

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

May 17, 1999
3:00 P.M.

Rm. #231, Administration Bldg.
Cocoa Campus

PRESENT: Peter J. Morton, Chairman; Betts O. Silvernail, Vice-Chairman; Patrick F. Healy,
Mrs. Miriam Martinez, Dr. Alexandra M. Penn Williams, Joe D. Matheny,

Dr. Gamble recommended approval of the resolution.

Mrs. Silvernail moved approval of the resolution. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Silvernail, Martinez, Penn Williams, Healy, Morton; opposed - none. Motion unanimously approved.

Mr. Healy expressed the Board's appreciation to TRDA and Mr. Kinney for their assistance with the business incubator proposal for the Cleanroom.

4. CITIZEN'S PRESENTATION:

None

5. CONSTRUCTION & DEVELOPMENT:

a. Performing Arts Center Expansion - Melbourne Campus - Mr. Nohrr
(Addendum)

Dr. Gamble introduced Mr. Phil Nohrr, Chairman of the Performing Arts Center Board of Directors, who presented the remodeling project plans for the King Center of the Performing Arts. Mr. Nohrr reported previously the Board of Trustees had approved an architectural contract with Briel, Rhame, Poynter and Houser, Inc. (BRPH) for much needed improvements to the Performing Arts Center to expand the women's restroom facility and ticket booth area. It was decided that it would be more feasible to locate an additional women's restroom at the facility on the south side of the main floor between the covered walkway and the building. Mr. Nohrr reported the projected additional cost to locate another restroom facility as opposed to expanding the existing facility is \$50,000 for a total of \$225,000. The funds for the remodeling project will be provided by the King Center for the Performing Arts without cost to the college budget. Mr. Nohrr reported the project cost will be approximately \$456,000, not including the architectural fee, for the addition of a women's restroom facility and expansion of the ticket booth area. BRPH has agreed to provide their services to develop the plan at the price originally agreed upon. It is desired that the project move forward under a construction management approach to take advantage of the

Mr. Healy moved approval to authorize the Board of Directors of the King Center for the Performing Arts to let a contract to provide an additional women's restroom facility and to expand the ticket booth area on a construction management basis with the cost of the same being paid by King Center funds. Mrs. Silvernail seconded the motion. All those voting in favor of the motion - Healy, Silvernail, Martinez, Penn Williams, Morton; opposed - none. Motion unanimously approved.

6. OLD BUSINESS:

a. Report on Pending Legal Actions (Addendum)

Mr. Matheny had nothing additional to add to his Legal Summary.

b. Update on Florida MRI Contract - Dr. Hall

Dr. Gamble introduced Dr. Andrea Hall, Senior Vice President, Midwest Research Institute (MRI), who provided an update report on the lab. Dr. Hall reviewed her background as an MRI corporate representative on the management and operation contract; provided information to the Board on MRI and provided a status report on the facility. Dr. Hall reported she is responsible for research and technical operations in four locations around the country. Dr. Hall reported excellent progress has been made in transitioning the infrastructure from the Brevard Teaching and Research Labs to MRI. Employees have been transferred, business contracts are in place, Accounting and Contracts has reviewed the records and current contracts are in place and MRI is moving forward in conducting those contracts. Health and safety reviews were conducted and MRI will be conducting quality assurance training. Dr. Hall reported of major interest to all parties will be to bring the cost of the laboratory in line and to increase the business and revenues of the laboratory. After one month, MRI is on budget as outlined in the management and operations agreement. A new Department of Defense contract has been received by MRI for \$200,000 which will be conducted in the laboratory. Dr. Hall reported a senior molecular biologist was hired from a research firm in California who will be joining MRI this summer when he has contract research to support himself. Dr. Helmstetter, Director of the Laboratory, has presented to Dr. Hall his first draft of a marketing plan and MRI's senior marketing unit will provide support to implement the plan. Finally, Dr. Hall reported MRI's agreement with the college requires they provide a written plan

Mr. Healy moved approval of the Personnel Actions. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Silvernail, Healy, Martinez, Penn Williams, Morton; opposed - none. Motion unanimously approved.

c. Appointment of Board of Trustees to Board of Directors, Direct Support Organizations - Dr. Gamble (Addendum)

Dr. Gamble reported each of the Direct Support Organization (DSO) boards are required by definition to have a representative from the Board of Trustees as a member. Due to the change in Board members, Dr. Gamble requested that the Board consider filling the positions. The Board of Trustees agreed to the following DSO Board representation: King Center for the Performing Arts - Dr. Penn Williams; Foundation Board - Mrs. Silvernail; Florida Education and Research Foundation - Mrs. Martinez; Cocoa Village Playhouse - Mr. Johnson and Brevard Teaching and Research Laboratory - Mr. Handley.

Mr. Healy moved approval of the recommendations of the Board of Trustees for DSO representatives as stated. Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Martinez, Healy, Silvernail, Penn Williams, Morton; opposed - none. Motion unanimously approved.

d. Proposed College Seal/Logo - Ms. Bradley (Addendum)

Dr. Gamble reported a review had been conducted of BCC's official seal and logo with regard to them being updated. He requested Ms. Ingrid Bradley, Associate Vice President for Community Relations and Marketing; work with the members of her staff and other representative to develop a proposed design. Dr. Gamble reported the designs have been reviewed by the District Cabinet who felt the seal and logo represent the institution well. Ms. Bradley reviewed the development of the BCC seal and logo. The seal is an official franking tool of the college and the logo does not have a legal status. Dr. Gamble reported the current seal does not identify the four college campuses; therefore, this has been added to the proposed seal. Dr. Gamble reported the current stacked BCC logo will still be utilized for certain items.

Mrs. Silvernail moved approval of the updated BCC seal and logo as presented. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Healy, Penn Williams, Martinez, Silvernail, Morton; opposed - none. Motion unanimously approved.

8. FINANCIAL ACTIONS:

- a. Acknowledgment - Monthly Financial Summary - April 1999 - Mr. Little
(Addendum)

Mr. Little reviewed the financial summary for April 1999 and stated we are getting close to the end of the budget year and it looks as though the college is right on target. Mr. Little reported he anticipated having some surplus to add to the fund balance. Mr. Morton acknowledged receipt of the April Monthly Financial Summary.

- b. Approval of Disposition of Surplus Property - Mr. Little (Addendum)

Mr. Little reported every year the property custodian tours and physically inspects each item on the college inventory. The Board's approval is requested to write-off the property listed and to approve the donation of three older computers to two different churches. Mr. Little reported a Florida Statute governs surplus property and the college once a year conducts an auction which is publicly advertised and anyone is eligible to bid on the items. Mr. Raphael provided comments on the audit he provided and confirmed the disposition of surplus property as recommended. Mr. Little recommended approval of the disposition of surplus property.

Mrs. Silvernail moved approval of the disposition of surplus property. Mr. Healy seconded the motion. All those voting in favor of the motion - Silvernail, Healy, Penn Williams, Martinez, Morton; opposed - none. Motion unanimously approved.

- c. Academic Improvement Trust Fund Policy (1st reading) - Mr. Little (Addendum)

Mr. Little reported the proposed policy is a change to the Florida Academic Improvement Trust Fund Policy to correspond to the update in Florida Statutes.

The statutes have removed the high achiever requirement regarding scholarships and the former policy had some wording regarding the King Center and recovering losses from performances. Mr. Little reported the college review has shown that is not an acceptable use of the Academic Improvement Trust Fund dollars, therefore, it is being taken out of the college policy. Dr. Gamble reported this policy will be presented at the June 1999 Board of Trustees meeting to be considered or approval.

d. Revision to College Policy 200.06 (1st reading) - Mr. Little

Mr. Little requested Mr. Mark Cherry, Associate Vice President for Accounting, review the proposed revision to College Policy 200.06, Account Writeoffs. Mr. Cherry reported the college is recommending a change in Policy 200.06 for the treatment of uncollectible accounts to require all accounts uncollected after two years to be presented to the Board annually to be written off. Mr. Cherry reported this change greatly simplifies the data processing and handling involved in presenting this list to the Board of Trustees. The write-off of uncollectible accounts is merely an accounting transaction necessary to report receivables at net realizable value as required by generally accepted accounting principals. Mr. Cherry reported the balance remains on the student's subsidiary record and the student is prohibited from conducting business with the college until the matter is resolved and collection efforts are not impacted by the write-off status of the account. This policy will be presented at the June 1999 Board of Trustees meeting to be considered for approval.

9. **INTERNAL AUDITOR-S REPORT:**

None

10. **REPORT OF THE DISTRICT PRESIDENT:**

a. **Spring Graduation Ceremony**

Dr. Gamble reported 917 students met the graduation requirements and 420 of those students attended the Spring Graduation ceremony. There were 612 Associate in Arts degrees, 171 Associate in Science degrees and 134 Postsecondary Vocational Certificates awarded. More than 1,300 spectators and graduates attended the commencement ceremony which was videotaped for the first time.

Board of Trustees Meeting

f. Board Workshop - FY 1999-2000 Budget

Dr. Gamble reminded the Board of Trustees that a FY 1999-2000 Budget Workshop has been scheduled on June 14 at 3:00 p.m. in Rm. #168 of the Performing Arts Center, Melbourne Campus. There will be a regular Board of Trustees meeting held on Monday, June 21 at 3:00 p.m. at the same location. Dr. Gamble reported the Board of Trustees should anticipate the election of Board officers at the June 21 meeting.

g. Dr. Gamble's Schedule

Dr. Gamble reported he will be making two remaining trips up north May 21-25 and June 3-4 for his daughters' graduations.