

Proscribed Items or Activities be expanded to Proscribed Items or Activities on Campus. Mrs. Martinez also recommended the wording Sexual Harassment and Assault be changed to Harassment.

Pertaining to the contents of College Operations, Mrs. Martinez recommended the topics listed be Equity Program, Naming and Use of College Facilities, Commemorative Acts, Memorial Gifts and Americans with Disabilities. College Information should be eliminated as procedure.

Mrs. Martinez reported a common template should be used for each policy and a summary statement should be included. She reviewed other specific recommendations which included that Policy 100.01 be broken into separate policies for A. Philosophy of the Board, B. Code of Ethics/Responsibilities, C. Memberships and Meetings and that the numbered sections of D. Powers and Duties of the Board be removed as it is procedural. Policy 100.02, College Trustees: Life and Health Insurance should be rewritten in policy terms. Mrs. Martinez discussed the use of "the college" versus "the board of trustees" in Policy 100.03. Dr. Gamble reported typically the term "college" would be appropriate for the Board of Trustees unless specifically relating to Board function. It was discussed that it should be employee or Board of Trustee member. Mr. Matheny reported in some cases the policy tracks the language of the state statute.

Mrs. Martinez provided a copy of the policy template Harris uses.

b. Section II - Business - Mrs. Silvernail (Addendum)

Mrs. Silvernail reported she reviewed Section II of the policy manual with Mr. Al Little, Vice President for Finance and Administrative Services and Mr. Mark Cherry, Associate Vice President, Collegewide Accounting. She provided an overview of recommended changes. She recommended in Policy #200.02, Fund Depositories, that instead of requiring every 4 years the college request a bid for banking services from all banks in Brevard that it require every 5 years the college either issue a request for proposal for banking services or negotiate a contract based on the results of a request for proposal from a state entity. This would allow the college to request proposals from those banks that are the strongest financially.

Mrs. Silvernail recommended the wording for Policy 201.02, Expenditures, Section D be changed to allow travel reimbursement for BCC Employees, Board Members, students, and certain invited college guests. She also recommended the policy should include that in-country reimbursement is allowed for travel from identified home base to other county locations for college business.

Mrs. Silvernail recommended Policy 201.03, Competitive Bidding, have a new section C added with the wording "The College should periodically review continuing Legal, Audit, and Insurance Services. If an in-depth review is necessary, a RFP should be

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Recommendations were reviewed for Policy 301.02, Employee Benefits. The introduction was recommended to read” “Full-time employees of the college will be

It was recommended that in the introduction to Policy 303.02, Payroll Adjustments, that the second paragraph be added that: the District President or designee will develop guidelines and procedures to implement authorized payroll adjustments. Sections A and B will be moved to the Procedures Manual.

Mr. Lawton reported there have been quite a few changes to the personnel section of the procedures manual and he has provided a copy of the changes to Ms. Osborne. Mrs. Silvernail stated the next step should be reviewing the procedures. Dr. Gamble indicated it is the responsibility of the college's administration to update the procedures. The key is that the Board of Trustees must establish policies from which these procedures can be derived.

d. Section IV - Students - Mr. Johnson (Addendum)

Mr. Johnson reported Dr. Judy Bilsky, Associate Vice President, Educational Services, assisted in the review of Section IV of the policy manual. Dr. Bilsky recommended the deletion of Campus Coordinator from Policy 400.05. It was recommended that Policy 400.06 be updated to reflect changes in state board rule requirements. It was recommended that the title of V.P. for Educational Services be changed to AVP for Educational Services in Policy 401.03. Policy 401.05, Section 3, should be reworded to clarify the proper flow of paperwork in regard to Student Appeals and the title of Dean of Student Development updated to Dean of Educational Services. Mr. Mark Cherry is currently updating Policy 401.05, Pro-Rata Refund, to reflect changes in federal financial aid regulations.

Mrs. Martinez suggested titles be removed from the policies in order to avoid having to change. Dr. Gamble reported he would like to get policies down to one page.

f. Section V - Instruction - Dr. Penn Williams (Addendum)

Dr. Penn Williams reviewed her recommended changes to Section V - Instruction. She recommended the addition of wording for Policy 500.01, Academic Freedom and Responsibility, to: an educator must maintain competence in his or her field of study. It was recommended that Policy 500.03, Continuing Instruction: High School Drop Outs Under 18, be reviewed for accuracy. Dr. Penn Williams recommended that the Florida statutes relating to this be reviewed carefully to properly align the board policy for compliance.

Dr. Penn Williams had no recommendations to Policy 500.04, Selection of Supplemental Materials for Instruction or Policy 500.05, Library Privacy. She recommended in regard to Policy 501.01, Accelerated Education Programs, Section F, Online Campus, that with the recent changes in the programs that the appropriate personnel review and make necessary changes. Dr. Penn Williams recommended changes in Policy 501.03,

Instructional Linkages to the Community, Section A, Corporate and Government Development to add both the Business and Industry Training Institute as well as the Center for Aerospace Training Development with the appropriate descriptors. Under Section B, Brevard County School District, it is recommended that "Alternative teaching certification" be added to this section. Under Section I, Brevard Teaching and Learning Labs, it is recommended the section be rephrased to the relationship between the Labs and BCC is more accurately portrayed. Dr. Penn Williams recommended Section J, Brevard Community College Clean Room, be removed as the college no longer has a clean room.

Dr. Penn Williams reviewed recommendations for Policy 502.01, The State University System. She recommended the Associate in Science Transfer Agreement be added to this section, the Joint Online Program be articulated in this section and that subsection D, Articulation Committee, be updated. If the activities in subsection D have been accomplished and policies established, they should be described by the appropriate personnel.

Dr. Penn Williams recommended that Policy 502.2, Regional Vocational and Adult General Education, be reviewed by the Dean of Vocational-Technical Education for accuracy. No changes were suggested for Policy 502.03, Institutional Articulation: Associations and Agencies.

Mrs. Martinez discussed Policy 500.04, Selection of Supplemental Materials for Instruction and a review should be done of areas which could be part of others to provide for more cohesiveness.

3. ADJOURNMENT:

There being no further business to come before the Board, the workshop meeting adjourned at 3:50 p.m.

APPROVED: _____
Chairman, District Board of Trustees

ATTESTED: _____
Secretary, District Board of Trustees