

THESE MINUTES ARE TENTATIVE AND WILL NOT BECOME OFFICIAL UNTIL APPROVED BY THE BOARD AT A SUBSEQUENT MEETING

BROWARD COMMUNITY COLLEGE
Minutes of the Special Meeting of the Board of Trustees
May 1, 2008

PRELIMINARIES

President Armstrong acknowledged two North Campus students, Sarah Santos and Paola Mariselli, who have each received a Jack Kent Cooke Scholarship. President Armstrong acknowledged Ms. Barbara Cohen-Pippin for the good work she has been doing in Tallahassee. President Armstrong also spoke about the legislation for signature before the Governor changing our name to Broward College. Kevin Fernander was asked to lead the Pledge of Allegiance.

I. MEETING CALLED TO ORDER

The special meeting of the Board of Trustees of Broward Community College was called to order at approximately 1:30 p.m. on Thursday, May 1, 2008 by Vice-Chair, Paul Tanner. In attendance were Vice-Chair Tanner, Ms. Douglass, Mr. Guerin, College Attorney Fernander and President Armstrong.

II. APPROVAL OF AGENDA AND ACKNOWLEDGMENT OF PUBLIC NOTICE

A motion was made and seconded by Ms. Douglass/Mr. Guerin to approve the agenda and public notice of the special meeting of the Board of Trustees held on May 1, 2008, and it passed unanimously.

III. POLICY REVISIONS

Ms. Douglass asked Mr. Fernander to provide the statute regarding flags in the classroom.

A motion was made and seconded by Mr. Guerin/Ms. Douglass to approve Items III (c) through (r) and (t) and to open discussion on Item II (a) and (b). Item (s) – 6Hx2-6.16 was pulled off the agenda by President Armstrong.

Item III (a) – 6Hx2-1.01 – District Board of Trustees (political subdivision and corporate body) – Mr. Fernander commented that Barbara Pippin did a great job on this policy. There was discussion regarding some minor technical corrections and removing the redundant and obsolete language. President Armstrong indicated that this would allow us to institute the impending name change as well. A motion was made and seconded by Mr. Guerin/Ms. Douglass to approve this item with changes and it passed unanimously.

Item III (b) – 6Hx2-1.03 – District Board of Trustees (powers and duties) – This item was inclusive of existing 6Hx2.102 and summarizes the responsibilities of the Board of Trustees and references the governing statutes.

A motion was made and seconded by Mr. Guerin/Ms. Douglass to approve this item and it passed unanimously.

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IV. NEW POLICIES

President Armstrong acknowledged Mr. Fernander and the staff for their hard work on creating and implementing the new format.

Item IV (a) - Designation of Essential Personnel - Dr. Edna Chun came to the podium to discuss this item. Mr. Fernander indicated that this policy designates essential personnel ahead of time which will allow them to take care of personal matters first in order for them to be able to return to the college in case of emergency. Dr. Chun stated that this policy will give supervisors more latitude. Additionally, this policy clarifies payment under emergency compensation.

A motion was made and seconded by Ms. Douglass/Mr. Guerin to approve this item and it passed unanimously.

Item IV (b) – Military Leave – President Armstrong indicated that this policy was well-researched by Dr. Chun. Dr. Chun stated that she looked at what is offered by private industry and other community colleges, in addition to speaking with military commanders in Florida regarding best practices.

President Armstrong requested that the Board allow further work on compliance with legal authorities in all policies.

Ms. Douglass stated that this policy was a priority of Trustee Williams and Trustee Tanner and hoped that all issues were addressed. Dr. Chun responded that this was the case.

A motion was made and seconded by Mr. Guerin/Ms. Douglass to approve this item and it passed unanimously.

Item IV (c) – Student Loan Practices Code of Conduct - President Armstrong stated that many loan providers are no longer in the business of student loans due to changes in federal law. The state government is assisting in identifying other potential private sector loan providers, as well as encouraging federally-backed loan guarantee programs. Vice President of Student Affairs Angelia Millender came to the podium to discuss this item.

Ms. Douglass asked for a report back to the board regarding the legal statutory prohibitions or restrictions for college employees receiving any inducements from anyone doing business with the College. Mr. Fernander suggested that this issue may be better addressed in the Procurement section of our policies.

Ms. Douglass asked Ms. Pippin to follow up on any issues related to prohibition about requiring books under certain circumstances in classes and any other related item passed in the legislative session to be included as it becomes law. President Armstrong stated that we would keep the board advised of any changes.

Mr. Fernander discussed that we were going to issue a letter of intent/invitation to bid and the parties that respond will be included on the preferred vendor list.

A motion was made and seconded by Mr. Guerin/Ms. Douglass to approve this item and it passed unanimously.

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Item IV (d) – Workplace Violence

A motion was made and seconded by Ms. Douglass/Mr. Guerin to move this item for discussion.

Dr. Chun came to the podium to discuss this item. President Armstrong indicated that a bill has passed allowing employees who have a concealed weapons permit to bring a gun to the workplace; however, it must be kept locked in their vehicle. It was noted that post-secondary institutions are exempt from this law.

A motion was made and seconded by Ms. Douglass/Mr. Guerin to approve this item and it passed unanimously.

Item IV (e) – Retired and Emeritus Standing – President Armstrong stated that this policy allows individuals who have retired in good standing to be eligible to receive certain privileges. Dr. Chun acknowledged the members of the committee who worked on this policy. Ms. Douglass asked Dr. Chun about the period of time necessary for people to work at BCC before receiving these privileges. Dr. Chun replied that they would have to be 62 years of age or have 6 years of service, or 30 years of service if they retire before age 62. Ms. Douglass asked for clarification of designated office space including internet access. Dr. Chun stated that this simply refers to general internet access to the web, but not e-mail access. Further discussion ensued regarding placing names in the staff emeritus section of the college catalogue and other college publications. Ms. Douglass asked about the cost of the emeritus program. Dr. Chun stated that the cost is very minimal. Ms. Douglass asked about the college retaining the right to revoke this privilege and suggested that there be a specific party designated. Mr. Fernander suggested that this policy could be revised to indicate that the President and/or his designee would be the responsible party for revocation.

A motion was made and seconded by Mr. Guerin/Ms. Douglass to approve this item with revisions and it passed unanimously.

President Armstrong acknowledged the success of the recent BCC Foundation Golf Tournament.

Item IV (f) – 6Hx2-8.02 – Information Policy – Patti Barney, Vice-President of Information Technology came to the podium to discuss this item. She stated this was a new policy containing a privacy statement to assure visitors to the website we do not collect personal information and do not disclose or share any personal information.

A motion was made and seconded by Ms. Douglass/Mr. Guerin to approve this item and it passed unanimously.

V. POLICY and PROCEDURE REVISIONS

Item V (a) – 6Hx2-8.01/A6Hx2-8.01/B6Hx2-801- College Network and Software Usage by Employees/ Students - Ms. Barney indicated that she had consolidated multiple policies into a single policy and created multiple procedures. Ms. Douglass referred to the Violation of Policy Section of this policy and asked if this stated sufficient notice of any consequences. Ms. Barney stated that we require each student, staff and faculty member to sign a “Fair Use Guidelines” document. Mr. Fernander suggested that we add “MFP’s/multi-functional products” to the policy.

A motion was made and seconded by Ms. Douglass/Mr. Guerin to approve this item with revisions and it passed unanimously.

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Item V (b) – 6Hx2-8.03/A6Hx2-8.03/B6Hx2-8.03 – College Communication to Employees/Students via E-mail - Ms. Barney stated that multiple policies were condensed into one policy for faculty and students and multiple procedures were created under the new format.

A motion was made and seconded by Mr. Guerin/Ms. Douglass to approve this item and it passed unanimously.

Item V (c) – 6Hx2-8.05/A6Hx2-8.05/B6Hx2-8.05 – College Copyright Policy for Employees/Students - Ms. Barney stated that this policy contained some language that was moved from procedure into policy in accordance with the new format and has been reviewed by the instructional technology planning committee. Mr. Fernander indicated that a license is necessary for use of a specific product and must be reviewed by legal.

A motion was made and seconded by Mr. Guerin/Ms. Douglass to approve this item and it passed unanimously.

Item V (d) – 6Hx2.8.06/A6Hx2-8.06/B6Hx2-8.06 – College Telecommunication Service - Ms. Barney stated that telecommunications is now under the information technology department. She advised we are moving out of providing cell phones for employees, but will issue stipends for all employees that require a phone for business purposes. Discussion ensued regarding the different employee plans. President Armstrong referred to our Crisis Communication policy and referred to an incident on North Campus. President Armstrong indicated he was made aware of a Florida Statute that allows the college to offer a \$5,000 reward for identification and conviction of anyone who reports a false incident. Ms. Douglass congratulated Dr. Bryan for her handling of the recent incident on North Campus and indicated she had seen that the newspaper referred to the reward system as part of the article regarding this incident.

A motion was made and seconded by Mr. Guerin/Ms. Douglass to approve this item and it passed unanimously.

A motion was made and seconded by Ms. Douglass/Mr. Guerin to adjourn the meeting. The meeting was adjourned at 2:40 p.m.

/sstember

J. David Armstrong, Jr.
President, Broward Community College

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Chair, Board of Trustees

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