

**BREVARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING**

September 16, 2002  
4:00 p.m.

Lecture Auditorium, Building #1  
Palm Bay Campus

**PRESENT:** Mr. James W. Handley, Chair; Dr. Alexandra M. Penn Williams, Vice Chair;  
Mr. Eugene C. Johnson; Mrs. Miriam E. Martinez; Mr. C. R. "Rick" McCotter III;  
Mr. Joe D. Matheny, Attorney; Dr. Thomas E. Gamble, Secretary

**1. CALL TO ORDER:**

Mr. Handley called the Board meeting to order.

The following change took place to the agenda:

a. Additions/Removal/Corrections to Agenda

Dr. Penn Williams asked for Items 3.a., 9.a. and 9.b. to be removed from the consent agenda and placed on the open agenda.

**3. APPROVAL OF THE OFFICIAL MINUTES OF PREVIOUS MEETINGS:**

a. Minutes – Board of Trustees 4th Quarter Goals Progress Report – August 19, 2002

Dr. Penn Williams reported that she would like to see more information and the suggestions of the Board of Trustees members added to the minutes as a revision. Dr. Gamble reported a revised draft would be provided to Dr. Penn Williams for her approval. Mr. Handley reported the revised minutes will be on the October 2002 meeting agenda for consideration.

b. Minutes – Board of Trustees Meeting – August 19, 2002

Approved – consent agenda.

**4. COMMUNICATIONS:**

a. Report on Student Support Services - Dr. Bilsky/Ms. McKinley

Dr. Judy Bilsky, Associate Vice President of Educational Services, introduced Ms. Gail McKinley, Director of TRIO Student Support Services/Student Success and Retention Program. This is a federally funded program, which has been at BCC for approximately 30 years. Ms. McKinley gave a presentation of the TRIO Student Support Services Program, which provides academic support services to increase the retention, graduation, and transfer rates of eligible participants from two year to four year colleges and universities.

Ms. McKinley introduced Ms. Beatrice Peek, Assistant Director of the Student Support Services Program who gave a presentation on the TRIO programs and reported BCC targets students once they enter post-secondary education, freshman and sophomore levels. Ms. Peek also gave a presentation and reported on the Student Transitional Education Program (STEP), a program that targets graduating high school seniors in South, Central, and North Brevard County area.

b. YMCA Update – Dr. Fettrow

Dr. Brenda Fettrow, Cocoa Campus President and Co-Chair of the YMCA Capital Campaign Committee, reported BCC has been in discussions with the Central Florida YMCA for several months. She introduced Mr. Lang Houston, Co-Chair of the YMCA Capital Campaign Committee and Mr. John Vasbinder, YMCA. She reported the Capital Campaign Committee has been formed. The Board was supplied with a list of the members. Dr. Fettrow reported the Capital Campaign

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Committee established a goal to raise at least \$750,000 by January 2003, with renovations to begin in January 2003 and hope

allows the college to submit the report for inclusion on the 2003-2004 PECO list.  
Dr. Gamble recommended approval of the 2002 Capital Improvement Plan.

Mrs. Martinez moved approval of the 2002 Capital Improvement Plan. Mr. Johnson seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

b. Approval of the Hurricane Shutter Protection

Mr. Little reported the Federal Emergency Management Association has agreed to award a grant to BCC for hurricane shutter protection for the Melbourne Campus. The projected amount of the award is \$654,000, fully funded by FEMA. Dr. Gamble recommended approval of the grant for the hurricane shutter protection.

Dr. Michael Kaliszkeski, Melbourne Campus President, reported BCC is pleased to get the award for the upgrade in shutters; however it creates a lot of wear and tear

(1) Approval of Disposition of FERF Property – Mr. Matheny (Addendum)

Mr. Matheny reported the owners of a ten-acre parcel, across from the Palm Bay Campus, have requested, from Florida Education Research Foundation (FERF), that FERF convey, by quit-claim deed, five different parcels of land. He reported this area of land experienced street closin



b. Approval of Capital Outlay Budget Amendment #2 – Mr. Little (Addendum)

Mr. Little reported the Capital Outlay Budget Amendment #2 provides adjustments for the funds spent in the month of June 2002. He reported the multi-year project budget did not change. Dr. Gamble recommended approval of the Capital Outlay Budget Amendment #2.

Mr. Johnson moved approval of the Capital Outlay Budget Amendment #2. Mr. McCotter seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

c. Approval of 2001-2002 Annual Financial Report – Mr. Little/Mr. Cherry (Addendum)

Mr. Cherry reported on the 2001-2002 annual financial report the college has issued under the new Governmental Accounting Standards Board (GASB). The college will no longer have a unique reporting format. Mr. Cherry gave a report on the remainder of the Annual Financial Report. Dr. Gamble recommended approval of the 2001-2002 Annual Financial Report.

Mr. Johnson moved approval of the 2001-2002 Annual Financial Report. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Handley, Johnson, McCotter, Martinez, and Penn Williams; opposed – none. Motion unanimously approved.

d. Approval of 2001-2002 Final Budget Amendment – Unrestricted General Fund – Mr. Little (Addendum)

Approved – consent agenda.

e. Approval of 2002-2003 Budget Amendment #1 – Unrestricted General Fund – Mr. Little (Addendum)

Approved – consent agenda.

- f. Approval of the Disposition of Surplus Property 2001-2002 – Mr. Little (Addendum)

Approved – consent agenda.

- g. Approval of RFP for Custodial Services – Mr. Little (Addendum)

Mr. Little reported the District Cabinet agreed to consider the possibility of outsourcing BCC's custodial operations. The college issued a comprehensive request for proposal (RFP). BCC received a great level of interest and a large number of firms attended a mandatory pre-bid conference. The college received eight responses to the RFP. The selection committee reviewed the responses and ranked the responses based on objective evaluation parameters noted in the RFP. The candidates were reduced to four. Mr. Little reported the four top firms were invited to make presentations to the selection committee. The selection committee narrowed the selection down to two companies and made site visits to large corporations currently using the services of the two finalists. The selection committee believes that both finalists can perform the requirements listed in the proposal. He reported BCC is satisfied with the philosophies, cleaning techniques, and the cleanliness of the facilities currently under the contracts. The selection committee recommends BCC contract with AM-KO Corporation as the first priority and AMI as the second priority for the custodial services. One requirement of the RFP is that the selected vendor interview all interested BCC custodial staff for similar positions on their staff. It is the expectation of BCC, that BCC custodial employees, who have worked diligently and have been successful at the college, will be offered the opportunity to succeed with the



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Mrs. Martinez moved a

**11. COMMITTEE REPORTS:**

a. Report – SACS Steering Committee Update

Mr. Eugene C. Johnson, Board of Trustees member, reported the SACS Steering Committee completed the collegewide review of the self-study draft on Friday, September 13, 2002. This allowed for the checking of the accuracy of the information and to solicit missing documents. Mr. Johnson provided a handout for the Board. When the SACS team arrives on February 23-26, 2003, there will be a reception and dinner. More information will be provided to the Board at a later date.

b. Intercollegiate Task Force

Mr. Johnson reported the Intercollegiate Task Force will meet on September 19, 2002, at 3:00 p.m., and Mr. Johnson will provide a report at a future date.

**12. ADJOURNMENT:**

There being no further business to come before the Board, the meeting adjourned at 6:45 p.m.

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

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