

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

August 15, 2005
4:35 p.m.

Room #163
Building #2
Palm Bay Campus

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

1. CALL TO ORDER:

Mrs. Alberta Wilson, Chair, called the meeting to order.

a. Pledge of Allegiance

Mrs. Wilson opened the meeting with a moment of silence in recognition of those serving in the military across the globe and followed by the recitation of the "Pledge of Allegiance."

b. Special Recognitions

(1) Mr. Rick McCotter, Outgoing Chairman

Mrs. Wilson thanked Mr. McCotter for his service as Chairman of the Board during the past year. He was presented with a ceremonial gavel in recognition of his service. Mr. McCotter stated it was his pleasure and he is looking forward to serving another four years.

(2) Ms. Stephanie Lubno, FACC Exemplary Practice Recognition

Dr. Gamble introduced Ms. Stephanie Lubno, Recruitment Specialist, who was selected as the 2005 Florida Association of Community Colleges (FACC) Exemplary Practice Award Winner for her presentation of the innovative Registration EMT (Emergency Telephone Pool) program developed at the college. Dr. Gamble presented the FACC award certificate, which included a \$250.00 monetary award.

Ms. Lubno described the program which was designed to assist in handling the overflow telephone inquiries during peak registration periods by providing staff volunteers with minimal training including a notebook of responses to frequently asked questions. Therefore, when the registration office phone

lines are busy, the calls roll to a volunteer's desk to either provide answers to inquiries or referral to an individual who can assist. As this program was successful at BCC, the idea was presented at the FACC conference for the information of other colleges who may share a similar concern. Mrs. Wilson thanked Ms. Lubno for the innovative suggestion.

Mrs. Wilson reported that all campus classrooms now exhibit an American flag due to the generosity of Mr. James Handley, Mr. Dick Beagley, and Mr. Tom Wasdin in conjunction with United Space Alliance. She offered thanks to these individuals, which allowed the college to be in compliance with statutory requirements.

c. Additions/Corrections to Agenda

Dr. Gamble requested that Item 8.a., Personnel Actions, be changed to a consent agenda item. In addition, he requested that Item 10.a. be removed from the agenda.

Mr. Handley requested Item 9.c., Approval of Accounts Receivable Write-Offs, be removed from the consent agenda.

2. **CONSENT AGENDA:**

Mrs. Wilson recommended approval of the remaining consent agenda items:

- 3.a. Minutes – Board of Trustees Workshop Meeting – June 13, 2005
- 3.b. Minutes – Board of Trustees Meeting – June 13, 2005
- 8.a. Summary of Personnel Actions
- 9.a. Approval of Monthly Budget Status Report, July 2005
- 9.b. Approval of 2004-05 Capital Outlay Budget Amendment

Mr. McCotter moved approval of the consent agenda items with the addition of 8.a.

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

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

- a. Minutes – Board of Trustees Workshop Meeting – June 13, 2005

Approved – consent agenda.

b. Minutes – Board of Trustees Meeting – June 13, 2005

Approved – consent agenda.

4. COMMUNICATIONS:

a. Report on Health Sciences Program/Hospital Partnership

Dr. Barbara Ake, Provost, Health Sciences, introduced Ms. Connie Bobik, Nursing Program Department Chair, who has been very influential in the nursing partnership process. Dr. Ake provided background information on the partnerships developed to allow the expansion of the Palm Bay nursing program. The partnership involves leadership from Health First, Wuesthoff Health Systems, and Parrish Medical Center, who will contribute \$6.6 million collectively to the college nursing program expansion over an eight year period (2005-2013). These funds will be used to cover the cost of instructional personnel, while grant funds from state matching grants Jobs for Florida's Future will be used to purchase the specialized health care equipment. The expansion will result in an additional 400 BCC-graduated nurses from 2007 to 2014, beginning with the admission of the first 40 students to the Palm Bay program in 2006.

Dr. Ake reported that the Cocoa Campus will graduate 420 students in the same time frame. At the request of the partners, graduation timeframes will be staggered with Cocoa Campus graduations in May and Palm Bay in September to facilitate smoother initiation of the new practitioners into the health care environment.

Ms. Bobik reported on the results of her research on Brevard County's healthcare statistics. The research revealed that by the year 2015 one in five Brevard County residents will be over 65 with projections of those over 85 years old increasing by 265%. Mrs. Bobik further reported that the weekend and weekend curriculum meets students' needs who require flexibility in employment and childcare issues.

Dr. Ake introduced the partnership representatives who offered comments: Mr. Mike Means, Health First, President and CEO; Ms. Millie Curley, Vice President, Nursing, Parrish Medical Center; and, Mr. Don Breeding, Chief Nursing Officer, Wuesthoff Health Systems.

Dr. Ake reported that existing facilities will be renovated and utilized on the Palm Bay Campus for this expansion.

Dr. Gamble reported that there are numerous partnership needs in the Allied Health Sciences area, which may be explored in the future. The partnership representatives shared some thoughts on future partnership effort possibilities.

5. CITIZEN'S PRESENTATION:

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

Ms. Robin Boggs, President, United Faculty of Florida, Brevard Chapter (UFF-BCC) introduced Ms. Amy Rieger, Vice President and Chief Negotiator, UFF-BCC. Ms. Boggs addressed the Board regarding concerns related to college faculty contract negotiations.

6. CONSTRUCTION AND DEVELOPMENT:

a. Approval of Florida Department of Education Project Priority List

Mr. Al Little, Vice President, Finance and Administrative Services, reported that the Office of Educational Facilities requires that a Project Priority List (PPL) form be filed to utilize funds from the state bond proceeds or license tag revenues, otherwise known as Capital Outlay and Debt Service. The projects listed in the attachment have already been approved by the Board in the Capital Outlay Budget. Dr. Gamble recommended approval of the Office of Educational Facilities Project Priority List.

Mr. McCotter moved approval of the Office of Educational Facilities Project Priority List.

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

b. Approval of 2005-06 Capital Improvement Program Report

Mr. Al Little, Vice President, Finance and Administrative Services, reported that each year the college is required to file a Capital Improvement Plan (CIP) listing proposed capital projects requiring state funding based on the most recent five-year Educational Plant Survey. The new construction projects identified were a Health Sciences facility at the Cocoa campus, and a student support area at the Palm Bay campus. Mr. Little reported each year the college needs are reviewed and the most critical needs are prioritized in the categories of renovation, remodeling and new construction, which comprises the CIP report. He indicated that the requests are categorized "General Renovation/Remodeling" to enable the college to apply funding to any building or campus, as needed. Although certain space needs are shown in the CIP report, the college's relative needs are small compared to most other schools; thus, receiving PECO funds for new construction is unlikely.

Mr. Little reported that space needs are reviewed annually and remodeling and refurbishment is utilized in the absence of new construction funds. Dr. Gamble recommended approval of the 2005-2006 Capital Improvement Program Report.

Mr. Theriac moved approval of the 2005-2006 Capital Improvement Program Report. Mrs. Martinez seconded the motion. All those voting in favor of the motion –Theriac, Martinez, Handley, McCotter, and Wilson; opposed – none. Motion unanimously approved.

c. Approval of Guaranteed Maximum Price – HVAC Phase II

Mr. Al Little, Vice President, Finance and Administrative Services, reported that last year the college completed Phase I of extensive HVAC renovations of the three phases recommended by Florida Power & Light. Engineering and planning have now been completed for Phase II of this project. In Phase II all air handlers and controls will be replaced in Buildings 4 and 5 in Cocoa and Building 10 in Melbourne. The approval of this project has been timed to begin work in November 2005 in order to minimize the inconvenience to students and staff. Mr. Little further reported that H.J. High is the construction manager for this project and a guaranteed maximum price has been negotiated for \$1,941,333.00, which is within the budgetary constraints. Dr. Gamble recommended approval of the Guaranteed Maximum Price – HVAC Phase II.

Mr. Theriac moved approval of the Guaranteed Maximum Price – HVAC Phase II. Mrs. Martinez seconded the motion. All those voting in favor of the motion –Theriac, Martinez, Handley, McCotter, and Wilson; opposed – none. Motion unanimously approved.

7. OLD BUSINESS:

a. Report on Pending Legal Actions – Mr. Matheny

Mr. Joe Matheny, College Attorney, reported that property has recently been left to the BCC Foundation in accordance with the deceased owner's Will. The Foundation will eventually market and sell the property with proceeds to be applied to a nursing scholarship fund, upon Board approval. He confirmed that there will be no restrictions related to the sale of the property other than a provision that 5% of the proceeds be given to both the brother and sister of the deceased.

(1) Approval of Attorneys' Contracts for Mr. Matheny and Mr. Hogg

Mr. Joe Matheny, College Attorney, reported that he and Mr. Jesse Hogg, Labor Attorney, have both requested a one year renewal of their contracts according to the same terms and conditions of last year.

Mr. Theriac moved approval of the Attorneys' contracts for Mr. Matheny and Mr. Hogg. Mrs. Martinez seconded the motion. All those voting in favor of the motion –Theriac, Martinez, Handley, McCotter, and Wilson; opposed – none. Motion unanimously approved.

(2) Approval of Contract for Sale of Palm Bay Property

Mr. Joe Matheny reported the 20-acre parcel of environmental land, which is adjacent to the 17-acre parcel (currently under contract with the college and Palm Bay Academy), has been approved by the Foundation Executive Committee and Board to be sold to Palm Bay Academy in the amount of \$201,800.00, contingent upon the sale of the 17-acre parcel. The Foundation will utilize the proceeds for scholarship funds. Mr. Matheny reported the Academy intends to use the property as a nature walk/park, as the property is primarily wetlands and not deemed "usable." Dr. Gamble recommended approval of the Contract for Sale of the Palm Bay Property.

Mrs. Martinez moved approval of the Contract for Sale of the Palm Bay Property as the property is not required for educational purposes and is deemed environmental land. Mr. Theriac seconded the motion. All those voting in favor of the motion – Martinez, Theriac, Handley, McCotter, and Wilson; opposed – none. Motion unanimously approved.

Mr. Matheny confirmed that the closing for this property will be simultaneous with the closing on the 17-acre parcel.

b. Update from Dr. Joe Lee Smith, College Consultant

Dr. Joe Lee Smith, College Consultant, reviewed the goals and mission defined for him as Independent Consultant to the President during the contract period August 16, 2004 - August 15, 2005, as approved by the Board of Trustees. Dr. Smith further reported on the numerous projects and advancements he has accomplished to-date in the effort toward the college's minority recruitment, retention and equity efforts.

Dr. Smith reported that he has attended numerous appointments and events with the Hispanic community, but admits that further effort needs to be made and should be a high priority for the coming year. Mrs. Martinez offered her assistance in this regard.

Dr. Gamble reported that Dr. Smith's experience and reputation serve as an excellent example of the potential in the minority community. He further reported that the Trustees received a report reflecting minority new hires for the Fall and it is significant that ten African American and six Hispanic employees were hired at the professional staff and faculty level, which is proof of the success of Dr. Smith's efforts to stimulate well-qualified referrals to the college Human Resource Department. Ms. Oglesby reported that more than 50% of the new hires were minorities, which is unprecedented. Accordingly, Dr. Gamble recommended renewal of Dr. Smith's contract for an additional year. The Trustees concurred and expressed their thanks to Dr. Smith for his outstanding efforts. Mr. McCotter requested that the Board be notified of future functions, especially the Fall Roundtable, in order to support the effort to the extent possible.

Mr. Handley suggested the College Ambassador's report next year include testimony and development of measures of success. Dr. Gamble reported that objectives in this regard are already included in the President's Evaluation process with numerical targets for each minority group, including students, faculty and staff. These objectives will be communicated to Dr. Smith for his information in goal setting.

8. NEW BUSINESS:

a. Personnel Actions

Approved – consent agenda.

b. Approval of President's Contract

Mr. McCotter reported that the President's evaluation was reviewed in the Workshop and made the following motion:

Mr. McCotter moved approval that the existing and amended and restated contract dated August 9, 2004, be extended through and including the 30th day of June 2007, to include a compensation increase of 3%, retroactive to July 1, 2005, and payable biweekly with normal withholdings. Furthermore, the life insurance provision for the President in the Executive Employee Benefit Plan adopted by the Board of Trustees June 20, 1990, and as amended June 19, 1995, shall hereafter provide for increased life insurance in the amount of \$1 million. All other terms and conditions of the existing

contract remain in full force and effect through the term of the new contract and that Mr. Matheny be directed to prepare and execute the employment contract consistent with these motions. In addition, the minutes should reflect that the college is in compliance with the statutory mandates for accountability and equity. Mr. Theriac seconded the motion. All those voting in favor of the motion – McCotter, Theriac, Handley, Martinez, and Wilson; opposed – none. Motion unanimously approved.

c. Approval of Ratification of Agreement with UFF/BCC

Ratification of the contract agreement with UFF/BCC was deferred pending further negotiations.

d. Executive Session

Mrs. Wilson called for an Executive Session making the following statement: “At this time, the Board will engage in a strategy session relative to collective bargaining. This is an Executive Session closed and exempt from the Florida Sunshine Law and is for the express purpose of discussions between the College President and the Board of Trustees as the Public Employer.”

The session was conducted between 5:55 p.m. and 6:55 p.m.

The Board reconvened at 6:55 p.m. to continue the Board of Trustees meeting.

e. Presentation of the Disaster Preparedness Plan

Mr. Frank Billings, Associate Vice President, Institutional Effectiveness and Strategic Management, reported on the college’s Disaster and Event Preparedness Plan for Natural Causes which was distributed to the Board. In response to lessons learned from the 2004 hurricane season, Mr. Billings stated he was directed by Dr. Gamble to chair a task force to draft and formulate a plan to address disaster and event prevention, preparedness, mitigation and recovery efforts. Phase I of this process involved plans relating to natural disasters. Future efforts for Phase II will relate to civil and social disasters, such as on-campus civil disturbance, bomb threats, etc; while Phase III planning will relate to disasters from accidental causes such as fires and chemical spills. These efforts are vital to advance the safety and security of the students and staff, as well as protecting the assets of the college.

Mr. Billings reported the distributed document summarized the plans for responses to threats caused by natural disasters, including specific duties for all members of the designated Crisis Management Team (CMT) and procedural timelines for identified campus operational areas. The document also identifies essential personnel,

emergency call trees, building coordinator assignments for each campus, and designated safe facilities and public shelters.

The Board congratulated the college and the Task Force for the comprehensive plan.

f. Request for Future Board Meeting/Workshop Agenda Items

Mr. Handley suggested the Board might want to explore the possibility of a monetary incentive award for ideas submitted by employees which have a positive impact on service or cost savings. It was the consensus of the Board to schedule a future Workshop discussion.

9. FINANCIAL ACTIONS:

a. Approval of Monthly Budget Status Report, July 2005

Approved – consent agenda.

b. Approval of 2004-05 Capital Outlay Budget Amendment

Approved – consent agenda.

c. Approval of Accounts Receivable Write-offs

Mr. Mark Cherry, Associate Vice President, Financial Services, provided a listing of student accounts for which he requested the Trustees' approval to write off the balances in accordance with Policy 200.06, Accounts in Arrears, which allows write off of accounts uncollected after two years. He reported that higher tuition rates and new Title IV regulations result in higher receivables. Mr. Cherry further confirmed that collection efforts will continue despite write-off and furthermore that delinquent student account balances will remain on the individual's subsidiary account in a hold status should they attempt re-enrollment, etc.

Mr. Cherry explained that the Title IV regulations require that if financial aid is correctly awarded and the student stops attending, the tuition monies must be repaid to the Federal government, thus creating a receivable. He further estimated that 45% of the receivable reflected on this report relates to Title IV return of funds.

The Board discussed this issue and agreed they would like to discuss with the appropriate congressional representatives. Dr. Gamble recommended approval of the Accounts Receivable Write-Offs.

Mr. Handley moved approval of the Accounts Receivable Write-Offs. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Handley, Martinez, McCotter, Theriac and Wilson; opposed – none. Motion unanimously approved.

10. REPORT OF THE PRESIDENT:

a. Discussion of September 19 Meeting

Dr. Gamble requested removal of this item from the agenda.

b. Board Retreat

Dr. Gamble reported that the Board retreat is tentatively scheduled for Friday, September 30 and Saturday, October 1. He further reported several alternative agendas were provided to the Board, with decisions dependent upon the possible incorporation of a luncheon with Senator Mel Martinez for discussion of his view on policy relating to education. If Senator Martinez is available, the retreat will be held on the Cocoa Campus Planetarium and the Dobson Conference Center.

The Board concurred that these dates were open and available on their schedule.

Dr. Gamble reported that an individual from the Association of Community Colleges Trustees (ACCT) will facilitate the meeting to address “20 Essential Questions Every Board Member Must Answer,” unless the Board had other requests. Mr. Handley requested discussions regarding goal setting for the coming year be added to the schedule for Saturday morning.

c. Lowe’s Proposal for Palm Bay

Dr. Gamble reported that Lowe’s has expressed interest in purchasing property on the Palm Bay Campus. Dr. Gamble reported that after consideration the general consensus is that the development could have considerable negative ramifications to the college. As a result, he is not in favor of this development and suggested that the City of Palm Bay and Lowe’s should be so informed. The Board concurred and Dr. Gamble will proceed accordingly.

d. Revised Organizational Chart

Dr. Gamble reported the Board was provided the newly revised Organizational Chart, which reflects the administrative organization of the college. In addition, information was provided regarding the assignment of Academic Deans and

Workforce Development Coordinators. Dr. Gamble reported that for the most part these positions redefined existing position and thus are budget-neutral.

Dr. Gamble further reported that minor modifications will be made to the Organizational Chart showing the relation from the Melbourne Campus Provost to the King Center as a dotted line rather than a solid line as the King Center Board requested that the King Center Executive Director report directly to them and the District Board of Trustees as a “direct support organization.” The dotted line to Dr. Kaliszkeski in Melbourne is merely an indication of mutual coordination between the entities.

e. College Catalog

Dr. Gamble reported that the new college catalog reflects on the institutional quality and maintains the consistent marketing “branding effort.”

f. College Enrollments

Dr. Gamble reported that Summer enrollments decreased approximately 4% from last year and Fall enrollments are expected to be even or slightly ahead. He reported that mini-mesters and Institute of Business Training (IBT&CE) will affect enrollment figures.

g. Educator Preparation Institute (EPI)

Dr. Gamble reported that he is pleased to report that Brevard Community College is one of eight institutions approved for the Educator Preparation Institute (EPI) grant, which will provide training to individuals who have a bachelors degree or above; however, do not have a teaching certificate, so they are eligible to apply for public school teaching positions.

h. Niger Relief Effort

Dr. Gamble reported that Titusville students initiated a nationwide funding effort on behalf of UNICEF’s Niger Food Relief Effort. With support by the Administration, donations are being accepted by campus cashiers.

i. “Declining by Degrees” Video

Dr. Gamble encouraged the Trustees’ review of the “Declining by Degrees” video production, which is a sobering report on the state of education.

Mrs. Wilson requested that this video be viewed in advance for discussion at the September Board Retreat. A decision will be made at that time if a Workshop on the subject should be scheduled in the future.

j. “Community Colleges – a Reference Handbook”

Dr. Gamble reported that the Trustees have received E-book permission to review the book “Community Colleges – a Reference Handbook,” published in 2005, which contains worthwhile information on community college history and challenges facing the community colleges in the future. Dr. Gamble reported that if a paper version is desired in lieu of the E-book, a library copy can be provided upon request. Ms. Terry Martin, Executive Assistant to the President, will re-transmit the document via email.

Mrs. Wilson invited Trustees to attend the Endeavor Elementary School Family Fun Day on September 10, 3:00-8:00 p.m. This function is an effort to assist Endeavor Elementary to start on a positive note in light of difficult events at the end of the year. Mrs. Wilson thanked Dr. Gamble for his support of this event.

11. COMMITTEE REPORTS

a. Architect Selection – Mrs. Martinez

No report.

b. Alumni Association – Mrs. Wilson

No report.

c. BCC Foundation – Mr. Theriac

Mr. Theriac reported that the Alumni Association is expected to merge with the BCC Foundation so joint efforts will be made in the future.

d. Cocoa Village Playhouse – Mr. McCotter

Mr. McCotter reported that the Cocoa Village Playhouse finished the season showing a profit and are preparing for the new season. He further reported fundraising efforts for the annex building continue.

e. Insurance Committee – Mrs. Martinez

No report.

f. King Center for the Performing Arts – Mr. Handley

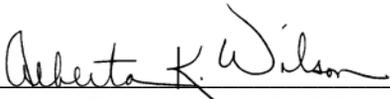
Mr. Handley reported that the schedule for the upcoming season has now been distributed, with a good line up. He further reported that projections are for a slight loss in end-of-year revenues which will be covered by endowment funds. Renovations are also ongoing at the King Center, with completion expected prior to the season opening.

g. Planetarium – Mr. Handley

No report.

12. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 7:45 p.m.

APPROVED: 
Chairman, District Board of Trustees

ATTESTED: 
Secretary, District Board of Trustees