

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

November 18, 2002
2:00 p.m.

Administration Bldg. #2, Board Room #200
Cocoa Campus

PRESENT: Mr. James W. Handley, Chair; Dr. Alexandra M. Penn Williams, Vice Chair;
Mr. Eugene C. Johnson; Mrs. Miriam E. Martinez; Mr. C. R. "Rick" McCotter III;
Mr. Joe D. Matheny, Attorney; Dr. Thomas E. Gamble, Secretary

1. INTRODUCTION

Dr. Gamble reported Mr. Billings will be presenting the First Quarter FY 2002-2003 Strategic Plan Accomplishments. Mr. Billings provided a handout to the Board which contained the District President's High Priority Projects, First Quarter Strategic Plan Accomplishments, Abbreviated List of College Goals, AACC and BCC Core Metrics, and Florida K-12 Imperatives and the Expanded List of College Goals, AACC and BCC Core Metrics, and Florida K-20 Imperatives. Mr. Billings reported during the summer he had provided a report on the online process for keeping track of who is doing what and noted as people completed goals they would go on line and make entries into the document on the status of these goals for the strategic plan accomplishments.

2. DISTRICT PRESIDENT'S HIGH PRIORITY PROJECTS/OBJECTIVES FOR 2002-2003

Dr. Gamble reviewed the priority projects, priority objectives and accomplishments with the Board. If an item is marked as NA, Dr. Gamble reported the item has not been completed. Mrs. Martinez reported in project management, when establishing objectives, an initial determination is made to complete a project in a certain timeframe. She reported if an objective or project cannot be completed on the planned date, this should be reported as soon as known and circumstances and recovery plans discussed.

(1) Continue Development of Virtual Campus

Dr. Cobb reported the completion of the conversion of WBCC to digital is anticipated in February or March 2003. Mr. Matheny reported a few days ago, the contractor was approved to build the building housing the equipment so the project should be moving along.

(2) Continue Development of Aerospace/Space TEC Programs

Dr. Gamble reported the college had hoped to finish staffing of positions as indicated for the Aerospace program. Two positions have been filled; however, there are two positions under review for possible changes due to shifting priorities. He reported it is hoped by June 2003 to incorporate ATAC recommendations in the AS program curriculum.

(3) Develop Institute for Business Training/Community Education

Dr. Gamble reported Dr. Denison has been asked to take four separate campus continuing education units to merge into one unit. By July 1, 2003, the goal is to make the Institute for Business Training/Community Education self supporting to include salaries, fringes and indirect costs. Dr. Gamble provided a handout on the Institute for Business Training/Community Education. Dr. Denison answered questions relating to his area.

Dr. Denison reported non-credit course schedules will be going out in the Florida Today newspaper for the spring program. This schedule includes the WENDI program, the Planetarium schedule and any other program in the non-credit area. Dr. Denison reported there has been a reduction in a number of courses with the plan to have fewer courses with a larger enrollment.

Dr. Gamble asked the Board their thoughts on non-credit course offerings in cases where a class may be popular; however, is not paying for itself. Mrs. Martinez felt there could be some flexibility with this as the college is subsidized partially by the state. She indicated the first priority should be degrees, the second priority should be to economic development to help people obtain better jobs and the last priority should be to recreational classes.

Dr. Gamble recommended this item be placed on the agenda for a future meeting for what is being done, the cost to the college, and the impact to the community. It may be decided that some of the classes should be discontinued.

Dr. Gamble commended Dr. Denison and his staff for collecting the data regarding the revenue and expense factors of programs. He asked that a column be added to the form to include staff costs on a quarterly basis.

(4) Establish Fire Science Academy

Dr. Gamble reported the grand opening for the Fire Science Academy, Port Canaveral, will take place on Saturday, December 7, 2002. Specialized training programs and seminars will be offered at the academy facility by March 2003.

(5) Establish Agreement Between the Board of Trustees and District President on "Vision" for College

Dr. Gamble reported he planned at the December meeting to give his vision statement and to discuss if he should have a separate vision from the college.

(6) Complete Successful 10 Year SACS Accreditation

Dr. Gamble reported Dr. Elva LeBlanc, chair of the college's SACS visiting team, will be visiting the college December 2. The team will be visiting the college February 23-26, 2003 and will want to visit with the Board of Trustees. Dr. Gamble reported the Board of Trustees will receive primers closer to the date on what to expect and their responsibilities.

Dr. Gamble reported on a creative initiative Mr. Billings came up where an email goes out every week to employees with either the vision or mission statement with numbers hidden in the information. If the employee finds the correct numbers, they receive one of the fourteen key numbers and will be eligible to win prizes at the end of the contest.

(7) Establish Policy Governance Process at College

Dr. Gamble reported the implementation of Policy Governance is being delayed until after the visit to Trident Technical College. He recommended a further discussion to determine direction and whether the Board would wish to implement Policy Governance in its purest form. A workshop will be held in December.

(8) Continue Efforts to Bring College Faculty Salaries at Least Up to State Average

Dr. Gamble reported state faculty salary averages will not be available until February. At that time, a determination will be made on how to best accomplish this goal.

(9) Continue Development of BCC Alumni Association

Dr. Gamble reported the objectives for the year included an increase to the alumni list by at least 10%, to hold at least one college alumni event, to establish Alumni Association benefits and to award the first Alumni Association Student Scholarship by June 2003. The Alumni Association has been meeting on a regular basis.

(10) Complete Major Information Technology Projects

Dr. Gamble reported the Technology Plan has been approved by the District Cabinet. Mr. Little will be putting the final touches on the plan so the Board of Trustees can review the final plan.

(11) Complete Campus Master Plans for Melbourne, Palm Bay and Titusville

Dr. Gamble reported the Master Plans for the campuses are essentially completed. The Palm Bay Campus plan was presented at the October Board meeting and the Titusville Campus plan is scheduled for the November Board meeting. The Melbourne Campus Master Plan will be presented at a future meeting.

(12) Implementation of College Strategic Plan

Dr. Gamble reported the College Strategic Plan was implemented with the web-based tool up and running. Mr. Billings will be making a presentation of student success performance indicators to the Board at an upcoming workshop.

Mr. Billings will arrange for Board access to the website for the Strategic Plan.

(13) Establishment of YMCA on Cocoa Campus

Dr. Gamble reported January is a significant date due to fund raising efforts to raise approximately \$1 million to support renovations for the YMCA. The feedback is the committee feels very positive about the support they have been getting. The funds will allow the YMCA manager to come on site and begin the process of developing a structure.

Dr. Gamble reported the agreement with the YMCA for the use of the facilities will be coming to the Board for consideration for approval. The agreement will address the details of the use of the facility.

(14) Implementation of College Volunteers Program

Dr. Gamble reported a commitment of \$50,000 is required to implement the college volunteers program.

(15) Continue Remodeling of Cocoa Village Playhouse

Dr. Gamble reported the remodeling of the Cocoa Village Playhouse is actively being pursued by the Cocoa Village Playhouse Board, along with Mr. Walt Gilfilen, who are pursuing limited targets and a HUD grant from the federal level.

(16) Implementation of Phase I Cocoa Campus Perimeter Enhancements Per Master Plan

Dr. Gamble reported the electronic sign is up at the Cocoa Campus. He reported the college will have to do some negotiating with the state to see what can be done to remove the acceleration lane as part of the implementation of the perimeter enhancements.

(17) Expand Public Contacts by District President in Brevard County

Dr. Gamble reported he just visited with the Cocoa Beach Area Chamber and made a presentation. In addition, the goal is to provide a minimum of six Op-Ed editorials in the *Florida Today*.

2. **COMMUNITY SURVEY**

Mr. Billings reported a community survey was distributed to approximately 10,000 people on Friday asking how the college is doing. In addition to instructions on completing the survey online, 3,000 mailings were actual paper surveys. An environmental scan will be prepared from this information.

3. **ADJOURNMENT:**

There being no further business to come before the Board, the meeting adjourned at 3:00 p.m.

APPROVED: _____
Chair, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees