

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORKSHOP**

November 15, 2004
2:00 p.m.

Board Room (#231)
Administration Building (Bldg. #2)
Cocoa Campus

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

ABSENT: Mr. James W. Handley

1. CALL TO ORDER:

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

2. GENERAL BOARD DISCUSSION:

a. Audit:

Mrs. Martinez congratulated Dr. Gamble and staff on a positive audit without exceptions.

b. Community College Journal Article:

Mrs. Martinez distributed an article entitled “Community Colleges and Presidential Contracts.” Mr. McCotter requested that each trustee review the article for discussion at the December Workshop to determine if the college’s evaluation and contract policy is adequate or requires revision.

c. Aerospace Programs:

Mrs. Wilson requested clarification of the differences between Aerospace Technology and SpaceTEC programs. Dr. Gamble responded that the Aerospace Technology program is a college AS degree program educating launch technicians of the future, while SpaceTEC is a national consortium of ten community colleges, (including the Air Force community college), plus Embry Riddle University, engaging in a project to develop a systematic credentialing process for entry level into space launch technology. The participants utilize a local ATAC, which is a group of local space industry professionals, who help define curricula. In addition, there is a national ATAC that meet yearly to define a standardized criteria for certifying entry level space technicians internationally.

d. Beautification Award:

Mr. McCotter extended congratulations on the recent Cocoa Campus Brevard Beautification Award.

e. American Legion Curb Cut Proposal:

Mr. McCotter inquired if Mr. Matheny has received any response from his letter requesting a survey and diagram of the proposed curb cut in addition to a letter certifying that the American Legion concurs with the plan. Mr. Matheny indicated that he has not yet received a response. Mr. Matheny further reported that there is a possibility that the hospital will revert to their original plan to place the curb cut off of U.S. 1, which would not be the optimum location for the college. Mr. Matheny will follow up with Parrish Medical Center.

3. **REVIEW OF ON-SITE SMALL PROJECTS CONSTRUCTION MANAGER:**

Mr. Little, Vice President, Finance and Administrative Services, reported that last year the Board approved the addition of a full-time on-site construction manager for managing small projects on campus. The purpose of this addition was to free up time for internal staff to complete ongoing plant maintenance, and decrease the backlog of pending work orders. Despite Board approval, the contract was not actually initiated until June 2004 due to delays from legal negotiations. Mr. Little reported that he has been pleased with the financial savings during the initial six months; however, increased plant maintenance productivity data is not available due, in part, to contract delays, hurricane interruptions and increased storm related work orders. He said he feels confident that conclusive data will be available by the termination of the contract in May 2005.

Mr. Little summarized the purpose of the on-site small projects construction manager and typical assignment processes.

4. **POLICY GOVERNANCE:**

Mrs. Martinez reported that no changes have been made to Section 300.0, Board-Staff relationship. She reviewed suggested wording for Section 300.1, Annual Strategic Planning and Goal Setting Process, outlining the process of strategic planning beginning each year in late January, encompassing a three-year rolling projection. The Board concurred the process, as drafted, is accurate; however, it was suggested that the environmental scan components be more clearly itemized in the next draft.

Mrs. Martinez reported that she will modify the terminology throughout the manual, from "goals" to "objectives." It was the concurrence of the Board that for consistency purposes, the term "goal" should be reserved as a vague statement of desired outcome, while "objective" states a specific way to obtain a goal, and finally "strategy" would be the action methods used to reach the "objective." The term "ends" will be reserved for highest level policy.

The Board discussed whether the President's Annual Evaluation process for future years should include surveys, interviews or both. It was discussed that although surveys provide a larger sampling of opinions, the one-on-one interview is more personal. Dr. Gamble stated that interviewees should be community stakeholders, with a large constituency and a basis of knowledge. Mrs. Wilson suggested that the Board review and revise the stakeholder list to ensure an accurate, concise, but complete sampling. Mr. Matheny suggested that the accuracy and longevity of the list would be aided by identifying stakeholders' positions rather than specific names.

The Board concurred that the survey for the President's Evaluation interview must be geared specifically toward Dr. Gamble's performance rather than their opinion of Brevard Community College, with consistent questions for all. In addition, individuals who are interviewed must represent an organization or group who make significant use of the college's resources or outputs. It was the consensus of the Board that the interview be either face-to-face or via telephone, by the Chairman or assigned to another Trustee at his/her discretion.

Mr. McCotter expressed concern with the current evaluation weighted rating of 60% performance/40% method. He stated that in his opinion a 75%/25% split is more reasonable, with the bulk of the evaluation being attributed to actual performance outcomes versus methods. All agreed that this discussion should be continued at the December Workshop. Mrs. Martinez also agreed to draft a sample interview guide for the board's review. Mrs. Martinez requested that an hour or more be set aside for discussion at the December Workshop and the board concurred.

Mr. Matheny reported that he has reviewed the latest Policy Governance Manual draft and assigned appropriate regulations and statute numbers for each section, which will be incorporated in the next draft. Mrs. Martinez requested that Mr. Matheny also review Section 300.4, Initiation, Review and Approval of Revisions to Presidents Contract, and provide his input in view of the article "Community College and Presidential Contract" article distributed at this meeting.

5. 1ST QUARTER GOALS:

Dr. Gamble distributed a summary of the status of the 1st Quarter Goals. He reported that of the goals established, 79% have been accomplished.

6. WORKSHOP DEMONSTRATION OF NEW MIDI LAB, FINE ARTS BUILDING:

Ms. Claire Baggaly, Department Chair of Liberal Arts/Fine Arts, welcomed everyone and introduced Mr. Robert Lamb, Professor and Director of Choral Music; Mr. James Bishop, Associate Professor and Director of Instrumental Music; Mr. Wright Kerr, Auditorium Coordinator; Mr. Gregory Stephenson, Audio and Stage Technician; as well as Soundtree consultants, Mr. Michael Lamb and Mr. Jody Underwood.

Ms. Baggaly distributed a brochure which outlined course requirements for obtaining an Associates of Arts (AA) in music. She reported that although approximately 150 students currently participate in the music program, only 20% are actually majoring in Music.

Currently there are 35 declared music majors, who have stringent degree requirements, which include academic classes, applied music study and performance requirements. Although these students are guaranteed admission to state universities under the 2 + 2 agreement, transfers as music majors are very competitive and require selection following an audition.

Ms. Baggarly reported that the college provides excellent training that is geared toward the business/technical side of the professions. As a result, students who are more interested in the performance aspect of music often transfer to Valencia Community College, which provides this opportunity. The Trustees expressed a desire to provide a solution to allow students to obtain performance-related classes, in order to reduce the number of transfers.

Mr. Michael Lamb from Soundtree provided a demonstration of the newly purchased Musical Instrument Digital Interface (MIDI) lab equipment. He explained that the sequencing program allows capture of a performance in real time and allows individuals full editing and production control. Mr. Lamb also stated that it is an important step in the college's goal of acquiring NASM accreditation, which requires advanced technology availability.

7. **ADJOURNMENT:**

The workshop adjourned at 4:00 p.m.

APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees