

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

June 14, 2004
4:35 p.m.

Board Room (#231)
Administration Building, Bldg. 2
Cocoa Campus

PRESENT: Mr. James W. Handley, Chair; Mr. C. R. “Rick” McCotter III;
Mrs. Miriam E. Martinez; Mrs. Alberta K. Wilson;
Mr. Joe D. Matheny, Attorney; Dr. Thomas E. Gamble, Secretary

ABSENT: Mr. James Theriac (not yet a voting member)

1. CALL TO ORDER:

Mr. James Handley, Chair, called the meeting to order.

a. Additions/Corrections to Agenda

Dr. Gamble requested that Item 4.a.(1) – “Approval of the King Center Theater Modifications Project” and 4.a.(2) – “Approval of the King Center Funding Proposal for Project,” be added to the agenda.

b. Farewell to Dr. Spraggs

Dr. Gamble bid farewell to Dr. Laurence Spraggs, Titusville Campus President, who will be leaving the college for a new position in New York. The Board expressed appreciation to Dr. Spraggs for his service to the college and community and wished him good luck in his new position.

2. CONSENT AGENDA:

Mr. Handley recommended approval of the consent agenda items:

- 3.a. Approval of Minutes – Board of Trustees Workshop Meeting – April 26, 2004
- 3.b. Approval of Minutes – Board of Trustees Meeting – April 26, 2004
- 6.a. Approval of Guaranteed Maximum Price for HVAC Upgrade Project
- 7.a.(1) Approval of Attorneys’ Services Contract
- 8.a. Personnel Actions
- 8.b. Approval of 2002-2003 Florida Educational Equity Report
- 8.c. Approval of Divisional Faculty VIP Awards
- 8.d. Approval/Final Reading of Revision of Policy #400.02 – Student Activities
- 8.f. Approval of Out-of-Country Travel for Ms. Marilyn Carter
- 8.g. Approval of Annual Safety Report

- 9.a. Approval of Monthly Budget Status Reports, April-May 2004
- 9.b. Approval of 2004-2005 Fee Schedule
- 9.e. Approval of DSO Budgets, 2004-2005
- 9.f. Approval of College Memberships
- 9.g. Approval of Accounts Receivable Write-Offs

Mr. McCotter moved approval of the consent agenda items. Mrs. Martinez seconded the motion. All those voting in favor of the motion – McCotter, Martinez, Handley, and Wilson; opposed – none. Motion unanimously approved. (Theriac-absent)

3. APPROVAL OF OFFICIAL MINUTES OF PREVIOUS MEETINGS:

- a. Minutes – Board of Trustees Workshop Meeting – April 26, 2004

Dr. Gamble reported that the King Center Board and Executive Committee have thoroughly reviewed the plan and support the project. Dr. Gamble recommended the approval of the King Center modification project and the funding proposal.

Mrs. Wilson moved approval of the King Center for the Performing Arts Project and Funding Proposal for the Project. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Wilson, Martinez, Handley, and McCotter; opposed – none. Motion unanimously approved. (Theriac-absent)

b. Recognition of Center for Digital Education/AACC Award

Mr. Al Little, VP, Finance and Administrative Services, reported that each year the Center for Digital Education and AACC conduct a survey of hundreds of community colleges to assess the level of technology services available to students. In the most recent assessment, the college placed fifth in the Suburban College category. Numerous individuals are responsible for this honor, but Mr. Little wanted to highlight the assistance of the IT Department and Virtual Campus for their roles in the accomplishment. Mr. Little presented a plaque to Mr. Handley and Dr. Gamble, which was awarded to the college. The Board congratulated Mr. Little for this achievement.

c. Recognition of Tech Prep Award

Ms. Mildred Coyne, Director of Transfer and Special Programs, reported that the college recently won a business partner award from the Brevard Tech Consortium which funds special initiatives through the Brevard Schools Foundation which funnels resources to students through their teachers and the Brevard Schools Foundation to ensure that the

direction of this program respectively. The Board commended Ms. Osteen-Cochrane for the positive work being done through the IBT&CE.

5. **CITIZEN'S PRESENTATION:**

None.

6. **CONSTRUCTION AND DEVELOPMENT:**

a. Approval of Guaranteed Maximum Price for HVAC Upgrade Project - Mr. Little

Approved – consent agenda.

7. **OLD BUSINESS:**

a. Report on Pending Legal Actions – Mr. Matheny

Mr. Matheny reported that the King Center has begun a new, innovative way to set aside capital improvement money with 1:1 matching by the Facilities Improvement Challenge Grant. Each purchased ticket will indicate that \$2.00 of the ticket is being set aside for capital improvements. This procedure will be implemented in the Fall in addition to the Capital Campaign.

(1) Approval of Attorneys' Services Contract

Approved – consent agenda.

8. **NEW BUSINESS:**

a. Personnel Actions – Ms. Oglesby

Approved – consent agenda.

b. Approval of 2002-2003 Florida Educational Equity Report – Mr. Billings

Approved – consent agenda.

c. Approval of Divisional Faculty VIP Awards – Dr. Astrab

Approved – consent agenda.

d. Approval/Final Reading of Revision of Policy #400.02 – Student Activities – Mr. Little

Approved – consent agenda.

- e. Cocoa Village Playhouse – Dr. Fettrow
 - (1) Approval of CVP Restrictive Covenant and
 - (2) Approval of CVP Resolution

Dr. Brenda Fettrow, Provost of the Cocoa Campus, reported that in conjunction with a grant request that is cu

- g. Approval of Annual Safety Report – Mr. Carman

Approved – consent agenda.

- h. Request for Board Meeting Agenda Items

Mrs. Martinez requested a future discussion of adjunct faculty, reflecting on the differences from full-time faculty and any future plans to enhance their employment with BCC.

9. FINANCIAL ACTIONS:

- a. Approval of Monthly Budget Summary Reports, April-May 2004 – Mr. Cherry

Approved – consent agenda.

- b. Approval of 2004-2005 Fee Schedule – Mr. Little

Approved – consent agenda.

- c. Approval of Operating Budget, 2004-2005 & Master Grade/Salary Schedule – Mr. Little/Ms. Oglesby

Mr. Little, VP, Finance and Administrative Services, reported that each Trustee received a copy of the budget package in May for review. He presented a brief review of the significant breakdown and strategic shifts in the proposed budget. He reported that the administration is pleased with the appropriation for the coming year. However, even with the favorable increase this year, there is only an increase of 4.4% above the initial appropriation for 2001-2002 or a 1.4% increase per year over that time period.

Mr. Little reported that the budget was developed in concert with the college strategic planning for the coming year and discussed how the funding decisions related to the goals of the college

Mr. Little reported that 100% of funds for the coming year have been allocated, which keeps the budget ending fund balance at 8.3% of funds available, which is reasonable for an institution the size of BCC. He indicated that the most significant changes are related to increased health insurance costs, new positions or elimination of vacant positions. He summarized by saying that the revenue increases this year were allocated with an emphasis on services to students and a focus on strengthening academic programs. Dr. Gamble recommended approval of the proposed 2004-2005 Operating Budget including the Master Grade/Salary Schedule.

Mrs. Martinez moved approval of the 2004-2005 Operating Budget and Master Grade/Salary Schedule. Mr. McCotter seconded the motion. All those voting in favor of the motion – Martinez, McCotter, Handley, and Wilson; opposed – none. Motion unanimously approved. (Theriac-absent)

d. Approval of 2004-2005 Capital Outlay Budget – Mr. Little

Mr. Little reported that the college received approximately \$3.4 million for funding the 2004-2005 capital projects. The total capital outlay budget is just over \$11 million, including projects carried over from this year. New projects from the coming year include HVAC upgrades, re-roofing projects and collegewide restroom upgrades, etc. Dr. Gamble recommended approval of the 2004-2005 Capital Outlay Budget.

Mrs. Wilson moved approval of the 2004-2005 Capital Outlay Budget. Mr. McCotter seconded the motion. All those voting in favor of the motion – Wilson, McCotter, Handley, and Martinez; opposed – none. Motion unanimously approved. (Theriac-absent)

e. Approval of DSO Budgets, 2004-2005 – Mr. Cherry

Approved – consent agenda.

f. Approval of College Memberships – Dr. Gamble

Approved – consent agenda.

g. Approval of Accounts Receivable Write-Offs – Mr. Cherry

Approved – consent agenda.

10. REPORT OF THE PRESIDENT:

a. Hurricane Emergency Evacuation Plan

Dr. Gamble reported that the college Hurricane Emergency Evacuation Plan document was distributed to the Board.

b. Organizational Chart

Dr. Gamble reported that the organiza

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