

**BREVARD COMMUNITY COLLEGE  
BOARD OF TRUSTESS  
MEETING**

August 11, 2003  
4:30 p.m.

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

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

**1. CALL TO ORDER:**

**2. CONSENT AGENDA:**

Mrs. Martinez requested that item 9.a., Approval of Monthly Budget Status Report, July 2003, be removed from the consent agenda.

Mr. Handley recommended approval of the remaining consent agenda items:

- 3.a. Approval of Minutes – Board of Trustees Workshop Meeting – June 9, 2003
- 3.b. Approval of Minutes – Board of Trustees Meeting – June 9, 2003
- 8.a. Approval of 2003 Safety Report
- 8.b. Approval of Revised Bylaws for BCC Foundation
- 9.b. Approval of Disposition of Surplus Property

Mr. McCotter moved approval of the remaining consent agenda items. Mrs. Martinez seconded the motion. All those voting in favor of the motion – McCotter, Martinez, Handley, Penn Williams, and Wilson; opposed – none. Motion unanimously approved.

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

- a. Minutes – Board of Trustees Workshop – June 9, 2003

Approved – consent agenda.

- b. Minutes – Board of Trustees Meeting – June 9, 2003

Approved – consent agenda.

**4. COMMUNICATIONS:**

- a. Report on Strategic Planning for the Cocoa Village Playhouse – Dr. Fettrow/  
Ms. Hawkins-Smith

Dr. Brenda Fettrow, Cocoa Campus President, reported on the results of the strategic planning process for the Cocoa Village Playhouse, and introduced Ms. Jean Starkey, Board President of the Cocoa Village Playhouse Board, and Ms. Staci Hawkins-Smith, Director of the Historic Cocoa Village Playhouse. She reported Mr. Steve Gilmore, Harris Corporation, conducted the strategic planning with the assistance of Mr. Rick McCotter. Dr. Fettrow stated that the results of the strategic planning process for the Cocoa Village Playhouse fit

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Dr. Gamble recommended approval of the guaranteed maximum price of \$465,897 for the re-roofing of Buildings #7 and #9, Cocoa Campus, and Building #10, Melbourne Campus.

Dr. Penn Williams moved approval of the guaranteed maximum price of \$465,897 for the re-roofing of Buildings #7 and #9 on the Cocoa Campus and Building #10 on the Melbourne Campus.

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

**7. OLD BUSINESS:**

(3) Approval of Lease with Palm Bay Chamber for Welcome Center – Mr. Matheny/  
Dr. Purga (Addendum)

Mr. Matheny reported that the lease with the Palm Bay Chamber Welcome Center has conceptually been approved by the Board of Trustees. The Welcome Center will be located at the entrance to the Palm Bay Campus. A 30-year lease agreement is being negotiated with the Palm Bay Chamber Community Foundation, a 501(c)(3) organization. The lease was originally constructed as a 25-year lease, but has been extended due to the requirements of the lender. The College will have access to the facility as long as it does not interfere with the Chamber's operations. The College will not be responsible for the facility's utilities. The Chamber will additionally provide police protection for special events.

Mr. McCotter questioned commencement of construction in 2006. The architect, Vaughn Holeman, responded that an aggressive schedule would also be advantageous to the Chamber. It was confirmed that approval from the Board of Trustees is the first phase of this endeavor, and the next phase includes fund raising. The Chamber will be utilizing carpenter apprentices from the College, and have begun negotiations with large lumber facilities.

Mr. Matheny confirmed that the College will own the land and building and that responsibility for the building will revert to the College if the Chamber should lose its 501(c)(3) status.

Mr. Handley expressed concerns regarding item #15 on the contract which indicated that the Chamber has the authority to modify the structure without the approval of the College. Mr. Matheny responded that paragraph 14 specifies that any construction plan requires the approval of the Board of Trustees.

Dr. Gamble recommended approval of the lease with the Palm Bay Chamber for the Welcome Center.

Mrs. Wilson moved to approve the lease with the Palm Bay Chamber for the Welcome Center. Dr. Penn Williams seconded the motion. All those voting in favor of the motion – Wilson, Penn Williams, Handley, Martinez, and McCotter; opposed – none. Motion unanimously approved.

(4) Approval of Conveyance of Florida Educational Research Foundation (FERF)  
Property to the BCC Foundation

Mr. Matheny reported that an error occurred in the dissolution of the Florida Educational Research Foundation (FERF) which may provide a benefit to the BCC Foundation. Four large tracts of land were erroneously omitted from the deed transfer when FERF was dissolved. A developer recently requested to purchase a part of this land for property access purposes. The College obtained a commitment of \$10,000 for a scholarship from this developer.





- b. Approval of Revised Bylaws for BCC Foundation – Dr. Flom

Approved – consent agenda.

- c. Request for Board Meeting Agenda Items

None.

**9. FINANCIAL ACTIONS:**

- a. Approval of Monthly Budget Status Report, July 2003 – Mr. Cherry

Mr. Cherry reported that the negative government appropriation is the effect of an accrual at year-end for government grants and contracts through June 30. This is routinely accrued through the month of June, and is reversed beginning in July when revenue is collected in the new fiscal year.

Mr. Handley expressed some concern regarding unrestricted funds that are already 89% of the budget. Mr. Cherry confirmed that the College is not accumulating reserves in these funds, and Mr. Little added that the College is required to spend these funds.

Dr. Gamble recommended approval of the Monthly Budget Status Report for July 2003.

Mrs. Martinez made a motion to approve the Monthly Budget Status Report for July 2003. Mrs. Wilson seconded the motion. All those voting in favor – Martinez, Wilson, Handley, McCotter, and Penn Williams; opposed – none. Motion unanimously approved.

- b. Approval of Disposition of Surplus Property – Mr. Little

Approved - consent agenda.

- c. Approval of Capital Improvement Plan (CIP) – Mr. Little

Mr. Little advised that the PECO appropriation received each year is based upon recommendations by the State Board of Education. The Board of Education creates its recommendations based on the Capital Improvement Plans submitted by each of the 28 community colleges. The College is requesting that the Board approve its Capital Improvement Plan to support its request for its PECO appropriation for the 2004-2005 fiscal year.

Mr. Little reported that once every five years, the College completes an educational plan survey analyzing the space it owns, the programs offered, and the enrollment in those programs. The College is in the midst of a new educational plan survey and it is anticipated that it will be presented to the Board within the next few months. Each year the College prioritizes project recommendations included in the educational plan survey, with consideration made for items in each of the four campus master plans. This year a request is made for four projects under renovations totaling \$8.9 million. The College also has three remodeling projects at the Cocoa campus, as well as three requests for new construction, including new library space in Melbourne.

Mr. Little confirmed that the College is currently working under the 1998 educational plan survey. The new plan being developed includes requests for the next five years. A substantial increase in enrollment since 1998 should provide justification for new space requirements.

Dr. Gamble recommended approval of the Capital Improvement Plan.

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

c. Approval of 2003-2004 Fees Schedule Changes – Mr. Little

Mr. Little reported that the Board approved a list of student fees in June 2003. He reported the College is seeking Board approval to include a transcript fee in the amount of \$5 and a fee in the amount of \$25 for the CLAST which includes retakes. Mr. Little confirmed that the funds earned will pay proctors for the test. These fees generally pay for the expenses generated and do not typically generate additional revenue.

Mrs. Wilson inquired if there are provisions in place to waive these fees for student who may not have the money. Mr. Little responded that the Board can give this authority to the President. Dr. Gamble advised that the College would work with the Financial Aid office to pursue waivers if they are needed. Mr. Little will add the appropriate wording in the fee schedule.

Dr. Gamble recommended approval of the 2003-2004 Fee Schedule additions with the provision to provide authority for the District President to waive fees for those students who are unable to afford them, as determined by the Financial Aid Office.



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Dr. Gamble advised that there are four community colleges at this time that offer four-year programs. BCC has decided not to become involved in this pursuit because of its relationship with the University of Central Florida. UCF has responded to the needs of the community.

b. Committee Assignments

Mr. Handley noted that Mrs. Wilson will be assuming the committee assignments of Mr. Johnson. Mrs. Wilson will review the committee assignments that have been assigned to her and follow up with Mr. Handley to let him know if any adjustments need to be made.

Dr. Gamble offered to meet with Mrs. Wilson to discuss the College and provide documentation if needed. Mrs. Martinez also offered to provide assistance to Mrs. Wilson.

**12. ADJOURNMENT:**

There being no further business to come before the Board, the meeting adjourned at 6:55 p.m.

**APPROVED:** \_\_\_\_\_

**Chair, District Board of Trustees**

**ATTESTED:** \_\_\_\_\_

**Secretary, District Board of Trustees**