

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
SPECIAL MEETING**

October 9, 2003
10:10 a.m.

Rm. #113, Building #11
Cocoa Campus

PRESENT: Dr. Alexandra M. Penn Williams, Vice Chair; Mrs. Miriam E. Martinez;
Mrs. Alberta K. Wilson; Dr. Thomas E. Gamble, Secretary;
Mr. Joe Matheny, Attorney

ABSENT: Mr. James W. Handley, Chair; Mr. Rick McCotter

1. CALL TO ORDER:

Dr. Penn Williams, Vice Chair, called the meeting to order.

2. APPROVAL OF INSURANCE COMMITTEE RECOMMENDATION:

Mr. Little reported the BCC Insurance Committee unanimously voted to recommend employee health coverage be switched to the Florida Community College Risk Management Consortium utilizing a Blue Cross/Blue Shield network for the 2004 calendar year. Enrollment for the program takes place during the month of October through November. Mr. Little indicated since the college has to abide by the consortium's timeframe, it required a Special Board meeting in order to proceed with enrollment.

Mr. Little reported there are few choices for employees in this area due to limited provider networks. The college identified three possible insurers: CIGNA, Health First and Blue Cross/Blue Shield. Rate quotes were provided from each insurer with Blue Cross represented by the Florida Community College Risk Management Consortium.

All three companies quoted HMO plans with similar benefits. CIGNA and Health First quoted Point of Service (POS) plans which provide an option for out-of-network care, and the Risk Management Consortium quoted a Preferred Provider Organization (PPO) for out-of-network care. The college will offer the HMO as the standard plan, and the employee can choose to buy-up to the PPO plan. Mr. Little compared the rate for the college, with the college paying \$385.00 per month compared to the school system, which pays \$515.00 per employee per month. BCC is among 22 Florida public community colleges (total of 22,000 employees) in the Risk Management Consortium program.

Mr. Little reported BCC will benefit over the long run due to the organizational makeup of the consortium. He indicated it appears most of the physicians are on the Blue Cross/Blue Shield plan who are currently used through CIGNA. In addition, the PPO buy-up option availability, which would enable the employee to receive services from the physician of choice.

Mrs. Wilson stated it is commendable that the makeup of the Insurance Committee includes a cross-section of individuals representing all areas of the college.

Dr. Gamble recommended approval of the Insurance Committee recommendation.

Mrs. Martinez moved approval of the Insurance Committee recommendation to proceed with the Florida Community College Risk Management Consortium utilizing the Blue Cross/Blue Shield provider network as health insurance provider for employee coverage. Mrs. Wilson seconded the motion. All those in favor of the motion - Martinez, Wilson, Penn Williams; opposed - none. Motion unanimously approved. (Handley and McCotter-absent)

Dr. Gamble reported confirmation of the approval of the recommendation from the Insurance Committee will be placed on the Board agenda for the October 27 meeting.

2. **DISCUSSION OF INTERNAL AUDIT PROCESS:**

Mr. Little reported on the history of the state auditing process. Annually, BCC undergoes a financial statement audit and a federal funds audit. In addition, the college receives a financial and compliance audit every other year, which was an annual audit until 2002. The change in cycles for the financial and compliance audit came as a cost reduction measure in Tallahassee. Since the financial and compliance audit is no longer annual, the state auditors are placing an increased emphasis on small audits by external CPA firms or by internal auditors for the three colleges retaining that function in-house.

Mr. Little recommended BCC contract with a CPA firm for these services. The college has sufficient budget for this activity given the scope of current state audits. Further, he recommended external audits focus on areas which are not commonly examined by the state auditors. It is appropriate for the Board of Trustees to be involved in the process. It was his recommendation to establish a selection committee and solicit request firms which are general and can do a variety of audits.

Dr. Gamble confirmed that the committee, which would include Board representation, would proceed to select the firm. Dr. Penn Williams indicated the committee should outline the scope of work that would be required of the CPA, as this would help to build the criteria for selection. Mr. Little reported typically when an external firm is brought in, a meeting is held to recommend audits and they assist in providing expertise in this capacity.

Dr. Gamble stated the action does not require a vote. Mr. Little will start the process of preparing a document to send out to CPA firms in the area. A Board representative will be appointed to serve on the committee at the next Board meeting (October 27).

Mr. Little will prepare a preliminary document indicating the "scope of work" required by the auditor.

3. **ADJOURNMENT:**

There being no further business to come before the Board, the Special Board meeting adjourned at 10:30 a.m.

APPROVED: _____
Chair, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees