

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORKSHOP**

December 15, 2003
2:10 p.m.

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

PRESENT: Mr. James W. Handley, Chair; Dr. Alexandra M. Penn Williams, Vice Chair;
Mrs. Miriam E. 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.

2. GENERAL DISCUSSION:

a. District President Evaluations

Discussion ensued regarding the need for defining qualitative items for future District President performance evaluations. Mrs. Martinez suggested adding a page to the front of the current evaluation form which reflects the qualitative requirements and provides a space for rating the outcome of each item. The trustees agreed that this would be beneficial and Mrs. Martinez offered to provide a draft at the January Workshop.

Mr. Handley stated that the Board should discuss priority projects and establish interim goals for Dr. Gamble's completion. Mrs. Martinez suggested that a milestone be established for each month with progress reported at quarterly meetings.

Dr. Gamble expressed concern that measurable goals established by the state may prove difficult to control by the school's administration and thus an acceptable range of measurements should be established.

It was agreed that Dr. Gamble will provide a list of proposed objectives for the following year at the August Workshop to be reviewed and amended by the Trustees as deemed appropriate.

b. Board Meeting Action Item Report

Mr. Handley requested that a report of all items requiring trustees' action or follow up be compiled and forwarded to all trustees no later than ten days following each Board Meeting. Mrs. Terry Martin, Executive Assistant to the District President, will compile the list and forward it electronically to all Trustees each month as requested.

c. Classroom Usage Survey

Mr. Handley inquired about the status of the classroom usage survey. Mr. Frank Billings, Assistant Vice President, Institutional Effectiveness and Strategic Management, reported that a final meeting on this subject will be held on December 17th. He recommended that the data be presented at February Board Workshop in order to give the Cabinet time to review the data and prepare a brief analysis.

d. Equal Employment Opportunity (EEO) Strategies

Mr. Handley requested that Dr. Gamble contact Mrs. Alberta Wilson to set up an appointment to discuss strategies and plans for improving and ensuring sufficient EEO strategies for the college.
(Dr. Penn Williams arrived.)

e. Student Retention Data

Mr. Handley requested clarification of the student retention data which Dr. Gamble provided to the trustees. Mr. Handley stated that the data appears to suggest that although student retention is declining statewide, Brevard County has improved. Dr. Gamble stated he will contact the State to get further information/clarification on this subject.
(Mrs. Wilson arrived.)

f. Environmental Scan/SWOT

Mr. McCotter inquired how the Environmental Scan/SWOT data will be used to ensure proactive responses to ensure appropriate classes are offered in order to meet future needs. Dr. Gamble reported that the advisory committees for each college program will meet with faculty twice a year to allow them to critique college planning and methods and make suggestions on how the college can better meet the needs of the students and the community. In addition, community sources will be surveyed regarding the adequacy of course offerings for future need projections.

Mrs. Martinez reported that statistics show that the advanced average age of those currently in the nursing profession and escalating need in the near future upon retirement of this group.

Dr. Gamble reported that Mr. Billings, Assistant Vice President, Institutional Effectiveness and Strategic Management, summarizes the data, which is forwarded to Dr. Don Astrab, Executive Vice President/Chief Learning Officer, for discussion with Campus Presidents. In addition, the data is presented to Program Coordinators for discussion at the Curriculum Advisory Committees. Dr. Astrab reported that the college interfaces with the Brevard Workforce Board, High Wage/High Skill Committee to react to any county-wide changes that occur.

Dr. Gamble reported that Nursing, Dental Hygiene, and Radiology Technician have significant backlogs. For instance, more than 300 applications were recently received for forty Nursing program openings. Dr. Gamble suggested that it might be beneficial if trustees would attempt to establish relationships and communications with local hospital administrators, to promote their financial assistance in order to add the two additional full-time faculty positions to Allied Health to better meet the nursing program shortfalls. Mrs. Martinez agreed to meet with Mr. Larry Garrison, VP/COO, Health First, to discuss possible solutions or strategies to deal with these issues.

3. BOARD SELF-EVALUATION (2002-2003):

The Board continued their discussion of the 2002-2003 Board Self-Evaluation, Section B, Code of Ethics/Responsibilities:

Code of Ethics/Responsibilities:

1. Although the average score was high, Mrs. Martinez pointed out that there was a significant gap between the highest and the lowest rating, which indicates that someone feels that a refresher course in ethics would be beneficial. A workshop should be conducted whenever a new trustee joins the Board. This was not done since Mrs. Wilson's appointment. Dr. Gamble indicated that he will contact Mr. Muldowney, Vice President, Policy & General Counsel, Valencia Community College, to schedule a future ethics workshop. Mr. Matheny suggested that, in addition, each trustee should be required to review the ethics guidelines each year and sign a form indicating that they have read and understand the rules.
2. Although the board self-evaluation rating was high, Mrs. Martinez suggested that the trustees should not interfere with the administration's management of daily operations.
3. The ratings were good, however discussion ensued regarding the best, most accurate method for rating community/student satisfaction. It was agreed that random, unscheduled inquiries are the most accurate reflection of satisfaction. Dr. Gamble also suggested that written and random oral surveys with community linkage contacts would also be a helpful measure.
4. No discussion needed.
5. No discussion needed.
6. The ratings were good, however, it was noted that the Board should not interfere with daily college operations.
7. Good marks, although more attention to is needed to ensure timely completion of assigned tasks.

8. No discussion needed.
9. Good marks. Dr. Gamble reported that legislator feedback indicates that trustees carry the most potential influence on their process. He will keep the Board informed of the areas where they can be of assistance in this regard.
10. No discussion needed.
11. No discussion needed.
12. No discussion needed.
13. No discussion needed. All agreed that the Board should support District President and isolate him from personal political pressure, thus avoiding possible conflicts of interest.

It was agreed that Section B, Item 8, wording should be deleted in future evaluation formats due to a new statute, which gives the District President the ultimate authority in hiring and firing staff.

Due to time constraints, discussion of Section C will be postponed until the January Board Workshop.

4. POLICY GOVERNANCE:

Mrs. Martinez requested review of the newly incorporated draft of Section 500 to the Policy Governance Manual, which includes the list of statutes provided by Mr. Matheny at the November Workshop. Mrs. Martinez said that she will work with Mr. Matheny to ensure proper reference and indexing of the items for the Manual.

Mrs. Martinez further requested comments on Section 400.4, which was drafted based on discussion by the Board at the November Workshop. The Board indicated that the wording for this section appears accurate as written. Dr. Penn Williams suggested adding the preposition "to" to read "To ensure" to items 1 and 2. In addition, Dr. Penn Williams stated that wording should be added to the Manual to ensure that the Board will speak to legislators as a unified voice. Thus the wording "... to deliver the agreed upon message." will be added to emphasize this point.

Finally, a change was made to the Financial portion of Section 200.0, to clarify the requirements of the Board in the case of contract modifications, in which the value exceeds the previously approved dollar figure approved by the Board. Mr. Little requested a copy of this modified Section 200.0 to ensure his understanding and agreement.

Mrs. Wilson requested a further addition to the Ethics portion of Section 200.0 stating “The District President should not impede or obstruct an investigation of an ethics claim by an authorized individual or agency.” Mrs. Martinez indicated this will be included in the next revision.

In response to Dr. Penn Williams’ inquiry, the Strategic Planning and District President Evaluation sections will be discussed during the January Workshop.

Finally, discussion ensued regarding the development of policies related to fingerprinting and background checks of employees. This is becoming a more urgent risk management issue as minors are now attending classes via the collegiate high school, dual enrollment programs as well as childcare centers. Dr. Gamble stated that he will discuss the state’s position on this subject with Chancellor Armstrong as he feels all of the community colleges should have a uniform policy. Dr. Penn Williams stated that the subject should be readdressed in a future workshop. Mr. Handley suggested that Dr. Penn Williams provide a draft of a suggested policy for presentation at a future workshop. Dr. Penn Williams also requested input of the BCC Safety Committee as well as a report on how other community colleges are handling this issue.

Mrs. Oglesby, AVP, Human Resources, indicated that currently background checks are routinely conducted for certain positions, such as childcare providers, or if the application indicates that there have been legal issues in the past. This is a contracted background search based on social security numbers and date of birth. The college is currently exploring ways for financing FDLE background checks and fingerprinting, such as grants or partnering with the local school district. Mr. Handley also explained that the FDLE, by law, provides a listing of reported sexual offenders which are located in the county.

5. FEASIBILITY OF CHARTER SCHOOLS:

Dr. Astrab, Executive Vice President/Chief Learning Officer, reminded the Board that graduation ceremonies will be held on December 20, 2003 and he reported that there have been more than one thousand applications received for fall term graduations, which is a high number for a mid-term graduation ceremony.

He reported on progress updates since the September 22, 2003 Workshop relating to Charter Schools. Following that meeting, a task force was formed with representatives from Brevard Community College and Brevard County Schools to review the feasibility of establishing a Charter School in Brevard County. The task force was asked to review the status of the accelerated mechanisms currently in place, identify the needs where charter schools would compliment current efforts, examine other state charter high schools, and prepare a report on identified benefits and obstacles for establishing a Charter School.

A preliminary meeting was held on October 23rd, consisting of three BCC and five representatives from Brevard County schools. Issues such as the Class Size Amendment, geographic concerns and economic issues were discussed. Identified action items were to

collect 2002-2003 dual enrollment data, gather additional program data throughout the state and identify other programs for review.

The first task force meeting was held on November 24th. Dr. Penn Williams attended the meeting to provide an update on the subject from the State perspective. It was concluded that three site visits within the state were recommended. Hopefully, these site visits will be completed in January to observe and review some programs currently in operation across the state.

Ms. Lynn Demetriades, Program Coordinator, EVP/Academic Services, stated that in response to the recommendation at the September Workshop, extensive conversations have been conducted with staff at the Santa Fe Community College Charter School. A future site visit is planned to Santa Fe Community College.

In addition, the current joint venture efforts with the local school district and Brevard Community College are being reviewed.

Ms. Demetriades stated the current goal is to continue gathering information, complete site visits and report conclusions and recommendations, hopefully by March, to the Board.

Dr. Penn Williams indicated that she would like to participate in any future site visits.

Dr. Astrab pointed out that dual enrollment data indicates that Brevard County leads the state in the number of vocational certificates, AA and AS degrees obtained. He indicates that this is an indication that BCC is providing opportunities to more students in several platforms based on their various needs.

5. ADJOURNMENT:

The workshop adjourned at 4:12 p.m.

APPROVED: _____

Chairman, District Board of Trustees

ATTESTED: _____

Secretary, District Board of Trustees