

**BREVARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
SPECIAL MEETING**

October 10, 2006  
12:00 p.m.

Conference Room (#200)  
Administration (Bldg. #2)  
Cocoa Campus

**PRESENT:** Mr. James Handley, Chairman; Mr. C.R. "Rick" McCotter III, Vice-Chairman;  
Mr. James Theriac; Mrs. Kimberly Tsamoutales; Mrs. Alberta Wilson;  
Mr. Joe Matheny, Attorney; Dr. James A. Drake, Interim President;  
Mr. Leonard (Sandy) Sanderson; Mr. James Dean, Florida Today,  
Mrs. Ingrid Matta and Mrs. Terry Martin

**1. CALL TO ORDER**

Mr. James Handley, Chairman, called the Special Board Meeting to order. He called for a moment of silence in honor of Dr. Tom Gamble.

Mr. Handley introduced Dr. Jeff Hockaday, Presidential Search Consultant.

**2. PRESENTATION BY Dr. Jeff Hockaday, Presidential Search Consultant**

Dr. Hockaday provided a briefing to the Board on what to expect during the presidential search.

- (1) If there is a search with internal candidates it takes on a bit of a different approach, as the Board would want to treat the local candidates the same way as external candidates. If there are six finalists to be interviewed and there are one or more internal candidates, if a host is assigned to the external candidates, then a host should be assigned to the local candidates. All candidates would be asked the same questions, etc. Also, it is important for outside people to see the internal candidates are not the favorites. Dr. Hockaday stressed that the Board is in charge of the search process. The Board cannot delegate the responsibility, because it is the Board's duty. The Board can ask for help and advice. He further commented it is good that there is Board representation on the search committee, along with faculty, internal staff and community. The fact the trustees are on the Board gives the image that the Board will be overseeing the process.
- (2) Dr. Hockaday stated that once the Search Committee is formed, the Board can recess until the committee submits about six people to interview by the Board. He reported that Mrs. Martin and he have talked and will commit to the Board that everything will be communicated to each Board member, even if it is minor. In addition, the Board has his contact information and may call him anytime.

- (3) Dr. Hockaday explained once the presidential profile is approved, it will go out to the various advertisement venues. The Board has accomplished approximately three months' work in one month's time, which places the process ahead of the schedule, which is fine.
- (4) Dr. Hockaday reported he will turn his attention to the Chairman of the Search Committee for the next steps. He reported the committee will review approximately 25 applications. Dr. Hockaday will take the total pool of candidates and reduce the group to about 25. If people do not meet the requirements, he will reduce them out of the running. The Search Committee will screen the group and reduce it from approximately 25 to one dozen. The 22 members of the Search Committee will be asked to read the resumes and come up with the top 12 or so. Dr. Hockaday reported it is his experience that everyone will pick the top 10 and a few will be different, which means the committee knows what they are doing.
- (5) Dr. Hockaday addressed Mr. Sanderson and said as Chairman Sanderson would probably not wish to go forward with applicants who are not a diversified representation. Dr. Hockaday recommended those selected will be asked to respond to three questions in a 12 minute video. All those will be placed on one tape or DVD. The Search Committee would also have the resumes, and Dr. Hockaday will have performed an initial reference check. The second meeting will be held to reduce the number to those the Board would like to interview.
- (6) Dr. Hockaday asked if an internal candidate automatically will get an interview, and if the answer is yes, the candidate will automatically go to the interview stage. The Board may say they need six, but there are a number of internal candidates. The Board will need to provide instruction in this matter. Once the Search Committee Chairman gives the names of the finalists to the Board, the Search Committee dissolves. Dr. Hockaday will then make thorough reference checks on these individuals.
- (7) Dr. Hockaday reported the Chairman of the Board may decide to interview six to eight candidates, and reduce the number to three and then bring those three back with spouses. Or, the Board may come to a decision of one candidate and will have a second candidate in the event a successful contract cannot be negotiated with the first candidate.
- (8) Dr. Hockaday stated he does not talk salaries to candidates. That is usually between the Attorney, the Board and the individual. The Board will either approve or reject the salary. He can provide the salaries of everyone being considered, because it is public information.
- (9) Dr. Hockaday notified Mr. Sanderson, Committee Chair, that he and the Search Committee members may call him at any time with questions or concerns.

### Questions/Answers

- (1) Mr. Matheny asked if the Board agreed on interviewing six candidates, could they reduce the number by reviewing the video and resumes.

*Dr. Hockaday responded they usually do. He further explained that he will do a small reference check of this part and will not do the major check until the number is reduced from six to three or so.*

- (2) Mr. Handley asked Dr. Hockaday if he does a more in depth check once the number of candidates is reduced.

*Dr. Hockaday responded yes, but said he doesn't do as thorough of a check until he knows they are serious candidates.*

- (3) Mr. Matheny asked Dr. Hockaday if he has used interactive interviews for the process.

*Dr. Hockaday said the Search Committee can do this if they choose, as well as a teleconference or interview, although they would be asked a certain set of questions, and would want to ask everyone the same questions, but the follow-up will be different.*

- (4) Mr. McCotter asked Dr. Hockaday where he would recommend the position be advertised.

*Dr. Hockaday recommended the Community College Times and the Chronicle. Dr. Hockaday said sometimes it is good business to advertise locally, i.e. if you have a newspaper which supports the community college day after day. He mentioned advertising in the Black Issues publication as well.*

*Dr. Hockaday said that a brochure may be developed that could be sent to every college of education in the country and selected presidents, but when he can recruit candidates it is less necessary to do this. He reported there is at least one person he calls at each state who he can ask information regarding emerging leadership in higher education.*

- (5) Mr. Handley asked the Board what they would like to do for advertisement.

*Mr. Theriac felt the printed program would not be necessary. Dr. Hockaday felt it would not be necessary to prepare a program, plus it would be a large expense. If no one knew of BCC, it would be different, but BCC is well known. Mr. Handley reported for the last presidential search the college did not have a facilitator, therefore, a program was prepared.*

*Letters will be sent to all the community colleges. Mr. Handley suggested placing information on the website. Dr. Hockaday said primarily the information should be placed in the Chronicle and the Community College Times.*

- (6) Mr. Handley asked if he would recommend advertising locally.

*Mr. Theriac asked if that is worthwhile. Mrs. Matta reported Community Relations can send out a short release at no cost to a number of publications. She will also send out a press release. Mrs. Wilson asked that the profile also be placed in a Hispanic higher education publication.*

- (7) Mr. Handley talked about the time line for accepting applications and asked Dr. Hockaday's input.

*Dr. Hockaday said he adjusted the schedule as BCC is ahead of the calendar. The position can be advertised beginning October 27 in the Chronicle and then the Search Committee could do their work in December, or wait until January. The Board would then interview in February and the individual would be hired by March 15. Dr. Hockaday reported the notice will indicate that the Search Committee will begin looking at applications on December 1.*

- (8) Mr. Matheny asked where the applications should go.

*Dr. Hockaday said applications should come to the college.*

- (9) Mr. Matheny asked if the applications would then be public records.

*Dr. Hockaday responded yes and said for that reason individuals will apply by midnight of the last day.*

### **Presidential Profile**

Mr. Handley discussed the presidential profile which was provided in draft form. Mr. McCotter felt the profile should include a bullet asking that the individual have a clear understanding of a virtual campus. Mr. Theriac supported this and mentioned the WBCC-TV/DT station, which would be included in the bullet pertaining to the requirement of a clear understanding of instructional and non-instructional technology.

Mrs. Martin was directed to add a new bullet stating "Exercise leadership and continued development of a virtual campus." Dr. Hockaday requested it be placed after the bullet containing, "...understanding leadership of instruction."

### **Internal Candidates**

Mr. Handley reported there will be at least two internal candidates and one potential applicant from a Florida university and asked how this should be handled. Mr. McCotter said it should be a fair process. Mr. Theriac said the individuals should be allowed to interview. Mr. Handley asked if the Board is saying that internal candidates automatically come to the Board. Mrs. Tsamoutales felt it would be a courtesy, but if the Board is going to do this, she would like to see the number at a minimum of six for outside candidates. Mr. Handley asked about the UCF candidate and if the individual would receive special consideration. The Board agreed that this individual would be a normal candidate.

Dr. Hockaday reported there are a lot of colleges that interview all employees applying for positions at all levels. He indicated he was asking a question, rather than making a proposal.

Mr. Handley said the Board is open to having the Search Committee perform their job. Mrs. Wilson felt everyone should be treated equally.

