

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORKSHOP**

May 12, 2003
1:50 p.m.

Lecture Auditorium, Occupational Bldg. (Bldg. #1)
Titusville Campus

PRESENT: Mr. James W. Handley, 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

ABSENT: Dr. Alexandra M. Penn Williams, Vice Chair

1. CALL TO ORDER:

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

2. INFORMATION TECHNOLOGY ORGANIZATION AND 2003-2006 IT PLAN:

Mr. Al Little, Vice President of Finance and Administrative Services, gave a presentation on the Information Technology Organization and 2003-2006 IT Plan. He reported on his extensive background in information technology (IT), as well as finance. Mr. Little reported Mr. Rick Story, Director of Administrative Systems, Mr. Bill Bliss, Academic Web Manager, and Mr. Tony Awtonomow, Director of Data Services and Networking, report directly to him and represent the three major divisions of the IT function.

Mr. Little reported BCC maintains constant communication with other schools regarding common problems and solutions regarding IT issues. BCC staff also has interaction with key vendors, IT faculty to determine their needs, and IT contacts in local industry through association meetings.

Mr. Little reviewed the steps required to identify new BCC technologies. He reported that other than the IT firms, BCC has one of the most robust networks in Brevard County and reported BCC is capable of doing more. It is important that BCC provide the capabilities to allow BCC faculty and staff to go any direction they think is the right direction to expand the abilities of the network. He reported Dr. Kathy Cobb, Virtual Campus President, is working in conjunction with WBCC-TV staff on methods to integrate new abilities into the BCC academic curriculum.

Mr. Little reported Mr. Frank Billings, Special Assistant to the District President for Institutional Effectiveness and Strategic Management, and Mr. Bill Bliss, Academic Web Manager, have developed the BCC Web Technology Department into a vibrant and valuable component of the college.

The IT Strategic Plan is used by BCC to guide the direction of institutional technology. The Technology Committee has developed a new plan for 2003-2006. Mr. Little reviewed the process of the plan with the Board members and the IT Strategic Plan Goals for Success. The Technology Committee is developing a tactical plan for the 2003-2004 fiscal year, which will list specific objectives that are expected to be accomplished. This plan will serve as the guide for the coming year.

(Mr. McCotter arrived at 2:15 p.m.)

Mr. Little reviewed the findings of the COLLEGIS report, a company that specializes in providing service to higher education IT organizations. Due to the current capabilities and expertise of BCC and its staff, he reported BCC administration is not recommending any change in the IT oversight operation at this time. Mr. Little answered questions presented by the members of the Board.

Mrs. Martinez suggested BCC maintain IT employees and help desk employees who are in support of and familiar with applications that pertain to teaching. Those employees can keep the educational application field domain in mind in the application of IT. Dr. Gamble reported one change planned is to bring all of the IT functions under an institution-wide head, which will take place effective July 1, 2003.

3. GOALS WORKSHOP, FY 2003-04:

Mr. Frank Billings, Special Assistant to the District President for Institutional Effectiveness and Strategic Management, reviewed the information provided to the Board of Trustees. He reviewed the nine policy ends for the Board's consideration and explained the ends were developed from the environmental scanning process. Each policy end relates directly to one of the seven college goals and each policy has very specific performance metrics attached. Mr. Handley commented this ties the Florida Board of Education goals, the policy ends, and the community college goals nicely in order to see how they interrelate. Mrs. Martinez reported she disagreed with the term of "Strategic Advancement." Mr. Billings defined strategic advancement as a process of advancement through forward thinking and accountability. Mrs. Martinez asked Mr. Billings to rewrite this terminology to bring it back to the Board for review. She volunteered to provide suggestions to Mr. Billings to incorporate into the rewrite.

Dr. Gamble reported the District President's High Priority Projects will be used to measure and evaluate the District President's performance. Mrs. Martinez reported the yearly evaluation is based on objectives that are accomplishable within one year. Dr. Gamble reported 11 of the 17 goals listed for this year will be continuing on through to next year.

Dr. Gamble reported on the District President's High Priority Projects/Objectives For FY 2002-03 Third Quarter FY 2002-03 Update. He reported Continuous Quality Improvement Network (CQIN) is seeking to establish a national standard of core key performance indicators. This is similar to what BCC is going to establish and Mr. Billings is one of the key people involved in this process. Dr. Gamble reported BCC would like to become the benchmark for all community colleges in the country in this area.

Mrs. Martinez suggested Dr. Gamble have a dialogue with the Board members to inform them where BCC is in terms of how it sees the community, where does BCC see the community going, and what does BCC think is going to be an important issue in the next year or two. She reported these items should be the area of emphasis. Dr. Gamble reported the list of priority projects ties into the ends statements.

Mr. Handley suggested the Board should adopt the District President's High Priority Projects/Objectives and modify it in the future, keeping in mind that BCC is working with CQIN to come up with something that is more nationwide. Dr. Gamble will come back to the Board with a statement of what he envisions as key projects for 2003-2004.

Mr. Billings referenced the report schedule and reported the Board will be provided with a report every quarter, which is a key performance measurement against one of the objectives. He reviewed the planning calendar with the Board members.

Dr. Gamble reported on the process of the District President's evaluation. The Board members received a schedule and Mrs. Martinez provided the guidelines for the community reviews. A list of community contacts was given to the Board members. It was the consensus of the Board to follow the schedule Mrs. Martinez provided. Mr. Handley reported the evaluation should be completed by the Board and provided to Ms. Terry Martin, Executive Assistant to the District President, by the third week in July.

4. POLICY GOVERNANCE:

This item was tabled for a future meeting. Mr. Matheny reported the next step would be to draft new policies and take a more careful look at the policies the Board elected to keep.

5. **ADJOURNMENT:**

The meeting adjourned at 3:37 p.m.

APPROVED: _____

Chairman, District Board of Trustees

ATTESTED: _____

Secretary, District Board of Trustees