

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

April 17, 2006
4:30 p.m.

Lecture Auditorium
Occupational Building #1
Titusville Campus

PRESENT: Mrs. Alberta K. Wilson, Chairman; Mr. C. R. “Rick” McCotter III, 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:

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

a. Pledge of Allegiance

Mrs. Wilson opened the meeting with a recitation of the "Pledge of Allegiance."

b. Additions/Corrections to Agenda

Dr. Gamble reported Item 6.a., “Approval of Change Order for the Roofing Project, Cocoa Campus, Bldg. #3,” should be marked for action by an asterisk.

Mrs. Martinez requested removal of Item 3.b., “Minutes - Board of Trustees Meeting - March 20, 2006,” 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 – March 20, 2006
- 3.b. Minutes – Board of Trustees Meeting – March 20, 2006 - Placed on open agenda
- 3.c. Minutes – Board of Trustees Special Meeting – April 3, 2006
- 8.a. Summary of Personnel Actions
- 8.b. Approval of Out-of-Country Travel for Study Abroad Program

- 9.a. Approval of March Monthly Summary of Income and Expenditures
- 9.b. Approval of DSO Quarterly Reports
- 9.c. Approval of Budget Amendment

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

3. APPROVAL OF OFFICIAL MINUTES OF PREVIOUS MEETINGS:

- a. Minutes – Board of Trustees Workshop Meeting – March 20, 2006

Approved – consent agenda.

- b. Minutes – Board of Trustees Meeting – March 20, 2006

Mrs. Martinez requested the motions made at the March 20, 2006 meeting, following her departure at 5:10 p.m., be revised to remove her name from the voting actions.

Mrs. Martinez moved approval of the Minutes - Board of Trustees Meeting - March 20, 2006, as revised. Mr. McCotter seconded the motion. All those voting in favor of the motion – Martinez, McCotter, Handley, Theriac and Wilson; opposed – none. Motion unanimously approved.

- c. Minutes - Board of Trustees Special Meeting - April 3, 2006

Approved - consent agenda.

4. COMMUNICATIONS:

- a. Recognition of Susan Savage, CTV and Dr. Stanley Diment

Dr. Barbara Ake, Provost, Health Sciences, reported that due to unforeseen schedule conflicts neither Ms. Savage nor Dr. Diment were able to attend the meeting as planned. Dr. Ake reported that both have been very involved with the establishment of the Veterinary Technology program and have participated on the advisory committee. Dr. Ake recognized their contributions to BCC as both will be leaving at the end of the term to establish a clinic in Mexico.

b. Report by the College Ambassador, Dr. Joe Lee Smith

Dr. Joe Lee Smith, College Ambassador, reported that the Brevard Legacy Project had successful celebrations in three Brevard County locations with a televised basketball game and ribbon-cutting ceremonies. He explained the Legacy Project is a partnership between BCC and the Alumni Association of the historic black high schools of Brevard County (Monroe High School, Cocoa; Gibson High School, Titusville; and Melbourne Vocational/Stone High School, Melbourne) and Carver Junior College to preserve the history and artifacts of these schools. BCC is serving as the collection point for these artifacts which are displayed at the Student Welcome Center on the Cocoa, Melbourne and Titusville Campuses. In addition, there are future plans to display items at the Palm Bay Campus and Moore Multicultural Center. Dr. Smith stated that these schools were phased out more than 38 years ago and preservation of their history is important to the community. He further reported interest has been expressed for possible statewide implementation of similar projects.

Dr. Smith reported that on Friday, March 31, a sold-out crowd participated in the Florida Puerto Rican/Hispanic Chamber of Commerce dinner celebration, where BCC was presented with the Ponce de Leon Award for Educational Institution of the Year. He presented the plaque to Mrs. Wilson, Chairman, and Dr. Gamble.

Dr. Smith reported recruiting efforts for African American students and faculty have improved significantly. He further reported strategies for improving recruitment of Hispanic applicants and retention of minority students, faculty and staff are being developed.

c. Report on VoIP

Mr. Tim Marshall, Chief Information Officer, reported on the benefits and future plans of the Voice-Over-Internet-Protocol (VoIP) system and stated that the system was installed last year as a solution to replacing an outdated telephone system. Mr. Marshall further reported that VoIP was a new technology at the time it was implemented at BCC, which integrated phone and data service, thus allowing audio capture of email via phone voice mail, uploading of audio content to Blackboard, etc. In summary, Mr. Marshall reported the implementation of VoIP at BCC has been a great success providing greater functionality at reduced cost, as well as options for future expansion.

d. Report on Structure of On-line Course

Dr. Kathy Cobb, Provost, Titusville/Virtual Campuses, provided a demonstration of an on-line course from registration to completion. She introduced Ms. Sandy Handfield, Dean, Titusville Student Services, who reported that the college has developed electronic systems to allow on-line access to most student services (i.e. registration, scheduling, advising) eliminating the need for campus

visits. In addition, tutoring is available 24 hours per day, seven days a week and library research assistance is available 18 hours per day, six days a week.

Ms. Handfield reported the college is committed to providing completion of degrees and student services which support virtual enrollments at the same level of quality provided to campus students.

Dr. Cobb further reported that it is mandatory that all students attend a free orientation to introduce them to systems and requirements to maximize success. Those who are unable to come to campus may participate in the orientation on-line via Blackboard. Dr. Cobb introduced Ms. Elspeth McCulloch, Project Coordinator, Virtual Campus, who provided demonstrations of an on-line orientation, a tutorial emulating the Blackboard environment and several Blackboard tools demonstrating “best practices.”

Ms. McCulloch reported that an anti-plagiarism tool “Turnitin.com” is integrated with Blackboard which provides an immediate report to the instructor regarding any matches on the web which are identified. In addition, exams that are multiple choice or true/false can be automatically graded and entered into the Blackboard grade book.

5. CITIZEN’S PRESENTATION:

None.

6. CONSTRUCTION AND DEVELOPMENT:

a. Approval of Change Order for the Roofing Project, Cocoa Campus, Building #3

Mr. Al Little, Vice President, Finance and Administrative Services, reported the Board had previously approved a guaranteed maximum price (GMP) of \$887,880.80 for the Building #3 re-roofing, Cocoa Campus. Mr. Little reported during the course of repairs, additional damage was found requiring added work, as well as a change from 30-year to 50-year shingles. He stated the cost of the added work totals \$62,565. Mr. Little requested the Board approve a change order reflecting this addition, for a total of \$950,445.80. Dr. Gamble recommended approval of the change order for the roofing project, Cocoa Campus, Building #3.

Mrs. Martinez moved approval of the change order for the roofing project, Cocoa Campus, Building #3. Mr. Theriac seconded the motion. All those voting in favor of the motion – Martinez, Theriac, 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 the Palm Bay Academy is aware the Board voted to extend the contract closing deadline with certain conditions and have verbally agreed to the conditions. Mr. Matheny reported he prepared an extension contract which has been forwarded to their attorney. The deposit monies and monthly extension fee of \$10,000 for April have not yet been received, but should be payable once all parties sign the document.

Mr. Matheny further reported that the formal contract for Lowe's has been completed and is in the process of obtaining signatures of all parties. He stated that documents should be fully executed by the May Board meeting.

8. NEW BUSINESS:

a. Personnel Actions

The Personnel Actions were presented to the Board for information only; with no further action required.

b. Approval of Out-of-Country Travel for Study Abroad Program

Approved - consent agenda.

c. Request for Future Board Meeting/Workshop Agenda Items

Although the items were already on the Workshop listing, the Board further discussed the topics of college recruitment process and books/bookstore requests being presented at a near future Board meeting workshop.

9. FINANCIAL ACTIONS:

a. Approval of the March Monthly Summary of Income and Expenditures

Approved – consent agenda.

b. Approval of DSO Quarterly Reports

Approved – consent agenda.

c. Approval of Budget Amendment

Approved – consent agenda.

10. REPORT OF THE PRESIDENT:

a. UCF Consortium Rollout Luncheon

Dr. Gamble reported the University of Central Florida (UCF) Consortium Rollout event sponsored by the Orlando Chamber on April 4 was a great success.

Mr. Handley reported the presentation was excellent and was well attended by many community and educational dignitaries. Mrs. Martinez reported the teamwork shown between UCF and the four community colleges is evidence of strategic thinking for the state. She also reported that a wide variety of disciplines and aspects of the region's economy were represented.

Dr. Gamble reported steady progress is being made toward the final consortium agreement and partnership. Dr. Fettrow is working diligently on student service documents depicting the partnership which are expected to be ready for distribution in the fall.

b. Institutional Planning/Accountability to the Board of Trustees

Dr. Gamble reported that the schedule reflecting Institutional Planning/Accountability deadlines in accordance to the State and Board policies have been provided to the Board.

c. Upcoming Board Meeting Schedule

It was the consensus of the Board that a Board meeting not be held in July.

Further, it was the consensus of the Board that a Board Workshop regarding next year's budget objectives will be held at noon preceding the Board meeting on May 22.

d. Graduation

Dr. Gamble reported graduation will be held on Saturday, May 20, at the King Center for the Performing Arts. The 1:00 p.m. ceremony will be for Melbourne and Palm Bay graduates and the 4:00 p.m. ceremony for Cocoa, Titusville and Health Science graduates. He further reported that Representative Thad Altman will be present to receive the Distinguished Alumnus award at the 4:00 p.m. ceremony.

Dr. Gamble reported Trustee Wilson will provide remarks at both ceremonies. He requested other trustees to advise Ms. Terry Martin regarding their attendance plans, if they have not already done so.

e. Council of Presidents Teleconference

Dr. Gamble reported he participated in a teleconference with the Council of President's leadership regarding the current state legislative action. He reported that the budget is hopeful at this point, with the Governor being supportive, although there appears to be a shortfall in the Senate. Dr. Gamble further reported both the House and Senate have made more than \$20 million previously earmarked for the community college sector available for state grants to all public and private institutions. He noted that University and K-12 monies were not utilized for these grants. Dr. Gamble reported that the status of PECO funds is adequate. He further reported that a proposed change in Cosmetology program rules and laws could be significant, breaking certifications into three distinct areas, and requiring additional hours. Dr. Gamble also reported the excess hours bill (student has to pay full tuition if more than 72 hours completed) is currently a split vote. If the vote remains split, it will fail. Dr. Gamble encouraged the trustees to communicate with the legislators.

f. ACCT 2006 Annual Leadership Congress

Dr. Gamble reported the ACCT 2006 Annual Leadership Congress meeting is scheduled to be held in Orlando, October 11-14, 2006. In light of the meeting's convenient location, he encouraged the trustees' attendance.

g. 2006 Financial Audit

Dr. Gamble reported the 2006 financial audit has been completed without exception, and he recognized Mr. Little and his organization for this commendable accomplishment.

h. Op.Ed. Article in Florida Today

Dr. Gamble reported that he has prepared an opposite/editorial page (Op.Ed.) article, which he expects to be published this week in the "Florida Today" newspaper.

i. BCC Administrative Negotiation Team

Dr. Gamble reported he has assigned the BCC Administrative Negotiation team for upcoming negotiations. In addition, he confirmed plans to engage Jesse Hogg as the negotiating attorney.

j. Summer Schedule

Dr. Gamble reported the Summer 2006 schedule was distributed for the Board members' information.

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 a new Foundation Executive Director was selected, and they are awaiting news regarding acceptance of the offer.

d. Cocoa Village Playhouse – Mr. McCotter

Mr. McCotter deferred to Dr. Fettrow who reported the Cocoa Village Playhouse (CVP) is diligently working toward preparation of the show “Grease” which opens this week. Dr. Fettrow further reported that financial projections reflect a break-even or better year financially. Dr. Fettrow further reported that the CVP fundraising “It’s A Wrap” event is planned for May 5, with sponsorship pledges already exceeding \$42, 000.

e. Insurance Committee – Mrs. Martinez

No report.

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

Mr. Handley reported the King Center is doing well and they are projecting a break-even or better year financially. He reported three new shows have recently been added to the schedule.

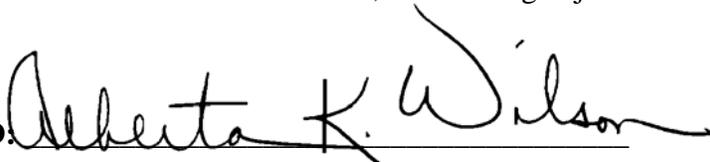
g. Planetarium – Mr. Handley

No report.

12. **ADJOURNMENT:**

There being no further business to come before the Board, the meeting adjourned at 6:15 p.m.

APPROVED: _____


Chair, District Board of Trustees

ATTESTED: _____


Secretary, District Board of Trustees