

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
SPECIAL MEETING**

October 9, 2003
10:10 a.m.

Rm. #113, Building #11
Cocoa Campus

PRESENT: Dr. Alexandra M. Penn Williams, Vice Chair; Mrs. Miriam E. Martinez;
Mrs. Alberta K. Wilson; Dr. Thomas E. Gamble, Secretary;

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Dr. Gamble confirmed that the committee, which would include Board representation, would proceed to select the firm. Dr. Penn Williams indicated the committee should outline the scope of work that would be required of the CPA, as this would help to build the criteria for selection. Mr. Little reported typically when an external firm is brought in, a meeting is held to recommend audits and they assist in providing expertise in this capacity.

Dr. Gamble stated the action does not require a vote. Mr. Little will start the process of preparing a document to send out to CPA firms in the area. A Board representative will be appointed to serve on the committee at the next Board meeting (October 27).

Mr. Little will prepare a preliminary document indicating the "scope of work" required by the auditor.

3. **ADJOURNMENT:**

There being no further business to come before the Board, the Special Board meeting adjourned at 10:30 a.m.

APPROVED: _____
Chair, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees