrap all computers in plastic and bring down the network prior to the storm protected sensitive equipment from damage.

A summary of damage, by site follows:

Titusville Campus – estimated \$500,000 damage;
Cocoa Campus – estimated \$350,000 damage, not including the cost of roof replacement of Building #3 since this work had been previously budgeted;
Melbourne Campus – estimated damage of \$1 million;
Palm Bay Campus – estimated damage of \$225,000;

Mr. Little estimated the total damage to be approximately \$2.1 million, which is likely to change as further damage may be discovered.

Mr. Little reported that the college is 99% functional due to the hard work of the Maintenance Department and outside contractors. However, it should be noted that future storms put the buildings at high risk until the permanent work is completed. Mr. Little noted that larger projects will require architectural plans, some of which are underway by the college's continuing contract architect. Hopefully, the college will benefit from relationships that we have with our continuing contract manager's subcontractors to expedite our repair needs. Mr. Little reported that repairs are expected to be ongoing for the remainder of the fiscal year, which may impact the existing approved Capital Outlay project schedule.

Mr. Little indicated that there should be little effect to the capital improvements budget as insurance should cover the full cost of repairs. In addition, FEMA is expected to cover the unexpected personnel costs incurred during and after the storm. Assistance will be requested from FEMA if there are expenses that are not covered by insurance. However, Mr. Little reported that there may be long term effects to the operating budget. The college has opted to be lenient with students who may feel it necessary to withdraw from classes as a result of the storm; students receiving federal aid requesting refunds are being told to go through financial aid office to reduce the effects that their decisions may have on their federal aid in the future. If enrollment figures decrease significantly there could be a negative impact on next year's funding; however, the state has decided to hold schools harmless from enrollment declines for next year. Mr. Little reported that the amount of money available for next year's funding will be the larger problem due to the costs incurred by the state as a result of the storm, while revenues have been negatively impacted due to decreased tourism. Finally, Mr. Little stated that property insurance rates will undoubtedly increase significantly next year due to the incredible losses.

Mr. Little reported that although there is a \$10,000 deductible on the college's insurance policy; the Risk Management Consortium covers the deductible when damages exceed \$20,000.

Mr. Little reported that problems with communications posed significant problems; therefore, contingency plans for future events will be explored.

b. Report on Highwaymen Exhibit Recognition for Multicultural Center

Mrs. Joni Oglesby, Associate Vice President, Human Resources, reported that the FACC Equity Commission Exemplary Practice Award honors exemplary practices that enhance the inclusion and success of underrepresented minorities, women, and individuals with disabilities. She reported that as immediate past chairman of this Commission, she is proud of the work done by the college, specifically the Moore Multicultural Center. She introduced Ms. Jamie Barrett, Coordinator of the Moore Multicultural Center, and her assistant, Ms. Wendy Perez, who provided a presentation on the "Preserving the Highwaymen Legacy" project, for which the college was honored both by the FACC Equity Commission as well as the National Endowment for the Arts.

5. **CITIZEN'S PRESENTATION:**

a. Ms. Robin Boggs, President, UFF-BCC

Ms. Robin Boggs, President, UFF-BCC, presented her concerns regarding the ratification of the faculty contract. Mr. McCotter responded that the Board did react to the ratification in a prompt manner with telephonic polling regarding Board's approval at the advice of the labor attorney, Mr. Jesse Hogg.

6. **CONSTRUCTION AND DEVELOPMENT:**

None.

7. **OLD BUSINESS:**

a. Report on Pending Legal Actions – Mr. Matheny

Mr. Joe Matheny, College Attorney, reported that the City of Melbourne has requested an extension of the lift station easement along Wickham Road at the Melbourne Campus (south of the King Center) of approximately 3,808 square feet to enable the City to easily turn their trucks around at the lift station. Dr. Kaliszeski stated that the City has agreed to landscape the area to the college's satisfaction, and that the King Center sign would not be impeded. Dr. Gamble recommended approval of the extension of the lift station easement.

