

**BREVARD COMMUNITY COLLEGE
BOARD OF TRUSTEES
WORKSHOP**

December 20, 2004
2:15 p.m.

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

PRESENT: Mr. C. R. “Rick” McCotter III, Chairman; Mrs. Alberta K. Wilson, Vice Chairman;
Mr. James W. Handley Mrs. Miriam Martinez; Mr. James Theriac;
Mr. Joe D. Matheny, Attorney; Dr. Thomas E. Gamble, Secretary

1. CALL TO ORDER:

Mrs. Alberta Wilson, Vice Chairman, called the meeting to order.

2. ADJUNCT FACULTY REPORT/DISCUSSION:

Dr. Don Astrab, Executive Vice President Academic Services/Chief Learning Officer, reported on the college’s adjunct faculty recruitment and hiring processes. He reported it is critical to evaluate needs at the end and beginning of each semester by having each campus discipline team review all offerings based on the previous semester’s experiences as well as the current semester’s admission factors. Input is received from college Department Chairs, advisors, admissions staff, and students, in addition to community needs or requests. This data dictates the makeup of future offerings. The compilation of input is then compared to the existing full-time faculty teaching load, in order to determine need for adjunct faculty recruitment.

Dr. Astrab reported that recruitment is an on-going process at the college and that the Human Resource Department queries each discipline each term regarding adjunct advertising needs.

Ms. Joni Oglesby, Associate Vice President, Human Resources, reiterated that recruitment is an on-going process by Human Resources, as quality adjunct instructors are a valued resource. She distributed copies of Part-time Faculty Recruitment Fair brochures announcing February 4 and 5 events on the Palm Bay Campus, as well as a draft of an Adjunct Instructor marketing brochure. She reported that Recruitment Fairs are normally held twice a year which are rotated between campuses. The last Recruitment Fair yielded 275 applications, of which 53 were credentialed to teach. In addition, job announcements are posted three times a year to attract adjuncts. Transcripts must be sent directly from the degree-granting institution to our Human Resource office, as Southern Association of Colleges and Schools (SACS) does not recognize hand-carried transcripts for credentialing purposes. Mrs. Oglesby indicated that the Department Chairs play a vital role in the process and a credentialing form has been devised in order for Department Chairs to gather as much information as possible from potential adjuncts at initial contact, to be forwarded to Human Resources in order to expedite the credentialing/hiring process. Upon final

credentialing verification by Dr. Rosemary Layne, Collegewide Dean, Faculty Credentialing & Recruitment, the Department Chair is notified. In addition, the data is entered into a Roster of Instructional Staff, which may be referenced when instructional vacancies require. Ms. Oglesby reported that adherence to this process will ensure a problem-free review during the next SACS review. She further reported that Department Chairs evaluate the performance of adjuncts during evaluation periods. In addition, classroom reviews are done periodically. Finally, the students evaluate instructors at the end of each cycle. Dr. Astrab reported that unlike full-time instructors, adjuncts receive reviews at the end of each class that they teach. Factors, such as their timely submission of reports, are also considered. Ms. Oglesby reported that degrees from a regionally accredited institution are a factor in the part-time

dismiss employees; however, this can be overcome by developing appropriate grievance procedures to be included in the college Procedures Manual. Mr. Matheny also suggested that the Board review and approve the Procedures Manual and review it annually to ensure that any recent state statutes are included.

Mrs. Wilson suggested that the footnote defining community stakeholders on page 29 of the latest draft be changed or removed. It was the consensus of the Board to remove the footnote.

5. ADJOURNMENT:

The workshop adjourned at 4:15 p.m.

APPROVED: _____