

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORKSHOP**

September 20, 2004
2:00 p.m.

Rm. #104, Bldg. 5
Titusville Campus

PRESENT: Mr. C. R. "Rick" McCotter III; Chairman; Mr. James W. Handley;
Mrs. Miriam E. Martinez; Mr. James Theriac; Mr. Joe D. Matheny, Attorney;
Dr. Thomas E. Gamble, Secretary

ABSENT: Mrs. Alberta K. Wilson, Vice Chairman

1. CALL TO ORDER:

Mr. McCotter, Chairman, called the meeting to order.

2. GENERAL BOARD DISCUSSION:

Mr. McCotter briefed the Board on the "First Tee" program. He has been in the process of contacting the individual in charge of the program.

Mr. McCotter requested Dr. Gamble update the Board on the status of several items:

(1) Joint Board of Trustees/School Board Meeting

Dr. Gamble reported Dr. DiPatri has requested a delay in the joint meeting and suggested a meeting in late November or early December.

(2) Palm Bay Chamber Property Purchase

Dr. Gamble reported he had requested Mr. Matheny make contact with the Palm Bay Chamber. Mr. Matheny provided a report to the Board of Trustees regarding the Chamber proposal to purchase 17 acres of college property adjacent to the Palm Bay Campus. Mr. Matheny reported an offer was received from the Palm Bay Chamber to purchase the 17 acres for \$510,000, because of the 2001 appraisal. Recently, an updated appraisal was provided by the same appraiser in the amount of \$595,000. This land purchase is connected to the Palm Bay Chamber Welcome Center project, as reported by Mr. Matheny. Mr. Matheny further reported the College Board had approved the Chamber's use of a small piece of property to use for a Welcome Center. This action was consistent with some of the other activities, i.e., fire station and swimming pool, in that area. There is currently no contract between BCC and the Palm Bay Chamber; however, the Chamber is willing to execute a contract in the amount of \$595,000, contingent upon financing.

Mr. Matheny explained that there were no plans to utilize the 17 acres by the College and that the property is not connected to the Palm Bay Campus, and there is considerable land available for College use without this parcel. The Board of Trustees will have to decide whether the property is surplus. The property was

deeded to sell to help make up the loss from the Brevard Labs project. Dr. Gamble reported the only instruction facilities anticipated would be near the current Palm Bay Campus facilities.

Further discussion was held on the Palm Bay Chamber plans for the 17 acres, if it is purchased.

Mrs. Martinez indicated she felt the Palm Bay Chamber use proposal is a good idea; however, asked what would be done with the \$595,000.

Mr. Theriac said he would not wish to dispose of college property unless there was a compelling reason.

Mrs. Martinez commented if the Palm Bay Chamber can make a case on how the proposed project can assist the community, it would be taken into consideration. She requested communication be made with the Chamber to present their proposal to the Board of Trustees.

Mr. Handley felt the College had been generous with the fire station, aquatic center and consideration should be made on the College's needs in a period of 20 to 30 to 40 years in the future. Mr. McCotter felt that at some point the Palm Bay Campus may get built up and although the property in question is separated and it might be a positive move to sell, possibly 30 to 40 years in the future there may be growth and a need for the property by the College.

Mr. Matheny will contact the Palm Bay Chamber representative to let them know the College is considering their proposal and to ask if they would be willing to provide a report to the Board of Trustees.

(3) Brevard Museum

Dr. Gamble reported he met with Mr. Tom Jenkins, Brevard County Manager, notifying him of the interest in the museum property, but not in running the operation; however, indicated to him that the College could probably find a location for some of the exhibits. Dr. Fettrow serves on the Brevard Museum Board and has reported to Dr. Gamble that the Brevard Museum is not at the point to take this kind of action. In the event the Brevard Museum may need assistance, it may be put back on the table. Dr. Gamble indicated the interest by the College would be for a nature lab for biology. A NASA storage container is located on the property, which would have to be dealt with. Dr. Gamble reported the City of Cocoa has leased the property from the County for a period of 99 years for the museum site.

3. REVIEW OF PRESIDENTIAL EVALUATION PROCESS/CONTRACT:

Mr. McCotter asked Mr. Matheny if he had contacted other colleges regarding their presidential review process. Mr. Matheny responded he had not done so, as he thought the Board of Trustees had opted not to go that direction.

Mr. McCotter reported Mrs. Wilson wished to review the Community Contact List to ensure it is a correct depiction of the community.

Mrs. Martinez reported in preparation for this discussion she had contacted a person who is an expert with evaluations to prepare information on best practices. She explained that 80% of the evaluation should be based on objectives for the year, depending on completion and the remaining 20% based on behavioral or soft based. Typically it is never less than 75% for measurable objectives. Input to be considered should come in based on a 360 degree type of evaluation input from subordinates, students, peers and the Board members. Questionnaires or surveys can be used as tools in this area. The Board of Trustees may push to do something different. Her sense is to do objectives which are key for the fiscal year and make sure they are a measurable part when it comes to behaviorals. Mrs. Martinez further reported her contact said to look at the salary of executives in the spread doing similar work and if the person being evaluated is meeting the objectives he should be about media of the range or a little below.

Mrs. Martinez said that the Board has not decided on what the evaluation split is in terms of accomplishments of objectives of the mission versus the soft issues. This evaluation has weighed heavily on input from some of the community members. The contacts with the community should be done in more of a survey process. Mrs. Wilson has offered to assist in providing information regarding the stakeholders.

Mr. McCotter asked Mr. Handley what other information he would like to add to the evaluation that is not currently included.

Mr. Handley indicated there have been discussions about having objective measurables in place for the appraisal. Mrs. Martinez explained that this information has been provided as part of the evaluation and in the Quarter Goal reports.

Mr. Handley requested a form be used to determine a method to measure the accomplishments.

Mrs. Martinez commented the form is only a small part of the evaluation. Another column could be added for the evaluator's comments on achievement.

Mr. McCotter recommended adding an item regarding performance. Item, "Evaluator's Assessment," will be added to the evaluation form as number one. Mrs. Martinez explained that Dr. Gamble would then complete the form and the Board of Trustees will write in their comments.

Mr. Handley requested there be an area on the form saying the president is leading the college forward and making it a better place. There needs to be a way to measure the leadership.

Mrs. Martinez reported the objectives now have been concrete objectives and the Board needs to decide if this is what is meant by leadership.

Mr. Handley further explained he is seeking a way of defining actions on Dr. Gamble's part and a way of measuring actions to give a handle on whether these have been accomplished. An example he mentioned was BCC's ranking among America's community colleges.

Dr. Gamble mentioned that BCC was selected in the top five across the country on application of technology for learning and administration by AACC. He further suggested that the customer satisfaction surveys and faculty and staff surveys were good tools. If BCC has set as a specific goal to increase enrollment to 5%, then this is a measure. The quarterly reports provided to the Board provide a subset of the accomplishments. Dr. Gamble recommended the Board can provide ideas for goals and set a measurement, but would want to compare it with other colleges to determine if the request is reasonable.

Mrs. Martinez discussed that for results or numbers, if the Board is not happy with the methods, they should place this in the Section 1 list and Dr. Gamble would provide a report on how it will be accomplished.

Mr. Handley felt the objectives measure for the evaluation should be 60% and behavioral should be 40%.

Mr. Theriac commented favorably regarding Dr. Gamble hiring Dr. Joe Lee Smith as College Ambassador. He understands it may take some time for the inertia for the increase in numbers. Regarding the evaluation, it may be that the numbers are not required right now, although the action would be taken in consideration as an effort for improvement.

Mrs. Martinez indicated factors should be taken in consideration such as the economy, what is happening within the community and the state of the community as influences.

There may be an objective for the year; however, an unavoidable occurrence takes place which prevents the goal from being accomplished and credit should be given for the effort.

Mr. Theriac discussed the two issues he felt important which are to increase minority enrollment and a closer relationship with UCF. He has seen a positive response which should weigh heavily on the evaluation.

Dr. Gamble reported there has been a Board of Trustees goal every year to increase minority representation and the college has seen improvements for staff and students; however, regarding faculty, the college has tried a number of approaches to increase this

area of representation. Dr. Smith has been hired to assist in this effort, and Ms. Teri Jones has been assigned a position to lead the minority recruiters.

Mrs. Martinez reported BCC faced one of the biggest cuts in budget, so it was not possible to increase the minority faculty number a significant amount as there were no openings.

Mr. Theriac reported Drs. Hitt and Hickey (UCF) are impressed with Dr. Gamble's work.

Dr. Gamble reported he is waiting for approval from UCF regarding the white paper.

Mr. Theriac reported UCF would like to showcase the 2+2 program with BCC.

Dr. Gamble reported on benefits with the 2+2 program, which include shared resources.

Dr. Gamble indicated the Board of Trustees could request BCC be an integral part of the 2+2 program with UCF, which has been done through the expansion of space with facilities, an increase in shared faculty and joint facility use. It would be clear that action has been taken to increase participation in the 2+2 program; however, there would not be a clean number to use as a measurable. Mr. McCotter reported evaluation item #13 addresses linkages and this is the area where the president would be graded on the relationship with UCF and the School Board.

Mr. McCotter asked if it was too late for the Board of Trustees to get some solid objectives to review at the next meeting. Mrs. Martinez requested Dr. Gamble's inputs. Dr. Gamble indicated the Board of Trustees would be developing the "Ends" for 2004-2005. It was agreed that individual Board members and Dr. Gamble will develop their own lists of Ends for 2004-05 and send them via e-mail to Terry Martin to compile the suggestions to e-mail back to everyone in advance of the October Board meeting.

Dr. Gamble will compile this information and e-mail it to the Board. Mrs. Martinez suggested a good place to start is Section 100 of the College Policy Governance Manual.

Mrs. Martinez reported she will rewrite the evaluation section for the Policy Governance Manual to include the changes.

Mr. Matheny suggested discussing this with Mrs. Wilson.

Mr. McCotter felt the customer satisfaction and faculty/student satisfaction surveys are important. He requested that Dr. Gamble prepare another survey which would be sent to community and business people, which is heavily weighted to the members of EDC and people who work with the Workforce Board. Mrs. Martinez asked if the Board wished to add the survey to the Community Leaders and do without the need of the Board Chairman making individual contacts. Mr. McCotter felt this may be a way to do the community section.

Mr. McCotter asked if Mr. Billings could put together a survey to go out to the stakeholders and business owners. Dr. Gamble added one of the advantages of the community college sector is the actual customers are students who are local residents.

Mr. Matheny reported the Board approved a pay increase for the president; however, did not extend the contract for the additional year to 2007. The current contract has five addendums so he has incorporated those into one contract with all of the changes. Mr. McCotter has reviewed and approved the contract, which is effective through June 30, 2006.

Mr. McCotter reported #4 of the contract refers to termination without cause which requires payment of 12 months severance pay. Mrs. Martinez confirmed this is standard in industry.

A discussion was held on areas of improvement recommended by the Board. Mr. Theriac felt Dr. Gamble had been responsive to his concerns.

Mr. Handley expressed several concerns which included faculty credentialing and the response to budget cuts a few years ago, which affected the Planetarium and athletics, along with several administrative appointments which he felt did not work out.

Mr. McCotter felt overall he was satisfied with Dr. Gamble's performance. Mrs. Martinez confirmed she felt Dr. Gamble had done a good job as well.

Mrs. Martinez discussed that the Board should bring realistic expectations forward when setting goals for the president.

4. POLICY GOVERNANCE:

Copies of the latest version of the Policy Governance manual were distributed to the Board members. Mrs. Martinez requested Mrs. Martin accept all of the changes and continue formatting the document. (Mrs. Martinez will be updating the Presidents Evaluation segment of the manual.)

5. BOARD SELF-EVALUATION REVIEW:

The Board Self-Evaluation review was tabled.

6. ADJOURNMENT:

The workshop adjourned at 4:00 p.m.

APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees