

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORKSHOP**

February 23, 2004
2:00 p.m.

Community Dining Room, Bldg. 1
Palm Bay Campus

PRESENT: Mr. James W. Handley, Chair; Dr. Alexandra M. Penn Williams, Vice Chair;
Mr. C. R. "Rick" McCotter III; Mrs. Miriam E. Martinez; 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. POLICY GOVERNANCE:

Mr. Joe Matheny provided material referencing statutes that may require Board policies. It was discussed and decided that in the interest of expediency Mrs. Martinez would compare Items 1-3 of Mr. Matheny's documents with the policies included in her current draft. Any policies which are not currently included in the draft manual will be brought to the Board at the next Workshop for discussion. Subsequent items will be reviewed in like fashion, after discussion and agreement of the wording for these areas covered in Items 1-3. Mrs. Martinez stated that she would welcome Mr. Billings' input on the wording of the strategic planning policy.

Mrs. Martinez requested permission to share the draft manual in an upcoming workshop that she is leading. It was the consensus of the Board the draft policy manual can be shared.

Mr. Matheny stated that the policies could be minimized in the future Policy manual if the Board decides to transfer authority, as permitted by current statutes, to Dr. Gamble.

Discussion ensued regarding the need for policy regarding facsimile signatures. Dr. Gamble stated that it was his understanding that the Policy Governance process, merely requires a statement of the college's intent without the need for detailed parameters and explanation.

(Dr. Penn Williams arrived.)

Dr. Gamble indicated that he had shared a document provided by Mr. Frank Billings, Associate Vice President for Institutional Effectiveness & Strategic management, which summarizes K-20 system goals, Board of Trustee policy ends and BCC goals. He suggested that Board members retain this document, along with Mr. Matheny's package for use in future months' review and revision process. He further stated that the Board has suggested a Retreat be held in April and it would be appropriate to dedicate some time for

discussion of visioning. Dr. Gamble also made reference to a document drafted by Mr. Bill Mallowney, Valencia Community College Vice President, Policy & General Counsel, which was provided to the Board in the past summarizing pertinent statutes. Dr. Gamble offered to provide a summarization listing of those statutes from this listing, which seem to require a Board policy.

(Mrs. Wilson arrived.)

Dr. Penn Williams requested an update from Ms. Joni Oglesby, Associate Vice President for Human Relations, on the progress made in fingerprinting policy. Ms. Oglesby stated that she has been researching state regulations and obtaining documentation from the state and other colleges in order to provide information on this subject. Dr. Penn Williams indicated that she will forward a draft to Mrs. Martinez, which will then be formatted for inclusion in the draft Policy Manual.

3. GENERAL DISCUSSION:

- a. Mr. McCotter inquired how the Board intends to proceed if fingerprinting and background checks reveal past legal concerns for current employees and applicants. Ms. Oglesby stated that the decisions would be made with respect to the applicant's specific legal offense as it relates to the position for which they are applying. Additionally, the applicant would be refused employment if they did not reveal any past offenses, which showed up on the Florida Department of Law Enforcement (FDLE) background check. Ms. Oglesby recommended that the college labor attorney perform a final review of any policy drafted in this regard. Dr. Gamble stated if the Board chooses to delegate the authority to the CEO, he will work with the attorney to draft policy and procedures. It was decided that a specific policy should be avoided in order to provide flexibility to deal with situations on a case-by-case basis. Mr. Matheny reported that a statement that "the Board may consider the past actions of an individual to determine whether or not to hire" might be appropriate. Dr. Penn Williams stated that she felt that the college's fingerprinting policy should mirror the K-12 policy. Dr. Gamble stated that this has not been done as the Board of Education has not provided this directive despite previous discussions with the Chancellor on the subject. Dr. Penn Williams stated that she will address this issue in a State K-20 Policy meeting as the need for this is becoming more urgent as more minors enter college programs.
- b. Mr. Handley reported that he received a letter from the Auditor General indicating that an Operational Audit will be conducted at the college for the period January 2002 through December 2003. The letter requested any items of concern the Board felt should be reviewed. The Board reported that the SACS review process gives them confidence that operations are in good order at this time. In addition, Mr. Matheny also reported that the offices of the attorneys provide full reports to auditors.

- c. Dr. Gamble reported that the meeting among the area hospitals, BCC and Allied Health was held and the medical community will review the possibilities of establishing an Allied Health Advisory Council or a direct support organization (DSO). The next meeting has been scheduled in March, at which time the college will recommend an advisory committee rather than a DSO and request the hospitals' investments toward the state matching program. Dr. Gamble reported that the hospital managers were equivocal at the previous meetings regarding the need to increase student enrollment in the Nursing Programs at BCC. The college will continue to work toward the commitment of area medical facilities' support of nursing programs to prevent nursing shortfalls in the future.
- d. Dr. Astrab reported that Ms. Lynn Demetriades, Ms. Stephanie Burnette and Ms. Rebecca Ashford are currently visiting Santa Fe Community College, Gainesville, Florida, to review their dual enrollment process and on-line learning contracts and are planning to visit Okaloosa-Walton Community College's Charter High School in the near future. Dr. Penn Williams requested that she be included in all future site visits and committee meetings.

4. ACADEMIC ADVISEMENT PROCESS:

Dr. Don Astrab, Executive Vice President, Academic Services/Chief Learning Officer, introduced Dr. James Heck, Collegewide Dean, Student Services. Dr. Heck reported that substantial progress has been made in improving BCC's advisement processes with completion of 16 out of 24 SACS recommendations for improvement. He further reported Dr. Gamble implemented college reorganization plans in July 2003, at which time all student services were centralized.

Dr. Heck reported one of the first tasks assigned to Student Services under the new organizational structure was to initiate the formal evaluation of advising mandated by SACS Recommendation 5 and to build upon the study of Cocoa Campus Student Services initiated January 2003, based on input provided by consultant Wayne Hunicke's Report-Advantage Management Systems. At this time, the information was shared with the other campuses with the goal and intent of the establishment of one unified collegewide advising process.

At that time, Dr. Heck established the Advisement Improvement Task Force to review all student service processes consisting of student representatives, faculty, department chairs, etc. Throughout its deliberations, the Task Force carefully considered the results of the Cocoa Campus Student Services study performed by Advantage Management Systems. This task force met regularly to determine services provided by all campuses; identify inconsistencies; and, recommend ways to improve the system, focusing on the 24 recommendations made by SACS. Dr. Heck discussed the steps taken to address each recommendation and their status. Dr. Heck stated that as the students and staff members become more aware of changes, the overall benefit and efficiency will increase.

It was agreed that further perfecting the on-line processes will provide tremendous benefits to students as well as staff.

The Board requested that they be kept apprised of future progress with a report provided in the Board meeting notebooks, "Information" section. Mrs. Martinez indicated surveys should confirm improvements in satisfaction and requested that these metrics also be provided to the Board.

5. CLASS SCHEDULING PROCESS:

Dr. Don Astrab, Executive Vice President, Academic Services/Chief Learning Officer, provided an 11-step flowchart demonstrating the process involved in determining class schedules. He reported the steps involved in the three-month process which requires coordination and communication to include students, faculty and staff to determine class schedules, room assignments and class cancellations. Dr. Astrab reported that a minimum of 12 students is normally required to keep a class active, however, student graduation requirements are considered prior to making the decision to cancel a class. Mrs. Martinez suggested that future automation of historical data will provide a more accurate tool. Dr. Gamble concurred, and added that level of automation is not yet available and emphasized the importance of human judgment in the process.

6. TECHNICAL PROGRAM REVIEW PROCESS

Ms. Dianne Messer, Director, Technical Programs and Apprenticeships, reported on the technical program review process and provided a summary of programs closed since 1992 and new certificate offerings made available in 2003-2004. The goal is to review the programs every three years. Ms. Messer reported that programs are closed if studies indicate a diminished need or if the program is duplicative of other programs offered by BCC. Dr. Astrab explained that the certificate programs can be earned individually or a student may choose to earn multiple certificates as steps toward the completion of an AS degree. Dr. Astrab explained that the reason so many programs were closed in 2000-2001 was due to a changes to the review process. Dr. Astrab reported that PSAV enrollment standards are lower than those for an AS degree, but with demonstrated competency, credit can be earned toward the College Certificate or AS degree.

7. ADJOURNMENT:

The workshop adjourned at 4:00 p.m.

APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees