

**BREVARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING**

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

- 3.a. Approval of Minutes – Board of Trustees Workshop – October 27, 2003
- 6.b. Approval of Engineering Firm – Collegewide HVAC Capital Project
- 8.b. Approval of membership for Florida Campus Compact
- 8.c. Approval of Out-of-County Travel for Carolyn Margoni

Dr. Penn Williams moved approval of the remaining consent agenda items. Mr. McCotter seconded the

Mr. Awtonomow stated that this project was a conversion from BCC's 1980's PBX technology to near state-of-the-art VOIP technology. This will keep the communications viable and allow for growth and expansion in the coming years.

Mr. Stack reported that the project is on schedule and over 1200 phones were installed in less than six weeks to all campuses and UCF. His staff is currently customizing individual and departmental needs and transitioning away from the old five-digit extensions to four-digit extensions. All previous phone numbers will work until the end of the year. He reported on some of the unique functions and abilities that this new system offers.

Mr. Awtonomow stated that the XML compliant display will allow for future growth potential and functionality, such as automating timekeeping, surveying, and other customer service related functions.

Mr. Handley expressed the Board's congratulations in successfully accomplishing this huge undertaking.

b. Report on Resource Development – Dr. Meaders

Dr. Meaders provided a synopsis and report on the operations and successes of her department. She introduced her staff and recognized their efforts. Last year's accomplishments were great, especially in light of staffing challenges. So far this year, over \$9.9 million has been collected, with another \$5 million pending and not yet collected. She acknowledged that there is a 2% decrease in income from previous years, but she equates that to decreases in departmental staff, elimination of the Workforce Grant, loss of state funding, loss of community matching support, which equates to approximately \$7 million.

Dr. Meaders stated that much research, study and communication is done by her staff and her in order to ascertain all grant opportunities. She would particularly like to achieve a better balance of grant sources, since currently the majority are federal grants. In the past grants were applied for in a reactive manner, but she will be working with Mr. Billings in the coming year in order to be more proactive in the strategic planning

Dr. Meaders reported that the biggest barrier to continuing projects successfully is a need a mechanism to appropriately compensation the faculty and staff during the grant project. Significant work is required to successfully maintain a grant project and the most successful employees quickly burn out. Dr. Gamble remarked that he has directed that no grant proposal be made unless a principal investigator has been identified to participate in the development of the grant. He further requested that the Board await the administration's recommendations regarding possible financial compensation options. He is studying the feasibility of supplying extra compensation, but with a written notice that the extra compensation will terminate upon completion of the grant process or perhaps issuing a separate check to reflect any extra compensation monies associated with the grant.

There is thorough coordination with the administration, human resources and finance office prior to finalizing the grant application to ensure that all those involved are aware and have an opportunity to identify any possible future problems or hardships.

Dr. Gamble stated that he would provide the Board with financial data regarding the tuition income provided from outside grants and funding.

Discussion ensued regarding methods in which we could induce further participation in the grant process by BCC faculty such as publishing opportunities, compensatory time off, professional development, etc. Dr. Gamble stated that one major problem is the need for a full time grants manager whose sole task is the tracking of grants and various milestones. Currently Dr. Meader's staff is completing this function, but they are overburdened.

The Board encouraged Dr. Gamble's efforts to increase staffing levels for the Resource Development Office.

c. Report on Process Improvement, Cocoa Campus – Dr. Fettrow/Ms. Terri Jones

Dr. Fettrow reported that approximately one year ago the Cocoa Campus Admissions and Advising Offices were selected to begin a pilot program regarding process improvement. A consultant, Mr. Wayne Hunicke, was invited to assist with this process. He was introduced along with Dean LeRoy Darby, (Dean at the time the process began) and Dean Rebecca Talluto (current Dean of Cocoa Campus).

Ms. Terri Jones, Director of Enrollment Services, reported on the purpose, measurable

She reported that the success was due, in large part, to the communication and coordination by the administration, which set the tone of success for the staff. The consultant, Mr. Hunicke, began a needs analysis interview. During a two and one-half day process, he met with each individual on the Admissions and Advising staff. From this interview process, Mr. Hunicke developed a list of improvements, which was streamlined to twelve project target areas, which could be effectively managed during the five month implementation process. He also identified process improvement tools and techniques to create a process and format for the staff.

These areas included: streamlining information packet; creating materials which would be visually more understandable to the students; enhancing student ambassador program to assist in the registration process; reducing student record holds; improving Banner access and electronic capability for students and advisors; streamlining and standardizing transcript processing time; scanning of student transcripts to make them accessible from all campuses on-line; improving web orientation to prepare the students prior to registration; and, recruiting and training staff and student volunteers to assist during the admissions and registration process.

As a result of these initiatives, there were some measurable improvements, such as reducing the student wait time by 25%; increasing the on-campus student orientations by 50%; streamlining the acceptance letter kits; improving the student ambassador program; training volunteer staff to do test scores assessments; creating a registration ambassador manual; providing instructions to students on Banner and web access; and, standardized transcript processing time to 14 days at all campuses.

The goal is to have repeat success with these initiatives during the Spring registration process as well as adding identified initiatives to realize further improvements.

Dr. Fettrow concluded by stating that she has been pleased by the improvements, which have been realized without additions to staff or budget.

Dr. Penn Williams asked if data had been collected in the past, such as the number of telephone inquiries that can serve as a baseline in measuring future measurable improvements. Dr. Fettrow stated that factors such as the new phone system, etc. will make it difficult to accurately measure these factors as improvements.

Dr. Gamble stated that Dean Heck is evaluating the possibility of implementing similar processes at other campuses in the future.

d. Report on the Collegiate High School – Dr. Fettrow/Ms.Laurie Bacchus

Dr. Fettrow, President, Cocoa Campus, and Ms. Laurie Bacchus, Principal, Cocoa High School reported on the Collegiate High School partnership between BCC's Cocoa Campus and Cocoa High School. They provided a copy of the program's Planning Guide and Participation Agreement, which serves as the tool to ensure completion and success of the student's completion of their degree at the time of their high school graduation.

Dr. Fettrow stated that she has made a concerted effort to provide class availability to provide flexibility to meet the student's needs and circumstances. The Participation Agreement is signed by both the student and the parent's in order to clearly identify the goals and requirements of this program.

**5. CITIZEN'S PRESENTATION:**

None.

**6. CONSTRUCTION AND DEVELOPMENT:**

a. Approval of Contracted On-Site Small Projects Construction Manager – Mr. Little

Mr. Little reported that the college Board has recently approved construction managers for a variety of projects. Last month the Board approved A. D. Morgan and H. J. High as construction managers on a continuing basis for small projects, normally ranging from \$100,000 to \$500,000. It is not advantageous to utilize construction managers for projects less than \$100,000 due to set up, mobilization and supervision costs. With this in mind, the Facilities and Maintenance Office is now requesting outsourcing projects less than \$100,000, thus allowing his staff to concentrate on ongoing maintenance requests at all the facilities. Mr. Little's proposal is to negotiate with the construction manager to provide a full-time supervisor for these small projects, with the college providing permanent space for this supervisor for operations, thus alleviating the supervision and mobilization costs for the construction managers. The construction manager will be consulted on the costs and timing issues involved with future small projects, the proposed construction manager will provide a guaranteed maximum price for each project. This will allow for BCC's budget control and allow college staff availability for other needed duties. The selection process has narrowed the search to three firms: A.D. Morgan, Heard Construction, and BRPH Construction Services and requests the Board to approve the use of all three firms so that we may get competitive quotes on each project. Dr. Gamble stated that the administration supports the idea in order to keep staff at a minimum, while allowing for completion of ongoing maintenance projects by current employees. Mrs. Martinez voiced her support of the proposal. Dr. Penn Williams indicated that although she also supports the idea, she must abstain from the vote for personal reasons and would accordingly submit the appropriate form for the record.

Mr. McCotter expressed concern regarding the future budget repercussions. Mr. Little clarified that if this item is approved the funds will come from the Capital Improvement budget rather than Operating Funds.

After lengthy discussion, the Board and requested further information at the November meeting regarding relevant upcoming small projects and projected associated costs utilizing this plan. Mr. Little agreed to provide this information and a list of backlogged maintenance and renovation work orders. Further he stated that if this plan is not

approved that it would be his recommendation to postpone any new projects until the backlog of maintenance items is reduced.

Mrs. Martinez moved approval of contracted On-Site Small Projects Construction Manager. The motion died for lack of a second. The agenda item was tabled until the November Board meeting.

**7. OLD BUSINESS:**

a. Report on Pending Legal Actions – Mr. Matheny

Mr. Matheny had no changes to his written report, but offered to answer questions. There were none.

b. Approval of Agreement with Brevard County to Relocate Historical Residential Building/Titusville Grove House – Mr. Matheny

Approved – consent agenda.

c. Approval/Confirmation of Acceptance of Insurance Committee Proposal – Mr. Little

Approved – consent agenda.

**8. NEW BUSINESS:**

a. Request for Board Meeting Agenda Items

The Board requested the addition of the following agenda items as future board meeting reports:

- (1) Advisement process for students
- (2) Planned Maintenance System (PMS) for the college (SACS definition)

b. First Reading Acknowledgement – Amendment to Policy 302.03 Employee Leaves of Absence – Mr. Little

Amendment to Policy 302.03, Employee Leaves of Absence, was presented for a first reading. It will be presented for final approval at the November 24 Board meeting.

**9. FINANCIAL ACTIONS:**

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

Approved - consent agenda.

b. Approval of DSO Quarterly Financial Report – Mr. Cherry

Approved – consent agenda.

- c. Approval of 2003-2004 Capital Outlay Budget Amendment – Mr. Little

Approved – consent agenda.

- d. Approval of Lab and Special Fee Changes – Mr. Little

Approved – consent agenda.

**10. REPORT OF THE DISTRICT PRESIDENT:**

- a. Aerospace Training Program – AACC Article

Dr. Gamble pointed out the article in the Oct./Nov. issue of the AACC Journal highlighting the aerospace training program.

- b. Firefighting Academy Article

Dr. Gamble noted the article in the Port Canaveral magazine regarding the Firefighting Academy.

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**Secretary, District Board of Trustees**