

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORKSHOP**

July 23, 2001
3:00 p.m.

Board Room #231, Building 2
Cocoa Campus

PRESENT: Mr. Eugene C. Johnson, Chairman; Mrs. Miriam E. Martinez, Vice Chairman;
Mrs. Betts O. Silvernail; Mr. James W. Handley; Mr. Joe D. Matheny, Attorney;
Dr. Thomas E. Gamble, Secretary

ABSENT: Dr. Alexandra M. Penn Williams

1. CALL TO ORDER:

Mr. Johnson, Chairman called the meeting to order.

**2. REVIEW OF THE TECHNICAL/VOCATIONAL PROGRAMS 2001 REPORT -
Dr. Astrab**

Dr. Don Astrab, Dean of Technical Education, recognized Ms. Jenny Falanga, Secretary III, and Ms. Stephanie Mikulicz, Program Improvement Specialist, as being part of the Technical Program. Dr. Astrab distributed a handout regarding the funding and explained there is a two-year period from the time that BCC works a school year where programs are tracked and enrollment and completers placements are looked at before it ever affects the budget and allocations that BCC will receive. Dr. Astrab explained the allocations that BCC received for 2001-2002, are based on completers from 1999-2000, and completers from 1998-1999, who were placed in jobs during the 1999-2000 year. Dr. Astrab reviewed the Florida Community College System 2000-2001 Workforce Changes and explained the formula. He explained the 15% value does not appear on the form in the State report; the actual performance value is shown. Dr. Astrab stated that PSAV stands for Post-Secondary Adult Vocational Certificate Programs and includes automotive technology, cosmetology, etc. The PSVC stands for and includes the college credit certificates such as EMT, paramedic, AS degrees, AAS degrees, and non-declared. Dr. Astrab stated that historical data was utilized, which created high numbers of completers. BCC conducted a survey of people who were eligible to receive certificates in addition to those who applied. For several years, BCC went back to collect graduates in order to build the base. One of the reasons BCC exceeded its performance was because BCC grandfathered in all of the people eligible for certificates. BCC benefited, in a two-year period, because all of the placements who were grandfathered in and actually working were captured. This reflection is seen in the appropriation. BCC was unable to earn the 15% for this past year because the base was elevated over the past two years. BCC's new allocation for the 2001-2002 year was decreased by \$160,000.

Dr. Astrab explained that he has taken the past two years to look at each certificate to compare graduates, completers, and walk-through, trying to figure out where BCC lost the \$160,000. Dr. Astrab did identify two programs, which could account for the majority of that money that BCC could have recouped. One program was the Harris SEE (Student Employment Education) Program. It ran for eight consecutive years, prior to that time, averaging approximately 22 graduates a year. The program was discontinued as Harris felt their employees had all been through the training and there was no longer a need. The second program that was discontinued was the Truck-Driving Academy. The combination of these two programs accounted for 50 completers and 50 placements. Those two alone would have exceeded the \$160,000 that BCC needed to earn the 15%. Dr. Astrab explained that even though there was a decrease, it does not mean that BCC was operating with that type of a net loss. When the Harris SEE program closed, three full-time positions that were jointly funded by Harris and BCC also disappeared. That could have accounted for \$75,000 in salary savings, from discontinuing the program, similar with the Truck Driving Program. Losing the completers was not a complete loss because there is recovery on the program operation side.

Dr. Astrab explained that all of the Allied Health Programs place BCC in a unique scenario. Many of the programs in Allied Health have limited enrollments because articulation and accreditation agencies dictate the number of students allowed in the program. With all of the programs that have “caps” on the number of students they are allotted, in theory, they can only break even from one year to the next. The 85% is given up front so if the cohort group of students has a bad year where some drop out or they do not go to work, BCC cannot earn back the 15%. BCC recovers from the rest of the programs, such as business and IT programs where it is an open-ended enrollment policy. BCC has to look at the Allied Health area and strategically plan how to grow. This has been done with the Medical Assisting Program by moving to a second campus, which gives BCC the ability to take on additional students.

Dr. Astrab stated that Dr. Tom Denison’s marketing works into the Technical Program. A good example of this is what has been done with Electronics Systems Assembly. For example, Dr. Denison approached and worked with business and industry identifying needs with entry level soldering electronic technicians. As students go through training in Dr. Denison’s area, BCC allows them the opportunity to do credit by exam and move right into a PSAV certificate. As Dr. Denison identifies companies that want training, it is looked at to see if there is a need for a new degree that BCC would like to implement. Dr. Gamble clarified that Dr. Denison’s area is non-credit and Dr. Astrab’s area is credit.

Dr. Astrab reported that last year's data shows that all Florida Community Colleges did well because the State put an additional \$10 million into the workforce fund and that funds were distributed to all of the schools. The report showed that this year there was only an additional \$2 million placed in to the workforce fund. The report shows that all Florida Community Colleges averaged about 4% less than was received last year. Dr. Gamble stated the formula in the State of Florida is designed to cushion against the smaller colleges having a catastrophic event. Mrs. Martinez stated the problem is that it does not allow BCC to be proactive if there should be an economic downturn. Dr. Gamble stated the Aerospace Program is going to be important because it is an evolving, developing arena for BCC. Dr. Astrab stated that one of the things BCC has done to try to help with the funding is to get students to declare degrees. If students declare their certificates as their major, that will help BCC with the funding formula and the program progression points (PPP).

Dr. Astrab reported on the Technical/Vocational Programs 2001 Report. Section One shows how BCC is getting information out on the programs. The Contact Directory sheet is geared for advisors and the Job Link areas so students can have a quick look at the various programs and information pertaining to each program. Dr. Astrab stated the Collegewide Curriculum Coordinating Assignment sheet, which is updated quarterly, is used internally to organize program review updates. A Campus President or member of the Cabinet is assigned to be a chair over specific programs. This goes into the faculty handbook and it dictates the flow of information for all of BCC Educational Programs curriculum. Dr. Astrab stated the "Instructions on How to Use the Major Program Codes" was redesigned for the Admissions area and it lists all of the programs and their codes. It is in the catalog and on every admission counter, collegewide, to help the students when they are enrolling.

Dr. Astrab referred to the Level 1 Program Review Summary and stated that BCC, is required by the state, to be involved in three reviews for program. The Level I review is community college based. BCC is running these Level 1 reviews on a continuous basis, which gives BCC an initial look at a program. The Level 2 review is approached when BCC identifies some deficiencies at the Level 1 stage and the Level 2 is a much more involved process. Level 2 is community college based, so each community college is required to review all programs at a Level 2 level every three years. The Level 3 review is a state-driven review based on Level 2 responses the State receives from the community colleges. From the Level I review, BCC categorizes programs into one of three areas; the program review list, the stable program list, and the exemplary program list. Faculty members and Dr. Astrab look at the program review list, review deficiencies, notify advisory committees, and discuss it at the next advisory committee meeting.

Dr. Astrab stated that for demand, BCC would like to see, at the Level I, a minimum of at least 10 openings a year in Brevard County. For enrollment, BCC would like to see an average of 15 students in each class. Completers is listed as 20 percent. Dr. Astrab stated the reason for this is because many of BCC's programs are not cohort groups. He stated BCC is still looking at additional ways to better track program success. An occupational completion point (OCP), recently renamed a program progression point (PPP), will allow BCC to do this. This will also tell BCC how far people move through an AS degree and at what point they are getting a job. Dr. Astrab stated that students come to BCC, get the skills they need to get a job, and never return to earn the general education requirements and get the degree. Dr. Astrab stated if a student takes two or three classes, BCC will get some credit for those students because of the program progression point. Dr. Gamble stated the community college presidents, in the central part of the State, met and decided there should be a direct effort made with the new Board to make the point that the formula should be simplified and there should be credit for the headcount without limitations. Dr. Gamble stated that BCC is looking at, through the Business and Industry Training Center, providing an avenue for credit even after the non-credit offering has been completed. If it fits the course criteria, there is a \$50.00 fee to convert this.

Dr. Astrab stated that just because a program shows a deficiency at the Level 1 level and goes onto a program review list; it does not mean the program is closing. It is a starting point in the review analysis. Dr. Astrab presented the three-year Level 2 schedule. He also presented a new Level 2 procedure manual that has been reviewed and edited. Dr. Astrab stated he is soliciting input at this time for what should be included in the Level 2 procedure manual.

Dr. Astrab presented the newsletter distributed each term by the Technical Education Department. He also gave an update on the web site for Technical Education. Dr. Astrab provided an updated list of the Technical Advisory Committees. He reported an advisory committee is not always linked to just one certificate and may overlap in some areas. Dr. Astrab indicated the equipment and facilities at BCC meet the Technical Program needs. Dr. Astrab stated the State information BCC receives about the demographics of the county becomes secondary as to what the needs are in the area. The information used is driven locally rather than using information from the State. Dr. Gamble stated BCC receives more accurate data from the Workforce Development Board as well as the Economic Development Commission.

3. **ADJOURNMENT**

The meeting adjourned at 4:00 p.m.

APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees