



BALTIMORE CITY COMMUNITY COLLEGE
 BOARD OF TRUSTEES
APPROVED OPEN SESSION MINUTES
 December 20, 2017
 4 p.m.
 Liberty Campus
 Mini-Conference Center

Board Members Present: Kurt L. Schmoke, Esq. (Chair); Dr. Rosemary Gillett-Karam, (Vice Chair); Mr. Jason Perkins-Cohen; Mr. J. C. Weiss, III; Dr. Rachel Y. Pfeiffer; Mr. Ferdinand Anokwuru; Maria Tildon, Esq. (via conference call)

Board Members Absent:

The Board unanimously voted and approved the December 20, 2017 agenda.

Dr. Gordon May introduced Mr. Jeff White, Director of Student Life and Engagement, who introduced Dr. Tchamala, Team Coach and Associate Professor of Philosophy, to recognize the BCCC students who participated and won the Regional Championship of the National Community College Ethics Bowl. This win positions the BCCC team to advance to the Nationals competition.

The participants of the Regional Championship were:

	Last Name	First Name
1	Akaolisa	Paul
2	Akitio	Nathalie
3	Cervantes	Maria
4	Labsiri	Fatima
5	Popoola	Olayeni
6	Sogoba	Lanseni
7	Spittell	Alejandro
8	Thapa	Manish
9	Williams	Brittany

I. NEW BUSINESS

Mr. Perry, Chief of Staff and General Counsel, submitted a detailed update report that outlined, in detail, the 12 Realignment Tasks.

**Full update report can be found in the November 15, 2017 Open Session Book.*

Additional highlights as given by Mr. Perry included:

- The contract for the staffing audit is complete and awaiting approval from the

Department of Budget and Management (DBM).

Discussion:

- Mr. Perry stated that due to the required processes of State procurement requirements, BCCC is deemed as not being timely in submitting request for approval, when in fact it is the oversight agencies that are not timely in reacting and/or responding.

The Board inquired as to if there was a person that could be contacted regarding the DBM approval. Interim Director of Procurement, Ms. Benita Scott responded that she had spoken with Ms. Jamie Tomaszewki, DBM Chief of Procurement, who stated that she would review the documents upon her return to her office on January 2, 2018. Ms. Scott also stated that the documents have been in the DBM office for approximately two months.

Ms. Scott also reported that BCCC is trying to coordinate an Intergovernmental Cooperative Purchasing Agreements (ICPA) with the consultants used at Prince George's Community College for the staffing assessment.

- The Board inquired as to the status of Future Care, which is a part of the Workforce Development goal for non-credit and credit. Dean Scott Olden responded that he is currently in conversation with Ms. O'Shea, Vice President of Human Resources and General Counsel of Future Care, to solidify a partnership with Future Care that will allow us to train students in various health profession programs in a way that they will satisfy the requirements for Future Care to hire students upon graduation. Future Care has fourteen sites in the Greater Baltimore Area and have opened all sites for students to complete the clinical requirements. Future Care is also looking at our program curriculum and giving recommendations as to how we can align some of our simulations and content to support long-care facility trainings which will lessen the time that students can on-board with Future Care more seamlessly. Currently, we are awaiting their recommendations.

The Board Chair requested that going forth he be copied on all Future Care correspondence. Dr. May responded that he will forward all emails he receives regarding Future Care to his attention.

- The Board inquired as to Task number 9 from Mr. Perry's report. Mr. Perry responded that Dr. Barghi's chart was representative of the status of the tasks that are working and/or not working as well as the funding needs that IT will need to repair the IT issues.

Dr. Barghi responded to inquiries from the Board regarding the spreadsheets he submitted to Mr. Perry. Mr. Calvin Harris stated that the template that Dr. Barghi used will be duplicated for all divisions. The Board requested that Dr. Barghi explain the first chart, status by division.

Dr. Barghi stated that the chart depicted only the specific actions that are related to task number nine representing IT issues. Mr. Perry stated that the chart basically depicted, across the spectrum, the actions that have been completed or are needed to complete the realignment tasks, e.g. personnel, budget, etc. VP Harris added that the chart columns that will be used for the realignment task reporting are, division, action, rational, priority, realignment task, and budget. Some details will not be required for all divisions; however, the reporting document will be reader-friendly. The realignment task reporting document will be implemented in January 2018. The Board requested to be sent a copy of the excel sheet when it is completed. Mr. Harris responded that he would forward the completed sheet to the Board.

II. BOARD ACTIONS/CONSENT AGENDA (All Actions requiring a vote.)

- A. Approval of the September 20, 2017 Minutes
- B. College Contracts
- C. Student Government Association (SGA) (Mr. Kingsley Anokwuru, President)
- D. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President)
- **The Board requested more detailed time to discuss Public Safety carrying weapons. VP Harris stated that a number of things would have to transpire before this discussion could be held.**
- E. Faculty Senate (Professor Edward Ennels)

Action: The Board unanimously voted and approved Board Actions/Consent Agenda.

III. ITEMS REMOVED FROM THE AGENDA

None

IV. PUBLIC PRESENTATIONS

Fall 2017 Curriculum & Program Update (Dr. Tonja Ringgold)

- Dr. Ringgold presented a PowerPoint presentation outlining student profiles and reported that currently there are 68.2% students that are taking classes on a part-time basis; 58% of students are taking face-to-face classes; 29.3% of students are taking Hybrid classes; and 12.5% students are taking online only classes.
- Dr. Ringgold reported that most of BCCC students transfer to Coppin State University, University of Baltimore, Morgan State University, University of Maryland-University College, and Towson University of which we have articulation agreements with all of the above named Universities and are looking to increase the number of students that transfer to those institutions.
- The percentage of students that graduate and transfer to senior institutions do so in the following Career Pathways; Behavioral and Social Sciences;

Business; Pre-Health Professions; Science, Technology; Engineering and Math; as well as Visual and Performing Arts.

- Course and Program Updates – Four Robotics courses have been approved by the BCCC Curriculum Instruction Committee (CIC), SEC, and Vice President for Academic Affairs and submitted to MHEC for final approval.

There are also course revisions and syllabi updates in various courses as well as new certificates, certificate revisions and program revisions and course deletions.

- Reasons for under-enrollment of course sections include:
 - Course needed for student to complete graduation requirements
 - Required lab to accompany a course
 - Course provides needed option for students
 - Required accreditation standard
 - Foundation Course

Discussion:

- The Board inquired as to how the new programs are communicated to the public. Dr. Ringgold responded that upon MHEC approval her office is notified and then a media blitz is generated and students are informed of the courses and allowed to enroll.
- The Board inquired as to if the trends in reporting of data of the courses from the start of the semester versus the end of the semester would it give more accurate enrollment data. Dr. Ringgold agreed and responded that this would give more accurate data; however, due to the various needs of the students to graduate and/or to continue in their program to completion.
- The Board stated that the perception was that the goal of Dr. Ringgold was to accommodate the students' needs and not so much the faculty. Dr. Ringgold confirmed the Board's perception and stated that she has been working on three guaranteed schedules that would accommodate the students.
- Dr. Ringgold stated that we are excited about the partnership with the Mayor's Scholars Program. As this partnership will do a lot to boost the under-enrolled programs as well as to boost programs that are doing well, e.g. FAFSA Forward Workshops, as well as other scheduled workshops through February 28, 2018.
- Dr. Ringgold reported that the faculty has taken advantage of having a Program Coordinator Contract. The Program Coordinator will be responsible to recruit for their program and oversee the programs and lead faculty within the department. They will not have administrative structure but they do have oversight of the program within the department. Ensure student internships.

This position will be given three hours of release time. There are 29 Degree Programs. The Board inquired as to if the Program Coordinators will ensure that the programs are transferable. Dr. Ringgold stated that the Program Coordinator will ensure that syllabi are updated. As far as the transferability of courses, we have a transfer coordinator of which the Program Coordinator will assist if needed.

****Full written report can be found in the December 20, 2017 Open Session Book.***

V. PRESIDENT'S REPORT

Dr. May stated that his report stood as written.

Additional Items:

- Dr. May added that this year's guest speaker for the Year Up Graduation on January 19, 2018, will be Lieutenant Governor Boyd Rutherford.
- Dr. May attended the Board of Public Works today in Annapolis and BCCC's Regents Education Software Contract for three years was approved. Thanks to VP Calvin Harris and Ms. Benita Scott for preparing us for this meeting.
- Introduction of James Knighton, Esq., as the new Director of Government Relations for the college.
- Eileen Waitsman has been appointed as Controller for the Administration and Finance Division.

A. ENROLLMENT REPORT

Dean of Enrollment, Sylvia Rochester reported on behalf of Dr. Marguerite Weber;

- Fall 2017 ended with a headcount of five percent down over the prior year.
- Initiatives for the Spring 2018 semester that are slated include;
 - Employable Skills Letter of Recognition (LOR)
 - Strategic Enrollment Management (SEM)
 - Pre-College Experiences
 - The Matriculation Funnel
 - First Year Transition
 - The First Year Experience
 - Affiliation with an Academic Program of Study
 - The Completion Agenda
 - Post-Graduation Advocacy

****Full descriptions of the above can be found in the December 20, 2017 Open Session Books.***

B. Ms. Eileen Hawkins, Director of Institutional Research, gave an update on the Strategic Plan that included information on:

- FY 2017 Key Performance Indicators
- 2018 – 2022 Strategic Plan Timeline
- Mission and Vision draft goals and objectives (action item).

The Board inquired as to how the work with Achieving the Dream (AtD) affects the conception of the goals. Ms. Hawkins responded that using the tools of AtD helps us to better tell the BCCC story as well as helping us improve on data collection.

The Board inquired as to how is this information used. Ms. Hawkins replied that this information is sent to various offices and divisions to provide information on the overall college from a research perspective.

The Board (J.C. Weiss, III) stated that he would like to see goals focused on academics such as the Fashion Design Program.

**Full report is available in the December 20, 2017 Open Session Book.*

VI. CLOSING COMMENTS

Chair Schmoke adjourned the meeting to reconvene into Closed Session.

VII. MOTION FOR ADJOURNMENT Meeting adjourned at 5:27 p.m.

VIII. NEXT MEETING *Wednesday, January 17, 2018*

ATTENDANCE:

Dr. Gordon F. May, President
 Bryan Perry, Esq., Chief of Staff/General Counsel
 Dr. Tonja Ringgold, VP of Academic Affairs
 Dr. Marguerite Weber, VP of Student Affairs
 Mr. Calvin Harris, Jr., VP of Business & Finance
 Ms. Dawn Kirstaetter, VP of Advancement & Strategic Partnerships
 Mr. Michael Thomas, VP of Workforce Development & Continuing Education
 Ms. Lyllis Green, Chief Internal Auditor
 Dr. Ray Barghi, Chief Information Officer
 Ms. Michelle Williams, Director Human Resources

BCCC Staff Present:

Nicole Becketts, Linda Benjamin, Kathleen Berlyn, Elena Berrocal, Vera Brooks, Lorraine Brown, Saverio Coletta, Quintin Davis, Edward Ennels, Charlene Gray, Nana Gyesie, Dr. Katana Hall, Eileen Hawkins, Maurice Howell, Will Hug, Joseph M. Hutchins, Dr. Bob Iweha, David Xudong Jin, James Knighton, Amrita Madabushi, Karen Mobley, Dr. Anil Malaki, Valerie Leverette, Karen Mobley, Brian O'Connell, Scott Olden, Fred Paraskevoudakis, Wadson Pericles, Shaunta Rao, Kadijat Richmond, Sylvia Rochester, Mitchell Rossi, Scott

Saunders, Benita Scott, William Shipley, Dr. Edna Street-Jones, Gregory Tarver, Dr. Daphne Snowden, Chima Ugah, Eileen Waitsman, Dr. Dennis Weeks, Jeff White, Brenda Wiley, Diana Zilberman.

Others Present:

Kingsley Anokwuru, SGA President
Manicarr Abarcu, Student
Debra Vines, Bellevue University

CLOSED SESSION

The Board voted unanimously, under the Open Meeting Act, State Government Article, and Section 10-508, to convene in Closed Session on September 20, 2017, in the President's Conference Room to discuss real estate, personnel and to obtain legal advice.

**Full report on file in the President's Office*

Respectfully submitted,

Gordon F. May, PhD
President/CEO

Board Approved with revisions: January 17, 2018