

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORKSHOP**

December 20, 2004
2:15 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;
Mr. James W. Handley Mrs. Miriam Martinez; Mr. James Theriac;
Mr. Joe D. Matheny, Attorney; Dr. Thomas E. Gamble, Secretary

1. CALL TO ORDER:

Mrs. Alberta Wilson, Vice Chairman, called the meeting to order.

2. ADJUNCT FACULTY REPORT/DISCUSSION:

Dr. Don Astrab, Executive Vice President Academic Services/Chief Learning Officer, reported on the college’s adjunct faculty recruitment and hiring processes. He reported it is critical to evaluate needs at the end and beginning of each semester by having each campus discipline team review all offerings based on the previous semester’s experiences as well as the current semester’s admission factors. Input is received from college Department Chairs, advisors, admissions staff, and students, in addition to community needs or requests. This data dictates the makeup of future offerings. The compilation of input is then compared to the existing full-time faculty teaching load, in order to determine need for adjunct faculty recruitment.

Dr. Astrab reported that recruitment is an on-going process at the college and that the Human Resource Department queries each discipline each term regarding adjunct advertising needs.

Ms. Joni Oglesby, Associate Vice President, Human Resources, reiterated that recruitment is an on-going process by Human Resources, as quality adjunct instructors are a valued resource. She distributed copies of Part-time Faculty Recruitment Fair brochures announcing February 4 and 5 events on the Palm Bay Campus, as well as a draft of an Adjunct Instructor marketing brochure. She reported that Recruitment Fairs are normally held twice a year which are rotated between campuses. The last Recruitment Fair yielded 275 applications, of which 53 were credentialed to teach. In addition, job announcements are posted three times a year to attract adjuncts. Transcripts must be sent directly from the degree-granting institution to our Human Resource office, as Southern Association of Colleges and Schools (SACS) does not recognize hand-carried transcripts for credentialing purposes. Mrs. Oglesby indicated that the Department Chairs play a vital role in the process and a credentialing form has been devised in order for Department Chairs to gather as much information as possible from potential adjuncts at initial contact, to be forwarded to Human Resources in order to expedite the credentialing/hiring process. Upon final

credentialing verification by Dr. Rosemary Layne, Collegewide Dean, Faculty Credentialing & Recruitment, the Department Chair is notified. In addition, the data is entered into a Roster of Instructional Staff, which may be referenced when instructional vacancies require. Ms. Oglesby reported that adherence to this process will ensure a problem-free review during the next SACS review. She further reported that Department Chairs evaluate the performance of adjuncts during evaluation periods. In addition, classroom reviews are done periodically. Finally, the students evaluate instructors at the end of each cycle. Dr. Astrab reported that unlike full-time instructors, adjuncts receive reviews at the end of each class that they teach. Factors, such as their timely submission of reports, are also considered. Ms. Oglesby reported that degrees from a regionally accredited institution are required to ensure educational backgrounds of candidates. Transcripts of candidates who received schooling outside the United States, are reviewed by an evaluation service that is recognized by SACS.

Dr. Rosemary Layne, Collegewide Dean, Faculty Credentialing & Recruitment, reported on the mechanisms used to ensure the quality of adjunct faculty. Dr. Layne demonstrated the use of the Faculty Credentials Verification System (FCVS), which was developed and placed on the web for easy access to qualified instructors. The system provides access to each individual's qualifications and personal data which may be searched by individual names or by the course name.

(Mr. McCotter arrived.)

Dr. Layne also provided copies of the Roster of Instructional Staff, which was developed in accordance with SACS requirements and provides data on Full-Time, Part-Time and Dual-Enrollment instructors. The list reflects 774 faculty members, of which 210 are full-time and 551 part-time and 22 dual-enrollment, which Dr. Astrab reported is a desirable full-time/part-time mix. Dr. Gamble reported that he annually reviews the number of credit hours taught each semester by full-time versus part-time faculty. Currently the national standard is between 40-42% of the credit hours being taught by full-time, although he hopes to maintain a 50-50% full-time/part-time ratio. Dr. Layne reported that candidates must have a Masters Degree plus 18 graduate credit hours in the course to be taught for transfer classes. However, non-transfer classes may be instructed by individuals without meeting the 18-hour credit requirement.

Dr. Astrab reported that adjunct faculty members are required to conduct a minimum of 30 minutes of office contact hours per week for each class they instruct, although many of them exceed this requirement. This is comparable to the ratio provided by full-time faculty.

Ms. Oglesby, Associate Vice President, Human Resources, reported that adjunct instructors are considered for full-time employment along with other qualified applicants.

3. GENERAL BOARD DISCUSSION:

- a, Discussion - "Community Colleges and Presidential Contracts," Community College Journal – February/March 2004

Mr. McCotter reported that he felt that the college's Presidential Contract is in line with those reflected in the article. He inquired about the section regarding academic standing to which Dr. Gamble replied that although this requirement is common for University Presidents due to research and publication as a primary goal, it is uncommon for Community College Presidents.

Mrs. Martinez stated she felt the article was useful as it answered questions regarding contracts and terms. Dr. Gamble reported that the article defined the Presidential contract as "a powerful tool for a board to reward performance that takes the college where the board wants to go." In this regard, he requested specific direction by the Board. Mrs. Martinez said that the Board wants the President to be directed by the community's needs, as reflected by the Strategic Plan process.

Mr. McCotter asked Dr. Gamble what he felt the Board needed to provide to him to ensure success. Dr. Gamble responded that the revised strategic plan format, which will be presented in today's Board meeting is less cumbersome and reflects specific goals. He requested the Board members' approval of the new format. Upon approval, numbers will be assigned for presentation to the Board in January, at which time the Board will agree to or adjust the goal numbers. He requested that if goals are not met that the Board understands that there are factors beyond the administration's control and evaluate his performance accordingly, unless he is unable to provide adequate explanation.

Mrs. Martinez requested that the current Presidential Evaluation policy should be followed explicitly or changed. Mr. McCotter clarified that the process is still being defined, but has not been completed and approved by the Board yet and that although it is frustrating, that it is an important step to reaching a policy that all agree with.

Dr. Gamble gave examples of several areas where philosophical goals were set by the Board some time ago, but results are just now being seen, such as improving working relationships with area healthcare organizations in order to expand the nursing program, as well as a recent coordinated partnership effort with Brevard County Schools for a pilot teaching institute program where the college will be the major purveyor of the accelerated credentialing process for teacher certification.

Mr. Billings reported that the Environmental Scan will be ready for review at the January Board meeting, which will include demographics, occupational and community demand, and SWOT analysis, etc. He reported that Florida Board of Education goals will be included in addition to the Board objectives.

Dr. Gamble cited an example that upon his arrival six years ago the proportion of transfer versus technical was 60-40% in enrollment. Although he set a goal to move this proportion to 50-50%, the ratio has not changed. Upon analysis he ascertained that since the vast majority of Brevard County's population is involved in high tech/space industry, it is not surprising that their children would gravitate to transfer direction. Given that, perhaps 60-40% might be a reasonable proportion. However, the county needs to address the need for reaching individuals who would benefit from training in the trades, such as plumbers, electricians, etc. Dr. Gamble reported that perhaps more effort should be made by the college and the School Board toward identifying population to benefit from career-field placement. Mrs. Martinez reported it has been her observation that many individuals who previously earned livings as migrant farmers are now moving to service careers, such as the hotel or food industry; probably to provide their families with more stable, permanent lives. Accordingly, this population might be suitable for career training. Dr. Gamble reported that a meeting with the School Board has already been scheduled to discuss this and other issues.

Mr. Billings recommended that perhaps the Board would find it useful to re-visit the Strategic Visioning Workshop held in 2004.

4. POLICY GOVERNANCE:

Mrs. Martinez reported there had been a motion at the November 2004 meeting to revise the Presidential Evaluation weighting percentages to 75% (Results) and 25% (Methods) versus current 60% - 40% ratio. It was decided at that time to table the decision until all members were present to ensure consensus. Mrs. Martinez further reported that an interview guide was also recommended for use during the evaluation interview process to ensure consistency and pertinent questions, in addition to the change in weighting calculation. It was the consensus that the proposed changes be made, with an evaluation by the Board after the next evaluation cycle to ensure satisfaction with the new process.

Mr. Matheny reported that he will provide Mrs. Martinez with some suggested verbiage relating to the college attorney's role in the college contract, which she will apply to the next draft. In addition, he has added language to section 100.5, which will be provided to Mrs. Martinez.

Mr. Matheny reported that all the statutory requirements have been drafted with the exception of the gender equity section. He requested Mr. Billings' assistance with the drafting of this policy. Mr. Matheny also reported that Section 500 will be deleted as the items are incorporated into the appropriate sections of the manual.

Mrs. Martinez requested that Mrs. Terry Martin, Executive Assistant to the President, provide a table outlining what areas of the manual have been reviewed and what is yet to be done.

Dr. Gamble requested that language be added up front that "The President is assigned responsibility for hiring and dismissal of personnel in accordance with state statutes." Mr. Matheny stated that there is some controversy with giving the President authority to

dismiss employees; however, this can be overcome by developing appropriate grievance procedures to be included in the college Procedures Manual. Mr. Matheny also suggested that the Board review and approve the Procedures Manual and review it annually to ensure that any recent state statutes are included.

Mrs. Wilson suggested that the footnote defining community stakeholders on page 29 of the latest draft be changed or removed. It was the consensus of the Board to remove the footnote.

5. ADJOURNMENT:

The workshop adjourned at 4:15 p.m.

APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees