

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

October 27, 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;
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 Mr. Bill Taylor a long-time friend and BCC retiree. A memorial service will be held in his honor on Thursday, October 30, 2003, 1:30 p.m., at the Community Dining Room, Cocoa Campus.

a. Additions/Corrections to Agenda

Dr. Gamble requested that a presentation on the Medical Assisting Program be added to the agenda under Section 4, Communications, to be introduced by Dr. Barbara Ake, Associate Vice President, Allied Health.

There were no further additions or corrections to the agenda.

2. CONSENT AGENDA:

Mr. McCotter requested that item 6.a., Approval of Contracted On-Site Small Projects Construction Manager, be removed from the consent agenda requesting further data be provided by Mr. Little and the item placed on the agenda at the November board meeting.

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

- 3.a. Approval of Minutes – Board of Trustees Workshop – September 22, 2003
- 3.b. Approval of Minutes – Board of Trustees Meeting – September 22, 2003
- 3.c. Approval of Minutes – Board of Trustees Special Meeting – October 9, 2003
- 7.a.(1) Approval of Agreement with Brevard County to Relocate Historical Residential Building/Titusville Grove House
- 7.b. Approval/Confirmation of Acceptance of Insurance Committee Proposal
- 9.a. Approval of Monthly Budget Status Report, September 2003
- 9.b. Approval of DSO Quarterly Financial Reports
- 9.c. Approval of 2003-2004 Capital Outlay Budget Amendment
- 9.d. Approval of Lab and Special Fee Changes

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

3. APPROVAL OF OFFICIAL MINUTES OF PREVIOUS MEETINGS:

- a. Minutes – Board of Trustees Workshop – September 22, 2003

Approved – consent agenda.

- b. Minutes – Board of Trustees Meeting – September 22, 2003

Approved – consent agenda.

- c. Minutes – Board of Trustees Special Meeting – October 9, 2003

Approved – consent agenda.

4. COMMUNICATIONS:

- a. Presentation on BCC's Medical Assistant Program – Dr. Ake/Kris Hardy

Dr. Barbara Ake, Associate Vice President, Allied Health, introduced Ms. Kris Hardy, Program Coordinator, BCC's Medical Assistant Program, and recent recipient of the Exemplary Post Secondary Program award.

Ms. Hardy described the Medical Assistant Curriculum program and philosophies, which have led to attaining great success and community recognition. The open entry program and dedication to mentoring and teaching to all learning styles has led to immense measurable confidence and success for the students and the program.

Community service projects include: student community consulting, shadow experience, health fairs, distribution of health care-related flyers, etc.

The program currently has 78 students enrolled (full time and part time combined). The program is a one-year post secondary adult vocation program. Immediate employment has been available for 97% of the students upon completion of the one-year program, with average salaries of \$9.50-\$10.50 per hour. The program trains ambulatory healthcare practitioners working in a variety of departments in the hospital. Although transitioning to the AA or BSN programs is an option, it is not mandatory. There are no waiting lists; all students who apply are accepted. There has been a 100% certification passing rate for BCC students, with 85% being the national average.

Dr. Ake introduced Ms. Patricia Rock, Medical Assisting Program instructor on the Palm Bay campus. Although Allied Health is housed primarily on the Cocoa Campus, students have the flexibility of taking the general courses on-line or at other campuses.

5. CITIZEN'S PRESENTATION:

None.

6. CONSTRUCTION AND DEVELOPMENT:

a. Approval of Contracted On-Site Small Projects Construction Manager – Mr. Little

Mr. Little reported that the college Board has recently approved construction managers for a variety of projects. Last month the Board approved A. D. Morgan and H. J. High as construction managers on a continuing basis for small projects, normally ranging from \$100,000 to \$500,000. It is not advantageous to utilize construction managers for projects less than \$100,000 due to set up, mobilization and supervision costs. With this in mind, the Facilities and Maintenance Office is now requesting outsourcing projects less than \$100,000, thus allowing his staff to concentrate on ongoing maintenance requests at all the facilities. Mr. Little's proposal is to negotiate with the construction manager to provide a full-time supervisor for these small projects, with the college providing permanent space for this supervisor for operations, thus alleviating the supervision and mobilization costs for the construction managers. The construction manager will be consulted on the costs and timing issues involved with future small projects, the proposed construction manager will provide a guaranteed maximum price for each project. This will allow for BCC's budget control and allow college staff availability for other needed duties. The selection process has narrowed the search to three firms: A.D. Morgan, Heard Construction, and BRPH Construction Services and requests the Board to approve the use of all three firms so that we may get competitive quotes on each project. Dr. Gamble stated that the administration supports the idea in order to keep staff at a minimum, while allowing for completion of ongoing maintenance projects by current employees. Mrs. Martinez voiced her support of the proposal. Dr. Penn Williams indicated that although she also supports the idea, she must abstain from the vote for personal reasons and would accordingly submit the appropriate form for the record.

Mr. McCotter expressed concern regarding the future budget repercussions. Mr. Little clarified that if this item is approved the funds will come from the Capital Improvement budget rather than Operating Funds.

After lengthy discussion, the Board and requested further information at the November meeting regarding relevant upcoming small projects and projected associated costs utilizing this plan. Mr. Little agreed to provide this information and a list of backlogged maintenance and renovation work orders. Further he stated that if this plan is not approved that it would be his recommendation to postpone any new projects until the backlog of maintenance items is reduced.

Mrs. Martinez moved approval of contracted On-Site Small Projects Construction Manager. The motion died for lack of a second. The agenda item was tabled until the November Board meeting.

7. OLD BUSINESS:

a. Report on Pending Legal Actions – Mr. Matheny

Mr. Matheny had no changes to his written report, but offered to answer questions. There were none.

b. Approval of Agreement with Brevard County to Relocate Historical Residential Building/Titusville Grove House – Mr. Matheny

Approved – consent agenda.

c. Approval/Confirmation of Acceptance of Insurance Committee Proposal – Mr. Little

Approved – consent agenda.

8. NEW BUSINESS:

a. Request for Board Meeting Agenda Items

The Board requested the addition of the following agenda items as future board meeting reports:

- (1) Advisement process for students
- (2) Planned Maintenance System (PMS) for the college (SACS definition)

b. First Reading Acknowledgement – Amendment to Policy 302.03 Employee Leaves of Absence – Mr. Little

Amendment to Policy 302.03, Employee Leaves of Absence, was presented for a first reading. It will be presented for final approval at the November 24 Board meeting.

9. FINANCIAL ACTIONS:

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

Approved - consent agenda.

b. Approval of DSO Quarterly Financial Report – Mr. Cherry

Approved – consent agenda.

- c. Approval of 2003-2004 Capital Outlay Budget Amendment – Mr. Little

Approved – consent agenda.

- d. Approval of Lab and Special Fee Changes – Mr. Little

Approved – consent agenda.

10. REPORT OF THE DISTRICT PRESIDENT:

- a. Aerospace Training Program – AACC Article

Dr. Gamble pointed out the article in the Oct./Nov. issue of the AACC Journal highlighting the aerospace training program.

- b. Firefighting Academy Article

Dr. Gamble noted the article in the Port Canaveral magazine regarding the Firefighting Academy.

- c. Criminal Justice Center Grant

Dr. Gamble reported on the half-million dollar grant received by the college from the Department of Justice of the Criminal Justice Center for anti-terrorist training. The funds are limited to equipment. This will assist with local enforcement and Port Canaveral maritime training.

- d. Upcoming Activities

Dr. Gamble reported on upcoming events:

- (1) **10/30/03** - FACC Convention and Trustees Meeting, 9:00 a.m.-4:30 p.m.;
- (2) **11/5/03** - Titusville Campus opening house for newly remodeled educational facility and Welcome Center, 1:00-2:00 p.m.;
- (3) **11/7/03** - Complex 47 Ribbon Cutting and launch, 9:30-11:00 a.m.;
- (4) **11/11/03** - Massing of Colors, Cocoa Campus Amphitheater, 3:00-5:00 p.m.;
- (5) **11/12/03** - Legislative Luncheon Meeting, 11:30 am.-1:00 p.m.;
- (6) **11/13/03** - Simpkins lecture presentation by Lt. Gov. Toni Jennings, 9:25 a.m.-Melbourne Campus and 11:00 a.m.-Cocoa Campus (subject to change);
- (7) **11/24/03** - November Board meeting, 2:00 p.m. workshop; 4:30 meeting; and,

- (8) **1/24/04** - Sally Ride Festival, Cocoa Campus – geared to encourage young women to pursue the maths and sciences.

e. Reports on DSO Status

Dr. Gamble reported that the King Center is experiencing a significant financial shortfall, but it is in line with past experience. He further related that although BCC Foundation contributions have decreased it has not been a significant decline. He stated that he suspects the decreases in both cases are due to the lagging U.S. economy and stock performances.

The Cocoa Village Playhouse is operating at a profit and will be embarking on a Capital Campaign in early 2004, with the assistance of volunteer Ms. Bunny Finney, who is a well-known for past community involvement. He noted that a substantial initial contribution has already been made to the campaign.

Finally, Dr. Gamble stated that although IBT&CE is not yet self-sufficient, it is moving in the right direction. Dr. Gamble reported he requested a report from Dr. Denison reviewing the past three years' performance and future projections.

Dr. Penn Williams suggested that Dr. Gamble provide a quarterly graph to the Board reflecting DSO gains/losses.

11. COMMITTEE REPORTS:

a. Alumni Association Report

Mrs. Wilson reported satisfaction with her involvement with Alumni Association Committee and mentioned that she had the Burdines fundraising tickets available for anyone interested in making a contribution.

12. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 6:05 p.m.

APPROVED: _____

Chair, District Board of Trustees

ATTESTED: _____

Secretary, District Board of Trustees