

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

December 20, 2004
4:45 p.m.

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

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

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

There were no additions or corrections to the agenda.

2. CONSENT AGENDA:

Mr. McCotter recommended approval of the consent agenda items:

- 3.a. Minutes – Board of Trustees Workshop – November 15, 2004
- 3.b. Minutes – Board of Trustees Meeting – November 15, 2004
- 6.a. Confirmation of Approval of Contract with Hamilton Roofing for Buildings #5 and #7, Melbourne Campus
- 8.a. Approval of Personnel Actions
- 8.c. Approval of Out-of-County Travel – Brevard Community Chorus Tour
- 9.a. Approval of Monthly Budget Status Report, November 2004

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

3. APPROVAL OF OFFICIAL MINUTES OF PREVIOUS MEETINGS:

- a. Minutes – Board of Trustees Workshop Meeting – November 15, 2004

Approved – consent agenda.

- b. Minutes – Board of Trustees Meeting – November 15, 2004

Approved – consent agenda.

4. COMMUNICATIONS:

- a. Holiday Presentation by Students – Mr. Robert Lamb

Mr. Robert Lamb, Professor and Director of Choral Music, introduced Mr. Walter LeBlanc, BCC sophomore music/music theatre major and Bright Futures and Music Activity Scholarship recipient. Mr. Lamb also introduced Mr. Glenn Arnold, piano accompanist. Mr. LeBlanc and Mr. Arnold performed two holiday selections for the enjoyment of those present.

- b. Presentation to Mr. Sandy Sanderson, FP&L – Dr. Gamble and the Board

Dr. Gamble and the Board expressed thanks and appreciation to Mr. Sandy Sanderson and Florida Power & Light (FP&L) for his past support to the college and for his leadership in Brevard County's electricity recovery efforts in the aftermath of the 2004 hurricanes. Dr. Gamble and Mr. McCotter presented Mr. Sanderson with a certificate of appreciation and a framed panoramic photograph of the FP&L hurricane recovery staging area, which was located on the Palm Bay Campus. Mr. Sanderson expressed his appreciation to the college and stated that the restoration of power to the Brevard County residents was expedited by the use of the Palm Bay Campus, and the assistance of Dr. Bert Purga, Provost, Palm Bay Campus, and his staff.

Mr. Sanderson introduced Mr. Tim Lee, FP&L, who presented the Board with a photograph bearing an inscription of appreciation to the college for their assistance in the recovery efforts.

Dr. Purga introduced Dr. Jayne Gorham, Instructional Technologist, Palm Bay Campus who photographed a series of shots which made up the panorama which was created by Ms. Dayla Nolis, Multimedia Technician, Palm Bay Campus, for the presentation to FP&L. Dr. Purga reported on the scope of the recovery staging area efforts, which included more than 1,100 technicians and their trucks in the aftermath of both Hurricanes Frances and Jeanne. He reported that it was an unbelievably seamless feat of orchestration and that he was humbled by the FP&L staff's professionalism and courtesy.

Dr. Gamble recognized Ms. Nolis, who also created the digital holiday card for electronic distribution by his office to friends of the college.

c. Report on Surgical Tech Program – Dr. Ake/Ms. Judy Schatte

Dr. Barbara Ake, Provost, Health Sciences, introduced Ms. Judy Schatte, Program Coordinator for the Surgical Technology Program offered through the Health Sciences Campus. Dr. Ake reported that Ms. Schatte developed the program in 1997, working with the Department of Education to ensure all rules and regulations were adhered to during the curriculum development. Ms. Schatte also actively participates as a Registered Nurse in the Operating Room, assisting the open heart team. Dr. Ake stated that the advisory committee comments have been overwhelmingly positive of Ms. Schatte and the Surgical Technician program and that maximum accreditation of the program has been recently received. She further reported that 96% of the program's graduating students remain in Brevard County to the benefit of the local residents.

Ms. Schatte reported on her experiences in developing the Surgical Technology Program in 1997 as well as current trends and experiences. She reported that 87 students have successfully graduated from the program and that although certification is not mandatory for surgical technicians, most students opt to take the certification examination as she recommends, and have a high-level of success. She reported that a local general surgeon, Dr. Thompson, volunteers to assist students with mock surgeries, which has been very beneficial to students to gain confidence prior to actual operating room exposure. Ms. Schatte reported that the curriculum is frequently modified due to changing trends in medicine and expanded Department of Education requirements. She reported that the community has been very supportive of the program and donates much of the equipment and consumables. Ms. Schatte reported that the majority of the program's students are older single moms or displaced homemakers who are often challenged by the transition to the classroom and workplace. Prior to graduating, students complete seven months of operating room training, three days a week from 6:30 a.m. – 2:30 p.m., rotating between three different hospital facilities in Brevard County. During this time period, the students assist in a myriad of surgical operations completing everything from joint replacements to heart surgery. Ms. Schatte said that the typical starting salary for an uncertified graduate of the program is \$14.00 per hour, which normally increases upon certification. She further reported that there is a 100% placement rate within six weeks of graduation, although many students have employment offers prior to graduation.

The Board thanked Ms. Schatte for the informative presentation.

5. CITIZEN'S PRESENTATION:

None.

6. CONSTRUCTION AND DEVELOPMENT:

- a. Confirmation of Approval of Contract with Hamilton Roofing for Buildings #5 and #7, Melbourne Campus – Mr. Little

Approved – consent agenda.

7. OLD BUSINESS:

- a. Report on Pending Legal Actions – Mr. Matheny

(1) Carolyn Hayes Case

Mr. Matheny reported on a possible attorney conflict in the Carolyn Hayes litigation. He reported the law firm of Bush, Augspurger and Lynch, P.A. was appointed by AIG to represent the college and that Lisa Augspurger, attorney, has done a good job in this capacity. However, it has been learned that another partner in her firm, Richard Bush, has represented Carolyn Hayes' attorney in an unrelated malpractice action in the past. Both parties have discussed the situation and determined that there is no ethical problem with this representation, but the Bush firm has agreed to withdraw from one of the matters upon the Board's request. It was the consensus of the Board to allow continued representation by Bush, Augspurger and Lynch, although Mrs. Wilson remarked for the record that she is uncomfortable with the situation, but not to the extent that she recommends withdrawal.

(2) College Property

Mr. Matheny also reported that Brevard Holding Company is offering to purchase three lots, amounting to 48 acres on the Palm Bay Campus for \$169,000 with proposed usage appropriate to the current "Light Industrial" zoning. He reported that an appraisal would be necessary if the property is sold to a private entity.

On a related subject, Dr. Purga also reported that the Space Coast Intervention Group has expressed possible interest in purchasing, leasing or donation of 2-3 acres of land on the Palm Bay Campus for relocation of the Intervention Center from the Health First facility.

After significant discussion, it was the consensus of the Board not to sell the land at this time. It was recommended that the Board hold a future workshop for discussions regarding future land use of currently held property in addition to discussions with the Foundation regarding same.

8. **NEW BUSINESS:**

a. Personnel Actions – Ms. Oglesby

Approved – consent agenda.

b. Report on the Voluntary Incentive Program – Ms. Oglesby

Ms. Joni Oglesby, Associate Vice President, Human Resources, reported that the process for selection of Staff Voluntary Incentive Program (VIP) awards has recently concluded. She reported that up to 15% of the eligible employees could be selected. Of the 631 eligible employees, there were 124 nominees of whom 105 recipients were considered in a very competitive process. She distributed a listing reflecting the 80 awardees (12.68%) to receive a monetary award, with the top ten recipients to receive an additional bonus. Mr. Handley requested a breakdown of the number of those who were self-nominated versus management nominations. Ms. Oglesby stated she would provide those numbers for the Board's information. Mrs. Martinez also reminded that the VIP Program was meant to be a management tool and should be used as an award of excellence as viewed by the administration. Ms. Oglesby concurred, and reported that supervisors provide letters of support for most self-nominated applications.

Mrs. Wilson asked Dr. Gamble how the administration deals with recognizing the performance of the Cabinet members, as they are not eligible for the VIP award. Dr. Gamble responded that part of the benefits to the Cabinet members beyond their higher salaries, is the opportunity for taking initiatives in their areas; this in itself serves as reward for their efforts. However, he does routinely make the effort to individually recognize unique contributions made by the Cabinet members either verbally and/or in writing.

c. Approval of Out-of-County Travel – Brevard Community Chorus Tour – Dr. Fettrow

Approved – consent agenda.

d. Discussion/Approval of Board Objectives - Board

Mr. McCotter suggested that this discussion be tabled until January upon completion of the Environmental Scan. The Board concurred.

e. Request for Board Meeting Agenda Items

Mrs. Wilson requested a report by Dr. Joe Lee Smith in February or March 2005 regarding progress made with minority recruitment and retention efforts to date.

9. **FINANCIAL ACTIONS:**

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

Approved – consent agenda.

10. **REPORT OF THE PRESIDENT:**

a. ACCT Legislative Trustees Conference

Dr. Gamble reminded the Board that the ACCT Legislative Trustees Conference will be held in Washington, DC, February 23-25 and encouraged participation.

Dr. Gamble reported that he will attend due to the many changes occurring in Washington and will take the opportunity to meet with our delegation while there.

Dr. Gamble indicated that the outlook for federal funding of higher education appears bleak for the next four years.

b. Enrollment

Dr. Gamble reported that the final Fall enrollment figures decreased approximately 1% from the previous year despite the hurricanes, and budget planning efforts do not appear to be in jeopardy. He also reported that currently the Spring term enrollment is up 3.5% from the previous year and hopefully that trend will continue.

c. Foundation for Excellent Schools

Dr. Fettrow is currently working with Cocoa High School and the college and School Board have received a grant for the Foundation for Excellent Schools program, which is similar to the Collegiate High School, except that it is aimed to help a lower performing group. There will be 105 students involved in the pilot program with promise to advance the success and retention rates of these students. Further information will be provided as available.

11. **COMMITTEE REPORTS:**

a. Alumni Association – Mrs. Wilson

None.

b. BCC Foundation – Mr. Theriac

None.

c. Cocoa Village Playhouse – Mr. McCotter

Mr. McCotter reported that the Cocoa Village Playhouse ticket sales are good and fundraising efforts are underway to enhance revenue. He further reported that Mr. Walt Gilfilen is diligently working to obtain grants which may assist with balcony improvements, while the Capital Campaign is working to raise funds to improve the staging and costuming areas.

d. Insurance Committee – Mr. Theriac

No report.

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

Mrs. Martinez reported that although the King Center finances are currently short of projections, performances continue to be added which will hopefully improve by year end. She reported that subscriptions by individual performances seem to be more successful than block subscriptions. In addition, she reported that the Finance Committee is studying other endowment options to provide more diversification similar to the Foundation's endowment funds.

f. Planetarium – Mr. Handley

Mr. Handley reported the Planetarium's quarterly meeting reported a shortfall of revenue due mainly to the hurricane season. He reported that new Christmas shows have been developed. Improvements were suggested to the Planetarium signage to assist with identifying the facility.

12. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 6:20 p.m.

APPROVED: _____

Chair, District Board of Trustees

ATTESTED: _____

Secretary, District Board of Trustees

