BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES RETREAT
APPROVED
OPEN SESSION MINUTES
Thursday, July 18, 2013, 9 a.m.
Mt. Washington Conference Center

Board Members Present: Dr. Gillett-Karam (Chair), Mr. Craig Thompson, Dr. Donald Gabriel, Mr. Jay Hutchins, Ms. Pamela Paulk, Dr. Mary Owens Southall, and Ms. Maria Harris Tildon

Board Members Absent: None

CLOSED SESSION
The Board voted unanimously, under the Open Meeting Act, State Government Article, Section 10-508, to convene in Closed Session on July 18, 2013, at the Mt. Washington Conference Center to discuss real estate, personnel and to obtain legal advice.

I. Divisional/College Reports*

• Academic Affairs (Dr. Bob Iweha, Dean, School of Business, Science, Technology, Engineering, and Math)
  Dr. Iweha presented an overview of the Academic Affairs Division; FY13 goals and accomplishments and FY14 area of focus and goals.
  Trustee Paulk asked if the Academic Affairs Division uncovered the MHEC unapproved programs. Dr. Iweha responded yes, and the focus has been on how to avoid repeating the same errors. Vice Chair Thompson asked how the College defines student success. Dr. Iweha stated that student success is defined from an institutional perspective and accessed by the individual student. The institutional goal is 100% student completion. Trustee Owens Southall expressed concern that there are no milestones or data collection method in place to track student success. Chair Gillett-Karam concurred, stating that the College must institute a plan to increase enrollment with strategies and measurable goals and use tracking methods that will assess if the strategies are effective.

• Student Affairs (Mr. Ron Smith, Interim Vice President of Student Affairs)
  Mr. Smith stated that both headcount and FTEs are up 5% but the projections are based on early enrollment figures. Trustee Thompson encouraged Mr. Smith to use the stories of student achievement as a marketing tool to rebrand the College.

• Institutional Advancement, Marketing and Research (Ms. Daviedra Sauldsberry, Director of Publications)
  Ms. Sauldsberry reported the FY13 divisional goals and accomplishments and FY14 goals. The Board asked Ms. Sauldsberry to provide a plan for how the Foundation will increase fundraising opportunities; explore strategies to increase the Alumni Association by 15%; provide benchmarks for increasing student success; and, research the criteria the Education Trust used to determine the College’s 3% graduation rate.

• Human Resources (Ms. Sheryl Nelson, Interim Executive Director of Human Resources)
  Ms. Nelson presented the service area for the department of Human Resources;
the departmental involvement in student success; and, the FY14 goals. There was substantial discussion on the professional development process and budget. Chair Gillett-Karam asked Ms. Nelson to provide a list of conferences paid by the College and the employees that attended.

- **Finance (Ms. Sue Niehoff, Vice President of Business and Finance)**
  Ms. Niehoff presented the FY13 divisional goals, accomplishments and FY14 goals. She addressed the possibility of moving to electronic timesheets and the challenge of meeting the State’s MBE goal. Trustee Hutchins asked Ms. Niehoff to keep the Board abreast if the College moves to electronic timesheets.

- **Legislative Update (Mr. Christopher Falkenhagen, Director of Legislative Affairs)**
  Mr. Falkenhagen presented the major accomplishments during the 2013 General Assembly Session.

- **Business and Continuing Education Division (Mr. Gregory Mason, Interim Vice President of Business and Continuing Education Division)**
  Mr. Mason presented the divisional vision, mission and FY14 goals and projections. The Board asked Mr. Mason to provide the strategies BCED plans to use to increase enrollment.

- **Information Technology Services (Mr. Antonio Hererra, Chief Information Officer)**
  Mr. Hererra presented the IT strategic goals for 2013-2018. Trustee Thompson asked if there was a sense of resistance to moving forward with technology. Mr. Hererra answered no. The College community seems to welcome the new IT changes and are anxiously anticipating the RFP. The Board asked Mr. Hererra to explore creating a dashboard for the institution.

- **Strategic Plan Next Steps (Dr. Sheila White-Daniels, Interim Chief of Staff)**
  Dr. White-Daniels discussed the results of the President’s Listening Tour and the next steps for the Strategic Plan. There was discussion surrounding what plan the College plans to submit to the Middle States Self-Study Team. Dr. Anderson stated Middle States is interested in reviewing the current Strategic Plan and seeing what the College has done to date. Trustee Thompson asked who is on the current Steering Committee. Dr. White-Daniels stated that the committee is being established.

**II. Adjournment**
The Board adjourned to Closed Session to discuss real estate, personnel matters and to obtain legal advice.

Respectfully submitted,

Carolyn Anderson, Ed.D.
Interim President