

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

April 26, 1999
3:00 P.M.

Performing Arts Center, Rm. 168
Melbourne Campus

PRESENT: Peter J. Morton, Chairman; Betts O. Silv

3. COMMUNICATIONS:

a. Recognition of 1999 All-USA Academic Team

Dr. Gamble and Mr. Morton recognized and presented certificates to Ms. Philippa Lackie, Mr. Michael Blumenthal, Ms.

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4. CITIZEN'S PRESENTATION:

None

5. OLD BUSINESS:

a. Report on Pending Legal Actions

(1) St. Johns River Water Management District

Mr. Matheny reported the sale of the Palm Bay property to the St. Johns River Water Management District (SJRWMD) has been concluded. He was advised that the SJRWMD plans to construct a \$3.5 million facility on the approximate eleven acres of property. Mr. Matheny reported approximately \$190,000 was required for the closing of the SJRWMD property by the college. Mr. Matheny reported the \$70,000 connection fee charged by the City of Palm Bay was not paid by Brevard Community College.

b. Report on Midwest Research Institute (MRI)/TRDA Update (Addendum)

Dr. Gamble reported Midwest Research Institute (MRI) has assumed management of the Brevard Teaching and Research Labs (BTRL) facility. Also, negotiations have taken place with the Technological Research and Development Authority (TRDA) for the business incubator proposal at the Cleanroom facility. Dr. Gamble asked Dr. Bert Purga, Palm Bay Campus President, to provide an update on the MRI transition.

Dr. Purga reported MRI is progressively marketing the BTRL facility which is now known as the Florida Division of MRI. All 28 staff members at BTRL have

place between the EDA and TRDA in that TRDA would prefer to have a management contract similar to the MRI relationship. Dr. Purga reported TRDA has contracted with the East Central Florida Economic Council to assist with marketing the business incubator. He reported the requested appropriation from Tallahassee should cover the conversion of the building and the first three years of operation as the draft proposal from TRDA indicates.

Dr. Gamble reported BCC is retaining the student access which the College wanted in both the MRI and Cleanroom facilities. Mr. Healy felt Mr. Mike Williams should be involved in the planning of the business incubator as he was the general contractor who originally constructed the facility. Dr. Gamble reported under the original concept, TRDA is basically leasing the facility from the College. EDA is suggesting they would like for TRDA and FERF to be a partner in the operation of the business incubator. TRDA would provide the management of the facility.

Mr. Little reported the statute that authorizes community colleges to have these type of facilities requires the facility to be a college-owned property and the cleanroom is not college-owned property. There is a one-year fixed bill which is expected to pass this year which will allow BCC to set up a \$1 lease with FERF and BCC to lease the facility and then allow TRDA to manage the facility. Mr. Little reported what is being proposed is contingent upon legal authority to have this type of relationship. Mr. Matheny reported if the EDA would allow it, it would be appropriate to have FERF deed the property to the College.

Dr. Purga reported all operations of the Cleanroom have been covered by grants so it currently, and has not for the past number of months, been expending the College's general fund and the grant coverage is expected to go beyond the date that TRDA would assume responsibility of the operation.

c. Approval of College Policy Revisions (Addendum)

Dr. Gamble reported the proposed policy revisions for College Policy 301.02, Employee Benefits and Policy 302.03, Employee Leaves of Absence were presented last month as part of the approval for benefits for part-time employees. Policies are recommended for a first reading by the Board, then presented the next month for approval; therefore Polic

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Dr. Penn Williams moved approval of revisions to the College Policies 301.02 and 302.03. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Penn Williams, Martinez, Silvernail, Healy,

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Dr. Gamble discussed a numbe

The third finding relates to the method used to calculate a former employee's final payout of unused sick leave. During the two or three years prior to his termination, this employee had opted to receive the severance benefit allotted in the executive benefit employee plan as a monthly payout as allowed in the plan. At the time of the termination, the question arose as to whether this monthly payment should be considered as part of the hourly rate in determining the payout. After a great deal of consideration, the college administration determined that the payout would include the supplemental pay as part of the daily rate. Subsequently, the administration determined to change this practice and the executive employee benefit plan was amended to prohibit monthly payments of this benefit for employees not already receiving the monthly benefit. The auditors feel the policy should be further clarified regarding the final payout since there are two individuals who continue to receive the monthly payment. Mr. Little reported the college plans to bring this requested revision to the Board of Trustees in the future for approval.

The fourth finding in the audit repeats last year's direct support organization finding. Other than updating the financial numbers, there is little new addition that is listed in the finding. Mr. Little reported the fifth finding is shown in every audit report in the state this year and is a required statement regarding the Year 2000 compliance effort. BCC feels and the auditors agree that BCC is taking the proper steps to ensure that operations will continue as normal for the year 2000.

The final section of the audit mentions a follow-up item from last year's audit. Mr. Little reported last year the auditors questioned the appropriateness of the capital improvement fee to build a child care center. Although the statutes allow this type of expenditure, it is restricted to \$0.15 per credit hour. The college applied the \$0.15 threshold against all capital improvement fees collected over the ten years that the fee has been established. The auditors took the position that the college could only spend funds from the current year collections and asked the college to seek a legal opinion. Mr. Little reported at the time of the report the college had not received the legal opinion. The opinion was received this past week. The Division of Community Colleges' general counsel basically stated that if BCC wanted to use prior collections in the computation of the maximum allowable child care expenditure the appropriate amount of cash each year should have been saved until there was enough to build the project.

Mr. Little reported, in summary, the college administration is pleased with the outcome of the audit and feels that significant progress has been made in this area.

Dr. Gamble reported most of the findings relate to history and he assured the Board the current administration is taking reasonable steps to meet all of the challenges as explained. The college is encouraged that progress is being made and the future looks better. Mr. Morton suggested that an analysis be conducted of the cost to construct the child care facility. Dr. Gamble stated a report will be made to the Board at a future meeting on the cost of the of the child care center operation as a business and the relationship to the educational program. Dr. Gamble recommended acceptance of the State Audit report.

Mr. Healy moved acceptance of the State Audit, fiscal year ending June 30, 1998. Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Healy, Penn Williams, Martinez, Silvernail, Morton; opposed - none. Motion unanimously approved.

d. Approval of Interinstitutional Articulation Agreement with the Brevard County School System - Ms. Bilsky (Addendum)

Dr. Gamble asked Ms. Judy Bilsky, Dean of Educational Services, to provide a summary to the Board on what has occurred with the articulation agreement between BCC and the School System. Ms. Bilsky reported BCC has had an articulation agreement with the School System for many years, however, it has not been renegotiated for at least the past five years. Ms. Bilsky reported that accelerated programs are covered in the articulation agreement. These include dual enrollment and early admissions which are both programs whereby high school students simultaneously earn high school and college credits. Eligible high school students in either program do not pay an application fee to the college, tuition, lab fees or textbook cost if they are public high school students in Brevard County. Dual enrollment is open to eligible 10th-12th graders with classes being held both on the BCC campuses and also at local high schools during the regular high school day. Instructors all must meet college goals and objectives in BCC's course plans and must meet SACS qualifications to be eligible to teach. Early admissions is open only to eligible 12th grade students. All senior year classes are taken at BCC and students only enter in the fall at the beginning of their senior year and must register for a minimum of 15 semester hours in the fall and spring terms. While students are taking their classes at BCC they are eligible to participate in any of their high school activities.

Ms. Bilsky reviewed the major changes in the new agreement. One change involved the formula for dual enrollment to make it more equitable and more in line with other districts in the state. Under the new agreement, BCC will reimburse the school district for 50% of the instructional cost for high school instructors based on a uniform hourly rate of \$29.00 an hour. The new agreement also eliminates all textbook charges to the college for both dual enrollment and early admission students. The total reimbursement costs to the college will be reduced by approximately 54% under the new proposal. Ms. Bilsky reported \$465,000 is the current cost to BCC for these programs; with the new agreement the cost will be \$212,000.

Ms. Bilsky reported the renegotiated agreement will be presented to the School Board for approval. Dr. Gamble reported his experience in two other states in which there was dual enrollment involved is that Florida is the only state he is aware of other than California that does not require any payment from the student whatsoever. Florida has gone the route of not charging the students and he felt it placed a burden on the public school system and the college to meet these demands. Dr. Gamble stated the new agreement places a reasonable expectation on the public school for a fair share participation in the program. Dr. Gamble reported BCC has experienced a very positive partnership with the school system and has been very pleased with the negotiations on the agreement.

Dr. Penn Williams moved approval of the articulation agreement between the Brevard County School System and BCC. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Penn Williams, Martinez, Silvernail, Healy, Morton; opposed - none. Motion unanimously approved.

e. Recommendations for Florida Education and Research Foundation (FERF)
(Addendum)

Mr. Morton reported Mr. Mike Williams, M.H. Williams Construction, Inc. has been recommended for appointment to the FERF Board.

Mr. Healy moved approval of the appointment of Mr. Mike Williams to the FERF Board. Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Healy, Penn Williams, Silvernail, Martinez, Morton; opposed - none. Motion unanimously approved.

f. Approval of Out-of-District Course - Dr. Smith (Addendum)

Dr. Gamble asked Dr. Joe Lee Smith, Cocoa Campus President, to present the recommendation for out-of-district instruction. Dr. Smith reported the college has had for many years the study abroad program. He reported the program, AMajestic Europe,[®] allows the students to earn six hours of Humanities credit. In leading up to those six hours, the student must spend 18 hours of instructional time on campus and then two weeks is spent in travel in Europe. Dr. Smith introduced Ms. Cindy Donahue, Co-Coordinator of the Study Abroad Program, who was available to answer technical questions.

Mr. Healy moved approval of the study abroad program, AMajestic Europe.[®] Mrs. Martinez seconded the motion. All those voting in favor of the motion - Healy, Martinez, Silvernail, Penn Williams, Morton; opposed - none. Motion unanimously approved.

7. FINANCIAL ACTIONS:

a. Acknowledgment - Monthly Financial Summary - March 1999
(Addendum)

Mr. Little reported the financial condition for the year-s budget continues to look good. The college is analyzing Brevard Teaching and Research Labs up through the end of March when the takeover by MRI occurred. This could significantly impact the college depending on their operations. Mr. Little hoped to bring the Board that information to the May 17 Board meeting. In addition, Mr. Little will be bringing a write-off revision policy to the Board which could also impact the college budget. Mr. Little reviewed the financial summary and stated the college-s budget is basically break even at this time. Mr. Little answered questions presented by the Board. A budget workshop on the proposed 1999-2000 budget will be scheduled in late May or early June. Mr. Morton acknowledged receipt of the March Monthly Financial Summary.

