

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

July 19, 1999
3:00 P.M.

Rm. #231, Administration Bldg.
Cocoa Campus

PRESENT: Eugene C. Johnson, Chairman, Betts O. Silvernail, James W. Handley, Miriam E. Martinez, Dr. Alexandra M. Penn Williams, Joe D. Matheny, Attorney; Thomas E. Gamble, Secretary

1. CALL TO ORDER:

Mr. Johnson, Chairman, called the meeting to order.

2. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETINGS:

a. Minutes - Board of Trustees Budget Workshop - June 14, 1999

Mrs. Martinez moved approval of the minutes of the Board of Trustees Budget Workshop meeting of June 14, 1999.

Mrs. Silvernail seconded the motion. All those voting in favor of the motion - Handley, Martinez, Silvernail, Penn Williams, Johnson; opposed - none. Motion unanimously approved.

b. Minutes - Board of Trustees Meeting - June 21, 1999

Mr. Handley moved approval of the minutes of the Board of Trustees meeting with corrections as noted by Mrs. Silvernail.

Mrs. Silvernail seconded the motion. All those voting in favor of the motion - Handley, Martinez, Silvernail, Penn Williams, Johnson; opposed - none. Motion unanimously approved.

3. COMMUNICATIONS:

a. Report on MRI/Business Plan - Dr. Andrea Hall (Addendum)

Dr. Bert Purga, Palm Bay Campus President, introduced Dr. Andrea Hall, Senior Vice President, Midwest Research Institute. Dr. Hall reported Midwest Research Institute (MRI) for the quarter April-June 1999 had a net gain from projects at the Brevard Teaching and Research Laboratory in the amount of \$18,073.00.

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representative of funding over the college's \$45 million operating budget and allows the college to initiate many new and innovative programs. The Development Office typically works with faculty and staff to identify funding sources, plan and develop comprehensive proposals and subsequently submit those proposals to the funding agency. Mr. Margiotta reported over the past year the college received an award of more than \$4.6 million to Brevard Employment and Training Consortium which was the single largest competitive award to the college. A grant of \$1.6 million was received for the BCC joint-use facility in Palm Bay and for the first time ever the college received three Capitalization Incentive Grants from the Post-secondary Education and Planning Committee of \$184,000 each which allow the college to either create new programs or to enhance existing programs. Mr. Margiotta reported 45% of the \$17.2 million total was earmarked for districtwide programs, including the Title III institutional development program, Perkins vocational funds, WBCC-TV and the One-Stop Centers. He reviewed other grant categories and amounts in the report. Looking ahead to year 1999-2000, and based on the most recent legislative session, the college anticipates receiving approximately \$300,000 to establish aerospace and space launch technology programs in anticipation of the increased commercial launch activity. In addition, the college also anticipates receiving \$3 million for WBCC-TV's digital conversion process. Mr. Margiotta reported presently the college is seeking external funding which will provide the match requirement for the WBCC-TV grant. He reported the Federal Communication Commission has mandated that public stations convert to digital broadcast by 2006 and the WBCC-TV grant funds will be utilized for this process.

Dr. Gamble reported a meeting has been scheduled of the college direct support organization component units which raise funds to establish a centralized, coordinated effort.

4. CITIZEN'S PRESENTATION:

None

5. CONSTRUCTION & DEVELOPMENT:

a. Approval of Architectural Selection Committees (Addendum)

Mr. Mark Cherry, Associate

staff and a member of the Board of Trustees. These committees will be responsible for interviewing the architects and making a recommendation to the Board and then the Board will make the final selection. Currently, three committees need to be established - Student Welcome Centers, Construction Manager for Expansion to the Performing Arts Center and Small Construction Projects. Board members volunteered to serve on the Architectural Selection Committees as follows: Mrs. Martinez for Construction Manager for Expansion to the Performing Arts Center, Ms. Silvernail for the Student Welcome Centers and Mr. Handley for Small Construction Projects.

Mrs. Silvernail moved approval of the Architectural Selection Committee appointments as presented. Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Silvernail, Penn Williams, Handley, Johnson, Martinez; opposed - none. Motion unanimously approved.

6. OLD BUSINESS:

a. Report on Pending Legal Actions (Addendum)

Mr. Matheny had nothing new to add to his Pending Legal Actions summary. He encouraged the Board members to contact him if they needed additional information concerning legal matters.

(1) Ross Case

Mr. Johnson asked the status of the Ross case. Mr. Matheny reported the college received a letter from Mr. Ross= attorney and Mr. Mattimore, attorney, is in the process of formulating a response. Mr. Matheny reported the college has had some contact with the Risk Management Consortium and the underwriter as to the extent of coverage for this type of claim. Mr. Matheny will provide a copy of the college response and the attorney=s letter to the Board members.

7. NEW BUSINESS:

a. Purchasing Actions (Addendum)

(1) #99-00-01 - Data Processing Supplies, Collegewide

Mr. Cherry reported the college is recommending the award of low bid for the 1999-2000 data processing supplies collegewide in each category as presented.

The Data Processing Office purchases the supplies in bulk and they are requisitioned and issued to various college departments. The costs are allocated to the departments based on their requests. The bid was broken down into nine categories to help promote a larger population of bidders and a reduced cost per category. Mr. Cherry recommended approval of the low bid in each category as presented.

Mrs. Martinez moved approval of the award of low bid in each category for Data Processing Supplies as presented. Ms. Silvernail seconded the motion. All those voting in

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minimize the impact on the college's budget and funding as the college picks up the dental and major medical for all employees. Mr. Lawton reviewed the insurance bids the college received and the benefits provided. The benefits of a

Dr. Gamble reported one of the ways they are trying to minimize problems in the future when it is time to select an insurance plan is to expand the number of people on the Insurance Committee for broader representation and secondly, information will be presented to the employees for their comments and suggestions before a recommendation is made to the Board of Trustees. In addition, when the Insurance Committee recommendation is brought to the Board it will be presented like a policy. The first presentation will be a reading and the recommendation will be brought the second time to the Board for final approval.

(The Board recessed for ten minutes.)

b. Approval of Attorneys for the College (Addendum)

Dr. Gamble reported the college annually reviews the contracts for attorneys' services. Mr. Joe Matheny has served as the college's legal counsel since 1968. He has requested continuance to represent the college. Dr. Gamble reported the college has a time frame agreement with Mr. Joe Matheny and the other attorneys are contracted on an as needed basis. It is requested that the firm of Allen, Norton and Blue, with Michael Mattimore as the contact, serve as the college's collective bargaining attorney for 1999-2000; and the firm of Akerman, Senterfitt & Eidson, with Dean Dickson as the contact, serve as the college's attorney in any negotiations regarding Midwest Research Institute/Brevard Teaching and Research Laboratory for 1999-2000. Dr. Gamble recommended approval of Mr. Matheny's agreement for six months to allow the Board the opportunity to discuss organization of attorney services at their retreat this fall and that the services of the other attorneys to be continued on an as needed basis.

Mrs. Martinez moved approval of the six months extension to Mr. Matheny's agreement and the continuation of the other attorneys on an as needed basis. Ms. Silvernail seconded the motion. All those voting in favor of the motion - Martinez, Silvernail, Penn Williams, Johnson, Handley; opposed - none. Motion unanimously approved.

d. Approval of Appointment to Brevard Teaching and Research Laboratory Board of Directors - Dr. Gamble (Addendum)

Dr. Gamble recommended approval of the appointment of Mr. James Laibl to serve on the Brevard Teaching and Research Laboratory Board of Directors.

Dr. Penn Williams moved approval of the nomination of Mr. James Laible to serve on the Brevard Teaching and Research Laboratory Board of Directors. Mrs. Martinez seconded the motion. All those voting in favor of the motion - Penn Williams, Martinez, Silvernail, Handley, Johnson; opposed - none. Motion unanimously approved.

- e. First Reading - Addition to the College Policy Manual - #200.08 - W

boards and are essentially recommended by the knowledgeable BCC staff and will be presented to the appropriate boards at their next meetings. It was requested by the Board that in the future the transfers from BCC be listed above the revenues. Mr. Cherry reviewed each of the DSO budgets and answered questions presented by the Board.

Ms. Silvernail moved approval of the direct support

Mrs. Martinez moved approval of the extension of the Remote Data Base Administration Services Contract with SCT as presented. Mr. Handley seconded the motion. All those voting in favor of the motion - Martinez, Handley, Penn Williams, Silvernail, Johnson; opposed - none. Motion unanimously approved.

9. INTERNAL AUDITOR-S REPORT:

a. Audit of Disposition of Surplus Property (Addendum)

Mr. Michael Raphael, Director of Internal Audit, reviewed the process followed to verify the Disposition of Surplus Property. The report was found to be in compliance with requirements.

10. REPORT OF THE DISTRICT PRESIDENT:

a. Proposed Board of Trustee Workshops - Dr. Gamble (Addendum)

Dr. Gamble reviewed the proposed Board of Trustee Workshops scheduled for August 1999-June 2000. Dr. Gamble described the workshops planned for the Board of Trustees which include a review of the direct support organizations; the review of college degrees, certificates and programs; BCC Draft Strategic Plan; FY 2001 Budget Format and Planning and the FY 2001 Budget Workshop. Dr. Gamble reported September 24-25 a Board Retreat in conjunction with a student interaction session on September 24, is scheduled. The Board members reviewed the meetings planned and recommended some date changes. An updated workshop schedule will be distributed to the Board of Trustee members.

b. Commencement Ceremony

Dr. Gamble reminded the Board members that the next commencement ceremony is scheduled for August 6 at 8:00 p.m. in the King Center for the Performing Arts.

c. Fall 1999 In-Service (Addendum)

Dr. Gamble reported Chairman Johnson has agreed to bring greetings to the college for the Fall 1999 In-Service. The Board of Trustees is welcome to attend any of the components, however, Dr. Gamble felt the most beneficial time would be the Wednesday morning function. All full-time permanent and part-time staff will be invited to the Fall 1999 In-Service.

d. Report on First Six Months - Dr. Gamble (Addendum)

Dr. Gamble reported on the information provided to the Board of Trustees on his first six months at Brevard Community College. He included in the information a copy of documents from the policy manual on the president's role and provided a copy of the evaluation of his performance. Mr. Johnson stated he was very impressed with the information provided.

Mr. Johnson stated he felt it would be a good idea to have a report on the first six months of the president's term. (Addendum)