

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORKSHOP**

June 9, 2003
2:00 p.m.

Community Dining Room
Cocoa 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. BUDGET WORKSHOP:

Mr. Al Little, Vice President of Finance and Administrative Services, reported on the proposed budget for the fiscal year ending June 30, 2004. He compared the appropriations given this year to last year and reported BCC is very pleased with the appropriations in light of what might have occurred. Mr. Little reviewed the legislative appropriations, funding per student, revenue budget, college goals and planning, budget summary, expenditure analysis, summary of expenditures by type, expenditures by account code, expenditures by function, and departmental budget changes.

The six major college goals for the budget are:

1. Improving BCC Quality and Efficiency
2. Enhancing Excellence
3. Improving Student Success
4. Improving Diversity
5. Meeting Community Needs
6. Developing College Resources

Mr. Little, Dr. Fettrow, and Dr. Gamble answered questions presented by the members of the Board.

3. POLICY GOVERNANCE:

Dr. Gamble reported the Board received a one-page handout summarizing BCC's status with the Policy Governance process. Dr. Penn Williams reported the handout is a revisiting of the ends policy.

Dr. Penn Williams reported she made some of the changes the Board discussed two months ago, to the portion of the policy manual and added on the ends policies, which Mr. Billings provided. Dr. Penn Williams reviewed the information Mr. Matheny provided at last month's Board meeting. The three sections were: 1) The policies the Board really needs to have; 2) The policies that need to go in the Procedures Manual; and 3) The policies that can be kept or deleted. Dr. Penn Williams reported that when she looked at the policies, she could link them back to either what Mrs. Martinez originally did and/or what Mr. Billings did in his ends policies. She encouraged the Board members to complete this exercise to see if they can link the policies. Mrs. Martinez reported the only item the Board is missing work on is the rest of the Board means.

Dr. Penn Williams reported she will go through the executive limitations, again, the way she did the ends policies, and will look to see if any of the policies Mr. Matheny pointed out need to be more specific. Mrs. Martinez suggested the Board compile everything they have into one document. She said she could take another try at looking at the Board means for the next meeting. Dr. Penn Williams reported she will do the compilation of the ends policies. Mrs. Martinez reported the Board is working toward having one final document that has everything the Board can think of in their own words, and then the Board can go back and decide if it is policy or procedure. Dr. Gamble suggested that once the Board has put together its document, someone should go through both documents, on a comparison basis, to see if anything was left out of the document.

Mrs. Martinez reported it would be very useful for Mr. Matheny to go through the final document with the mission policies and operating philosophy policy, and the ends policy, and see if everything is covered that the State requires.

Dr. Gamble reported many of the legislative mandates are, in fact, procedures. Mrs. Martinez suggested Mr. Matheny review the final product the Board compiles and let the Board know if there is anything missing that is required by State Statute. Dr. Penn Williams reported the Board needs to define what constitutes policy and construct the new manual in a manner that results in all important areas being covered. Dr. Gamble reported as he understands the model, the Board is going to define the limits on the CEO. Dr. Penn Williams reported that this will be covered in the executive limitations area. Mr. Matheny reported he will prepare a bottom line type series of policies, so that the Board may decide whether or not they want to keep those policies or whether the Board should define new policies.

4. DISTRICT PRESIDENT'S PRIORITY PROJECTS FOR 2003-2004:

Dr. Gamble reported the Board received a handout, which was entitled, "District President's High Priority Projects/Objectives FY 2003-04." Dr. Gamble asked the Board members to review the list of priorities. He reported the document is not completed as yet. The "estimated cost" column has not been completed, but the intent will be to include a dollar figure for each of the items. Some of the items included are projects that were begun this year and carried into next year.

Mr. McCotter asked if the numerical value indicated priority. Dr. Gamble replied there is no particular order of the projects. Mr. Handley suggested going through the projects one-by-one. The Board and Dr. Gamble reviewed each of the projects.

Mr. Handley asked that the subject of SACS be added to the list of workshops.

Mr. Little gave a brief update of the upgrade of the telephone auto attendant software process. Dr. Gamble indicated that one of the new objectives involved asking Mr. Little, as Chief Technology Officer, to evaluate the potential conversion of VMS to Unix operating systems pros and cons of the college making a conversion. Dr. Penn Williams asked if there was a movement toward BCC standardizing all of its hardware. Mr. Little reported BCC has synchronized hardware. The servers BCC currently has are starting to age and need to be replaced.

Mrs. Martinez reported the budget for this year aligned with what Dr. Gamble intends to emphasize. Mr. Frank Billings, Special Assistant to the District President for Institutional Effectiveness and Strategic Management reported the process will be more integrated.

Mrs. Martinez reported that at one point in time, there was an objective of researching and coming up with good metrics for measuring outcomes. Dr. Gamble reported it has become institutionalized through institutional effectiveness. Mr. Billings is working on this for BCC and for a national approach through the Continuous Quality Improvement Network (CQIN). Dr. Penn Williams stated that one of the high priorities for the District President would be to take such data and use it for making certain decisions of an academic and programmatic nature. Dr. Gamble responded that he will be glad to add this project to his list.

5. **REPORT ON LEARNING CENTERED COLLEGE:**

Dr. Don Astrab, Executive Vice President/Chief Learning Officer, reported the Learning Centered College began one year ago on the Palm Bay Campus as a pilot program. Dr. Astrab introduced Ms. Faith Urban, Coordinator of the Learning Lab on the Palm Bay Campus. Ms. Urban reported that Lynn Spencer, Co-chair of the Learning Centered Leadership Team, has been very instrumental with the Learning Center Project. Ms. Urban provided the Board members with a copy of the Learning-Centered Reference Guide and gave a presentation on the Learning Centered College. Dr. Penn Williams recommended that Ms. Urban show what success is going to look like and how it will be measured. Dr. Gamble reported that the approach is more of an emphasis on learning as opposed to an emphasis on teaching. Mrs. Martinez reported the Learning-Centered Reference Guide seems to be the college equivalent to customer focus in the business world.

6. **ADJOURNMENT:**

The meeting adjourned at 4:16 p.m.

APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees