

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

February 19, 2001
3:00 P.M.

Room 208, Building #1
Palm Bay Campus

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

1. CALL TO ORDER:

Mr. Johnson called the Board meeting to order.

2. DISCUSSION - POLICY MANUAL:

Dr. Gamble opened the meeting up by stating his goal is to have a final policy manual which is relatively small. A lot of the materials in the current policy manual are actually procedures. The policy manual is a guideline and the procedures are for implementation of the policies. Dr. Gamble stated the workshop is a beginning of the process to update the policy manual. Board members have reviewed their sections of the policy manual and have provided a summary of their recommendations. The next step is to place the policy changes into Board policy format. Dr. Gamble will check with the Cabinet members who are responsible for specific areas to provide recommendations and the policies would then be brought to the Board for a first and final reading for approval.

a. Section I - Administration - Mrs. Martinez (Addendum)

Mrs. Martinez discussed her general comments on what should be included in a policy statement. Policies should refrain from “how to’s” which are procedural. The management of the college should be in charge of preparing the procedures and there should be a reference to statute if applicable. Mrs. Martinez stated Section I is peppered with procedures, past decisions and goals. Mrs. Martinez reported on the proposed contents of Section 1, which should include Board Philosophy, Code of Ethics and Responsibilities, Organizational Structure, Public Meetings, Powers and Duties of the Board, Life and Health Insurance Participation and Defense in the Event of Civil Action. She recommended that Life and Health Insurance for Trustees be redone and Internal Audit Department be removed from the current contents.

Mrs. Martinez recommended a contents change of the current Office of the District President to College listing Mission and Purpose and Direct Support Organizations. She indicated the Office of the District President section is actually procedure. She reviewed the Health and Safety section of the policy manual and recommended the wording

Proscribed Items or Activities be expanded to Proscribed Items or Activities on Campus. Mrs. Martinez also recommended the wording Sexual Harassment and Assault be changed to Harassment.

Pertaining to the contents of College Operations, Mrs. Martinez recommended the topics listed be Equity Program, Naming and Use of College Facilities, Commemorative Acts, Memorial Gifts and Americans with Disabilities. College Information should be eliminated as procedure.

Mrs. Martinez reported a common template should be used for each policy and a summary statement should be included. She reviewed other specific recommendations which included that Policy 100.01 be broken into separate policies for A. Philosophy of the Board, B. Code of Ethics/Responsibilities, C. Memberships and Meetings and that the numbered sections of D. Powers and Duties of the Board be removed as it is procedural. Policy 100.02, College Trustees: Life and Health Insurance should be rewritten in policy terms. Mrs. Martinez discussed the use of "the college" versus "the board of trustees" in Policy 100.03. Dr. Gamble reported typically the term "college" would be appropriate for the Board of Trustees unless specifically relating to Board function. It was discussed that it should be employee or Board of Trustee member. Mr. Matheny reported in some cases the policy tracks the language of the state statute.

Mrs. Martinez provided a copy of the policy template Harris uses.

b. Section II - Business - Mrs. Silvernail (Addendum)

Mrs. Silvernail reported she reviewed Section II of the policy manual with Mr. Al Little, Vice President for Finance and Administrative Services and Mr. Mark Cherry, Associate Vice President, Collegewide Accounting. She provided an overview of recommended changes. She recommended in Policy #200.02, Fund Depositories, that instead of requiring every 4 years the college request a bid for banking services from all banks in Brevard that it require every 5 years the college either issue a request for proposal for banking services or negotiate a contract based on the results of a request for proposal from a state entity. This would allow the college to request proposals from those banks that are the strongest financially.

Mrs. Silvernail recommended the wording for Policy 201.02, Expenditures, Section D be changed to allow travel reimbursement for BCC Employees, Board Members, students, and certain invited college guests. She also recommended the policy should include that in-country reimbursement is allowed for travel from identified home base to other county locations for college business.

Mrs. Silvernail recommended Policy 201.03, Competitive Bidding, have a new section C added with the wording "The College should periodically review continuing Legal, Audit, and Insurance Services. If an in-depth review is necessary, a RFP should be

issued and evaluated.” Mrs. Silvernail stated she did not think these services require yearly RFP’s, but believed the Board should be required to review them periodically to determine if it is time for an RFP to be issued.

Mrs. Silvernail recommended Policy 201.04, Construction Change Orders and Payments be changed from less than \$10,000 that the District President can authorize for a change order to the amount allowed by the threshold as designated by Florida Statute. She also recommended in Section B, Payments to Contractors, to change the percentage of retainage from 10% to 5%. Mr. Matheny reported the Board of Trustees has the right to remove the retainage requirement if the contractor is performing. It was recommended that wording be added to Policy 201.04, Section B that the retainage can be waived by the Board under certain circumstances.

Mrs. Martinez discussed if the college should have a corresponding policy for every state statute. Dr. Gamble suggested the policies could all read the college will follow state statute.

Dr. Penn Williams felt it should be a policy to set the amount and threshold to go to the Board for approval. Dr. Gamble reported it is generally advised to follow the state statute statement in these areas. Frequently the dollar amount gets reviewed and if there is a local policy which is significantly different it gets confusing. It was determined the wording should be, “The college will follow state statute in determining limits on use of funds by the president.” Mrs. Martinez felt the wording should be as such so that if the state changes something, the policy should not have to be changed.

Mrs. Silvernail recommended the wording change for Policy 202.01, Solicitation of Private Funding, to change from disseminating annually to all college employees policies and procedures for fund-raising, grants, and contract procurement to disseminating upon employment and as deemed necessary.

Mrs. Silvernail reported Mr. Little recommended rewording of Policy 203.01 to sound more professional.

c. Section III - Personnel - Mr. Handley (Addendum)

Mr. Handley reported he reviewed the policies and felt some should actually be procedures. He had contacted Ms. Joni Oglesby, Associate Vice President, Human Resources, who reviewed the policies in detail.

Mr. Handley recommended Policy 300.01, Office of Human Resources: Records and Responsibilities, be moved to the Procedures Manual. Policy 301.01, Criteria for College Employment, Section A, should have a change in title to “Standards and Qualifications” and recommended some other wording changes. Section B should be moved to the Procedures Manual.

Recommendations were reviewed for Policy 301.02, Employee Benefits. The introduction was recommended to read "Full-time employees of the college will be eligible for all benefits available through the College. The District President will establish procedures for the eligibility of permanent part-time employees, retired employees, dependents of full-time employees, and Board Members (current or retired)." Sections A and B will be moved to the Procedures Manual. It was recommended that the reference to the Office of the Executive Vice President for Instruction be removed, as no such position exists.

Wording changes were recommended on Policy 302.01, Contractual Matters, Employment at the College which were provided in Mr. Handley's addendum. It was recommended that the first paragraph of Policy 302.02, Work Load Scheduling and Compensatory Time be removed and it be added that the District President or designee will establish guidelines and procedures for flexible scheduling of employee work time. Sections A, B, C and D will be moved to the Procedures Manual. Policy 302.03, Employee Leaves of Absence, required no changes to Sections A, B and D. Section C requires a change in wording to types of leave which are available to college employees will be fully explained in the College Operational Procedures Manual. The remainder of Section C will be moved to the Operational Procedures Manual. Section E, Part 3, Pay Grades should be updated. In Policy 302.04, Employee Standard of Comportment, it was recommended that no changes be made to Sections A, B, or C. Suggested wording was provided for Sections D and E. The components of Sections D and E that are procedural will be moved to the Procedures Manual.

Policy 302.05, Termination, Transfer, and Retraining of Personnel, was reviewed and recommendations were made in the wording for Section A, Part 1 and Part 2. Section B, Part 1 had no changes. It was recommended that the wording: the District President will establish procedures governing a reduction in force, including early retirement for non-instructional personnel be added. The remainder of Section B and Section C that are procedural will be moved to the Procedures Manual.

Policy 302.06, Evaluation of Personnel, recommendations were reviewed. Certain wording changes were made and it was recommended that Sections A and B will be moved to the Procedures Manual.

Policy 302.07, Grievance/Complaint Resolution and 302.08, Employee-Developed Materials/Copyright and Patent were discussed. Sections B, C, and D will be moved to the Procedures Manual.

It was recommended that wording should be added to Policy 303, Payroll, 303.01, Payment of Personnel, that: the District President or his/her designee will establish procedures to pay employees in accordance with applicable State and Federal laws and regulations. Sections A and B will be moved to the Procedures Manual.

It was recommended that in the introduction to Policy 303.02, Payroll Adjustments, that the second paragraph be added that: the District President or designee will develop guidelines and procedures to implement authorized payroll adjustments. Sections A and B will be moved to the Procedures Manual.

Mr. Lawton reported there have been quite a few changes to the personnel section of the procedures manual and he has provided a copy of the changes to Ms. Osborne. Mrs. Silvernail stated the next step should be reviewing the procedures. Dr. Gamble indicated it is the responsibility of the college's administration to update the procedures. The key is that the Board of Trustees must establish policies from which these procedures can be derived.

d. Section IV - Students - Mr. Johnson (Addendum)

Mr. Johnson reported Dr. Judy Bilsky, Associate Vice President, Educational Services, assisted in the review of Section IV of the policy manual. Dr. Bilsky recommended the deletion of Campus Coordinator from Policy 400.05. It was recommended that Policy 400.06 be updated to reflect changes in state board rule requirements. It was recommended that the title of V.P. for Educational Services be changed to AVP for Educational Services in Policy 401.03. Policy 401.05, Section 3, should be reworded to clarify the proper flow of paperwork in regard to Student Appeals and the title of Dean of Student Development updated to Dean of Educational Services. Mr. Mark Cherry is currently updating Policy 401.05, Pro-Rata Refund, to reflect changes in federal financial aid regulations.

Mrs. Martinez suggested titles be removed from the policies in order to avoid having to change. Dr. Gamble reported he would like to get policies down to one page.

f. Section V - Instruction - Dr. Penn Williams (Addendum)

Dr. Penn Williams reviewed her recommended changes to Section V - Instruction. She recommended the addition of wording for Policy 500.01, Academic Freedom and Responsibility, to: an educator must maintain competence in his or her field of study. It was recommended that Policy 500.03, Continuing Instruction: High School Drop Outs Under 18, be reviewed for accuracy. Dr. Penn Williams recommended that the Florida statutes relating to this be reviewed carefully to properly align the board policy for compliance.

Dr. Penn Williams had no recommendations to Policy 500.04, Selection of Supplemental Materials for Instruction or Policy 500.05, Library Privacy. She recommended in regard to Policy 501.01, Accelerated Education Programs, Section F, Online Campus, that with the recent changes in the programs that the appropriate personnel review and make necessary changes. Dr. Penn Williams recommended changes in Policy 501.03,

Instructional Linkages to the Community, Section A, Corporate and Government Development to add both the Business and Industry Training Institute as well as the Center for Aerospace Training Development with the appropriate descriptors. Under Section B, Brevard County School District, it is recommended that "Alternative teaching certification" be added to this section. Under Section I, Brevard Teaching and Learning Labs, it is recommended the section be rephrased to the relationship between the Labs and BCC is more accurately portrayed. Dr. Penn Williams recommended Section J, Brevard Community College Clean Room, be removed as the college no longer has a clean room.

Dr. Penn Williams reviewed recommendations for Policy 502.01, The State University System. She recommended the Associate in Science Transfer Agreement be added to this section, the Joint Online Program be articulated in this section and that subsection D, Articulation Committee, be updated. If the activities in subsection D have been accomplished and policies established, they should be described by the appropriate personnel.

Dr. Penn Williams recommended that Policy 502.2, Regional Vocational and Adult General Education, be reviewed by the Dean of Vocational-Technical Education for accuracy. No changes were suggested for Policy 502.03, Institutional Articulation: Associations and Agencies.

Mrs. Martinez discussed Policy 500.04, Selection of Supplemental Materials for Instruction and a review should be done of areas which could be part of others to provide for more cohesiveness.

3. ADJOURNMENT:

There being no further business to come before the Board, the workshop meeting adjourned at 3:50 p.m.

APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees