

**BREVARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORKSHOP**

November 24, 2003  
2:10 p.m.

Board Room (#231), Administration Building (Bldg. #2)  
Cocoa Campus

**PRESENT:** Mr. James W. Handley, Chair; Dr. Alexandra M. Penn Williams, Vice Chair;  
Mrs. Miriam E. Martinez; Mrs. Alberta K. Wilson; Mr. Joe D. Matheny, Attorney;  
Dr. Thomas E. Gamble; Secretary

**ABSENT:** Mr. C. R. "Rick" McCotter III

**1. CALL TO ORDER:**

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

**2. GENERAL DISCUSSION:**

Mr. Handley stated that a thirty-minute time period will be scheduled for each future Board Workshop meeting to provide the opportunity to discuss any additional issues or items that the Board feels necessary.

a. Policy Governance Manual Goals

Mrs. Martinez requested the establishment of a schedule to define assignments, goals and deadlines toward the completion of the Policy Governance Manual. She stated that it is important that each individual assigned to a particular task be responsible for monitoring and completing the portion assigned to them in a timely manner. It was requested that Mrs. Terry Martin continue to send two-week reminders to each individual to keep people on task. Mr. Handley also requested that Mrs. Martin forward all Board members a copy of the community linkages list utilized in the past. This list can be used as a starting point for making assignments as suggested with changes and additions made as needed.

b. Collegiate High School

Dr. Penn Williams related that she had attended a meeting today regarding the topic of "BCC Charter High School." It was decided that an assessment be completed to determine the need from a location and focus of topic perspective. It appears that Early Childhood Education is an area which might be a viable focus for this type of program. Mr. Handley asked how this compared to the Cocoa High School Collegiate High School program. Dr. Gamble stated that the current program is essentially a dual enrollment program and Dr. Fettrow further related that this program is specifically a partnership between BCC Cocoa Campus and Cocoa High School. The program has been well received and has attracted students from other high schools who have

requested transfer to Cocoa High in order to participate. Dr. Fettrow stated that a thorough report on the Collegiate High School program would be provided as an agenda item at the afternoon Board meeting. The Board discussed the differences between the charter high school and collegiate high school programs, as well as ideas regarding the best approach in this area.

c. District President Evaluation Procedure

Mr. Handley suggested that improvements to the evaluation mechanism be developed to further define the District President's goals to assist in future evaluations. It was decided that a future workshop should be scheduled to discuss the process and make changes to the current evaluation form to better reflect the quantitative aspect of the review. Dr. Penn Williams stated that upcoming legislation will require that student gains be included as a basis for evaluations of Presidents of post-secondary institutions. This will mostly likely be measured by a test similar to the current CLAST test, but broadened to include mathematics and communications. This test will correlate with the FCAT test for each student to reflect measurable improvements. Future funding for institutions will also be related to the improvements shown by this test.

**3. BOARD SELF-EVALUATION (2002-2003):**

Trustees reviewed the Board of Trustees' Evaluation report for 2002-2003. Although the ratings either met or exceeded expectations, the categories were discussed to determine areas where improvements could be made. It was the consensus of the Board that once metrics are better defined, that there will be a more accurate measurement of strengths and weaknesses.

Trustees requested Mrs. Martin to provide a compilation report from the previous year's self-evaluations for comparison.

The Strategic Planning process and needs assessment analysis which are now in place are key to the Board's ability to make future policy decisions, although the Board identified areas of data which should be included in the future such as local high school projections of graduation rates and student's plans to attend BCC; FCAT scores, which might indicate the need for future BCC remedial classes; and, the effects of various county data, such as changing age demographics and business trends and factors of production. The Board requested that Dr. Gamble analyze Mr. Billing's Environmental Scan/SWOT report and provide his recommendations to the Board regarding areas requiring attention and direction.

Concern was stated regarding the lack of projections for future space needs given projections of growth in enrollment. Mrs. Martinez suggested that a survey be completed for all campus classrooms at each hour of the day to determine distribution and current needs. Aside from the Cocoa campus, all of the campuses have additional land for building as needed, however, there are no projections for future building projects at BCC. Virtual classes will hopefully be a solution to providing education without adding to growing space burdens.

The consensus of the Board was that although progress has been made in providing equal employment opportunities to all, this is a divisive subject, which needs further focus and work. Mrs. Wilson will discuss future plans with Dr. Gamble to ensure full equal opportunities while minimizing conflicts. A discussion ensued regarding the pros and cons of providing brochures in other languages, primarily to provide information to parents who may not have a full command of the English language. The conclusion was that a quality brochure would be a good investment to provide a tool for other cultures to reflect their value to the college.

As time did not permit completion of the discussion regarding the self-evaluation, Board discussions of Sections B and C of the self-evaluation will be continued at the workshop on December 15, 2003. Mr. Handley requested that Dr. Gamble be present for their continued discussions on the Board evaluations at the December 15<sup>th</sup> workshop.

#### **4. POLICY GOVERNANCE:**

Dr. Penn Williams suggested that a policy be formulated regarding Board interface with legislative representatives. This policy should be included in the Board Process section of the Policy Governance manual. Dr. Gamble indicated that the ACE document which was provided in the Board packages would be a good guideline. It was decided that the Board would strongly consider the legislative inputs from the FACC Trustee Commission in order to provide a unified message to the Brevard delegation. Dr. Gamble reported currently the Council of Presidents develops a proposal which is presented to the FACC Trustees Commission. After the Trustees Commission presents their stance, then the BCC Trustees will analyze their recommendations and formulate their position to be presented to the legislative delegation. It was suggested that each Trustee should become more individually proactive on a one-on-one basis with legislators to ensure that college needs are met. This must occur in the August to October timeframe each year in order to have an influence on the legislative process. In addition, an interim visit to the legislators should be planned by the Trustee following the legislative session (April/May) to express appreciation and make suggestions regarding future issues. Mrs. Martinez suggested a workshop should be scheduled in March each year to decide the interim messages and develop a strategy for contacting legislative representatives. Mr. Matheny suggested that Trustees should consider attending legislative sessions in Tallahassee each October to testify in coordination with the Trustee's Commission. Dr. Gamble reported that individual school Trustees rarely participate in these sessions, and it could have an invaluable impact on the representatives.

Mr. Matheny provided a list of federal and state statutes and supplementary board policies which should be reviewed for inclusion in the Policy Manual. Mrs. Martinez requested that Mr. Matheny segregate this listing into three categories: federal, state and other and also make suggestions as to their placement under appropriate policy sections.

#### **5. ENVIRONMENTAL SCAN/SWOT:**

Mr. Handley commented that certain issues were not addressed in the Focus on the Future Brevard Community College Scan/SWOT document, such as the projections of high school

graduates expected to enroll in BCC, which is approximately 40% of BCC's total enrollment. Additionally, the shifting of population demographics in Brevard by age should be studied as well changes in space industry needs. Dr. Gamble reported that while small increases are expected in most areas, there are seven areas which clearly have been identified as having significant future growth, i.e.: foreign language/literature and linguistics; family and consumer science; human science(general); biological biomedical; multi-interdisciplinary studies; physical sciences; and, visual and performing arts. Mrs. Martinez stated that surveying, drafting, healthcare, and technology areas appear to be future high demand areas, however the college will need to determine how the data can be utilized. To accomplish this, the Board requested Dr. Gamble's summary of the data and recommendations from which the Board will develop future plans. Mrs. Martinez also requested that shifting trends in the county such as business openings/closings, or trends toward contracting, etc. should be monitored.

Mr. Handley also stated that Dr. Penn Williams identified a future need for training in Pre-K teaching education. Dr. Gamble reported BCC has applied for the FIPSI Grant to create an educational teaching center.

Dr. Gamble stated the report reflects that BCC has concentrated efforts appropriately. He attributed this, in large part, to communication from the faculty to keep the administration informed of future trends and needs. Mrs. Martinez recommended strategic study continue via community interviews and internet research in order to stay on top of community/industry needs and trends.

Dr. Astrab stated that Technical Advisory Committees consist of faculty members in specific disciplinary areas with student membership being added to the committee for the first time this year. He further reported the committees are instrumental in keeping the administration appraised of the needs and trends within their field so that curriculums can be adjusted accordingly. Discipline goals for each academic area were established at the first in-service, which will be compared with the environmental scan data at the next in-service.

Mrs. Martinez commented the college administration and the Board should monitor the effect the improving economy may have on student enrollment as it may decrease rather than increase.

Mrs. Wilson expressed pleasure that healthcare programs have been a focus of attention as Brevard's population continues to age.

Dr. Gamble requested the Board's feedback on the report data which will be considered in his analysis as to the future direction of the college.

Dr. Gamble confirmed a report will be available at the January Board meeting which will show the names of those involved in the advisory teams, curriculum coordinators, etc.

**5. ADJOURNMENT:**

The workshop adjourned at 4:15 p.m.

**APPROVED:** \_\_\_\_\_

**Chairman, District Board of Trustees**

**ATTESTED:** \_\_\_\_\_

**Secretary, District Board of Trustees**