BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
APPROVED
OPEN SESSION MINUTES

Monday, November 26, 2007, 5:30 p.m.
Liberty Campus – Gaare Auditorium

BOARD MEMBERS PRESENT: Mr. Garland O. Williamson, Ms. Kirsten E. Sandberg Caffrey, Ms. Tabitha L. Chambers, Dr. Donald A. Gabriel, Dr. Mary E. Owens Southall, Dr. Maceo M. Williams, and Dr. Edmonia T. Yates

ABSENT: Ms. Katrina R. Riddick

I. CLOSED SESSION
The Board voted unanimously, under the Open Meetings Act, State Government Article, Section 10-508, to convene in Closed Session at 7:43 p.m. on November 26, 2007, at the Liberty Campus, President's Conference Room, to discuss personnel and real estate matters.

II. PRELIMINARY PRESENTATIONS (Awards, recognitions, honors, etc.)
A. Mr. Stan D. Brown, Interim Vice President of Academic Affairs, introduced the following faculty to the Board of Trustees:

- Mr. Jocque Dyson, Interim Chair of English, Humanities and Visual Arts Department. Mr. Dyson has seventeen years of administrative and teaching experience at BCCC and Prince George’s Community College, and has worked at Morgan State University as the Coordinator of Student Activities and University Events. Interim Chair Dyson received his Master’s degree from Bowie State University and has an undergraduate degree from Morgan State University. He is also working on his Doctorate degree at the University of Maryland, Eastern Shore, in the field of Educational Leadership.

- Dr. Sarah Banks, Coordinator of Learning Outcomes and Assessment. Dr. Banks has more than twenty-five years of administrative and teaching experiences. Before coming to BCCC, Dr. Banks was an adjunct faculty member at the University of Maryland Baltimore County. She has served as the Acting Director of the Office of Admissions and Recruitment at the Community College of Philadelphia, and was the Acting Associate Dean of Graduate School and the Assistant to the Vice President for Administration at Temple University. Dr. Banks received her Bachelor’s degree in math and science, Master’s degree in arts and math from Morgan State University and a Doctorate in curriculum development from Rutgers University.
Dr. Katana L. Hall, Interim Dean of Academic Support and Learning Resources. Prior to this appointment, Dr. Hall has served as the Chair and later the Interim Chair for BCCC’s English, Humanities and Visual and Performing Arts Department. Dr. Hall has more than twenty years experience as a faculty member and administrator in higher education. She has worked at Coppin State University, Morgan State University, Johns Hopkins University, and Touro College in New York. She has also served as a Master Teacher and Curriculum Coordinator. Dr. Hall has a Ph.D. in theater arts from Bolling Green State University. She has pursued a Doctorate in educational theater, creative dramatics and drama therapy from New York University, has earned a Master's degree in fine arts from New York University and a Bachelor’s degree in arts and theater arts from Morgan State University.

III. **BOARD ACTIONS/CONSENT AGENDA** (All Actions requiring a vote.)
The Board voted unanimously to approve the November 26, 2007, Consent Agenda, which included:

- November 26, 2007, Agenda
- October 29, 2007, Minutes
- Procurement Policy
- Policy on Development, Revision and Communication of BCCC Policies

IV. **COLLEGE REPORTS**
A. **Senate Governance Board** (Ms. Coyreec Williams)
Chair Williamson stated that he wished to clarify that when the Board voiced their displeasure at the last meeting, the comments were not directed toward Ms. Coyreec Williams. Ms. Williams highlighted the following student activities:

- October 3, SGB held its monthly meeting and club signing.
- October 10, Movie Night, featuring the drama “Daddy’s Little Girls”
- October 24, Student Leadership Development Session II, with more than sixty student participants.
- October 31, “The Harvest Festival,” a community-wide event involving students, their children, community partners, and the West Hills Youth Club.
- The SGB and other BCCC students will travel to West Hills to assist with the revitalization of a community service project.
- The SGB is working to inform and get students active in campaigning and writing letters to state senators and legislators regarding Senate Bill 2 and its impact if not passed.
Chair Williamson asked Ms. Williams whether she had an opportunity to have productive and constructive meetings with President Williams and her staff. Ms. Williams replied yes, most definitely.

B. Senate Executive Committee (Dr. C. Ann Ritter)
Chair Williamson asked Dr. Ritter if she or members of the SEC had a chance to meet with President Williams to discuss the concerns she was about to bring to the Board. Dr. Ritter responded yes, the SEC members had.

Dr. Ritter brought to the Board’s attention an incident involving the attack of a teacher on November 13, whereby assailants entered the classroom to confront a particular student and prevented the instructor from leaving to get help. She was able to meet with Vice President Jaudon, Chief Alvin Winkler’s supervisor, about forwarding an email to the College community in order to alleviate rumors. She stated, further, that Chief Winkler had agreed to meet with the SEC on December 7, to address the matter. President Williams stated that the incident was handled in accordance with College policy, as the Baltimore City Police Department and an ambulance were called. The student was taken to an area hospital and released. Chair Williamson asked Dr. Ritter if she had discussed this issue with President Williams. Dr. Ritter replied no. Chair Williamson asked Dr. Ritter to discuss the issue with President Williams.

Trustee Owens Southall asked about the welfare of the student and the College’s liability factor, as the incident involved a student on the College campus. President Williams assured the Board that the incident was well handled, as the police were notified, a report was taken and the student was taken to the hospital and released. The faculty member declined to go to the hospital.

C. AFSCME Local at BCCC (Ms. Charlene Gray)
Chair Williamson asked Ms. Gray if she had an opportunity to speak with President Williams concerning the information she was going to present to the Board. Ms. Gray responded yes.

Ms. Gray reported that AFSCME is an advocate for its members and she wanted to make sure all petitions sent forward for signatures have been researched and that all pertinent information is accurate. With respect to the College’s compensation study for Administrative Assistants I, II, & III, and Administrative Coordinators, she has received information such as job descriptions, point system information and the salary scale.

V. COLLEGE PRESENTATIONS (Designated staff to present pre-approved College Information)
A. Emergency Messaging System & Command Center
   (Vice President Judy Jaudon/Mr. Levone Ward)
Vice President Jaudon reported that the Board had recently approved a Health and Safety policy, which addresses the issue of a healthy and safe learning environment for students, faculty and staff. The College has developed a new Command Center with new electronic monitoring and safety equipment. This was a project that truly represents great teamwork at its best. Not only was Chief Alvin Winkler involved, but tremendous support came from Mr. Levone Ward and his staff in terms of technology, and Dr. Joe Isaac and the Facilities Staff in terms of building the Command Center.

Mr. Alvin Winkler, Chief of Public Safety, introduced Lt. Shawn Harrison to the Board, stating that Lt. Harrison had served as Acting Deputy Chief and as Interim Chief of Public Safety in his absence.

Chief Winkler reported on the incident involving the faculty member and student who was assaulted, noting that the incident was captured on video tape, and that he would work with faculty and the SEC to address the issue. He also mentioned the possibility of everyone carrying a college ID card where it can be seen.

Chief Winkler showed a video highlighting the new Command Center, which includes updated equipment and new cameras that not only cover the Liberty Campus, but allow viewing of the bus stops on Liberty Heights Avenue, the Harbor Campus and the Reisterstown Plaza Center. In the event of a power failure, the new Battery Backup System is able to sustain operations allowing the Safety Office to continue their efforts. Along with the Command Center, public safety is working in cooperation with the Baltimore City Mass Transit Association (MTA) Police Department and its communication center. Furthermore, plans are underway to work with the Baltimore City Police Department in order to monitor the surrounding neighborhoods, which will enable public safety to be proactive whenever assailants/villains are in the area.

Vice Chair Yates asked what mechanisms are available in the classroom to allow people to contact public safety in the event of an emergency. Chief Winkler responded that emergency phones are located in designated hallways for emergency use. He stated, further, that it would not be cost effective to have cameras in all the classrooms, and that there is not an intercom system to alert public safety. Mr. Levone Ward added that the College is looking into systems that would allow people to contact the Police/Public Safety Office.

Trustee Tabitha Chambers commended Vice President Jaudon, Chief Winkler and his staff on the new Command Center. She also added that in terms of safety, technology cannot do it alone, that all people must participate in watching out for each other. Chief Winkler added that the SGB has cooperated with informing the students about the public safety office and
the surveillance cameras posted for protection.

Trustee Owens Southall asked whether the emergency number to the Safety Office was posted and highly visible in classrooms and other areas. Chief Winkler responded no, but he would implement the process immediately.

Chair Williamson mentioned that the State would be getting additional revenue and it would behoove the College to determine its needs in terms of overall safety. He added that emergency signs must be posted all over the campus. Chair Williamson asked why cameras were not available at the Rogers Avenue Station and if officers were posted at this location. President Williams responded that it is not cost effective, as the College only has a one year lease for that area. However, MTA Police Officers as well as the College Police/Public Safety Officers routinely patrol the area. Trustee Gabriel asked if there was a lot of criminal activity around the bus stop on Liberty Heights Avenue. Chief Winkler responded no, that officers are alerted whenever a large crowd is spotted at the bus stop. Mr. Ward added that blue prints to the Liberty Campus have been shared with Verizon to determine the feasibility of having an intercom system installed. In addition, the College has entered into a three year agreement with e2campus Security, which provides an emergency notification/text messaging system that allows every registered cell phone and email address in BCCC’s system to be automatically notified about an emergency. To date, 531 cellular phones have been registered. A test of the system was timed from the moment the test message was sent to over 10,000 email addresses to the time certain individuals were asked to respond. It was clocked at twenty-two seconds. The College is also looking to add a voice response, which will dial the registered home number and convert the digital emergency message to a voice message.

Chair Williamson asked for the total number of individuals registered. Mr. Ward responded that 75% of the BCCC population have registered, and he is working with the Student Affairs Division in making the collection of cell phone numbers and personal email addresses part of the overall registration process.

VI. PRESIDENT’S REPORT* (President Carolane Williams)
A. President Williams provided a follow up report on the public presentations given at the Board of Trustees meeting on October 29, 2007, wherein Dr. Berlin spoke on the issue of morale; Ms. Kambic addressed adjunct faculty not receiving pay; and Dr. Ritter apologized to the Board for not submitting the SEC report in time for inclusion in the Board agenda book. In regard to the adjunct faculty pay issue, every adjunct, except for five individuals, has been paid. Three of the adjuncts did not start working until October, but will be paid on time. The College is waiting for the other two adjuncts to sign their contracts. To address the issue of one person processing adjunct contracts, two individuals who have been trained on processing the adjunct contracts. Most importantly, the system will become decentralized so that contracts will be
processed in a more timely and efficient manner.

Dr. Williams stated that she disagreed with Dr. Berlin's belief that moral is low among faculty at large; however, she has started holding general faculty meetings, not only with the SEC, but with all faculty. The first meeting covered shared governance and its meaning; the president’s expectation of the faculty; the faculty's expectation of the Administration; input; communication channels; and how decisions are made. The next meeting will take place in December 2007. A faculty member suggested that one of the discussion topics should include the Academic Master Plan. It was a constructive meeting, as people are tired of hearing complaints but want to know how the College can move forward.

Dr. Williams reported on the special legislative session in Annapolis, noting that the House suggested that the incremental increases that BCCC should have with full-formula funding would stay flat from 2008 – 2011. In addition, the House recommended that BCCC be separated from the USM funding formula and instead have its revenue increases tied to State revenue increases. Both issues will be addressed during the General Session. We will need to actively work towards defeating both recommendations. Dr. Williams also reported on the State Health and Retirement Insurance shortfall, which requires BCCC to give the State back $2.1 million for FY 2007 and $1.8 million in FY 2008.

Chair Williamson encouraged all present to forward letters of support for the College’s full formula funding to legislators and senators.

Dr. Williams highlighted the following initiatives from the President’s Report:

- A Spring BCCC Foundation Kick-Off will coincide with the opening of the new Student Services Wing and will unveil naming opportunities as a way to help generate revenue.
- Dental Hygiene Department’s Second-Year Students table-top demonstrations scheduled for Wednesday, November 28, 2007, from 11:00 a.m. - 1:00 p.m.
- The Department of Visual and Performing Arts Showcase scheduled for Wednesday, December 5, 2007, from 6 - 8:00 p.m.
- National Geographic brought their Pulitzer Prize-winning photographer to the College to teach BCCC’s refugee youth how to tell a story through photography.
- BCCC’s community outreach programs include sponsoring The Helping Up Mission, an organization that helps men get back-on their feet. BCCC helped the mission for three days, introducing the men to BCEC services and other educational opportunities at BCCC. In addition, My Sister's Place has been adopted by the College. Gift boxes have been placed around the campuses to collect donations of non-perishable goods and new unwrapped clothing and toys.
• BCCC has been invited to participate in next year’s Walk-A-Thon because of the College’s large turn-out and sum of monies collected.

VII. BOARD COMMENTS

• Trustee Gabriel mentioned that he is glad to see a publication schedule for the student newspaper, *The College Crier*, and to see the new appointments.

• Vice Chair Yates commented that there should be a permanent spot on the agenda for public presentations, whether there are speakers or not. She stated that she had the opportunity to hear a woman who is an entrepreneur and has her doctorate, but wants to give her business to her daughter so that she can return to teaching. The woman attends teacher recertification classes taught by Mr. Joseph Press at RPC, and has expressed that the instructor is doing an outstanding job and the College is wonderful. Dr. Yates remarked, further, that she has a good understanding of the SEC’s concerns from reading the SEC’s minutes. In addition, she mentioned her wish for the College’s law department and others at the College to become involved with Community Conferencing, and that she would get the name of the lawyer who works with this project.

• Chair Williamson stated that he feels the College is safe and asked President Williams to provide the Board with statistics comparing the College to others in terms of safety.

• Trustee Williams spoke about his trip to New Orleans where he witnessed the devastation of Hurricane Katrina. He is working to get local churches, along with the General Board of the Global Ministerial, to help fund anyone, including students, who want to volunteer their time to go to New Orleans and help rebuild the communities.

VIII. NEXT MEETING

December 17, 2007, at Reisterstown Plaza Center (RPC)

The Board of Trustees meeting adjourned at 7:08 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. Michelle Harris Bondima, Mrs. Maureen Walsh David, Mr. Jocque Dyson, Ms. Charlene Gray, Ms. Karen Guilford, Dr. Katana L. Hall, Dr. Kathy Hausman, Mrs. Kim James, Dr. E. Daniel Kapraun, Mrs. Judy W. Jaudon, Dr. C. Ann Ritter, Mr. Alireza Roodsari, Mr. Herbert Sledge, Jr., Mr. D. FitzGerald Smith, Mr. Ronald H. Smith, Mr. Levone Ward, Mr. Warren Turner, Mr. Andre’ J. Williams, Ms. Coyreec Williams

Minutes recorded & transcribed by: Mr. D. FitzGerald Smith