

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

April 28, 2003
5:00 p.m.

Technical Building #1
Palm Bay Campus

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

1. CALL TO ORDER:

Mr. Handley called the Board meeting to order.

The following changes took place to the agenda:

a. Additions/Removal/Corrections to Agenda

Mr. Johnson asked for Item 3.a., "Approval of Minutes – Board of Trustees Workshop – March 24, 2003," to be removed from the consent agenda.

Mr. McCotter asked for Item 6.b., "Approval of Change Order – WBCC Renovation," to be removed from the consent agenda.

Dr. Gamble asked for Item 6.c., "Approval of Guaranteed Maximum Price – Melbourne Science Labs," to be removed from the consent agenda.

Dr. Gamble requested an addition to the consent agenda of Item 9.c., "Approval of Quarterly Direct Support Organizations Financial Report."

Mr. Handley asked for Item 9.c., "Approval of Quarterly Direct Support Organizations Financial Report," to be removed from the consent agenda.

2. CONSENT AGENDA:

Dr. Gamble recommended approval of the consent agenda items:

3.b. Approval of Minutes – Board of Trustees Meeting – March 24, 2003

8.a. Approval of Purchasing Actions

8.a.(1) Approval of Award of Bid #02-03-02 General Construction Services

8.a.(2) Approval of Award of Bid #02-03-03 Carpet & Vinyl Installation Contractors

- 8.a.(3) Approval of Award of Bid #02-03-04 Cabling Installation
- 8.b. Approval of Personnel Actions
- 8.c. Approval of International Travel for Sylvia Pulido
- 8.d. Approval of International Travel for FIPSE Grant
- 9.a. Approval of Monthly Budget Summary Report – March 2003
- 9.b. Approval of Budget Amendment #3, 2002-2003

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

(Dr. Penn Williams was not available for the motion.)

3. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETINGS:

- a. Minutes – Board of Trustees Workshop – March 24, 2003

Mr. Johnson reported he would like to strike his name from the minutes as an attendee and would like to be listed as absent, since he did not attend the workshop. Dr. Gamble recommended approval of the March 24, 2003, Board of Trustees Workshop Minutes.

Mr. McCotter moved approval of the March 24, 2003, Board of Trustees Workshop Minutes as amended. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, and Martinez; opposed – none. Motion unanimously approved.

(Dr. Penn Williams was not available for the motion.)

- b. Minutes – Board of Trustees Meeting – March 24, 2003

Approved – consent agenda.

4. COMMUNICATIONS:

a. Recognition of All-Florida/All-USA Students - Dr. Bilsky

Dr. Judy Bilsky, Associate Vice President of Educational Services, announced the names of the students who were recognized as the National USA Today Phi Theta Kappa All-USA Academic Team in recognition of their academic achievements, leadership, skills, and community service. They were: Laura Abbott, Elizabeth Brandal, Mary Farrelly, Bhagyashree Gopakumar, William Hamilton, Bruce Haupt, Emma Hernberg. Dr. Gamble and Mr. Handley presented the students with their certificates. Dr. Bilsky also recognized Bruce Haupt as being selected as one of 20 students named to the Florida Leader magazine's list of 20 Students of the Year.

b. Presentation of Computer Technician Video – Dr. Kaliszeski

Dr. Kaliszeski introduced Mr. Claude Russo, Department Chair of Technologies on the Melbourne Campus. Mr. Russo showed the Board members a promotional recruitment video representing the various programs in the computer and technology area.

5. CITIZEN'S PRESENTATION:

None.

(Dr. Penn Williams was conferenced into the meeting at this time.)

6. CONSTRUCTION AND DEVELOPMENT:

a. Independent Consultant Report – Telephone System – Mr. Little/
Mr. Rob Wotherspoon, Coleman Technologies (Addendum)

Mr. Al Little, Vice President of Finance and Administrative Services, reported BCC's telephone system is nearing the end of its life cycle. BCC asked Coleman Technologies to evaluate BCC's telephone system to determine what alternatives BCC has and to provide a recommendation based on BCC's current technology. Mr. Little introduced Mr. Rob Wotherspoon, Central Florida Account Manager for Coleman Technologies, who gave a presentation and recommendation to the Board member.

It was the consensus of the Board to proceed in the direction that Mr. Wotherspoon suggested.

b. Approval of Change Order – WBCC Renovation – Mr. Little (Addendum)

Mr. Little reported over the past one and one-half years, the equipment pricing has decreased, which has allowed BCC to purchase the equipment necessary for the transition to digital with a smaller total dollar amount. The change order is in WBCC's response to request for modifications. Dr. Gamble recommended approval of the Change Order for the WBCC Renovation.

Mr. McCotter moved approval of the Change Order for the WBCC Renovation.

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

c. Approval of Guaranteed Maximum Price – Melbourne Science Labs – Mr. Little

Mr. Little reported BCC completed negotiations with A. D. Morgan for a guaranteed maximum price. The Board already approved the architect's renovation plans several months ago. The construction manager originally provided a guaranteed maximum price for the plans of \$1,053,139. Through negotiations, this amount has been reduced by \$57,247. Dr. Kaliszeski asked for an alternate renovation for faculty offices as part of this project, which adds \$61,000 to the bottom line. An additional \$50,000 needs to be added to the guaranteed maximum price to include a contingency for unforeseen expenses. This will alleviate the necessity of a Board-approved change order for small changes that always occur in these projects. The revised guaranteed maximum price, with these considerations, is \$1,107,567. Funding will be adjusted as necessary in the upcoming capital outlay budget to include this increase. Dr. Gamble recommended approval of the Guaranteed Maximum Price for the Melbourne Science Labs.

Mrs. Martinez moved approval of the Guaranteed Maximum Price for the Melbourne Science Labs. Mr. Johnson seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

7. OLD BUSINESS:

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

Mr. Matheny had nothing to add to his written report.

b. Approval of the YMCA Agreement – Dr. Fettrow/Mr. Little (Addendum)

Mr. Little reported BCC has completed negotiations with the YMCA for the operation of the YMCA fitness center on the Cocoa Campus. The proposed agreement has been approved by the YMCA Executive Committee. BCC expects the full YMCA Board to approve the agreement tomorrow. With the BCC Board approval, an operational agreement will be effective May 1, 2003. Based on the feedback provided by the Board members, last month, Mr. Little incorporated the items of concern by the Board, into the contract. Mr. Little reported this partnership will be viewed as a great addition to BCC.

Dr. Brenda Fettrow, Cocoa Campus President, gave the Board a status report of the Capital Campaign and reported there is an amount just over \$500,000 pledged for this project. There are other pledges that have been proposed, but are not yet confirmed. The total pledge amount, including the pledges, which are not yet confirmed, would be approximately \$750,000 to \$1 million. She reported the services provided include swimming lessons, swimming programs, basketball, aerobics, spinning classes, and a state-of-the-art fitness facility offered through the YMCA. Dr. Fettrow reported if the Board chooses to approve the agreement today, the time line would now be 30 to 60 days for permitting, 60 to 90 days for renovation, and a grand opening targeted for October 2003.

Dr. Gamble reported he is very supportive of this contract. It represents a unique opportunity for BCC, as well as the community. Dr. Gamble asked Mr. Matheny to comment on the contract in terms of its legal representation, who reported he has reviewed the contract and feels that BCC is protected.

There was discussion regarding the YMCA Agreement and Mr. Little answered the questions of the Board members.

Dr. Gamble recommended approval of the YMCA Agreement.

Mrs. Martinez moved approval of the YMCA Agreement. Mr. Johnson seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

8. NEW BUSINESS:

a. Approval of Purchasing Actions – Mr. Little

(1) Approval of Award of Bid #02-03-02 General Construction Services – Mr. Little (Addendum)

Approved – consent agenda.

(2) Approval of Award of Bid #02-03-03 Carpet & Vinyl Installation Contractors – Mr. Little (Addendum)

Approved – consent agenda.

(3) Approval of Award of Bid #02-03-04 Cabling Installation – Mr. Little (Addendum)

Approved – consent agenda.

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

Approved – consent agenda.

c. Approval of International Travel for Sylvia Pulido – Dr. Spraggs (Addendum)

Approved – consent agenda.

d. Approval of International Travel for FIPSE Grant – Dr. Cobb (Addendum)

Approved – consent agenda.

e. Approval for Employees to Cash In One Day of Leave – Mr. Little (Addendum)

Mr. Little reported BCC is in the process of implementing a new segment of the Banner administrator software that monitors employee time and attendance. The features of this program will reduce manual processing and increase the accuracy of BCC's payroll. In order to successfully implement the program, the software requires BCC employees to be placed on a bi-weekly payroll schedule. BCC is currently paying on a semi-monthly schedule. He reported implementation on July 1, 2003, will create a situation where the first paycheck in July will only cover nine working days instead of the normal ten days. Employees will not be paid for that tenth day until the following paycheck. The Board is being asked to approve the request of allowing employees to take a day of leave in place of the tenth day; therefore, creating a full paycheck. Dr. Gamble recommended approval for employees to cash in one day of leave.

Mrs. Martinez moved approval of the request to allow employees cash in one day of leave if they so desire. Mr. McCotter seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

f. Request for Board Meeting Agenda Items – Board Members

None added.

9. FINANCIAL ACTIONS:

a. Approval of Monthly Budget Summary Report – March 2003 – Mr. Cherry (Addendum)

Approved – consent agenda.

b. Approval of Budget Amendment #3, 2002-2003 – Mr. Little (Addendum)

Approved – consent agenda.

c. Approval of Quarterly Direct Support Organizations Financial Report

Mr. Cherry addressed concerns expressed by Mr. Handley regarding expense overages in the King Center and the Foundation budgets and the significant increase in the Cocoa Village Playhouse revenues. Dr. Gamble recommended approval of the Quarterly Direct Support Organizations Financial Report.

Mr. McCotter moved approval of the Quarterly Direct Support Organizations Financial Report. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

10. REPORT OF THE DISTRICT PRESIDENT:

a. Joint BCC/School Board Meeting

Dr. Gamble reminded the Board members of the Joint BCC/School Board meeting to be held on May 27, 2003. It will begin with a lunch from 11:45 a.m. until 12:15 p.m. The meeting will follow lunch and will last until 2:00 p.m. The location will be at the School Board location in Viera.

b. Spring Graduation

Dr. Gamble reported Spring Graduation is scheduled for Saturday, May 17, 2003, at 1:00 p.m. and 4:00 p.m., at the King Center. The 1:00 p.m. ceremony will include the public announcement of the Howard Futch Memorial Scholarship event. Mrs. Futch will be present to make a brief presentation at that time.

c. Fine Arts Spring Programs

Dr. Gamble reported the Fine Arts Spring Programs are a regular series of events at the end of the Spring Term, which showcase the talents of BCC's Fine Arts Department. Dr. Gamble informed the Board of the various programs occurring during the month of May.

d. Board of Trustees Meeting Scheduled for July 28, 2003

Dr. Gamble asked the Board to consider canceling the Board of Trustees Meeting scheduled for July 2003. Board officer elections would take place at the June 9, 2003, Board of Trustees meeting. It was the consensus of the Board to cancel the July 2003 meeting.

e. District President Elected Chairman of the Florida Council of Presidents

Dr. Gamble announced that he has been elected the Chairman of the Florida Council of Presidents, beginning in May 2003 and ending in April 2004. This is a personal honor and a recognition for Brevard Community College. It will involve spending more time in Tallahassee representing the entire College System and State.

f. “Approval of Personnel Actions,” Item 8.b. on the April 2003 Agenda

Dr. Gamble reported the personnel actions are affected because of a change in Statute this year. He reported that beginning in July, he would propose to the Board members, to drop the personnel actions from the agenda. This would be in compliance of the Statute because the authority to hire employees is now completely in the hands of the Chief Executive Officer of the college. In place of doing this, he proposed to the Board that in March, he would bring the statutorily required approvals for continuing contract and renewal of faculty contracts. Once a year, around June, Dr. Gamble would bring to the Board members, a roster of employees that would identify names, titles, and departments, so that the Board members would have an annual report of the employees of the college. This would give the Board members an idea of the staffing of the college.

11. COMMITTEE REPORTS:

a. Community Partnership

Mr. Johnson reported the Community Partnership has a brochure that has been distributed both in English and in Spanish. This is an effort to try to increase minority enrollment at BCC. These will be distributed throughout the community, at high schools, and parent organizations.

b. King Center Board

Mrs. Martinez reported she attended her first King Center Board meeting for the year. She reported the King Center appears to be having an improved year.

12. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 6:50 p.m.

APPROVED: _____
Chair, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees