

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

December 15, 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. Additions/Corrections to Agenda

Dr. Gamble requested that a YMCA update and presentation be added to the agenda under Item 1.b.

Dr. Gamble requested that a presentation of the new campus security uniforms be added to the agenda under Item 1.d.

Dr. Gamble stated that Items 4.a. and 4.b. would be removed from the agenda.

b. YMCA Update and Presentation of Plaque to Trustees and Dr. Gamble

Dr. Fettrow, President, Cocoa Campus, introduced Mr. John Vasbinder, YMCA District Director, Brevard County and Mr. Chris Jaffe, Director, Cocoa YMCA Family Center. Mr. Jaffe is located onsite at the Cocoa Campus and will manage the BCC YMCA facility operations.

The groundbreaking ceremony was held on Thursday, December 11, 2003. Demolition has been completed and construction will commence on January 5, 2004, with a projected February completion date.

Dr. Fettrow presented plaques to the Trustees and Dr. Gamble in appreciation for their support and assistance with the YMCA project.

c. Recognition of Dr. Katherine Cobb, President, Virtual Campus and Mr. Joe Williams, General Manager, WBCC-TV Station

Dr. Gamble reported on the recent opening of the Digital Media Center Television Station, which commenced with a successful open house. This is a significant step toward future advancements for the college in the digital arena.

Mr. Handley presented Dr. Cobb and Mr. Williams with a plaque in commemoration of the grand opening of the WBCC-TV Station.

d. Presentation of the Updated Campus Security Police Uniforms

Mr. Craig Carman, Director, Collegewide Safety and Security, presented the newly updated uniforms for male and female security officers, which are easily recognizable and present a professional appearance for the college.

2. **CONSENT AGENDA:**

Mr. McCotter requested that item 6.b., "Approval of Guaranteed Maximum Price for Revised Cocoa Campus Perimeter Project" be removed from the consent agenda. Dr. Gamble recommended approval of the remaining consent agenda items:

- 3.a. Approval of Minutes – Board of Trustees Workshop – November 24, 2003
- 3.b. Approval of Minutes – Board of Trustees Meeting – November 24, 2003
- 9.a. Approval of Monthly Budget Status Report, November 2003
- 9.c. Approval of Disposition of Surplus Property

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 – November 24, 2003

Approved – consent agenda.

- b. Minutes – Board of Trustees Meeting – November 24, 2003

Approved – consent agenda.

4. **COMMUNICATIONS:**

- a. Presentation on the Athletics Program – Mr. Ernie Rosseau

Mr. Ernie Rosseau, Athletic Director, reported he was appointed as Brevard Community College's Athletic Director effective on July 1, 2003 following Don Smith's retirement.

Mr. Rosseau provided an overview of the current athletics' program at BCC, which has recently undergone many significant changes. Volleyball and baseball programs have

been successfully reinstated; improvements have been made to the local gymnasiums; the golf program continues to thrive and experience tremendous success; and, the men's basketball team has been moved from Cocoa to Melbourne.

Mr. Rosseau indicated that he places an emphasis on local recruitment of student athletes; commitment to local vendors, associations and businesses for necessary expenditures; adding clinics and other venues for fundraising; and, ensuring academic excellence of student athletes.

Mrs. Wilson inquired if the relocation of the Athletic Department negatively affected the students. Mr. Rosseau responded that there has been no negative impact on participation to-date. Mrs. Wilson also asked about compliance with gender equity in athletics, Title IX. Dr. Gamble responded that the college is in compliance and will work within budgetary confines in order to provide fair opportunities for athletes based on the required student population ratio formula.

5. CITIZEN'S PRESENTATION:

None.

6. CONSTRUCTION AND DEVELOPMENT:

a. Approval of Updated Plans for the Cocoa Perimeter Site Improvements – Mr. Little/ Florida Architects

Mr. Al Little, VP, Financial and Administrative Service/Chief Technical Officer, introduced Mr. Joe Sorci, Florida Architects, who provided a graphic presentation of plan revisions to the Cocoa perimeter. The change was made in order to maintain the existing row of oak trees, thus conserving the trees, as well as saving time and money while maintaining the idea and integrity of the previous plan. Dr. Gamble recommended approval of the updated plans for the Cocoa perimeter site improvements.

Mrs. Martinez moved approval of Updated Plans for the Cocoa Perimeter Site Improvements.

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 Guaranteed Maximum Price for Revised Cocoa Campus Perimeter Project – Mr. Little

Mr. Al Little, VP, Financial and Administrative Services/Chief Technical Officer, explained that construction manager, H. J. High reviewed the Cocoa Campus Perimeter Project and provided a guaranteed maximum price quote of \$1,118,979.00, which falls

within budgetary limitations. Dr. Gamble recommended approval of the guaranteed maximum price for the revised Cocoa Campus perimeter project.

Mrs. Wilson moved approval of Guaranteed Maximum Price for the Revised Cocoa Campus Perimeter Project in the amount of \$1,118,979. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Wilson, Martinez, Handley, McCotter and Penn Williams; opposed – none. Motion unanimously approved.

c. Approval of Plans for Renovations to Building #17, Cocoa Campus – Mr. Little/ Florida Architects

Mr. Joe Sorci, Florida Architects, described the plans for renovating Building #17, Cocoa Campus. He explained that previously one side of Building #17 was utilized for the physical therapy department, while the other side was used for a central chiller plant that still serves part of the campus. Construction of the building is sound and efficient so plans were able to be drawn up to renovate the first floor of the building within budget according to state building codes. The exterior of the building and the second floor will be renovated at some point in the future. Estimated completion of the project is July 2004. Dr. Gamble explained that this area will be used for classrooms as well as the Allied Health office space and recommended approval of the plans for renovations to Building #17, Cocoa Campus.

Mrs. Martinez moved approval of the Plans for Renovations to Building #17, Cocoa Campus. 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.

7. **OLD BUSINESS:**

a. Report on Pending Legal Actions – Mr. Matheny

None.

8. NEW BUSINESS:

a. Personnel Actions

(1) Approval of Ratification of Faculty Volunteer Incentive Program Agreement – Ms. Oglesby

Ms. Joni Oglesby, AVP, Human Resources, stated that she hoped there would be Union representation at the meeting, however, indicated that she had received an oral indication that the ratification would be signed today. She reported Mr. Jesse Hogg, labor attorney, instructed that the Board should ratify the agreement, despite the Union's absence at today's meeting. Mr. Matheny concurred that executing the document in this manner would be fine as the document would be null and void if the Union does not ratify it as planned. Dr. Gamble recommended approval of the Ratification of the Faculty Volunteer Incentive Program Agreement

Mrs. Martinez moved approval of Ratification of the Faculty Volunteer Incentive Program Agreement, as revised, subject to pending execution by the appropriate Union individual within ten (10) calendar days from today's date. 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.

(2) Report on Staff Divisional and Collegewide VIP Program – Ms. Oglesby

Ms. Joni Oglesby, AVP, Human Resources, reported on the outcome of this year's Staff VIP Program incentive program. This year sixty-seven (67) VIP awards were distributed under the revised program. Of these, ten were chosen as the "best of the best" for additional monetary recognition. Ms. Oglesby explained that committees are established on each campus for non-exempt employees, chaired by the Campus Dean. The Campus Deans then forward recommendations through the Campus President. For exempt employees, there is a committee on each campus, chaired by the Campus President. Their recommendations are forwarded to the District President and his designee. Each of these can nominate up to 15% of the assigned full time and regular employees. The remainder of the employees and District Staff are reviewed by a committee chaired by Mr. Little and members of the Cabinet. The Cabinet then reviews the nomination packages of all those recommended for the VIP award and chooses the ten for additional recognition as being the "best of the best."

b. Request for Board Meeting Agenda Items

None.

9. FINANCIAL ACTIONS:

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

Approved – consent agenda.

- b. Approval of DSO 2002-2003 DSO Financial Statements/IRS 990 Tax Return and DSO Audit Review Checklists – Mr. Cherry

Mr. Mark Cherry, AVP, Financial Services, presented and explained data contained in the Direct Support Organization (DSO) performance review charts, which were prepared for each DSO at the Board's request. Mrs. Martinez explained that the downturn in the economy has caused buying trends to change, which will affect the current income data. Mr. Cherry further reported that because the stock market has improved, investment earnings are improving significantly for the King Center and Foundation. He indicated that endowments were not reflected in the charts. Mr. Handley suggested that in the future DSO endowments should be reflected in a separate chart showing progress for the last five years, and also including administrative or any other fees moving out of the endowment. Dr. Gamble recommended approval of the 2002-2003 DSO Financial Statements/IRS 990 Tax Return and DSO Audit Review Checklists.

Mr. McCotter moved approval of DSO 2002-2003 DSO Financial Statements/IRS 990 Tax Return and DSO Audit Review Checklists. Mrs. Wilson seconded the motion. All those voting in favor of the motion – McCotter, Wilson, Handley, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

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

Approved – consent agenda.

- d. Approval of Internal Audit Committee Recommendation – Mr. Little

Mr. Al Little, VP, Financial and Administrative Service/Chief Technical Officer, reported that in the past internal auditors were not necessary as the state auditors completed internal audits. Recently, however, the state auditors have moved to a bi-annual cycle for operational and compliance audits, while maintaining an annual financial audit cycle. As a result of this change, the state auditors have requested the colleges formulate an internal audit plan. A CPA auditor will need to be contracted to provide limited services between the bi-annual state audits, which should not be a major cost to the college. An Internal Audit Committee comprised of the administration and a Board representative, has considered the qualifications of the sole RFP response received from Hoyman Dobson and Co. and are pleased with their qualifications and interest in providing this service.

Their first task will be to perform a risk assessment of the college's activities, which will be the basis for an annual plan. Dr. Gamble recommended approval of the Internal Audit Committee recommendation.

Mr. McCotter moved approval of the Internal Audit Committee recommendation. 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.

10. REPORT OF THE DISTRICT PRESIDENT:

a. BCC's Ten Year Reaccreditation Received

Dr. Gamble reported that the college has received its 10 year reaffirmation of accreditation by SACS.

b. Institutional Accountability Process Report

Dr. Gamble reported a copy of the Institutional Accountability Process report has been provided to the Board for review.

c. Holiday Greeting Cards

Dr. Gamble stated that he opted to send electronic holiday greetings this year in response to cost and political ethics concerns.

d. Accelerated Programs Brochure

Dr. Gamble shared a brochure with the Board, which explains and clarifies the differences between the three accelerated programs offered across the state, i.e. dual enrollment, early admission and credit in escrow.

e. Graduation Ceremonies

Dr. Gamble reminded the Board that Fall Graduation ceremonies will be held on Saturday, December 20, 2003, at 1:00 p.m. and 4:00 p.m. at the King Center. Approximately 800 students are expected to walk for the two ceremonies. Judge Torpy will be honored as Distinguished Alumni and Walt Gilfilen as Distinguished Service awardees.

f. Holiday Concert

Dr. Gamble stated the Holiday concert will be held on Sunday, December 21st at 4:00 p.m. with Brevard Community Chorus and Orchestra.

g. Building #3, Palm Bay Campus Construction

Dr. Gamble reported that third floor construction of Building 3 at Palm Bay Campus, is now underway and scheduled for completion in mid-January. The University of Central Florida agreed to complete the third floor construction.

h. College Holiday Closing

Dr. Gamble reported BCC will be closed beginning the close of business on Tuesday, December 23, 2003, through Sunday, January 4, 2004 for the holiday. The staff will return to work on Monday, January 5, 2004, and classes resume on Wednesday, January 7, 2004.

i. Hospital Administrative Meeting

Dr. Gamble reported that the local hospital administrators and nursing directors have now agreed to a meeting on January 12, 2004, to explore a potential partnership agreement.

j. IBT&CE Schedule

Dr. Gamble shared copies of the upcoming Institute for Business Training & Community Education schedule for the Board's information.

k. "Future of Human Spaceflight" News Insert

Dr. Gamble provided copies to the Board of the "Future of Human Spaceflight" newspaper insert.

11. COMMITTEE REPORTS:

a. Alumni Association

Mrs. Wilson reported that the Alumni Association, under the direction of Ms. Debbie Grollmes, has been very busy. The Burdines/BSYO charity event raised \$593, which is 4% of their fiscal year budget. The "Evening Under the Stars" event grossed \$1,300, which netted \$585 profit for the Foundation. In addition, Dr. Lance Armstrong presented a \$1,000 donation from the Florida Chiropractic Association, which will be presented annually. Many other fundraising events are planned.

b. BCC Foundation

Mr. Handley reported that Dr. Elena Flom will retire on March 31, 2004; she will be missed. A search committee has been formed for a suitable replacement. A Foundation retreat was held several months ago at which time goals and objectives were formulated, that have now been approved. Dr. Penn Williams suggested that this be presented at a future meeting.

c. Cocoa Village Playhouse

Mr. McCotter reported that Mr. Walt Gilfilen is spearheading the Capital Campaign and compiling a list of prospects for contributions to annex.

d. YMCA

Mr. McCotter reported that the YMCA Groundbreaking Ceremony was held on Thursday, December 11, 2003. The facility is scheduled to open in mid-February. He reported that he will be attending the Cocoa City Council meeting on January 13, 2004, along with Dr. Fettrow and Mr. Vasbinder, to present the city representatives with a plaque in appreciation of the \$350,000 contribution to be distributed over a five year period. Mr. Handley stated that there was a need to advertise that joining the BCC YMCA will enable participation at all Brevard County YMCA's.

e. King Center

Mrs. Martinez reported that the Josh Grobin concert sold out in twenty minutes at premium prices. Also the ballet company that performed the Nutcracker this year provided an outstanding performance of high quality, complete with a live performance by the Brevard Symphony Orchestra. Many local youth were featured, which was a great opportunity for them.

f. Planetarium

Mr. Handley reported that a Planetarium capabilities video is being prepared and should be finished in the near future. Mrs. Martinez inquired if it were possible to expand the Planetarium's show offering by "sharing" with other institutions. Mr. Handley explained that because the shows are leased, he believes that would prohibit sharing, but he will investigate the possibility.

g. Florida Department of Education

Dr. Penn Williams reported that the legislators were in town the preceding week for Committee Week. Recently a new State Workforce Development Director, Bonnie Marmor, has been hired to replace Larry Larson, who retired several months ago. She stated that community colleges are currently working with Universal Pre-K and alternative teacher certification partnerships. Dr. Gamble indicated the message has been conveyed regarding unfunded enrollment for the community college and the Governor has been very supportive of the issues. He is optimistic about future funding judging from the legislative feedback he has been hearing.

12. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 6:30 p.m.

APPROVED: _____

Chair, District Board of Trustees

ATTESTED: _____

Secretary, District Board of Trustees