

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

December 16, 2002
4:00 p.m.

King Center for the Performing Arts, Room #168
Melbourne 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 that Item 4.b., "Presentation on Child Care Center," and Item 6.a., "Approval of Renovation Plans for Lobby & Watersealing, Bldg. #2, Cocoa Campus," be removed from the agenda.

Dr. Gamble asked to add the presenter, Dr. Spraggs, to Item 8.b., "Presentation of the Technology/Instructional Technology Master Plan."

Mrs. Martinez asked for Item 3.a., "Minutes – Board of Trustees Workshop – November 18, 2002," to be removed from the consent agenda.

Mr. Handley asked for Item 3.b., "Minutes – Board of Trustees Meeting – November 18, 2002," to be removed from the consent agenda.

2. CONSENT AGENDA:

Dr. Gamble recommended approval of the consent agenda items:

- 6.b. Approval of Architect Selection for Reroofing of Bldgs. #3 and #20, Cocoa Campus
- 7.a. Report on Pending Legal Actions
- 8.a. Approval of Personnel Actions
- 9.a. Approval of Monthly Budget Summary Report – November 2002

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, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

3. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETINGS:

a. Minutes – Board of Trustees Workshop – November 18, 2002

Mrs. Martinez asked for the minutes to be changed on Page 1, Item 2 “District President’s High Priority Projects/Objectives for 2002-2003.” It should be changed to read, in the last sentence: “Mrs. Martinez reported that if an objective or project can not be completed on the planned date, this should be reported as soon as known and circumstances and recovery plans discussed.”

Mr. McCotter moved approval of the Board of Trustees Workshop Minutes from November 18, 2002, as amended. 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. Minutes – Board of Trustees Meeting – November 18, 2002

Mr. Handley asked for the minutes to be changed on Page 4, Item 11.b. “Intercollegiate Athletics Task Force.” It should be changed to read: “Dr. Fettrow reported the Intercollegiate Athletics Task Force Committee was given the ground rule that whatever they recommended it would need to stay within the budget.”

Mrs. Martinez moved approval of the Board of Trustees Meeting Minutes from November 18, 2002, as amended. 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.

4. COMMUNICATIONS:

- a. Presentation on the College Alumni Association – Dr. Armstrong (Addendum)

Dr. Lance Armstrong, President of the Alumni Association Board of Directors, gave a presentation on the status of the BCC Alumni Association. Ms. Debbie Grollmes, BCC Alumni Resource Development Specialist, gave a presentation on the growth of the Alumni Association since the summer of July 2000. The Alumni Association grew from zero members, in the year 2000, to 7,912 members presently. She also reported that 15 of the 28 Florida Community Colleges have an alumni association, with most of them being formed after BCC's Alumni Association was formed.

Mrs. Martinez suggested placing an ad in the King Center program or having information posted in the lobby of the King Center to promote the Alumni Association.

5. CITIZEN'S PRESENTATION:

- a. Mr. Scott Anderson – BCC Golf Team

Mr. Anderson thanked the Board of Trustees for retaining the BCC Golf Program and spoke in support of the program.

- b. Mr. Brent Naylor – BCC Golf Team

Mr. Naylor thanked the Board of Trustees for retaining the Athletics Department and spoke in support of athletics.

6. CONSTRUCTION AND DEVELOPMENT:

- a. Approval of Renovation Plans for Lobby & Watersealing, Bldg. 2, Cocoa Campus – Mr. Little (Addendum)

This item was removed from the agenda by Dr. Gamble.

- b. Approval of Architect Selection for Reroofing of Bldgs. #3 and #20, Cocoa Campus – Mr. Little (Addendum)

Approved – consent agenda.

7. OLD BUSINESS:

- a. Report on Pending Legal Actions – Mr. Matheny (Addendum)
Approved – consent agenda.

8. NEW BUSINESS:

- a. Approval of Personnel Actions – Ms. Oglesby (Addendum)
Approved – consent agenda.
- b. Presentation of the Technology/Instructional Technology Master Plan – Mr. Little/Dr. Spraggs (Addendum)

Dr. Larry Spraggs, Titusville Campus President, gave a presentation on the Technology/Instructional Technology Master Plan (Technology Plan) for BCC and reviewed the nine goals. He reported technology is a strong force in higher education in terms of the way business is done and the way it can be conducted and operated. Dr. Spraggs reported the Technology Plan will always be a working document due to constant technology changes.

Dr. Spraggs reported on the approximate expense to converge all communications to digital format using Voice Over Internet Protocol (IP). He indicated the college is currently reviewing a means to update its current system and has not yet made a decision. Dr. Spraggs reported the present system is coming to a point of antiquation, so a determination will need to be made for a solution. Mr. Little reported the Board will be provided with estimates for the cost difference for Voice Over Internet Protocol implementation prior to a request for approval, which will probably be in January or February 2003.

Dr. Spraggs explained the goal of adopting a total web-based environment pertains to documents and forms the college employees now utilize. These items would all be made available on the web. Dr. Spraggs also explained that BCC would not have software available online for use, but certain software would have to be utilized to access the web through the Intranet.

Dr. Spraggs discussed that as part of the goals and objectives, the college will be reviewing the use of the Blackboard Company for the online academic support service to determine if there may be other more efficient resources.

Mr. Handley asked if there is a community committee as part of the technology plan. Dr. Spraggs indicated feedback is received through various technology advisory committee meetings the college conducts with community representatives.

Mr. Johnson asked if college funding is available to support all of the goals and objectives presented in the Technology Plan. Dr. Spraggs reported Mr. Little will be coordinating funding for the goals and objectives depending on the priority and funding availability.

Dr. Penn Williams expressed concern with the objective of the college going to a totally paperless environment and the security video and communications system. The date listed in the plan to have this in place is 2004 and the date to have a security video and communications system in place is 2003. She felt these dates were unrealistic due to several factors. Mr. Little reported as BCC completed the analysis, it was determined there was not enough funding to move forward with this project.

Dr. Penn Williams asked if the competitors had been identified, specifically in BCC's distance learning area and, if so, if the college obtained information on hardware/software configuration and the expense. Dr. Spraggs reported he was not aware of any specific study, however, reported the plan will be periodically reviewed to determine if modification is required in the dates and goals, as costs of technology change.

Dr. Spraggs reported a "Help Desk" is currently located on each campus linked to a central help desk to assist with technology questions and to provide assistance. Mrs. Martinez cautioned that technology companies are typically working at odds with standardization because they want a way to get their particular equipment or software into businesses and often times that is not the standard.

Mrs. Martinez felt the Technology Plan was a good document for the college's vision as to what areas BCC plans to focus. She recommended BCC determine where it wants to be in the year 2004 and once the "as is" and "should be" are considered, determine what resources are required to reach that goal.

Dr. Penn Williams noted the MIS manpower was not included in the Technology Plan. In addition to the other information provided, the number of hours to accomplish the objectives/goals, along with the ratios such as how many stations are being supported, how many users, and how the cost has been determined should be included in the plan.

Dr. Penn Williams felt the Technology Plan is a good vision, however, is vague and lacked definite goals and objectives and dates with a tie-in to budget. Dr. Gamble reported Collegis, a company specializing in technology, is currently reviewing the college's Technology Plan and will be providing BCC with input. Mr. Handley emphasized reliability should be a strong deciding factor when considering new systems.

Dr. Gamble reported the Technology Plan will be brought to the Board at a future workshop.

c. Request for Board Meeting Agenda Items – Board Members

Dr. Gamble reported the Board was provided a list of topics for future workshops. A new topic was added, which relates to Homeland Security. That will be a presentation at a later date. Dr. Gamble reported the target groups need to be added to the list of workshops, along with Mr. Billings' survey presentation.

9. FINANCIAL ACTIONS:

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

Approved – consent agenda.

10. REPORT OF THE DISTRICT PRESIDENT:

a. Vision Statement of the District President

Dr. Gamble reported that approximately two years ago, there was a question as to whether or not an appropriate vision had been expressed for the college.

Dr. Gamble asked the Board for clarification. He reported that he provided the Board members with the official mission statement of the college. Dr. Gamble also provided the Board members with the vision that he has expressed for himself for the college, which is an outline of the direction he intends to take the college. He reported it is more of an operational vision statement.

Mr. Handley reported that when he read the mission statement, he did not see the King Center, Cocoa Village Playhouse, Planetarium, Palm Bay pool, and other community types of items listed.

Mrs. Martinez suggested placing a plus sign under the second bullet, because that is part of enriching and expanding the educational services of the community.

Mr. Handley reported the Board needs to determine how much of the BCC vision is to support the community, in general, with the facilities such as the King Center and the Cocoa Village Playhouse, that are not specifically educational. Dr. Gamble reported BCC would want to clearly state this in the vision statement. He told the Board members to let him know if they have any concerns or comments regarding the vision statement.

b. SACS Accreditation Visit

Dr. Gamble reported on the handout he provided the Board members is part of BCC's preparation for the SACS accreditation visit.

c. Audit Report of BCC Financial Statements as of June 30, 2002

Dr. Gamble reported on the Audit Report of BCC Financial Statements as of June 30, 2002, which included an opinion that BCC's financial statements were fairly presented in accordance with generally accepted accounting principles and also stated the audit reviewed certain issues of compliance and internal controls. He also reported that no material issues, in either of these areas, were noted. This was a very positive audit for BCC and was a credit to the accounting and business operations.

d. Winter 2002 Commencement Ceremonies

Dr. Gamble reminded the Board that the Winter 2002 commencement ceremonies will take place on Saturday, December 21, 2002, at 1:00 p.m. and at 4:00 p.m. at the King Center for Performing Arts. He reported BCC is anticipating a total of approximately 800 graduates for the ceremonies.

11. COMMITTEE REPORTS:

a. SACS Committee

Mr. Johnson reported the SACS program is on schedule. Dr. Elva Concha LeBlanc, Chair of the BCC SACS visiting team, visited BCC on December 2, 2002, and the visit went well.

Dr. Rosemary Layne, Special Assistant to the District President, SACS/Dean, Staff and Program Development reported the purpose of the visit was to see if BCC is logistically ready for the team that will be visiting BCC at the end of February 2003.

b. Community Partnership

Mr. Johnson reported the Community Partnership with Brevard Community College falls in line with items Dr. Gamble spoke about regarding the quality of education and learning. The objective of the NAACP and the college is to build a first class, affordable education and to get the word out to more people in the community of programs and services offered at BCC. Mr. Johnson referred to a brochure that will be used as a recruiting tool.

c. VIP Task Force

Mrs. Martinez reported the VIP Task Force is presently complete. It designed all of the elements of both faculty and staff VIP programs. A final draft will be brought to the Board in January 2003.

d. King Center for the Performing Arts

Dr. Penn Williams reported the King Center endowment has increased. She reported there has only been one person interested in the development position for the King Center. She also reported the Beach Boys fundraiser is scheduled for the January 30, 2002, and tickets are now on sale.

e. Cocoa Village Playhouse

Mr. McCotter reported the Cocoa Village Playhouse will have four shows this year instead of five. The current show, "Meet Me in St. Louis," has been held over for two weeks. Dr. Brenda Fettrow, Cocoa Campus President, reported this was done to allow things to run smoother between the four different shows.

Mr. McCotter reported on the capital campaign committee to raise money for the annex. He also reported the strategic planning meeting was rescheduled due to schedule conflicts.

f. YMCA

Dr. Fettrow reported there are outstanding possibilities regarding the YMCA. BCC has begun to talk with the architects, so renovations could get started as early as February 2003. This will be subject to Board approval.

12. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 6:08 p.m.

APPROVED: _____
Chair, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees