

**BREVARD COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
WORKSHOP**

February 17, 2003  
10:00 a.m.

Library Building (#2), Room #163/163A  
Palm Bay Campus

**PRESENT:**

are teaching. Dr. Gamble reported SACS will give BCC five months to correct the items listed as recommendations or suggestions.

Mr. Handley asked the process for terminating faculty members. Ms. Oglesby reported if a faculty member is on an annual contract, they have to be notified by April 1 whether or not their contract will be renewed. A reason does not need to be stated if a contract is not renewed. The process is different for faculty members on continuing contract. There are some continuing education requirements and other requirements that are in the agreement. If the faculty member does not fulfill these requirements, BCC can place the faculty member back on a one-year contract.

### **3. POLICY GOVERNANCE:**

Dr. Penn Williams reported the policy governance needs to be linked to the State policies, which have changed considerably. Mr. Matheny reviewed the changes in the State policies. He reported the biggest change in the law is the definition of the powers and duties of the president of the college. There are also changes in the law about the formula for funding the institution. Mr. Matheny reviewed areas mandated, which include that BCC should have an anti-hazing policy in place, responsibility for the academic improvement trust funds, and development of strategic plans specifying goals and objectives for recommendation to the State Board of Education.

Dr. Penn Williams reported the purpose of the meeting was for the Board to determine the format for the Board policies. She provided the Board members with a handout. Dr. Penn Williams proposed the classic Carver model for organizations. The four components include the ends, Board/Staff relations, executive limitations, and the governance process.

Dr. Penn Williams asked the Board for their approval to use the four headings to organize the policies and reported her opinion is that BCC keep the policies very high-level and pick up on the lower-level ends with procedures, unless Mr. Matheny says that the Board has to have it in a policy based on the State Board rules. She asked the Board to look at the table of contents under “ends policies,” which contain eight sub-headings. Those sub-headings were determined by going through all of the samples she provided to the Board. Dr. Penn Williams chose the sub-headings that best suited BCC. They were mission, core values, clients, accessibility and equal opportunity, impact on students (goal achievement), impact on business, impact on community, and financial resources and accountability. She reported the bottom line, when it comes to end policies, is that the end policy determines not what the organization does, but what it is for. The end refers to the effect that the organization seeks to have on the world outside of itself. It describes the impact, the difference, the change, and the benefit of the outcome to be obtained in the lives of the consumers, which is the result. Under the mission statement, there would be an indentation with sub-policies of the mission. Dr. Gamble reported the mission statement is in the BCC

catalog, which includes the internal philosophy and intent. He reported it would fit well with what Dr. Penn Williams is suggesting. Dr. Penn Williams reported there can be a broad-end policy statement and, under that, can be a more-detailed mission statement. Mr. Handley asked if the Board would end up with the eight topics being policies of the Board. Dr. Penn Williams reported to the affirmative. She reported that depending on how comfortable the Board would be with a “big box,” the Board could go smaller and get more detailed. Dr. Penn Williams reviewed some tips on Board policies. She reported the important thing is that the Board describes why BCC is in business, what the results of the business are going to be, who the customer is going to be, and are there any broad statements of cost. Dr. Penn Williams reported the Board ends policies should be brief, but should include all of the three ends components. It must be workable, clear, expansive, yet narrow enough to distinguish the organization.

Dr. Penn Williams made the suggestion that each Board member draft what they would think to be a good ends policy. The Board members were asked to send their suggestion to all of the other Board members. Dr. Penn Williams will attempt to combine all of the policies into one policy and will bring that to the next Board meeting. Dr. Gamble asked the Board to consider the possibility of working on the mission and core values because they are extremely closely related. He reported he would be inclined to do the core values because the mission has to reflect the core values.

Dr. Penn Williams asked each Board member to write a high-level ends policy, a mission policy that fits underneath it and a core philosophy policy.

Dr. Penn Williams thanked Ms. Terry Martin, Executive Assistant to the District President, for all of her help in the process.

(The workshop adjourned at 12:15 p.m.)

(The workshop reconvened at 1:00 p.m.)

#### **4. VOLUNTEER INCENTIVE PROGRAM:**

Dr. Bert Purga, Palm Bay Campus President, reported on the Voluntary Incentive Program (VIP). He reported this is the third year BCC has had this program. The faculty program has not yet changed because any changes made to the faculty VIP must go through the negotiations process. Dr. Purga reviewed the requirements for the faculty VIP. He reported the current program allows faculty members to receive a VIP every other year. The recommended change is to allow the faculty member to receive an award each year and the opportunity to receive both awards in a given year. Another recommended change is to have the nominations made by the supervisor and co-worker, in addition to self-nomination. The Campus President must approve the nomination. He reported it is up to each Discipline Committee to decide whether or not the committee members are eligible.

Dr. Purga reported that if approved, this would go into effect one year from now after approved with the United Faculty of Florida (UFF) negotiations.

Dr. Purga reported on the staff Voluntary Incentive Program (VIP). The Committee has worked with the Human Resources office to realign the timing of the evaluations, so they will occur immediately after July 1, and be effective regarding the previous fiscal year. The Committee is recommending that there be a collegewide award for staff. In order to be eligible to receive a collegewide award, a person must have received a discipline award.

Mrs. Martinez reported the VIP does not need to be brought to the Board. This is to be used as a management tool. The Campus Presidents will need to sign off on this in order to make it work and it must be driven by the management.

Mr. Handley suggested BCC look at the adjuncts possibly being eligible for the VIP award. Dr Gamble reported an Adjunct Faculty Task Force has been established and will be submitted a list of recommendations to administration, which may include some type of salary incentive based on performance.

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ends. From these ends comes strategic direction and from the strategic direction comes the colleges' goals and strategic plan. Mrs. Martinez reported she believes the strategic direction is going to be much more detailed and much more focused to the future. The ends the Board comes up with will be enduring.

Dr. Gamble asked the Board to determine three trends per section that they feel are important to the college.

**8. INTERINSTITUTIONAL AGREEMENT WITH SCHOOL BOARD:**

Dr. Judy Bilsky, Associate Vice President of Educational Services, introduced Ms. Lynn Demetriades, Program Manager of Accelerated Programs, who works with programs such as dual enrollment, early admissions, credit and escrow, and all of BCC's accelerated programs and as the BCC liaison with the school district. Dr. Bilsky and Ms. Demetriades reviewed the different aspects of the interinstitutional agreement. They also reviewed the statutory requirements, described the process for developing the agreement, addressed the key elements of the agreement, and identified issues of concern.

**9. BOARD ROOM RENOVATIONS:**

Mr. Al Little, Vice President for Finance and Administrative Services, reported BCC incorporated the suggestions the Board members provided into the planning. The raised platform will be removed in the Board Room and the room will be shortened by creating a storage room in the back. The Board Room will receive new paint and new carpet. An access door will be placed to allow access to Dr. Gamble's conference room and the main door will be expanded to a double door. Mr. Little reviewed plans for the Board meeting table. Two monitors will be added to the room; one facing the Board members and one facing the audience.

**10. ADJOURNMENT:**

The meeting adjourned at 4:20 p.m.

**APPROVED:** \_\_\_\_\_  
**Chairman, District Board of Trustees**

**ATTESTED:** \_\_\_\_\_  
**Secretary, District Board of Trustees**