

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

August 11, 2003
4:30 p.m.

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

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

1. CALL TO ORDER:

Mr. James Handley, Chair, called the meeting to order.

A moment of silence was held to recognize the loss of Dr. Penn Williams' husband who passed away last month.

a. Recognition of Mr. Eugene C. Johnson, Outgoing Board Member

Mr. Handley thanked Mr. Eugene Johnson for the leadership and service he has provided to the Brevard Community College Board of Trustees. Mr. Johnson served on the Board of Trustees from June 1997 through August 2003, and was Chairman from 1999-2001. Mr. Handley presented a plaque to Mr. Johnson and expressed the Board's gratitude for his contributions to higher education, and wishes that he remain involved in the activities of the College as a member of the community.

Mr. Johnson stated that it was a pleasure to serve on the Board of Trustees and he does intend to stay involved in the activities of the College as a member of the community.

b. Seating/Introduction of Mrs. Albert K. Wilson, New Board Member

Mrs. Alberta K. Wilson was sworn in as a Board Member of the Brevard Community College Board of Trustees.

c. Additions/Corrections to Agenda

There were no additions or corrections to the agenda.

d. Recognition

Mr. Handley took the opportunity to thank the people involved in the renovations of the Board Room. Mr. Little asked that several people be recognized for their contributions and extra effort, including Roger Eby, Richard Moon, Del Fox, Mike Jones and Jon Dickey.

2. CONSENT AGENDA:

Mrs. Martinez requested that item 9.a., Approval of Monthly Budget Status Report, July 2003, be removed from the consent agenda.

Mr. Handley recommended approval of the remaining consent agenda items:

- 3.a. Approval of Minutes – Board of Trustees Workshop Meeting – June 9, 2003
- 3.b. Approval of Minutes – Board of Trustees Meeting – June 9, 2003
- 8.a. Approval of 2003 Safety Report
- 8.b. Approval of Revised Bylaws for BCC Foundation
- 9.b. Approval of Disposition of Surplus Property

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

3. APPROVAL OF OFFICIAL MINUTES OF PREVIOUS MEETINGS:

- a. Minutes – Board of Trustees Workshop – June 9, 2003

Approved – consent agenda.

- b. Minutes – Board of Trustees Meeting – June 9, 2003

Approved – consent agenda.

4. COMMUNICATIONS:

- a. Report on Strategic Planning for the Cocoa Village Playhouse – Dr. Fettrow/
Ms. Hawkins-Smith

Dr. Brenda Fettrow, Cocoa Campus President, reported on the results of the strategic planning process for the Cocoa Village Playhouse, and introduced Ms. Jean Starkey, Board President of the Cocoa Village Playhouse Board, and Ms. Staci Hawkins-Smith, Director of the Historic Cocoa Village Playhouse. She reported Mr. Steve Gilmore, Harris Corporation, conducted the strategic planning with the assistance of Mr. Rick McCotter. Dr. Fettrow stated that the results of the strategic planning process for the Cocoa Village Playhouse fit into the current College strategic planning process established by the BCC Office of Institutional Effectiveness.

Dr. Fettrow reported that the strategic planning group agreed on a mission for the Cocoa Village Playhouse and identified three precise goals in the areas of finance, programming and facilities.

Goal number one was to remain financially solvent. The objectives of this goal include ensuring that revenues equal or exceed expenditures. This may be achieved by increasing assets by 10% annually. The Cocoa Village Playhouse currently operates on a July 1 – June 30 fiscal year, and finances are evaluated annually by the Board. The Cocoa Village Playhouse does have reserves. The Cocoa Village Playhouse would like to expand its sources of revenue and expand its Board of Directors, with new directors focused on fund raising. Dr. Fettrow clarified that this goal is restricted to operations, and is separate from fund raising for capital projects and improvement.

Goal number two was to more efficiently provide excellence in programming, children's outreach, and a venue for practical experience. The objectives for this goal include continuing to maintain excellence in musical theatre; expand children's education and training; expand programming to include drama and comedy; expand workshops to include costuming, set and design; and to provide a venue for students to gain experience in stage production. The measures to ensure that the objectives are achieved include conducting an annual survey and monitoring the number of ticket sales. Mrs. Martinez suggested that the number of new people who participate in the programs be added as a measure.

Ms. Hawkins-Smith confirmed that community service credit is currently offered through the Cocoa Village Playhouse, as well as participation in service learning through the College.

Dr. Fettrow further explained that expansion of the current programs will require the addition of a Technical Support Annex (TSA). The Cocoa Village Playhouse would also like to expand the existing orchestra pit and upper balcony. The strategies to achieve these goals include fund raising by the Cocoa Village Playhouse Board and through the Capital Campaign, and ensuring sufficient staffing levels with the required skills.

Goal number three was to provide a safe, compliant, functional and attractive facility for the mission of the Cocoa Village Playhouse. The strategies for this goal include building the TSA, expanding the existing orchestra pit and providing additional seating in the upper balcony, and keeping the facility safe and compliant with safety standards. In order to achieve these goals, the Cocoa Village Playhouse Board and the Capital Campaign will raise \$1.5 million to build the TSA, and the Playhouse must acquire \$75,000 to renovate the orchestra pit and stage area. The financial resources for the expansion of the upper balcony have not yet been determined. Dr. Fettrow added that the Memorandum of Understanding (MOU) between the College and the Cocoa Village Playhouse has been completed. The MOU outlines the roles and responsibilities of the College and Cocoa Village Playhouse.

Mrs. Wilson offered to provide some resources for contacts to the Cocoa Village Playhouse and will follow up with Dr. Fettrow.

Mr. Handley thanked Dr. Fettrow for presenting the strategic plan, and expressed the support of the Board of Trustees. Mrs. Martinez commented on the Playhouse's direct linkage to the College and its contributions to education in the arts. Dr. Fettrow added that the Cocoa Village Playhouse attracts 65,000 people per year.

Dr. Fettrow additionally provided a brief report on the capital campaign and a conceptual drawing for the TSA, prepared by Jack Rood, Rood and Zwick Architects. The first floor includes a workshop area; the second floor will include a studio; and the third floor may be used for costume storage or office space, depending on financial resources. The annex will have approximately 11,000 square feet and is estimated to cost \$1.2 million. The capital campaign is expected to kick off in September/October 2003.

Dr. Gamble requested that the Board of Trustees' approval be obtained prior to the construction of the annex. Ms. Starkey added that it is preferred that funds are secured prior to construction, and that grants and pledges have been committed in the amount of \$500,000.

Ms. Hawkins-Smith distributed brochures for the upcoming season and advised that 3,127 season tickets have been sold to-date.

5. CITIZEN'S PRESENTATION:

None.

6. CONSTRUCTION AND DEVELOPMENT:

a. Approval of Cocoa Site Improvement Plans – Mr. Little/Mr. Joe Sorci

Mr. Little reported that the administration has concluded plans for the site improvements for the Clearlake Road portion of the Cocoa campus. Once approved, they will begin to identify a construction manager and begin construction.

Mr. Joe Sorci, Florida Architects, presented a plan overview. Mr. Sorci reiterated that the excessive number of straight-aways, intersections and campus entries contribute to traffic safety issues on the Cocoa Campus. The master plan indicates that improvements are needed in reducing the number of entries to the campus, identifying a main entrance, curbing some of the straight-aways, improving edging for both pedestrian and vehicular traffic, landscaping, reducing the number of cut-through routes, and reducing the number of intersections.

Mr. Sorci reported that the number of entries would be reduced from three to two. In addition, there would be clear and easier access to the Welcome Center and convenient access to the bus stop with seating for patrons. Lighting and security would also be enhanced with a change in lighting to a whiter spectrum rather than yellow, which is also energy efficient.

Mr. Sorci provided a quick review of the preliminary phasing plans and stated that some flexibility has been provided in order to consolidate when possible. Campus operations would be taken into consideration during the work.

Mr. Sorci reported the first phase includes development of a temporary road leading directly to parking while work is being done on the north entrance. The south entrance would remain open for traffic. The second phase includes access to the Student Welcome Center. It is anticipated that this phase will disrupt access to parking. Phase three includes improvements to paving, islands, landscaping, irrigation and lighting. Phases two and three are expected to be the most challenging in providing the least disruption to campus operations, and would occur at least partially over the winter break. Phase four provides for construction of the south entrance before removing the current entrance on Clearlake Road, and phase five includes removing the current entrance on Clearlake Road and completion.

Mr. Sorci additionally reported that landscaping will be used to assist in defining lines of sight on campus. The trees and plants will be strategically placed to create an attractive setting and vision to pertinent buildings/areas. A gateway to the campus will also be developed. The greenery will be low maintenance and conducive to the environment. The College is working with the City of Cocoa to remove the utility poles from the campus. When construction is complete, the same number of parking spaces will be available, with maybe a few more. There will be improved access to walkways, encouraging the use of foot walks rather than driving to some areas. The plan also includes an infrastructure to provide for irrigation, lighting, and future growth and technology.

Mr. Sorci stated that he hopes to make a recommendation for a construction manager to the Board at the September 22 meeting. It is expected that the five phases will take approximately 9 ½ months, with anticipated completion in July 2004.

Dr. Gamble recommended approval of the Cocoa site improvement plan.

Mrs. Martinez moved approval of the Cocoa site improvement plan. Mrs. Wilson seconded the motion. All those voting in favor of the motion – Martinez, Wilson, Handley, McCotter, and Penn Williams; opposed – none. Motion unanimously approved.

b. Approval of Change in Architect, Re-roofing, Building #20, Cocoa Campus – Mr. Little.

Mr. Little advised that the Board approved D. B. Young Architects last year for work on several different roofing projects on the College campuses; however, Mr. Young has not had the time to work on the Allied Health Building due to scheduling. Mr. Little reported the College needs to move quickly to address the leaks in this building. It is requested the Board approve negotiating a contract with Rood and Zwick to re-roof the Allied Health building.

Some discussion proceeded regarding the re-roofing of Building 20. Mr. Little confirmed that another company was named as an alternate for the re-roofing of Building 20; however, the College is not familiar with the vendor named. The College would prefer to proceed with Rood and Zwick because it is familiar with this company's work, they are available to do the work, and the College has a continuing contract with the vendor.

Mr. Matheny advised that there is no legal requirement to rebid this work. The College has continuing contracts with two architects, Rood and Zwick and Florida Architects, and the Board is authorized to assign projects to either of these architects. Mr. Little added that the price for re-roofing is expected to remain the same as the price determined by D. B. Young.

Dr. Gamble recommended approval for the change in architect for the re-roofing of Building #20, Cocoa Campus.

Mrs. Martinez moved approval of the change in architect for the re-roofing of Building #20, Cocoa Campus. Mr. McCotter seconded the motion. All those voting in favor of the motion – Martinez, McCotter, Handley, Penn Williams, and Wilson; opposed – none. Motion unanimously approved.

c. Approval of Guaranteed Maximum Price – Re-Roofing, Buildings #7 and #9, Cocoa Campus, and Building #10, Melbourne Campus – Mr. Little

Mr. Little reported that A. D. Morgan, the construction manager, has provided a guaranteed maximum price for re-roofing on Buildings #7 and #9 on the Cocoa Campus and Building #10 on the Melbourne Campus. The guaranteed maximum price is \$465,897 which includes a \$30,000 contingency. This amount is within the College budget. Board approval will allow commencement to begin in the very near future.

Mr. Little clarified that D. B. Young is the architect, and A. D. Morgan is the construction manager. Mr. Handley inquired regarding the availability of an analysis of all the buildings that includes the age of the roofs and what the process is for replacing them. Dr. Gamble replied that the College does have a building plan that addresses these issues for the buildings as well as machinery. Mr. Little advised that the College has a data base which provides this information as well as information on the infrastructure of each building.

Mr. Handley expressed concern as the Safety Report indicates that every building has stained ceiling tiles, suggesting that all of the roofs leak. Dr. Gamble responded that re-roofing is a priority for the College at this time. Mr. Little advised that the College does try to address repairs and renovations before problems arise. The College currently spends \$1 million per year for roofs, and there is substantial provision in the budget for replacement of ceiling tiles.

Dr. Gamble recommended approval of the guaranteed maximum price of \$465,897 for the re-roofing of Buildings #7 and #9, Cocoa Campus, and Building #10, Melbourne Campus.

Dr. Penn Williams moved approval of the guaranteed maximum price of \$465,897 for the re-roofing of Buildings #7 and #9 on the Cocoa Campus and Building #10 on the Melbourne Campus.

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

7. OLD BUSINESS:

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

(1) Approval of Concession Lease with C&D Grill – Mr. Matheny/Dr. Purga

Mr. Matheny reported on the proposed concession lease with C&D Grill to provide a service to the Palm Bay Campus. It is not anticipated that any revenue will be generated for the College as a result of this lease. The College has insurance protection and may terminate the lease at any time with 90 days notice.

Mr. Matheny confirmed that this agreement does not restrict the College to use C&D Grill for all of its catering needs at the Palm Bay Campus. Dr. Purga stated that this vendor is expected to work out well for the Palm Bay Campus and will provide a nice service to the student body. Costs will be minimal.

Dr. Gamble recommended approval of the concession lease with C&D Grill.

Mrs. Martinez made a motion to approve the concession lease with C&D Grill. Dr. Penn Williams seconded the motion. All those voting in favor of the motion – Martinez, Penn Williams, Handley, McCotter, and Wilson; opposed-none. Motion unanimously approved.

(2) District President's Contract – Mr. Matheny

It was determined in the workshop that the District President's contract be delayed until the September 22, 2003, meeting.

(3) Approval of Lease with Palm Bay Chamber for Welcome Center – Mr. Matheny/
Dr. Purga (Addendum)

Mr. Matheny reported that the lease with the Palm Bay Chamber Welcome Center has conceptually been approved by the Board of Trustees. The Welcome Center will be located at the entrance to the Palm Bay Campus. A 30-year lease agreement is being negotiated with the Palm Bay Chamber Community Foundation, a 501(c)(3) organization. The lease was originally constructed as a 25-year lease, but has been extended due to the requirements of the lender. The College will have access to the facility as long as it does not interfere with the Chamber's operations. The College will not be responsible for the facility's utilities. The Chamber will additionally provide police protection for special events.

Mr. McCotter questioned commencement of construction in 2006. The architect, Vaughn Holeman, responded that an aggressive schedule would also be advantageous to the Chamber. It was confirmed that approval from the Board of Trustees is the first phase of this endeavor, and the next phase includes fund raising. The Chamber will be utilizing carpenter apprentices from the College, and have begun negotiations with large lumber facilities.

Mr. Matheny confirmed that the College will own the land and building and that responsibility for the building will revert to the College if the Chamber should lose its 501(c)(3) status.

Mr. Handley expressed concerns regarding item #15 on the contract which indicated that the Chamber has the authority to modify the structure without the approval of the College. Mr. Matheny responded that paragraph 14 specifies that any construction plan requires the approval of the Board of Trustees.

Dr. Gamble recommended approval of the lease with the Palm Bay Chamber for the Welcome Center.

Mrs. Wilson moved to approve the lease with the Palm Bay Chamber for the Welcome Center. Dr. Penn Williams seconded the motion. All those voting in favor of the motion – Wilson, Penn Williams, Handley, Martinez, and McCotter; opposed – none. Motion unanimously approved.

(4) Approval of Conveyance of Florida Educational Research Foundation (FERF)
Property to the BCC Foundation

Mr. Matheny reported that an error occurred in the dissolution of the Florida Educational Research Foundation (FERF) which may provide a benefit to the BCC Foundation. Four large tracts of land were erroneously omitted from the deed transfer when FERF was dissolved. A developer recently requested to purchase a part of this land for property access purposes. The College obtained a commitment of \$10,000 for a scholarship from this developer.

Mr. Matheny recommended that the Board approve the conveyance of this property from FERF to the BCC Foundation, as it may be used for mitigation or access to other properties by developers in exchange for scholarship funds. Mr. Matheny reported he contacted the remaining FERF Board members, and they have voted to convey the property, and the BCC Foundation Board has voted to accept the property. The City of Palm Bay has confirmed that the cost of maintaining the property is minimal. Mr. Matheny requested the Board approve the conveyance from FERF to the Foundation.

Dr. Penn Williams expressed concern regarding the authority of the dissolved Board to take action with regard to FERF. Mr. Matheny responded that a dissolved corporation still exists in order to liquidate its assets with no time limit.

Dr. Penn Williams also questioned if there may be additional properties owned by FERF. Mr. Matheny advised that he has done a search with the City of Palm Bay, and concluded that no additional properties are anticipated. The four tracts addressed today were accidentally left off of the deeded properties.

Dr. Gamble recommended that the Board approve the transaction to convey the remaining FERF property to the Foundation.

Mrs. Martinez moved that the Board approve the transaction to transfer the remaining FERF property to the BCC Foundation. Mrs. Wilson seconded the motion. All those voting in favor of the motion – Martinez, Wilson, Handley, McCotter, and Penn Williams; opposed – none. Motion unanimously approved.

(5) Miscellaneous Issues

Mr. Matheny reported that a paper had been circulated to Board members dated August 6, from Ms. Carolyn Hayes, a full-time faculty member. Ms. Hayes has asked for a hearing before the Board. It would be inappropriate for Board members to review the substance of this letter because they may be called to rule on evidence presented in that hearing. Mr. Matheny requested that Board members locate this memo and either destroy it or return it to him.

Dr. Gamble advised that another memo was circulated regarding Mr. Charles Lee, which provided a summary of the College's response in this case.

8. NEW BUSINESS:

a. Approval of 2003 Safety Report – Mr. Little/Mr. Carman

Approved – consent agenda.

- b. Approval of Revised Bylaws for BCC Foundation – Dr. Flom

Approved – consent agenda.

- c. Request for Board Meeting Agenda Items

None.

9. FINANCIAL ACTIONS:

- a. Approval of Monthly Budget Status Report, July 2003 – Mr. Cherry

Mr. Cherry reported that the negative government appropriation is the effect of an accrual at year-end for government grants and contracts through June 30. This is routinely accrued through the month of June, and is reversed beginning in July when revenue is collected in the new fiscal year.

Mr. Handley expressed some concern regarding unrestricted funds that are already 89% of the budget. Mr. Cherry confirmed that the College is not accumulating reserves in these funds, and Mr. Little added that the College is required to spend these funds.

Dr. Gamble recommended approval of the Monthly Budget Status Report for July 2003.

Mrs. Martinez made a motion to approve the Monthly Budget Status Report for July 2003. Mrs. Wilson seconded the motion. All those voting in favor – Martinez, Wilson, Handley, McCotter, and Penn Williams; opposed – none. Motion unanimously approved.

- b. Approval of Disposition of Surplus Property – Mr. Little

Approved - consent agenda.

- c. Approval of Capital Improvement Plan (CIP) – Mr. Little

Mr. Little advised that the PECO appropriation received each year is based upon recommendations by the State Board of Education. The Board of Education creates its recommendations based on the Capital Improvement Plans submitted by each of the 28 community colleges. The College is requesting that the Board approve its Capital Improvement Plan to support its request for its PECO appropriation for the 2004-2005 fiscal year.

Mr. Little reported that once every five years, the College completes an educational plan survey analyzing the space it owns, the programs offered, and the enrollment in those programs. The College is in the midst of a new educational plan survey and it is anticipated that it will be presented to the Board within the next few months. Each year the College prioritizes project recommendations included in the educational plan survey, with consideration made for items in each of the four campus master plans. This year a request is made for four projects under renovations totaling \$8.9 million. The College also has three remodeling projects at the Cocoa campus, as well as three requests for new construction, including new library space in Melbourne.

Mr. Little confirmed that the College is currently working under the 1998 educational plan survey. The new plan being developed includes requests for the next five years. A substantial increase in enrollment since 1998 should provide justification for new space requirements.

Dr. Gamble recommended approval of the Capital Improvement Plan.

Mrs. Wilson moved approval of the Capital Improvement Plan. Dr. Penn Williams seconded the motion. All those voting in favor of the motion – Wilson, Penn Williams, Handley, Martinez, and McCotter; opposed – none. Motion unanimously approved.

c. Approval of 2003-2004 Fees Schedule Changes – Mr. Little

Mr. Little reported that the Board approved a list of student fees in June 2003. He reported the College is seeking Board approval to include a transcript fee in the amount of \$5 and a fee in the amount of \$25 for the CLAST which includes retakes. Mr. Little confirmed that the funds earned will pay proctors for the test. These fees generally pay for the expenses generated and do not typically generate additional revenue.

Mrs. Wilson inquired if there are provisions in place to waive these fees for student who may not have the money. Mr. Little responded that the Board can give this authority to the President. Dr. Gamble advised that the College would work with the Financial Aid office to pursue waivers if they are needed. Mr. Little will add the appropriate wording in the fee schedule.

Dr. Gamble recommended approval of the 2003-2004 Fee Schedule additions with the provision to provide authority for the District President to waive fees for those students who are unable to afford them, as determined by the Financial Aid Office.

Mrs. Martinez made a motion for approval of the 2003-2004 Fees Schedule additions, and to provide the authority to the District President to waive fees for those students who are unable to afford them, as determined by the BCC Financial Aid Office. Dr. Penn Williams seconded the motion. All those voting in favor of the motion – Martinez, Penn Williams, Handley, McCotter, and Wilson; opposed – none. Motion unanimously approved.

10. REPORT OF THE DISTRICT PRESIDENT:

a. Welcome Back

Dr. Gamble discussed the schedule for Welcome Back Week. Board members are welcome to attend any of these activities. He reported the College has dispensed with the assembly this year in order to be more responsive to the needs of the students during this week. An all-faculty meeting has been scheduled with Dr. Astrab, and new faculty members will be welcomed on August 12, 2003. A special edition of the *Breeze* will be issued to provide information that would have been addressed at the assembly.

b. High Priority Objectives

Dr. Gamble invited Board members to contact him with any concerns after reviewing the President's High Priority Projects and Objectives for 2003-2004.

c. Joint School Board/BCC Board/Legislative Delegation Meeting

Dr. Gamble advised that the Brevard County School Board will be hosting a joint meeting with the Legislative Delegation on Friday, August 29, 2003, to talk about the last legislative session. The meeting will hopefully provide some outcomes from the legislative session last year, and provide an opportunity to communicate any concerns the College may have.

d. Joint BCC/UCF/School Board Legislative Delegation Meeting

The Legislative luncheon has been scheduled for October 9, 2003. This event will provide an opportunity for the School Board, UCF representatives and BCC to communicate key concerns to the legislators.

e. The Simpkins Entrepreneurial Lecture Series

The Simpkins Entrepreneurial Lecture Series will be held on October 23, 2003. Lt. Governor Toni Jennings will be the speaker, and will be presenting in the role of her construction company. A session will be held at the Melbourne and Cocoa campuses.

f. Enrollment

Dr. Gamble reported that Fall enrollment is up 5% in head count, and 7% up in credit hours. The Summer session concluded with an increase of 2% from previous summer.

g. BCC Accountability

Dr. Gamble discussed a report on where BCC stands in relation to state strategic areas of accomplishment. BCC exceeds state requirements in 18 of 24 categories. This is a good indication that represents what BCC is doing in academic pursuits and what the College is doing in accordance with state strategic goals.

h. BCC Sports

Dr. Gamble distributed to Board members the Fall athletic rosters for all of the College's sports. The roster indicates that 50% of the students are from Brevard County, 28% are Florida residents, 6% are from other U.S. locations, and 7% are foreign.

11. COMMITTEE REPORTS:

a. FACC Trustee Commission Meeting

Mrs. Martinez stated that a summary of a meeting she attended in Orlando was provided to Trustees by the sponsoring organization. The meeting concerned the approach to be used in working with legislators.

Dr. Gamble advised that a copy of a letter from Mr. Bill Cramer and Dr. Gamble to the Governor was provided to the Board summarizing the community college position at this time in relation to legislative matters. Dr. Gamble advised that the College will work closely with the institutional and contract lobbyists on strategies. Mr. Cramer is head of the Trustees Commission and may seek involvement by Board members across the state to help present issues to legislators in Tallahassee.

Mrs. Martinez recommended that Board members emphasize the efficiency of the system and where costs have been saved. Unfunded enrollments are a good example of this savings.

Mrs. Martinez also suggested that consideration for funding be given to new programs in the community colleges. The community colleges which have chosen to offer four-year programs receive up-front funding, while two-year community colleges do not receive this type of funding. Dr. Penn Williams suggested that the funding provided to the four-year community colleges may be in response to state initiatives for education in critical areas.

Dr. Gamble advised that it is the position of the community colleges at this time that they do not want to increase tuition.

Dr. Gamble advised that there are four community colleges at this time that offer four-year programs. BCC has decided not to become involved in this pursuit because of its relationship with the University of Central Florida. UCF has responded to the needs of the community.

b. Committee Assignments

Mr. Handley noted that Mrs. Wilson will be assuming the committee assignments of Mr. Johnson. Mrs. Wilson will review the committee assignments that have been assigned to her and follow up with Mr. Handley to let him know if any adjustments need to be made.

Dr. Gamble offered to meet with Mrs. Wilson to discuss the College and provide documentation if needed. Mrs. Martinez also offered to provide assistance to Mrs. Wilson.

12. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 6:55 p.m.

APPROVED: _____

Chair, District Board of Trustees

ATTESTED: _____

Secretary, District Board of Trustees