

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORKSHOP**

April 28, 2003
2:00 p.m.

Rm. #163-#163-A, Library Bldg. #2
Palm Bay Campus

PRESENT: Mr. James W. Handley, Chair; Dr. Alexandra M. Penn Williams, Vice Chair;
Mr. Eugene C. Johnson; Mrs. Miriam E. Martinez; Mr. C. R. "Rick" McCotter III;
Mr. Joe D. Matheny, Attorney; Dr. Thomas E. Gamble, Secretary

1. CALL TO ORDER:

Mr. Handley, Chair, called the meeting to order.

2. PRESIDENT'S EVALUATION PROCESS BRIEFING:

Mr. Joe Matheny reported the President's evaluation process begins now and extends through July, where it culminates with the report to the Department of Education. He reported student and faculty surveys were collected and Dr. Gamble's major contacts identified. The Board is provided with the evaluation forms and the inputs from the community contacts. Mr. Matheny suggested the Board look at Dr. Gamble's projects against which he will be evaluated. The Board also has a self-evaluation form, which is completed at the same time. Dr. Gamble reported the Board would want to look, in terms of the objective, at the projects that he has identified, to be listed in the fourth quarter report.

Mrs. Martinez asked Ms. Terry Martin, Executive Assistant to the District President, to send the Board members a complete evaluation package.

Dr. Gamble reported the fourth quarter ends the last of June 2003; therefore, a complete fourth quarter report will be unavailable until July 2003. He reported he does not object to the Board carrying on this process until August 2003, in terms of the final evaluation, the compensation consideration, etc., so that the Board could get a complete fourth quarter report. The other option would be to generate an incomplete fourth quarter report as of the end of May 2003. Mr. Handley reported the report should precede the contract negotiation and salary. Dr. Gamble reported the State report is due on an annual basis. The Board could complete the evaluation in July with the fourth quarter report. August would be the time the Board would give consideration to the contractual issues.

Mrs. Martinez suggested each Board member would have individual meetings with Dr. Gamble to discuss his evaluation. Following those meetings, the Board Chair would then provide Dr. Gamble a summary of the evaluations.

Dr. Gamble reviewed the sequence of the evaluation process.

1. The Board will be given the forms in May.
2. Mr. Handley will be conducting the community reports and will be getting them to the Board members in June. The community interviews need to be completed by June. Dr. Gamble asked to have input in choosing what community contacts will be made.
3. The Board will be given the fourth quarter report the first part of July.
4. Dr. Gamble will be evaluated at the August Board meeting.
5. Dr. Gamble's contract and compensation will also be discussed as part of the process in August.

Mrs. Martinez reported the evaluation process is written up and it should become part of the Board means. Mrs. Martinez will reissue the documentation regarding this process. This will be the first Board means for the book.

Mr. Matheny reported the goals need to be set for 2003-2004. Dr. Gamble reported this has to be placed against the State required components that are in the statutory statement. Mr. Matheny reported to the Board that if they have a question regarding this process to submit that to Ms. Martin so that she may distribute it to the other Board members.

3. GOALS PROGRESS REPORT, 3RD QUARTER:

Mr. Frank Billings, Special Assistant to the District President for Institutional Effectiveness and Strategic Management, reviewed the Third Quarter Accomplishment Reports for year 2002-2003. Dr. Gamble reported the first item relates to the District President's High Priority Projects, which the Board indicated earlier would be their principle focus for evaluating the District President. Dr. Gamble reviewed the projects with the Board.

Mrs. Martinez asked if there are any pending projects that Dr. Gamble anticipated would not be accomplished by the end of the fiscal year. Dr. Gamble reported the SACS accreditation notice, by definition, cannot come before December 2003. Dr. Gamble reported on the status of the faculty negotiation process. The Cocoa Village Playhouse remodeling will extend into next year. The Cocoa Campus Phase I perimeter enhancements had a delay in the design, so this will be on track with the next fiscal year, beginning July 1.

Dr. Gamble provided the Board with a summary statement from the Institution for Business Training and Community Education. Progress has been made in this area.

4. COMMUNITY LINKAGES DISCUSSION:

The Board discussed meeting with individuals in the community to listen to what might be the needs of the community and how BCC can help them attain those needs. The following Board members agreed to meet with an individual from the following organizations:

Mr. Johnson – Patrick Air Force Base

Mr. McCotter – Titusville Council of City Managers and Titusville Chamber of Commerce

Dr. Penn Williams – Florida Institute of Technology

Mr. Handley – Webster Advisory Council

Mrs. Martinez – Port Authority

5. POLICY GOVERNANCE:

Mr. Joe Matheny, Attorney, provided the Board with a handout. He reported he has taken the current BCC policies and divided them into three parts; policies BCC should maintain as policies, policies BCC has that should be transferred to procedures; and policies BCC has that the Board needs to determine whether or not to retain them as policies or to implement them into procedures. He reported on section four of the handout, which was a list of state mandated policies. The policies seem to be mandated by the new school law and they should be included in BCC's policy manual.

Mr. Matheny asked the Board members to take the time to look at the policies and let him know their opinions on the status. He will incorporate those ideas into the next draft.

Mr. Matheny also reported that new policies could be written the next time the Board meets. Mr. Handley verified with Dr. Penn Williams that she has completed section one and has allocated those policies under the four categories. She will provide that in writing, to the Board, prior to the meeting in May 2003. Dr. Penn Williams will also do the same thing for section three. She reported it was Mr. Matheny's recommendation that section two is all administrative procedure information. Mr. Handley reported the Board is to go through section three and agree or disagree that each of the policies can be deleted. Section two is complete; however, the Board should still review section two.

Mrs. Martinez reported that in section one, Dr. Penn Williams can recap what is in the section, because the Board members need to be aware of what the policies contain and the Board members needs to confirm agreement. Dr. Penn Williams reported she identified each policy, which fall under either ends or executive limitations. She reported she was going to incorporate the wording so the policies would fall under one of those

two areas. Dr. Gamble asked Dr. Penn Williams to give her responses to Mr. Matheny by May 5, 2003, in order to be included in the next Board of Trustees packages. Dr. Gamble asked the individual Board members to vote and give their comments to Dr. Gamble on the other sections, those will also be incorporated.

Mr. Handley recapped that the Board is to review sections one and two and provide any objections they have to Dr. Gamble. Section three is to be individually voted on and provided to Dr. Gamble by May 5, 2003, to incorporate into the next Board of Trustees packages. Mr. Matheny reported section four will be reviewed at a later time.

Mr. Handley provided the Board a handout, which was a level one executive limitations statement. It read, "The District President shall not cause or allow any practice activity, decision, or organizational circumstance that is either unlawful, imprudent, or in violation of commonly accepted professional and business practices." Mr. Handley reported this could be included as an overall level one statement.

Dr. Penn Williams reported she had an addition for the category of health, safety, and welfare. In looking at some of the policies, which Mr. Matheny has recommended the Board retain, some of them would fit into health, safety, and welfare. Mrs. Martinez reported she may add some limitations to the health, safety, and welfare area. She reported it should say something about the health and safety part of the equation, i.e., what the District President is expected to do to protect the safety of the employees and students. Dr. Gamble reported the Board would probably want a general statement that the CEO has the responsibility for ensuring that the institution minimizes its exposure to crisis. Mrs. Martinez will incorporate the information the Board discussed and will send it to Ms. Martin to provide in the Board packets.

Mr. Matheny reported it is recommended for the Board to retain the code of ethics as a policy. There is a different code of ethics for employees. Mrs. Martinez reported the executive limitation is that the District President shall not conduct college or personal business in an unethical manner and that he shall not discriminate against someone expressing ethical descent. Mr. Matheny reported this would be called, "Ethical Standards for the College President."

There was discussion and edits provided to the executive limitations. Mrs. Martinez reported she would incorporate these changes and would send them to Ms. Martin to be included in the next Board of Trustees packages.

The Board reviewed the policy ends submitted by Mr. Billings. Mrs. Martinez reported she had a problem with the wording for number six listed as the Board of Trustees Policy Ends. She was not sure what "Strategic Advancement" meant. She also expressed

concern about number seven. The community college should regularly assess the extent to which BCC is perceived as a responsive organization, but there needs to be a back end to that. Once it is assessed, and BCC has the input, the plans or approach need to be changed as appropriate. Dr. Penn Williams will go through this and see where there can be a measurement component.

6. ADJOURNMENT:

The meeting adjourned at 4:35 p.m.

APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees