

**BREVARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING**

January 29, 2003  
6:00 p.m.

Board Room #231, Building 2  
Cocoa Campus

**PRESENT:** Mr. James W. Handley, Chair; Dr. Alexandra M. Penn Williams, Vice Chair;  
Mrs. Miriam E. Martinez; Mr. C. R. "Rick" McCotter III;  
Dr. Thomas E. Gamble, Secretary

**ABSENT:** Mr. Eugene C. Johnson; Mr. Joe Matheny, Attorney

**1. CALL TO ORDER:**

Mr. Handley called the Board meeting to order and asked for a moment of silence in honor of State Senator Howard Futch.

The following changes took place to the agenda:

a. Additions/Corrections to Agenda

Dr. Gamble asked that Item 6.e., "Certificate of Occupancy for Building #1 – Titusville Campus," be added to the agenda.

**2. CONSENT AGENDA:**

Dr. Gamble recommended approval of the consent agenda items:

- 3.a. Approval of Minutes – Board of Trustees Workshop – December 16, 2002
- 3.b. Approval of Minutes – Board of Trustees Meeting – December 16, 2002
- 8.a. Approval of Personnel Actions
- 9.a. Approval of Monthly Budget Summary Report – December 2002
- 9.b. Approval of Budget Amendment #2, Unrestricted General Fund
- 9.c. Approval of Quarterly Direct Support Organizations Income/Expense Report

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

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

- a. Minutes – Board of Trustees Workshop – December 16, 2002

Approved – consent agenda.

- b. Minutes – Board of Trustees Meeting – December 16, 2002

Approved – consent agenda.

**4. COMMUNICATIONS:**

None.

**5. CITIZEN'S PRESENTATION:**

None.

(Dr. Penn Williams arrived at 6:17 p.m.)

**6. CONSTRUCTION AND DEVELOPMENT:**

- a. Approval of Construction Manager – Re-roofing Projects – Mr. Little (Addendum)

Mr. Little reported architectural plans for the re-roofing of four roofs are complete and plans have begun for two more buildings. He reported the Architectural Committee recommended A. D. Morgan as the first choice. Mr. Little reported that with Board approval, the college will negotiate a contract, with A. D. Morgan to provide construction management services for the re-roofing projects. In the event the college is unsuccessful in negotiating a contract with A. D. Morgan, it will attempt to negotiate a contract with the next firm (according to priority), which is Skanska. Dr. Gamble recommended approval of the recommendation of the Architectural Committee.

Mr. McCotter moved approval of the Architectural Committee recommendation to negotiate a contract with A. D. Morgan, and if unsuccessful, to negotiate a contract with Skanska. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Handley, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

b. Approval of Architect Plans – Bldg. #2, Cocoa Campus (Phase 2) – Mr. Little (Addendum)

Mr. Little reported the college has been working with Mr. Jack Rood, Architect with Rood and Zwick Architects and Association, on the plans for the second renovation phase of Building #2, Cocoa Campus. The priorities of this renovation are water sealing the building, renovation of the lobby and atrium, and construction of a new entrance. Mr. Rood gave a presentation on the remodeling plans for Phase 2. Dr. Gamble recommended approval of the Architect Plans, Building #2, Cocoa Campus (Phase 2).

Mrs. Martinez moved approval of the Architect Plans for Building #2, Cocoa Campus (Phase 2).  
Mr. McCotter seconded the motion. All those voting in favor of the motion – Handley, McCotter, Martinez, and Penn Williams; opposed – none.  
Motion unanimously approved.

c. Approval of Amendment to Construction Manager Contract with A. D. Morgan, Bldg. #2, Cocoa Campus – Mr. Little (Addendum)

Mr. Little reported the guaranteed maximum price for the renovations of Phase 2 for Building #2 on the Cocoa Campus was being presented to the Board for approval. He reported A. D. Morgan, construction manager for this project, negotiated with subcontractors and they have guaranteed that BCC's costs for this renovation will be no more than \$554,773. Mr. Little has met with the companies and is satisfied that this represents a fair price for the college. Dr. Gamble recommended approval of the Amendment to the Construction Manager Contract with A. D. Morgan, Building #2, on the Cocoa Campus.

Mr. McCotter moved approval of the Amendment to Construction Manager Contract with A. D. Morgan, Building #2, Cocoa Campus.  
Mrs. Martinez seconded the motion. All those voting in favor of the motion – Handley, McCotter, Martinez, and Penn Williams; opposed – none.  
Motion unanimously approved.

d. Approval of Construction Manager, Bldg. #5, Melbourne Campus – Mr. Little (Addendum)

Mr. Little reported the Board recently approved architectural plans for the renovation of the science labs, on the Melbourne Campus, as designed by BRPH Architects – Engineers, Inc. The construction will take place between the spring and fall semesters. He reported the Selection Committee recommended the following firms in ranking order: A. D. Morgan, Ruby Construction, W&J Contractors, and Ivey’s Construction. Mr. Little reported that with Board approval, the college will negotiate a contract, with A. D. Morgan as the Construction Manager for Building #5 on the Melbourne Campus. In the event the college is unsuccessful in negotiating a contract with A. D. Morgan, it will attempt to negotiate a contract with the other firms (according to priority), which are Ruby Construction, W&J Contractors, and Ivey’s Construction. Dr. Gamble recommended approval of the recommendation of the Selection Committee.

Mr. McCotter moved approval of the Selection Committee recommendation to negotiate a contract with A. D. Morgan, and if unsuccessful, to negotiate a contract with Ruby Construction, W&J Contractors, and Ivey’s Construction in priority order. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Handley, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

e. Approval of the Certificate of Occupancy for Bldg. #1 – Titusville Campus – Mr. Little

Mr. Little reported Florida Statute requires the Board to accept a building as “substantially completed” when a certificate of occupancy is issued. A certificate of occupancy was received today, by Mr. Little, for Building #1, Titusville Campus. Mr. Little asked the Board to accept the certificate of occupancy for this building. He reported the contractor is currently repairing the items on the punch list that need correction. Mr. Little reported that Board approval of the certificate of occupancy will not release the contractor from any responsibilities of correcting the items on the punch list. He reported it does release the contractor from the retainage with the exception of an amount equal to the approximate costs of repairs. Dr. Gamble recommended approval of the Certificate of Occupancy for Building #1, Titusville Campus.

Mrs. Martinez moved approval of the Certificate of Occupancy for Building #1, Titusville Campus. Mr. McCotter seconded the motion. All those voting in favor of the motion – Handley, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

**7. OLD BUSINESS:**

a. Report on Pending Legal Actions – Mr. Matheny (Addendum)

Dr. Gamble reported, in Mr. Matheny's absence, that the stadium arrangements are moving forward in Cocoa and there do not appear to be any particular problems.

Dr. Gamble reported Mr. McCotter had a suggestion regarding the contract for Spacecoast Oktoberfest, Inc. He suggested changing the wording on page three, item number three, of the Occupancy/Use Agreement to read "each event," in place of "the event."

Dr. Penn Williams pointed out Mr. Matheny's summary stated the Oktoberfest will be held at the Palm Bay Campus. It should have read that it will be held at the Melbourne Campus. Dr. Gamble will bring this to Mr. Matheny's attention for correction.

**8. NEW BUSINESS:**

a. Approval of Personnel Actions – Ms. Oglesby (Addendum)

Approved – consent agenda.

b. Request for Board Meeting Agenda Items – Board Members

Mrs. Martinez asked for a presentation of the analysis tool that takes demographic data and looks at the effects to the economy from expenditures to the college. She would like to set aside some time to look at the results and to get a recommendation.

Dr. Penn Williams asked for BCC to look at the possibility of being a sponsor of a charter school and to ask the Okaloosa-Walton Community College representative to give BCC Board members a presentation regarding charter

schools. Mrs. Martinez suggested that more information be presented to the Board showing how this supports the mission of the college before the presentation.

Mr. McCotter asked for a presentation at the February 17, 2003, Board meeting regarding the status of the agreement with the YMCA for the Cocoa Campus. Dr. Brenda Fettrow, Cocoa Campus President, reported an agreement is currently in the process and will be brought to the Board for the February 17, 2003, meeting. Dr. Gamble suggested having a representative from the YMCA to give an update to the Board at the meeting.

**9. FINANCIAL ACTIONS:**

- a. Approval of Monthly Budget Summary Report – December 2002 – Mr. Cherry (Addendum)

Approved – consent agenda.

- b. Approval of Budget Amendment #2, Unrestricted General Fund – Mr. Little (Addendum)

Approved – consent agenda.

- c. Approval of Quarterly Direct Support Organizations Income/Expense Report – Mr. Cherry (Addendum)

Approved – consent agenda.

- d. Update on Budget – Mr. Little

Mr. Little reported the Governor's budget was released last week and K-12 received the bulk of new money due to the Class Size Amendment and the Pre-K Movement. The community college state funding was cut by \$27 million, which is a 3.1 percent cut. He reported the budget calls for a tuition increase of seven percent, which will generate slightly more revenue than the state funds that are being cut. If the budget was funded as proposed, BCC would have approximately \$400,000 in additional revenue. However, BCC will incur a \$1 million increase in retirement payments and a \$500,000 increase in health insurance costs. Mr. Little reported BCC is funded \$3,400 for each full-time student. He reported that considering the cuts from the last two years and the proposed cuts for this coming year, as well as factoring in the increase in enrollment that BCC has had, the

projected rate of funding per FTE will be \$2,752; a 19 percent decrease in funding per student.

Dr. Gamble reported the Governor's budget cuts the dual enrollment support to the public schools by half. The Governor's claim is that the dual enrollment offerings, being expanded, will reduce the demands on public schools for the additional space. Dr. Gamble reported BCC believes the cut in the dual enrollment payment to the schools is likely to result in a total disincentive for the public schools to participate. He reported BCC should have a better idea of the final budget within the next six weeks.

Mrs. Martinez asked Mr. Little to project BCC's budget based on the Governor's proposed budget. Mr. Little explained the significant part of the \$1 million for retirement has already been budgeted to cushion this expense. Mr. Little reported he feels BCC will still have a very significant problem based on the Governor's proposed budget. He explained there are many decisions that factor into trying to work out the budget. Mr. Little guessed that BCC will be looking at an approximate \$1 million problem with the budget. Mr. Little reported BCC has already begun the budget planning process. Mrs. Martinez suggested BCC look at ways to increase tuition and at ways to add capacity to increase revenue.

Dr. Gamble reported there has been some discussion about extending the DROP to eight years. This would directly affect the budget. Dr. Gamble reported the Governor's budget did include facilities matching funds.

**10. REPORT OF THE DISTRICT PRESIDENT:**

a. Approval of Revised Schedule for Board of Trustees' Meetings

Dr. Gamble reviewed the agenda for the next Board workshop and meeting scheduled for February 17, 2003, the proposed calendar for calendar year 2003, and the list of workshop topics. He reported he would like the Board members to provide feedback, for future Board meetings, on whether or not they are satisfied with the materials they are being provided in their packets. Dr. Penn Williams asked Ms. Terry Martin, Executive Assistant to the District President, to e-mail the proposed calendar for the Board of Trustees meetings and the list of workshops to the Board members. Dr. Gamble recommended approval of the Revised Schedule for Board of Trustees' Meetings.

Mr. McCotter moved approval of the Revised Schedule for Board of Trustees' Meetings. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Handley, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

b. Possible Visitor's Center on the Palm Bay Campus

Dr. Gamble reported the Palm Bay Campus would like to establish a Visitor's Center on the campus in conjunction with the Palm Bay Chamber. This facility would be a solar energy facility constructed through an NSF grant with the Florida Solar Energy Center. He asked the Board members to look at the proposed location, which will be marked, as they enter the campus for the February 2003 Board meeting.

c. SpaceTEC Annual Report 2002/2003

Dr. Gamble reported on the SpaceTEC Annual Report 2002/2003, which he handed out to the Board members. He reported there is a group of individuals currently visiting the SpaceTEC Program, on behalf of the National Science Foundation.

**11. COMMITTEE REPORTS:**

a. King Center for the Performing Arts

Dr. Penn Williams reported there is nothing new to report on the King Center other than the liability insurance costs were increased.

**12. ADJOURNMENT:**

There being no further business to come before the Board, the meeting adjourned at 7:25 p.m.

**APPROVED:** \_\_\_\_\_  
**Chair, District Board of Trustees**

**ATTESTED:** \_\_\_\_\_  
**Secretary, District Board of Trustees**