

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

August 15, 2005
4:35 p.m.

Room #163
Building #2
Palm Bay Campus

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

1. CALL TO ORDER:

Mrs. Alberta Wilson, Chair, called the meeting to order.

a. Pledge of Allegiance

Mrs. Wilson opened the meeting with a moment of silence in

lines are busy, the calls roll to a volunteer's desk to either provide answers to inquiries or referral to an individual who can assist. As this program was successful at BCC, the idea was presented at the FACC conference for the information of other colleges who may share a similar concern. Mrs. Wilson thanked Ms. Lubno for the innovative suggestion.

Mrs. Wilson reported that all campus classrooms now exhibit an American flag due to the generosity of Mr. James Handley, Mr. Dick Beagley, and Mr. Tom Wasdin in conjunction with United Space Alliance. She offered thanks to these individuals, which allowed the college to be in compliance with statutory requirements.

c. Additions/Corrections to Agenda

Dr. Gamble requested that Item 8.a., Personnel Actions, be changed to a consent agenda item. In addition, he requested that Item 10.a. be removed from the agenda.

Mr. Handley requested Item 9.c., Approval of Accounts Receivable Write-Offs, be removed from the consent agenda.

2. **CONSENT AGENDA:**

Mrs. Wilson recommended approval of the remaining consent agenda items:

- 3.a. Minutes – Board of Trustees Workshop Meeting – June 13, 2005
- 3.b. Minutes – Board of Trustees Meeting – June 13, 2005
- 8.a. Summary of Personnel Actions
- 9.a. Approval of Monthly Budget Status Report, July 2005
- 9.b. Approval of 2004-05 Capital Outlay Budget Amendment

Mr. McCotter moved approval of the consent agenda items with the addition of 8.a.

Mr. Theriac seconded the motion. All those voting in favor of the motion – McCotter, Theriac, Handley, Martinez, and Wilson; opposed – none. Motion unanimously approved.

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

- a. Minutes – Board of Trustees Workshop Meeting – June 13, 2005

Approved – consent agenda.

- b. Minutes – Board of Trustees Meeting – June 13, 2005

5. CITIZEN'S PRESENTATION:

- a. Ms. Robin Boggs, President, UFF-BCC

Ms. Robin Boggs, President, United Faculty of Florida, Brevard Chapter (UFF-BCC) introduced Ms. Amy Rieger, Vice President and Chief Negotiator, UFF-BCC. Ms. Boggs addressed the Board regarding concerns related to college faculty contract negotiations.

6. CONSTRUCTION AND DEVELOPMENT:

- a. Approval of Florida Department of

Mr. Little reported that space needs are reviewed annually and remodeling and refurbishment is utilized in the absence of new construction funds. Dr. Gamble recommended approval of the 2005-2006 Capital Improvement Program Report.

Mr. Theriac moved approval of the 2005-2006 Capital Improvement Program Report. Mrs. Martinez seconded the motion. All those voting in favor of the motion –Theriac, Martinez, Handley, McCotter, and Wilson; opposed – none. Motion unanimously approved.

c. Approval of Guaranteed Maximum Price – HVAC Phase II

Mr. Al Little, Vice President, Finance and Administrative Services, reported that last year the college completed Phase I of extensive HVAC renovations of the three phases recommended by Florida Power & Light. Engineering and planning have now been completed for Phase II of this project. In Phase II all air handlers and controls will be replaced in Buildings 4 and 5 in Cocoa and Building 10 in Melbourne. The approval of this project has been timed to begin work in November 2005 in order to minimize the inconvenience to students and staff. Mr. Little further reported that H.J. High is the construction manager for this project and a guaranteed maximum price has been negotiated for \$1,941,333.00, which is within the budgetary constraints. Dr. Gamble recommended approval of the Guaranteed Maximum Price – HVAC Phase II.

Mr. Theriac moved approval of the Guaranteed Maximum Price – HVAC Phase II. Mrs. Martinez seconded the motion. All those voting in favor of the motion –Theriac, Martinez, Handley, McCotter, and Wilson; opposed – none. Motion unanimously approved.

7. OLD BUSINESS:

a. Report on Pending Legal Actions – Mr. Matheny

Mr. Joe Matheny, College Attorney, reported that property has recently been left to the BCC Foundation in accordance with the deceased owner's Will. The Foundation will eventually market and sell the property with proceeds to be applied to a nursing scholarship fund, upon Board approval. He confirmed that there will be no restrictions related to the sale of the property other than a provision that 5% of the proceeds be given to both the brother and sister of the deceased.

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contract remain in full force and effect through the term of the new contract and that Mr. Matheny be directed to prepare and execute the employment contract consistent with these motions. In addition, the minutes should reflect that the college is in compliance with the statutory mandates for accountability and equity. Mr. Theriac seconded the motion. All those voting in favor of the motion – McCotter, Theriac, Handley, Martinez, and Wilson; opposed – none. Motion unanimously approved.

c. Approval of Ratification of Agreement with UFF/BCC

Ratification of the contract agreement with UFF/BCC was deferred pending further negotiations.

d. Executive Session

Mrs. Wilson called for an Executive Session making the following statement: “At this time, the Board will engage in a strategy session relative to collective bargaining. This is an Executive Session closed and exempt from the Florida Sunshine Law and is for the express purpose of discussions between the College President and the Board of Trustees as the Public Employer.”

The session was conducted between 5:55 p.m. and 6:55 p.m.

The Board reconvened at 6:55 p.m. to continue the Board of Trustees meeting.

e. Presentation of the Disaster Preparedness Plan

Mr. Frank Billings, Associate Vice President, Institutional Effectiveness and Strategic Management, reported on the college’s Disaster and Event Preparedness Plan for Natural Causes which was distributed to the Board. In response to lessons learned from the 2004 hurricane season, Mr. Billings stated he was directed by Dr. Gamble to chair a task force to draft and formulate a plan to address disaster and event prevention, preparedness, mitigation and recovery efforts. Phase I of this process involved plans relating to natural disasters. Future efforts for Phase II will relate to civil and social disasters, such as on-campus civil disturbance, bomb threats, etc; while Phase III planning will relate to disasters from accidental causes such as fires and chemical spills. These efforts are vital to advance the safety and security of the students and staff, as well as protecting the assets of the college.

Mr. Billings reported the distributed document summarized the plans for responses to threats caused by natural disasters, including specific duties for all members of the designated Crisis Management Team (CMT) and procedural timelines for identified campus operational areas. The document also identifies essential personnel,

emergency call trees, building coordinator assignments for each campus, and designated safe facilities and public shelters.

The Board congratulated the college and the Task Force for the comprehensive plan.

f. Request for Future Board Meeting/Workshop Agenda Items

Mr. Handley suggested the Board might want to explore the possibility of a monetary incentive award for ideas submitted by employees which have a positive impact on service or cost savings. It was the consensus of the Board to schedule a future Workshop discussion.

9. FINANCIAL ACTIONS:

a. Approval of Monthly Budget Status Report, July 2005

Approved – consent agenda.

b. Approval of 2004-05 Capital Outlay Budget Amendment

Approved – consent agenda.

c. Approval of Accounts Receivable Write-offs

Mr. Mark Cherry, Associate Vice President, Financial Services, provided a listing of student accounts for which he requested the Trustees' approval to write off the balances in accordance with Policy 200.06, Accounts in Arrears, which allows write off of accounts uncollected after two years. He reported that higher tuition rates and new Title IV regulations result in higher receivables. Mr. Cherry further confirmed that collection efforts will continue despite write-off and furthermore that delinquent student account balances will remain on the individual's subsidiary account in a hold status should they attempt re-enrollment, etc.

Mr. Cherry explained that the Title IV regulations require that if financial aid is correctly awarded and the student stops attending, the tuition monies must be repaid to the Federal government, thus creating a receivable. He further estimated that 45% of the receivable reflected on this report relates to Title IV return of funds.

The Board discussed this issue and agreed they would like to discuss with the appropriate congressional representatives. Dr. Gamble recommended approval of the Accounts Receivable Write-Offs.

Mr. Handley moved approval of the Accounts Receivable Write-Offs. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Handley, Martinez, McCotter, Theriac and Wilson; opposed – none. Motion unanimously approved.

10. REPORT OF THE PRESIDENT:

j. “Community Colleges – a Reference Handbook”

Dr. Gamble reported that the Trustees have received E-book permission to review the book “Community Colleges – a Reference Handbook,” published in 2005, which contains worthwhile information on community college history and challenges facing the community colleges in the future. Dr. Gamble reported that if a paper version is desired in lieu of the E-book, a library copy can be provided upon request. Ms. Terry Martin, Executive Assistant to the President, will re-transmit the document via email.

Mrs. Wilson invited Trustees to attend the Endeavor Elementary School Family Fun Day on September 10, 3:00-8:00 p.m. This function is an effort to assist Endeavor Elementary to start on a positive note in light of difficult events at the end of the year. Mrs. Wilson thanked Dr. Gamble for his support of this event.

11. COMMITTEE REPORTS

a. Architect Selection – Mrs. Martinez

No report.

b. Alumni Association – Mrs. Wilson

No report.

c. BCC Foundation – Mr. Theriac

Mr. Theriac reported that the Alumni Association is expected to merge with the BCC Foundation so joint efforts will be made in the future.

d. Cocoa Village Playhouse – Mr. McCotter

Mr. McCotter reported that the Cocoa Village Playhouse finished the season showing a profit and are preparing for the new season. He further reported fundraising efforts for the annex building continue.

e. Insurance Committee – Mrs. Martinez

No report.

f. King Center for the Performing Arts – Mr. Handley

Mr. Handley reported that the schedule for the upcoming season has now been distributed, with a good line up. He further reported that projections are for a slight loss in end-of-year revenues which will be covered by endowment funds. Renovations are also ongoing at the King Center, with completion expected prior to the season opening.

g. Planetarium – Mr. Handley

No report.

12. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 7:45 p.m.

APPROVED: _____

Alberta K. Wilson