Mr. Sanderson asked as the Search Committee evaluates candidates, would they include local candidates in their deliberations. Dr. Hockaday said if the local candidates meet the minimum requirements they would progress.

*It was the consensus of the Board that internal candidates follow the same process as external candidates.*

Mr. Handley confirmed he would let the Search Committee know the Board would like no less than six candidates and no more than eight candidates to be brought forward. The verbiage was adjusted by the Board to, "Provide a list of candidates ideally between six and eight."

Mr. McCotter asked what would happen if there were only four. Mr. Sanderson said if there is a tremendous drop he would discuss the situation with the Board for guidance.

Dr. Hockaday reported if the Search Committee provides six names, the Board does not have to interview all six. They can look at what they have and can interview a different number. Mr. Matheny asked about ranking. If there is one top candidate the Board would like, they need to know who their second choice might be in case a successful contract cannot be negotiated with the first candidate.

Mr. Sanderson asked for guidance on how the Search Committee will perform the interviews to reduce the number to six. Dr. Hockaday said he would want to keep in mind profit versus money and the cost to bring down 12 candidates would be about \$15,000.

Mr. Sanderson asked if it would be advisable once the Search Committee members received the list of candidates provided from Dr. Hockaday if the members contact a few. Dr. Hockaday responded no, but added once the number is reduced then they could call them. Mr. Handley reported the college has videoconferencing capabilities as an option when doing interviews.

Mr. Theriac asked what would happen if the Board decides to place the interim president in the list. Dr. Hockaday said he would be treated like all other candidates, per the Board.

Mr. Handley said he would plan to call the Search Committee to order and provide comments about the search to the Search Committee and will introduce Mr. Sanderson.

Dr. Hockaday reported the Search Committee will meet two times. There will be two work sessions -- a reduction to 12 candidates, and a later reduction to six or so.

Dr. Hockaday reported in Florida where things are in the Sunshine, the Search Committee may review applications in any way. The applications could be placed in three locations, or a copy of the applications may be provided to the members of the Search Committee.

The Search Committee will have 10 days to read the applications and then meet and reduce the number to 12.

Dr. Hockaday reported the applications will be delivered to the members of the Search Committee for review and the Board could also receive copies. Mr. Handley said the Board will not ask for all copies and will wait until the number is reduced to six or so.

Mr. Sanderson felt it would be good to have a structure. Dr. Hockaday stated the Chairman can set the dates for meetings.

Mr. Theriac asked if additional time would be warranted for review of the applications. Dr. Hockaday said that 14 days would be fine. The Search Committee meeting will be scheduled for January 22 or 23 to narrow the group to 12.

*The Search Committee will have fourteen days from the time the applications are delivered to them on January 8 to review and come up with approximately 12 individuals. They will meet either January 22 or 23, based on the Board of Trustees' January schedule. They will meet again in mid-February to further reduce the number to approximately six to present to the Board.*

Mrs. Matta asked how information could be provided to the media. Mr. Matheny confirmed the applications are public records. Dr. Hockaday said the moment the applications come to the college they are public records in Florida, so would be available upon request.

**(The Board was dismissed for a brief break.)**

3. **PERSONNEL MATTER**

Mr. Theriac reviewed with the Board the circumstances surrounding the employment status of Ms. Joni Oglesby at the College. The Board expressed concern about these circumstances and, specifically, whether her letters to Board Members constituted an offer of resignation. In addition to that issue, the Board was made aware of a previously undisclosed document authored by Attorney Jesse Hogg, which Dr. Gamble had requested from Mr. Hogg for legal advice. This document was designed as an internal attorney's work product, but, was apparently and inadvertently released to the College President and subsequently to other administrative staff members and, therefore, lost its characteristic as a privileged document, according to Attorney Matheny. This letter had not been made known to the Board at the time the Board retained Mr. Hogg to conduct an investigation of potential charges against the College President and other administrators.

Attorney Matheny cautioned the Board about individual trustees' involvement in discussion or investigating this matter because these issues may come before the Board as an Administrative Body for adjudication at a later date. After considerable deliberation and discussion, the Board agreed to authorize the Interim President to pursue the negotiations of a settlement of any and all pending issues with Ms. Oglesby.

4. **ADJOURNMENT**

The meeting adjourned at 3:00 p.m.

APPROVED: James W. Handley  
Chairman, District Board of Trustees

ATTESTED: James D. Dabe  
Secretary, District Board of Trustees