

**BREVARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING**

**4. CITIZEN'S PRESENTATION:**

a. Mr. Glenn Forester

Mr. Glenn Forester, UFF/BCC President, distributed materials to the Board from the "Chronicle of Higher Education" and the Florida Community College System "Fact Book" and reported these documents provide statistics which included national salary averages of faculty members and administrative staff members of community colleges.

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- b. Approval of Power Plant (Building #4 Palm Bay Campus) Construction Documents for Submission to

7. **NEW BUSINESS:**

a. Purchasing Actions - Mr. Little (Addendum)

(1) #99-00-06 - Vertical Machine Center Training Package

Mr. Little reported the college is requesting approval to purchase a Vertical Machine Center Training Package as a sole source purchase from Doc Machine Tool. Mr. Tom Hinkle, machining instructor at the Cocoa Campus, reported the vertical machine center is a programmable milling machine and contains multiple tools. There is a large demand for training for the operation of the machine and six companies have committed to hiring BCC students with this training. Dr. Gamble recommended approval of the purchase of a Vertical Machine Center Training Package from Doc Machine Tool in the amount of \$56,900.00.

Mrs. Martinez moved approval of the sole source purchase of the Vertical Machine Center Training Package from Doc Machine Tool in the amount of \$56,900.00. Dr. Penn Williams seconded the motion. All those voting in favor of the motion - Martinez, Penn Williams, Silvernail, Handley, Johnson; opposed - none. Motion unanimously approved.

b. Report on Selection of Dean of Technical Education - Dr. Purga

Dr. Purga reported on the intensive process utilized to fill the position of Dean of Technical Education. A national search was conducted with a response of fifty candidates. Two different interview committees were utilized; one which consisted of employees, faculty and staff and the other which consisted of apprenticeship directors, the East Central Florida Economic Development Commission and the Brevard County School System. After interviews were conducted, both committees recommended Dr. Don Astrab for the position of Dean of Technical Education. Dr. Astrab, a BCC faculty member, was the most qualified candidate for the position due to his experience and education.

c. Personnel Actions - Mr. Lawton (Addendum)

Mr. Robert Lawton, Associate Vice President of Human Resources, reviewed the routine Personnel Actions. Mr. Lawton reported Mr. Art Carlson, the Chief Engineer for WBCC-TV, will be retiring. Dr. Gamble recommended approval of the Personnel Actions.

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

d. Approval of Deletion of Courses Not Taught for Five Years - Ms. Bilsky (Addendum)

Ms. Judy Bilsky, Associate Vice President for Educational Services, briefly reviewed the Course Inventory Purge of all courses not taught within the last five years as per State Board Rule 6A-10.0331. These courses will not appear in the next edition of the College Catalog for 2000-2001. Dr. Gamble recommended approval of the deletion of courses not taught as presented.

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

e. Approval of Academic Calendar, 2000-2001 - Ms. Bilsky (Addendum)

Ms. Bilsky reported each member of the Board of Trustees received a copy of the Brevard Community College Academic Calendar for the year 2000-2001. It is in Board of Trust

f. Approval of Contract with Communications Concept, Inc. - Mr. Williams  
(Addendum)

Mr. Joe Williams, General Manager of WBCC-TV, reviewed the proposed agreement with Communications Concepts, Inc. for engineering services. These services have been provided by Chief Engineer, Art Carlson, who is retiring from the college. Communications Concepts, Inc. (CCI) is a TV production center located in Brevard County with engineering capacity that meets all of BCC's current and potential engineering requirements. In addition, CCI has experience in building a digital television facility. Mr. Williams reported there will be no increase in cost to the college. Dr. Gamble reported this is a sole source contract above the \$15,000 limit. Mr. Little reported the college has a Board policy that requires that services which exceed the \$15,000 limit be bid; therefore, the Board is being asked to grant an exception. Mr. Williams reported either party can

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

Mr. Little reported three to four times a year, a list of surplus property is brought before the Board for write-off. Dr. Gamble moved approval of the disposal of surplus property as presented.

Mrs. Silvernail moved approval of the disposal of surplus property. Mrs. Martinez seconded the motion. All those voting in favor of the motion

d. Consent Agenda

Dr. Gamble stated he would like to propose the use of a “consent agenda” for the Board meetings. He provided a copy of the revised BCC Policy (#100.01) which outlines the set up of the agenda for Board meetings. Dr. Gamble proposed that transactions, which are routine in nature to include approval of the minutes, purchasing actions, report on pending legal actions, personnel actions, monthly budget summary and other routine activities be placed under the heading “consent agenda.” These items are not discussed and one motion approves all items in that section. Any board member can indicate either before or at the Board meeting any item in that section that they would like placed on the open agenda for discussion. The consent agenda provides a method to reduce the time on routine items so that the Board may spend more time on items requiring extensive discussion. If the Board is in agreement with the revision to the components of the official agenda, and there is nothing illegal to the exclusion of these items from the open agenda, Dr. Gamble requested that the revised policy be considered as a first reading with approval at the January meeting. Mrs. Silvernail stated she felt, at this time, that the purchasing actions should remain on the open portion of the agenda. The remaining Board members concurred with this request. Mr. Matheny reported that several boards use the consent agenda concept. It was the consensus of the Board that this meeting be considered a first reading of the revision to Policy #100.01. Dr. Gamble indicated that he would use the new format for the January meeting.

In addition, Dr. Gamble reported that all action items will include a face sheet which will summarize the item and requested action. The Board can use this form to note written comments if they desire.

e. Workshops/Special Meetings

Dr. Gamble reviewed the updated list for Board workshops/special meetings.

f. Internal MRI Audit

Mrs. Silvernail asked Dr. Gamble if he had any concerns with the Midwest Research Institute (MRI) audit conducted by Mr. Mike Raphael, Director of Internal Audit. Dr. Gamble reported he is comfortable with the MRI agreement. Some adjustments were made and the hazardous wastes have been removed. Mr. Carman reported the college is currently looking at vendors to handle disposal of hazardous materials on a routine basis. The college is looking at a quarterly pick up of these materials. Dr. Purga reported Dr. Andrea Hall, MRI, may attend the January Board of Trustees meeting to give a quarterly report.



10. **ADJOURNMENT:**

There being no further business to come before the Board, the meeting adjourned at 5:35 p.m.

**APPROVED:** \_\_\_\_\_  
**Chairman, District Board of Trustees**

**ATTESTED:** \_\_\_\_\_  
**Secretary, District Board of Trustees**