

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING**

December 15, 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;
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:

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

a. Additions/Corrections to Agenda

Dr. Gamble requested that a YMCA update and presentation be added to the agenda under Item 1.b.

Dr. Gamble requested that a presentation of the new campus security uniforms be added to the agenda under Item 1.d.

Dr. Gamble stated that Items 4.a. and 4.b. would be removed from the agenda.

b. YMCA Update and Presentation of Plaque to Trustees and Dr. Gamble

Dr. Fettrow, President, Cocoa Campus, introduced Mr. John Vasbinder, YMCA District Director, Brevard County and Mr. Chris Jaffe, Director, Cocoa YMCA Family Center. Mr. Jaffe is located onsite at the Cocoa Campus and will manage the BCC YMCA facility operations.

The groundbreaking ceremony was held on Thursday, December 11, 2003. Demolition has been completed and construction will commence on January 5, 2004, with a projected February completion date.

Dr. Fettrow presented plaques to the Trustees and Dr. Gamble in appreciation for their support and assistance with the YMCA project.

c. Recognition of Dr. Katherine Cobb, President, Virtual Campus and Mr. Joe Williams, General Manager, WBCC-TV Station

Dr. Gamble reported on the recent opening of the Digital Media Center Television Station, which commenced with a successful open house. This is a significant step toward future advancements for the college in the digital arena.

Mr. Handley presented Dr. Cobb and Mr. Williams with a plaque in commemoration of the grand opening of the WBCC-TV Station.

d. Presentation of the Updated Campus Security Police Uniforms

Mr. Craig Carman, Director, Collegewide Safety and Security, presented the newly updated uniforms for male and female security officers, which are easily recognizable and present a professional appearance for the college.

2. **CONSENT AGENDA:**

Mr. McCotter requested that item 6.b., "Approval of Guaranteed Maximum Price for Revised Cocoa Campus Perimeter Project" be removed from the consent agenda. Dr. Gamble recommended approval of the remaining consent agenda items:

- 3.a. Approval of Minutes – Board of Trustees Workshop – November 24, 2003
- 3.b. Approval of Minutes – Board of Trustees Meeting – November 24, 2003
- 9.a. Approval of Monthly Budget Status Report, November 2003
- 9.c. Approval of Disposition of Surplus Property

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

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

- a. Minutes – Board of Trustees Workshop – November 24, 2003

Approved – consent agenda.

- b. Minutes – Board of Trustees Meeting – November 24, 2003

Approved – consent agenda.

4. **COMMUNICATIONS:**

- a. Presentation on the Athletics Program – Mr. Ernie Rosseau

Mr. Ernie Rosseau, Athletic Director, reported he was appointed as Brevard Community College's Athletic Director effective on July 1, 2003 following Don Smith's retirement.

Mr. Rosseau provided an overview of the current athletics' program at BCC, which has recently undergone many significant changes. Volleyball and baseball programs have

been successfully reinstated; improvements have been made to the local gymnasiums; the golf program continues to thrive and experience tremendous success; and, the men's basketball team has been moved from Cocoa to Melbourne.

Mr. Rosseau indicated that he places an emphasis on local recruitment of student athletes; commitment to local vendors, associations and businesses for necessary expenditures; adding clinics and other venues for fundraising; and, ensuring academic excellence of student athletes.

Mrs. Wilson inquired if the relocation of the Athletic Department negatively affected the students. Mr. Rosseau responded that there has been no negative impact on participation to-date. Mrs. Wilson also asked about compliance with gender equity in athletics, Title IX. Dr. Gamble responded that the college is in compliance and will work within budgetary confines in order to provide fair opportunities for athletes based on the required student population ratio formula.

5. CITIZEN'S PRESENTATION:

None.

6. CONSTRUCTION AND DEVELOPMENT:

a. Approval of Updated Plans for the Cocoa Perimeter Site Improvements – Mr. Little/ Florida Architects

Mr. Al Little, VP, Financial and Administrative Service/Chief Technical Officer, introduced Mr. Joe Sorci, Florida Architects, who provided a graphic presentation of plan revisions to the Cocoa perimeter. The change was made in order to maintain the existing row of oak trees, thus conserving the trees, as well as saving time and money while maintaining the idea and integrity of the previous plan. Dr. Gamble recommended approval of the updated plans for the Cocoa perimeter site improvements.

Mrs. Martinez moved approval of Updated Plans for the Cocoa Perimeter Site Improvements.

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

b. Approval of Guaranteed Maximum Price for Revised Cocoa Campus Perimeter Project – Mr. Little

Mr. Al Little, VP, Financial and Administrative Services/Chief Technical Officer, explained that construction manager, H. J. High reviewed the Cocoa Campus Perimeter Project and provided a guaranteed maximum price quote of \$1,118,979.00, which falls

within budgetary limitations. Dr. Gamble recommended approval of the guaranteed maximum price for the revised Cocoa Campus perimeter project.

Mrs. Wilson moved approval of Guaranteed Maximum Price for the Revised Cocoa Campus Perimeter Project in the amount of \$1,118,979. Mrs. Martinez seconded the motion. All those voting in favor of the motion – Wilson, Martinez, Handley, McCotter and Penn Williams; opposed – none. Motion unanimously approved.

c. Approval of Plans for Renovations to Building #17, Cocoa Campus – Mr. Little/
Florida Architects

Mr. Joe Sorci, Florida Architects, described the plans for renovating Building #17, Cocoa Campus. He explained that previously one side of Building #17 was utilized for the physical therapy department, while the other side was used for a central chiller plant that still serves part of the campus. Construction of the building is sound and efficient so plans were able to be drawn up to renovate the first floor of the building within budget according to state building codes. The exterior of the building and the second floor will be renovated at some point in the future. Estimated completion of the project is July 2004. Dr. Gamble explained that this area will be used for classrooms as well as the Allied Health office space and recommended approval of the plans for renovations to Building #17, Cocoa Campus.

Mrs. Martinez moved approval of the Plans for Renovations to Building #17, Cocoa Campus. Dr. Penn Williams seconded the motion.

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8. NEW BUSINESS:

a. Personnel Actions

(1) Approval of Ratification of Faculty Volunteer Incentive Program Agreement – Ms. Oglesby

Ms. Joni Oglesby, AVP, Human Resources, stated that she hoped there would be Union representation at the meeting, however, indicated that she had received an oral indication that the ratif

9. FINANCIAL ACTIONS:

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

Approved – consent agenda.

- b. Approval of DSO 2002-2003 DSO Financial Statements/IRS 990 Tax Return and DSO Audit Review Checklists – Mr. Cherry

Mr. Mark Cherry, AVP, Financial Services, presented and explained data contained in the Direct Support Organization (DSO) performance review charts, which were prepared for each DSO at the Board's request. Mrs. Martinez explained that the downturn in the economy has caused buying trends to change, which will affect the current income data. Mr. Cherry further reported that because the stock market has improved, investment earnings are improving significantly for the King Center and Foundation. He indicated that endowments were not reflected in the charts. Mr. Handley suggested that in the future DSO endowments should be reflected in a separate chart showing progress for the last five years, and also including administrative or any other fees moving out of the endowment. Dr. Gamble recommended approval of the 2002-2003 DSO Financial Statements/IRS 990 Tax Return a

Their first task will be to perform a risk assessment of the college's activities, which will be the basis for an annual plan. Dr. Gamble recommended approval of the Internal Audit Committee recommendation.

Mr. McCotter moved approval of the Internal Audit Committee recommendation. 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.

10. REPORT OF THE DISTRICT PRESIDENT:

a. BCC's Ten Year Reaccreditation Received

Dr. Gamble reported that the college has received its 10 year reaffirmation of accreditation by SACS.

b. Institutional Accountability Process Report

Dr. Gamble reported a copy of the Institutional Accountability Process report has been provided to the Board for review.

c. Holiday Greeting Cards

Dr. Gamble stated that he opted to send electronic holiday greetings this year in response to cost and political ethics concerns.

d. Accelerated Programs Brochure

Dr. Gamble shared a brochure with the Board, which explains and clarifies the differences between the three accelerated programs offered across the state, i.e. dual enrollment, early admission and credit in escrow.

e. Graduation Ceremonies

Dr. Gamble reminded the Board that Fall Graduation ceremonies will be held on Saturday, December 20, 2003, at 1:00 p.m. and 4:00 p.m. at the King Center. Approximately 800 students are expected to walk for the two ceremonies. Judge Torpy will be honored as Distinguished Alumni and Walt Gilfilen as Distinguished Service awardees.

f. Holiday Concert

Dr. Gamble stated the Holiday concert will be held on Sunday, December 21st at 4:00 p.m. with Brevard Community Chorus and Orchestra.

c. Cocoa Village Playhouse

Mr. McCotter reported that Mr. Walt Gilfilen is spearheading the Capital Campaign and compiling a list of prospects for contributions to annex.

d.

12. ADJOURNMENT:

There being no further business to come before the Board, the meeting adjourned at 6:30 p.m.

APPROVED: _____

Chair, District Board of Trustees

ATTESTED: _____

Secretary, District Board of Trustees