Baltimore City Community College
Board of Trustees
Approved
Open Session Minutes
Tuesday, March 26, 2013, 4 p.m.
Mini Conference Center—Liberty Campus

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

Board Members Absent: Ms. Shelley Payne, Student Trustee

Closed Session
The Board voted unanimously, under the Open Meeting Act, State Government Article, Section 10-508, to convene in Closed Session on March 26, 2013, in the President’s Conference Room to discuss real estate, personnel and to obtain legal advice.

I. Preliminary Presentations (Awards, recognitions, honors, etc.)
Chair Gillett-Karam announced that Dr. Alicia Harvey-Smith, vice president of Student Affairs, will be leaving the College to become president at River Valley Community College. Mr. Ron Smith, dean of Student Development, advised the Board that the Granville T. Woods (GTW) Scholars traveled to Ghana and hoped to have the opportunity to share thoughts of that experience with the Board.

II. Public Presentations
None

III. Board Actions/Consent Agenda (All Actions requiring a vote.)
The Board voted unanimously to approve the March 26, 2013, consent agenda:
- March 26, 2013, Agenda
- February 26, 2013, Minutes

IV. Items Removed from the Consent Agenda
None

V. College Contracts
None

VI. Policies
None

VII. College Reports
A. Student Governance Association* (Ms. Tony-Rose Guiriba)
   Please see the March 26, 2013, Board of Trustees Open Session Board Book for the full SGA report.

B. Faculty Senate* (Professor Cynthia Webb, Vice President)
   Vice Chair Thompson asked for clarity on the portion of the Faculty Senate report that referred to the College’s adoption of old attitudes and practices that the Senate considers counterproductive to a strong academic program. He asked if Board action was required to address any policy issues and if the Board could get a copy of the draft Faculty Handbook. Professor Webb stated that the faculty have
addressed a number of issues in a various position papers. She added that the Professional Development Policy needs to be addressed by the Board. Professor Webb stated that she can provide a list of all academic policies with an explanation of each and a draft Faculty Handbook by the next Board meeting. Please see the March 26, 2013, Board of Trustees Open Session Board Book for the full Faculty Senate report.

C. AFSCME Local at BCCC* (Ms. Charlene Gray, President)
Ms. Gray reported that there have been no MOU negotiations since the departure of the previous executive director of Human Resources. However, Dr. Anderson agreed that negotiations should proceed and informed the Union that Ms. Sheryl Nelson has been appointed as the College’s chief negotiator. The Union also spoke with Dr. Anderson regarding conducting a compensation study for all College employees. The last study was conducted in 2004. Dr. Anderson informed the Union that the College plans to develop an RFP to find an outside vendor to conduct the study for all employees including faculty and contractual employees. Ms. Gray said the Union has also had conversations with Dr. Anderson about a Human Resources issues concerning the treatment of some groups of employees. This has been a pattern over the last several months and has negatively impacted labor relations. Dr. Anderson assured the Union that the new executive director of Human Resources would take steps to address the matter. Please see the March 26, 2013, Board of Trustees Open Session Board Book for the full AFSCME report.

VIII. CYBER SECURITY AND ASSURANCE PROGRAM* (Information)
Dr. Peggy Bradford, vice president of Academic Affairs, Mr. Chima Ugah, professor of Computer Information Systems, and Dr. Bob Iweha, dean of Business, Science, Technology, Engineering, and Mathematics department, presented the Cyber Security and Assurance Program for the Board’s review. Dr. Bradford indicated that pending MHEC approval, the proposed implementation date is fall 2013.

IX. ENROLLMENT UPDATE* (Dr. Alicia Harvey-Smith, vice president of Student Affairs)
Dr. Harvey-Smith reported that there is an action plan and framework to look at short term and long term strategies to address enrollment. She provided a summary of the initiatives the College is instituting, including mailing and calling campaigns. Vice Chair Thompson suggested that a Board member be involved on the Enrollment Management Committee.

X. DREAM ACT* (Dr. Alicia Harvey-Smith and Ms. Deneen Dangerfield, director of Recruitment, Admissions and Registration)
Dr. Alicia Harvey-Smith and Ms. Deneen Dangerfield, director of Recruitment, Admissions and Registration, discussed the Maryland DREAM Act and its impact on FTE enrollment and on the College.

XI. COLLAPSED AND DELETED PROGRAMS* (Dr. Peggy Bradford, vice president of Academic Affairs)
Dr. Bradford provided a summary of how the programs were approved for deletion and/or combined into other academic disciplines; indicated the total number of students impacted; and, reported on the efforts the College made to move students to other disciplines and reconnect with the students that did not re-enroll. Chair Gillett-Karam stated that she understands that a study was conducted in July 2011 to explain why the programs were collapsed and/or deleted. The Board will need additional time to review the study. Dr. Bradford added that a total of 87 students were impacted by the program closures and
some programs have continued to struggle with enrollment declines even after the collapse/deletion process. However, the Academic division is reviewing ways to improve the program and also looking at new programs. Trustee Hutchins asked if other institutions are also experiencing similar declines in enrollments. Dr. Bradford stated most institutions are looking at degrees and certificates that directly transfer to active employment opportunities for students.

XII. **ONLINE LEARNING PROGRAM** (Dr. Diana Zilberman, director of E-Learning)
Dr. Zilberman provided an overview of the E-Learning department. Vice Chair Thompson commended the College for providing the E-Learning option. Trustee Hutchins asked what percent of BCCC students are strictly online. Dr. Zilberman indicated that approximately 60% of students take a combination of in-person and online courses, but she can provide more comprehensive data at a later date. Trustee Paulk asked if international students attending the college on a VISA are restricted to a limited number of courses that they can take online. Dr. Zilberman responded yes. International students must first establish residency.

XIII. **PRESIDENT’S REPORT** (Dr. Carolyn Anderson, interim president)
Please see the March 26, 2013, Board of Trustees Open Session Board Book for the full President’s Report.

XIV. **BOARD COMMENTS**
Chair Gillett-Karam introduced several doctoral students from the Morgan State Community College Leadership Program. Trustee Gabriel commented that during the last Finance Committee meeting, due to the limited time frame, three questions were given to VP Niehoff for follow up. These questions will be addressed in detail at the next Finance Committee meeting. He added that the Foundation Board is undergoing aggressive fundraising efforts. Trustee Harris Tildon and Paulk thanked the faculty and staff for attending the meeting during Spring Recess. Trustee Paulk provided positive comments on the Listening Tours conducted by Dr. Anderson and congratulated those employees leaving the College for career advancements. Trustee Rodwell commended the Quest Program for its accomplishments. Vice Chair Thompson encouraged everyone to continue working together positively. Trustee Hutchins thanked everyone for their hard work.

XV. **NEXT MEETING**
April 23, 2013, Business and Continuing Education Division

XVI. **ADJOURNMENT**
The Board of Trustees meeting adjourned at 6 p.m.

Respectfully submitted,

Carolyn Anderson, Ed.D.
Interim President

*Full report on file in the President’s Office*
ATTENDANCE:
Dr. Carolyn Anderson, Interim President

BCCC Staff Present: Dr. Peggy Bradford, Ms. Lesley Brown, Mr. Daniel Coleman, Ms. Mary Coombs, Ms. Patricia Edwards, Mr. Edward Ennels, Mr. Christopher Falkenhagen, Ms. Charlene Gray, Ms. Lyllis Green, Dr. Yolanda Harris-Robinson, Dr. Dena Hasty, Dr. Alicia Harvey-Smith, Mr. Tony Herrera, Ms. Aisha Heyward, Dr. Dorothy Holley, Mr. Will Hug, Mr. Joe Hutchins, Dr. Bob Iweha, Ms. Annie Jackson, Mr. Nicholas Laureys, Dr. Anil Malaki, Ms. Nemeka Mason, Ms. Valerie McQueen-Bey, Mr. Patrick Onley, Mr. Jerry Reichenberg, Mr. Duane Reid, Ms. Stephanie Reidy, Ms. Sylvia Rochester, Ms. Daviedra Sauldsberry, Mr. Scott Saunders, Ms. Kathy Styles, Mr. Chima Ugah, Dr. Sophia Ward, Dr. Dennis Weeks, Ms. Meintje Westerbeek, Dr. Sheila White-Daniels, Mr. Andre Williams, Ms. Juanita Wingo, Mr. Marvin Wise

Others Present: Ms. Tiffany Walker and Mr. Solomon Williams, Morgan State University Doctoral Students and Mr. Bryan Perry, Office of the Attorney General