

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

June 9, 2003
4:40 p.m.

Community Dining Room
Cocoa 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

Dr. Gamble asked for Item 8.c., "Approval of Agreement with School Board for Before/After Programs – Suntree and Riviera Elementary Schools," to be added to the agenda.

Dr. Gamble also called the Board's attention to handouts pertaining to the write-offs of uncollectables, the summary of legal fees, and the DSO comparisons.

2. CONSENT AGENDA:

Dr. Gamble recommended approval of the consent agenda items:

- 3.a. Approval of Minutes – Board of Trustees Workshop – May 12, 2003
- 3.b. Approval of Minutes – Board of Trustees Meeting – May 12, 2003
- 3.c. Approval of Minutes – Board of Trustees/School Board Joint Meeting – May 27, 2003
- 9.a. Approval of Monthly Budget Status Report, May 2003
- 9.b. Approval of 2003-2004 Fee Schedule
- 9.e. Approval of DSO Budgets, 2003-2004
- 9.f. Approval of College Memberships
- 9.g. Approval of Accounts Receivable Write-Offs
- 9.h. Approval of State Match Allocation
- 9.i. Approval of 2002-2003 Capital Outlay Budget Amendment

Mr. Johnson moved approval of the consent agenda items. 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.

3. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETINGS:

- a. Minutes – Board of Trustees Workshop – May 12, 2003

Approved – consent agenda.

- b. Minutes – Board of Trustees Meeting – May 12, 2003

Approved – consent agenda.

- c. Minutes – Board of Trustees/School Board Joint Meeting – May 27, 2003

Approved – consent agenda.

4. COMMUNICATIONS:

- a. Report on the Hospitality Management/Culinary Arts Program, Cocoa Campus - Dr. Fettrow/Mr. Grulich

Dr. Brenda Fettrow, Cocoa Campus President, introduced Mr. Dave Grulich, Coordinator of the Culinary Arts and Hospitality Management Program at BCC. Mr. Grulich gave a presentation on the BCC Culinary Arts and Hospitality Management Program.

- b. Update on Digital Conversion of WBCC-TV – Dr. Cobb/Mr. Williams

Dr. Kathy Cobb, Campus President for the Virtual Campus, introduced Mr. Joe Williams, General Manager of WBCC-TV. Mr. Williams gave an update on the digital conversion of WBCC-TV. He reported there was a correction to the handout titled, *WBCC-TV Digital Conversion Update*, which should have stated that WBCC-TV was one of 155 stations that successfully made the digital conversion. There were 174 stations that did not make the conversion. Mr. Williams reported WBCC-TV expects to have their grand opening in Fall 2003.

5. CITIZEN'S PRESENTATION:

None.

6. CONSTRUCTION AND DEVELOPMENT:

- a. Approval of Proposed YMCA Renovations – Dr. Fettrow/Mr. Little/Mr. Vasbinder (Addendum)

Mr. Al Little, Vice President of Finance and Administrative Services, provided the members of the Board with a handout and reported the YMCA has been working with an architect to develop conceptual plans for the renovation of the Cocoa gymnasium to transform it into a YMCA family center. Mr. Little reviewed the basic idea of these plans with the Board. He reported that because the Board is not meeting again until August 2003, the conceptual plans were presented for approval in order to proceed with the project this summer. Dr. Fettrow reviewed further details of the conceptual plans. Mr. John Vasbinder, YMCA representative, gave an update of the YMCA schedule for the renovation. Mr. McCotter reported the members of the Board would like to see the final design for approval by the Board. The projected date for opening the center to the public is scheduled for some time in November or December 2003. The projected date for the ribbon cutting and grand opening is scheduled for some time in January 2004.

Mr. Vasbinder, Mr. Little, and Dr. Fettrow answered further questions presented by the members of the Board.

It was the consensus of the Board to proceed with the plans for the YMCA, but also to have Florida Architects, Inc., review the plans to make sure the building design flows with the other buildings on the Cocoa Campus. Dr. Gamble recommended approval of the conceptual designs of the YMCA building, subject to approval by Florida Architects, Inc.

Mrs. Martinez moved approval of the conceptual designs of the YMCA building, subject to approval by Florida Architects, Inc. 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 reported it has been an active month on personnel and administrative matters. He reported there is no longer a need to hold a special meeting on July 15, 2003.

(1) Approval of Sports Utilization Contract – Mr. Matheny (Addendum)

Mr. Matheny reported that Mr. Rusty Buchanan, from Space Coast Promotions, has executed the modified Sports Utilization Contract, which was provided to the members of the Board. Dr. Gamble pointed out, along with Mr. Buchanan's concurrence, that the agreements that had been made previously, actually conclude July 20 and July 27, with the AAU Boys National 11 and Under Tournament. Dr. Gamble recommended approval of the Sports Utilization Contract.

Mrs. Martinez moved approval of the Sports Utilization Contract. 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.

(2) Approval of Agreement for Legal Services – Mr. Matheny (Addendum)

Mr. Matheny reported he would like to represent Brevard Community College for another year. A summary of legal fees was distributed to the members of the Board. Mr. Matheny reported he is willing to represent the college without any increase in fees. He reported if the Board approves hiring him for another year, he would assume the Board would also agree to hire Mr. Jesse Hogg as the labor attorney for Brevard Community College for another year. Dr. Gamble recommended approval of the Agreement for Legal Services for Mr. Matheny to represent Brevard Community College for another year, to include Mr. Hogg representing the college as labor attorney.

Mrs. Martinez moved approval of retaining Mr. Matheny as the college attorney for another year and Mr. Hogg as labor attorney. Dr. Penn Williams 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 Personnel Actions – Ms. Oglesby (Addendum)

(1) Dr. Donald Astrab, Executive Vice President/Chief Learning Officer (Addendum)

Dr. Gamble reported in the personnel actions, the members of the Board approved the appointment of Dr. Don Astrab, as BCC's new Executive Vice President/Chief Learning Officer. He reported BCC is very pleased to have Dr. Astrab assume this new role at the college. This will bring some significant new leadership to BCC's academic programs, both academic and technical.

Dr. Gamble reported the members of the Board also received a handout on the reorganization of the college. This organization, under the Executive Vice President, does meet a number of the issues raised by the SACS visit at BCC and brings the college into compliance with concerns that were raised at that time.

Dr. Gamble recommended the members of the Board make a formal approval of the personnel actions.

Dr. Penn Williams moved approval of personnel actions. 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.

b. Request for Board Meeting Agenda Items – Board Members

Mrs. Martinez asked for the "One College Concept" to be placed on the list of Board Meeting agenda items to standardize curriculum, laboratories, instructional textbooks, software, libraries, etc., to achieve the "one college concept."

Dr. Penn Williams asked for the review of the new language in the charter school bill, with regard to charter schools, to be added to the Board of Trustees workshop list.

c. Approval of Agreement with School Board for Before/After School Programs – Suntree and Riviera Elementary Schools (Addendum)

Dr. Gamble reported the members of the Board were given a handout regarding the Agreement with the School Board for Before/After School Programs – Suntree and Riviera Elementary Schools. He reported this contract renews a

nine-year collaboration to provide low-cost before and after school program activities to elementary schools requesting this service, presently Suntime Elementary and Riviera Elementary. The programs are entirely self-supporting with a substantial net income, which is used to support scholarships at Brevard Community College. Dr. Gamble recommended approval of the Agreement with School Board for Before/After Programs – Suntime and Riviera Elementary Schools.

Mrs. Martinez moved approval of the Agreement with the School Board for Before/After Programs – Suntime and Riviera Elementary Schools. 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.

9. FINANCIAL ACTIONS:

- a. Approval of Monthly Budget Summary Report, May 2003 – Mr. Cherry (Addendum)
Approved – consent agenda.
- b. Approval of 2003-2004 Fee Schedule – Mr. Little (Addendum)
Approved – consent agenda.
- c. Approval of General Fund Budget, 2003-2004 & Master Grade/Salary Schedule – Mr. Little/Ms. Oglesby (Addendum)

Mr. Little reported that during the Board Workshop, BCC presented a summary of the proposed 2003-2004 General Unrestricted Fund Budget. There are limited new dollars, but BCC has allocated the funds to continue operation to meet the goals of the Board. Dr. Gamble recommended approval of the General Fund Budget, 2003-2004 & Master Grade/Salary Schedule.

Mrs. Martinez moved approval of the General Fund Budget, 2003-2004 & Master Grade/Salary Schedule. 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.

d. Approval of 2003-2004 Capital Outlay Budget – Mr. Little (Addendum)

Mr. Little reported the Capital Outlay Budget is funded primarily from State appropriations, but also includes funding from student fees, license tag revenue, donations, and local funds. The members of the Board were provided a list of BCC's planned projects for 2003-2004. BCC's emphasis for the coming year includes the completion of several ongoing renovation projects, extensive re-roofing on the Cocoa and Melbourne Campuses, and a few air conditioning and infrastructure projects. Dr. Gamble recommended approval of the 2003-2004 Capital Outlay Budget.

Mrs. Martinez moved approval of the 2003-2004 Capital Outlay Budget. 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.

e. Approval of DSO Budgets, 2003-2004 – Mr. Little (Addendum)

Approved – consent agenda.

f. Approval of College Memberships – Dr. Gamble (Addendum)

Approved – consent agenda.

g. Approval of Accounts Receivable Write-Offs – Mr. Cherry (Addendum)

Approved – consent agenda.

h. Approval of State Match Allocation – Mr. Little (Addendum)

Approved – consent agenda.

i. Approval of 2002-2003 Capital Outlay Budget Amendment – Mr. Little (Addendum)

Approved – consent agenda.

10. REPORT OF THE DISTRICT PRESIDENT:

a. Approval of Reorganization of the District Board of Trustees

Mr. Handley turned the gavel over to Dr. Gamble who called for nominations for Chair. Dr. Penn Williams nominated Mr. James W. Handley to remain as Chair of the Board of Trustees. Mr. McCotter seconded this nomination. Mrs. Martinez nominated Dr. Penn Williams for the position of Chair of the Board of Trustees. Dr. Penn Williams declined due to her position in Tallahassee. She reported she would like to continue to serve as Vice Chair.

A vote was conducted for the position of Chair.
Dr. Gamble announced Mr. James W. Handley
as the Chair of the Board of Trustees. (5-0)

Dr. Gamble called for nominations for the position of Vice Chair. Mr. McCotter nominated Dr. Penn Williams as Vice Chair of the Board of Trustees. Mrs. Martinez seconded this nomination.

A vote was conducted for the position of
Vice Chair. Dr. Gamble announced
Dr. Alexandra M. Penn Williams as the Vice
Chair of the Board of Trustees. (5-0)

b. Approval of College Committee Assignments for the District Board of Trustees

Mr. Handley asked the members of the Board of Trustees to choose the committees they would like to serve on for the coming year. It was the consensus of the members of the Board to remain on the same committees as they served on over the past year. They are as follows:

Alumni Association Committee	Mr. Johnson
Architect Selection Committee	Mrs. Martinez
BCC Foundation Board of Directors	Mr. Handley
Community Partnership	Mr. Johnson
The Historic Cocoa Village Playhouse Board of Directors	Mr. McCotter
Insurance Committee	Mr. McCotter
Master Planning Committee	Mr. Johnson
Maxwell C. King Center for the Performing Arts Board of Directors	Dr. Penn Williams/ Mrs. Martinez, effective March 2003
Planetarium	Mr. Handley

SACS
YMCA

Mr. Johnson
Mr. McCotter

c. Report on College Affiliation Agreements

Dr. Gamble reported the Board received a handout of the institutions that have interinstitutional agreements with the college. BCC is in the process of carrying out two additional interinstitutional agreements; one with Barry University of Miami Shores, and the other with Embry Riddle Aeronautical University in Daytona. Those agreements are in process and do not require Board action. Dr. Gamble reported BCC is very careful to minimize interinstitutional competition and gives priority to the University of Central Florida. There is an exchange of funds when they utilize the space at BCC, with some of it being an in-kind service arrangement. He reported this enhances BCC's ability to serve the residents of Brevard County by facilitating upper division and graduate-level study.

d. Summer 2003 Enrollments

Dr. Gamble reported the Summer 2003 enrollments have continued to be in line with the Fall and Spring enrollments. At the present time, BCC's headcount enrollment for Summer 2003 is up 4.23% and BCC's credit hour enrollments are up 5.44%. This is a good sign and it is in line with BCC's ability to fund the increases.

e. Future Board of Trustees Meetings

Mr. Handley reported the members of the Board needed to confirm continuation of the meeting schedule on the fourth Monday of each month with the location of six meetings at the Cocoa Campus and two each at the Titusville, Melbourne, and Palm Bay Campuses. The members of the Board also needed to confirm they wanted to continue with the same format of each Board of Trustees meeting with a workshop at 2:00 p.m. and the regular Board of Trustees Meeting at 4:30 p.m. It was the consensus of the Board to keep this schedule for the upcoming year.

Mr. McCotter moved approval that the Board of Trustees will continue to maintain the current schedule as posted.

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.

11. COMMITTEE REPORTS:

a. Community Partnership Committee

Mr. Johnson reported the Community Partnership Committee met on May 30, 2003.

b. Alumni Association

Mr. Johnson reported the Alumni Association is doing well. There will be an event during the summer at the Planetarium, hosted by the Alumni Association, to get the community more involved with Brevard Community College.

c. Brevard Community College Foundation

Mr. Handley reported the BCC Foundation held its annual meeting and many community leaders attended.

12. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 5:52 p.m.

APPROVED: _____
Chair, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees