Baltimore City Community College
Board of Trustees
Approved
Open Session Minutes

Wednesday, September 19, 2007, 2 p.m.
Liberty Campus – Main Building, Rooms 120–124

Board Members Present:  Mr. Garland O. Williamson, Ms. Tabitha L. Chambers, Dr. Donald A. Gabriel, Ms. Katrina R. Riddick, Dr. Mary E. Owens Southall, Dr. Maceo M. Williams, and Dr. Edmonia T. Yates

Absent:  Ms. Kirsten E. Sandberg Caffrey

I. Closed Session
The Board voted unanimously, under the Open Meetings Act, State Government Article, Section 10-508, to convene in Closed Session at 4:30 p.m. on September 19, 2007, at the Liberty Campus, President’s Conference Room, to discuss personnel matters, legal advice, collective bargaining and real estate matters.

II. Preliminary Presentations (Awards, recognitions, honors, etc.)
A.  Mr. Stan D. Brown, Interim Vice President for Academic Affairs, introduced the following faculty and staff to the Board:

   o  Ms. Sally Di Marco, Associate Professor, Fashion Design, has won a book contract from Fair Child Books and Visions that establishes step-by-step the art of making apparel. Ms. Erica Yuille, Assistant Coordinator of Fashion Design, will shoot the photography for Professor DiMarco’s book.

   o  Dr. Brad Lyman, Professor of Psychology, has received a grant from the Government of India, with permission to pursue his research project on the Atlantic Slave Trade on East Indian Indentured at the American Institute of Indian Studies, in the Naru Memorial Museum and Library in New Delhi.

   o  Dr. Tonja Ringgold, Professor of Psychology, was honored by the Morgan State University Southern Maryland Alumni Chapter for her outstanding leadership skills, hard work, dedication and distinguished accomplishments.

B.  Dr. Lexsee Waterford, Executive Director of Human Resources, introduced Ms. Sheryl Nelson, Coordinator of Training, in recognition of her outstanding work as a Human Resources employee. She stated that Ms. Nelson is a professional who arrives early in the morning, stays late, and is always willing to assist. In other words, Sheryl Nelson will get the job done! President Williams added that
Ms. Nelson is a pitch-hitter who also coordinates the Professional Development and Excellence Awards Programs.

C. **Introduction of New Personnel**

President Williams asked the senior staff to introduce the new appointees in their respective areas. Mr. Stan D. Brown, Interim Vice President of Academic Affairs, announced the following appointments:

- Mr. Theodore (Ted) Along, Dean of Liberal Arts, Education and Public Service, who comes from Southwest Community College, Memphis, TN, where he served as Dean for Business, Career Studies and Technologies Division.
- Dr. Kathy Hausman, Chair, Nursing and Allied Health, who comes from Saint Agnes Hospital, Baltimore, MD, where she served as the Director of Accreditation.

Mrs. Judy W. Jaudon, Vice President of Business and Finance, announced the following appointments:

- Ms. Diane Williams, Assistant Director of Housekeeping, who comes to us from The Chimes, Thurgood Marshall BWI Airport, Baltimore, MD. Ms. Williams is bringing a new level of professionalism to the College, which is very much appreciated and her staff is present in support.
- Mr. Terry Bolden, who has been with the College for some time, has been promoted to Assistant Director of Properties Administration.
- Mr. Brian Meacham, Restrictive Accountant, who has moved here from Utah and has been with the College since November 2006.
- Mr. Richard Walsh, Reconciliation Accountant, who was previously employed at BCEC, Harbor Campus.
- Ms. Sotaia Elontu-El, Cashier, who has been with the College since September 2005, and graduated from BCCC in 2003 with an Associate of Arts Degree in General Studies and from Morgan State University in 2007 with a Bachelor's of Science Degree in Communications.
- Mrs. Tracy V. Thompson, Lead Payroll Clerk, has been with the College since April 2005, and is currently enrolled at The University of Maryland College Park, majoring in Accounting.
- Sergeant Brian Gibson, who is currently serving detail at the Rogers Avenue Metro Station.
- Lieutenant Shawn Harrison, a twenty-six year veteran with the Baltimore City Police Department.
- Sergeant Anthony Briggs, having over twenty-plus years with the Baltimore City Police Department.
- Mrs. Corelethia Braxton-Bushrod, Agency Buyer, Procurement Department, who was previously employed at BCEC, Harbor Campus.
Mr. Lonnie McKenzey, Procurement Specialist, Purchasing Department, who once worked for the Baltimore City Public School System as a Purchasing Manager.

Mr. Kevin Lew-Hanson, Vice President of Business and Continuing Education, announced the hiring of the following employees:

- Ms. Faith Ray, Refugee Employment Training Coordinator
- Ms. Sharon Hall, Manager of Allied Health Non-credit Program
- Ms. Shawnette Shearin, Associate Director of Operations
- Ms. Chanae Tynes, Program Contract Technician

Thanks to the support of President Williams, BCEC now has two full-time Assistant Professors on board. One teaches English as a Second Language (ESL) and the other teaches Basic Skills. President Williams added that BCCC, along with another institution, are the only two community colleges that have full-time faculty members employed and teaching in our non-credit programs.

President Williams announced the following appointment:

- Dr. A. Lois De Laine, Executive Director of the BCCC Foundation, who comes to the College from Morgan State University.

Mr. Levone Ward, Chief Information Technology Officer, announced the following appointment:

- Mr. Gregg Williams, Network Systems Engineer, who was a former employee of BCCC for nine years. Mr. Williams is currently up-grading the Outlook (Email) System to the new 2007 version.

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

The Board of Trustees voted unanimously to approve the September 19, 2007, Consent Agenda, which included:

- September 19, 2007, Agenda
- June 21, 2007, Minutes
- The Affiliation Agreement between BCCC/Foundation
- The following Policies:
  - Drug and Alcohol Free Workplace
  - Nepotism
  - Non-Discrimination
  - Sexual Harassment

IV. COLLEGE REPORTS

A. Student Governance Board (SGB)

Ms. Coyreec Williams, SGB President, reported the following events:
• Funds were collected from the vice presidents, deans, directors and coordinators to sponsor an Appreciation Cookout for BCCC arena registration staff on August 25, 2007. The event was hosted by the Office of Student Activities (OSA) and the Dean for Student Development. Seventy persons attended.
• The OSA hosted a Welcome Breakfast on August 27, 2007, for new and returning students. The event fostered opportunities for faculty, staff and administration to engage with students in a social environment while allowing students to win prizes such as Ipods, handheld gaming devices and BCCC promotional giveaways. There were 280 persons in attendance.
• The OSA held a Coffee and Tea at RPC to show appreciation to students that attend the satellite campuses. Sixteen persons attended.
• BCCC students greatly enjoyed the Welcome Back Cookout I held on August 29, 2007, at the Liberty Campus. Food was provided by Class Act Catering and WERQ 92.3 Radio Station was there to provide music. There were 361 persons in attendance. Welcome Back Cookout II was held on August 30, 2007, at the Harbor Campus with an outdoor café. There were 262 persons in attendance.

Trustee Gabriel inquired about the next issue of the College Crier, noting that the last time he had asked he was informed that it would be published three times per year. He also asked if the Crier could be mailed to alumni. Mr. Andre J. Williams, Director of Student Activities, responded that the Crier will be issued shortly and staff are working to have it published six times a year.

Trustee Williams stated that the schedule of events and the Crier’s publication dates should be shared with the Board in advance.

Trustee Chambers asked Ms. Williams for an update on the student trip to Philadelphia. Ms. Williams responded that all participants had a wonderful time visiting the city, and touring the museums, the Liberty Bell, the U.S. Treasury and the Constitution Center. She stated, further, that the visit was a great learning experience, as there were facts mentioned that she had not learned during her prior schooling, including the fact that a member of the Little Rock Nine was being honored at the Constitution Center.

Noting that motivation is part of the role of leadership, Vice-Chair Yates asked what efforts were put forth this year to get students involved in Convocation. She mentioned that Mr. Kenneth Gillespie, prior SGB President, did a wonderful job of getting students to attend Convocation in 2006. Mr. Andre’ J. Williams responded that students were encouraged to participate in the Convocation Essay Contest, which required students to
attend and write an informative essay about Convocation. In addition, meetings were held with student committees concerning the importance of attending in Convocation, and sanctions will be placed upon individuals and committees/organizations for lack of attendance.

Trustee Owens Southall asked Dr. Ann Ritter about the actions of faculty in terms of motivating students to attend and participate in Convocation, as faculty play a key role in helping to change the culture and outlook of students. Dr. Ritter replied that she encouraged her students to attend and informed them of the meaning and importance of Convocation.

Trustee Riddick asked what was done differently last year in terms of getting students to attend Convocation. Professor Harry E. Smith responded that Mr. Gillespie did a great job of consistently asking each faculty member and the administration to encourage students to attend and participate in Convocation.

Chair Williamson added that last year, then Maryland Governor Robert Ehrlich had mentioned to him that Mrs. Ehrlich, who had attended Convocation, had commented about the attendance and how the College deserves more resources. President Williams mentioned she had met with Ms. Coyreec Williams and Mr. Andre’ J. Williams about establishing a Co-Curricular Committee consisting of students and faculty so that co-curricular experiences will be College-wide. Faculty working with students will stimulate discussions, bring in speakers and work on projects together.

B. Senate Executive Committee (SEC)
Dr. C. Ann Ritter, SEC President, reported to the Board:

- The faculty appreciates the apology President Williams made regarding the statistical errors in the Climate Survey, which were used during the Town Hall Meeting. After these errors were pointed out, an investigation was done and faculty were vindicated.
- The opening of the fall semester has settled. The parking solutions, while not perfect, have been handled well. Faculty contracts were mailed early and included the COLA and Step increases. Faculty promotions were announced at the beginning of the fall semester. Two permanent deans were appointed in the months of July and August. Monthly meetings with the President and SEC are continuing.
- Areas the faculty are concerned about include:
  - The Academic Calendar for the 2007-2008 academic year, as it was changed after faculty returned in the fall and it’s still unclear about the Fridays and the second semester.
  - The inability in securing a qualified, permanent Vice President of Academic Affairs with successful Vice
Presidential experience that can motivate, lead, work with and support the College and faculty.

- Requirements have been reduced and searches continue, yet there is still the inability to secure qualified permanent chairpersons.
- Evaluation of the academic reorganization, resources and staffing.
- Scheduling of faculty meetings during crucial registration periods.
- Inability to get publicity materials in a timely fashion and/or in adequate numbers, e.g., schedule books, program brochures, etc.

Continuing problems which the President has agreed to work on with the faculty to resolve include:

- Enrollment
- Program Coordinators
- Recruitment
- Retention
- Student Attendance
- Timely and meaningful two-way communication

Trustee Williams asked about the issues regarding the inability of securing a Vice President of Academic Affairs. President Williams responded that a decision has been made to hold-off on the search until spring 2007 in order to secure someone for the fall. This is because individuals would not be able to switch gears during the middle of an academic year. In addition, it is very costly to advertise nationally.

Chair Williamson asked if the duties and functions of the position of Vice President of Academic Affairs were being performed. President Williams responded that Mr. Stan D. Brown currently serves as the Interim Vice President of Academic Affairs.

Chair Williamson asked Dr. Ritter if she felt the President was accessible and responsive to her concerns. Dr. Ritter responded that the President is accessible and is also scheduled to meet with the SEC at its first meeting in October and all other scheduled SEC meetings. She stated, further, that all areas of concern have been discussed with the President, except the academic calendar issue. She mentioned this issue to Vice President Brown, who relayed the information to the President. Dr. Ritter concluded by saying that the areas of concern are being addressed.

C. AFSCME

Ms. Charlene Gray, AFSCME President, introduced the BCCC housekeeping and public safety staff to the Board and recognized their contributions to the cleanliness and safety of the College:
The concerns of Housekeeping staff:
- To meet with President Williams to investigate and discuss open issues pertaining to housekeeping personnel.
- Bring resolution (Dr. Williams is currently working on) to the three page requests and trepidations.

The concerns of Public Safety staff:
- A week before the start of classes, the new parking area located at the Rogers Avenue MTA Station was not properly set-up. However, upon later review, the area is now functioning as the kiosk and BCCC Police Officers are present. President Williams has indicated that the traffic between Liberty Campus and Rogers Avenue Station will be monitored.

Compensation Study (Human Resources)
- AFSCME requested a salary scale as it pertains to Administrative Assistants I, II, and III, as well as Administrative Coordinators. We received information from President Williams regarding the dollar figure for each group. We still are not clear on this information and disappointed that the College refuses to bargain over the compensation study.

President Williams mentioned she was confused about Ms. Gray’s statement, noting that a salary range was given for the administrative assistant and administrative coordinator positions. Ms. Gray replied that it was not a salary scale because it did not include the steps and grades.

Trustee Gabriel asked Ms. Gray if there had been any violence or problems at the Rogers Avenue parking lot and if security cameras had been set up. Ms. Gray replied that she was unaware of any specific problems at the Rogers Avenue parking lot, but crime statistics had revealed there was crime in the area. She also did not know about the presence of security cameras. Mr. Alvin Winkler, Chief of Public Safety, informed the Board that there are no security cameras at that location; however, he had the Police District Commander of the Northwest Station pull the crime report covering the last twenty-eight days and there has not been any crime reported at Rogers Avenue post.

Chair Williamson suggested that issues should be shared first with President Williams in order to give her the opportunity to bring resolution. If this process is not followed, then the President and the College are actually doing a disservice. Chair Williamson asked Ms. Gray if she had met with Dr. Williams to discuss the aforementioned concerns. Ms. Gray responded yes.
Trustee Riddick suggested that, in moving forward with the presentation of reports, Chair Williamson could first ask the speaker whether he or she had spoken with the President about the issues they wish to share with the Board. Issues should not be presented to the Board unless all other means of communication have been exhausted.

V. COLLEGE PRESENTATIONS*

A. Professional Development for Adjuncts

Interim Vice President Stan D. Brown introduced Ms. Rose McNeill, Director, Center for Teaching and Learning Excellence, who will manage the Professional Development of Adjunct Faculty. Ms. McNeill previously worked as a professional staff developer for Baltimore City Public Schools. She also worked at UMBC in the Urban Network. VP Brown gave a PowerPoint presentation detailing the scope of the Professional Development of Adjunct Faculty Program, which is slated to begin fall 2008. The program will require adjunct faculty to earn five hours of professional academic development each year. Faculty who do not comply will be suspended from the College and will not be rehired until the professional hours are completed. Certificates will be awarded based on the number of professional hours achieved. President Williams has allotted a sum of $100 for each adjunct faculty that completes his/her requisite hours of development. The budget is approximately $64,300 and includes certificates, stipend, materials, presenters and food. Recognizing that many adjuncts are not teachers, this program will focus on lesson planning, course objectives, how to write a syllabus, student outcome successes, pedagogy, and instructional methodologies.

Trustee Gabriel asked if there is an annual gathering to explain the development program. Vice President Brown replied that an Adjunct Faculty Day will be held each year in August. President Williams added that this is outside the normal orientation program, and the adjunct faculty will have the opportunity to gain more than the required five hours. This professional development has a listing of multiple subjects for the adjuncts to choose from and other alternative delivery models, such as the traditional format, on-line, and evening options are being explored.

Trustee Gabriel also asked if special training will be provided on sexual harassment for the adjuncts. Vice President Brown said the Sexual Harassment and Drug & Alcohol policies will be handled by the Human Resources Department.

Ms. McNeill added that with the mentoring component, she is looking at the best practices and successful programs at other colleges and universities. She also stated that faculty have already committed to volunteer time to be part of this learning/teaching process.
B. **BCCC Leadership Institute**

Dr. Lexsee Waterford, Executive Director of Human Resources, informed the Board about the BCCC Leadership Institute, which is designed to provide enriching professional development opportunities that will facilitate faculty and staff advancement into leadership roles. She noted that the draft document located in the Board book shows the Institute’s goals, objectives and make-up of twenty-five persons per cohort. Mid-level managers will include chairs, supervisors and directors. The individuals will meet monthly on the last Friday of the month. Funding for the Institute comes from the Professional Development Budget, so additional funding is not required.

VI. **PRESIDENT’S REPORT**

President Williams provided the following highlights from the President’s Report:

- BCCC hosted the Inter-denominational Ministerial Alliance. Many thanks to Trustee Maceo Williams for his assistance in scheduling the event.
- BCCC, along with Morgan State University’s Doctoral and Community College Leadership Program, will co-host the National Council on Black American Affairs (NCBAA) Conference. BCCC will host a reception and campus tour for everyone involved.
- Following a College-wide request and the receipt of many applications, the following employees have been selected to represent the College at the NCBAA Conference: Professor Jocque Dyson, Ms. Scheherazade Forman, Ms. Deidre Hill, Mrs. Nicole Hoke-Wilson, and Ms. Deborah Peoples.
- BCCC has created a Recruitment and Rewards Program to assist with enrollment and recruitment. The more people you recruit and enroll the more points you earn.
- The accurate figures for the Climate Survey indicated that 90% of faculty agreed or strongly agreed with the statement, “Students receive excellent instruction.” Dr. Ritter was given a list of committees and if faculty steer those committees and make recommendations, we can begin tackling issues that should be addressed.
- In response to Trustee Caffrey’s request for information on the accomplishments of BCCC’s distance learning students, data shows that distance learning students have done well; in some instances, better than the traditional students.
- College-wide Forums are being scheduled to provide the internal community with a chance to express relevant thoughts and ideas on the future plans of the Harbor Campus.
- The draft proposed Board Committee Calendar, which provides the dates/topic for the committee meetings, is included in the Board book.
- BCCC hosted a breakfast meeting for the construction industry. This project was a positive attempt at getting an industry-wide perspective on the number of unfilled jobs in the construction area. We are already...
aware of the high unemployment rate in the city, thus we needed to get all the key people together (e.g.; The Associated Builders and Contractors (ABC), the Union, Goodwill Industries, etc.) to address the issue.

- The College has applied for a Department of Labor Grant to start a Regional Maryland Center for Construction Technologies. We have received letters of support from the Governor’s Workforce Investment Board (GWIB), Baltimore’s Workforce Investment Board (BWIB), and the Mayor, as well as being mentioned in the Mayor’s BRACtion Plan.

Trustee Riddick commented that she often sees individuals who are not part of the community or residents of Baltimore City, working construction jobs in the city. She asked how this project could help the unemployment rate and encourage developers to hire City residents. President Williams responded that she had recently spoken to MHEC Secretary Lyons and Ms. Michele Brown, Senator Mikulski’s representative, about the disconnect of many programs in Baltimore and the need for an industry-wide approach. Mayor Sheila Dixon has included in the BRACtion Plan that developers will receive incentives for hiring city residents for construction jobs.

Professor Harry E. Smith added that a meeting is being held today by the Maryland Minority Contractors concerning the issue of hiring Baltimore City residents for construction jobs. The meeting is free and open to all.

VII. **BOARD COMMENTS**

- Trustee Gabriel announced the Alumni Gala will be held on Friday, October 19, 2007, and welcomed everyone to either purchase or donate tickets. He also commended Mr. Ruffin Bell and Mr. Renard Smith for rejuvenating BCCC’s sports programs.

- Trustee Owens Southall welcomed the College community back to the new academic year and stated that she sees wonderful and great things in store for BCCC.

- Vice-Chair Yates said the College is off to a good beginning and there is excitement toward the hiring of good personnel; however, something must be done regarding the amount of vacancies. She stated, further, that she has become quite fascinated by the amount of work Trustee Riddick has accomplished and amazed at how her God-given talents are used for the benefit of BCCC. Trustee Riddick is not a difficult person, just a well trained lawyer. When she asks questions, it is for the betterment of students and BCCC. She deserves a great applause.

- Trustee Riddick announced that this is her last year of service on BCCC’s Board of Trustees. However, she is excited about being appointed chair of the Real Estate Ad Hoc Committee.
Trustee Williams said that President Williams’ first year at the College has been enthusiastic and she has made a believer out of him. He is looking for even greater things from the President, as it is in the doing that really counts and means a lot.

Student Trustee Chambers said she feels honored to serve as a student representative, as the Board members are wonderful mentors. As a student and Board member, she gets to see both sides of an issue and how things are set in motion.

President Williams thanked Chair Williamson for his commitment and activity in the community for the betterment of BCCC. She stated that Chair Williamson is a very busy man, yet he even finds time to attend meetings in Annapolis to carry the College’s banner.

Chair Williamson concluded the meeting by saying that in order to be a good leader, you must find talented people, give them assignments and get out of their way; that he told President Williams when she came to the College, that if she makes the College all it can be, she would have his total support; that the Board will get the needed resources for the College; that the Board understands its support role; and that the most important people at this institution are the students, staff, and faculty.

VIII. **NEXT MEETING**
October 29, 2007, Harbor Campus, Lockwood Forum

The meeting adjourned at 4:15 p.m.

Respectfully submitted,

Carolane Williams, Ph.D.
President

*Copies on file in the Office of the President.*
ATTENDANCE:

Dr. Carolane Williams, President

BCCC Staff Present:
Mr. Theodore Along, Dr. Michael Berlin, Mr. Terry L. Bolden, Dr. Michelle Harris Bondima, Mrs. Coreythia Braxton-Bushrod, Mr. Andrew Burke, Dr. A. Lois De Laine, Ms. Sally Di Marco, Ms. Sotaia Elontu-El, Ms. Scheherazade Forman, Mr. G. Robert Franklin, Mr. Murvee Gardiner, Ms. Charlene Gray, Ms. Lyllis Green, Ms. Karen Guilford, Mr. Donald Hall, Ms. Salita High, Mrs. Cheryl Hinton, Dr. Jewel K. Jackson, Mrs. Kim M. James, Mrs. Judy W. Jaudon, Mr. Brad Lyman, Mr. Lonnie McKenzie, Ms. Rose A. McNeill, Ms. Sheryl Nelson, Mr. Winston Parks-Bey, Ms. Shanta Rao-Berry, Ms. Faith Ray, Dr. Tonja L. Ringgold, Dr. C. Ann Ritter, Mr. Herbert Sledge, Jr., Mr. D. FitzGerald Smith, Mr. Harry E. Smith, Ms. Marcia Tisdale, Ms. Chanae Tynes, Ms. Diane Williams, Mr. Richard Walsh, Mr. Levone Ward, Mr. David Warren, Ms. Delia Weems, Mr. Marvin Wise, Mr. Andre’ J. Williams, & Ms. Erika Yuille

Others Present:
Ms. Dana Cole, Real Estate Consulting Firm of Drake, Incorporated

Minutes recorded & transcribed by Mr. D. FitzGerald Smith