

**BREVARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORKSHOP**

October 18, 2004  
2:05 p.m.

BCC Firing Range Classroom  
2955 Pluckebaum Road  
Cocoa, Florida

**PRESENT:** Mr. C. R. “Rick” McCotter III, Chairman; Mrs. Alberta K. Wilson, Vice Chairman;  
Mr. James W. Handley; Mr. James Theriac; Mr. Joe D. Matheny, Attorney;  
Dr. Thomas E. Gamble, Secretary

**ABSENT:** Mrs. Miriam E. Martinez

**1. CALL TO ORDER:**

Mr. C. R. “Rick” McCotter III, Chairman, called the meeting to order.

**2. GENERAL BOARD DISCUSSION:**

a. Hurricane Update:

Dr. Gamble reported there had been more than \$2 million damage to the college from the combined storms. Mr. Little reported that the repairs will be covered by insurance and high risk consortium reserve balances. Dr. Gamble reported that enrollment figures are currently remaining steady.

b. Community Partnership List:

It was the consensus of the Board to review and update the Community Partnership/Stakeholder listing. Mr. McCotter requested that Ms. Martin forward the existing list to all Board members for discussion and revision at the November Workshop.

**3. 4<sup>th</sup> QUARTER REPORT:**

Dr. Gamble reported that 4<sup>th</sup> Quarter and President’s High Priority Project reports, have been distributed, along with a summary prepared by Mr. Frank Billings, Associate Vice President, Institutional Effectiveness & Strategic Management, reflecting the completion status of each goal. Mr. Billings reported that the Significant Accomplishments Report which was published in July, shows the District Cabinet’s major accomplishments and that many of those accomplishments are reflected in the 4<sup>th</sup> Quarter report as well. The remodeling of the Cocoa Village Playhouse and Student Records System are the only two President’s High Priority projects that were not completed. Dr. Gamble reported that these objectives were expected to be ongoing long-term goals. He further reported the student PASS system is completed and in use, however, not to its full capacity. The system will be refined during the coming year.

Mr. Kaliszeski confirmed the Provosts routinely utilize Strategic Management Reports as a management tool to ensure accountability. Dr. Gamble reported that each Department is responsible for monitoring and updating the status of goals in the system. He also reported that the goals which were not met this year will be reviewed to ascertain if they should be rolled over to the current year's goals.

Dr. Gamble reported is the 4<sup>th</sup> Quarter Report is system-wide goals, reflecting priorities for each department. Dr. Gamble reiterated the determination of Board Ends is of utmost importance, and that although he can provide input, the final product should reflect the Board's priorities as Board Ends.

Mr. McCotter inquired regarding the process utilized to ensure appropriate credentials of all faculty. Dr. Astrab confirmed that each term faculty rosters are tracked against the courses and the credentialing database to ensure that faculty are appropriately credentialed for the courses they are assigned to teach. He also indicated that Dr. Layne has been assigned as the college Credentialing Officer to oversee the process. Dr. Gamble also indicated that the college Human Resource Department verifies the accuracy of credentials reported on individuals' resumes.

#### **4. POLICY GOVERNANCE:**

Dr. Gamble reported Mrs. Martinez requested that Policy Governance discussions be deferred in her absence.

Mr. McCotter requested a print copy of the current draft in addition to the emailed copy already received. Mrs. Martin, Executive Assistant to the President, agreed to provide same to each trustee.

#### **5. BOARD SELF-EVALUATION REVIEW:**

Mr. McCotter recommended that each item of the Board Self-Evaluation be reviewed, with discussion by the Board of items receiving less than a 5.0 average score (Meeting or Exceeding Expectations), or with individual trustee's ratings that differed substantially. The Board concurred.

##### **A. Philosophy of the Board**

1. Item 3 - "Promote Cooperation with individuals and organizations within the community served by the College" received a 4.4 average score.

Mr. Handley reported that refining the Community Partnership listing and delegating each Board member to share contact responsibilities of the identified organizations on that list would be beneficial and provide valuable interface with the community. The Board concurred.

Mr. McCotter also recommended that each Board member take responsibility to meet with organizations served within specific

geographical designations several times each year. This action will make the college trustees more visible and show a spirit of cooperation.

Dr. Gamble indicated that attendance by trustees at certain community events and functions, such as NAACP, are appreciated and valued.

2. Item 5 – “Seek maximum productive utilization of all resources of the College, including personnel, the physical plant and fiscal resources.” received a 4.6 average score.

Mr. Handley reported that this item is more an administration function, with little involvement by the Board. Mrs. Wilson indicated that an added rating category “Unable to Rate” would be beneficial. Dr. Gamble stated that the Board sets policy in regard to facilities usage, charges, etc. It was the consensus of the Board, following discussion, that the school provides excellent utilization of college resources and that support of the community needs are well met.

3. Item 6 – “Provide equal opportunity for employment at the College and for admittance to college programs for individuals of different race, creed, color or physical handicap” received a 4.2 average score.

Mr. McCotter reported it is the Board and Administration’s desire that the college have adequate minority faculty and student representation.

Dr. Gamble suggested the benchmark for measuring the success of this goal is evidenced in the state annual equity report, which is required to be filed each year. Mr. Handley suggested that the Board review and analyze the state equity in a workshop to determine if the state’s goals are in line with their expectations.

Mr. McCotter stated that Dr. Gamble is acting proactively to improve college diversity, by contracting with Dr. Joe Lee Smith to serve as College Ambassador in Diversity Matters. In addition, Mr. McCotter reported that the Titusville Campus will sponsor a “Night of Higher Learning” at LaCita Country Club, tentatively scheduled for November 17, 2004, to address area High School principals and guidance counselors to encourage higher education goals and guidance for their minority students. Mrs. Wilson stated that she would like to attend this event.

B. Code of Ethics and Responsibilities

No discussion required as all items were rated above 5. The Board concurred briefings by Mr. Matheny and other ethics experts have ensured that all Board members act within the code of ethics responsibilities.

C. Powers and Duties of the Board

Item 2. "Property Control: Be responsible for all property (both real and personal) which belongs to the Board, including obtaining, managing, leasing and disposing of such property," received a 4.6 average score.

Dr. Gamble reported that this is a continual challenge due to the quantity of items the college must track. Mr. Little reported that new procedures have been implemented to ensure improvement in this area.

6. **PLANNED MAINTENANCE SYSTEM:**

Mr. Al Little, Executive Vice President, Finance and Administration Services, distributed information on the college Planned Maintenance System used for tracking facilities' maintenance needs for projecting future capital improvement projects. Mr. Little reported that although Southern Association of Colleges and Schools representatives were impressed that the college tracked future heating and air conditioning repairs, it was suggested that the college monitor building maintenance needs in the same manner. Mr. Little stated that he expanded on that suggestion by tracking the major components of each building, such as floors, roofs, etc. Each component is assigned an industry standard for average lifespan and replacement requirements, which provides a guideline for comparing and evaluating probable replacement requirements.

Mr. Little reported that the reports are used to evaluate upcoming maintenance requirements in order to determine if combining several projects would be feasible in order to increase productivity and/or reduce costs by realizing quantity discounts. The reports are used only as guidelines, as repairs often become necessary prior to the standard average replacement date causing the schedule to shift by necessity. Mr. Little further noted that these schedules may also change due to program changes and requirements. Therefore, these schedules are also evaluated by Dr. Astrab, Academic Services Vice President and Chief Learning Officer, to factor in expected program changes, as determined by the Provosts.

Mr. Little confirmed that Postsecondary Education Capital Outlay (PECO) funding was the primary source for general renovations.

7. **HOMELAND SECURITY/CRIMINAL JUSTICE REPORT:**

Mr. Johnny Perkins, Dean, Criminal Justice Center, introduced his staff and law enforcement representatives in attendance. Mr. Perkins invited Chief Ludos, Cocoa Police Department and Chairman of the Criminal Justice Advisory Board, to make comments.

Chief Ludos remarked that he had previously served as Chief of Police and Director of the regional training academy in Michigan so he was eager to help with the Criminal Justice Advisory Board when requested. Chief Ludos commented that the college has been very receptive and cooperative in working with local police efforts. Chief Ludos commented that the Brevard County law enforcement community is eager to work with the college

and remarked that his position as Chairman of the Criminal Justice Advisory Board, is that Brevard County law enforcement should increase their personal involvement in areas, such as serving as part time faculty or other academy involvement, and has encouraged his colleagues accordingly. Chief Ludos indicated that he endorsed the Titusville move for the Criminal Justice Program Basic School and feels that it is a positive change to accommodate space needs.

Mr. Perkins reviewed the Criminal Justice Programs, which are broken into two main sections, namely: (1) Certificate Programs; and (2) Academic/AS Degree Programs. He reported on the various options available for these programs. Mr. Perkins paid tribute to Sheriff's Deputy Lucy Ross, who recently was killed in an accident in the line of duty, for her assistance in the Law Enforcement and Crime Scene Programs.

Mr. Perkins stated that in 2001 Dr. Gamble realized the need for Homeland Security training in order to meet state mandates for training of first responders. He introduced the college Homeland Security Coordinator, Mr. Danny McKnight, who reported on the highlights of the Homeland Security program. Mr. McKnight stated that the current focus is on state mandates for the Prepare Florida Program for first responders, such as developing and managing training programs, certificate programs and managing the \$500,000 Department of Justice Equipment Grant which was awarded to the college, as well as required training. Mr. McKnight expressed desire to establish a closer relationship with the Port and implementing training for improving Port security.

Mr. Perkins reported that the Criminal Justice Program is now a county-wide program serving the needs of all Brevard County law enforcement agencies. The move to Titusville is a one-year test program and if satisfactory it will become a permanent change.

Mr. Perkins requested the Board and guests move outside for demonstration of the firing range, shoot house, and incident response van. Mr. Perkins reported that the shoot house was built with funds from a law enforcement consortium, with donations for local law enforcement agencies, Florida Department of Law Enforcement (FDLE) and the college, which enabled it to be the finest firearms range in the state of Florida. Mr. Perkins acknowledged Mr. Shane Corbit, Melbourne Criminal Justice Center Project Coordinator, who designed, built and manages the firearms range while serving as a part-time college employee.

Mr. Perkins stated that he had Dr. Gamble evaluated the possibility of building a new academy, but determined that it involved a five-year process. It was determined that the relocation to Titusville would better serve the needs of the college and county, while saving the college money for other needs. Mr. Perkins further reported that local agencies provide training rooms in order to do "road show training" for their convenience.

Dr. Gamble commented that a large portion of Criminal Justice Academy instruction is provided by local police officers in adjunct positions. He wanted to thank the police publicly for their involvement in this effort.

8. **SHOOT HOUSE DEMONSTRATION:**

The Board and guests moved outdoors for the demonstration events and lunch.

9. **ADJOURNMENT:**

The workshop adjourned at 4:00 p.m.

**APPROVED:** \_\_\_\_\_  
**Chairman, District Board of Trustees**

**ATTESTED:** \_\_\_\_\_  
**Secretary, District Board of Trustees**