

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING**

February 18, 2008
9:05 a.m.

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

PRESENT: Mr. James Theriac, Chair; Mrs. Alberta Wilson, Vice-Chair (via telephone);
Mr. C. R. "Rick" McCotter III; Mrs. Dixie Sansom; Mr. James Richey; Dr. James A. Drake,
Secretary; Mr. Philip Nohrr, Attorney

I. CALL TO ORDER:

Mr. James Theriac, Chair, called the meeting to order at 9:05 a.m.

A. Pledge of Allegiance

Mr. Theriac opened the meeting with the recitation of the Pledge of Allegiance.

B. Additions/Corrections to Agenda

There were no additions or corrections to the agenda noted for the record.

II. APPROVAL OF OFFICIAL MINUTES OF PREVIOUS MEETING:

A. Minutes – Board of Trustees Meeting – January 28, 2008 (Addendum)

Mr. McCotter moved approval of the minutes of the Board of Trustees meeting held January 28, 2008. Mr. Richey seconded the motion. All those voting in favor of the motion: McCotter, Richey, Sansom, Theriac, Wilson; opposed: none. Motion unanimously approved.

III. PRESENTATIONS:

A. Debt-Repayment Proposal, Historic Cocoa Village Playhouse

Mr. Scott Baughan, Chair, Historic Cocoa Village Playhouse Board, provided a brief summary on the status of the loan, noting that the BCC Board of Trustees authorized a loan not to exceed \$900,000 to complete the annex. However, higher than anticipated fundraising, coupled with a \$2.00 per ticket surcharge, has reduced the amount from \$900,000 to \$751,000 at this date.

Mr. Baughan stated that a Certificate of Occupancy is expected in the near future, after which the annex will be functional, safe and secure. The completion of the interior will begin as soon as possible afterward. Ms. Hawkins-Smith, in response to an inquiry from Mr. Theriac, stated that the Certificate of Occupancy is expected on or about March 15, 2008.

Mr. Harris (whose arrival was slightly delayed) distributed a proposed repayment plan to the College for the construction of the annex. Mr. Harris noted that the balance for the completion of the annex is an estimate. The plan includes repayment amounts and sources

for each fiscal year from FY 07-08 through FY 12-13. Mr. Harris also discussed outstanding pledges and other potential revenue from the restoration of the upper balcony, if feasible. In response to an inquiry from Mr. McCotter regarding a \$28,000 surcharge for the period ending June 30, 2008, rather than a \$70,000 surcharge as listed for other years, Mr. Harris explained that the amount represents a partial-year total rather than the entire fiscal year. Mr. Harris added that the anticipated amount for the surcharge may be as high as \$84,000 per fiscal year, and that estimated amounts included in the repayment plan are very conservative.

In response to a subsequent question from Mr. McCotter, Mr. Harris also confirmed that all matching funds have been received from the state. Mr. Theriac requested a separate meeting with Mr. Harris to further discuss the repayment plan after reviewing it more thoroughly. Mr. Harris agreed to a meeting, and also offered to provide an annual update to the Board. Mr. Harris hopes that payment in full will be completed in three to four years rather than five to six years.

In response to a suggestion from Mr. Nohrr, Mr. Harris agreed to provide a summarized explanation for the difference between the \$2,512,021 guaranteed maximum cost and the beginning balance of \$2,924,905.

Dr. Drake suggested, and Board members agreed, that adoption of the repayment plan be included in the agenda for the next Board of Trustees meeting.

IV. CONSENT AGENDA:

- A. Report on Personnel Actions (Addendum)
- B. Approval of January Monthly Summary of Income and Expenditures (Addendum)
- C. Approval of Final Private Contributions for Matching Purposes (Addendum)
- D. WBCC Annual Financial Report, Fiscal Years 2006 and 2007 (Addendum)
- E. Leases with Royal Street Communications Florida (Addendum)

Mr. McCotter moved approval of the consent agenda items. Mr. Richey seconded the motion. All those voting in favor of the motion: McCotter, Richey, Sansom, Theriac, Wilson; opposed: none. Motion unanimously approved.

V. PUBLIC COMMENTS:

There were no public comments.

VI. CONSTRUCTION AND DEVELOPMENT:

None.

VII. OLD BUSINESS:

- A. Report on Pending Legal Actions (Addendum)

Mr. Nohrr summarized minor changes in pending legal matters.

B. Update on Commercial Banking Services Requests for Proposals

Mr. Billings reviewed the handout entitled *Request for Proposal (RFP) Banking Services*, and summarized the process leading to the selection of the three banks – SunTrust, Riverside and Wachovia - that will be considered to provide banking services to the College. The College committee involved in this process will recommend that one bank be selected to provide these services and the committee is expected to negotiate the terms of the contract. Mr. Billings stated that final selection of the bank will be made by Dr. Drake, in response to an inquiry from Mr. McCotter. Mrs. Wilson questioned if the three banks rank approximately the same in terms of qualifications. Mr. Billings responded that the three banks are approximately the same in terms of qualifications, and added that the committee was sensitive to costs and additional revenue streams. Also, there was only a \$15,000 spread in terms of fees.

Dr. Drake stated that there is no prioritized recommendation coming to him from the committee. A thorough and efficient investigation of banking services will be done. It is possible that none of the three banks recommended will be selected. Dr. Drake added that the Board will be notified of the bank selection at the next Board meeting.

C. Continuation of Discussion, Item. 8.c., August 20 Board Meeting, Continuation of President's Contract

Mr. Richey recalled the discussion regarding the president's salary from the Board meeting in August 2007, and discussed that at that time Dr. Drake indicated his preference to defer a salary increase, at least until his anniversary date in March.

Mr. Richey discussed that Dr. Drake's salary is very low compared to the average compensation of the presidents of the other twenty-seven community colleges in the state, and suggested that the Board develop some sort of methodology to determine what the salary increase should be. Elements to consider may include market conditions, performance, average presidential salaries in the Florida Community College System, and average salaries of community-college presidents in the region (Daytona Beach, Indian River, Seminole, and Valencia). Dr. Drake's contract calls for consideration of a salary increase on or about July 1 of each year.

Mr. McCotter stated that historically the Board has evaluated the president's performance, and the salary increase has been based on the evaluation and other factors such as economic conditions and enrollment.

Mr. Richey questioned the appropriate time for consideration of the salary increase, and Mr. Theriac responded that now is the time, rather than July 1. Mr. Theriac stated that there is no question of Dr. Drake's merit as he has done an outstanding job, especially in light of the difficult decisions the College has been faced with this year and the substantial changes that have been made for the betterment of the College. Mr. Theriac suggested that the factors for consideration of the raise include Dr. Drake's meritorious performance, what the budget will allow, and what it will take to retain Dr. Drake's services in the coming years. Trustees agreed that the evaluation process be moved forward in order for a salary increase to be considered at this time, and further discussed that it is the Board's responsibility to compensate the president fairly and adequately.

Mr. Richey requested that information on market conditions be considered. Trustees agreed that compensation levels from presidents at other community colleges in the region should be considered, including the full package of benefits received by these presidents. Trustees anticipate that at its current level, the comparative compensation (salary plus benefits) for the president at Brevard Community College is significantly lower than these community colleges' presidents are currently receiving.

It was agreed that Mr. Ross will provide the evaluation forms and compensation levels to the Board members.

Mr. McCotter discussed in previous years, the Board held a retreat to discuss high level strategic goals in response to the Board of Education's requirements, and also to develop internal strategic goals that the president would make a commitment to. These goals were developed by the Board and the President's Cabinet, and provided an effective dashboard to measure accomplishments for the year, and also provided the opportunity to identify goals that may have not been accomplished in the past year, and to determine the factors that resulted in their not being accomplished. Mr. McCotter stated that he would like to see this process re-incorporated with the current Board. Mr. Theriac agreed that this was a good process.

Dr. Drake noted that the sixteen strategic initiatives that the Board approved last year are available for review at any time, along with the measurements. Dr. Drake added that the evaluation process could be improved by providing more feedback from faculty and staff, and suggested that individual faculty and staff members be invited to cite two positive gains the College has made, along with two areas that the College could improve. Dr. Drake stated that he appreciates the concern of the Board for his salary, and also appreciates the support of the Board in making 400 salary adjustments for staff members, in an effort to improve the then 27% turnover rate, including 40% of academic support staff, and in making adjustments to restore lost wages for twenty full-time faculty members resulting from the previous year's UFF-BCC negotiations. Dr. Drake further discussed that input and suggestions from faculty and staff may be helpful to the administration in planning the College's strategic goals, especially with regard to the revenue challenge that the state is currently facing.

Board members agreed to readdress this issue and place it on the agenda for the March 17, 2008, Board meeting. Mr. McCotter stated that he will be available by phone for the meeting.

Mr. McCotter summarized that the items needed before the next Board meeting will be the compensation levels and averages for the Community college presidents in the region. Mr. Ross ensured that this information would be provided via e-mail to Board members.

VIII. NEW BUSINESS:

A. Approval of 2008-09 Academic Calendar (Addendum)

Dr. Astrab reviewed the proposed 2008-09 academic calendar, and stated that the calendar is submitted to the Division of Community Colleges for approval annually. Brevard Community College works closely with the Brevard County School District to mirror their calendar as much as possible. Also, the proposed calendar has been provided in advance to the UFF-BCC leadership for faculty input.

Dr. Astrab summarized additional details in the calendar, noting that a professional development day is included on the Wednesday before Thanksgiving, rather than the Monday and Tuesday before Thanksgiving as it was in the fall 2007. The College will continue to hold the commencement ceremonies on Thursday for the fall and spring terms.

Dr. Astrab added that the calendar meets the requirements for faculty contract days, and that the College is looking forward to its first-time eight-week summer term and an eleven-week term, which will parallel the Brevard county schools calendar and allow high school graduates to attend BCC, and also allow students from the universities to attend BCC if they wish. Mr. Theriac noted that the calendar was well-planned.

Mrs. Sansom made a motion to approve the proposed 2008-09 academic calendar. Mr. Richey seconded the motion. All those voting in favor of the motion: McCotter, Richey, Sansom, Theriac, Wilson; opposed: none. Motion unanimously approved.

B. Request for Future Board Meeting Presentations or Agenda Items

Dr. Drake noted that one of the items for future presentations includes baccalaureate program trends in Florida community colleges, and reminded trustees that this presentation will include representation from UCF as well as from other Florida community colleges which have become four-year colleges, as well as those which have elected to remain a two-year institution at this time.

Dr. Drake also reported a request to update the Board on the individual progress of Direct Support Organizations before the end of the fiscal year. This request is in response to follow up meetings conducted after the Donovan Management, Inc. (DMI) report at the January Board of Trustees Meeting. Additional feedback regarding the DMI report is included in the President's Report.

IX. FINANCIAL ACTIONS

None.

X. PRESIDENT'S REPORT

A. DMI Report

Dr. Drake reported on follow-up meetings held with Direct Support Organization leaders in response to the DMI report and the presentation made at the Board of Trustees meeting in January. The DSO leaders who participated in the meeting agreed that the session was positive and productive, and provided a rare opportunity for the Board of Trustees and the DSO leadership to discuss the College's needs and resources and those of the DSOs. It was also agreed that the presentation from Mr. Donovan regrettably strayed from the Foundation and focused on other DSOs, in particular the King Center and its relationship to the College. Dr. Drake reported that there is a general consensus among the DSO governing-board leaders that a Development Council is neither necessary nor desirable. Dr. Drake also noted that more time is needed to enable the DSO Executive Directors to review the accuracy of the financial data distributed by the administration at the Board meeting, concerning the annual expenses incurred by the College in support of the DSOs.

Dr. Drake reported that overall the presentation in January provided an understanding of the College's need to raise additional funds for scholarships, and a recognition that state funding is projected to decrease while enrollment at all of the BCC campuses is increasing. Especially if the state-revenue projections for the remainder of FY 07-08 and throughout FY 08-09 prove to be true, it will be incumbent upon the College to devote maximal resources to the enhancement of teaching and learning, including the hiring of additional faculty, and to the continuous improvement of student support services which directly affect recruitment and retention. All of the DSO governing-board leaders offered their support, and are confident that the College can develop a strategic fundraising plan that will respect and embrace the individuality of each of the DSOs. Mr. Theriac stated that the key is ongoing communication between the members of the Board of Trustees and their DSO counterparts. Mr. Theriac personally commended the leaders of the DSO governing boards for their dedication to the mission of the College.

B. BCC Foundation

Dr. Drake reported that at the BCC Foundation Board meeting held this month, it was determined that the College and the Foundation, rather than DMI, will conduct the search for the Executive Director for the Foundation. The minimum and preferred requirements for the position were also agreed upon by the Foundation executive committee, and the compensation package was also presented. The search is intended to attract experienced professionals who have raised at least \$10 million, and have verifiable experience and expertise in major-gift acquisition and planned giving. An ad-hoc search committee will be formed by Dr. Drake, and will include the current officers and past chair and future chair of the Foundation Board, as well as one representative from the executive committees of the King Center and the Historic Cocoa Village Playhouse, respectively. Dr. Fettrow, as Interim Executive Director for the Foundation, will be permitted as well as encouraged to apply for the position, and if so, she will be accorded the same consideration that any other applicants will receive during the screening process. The Foundation Board will make the final recommendation to the president, and the president will inform the Board of Trustees of the selection of the permanent Executive Director/CEO.

XI. MISCELLANEOUS

Mrs. Sansom asked those in attendance to keep in their thoughts and prayers Mr. Rodney S. Ketcham, former member of the BCC Board of Trustees, who was hospitalized recently. (Note: Mr. Ketcham subsequently passed away on February 18, 2008.)

XII. ADJOURNMENT

There being no further business to be brought before the Board, the meeting adjourned at 10:15 a.m.

APPROVED: _____


Chair, District Board of Trustees

ATTESTED: _____


Secretary, District Board of Trustees