Mrs. Martinez moved approval of the extension of the lift station easement. Mr. Theriac seconded the motion. All those voting in favor of the motion – Martinez, Theriac, Handley, and McCotter; opposed – none. Motion unanimously approved. (Mrs. Wilson absent.)

b. Confirmation of Approval – BCC-UFF Agreement

Mrs. Oglesby, AVP, Human Resources, reported that when the UFF-BCC Bargaining team came to a tentative agreement, Dr. Gamble signed an implementation agreement with the union on August 20, 2004. Mrs. Oglesby recommended that Chairman McCotter sign the official signature page certifying ratification of the 2004-2005 agreement between the District Board of Trustees Brevard Community College and the United Faculty of Florida-Brevard Community College (UFF-BCC). Mrs. Oglesby indicated that the signing of this document will confirm the approval of the 2004-2005 contract. Dr. Gamble reminded the Board that on advice of counsel, Mr. Jesse Hogg, who was the chairman of the bargaining team, a telephonic poll was conducted of the Board members. Although Mr. Hogg has reaffirmed that this process is a legal and appropriate method, Dr. Gamble reported that there was no reason not to have a confirmation of the vote to satisfy the wishes of the Union. Dr. Gamble recommended confirmation of approval of the BCC-UFF Agreement.

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

The ratification paperwork was signed by Mr. McCotter and Ms. Boggs.

8. NEW BUSINESS:

a. Personnel Actions – Ms. Oglesby

Approved – consent agenda.

b. Request for Board Meeting Agenda Items

Mr. Handley asked the status of the Planned Maintenance Program discussion. Dr. Gamble reported that the discussion was rescheduled for November, however, it will be included in the October agenda for discussion as time allows.

Mrs. Martinez requested a future discussion about the college's music program at a convenient date.

9. FINANCIAL ACTIONS:

- a. Approval of Monthly Budget Status Report, August 2004 – Mr. Cherry

Approved – consent agenda.

- b. Approval of Annual Financial Report – Mr. Cherry

Approved – consent agenda.

- c. Approval of Capital Outlay Budget Amendment – Mr. Cherry

Mr. Al Little, Vice President, Finance and Administrative Services, reported that the funds shown for the Palm Bay pool reflect donated funds which were not spent on the pool initially, but are being held in a reserve fund for future Capital Outlay expenditures, as necessary for the operation of the pool as agreed in the joint agreement with the County and City of Palm Bay.

Mr. Little further reported that the YMCA monies reflected on the report are donated funds which are being held pending receipt of invoices for capital expenditures. Dr. Gamble recommended approval of the Capital Outlay Budget Amendment.

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

10. REPORT OF THE PRESIDENT:

- a. October Board Meeting at Firing Range

Dr. Gamble reported that the Criminal Justice Program has requested that the Board receive a demonstration at the shoot house firing range. The Board concurred with the proposed meeting location for the October 18 meeting. Therefore, the October Board Meeting will be held at the firing range, located at the end of Pluckebaum Road in Cocoa adjacent to the Brevard County Sheriff's Department Farm. The demonstration and related activities will last approximately one hour.

- b. Disaster Food Stamp Program

Dr. Gamble reported that he received a request from the County requesting use of college facilities for administering a special program of the Governor's to assist families who have been financially affected by the hurricanes by offering food stamp

assistance. Dr. Gamble agreed that the program could be administered on the Titusville, Cocoa and Melbourne Campuses. A significant number of individuals are expected to respond. Dr. Gamble indicated that the opportunity will be used to inform individuals of programs available at the college for their advancement. Dr. Gamble also reported that no costs will be incurred by the college.

c. Personnel Updates

(1) Dr. Joe Lee Smith, College Ambassador

Dr. Joe Lee Smith has been contracted as College Ambassador for Diversity Development on a part-time basis. Details of his mission have been discussed with the Board.

(2) Ms. Teri Jones, Collegewide Director, Office of Student Diversity and Equity

Ms. Teri Jones has been transferred from her position as Director of Cocoa Campus Enrollment Services to Collegewide Director, Office of Student Diversity and Equity. Ms. Jones will direct all of the campus minority recruiters, which will allow efforts to be more focused.

(3) Mr. Tim Marshall, Chief Information Officer

Mr. Tim Marshall has been hired as the new Chief Information Officer for the college, and will report October 1. Mr. Marshall has been employed by Collegis, which is a major data consulting organization out of Orlando. Mr. Marshall is very familiar with the college organization and equipment due to previous study by Collegis.

d. 55th Annual FACC Convention

The 55th Annual FACC Convention is scheduled for November 17-19, 2004, at the Tampa Hyatt Regency. Trustees' meetings will be held on Thursday, November 18, and Dr. Gamble encouraged the Board's participation as it is valuable for networking and to understand the issues that are to be the focus in the year to come. Dr. Gamble requested Trustees contact Mrs. Terry Martin for further information or to confirm attendance.

e. BCC Foundation Hurricane Relief Fund

In response to the fact that approximately 30 employees have been adversely affected by Hurricane Frances, the college has established a hurricane relief fund, which is being administered through the BCC Foundation office. Donations are being collected to assist the employees, which were severely affected.

Dr. Spoeri reported that more than \$3,000 has been collected to-date. Dr. Gamble reported that North Florida Community College kindly made a \$170 donation in support of this effort. In addition the FACC has indicated that they will forward a donation.

Mr. McCotter suggested that perhaps a donation could be made to Pensacola Community College which was devastated by Hurricane Ivan. Dr. Gamble stated that they anticipate being closed for approximately 2-3 weeks.

f. Simpkins Lecture Series

Dr. Gamble reminded the Board that the Simpkins Business Seminar for Entrepreneurial Development is scheduled for Thursday, October 28. The Melbourne Campus will host a session at 9:25 a.m. in the King Center and at 11:15 a.m. at the Cocoa Campus Fine Arts Auditorium. The presentation will be made by well known entrepreneur Mr. Stedman Graham, Chairman and CEO of S. Graham and Associates. Invitations and information are being provided to area NAACP and other regional minority organizations.

g. College Scheduling Changes Due to Hurricanes

Dr. Gamble reported that the administration carefully reviewed state and accrediting requirements and determined that the college will not make any schedule changes as a result of the storm other than the cancellation of the planned October 15 In-Service meeting. Therefore the college will not be required to re-file the beginning and ending times of the term with the state. Dr. Gamble reported that the mini-mester which starts in October and distance learning opportunities may be beneficial to students who were impacted by the interruptions.

h. Legislative Luncheon

Dr. Gamble reported that the annual Legislative Delegation Luncheon is scheduled for Wednesday, November 10, 2004 at 12:30 p.m. The luncheon will be held in the Community Dining Room, Cocoa Campus. This meeting is a joint meeting with the Brevard County School Board and University of Central Florida (UCF). Dr. Gamble requested Mr. Theriac's assistance with Dr. John Hitt's, President of UCF, participation in the program.

i. Medical Assistant Program

Dr. Gamble reported that the Medical Assistant Program just received full reaccreditation, with no review required until 2012. Dr. Gamble stated that each program within Health Sciences requires independent accreditation, separate and

above the SACS accreditation. Nine of these programs are scheduled for accreditation visits this year.

11. COMMITTEE REPORTS:

- a. Alumni Association – Mrs. Wilson
No report.
- b. BCC Foundation – Mr. Theriac
No report.
- c. Cocoa Village Playhouse – Mr. McCotter
No report.
- d. Insurance Committee – Mr. Theriac
No report.
- e. King Center for the Performing Arts – Mrs. Martinez
No report.
- f. Planetarium – Mr. Handley
No report.

12. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 5:45 p.m.

APPROVED: _____

Chair, District Board of Trustees

ATTESTED: _____

Secretary, District Board of Trustees