

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORKSHOP**

December 18, 2006
3:05 p.m.

Building #10, Room #210
Melbourne Campus

PRESENT: Mr. James W. Handley, Chairman; Mr. C. R. "Rick" McCotter III, Vice Chairman;
Mr. James Theriac (via telephone); Mrs. Kimberly Tsamoutales;
Dr. James A. Drake, Secretary; Mr. Philip Nohrr, Attorney

ABSENT: Mrs. Alberta Wilson

1. CALL TO ORDER:

Mr. James Handley, Chairman, called the Workshop meeting to order. He reported future meeting formats will be more informal allowing for communication among staff, administration and Board.

2. BOARD DISCUSSION:

None.

3. STATUS OF SETTLEMENT NEGOTIATIONS:

Mr. Handley reported that although Attorney Andy Hament will be leaving the employ of Gray Robinson, he will continue representing the College in employment and labor matters, including the matter involving Ms. Oglesby. All correspondence regarding this situation should be directed to Mr. Hament. Mr. Phil Nohrr reported a close relationship between Gray Robinson and Mr. Hament and stated they will work on a number of matters together. He further reported Gray Robinson will be happy to assist the College in labor matters as needed.

4. PROPOSED BOARD ADVISORY COUNCIL – Ms. Robin Boggs, Dr. James Drake:

Dr. Drake reported he has met several times with Ms. Robin Boggs, Assistant Professor of Education and President, UFF/BCC, with fruitful discussions which included ideas to improve College communications. He stated Ms. Boggs shared an idea regarding a proposed Board Advisory council or forum, which would consist of multi-faceted membership to include an adjunct faculty member, salaried employee, hourly employee, full-time faculty member and student government member from each campus. Ms. Boggs reported the concept would allow Trustees to gain insight and ideas from the perspective of all College employee segments; thereby, improving communication and morale.

Discussion was held on the proposal addressing the proposed format and frequency of the meetings. Mr. Marshall suggested timing with regard to strategic planning and budget decisions. Dr. Drake suggested establishment of a Board Advisory Forum as a pilot project with the first meeting to take place at the January or February Board Workshop, with a proposed location at WBCC-DT, Building 13. Mr. Williams reported video-conferencing capability is available at the facility.

Dr. Drake reported he would work with Ms. Boggs, Dr. Astrab and the Provosts to organize the meeting, and he requested Ms. Boggs' assistance with membership suggestions. It was suggested that 15-20 minutes be allowed for an "icebreaker" prior to unstructured, open-discussion for the initial meeting. Dr. Drake suggested that the Board facilitate the meeting with the administration taking action as directed by the Board. Dr. Fettrow suggested establishing ground rules and a common understanding for expectations and follow-up. Concern was expressed that a large meeting might not be conducive to input by all attendees. The consensus of the Board was to proceed with Dr. Drake's recommendation.

5. STRUCTURE AND FUNCTIONS OF BOARD COMMITTEES:

Dr. Drake discussed Board representation on the direct support organization (DSO) boards and that currently the Board members provide DSO reports at the Board meetings. He suggested another committee structure and requested assistance from the Board due to their individual expertise in order to better perform strategic planning. Dr. Drake recommended that a Board member lead each of the following committees: Human Resources and Compliance; Business and Legal Affairs; Enrollment and Student Services; Marketing and Outreach; and, the Chair would lead a committee on Administrative Affairs. Dr. Astrab suggested inclusion of workforce initiatives. Dr. Drake suggested a committee entitled "Academic and Workforce Initiatives." During the ensuing Board discussion, Mrs. Tsamoutales expressed concern that employee supervisory responsibilities could become blurred, thereby affecting Policy Governance. Mr. Handley proposed conducting the committees for three to four months as a pilot. It was suggested that Dr. Astrab/ Mr. Handley serve on the Academic and Workforce Initiatives Committee; Mrs. Tsamoutales/Mr. Ross serve on the Marketing and Outreach Committee; Mr. Theriac/Mr. Little serve on the Business and Legal Affairs Committee; Mr. McCotter/ Dr. Fettrow serve on the Enrollment and Student Services Committee, with Mrs. Wilson/Ms. Ferguson to serve on the Ethics and Employee Relations Committee.

Mr. Handley confirmed each member of the Board would continue to serve on a DSO; however, they would not provide a report each month. Dr. Drake would provide the report instead. Dr. Drake reported he would like to draw the DSO Executive Directors closely to the Executive Council.

6. COLLEGE-WIDE IMPROVEMENT INCENTIVE PROPOSAL:

Dr. Drake reported he has worked with the Executive Council, Mr. Billings and Mr. Beagley to devise a list of six proposed strategic initiatives based on the input provided by the Board at the Strategic Planning Workshop. He reported proposed initiative #2, *"Identify cost efficiencies and savings totaling 1.5% of FY 2007-08 appropriations. Match total savings dollar-for-dollar from FY 2007-08 fund balances,"* requires Board approval for matching funds using 2007-08 fund balances. Discussion ensued regarding the proposal and funding methods required.

Dr. Drake explained one of the goals is to achieve greater efficiency through creative human resources planning and management to create a career-path process and incentives based on performance and merit pay. In order to fund the proposal a one-time infusion of resources is necessary.

Mr. Al Little, Vice President, Finance and Administrative Services, reported the College's current fund balance is 8.6% with the state requirement of a 5% fund balance. Dr. Drake asked the Board their thoughts on what they consider to be a safety margin for the College's fund balance. Further discussion ensued regarding possible scenarios for fund balance use.

Mr. Handley stated he would like to see the following occur: 1) work be done to generate an atmosphere of excitement about working at BCC, 2) work to make BCC become the very best college, and 3) to place BCC on the cutting edge of instructional technology. He recommended funds be utilized to move forward with the initiatives. Mr. Handley said he would like to see BCC implement some of the programs and ideas to improve student learning as well as more involvement with international programs.

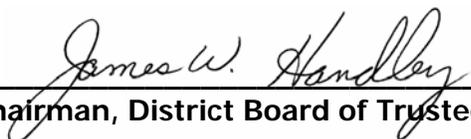
Dr. Drake suggested the Administration and Board continue review of the six strategic initiatives, which were prepared as a result of what the Board has brought forward as priorities. He will be prepared with scenarios for the next Board meeting and will look at funding initiatives through both efficiencies and the use of the fund balance.

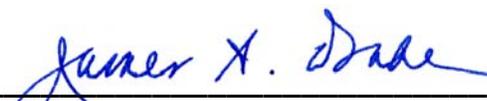
Mr. McCotter suggested a summary be prepared which includes the normal fund balance across the state, the historical funding pattern in previous years and a more detailed presentation of the allocation of the funds being requested. It was the consensus of the Board to continue the discussion after they receive the report at the next Board meeting.

Dr. Drake confirmed the Board will receive a summary report regarding their concerns. He reported today's presentation was for a "first look" and he will be discussing the initiatives further with the Cabinet as well.

7. ADJOURNMENT:

The workshop adjourned at 4:44 p.m.

APPROVED: 
Chairman, District Board of Trustees

ATTESTED: 
Secretary, District Board of Trustees