

**BREVARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING**

November 15, 2004  
4:30 p.m.

Board Room (#231)  
Administration Building (Building #2)  
Cocoa Campus

**PRESENT:** Mr. C. R. "Rick" McCotter III, Chairman; Mrs. Alberta K. Wilson, Vice Chairman; Mrs. Miriam Martinez; Mr. James Theriac; Mr. Joe D. Matheny, Attorney; Dr. Thomas E. Gamble, Secretary

**ABSENT:** Mr. James W. Handley

**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. Additions/Corrections to Agenda

- (1) Dr. Gamble reported that a request had been made by a trustee to consider moving the December Board Meeting from December 13, 2004, to December 20, 2004. It was the consensus of the Board to move the meeting date to December 20, 2004.
- (2) Dr. Gamble reported that Item 6.b. Approval of Guaranteed Maximum Price for Building 7 Roof, should reflect a maximum price of \$350,000.

**2. CONSENT AGENDA:**

Mr. McCotter recommended approval of the consent agenda items:

- 3.a. Minutes – Board of Trustees Workshop – October 18, 2004
- 3.b. Minutes – Board of Trustees Meeting – October 18, 2004
- 6.a. Confirmation of Approval of the Guaranteed Maximum Price for Building 5 Roof, Melbourne Campus
- 6.b. Approval of Guaranteed Maximum Price for Building 7 Roof, Melbourne Campus
- 8.a. Approval of Personnel Actions
- 8.d. Approval of Disposition of Surplus Property

- 9.a. Approval of Monthly Budget Status Report, October 2004
- 9.b. Approval of Direct Support Organization Financial Reports
- 9.c. Approval of Disposition of Surplus Property

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

**3. APPROVAL OF OFFICIAL MINUTES OF PREVIOUS MEETINGS:**

- a. Minutes – Board of Trustees Workshop Meeting – October 18, 2004

Approved – consent agenda.

- b. Minutes – Board of Trustees Meeting – October 18, 2004

Approved – consent agenda.

(Mr. Theriac was excused from the meeting.)

**4. COMMUNICATIONS:**

- a. Recognition of BCC’s Psi Beta Chapter – Dr. Fettrow

Dr. Brenda Fettrow, Provost, Cocoa Campus, reported that the mission of the Psi Beta Honor Society is professional development of psychology students at community colleges through promotion and recognition of excellence in scholarship, leadership, research and community service. The Cocoa Campus Psi Beta Chapter was the recipient of the 2004 Wadsworth College Publishers Outstanding Psi Beta Chapter Award for excellence in fulfilling this mission. The plaque was presented to the Trustees and Dr. Gamble by Dr. Fettrow; Dr. James Braun, Psi Beta Faculty Advisor; and, members of the Cocoa Psi Beta Chapter.

- b. Presentation of “Keep Brevard Beautiful” Award – Dr. Fettrow

Dr. Brenda Fettrow, Provost, Cocoa Campus, reported that BCC’s Cocoa Campus was the recipient of the Florida Today’s “Keep Brevard Beautiful” award in the category of new major landscaping, Central Brevard area in recognition of the Cocoa Campus renovations to the main entrance and Rosetine Street. She thanked the Board and Administration for their vision and support of this project and presented them with the plaque and certificate.

c. Presentation of BOE Resolution – Dr. Gamble

Dr. Gamble presented Mr. Richard Moon, Director, Maintenance and Plant Operations, with a special resolution from the State Board of Education recognizing the college's Maintenance Department for their sacrifice and dedication to the reconstruction efforts in the aftermaths of Hurricanes Charley, Frances, Ivan and Jeanne.

5. **CITIZEN'S PRESENTATION:**

None.

6. **CONSTRUCTION AND DEVELOPMENT:**

a. Confirmation of Approval of Guaranteed Maximum Price for Building 5 Roof, Melbourne Campus – Mr. Little

Approved – consent agenda.

b. Approval of Guaranteed Maximum Price for Building 7 Roof, Melbourne Campus – Mr. Little

Approved – consent agenda.

7. **OLD BUSINESS:**

a. Report on Pending Legal Actions – Mr. Matheny

No report.

8. **NEW BUSINESS:**

a. Personnel Actions – Ms. Oglesby

Approved – consent agenda.

b. Discussion/Approval of Board “Ends” - Board

Dr. Gamble reported that the Board received a consolidated summary of all the “ends” recommendations. He suggested that the list be reviewed for discussion at the December Board meeting. He introduced, Mr. Frank Billings, Associate Vice President, Institutional Effectiveness and Strategic Management, who described the process he used in consolidating the summary, by slotting each “ends” suggestion against the five categories in 100.1 to 100.5. It was the consensus of the Board to

use the terminology “Objective” rather than “Ends” for this process. A qualitative or quantitative measurement was assigned for each “Objective.” Dr. Gamble reported that in many cases student performance is multi-year in character and thus program changes will result in a lag time for student success measurements, which should be factored in. Dr. Gamble also requested Board feedback on items marked to be determined (TBD) as to their suggestions for measuring the success of meeting the objective. Mrs. Martinez suggested that wording be placed into objective terms with specific performance criteria which can be measured and to avoid goals which are too vague. She stated that the administration can help provide the Board with statistics for “norms” which allow the Board to make decisions on whether they feel the norm should be the objective or adjusted. Dr. Gamble reported that he felt there was value in being consistent with state reports which reflect the state’s goals for institutions. Mrs. Martinez stated that the state goals should be the minimum objective while the Board would decide if goal percentages should be adjusted. She stated that objectives should be developed for high priority topics, such as industry satisfaction, nursing program, etc. as it is impossible to address everything in the “Ends Statements” as they are too broad. Dr. Gamble stated that it is difficult for the administration to influence some factors so he hoped that the Board would take this into consideration during the evaluation period. In this regard, Mrs. Martinez reported that the objectives should be focused on areas the Administration does have the ability to control or influence. For qualitative metrics, such as survey results from various constituents, the success measurement should be based on the results of the previous year’s results. Dr. Gamble reported he will reconfigure the document in terms as discussed, email the revised document to the Board, and hopefully come to final consensus at the January Board meeting.

c. Request for Board Meeting Agenda Items

Mrs. Wilson requested a presentation on the human resource processes be scheduled in January 2005, to include the processes for interviewing, screening, disciplinary action, termination, etc.

**9. FINANCIAL ACTIONS:**

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

Approved – consent agenda.

b. Approval of Direct Support Organization Financial Reports – Mr. Cherry

Approved – consent agenda.

c. Approval of Disposition of Surplus Property – Mr. Cherry

Approved – consent agenda.

**10. REPORT OF THE PRESIDENT:**

a. College Basic Roofing Class

Dr. Gamble distributed the Florida Today news article and reported on the fast track roofing class, which was developed through partnership with BCC's Institute for Business Training and Community Education (IBT&CE) and the Space Coast Licensed Roofers Association. The class includes 24 hours of instruction to provide basic roofing skills to perspective workers to meet the demand for roofers created from hurricane damage.

b. Al Dia Today

Dr. Gamble distributed the November 2004 issue of Al Dia Today, a Hispanic/English newspaper, containing numerous articles regarding the college.

c. NAACP Freedom Fund Banquet

Dr. Gamble reported that the college had good representation at the annual South Brevard NAACP Freedom Fund Banquet held on November 13, and received recognition for the college's support of the NAACP.

**11. COMMITTEE REPORTS:**

a. Alumni Association – Mrs. Wilson

Mrs. Wilson reported that although the final figures have not yet been calculated, the Burdine's fundraiser to benefit the Alumni Association was well received. She will report the profit outcome at the December meeting.

b. BCC Foundation – Mr. Theriac

None.

c. Cocoa Village Playhouse – Mr. McCotter

Mr. McCotter reported that the Cocoa Village Playhouse productions are in full swing and going well.

d. Insurance Committee – Mr. Theriac

No report.

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

Mrs. Martinez reported that although she was unable to attend the last Board meeting, she reviewed the Board package and had discussions with Mr. Janicki, Executive Director, King Center for the Performing Arts. Mr. Janicki reported that the financials are slightly behind plan, primarily due to hurricane interruptions and associated factors. Mrs. Martinez reported that last-minute ticket purchases remain the trend; however, season ticket purchases did improve with the change in show requirements. She reported that additional revenues are expected from late additions of shows to the schedule, which should improve the financial projections.

f. Planetarium – Mr. Handley

No report.

12. **ADJOURNMENT:**

There being no further business to come before the Board, the meeting adjourned at 5:20 p.m.

**APPROVED:** \_\_\_\_\_

**Chair, District Board of Trustees**

**ATTESTED:** \_\_\_\_\_

**Secretary, District Board of Trustees**