Baltimore City Community College
Board of Trustees
Approved
Open Session Minutes
Monday, April 24, 2011, 5:10 p.m.
Liberty North Campus

Board Members Present: Dr. Donald Gabriel, Ms. Jo-Wayne McCurby, Dr. Mary Owens Southall, Ms. Katrina Riddick, Dr. Gary Rodwell, Dr. Maceo Williams, Mr. Garland Williamson, and Dr. Edmonia Yates

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 at 6:57 p.m., on Monday, April 25, 2011, at the Liberty North Campus to discuss personnel issues and to obtain legal advice.

I. Preliminary Presentations (Awards, recognitions, honors, etc.)
Dr. Alicia Harvey-Smith, vice president for Student Affairs, recognized Professor Jâ Hon Vance, Chair Melvin Brooks, Ms. Sylvia Rochester, Ms. Stephanie Quick and Ms. Kathleen Styles for successfully hosting the QUEST Conference on April 7–9, 2011, at the Liberty Campus, and Professor Jâ Hon Vance and Ms. Kathleen A. Styles for being honored by the Baltimore City Chapter of the National Association of Negro Business and Professional Women Clubs, Inc., for their work with the QUEST Program. President Williams congratulated Professor Chima Ugah on being recognized as a distinguished graduate at the BCCC Alumni reception, and thanked Ms. Kim James, vice president for Business and Finance, and her staff for their work in preparing the Liberty North Campus for the Board meeting, noting that the acquisition of the Liberty North College has secured the College’s future for years to come.

II. Public Presentations
None

III. Board Actions/Consent Agenda (All Actions requiring a vote.)
The Board voted unanimously to approve the April 25, 2011, consent agenda:
- April 25, 2011, Agenda
- March 22, 2011, Minutes
- No College contracts

IV. Items Removed from the Consent Agenda
None

V. Drug Free Campus Policy
Action: The Board of Trustees voted unanimously to approve the Drug Free Campus Policy.

VI. New Student Orientation Policy
Action: The Board of Trustees voted unanimously to approve the New Student Orientation Policy.
VII. **COLLEGE REPORTS**

A. **Student Governance Association** (Ms. Charmaine Pope, President)

Trustee Williams referred to the student forum entitled *U Calling me a “B”* and asked what students determined to be the correct response. Ms. Pope stated that there was a lot of feedback on the topic, but the general consensus was that women should be addressed with respect. However, sometimes it is necessary to inform individuals on the proper way to address a woman. Trustee Gabriel asked if there were any concerns during the student forums concerning program collapse and deletions. Ms. Pope replied that there were a few concerns from some students, but they were referred to the appropriate office. Trustee Gabriel asked for an update of the upcoming events for Spirit Week. President Williams called the Board’s attention to the flyers at their seats.

Please see the April 25, 2011, Board of Trustees Open Session Board Book for the full SGA report.

B. **Senate Executive Committee** (Professor Chima Ugah, President)

Professor Ugah commended the faculty for their hard work and highlighted some of their accomplishments. Some of the highlights included, the Math Department’s Math Awareness Week led by Professor Marianna Gieger and the Quest Conference led by Professor Ja Hon Vance.

Please see the April 25, 2011, Board of Trustees Open Session Board Book for the full SEC report.

C. **AFSCME Local at BCCC** (Dr. Shanta Rao, Vice President)

Dr. Rao stated that AFSCME had an opportunity to meet with President Williams twice this month. During the first meeting President Williams expressed disappointment that no Union representative was present at the open forums to address their constituents. The $750 stimulus from Governor O’Malley and the Climate Survey were points of discussion during the second meeting. Chair Williamson assured Dr. Rao that President Williams is willing to work with the Union to move the College forward. He stated that he is pleased to know that they are having frank conversations about the issues. President Williams also thanked AFSCME for presenting great ideas and suggestions during their meetings, which were immediately acted on.

Please see the April 25, 2011, Board of Trustees Open Session Board Book for the full AFSCME report.

VIII. **COLLEGE PRESENTATION**

Dr. Alicia Harvey-Smith, vice president for Student Affairs, Ms. Nicole Cameron-Becketts, director of the Student Success Center and Dr. John Flynn, chair of Liberal Arts, Education and Public Services, presented the new Advising Model. Highlights from the report are as follows:

- Baltimore City Community College has identified the development of an Academic Advising Model as an institutional priority. Since the last report to the Board of Trustees, a number of important accomplishments have been achieved as the College approaches the full implementation of its new academic advising model, including implementation of a First Year
Experience (FYE) model for students that have tested in 80 and 81 developmental courses; institutionalization of the Performance Alert Intervention System (PAIS); and, the incorporation of an Academic Advising Syllabus in PRE 100, BCCC’s college success course.

➢ The last steps for full implementation of the new advising model include developing pilots for faculty who wish to take part in service learning, mentoring or another learning activity in lieu of advising; redistribution of advisor caseloads within the Division of Student Affairs and Academic Affairs; and, finalizing the budget.

Trustee Riddick asked what the expected outcomes are for the new Advising Model, why the College decided to revise the model and if the new model will increase retention and graduation. Ms. Cameron Becketts indicated the 2003 Middle States Self-Study Report recommended that the College improve the advising process. VP Harvey-Smith added that the new Advising Model will also give students multiple opportunities to connect with an advisor, thus improving student success. Trustee Riddick asked for clarity on the relationship with the Strategic Plan and the new Advising Model. VP Harvey-Smith stated that the new Advising Model is geared toward student success and will be part of the completed Strategic Plan as an institutional priority. Trustee Riddick asked why this plan will work versus other plans. Ms. Cameron Becketts stated that this plan is not like previous plans in that it has been properly researched, has faculty and staff buy-in and is an institutional priority. President Williams added that attaching a budget also helps move the process along and allows the College to evaluate the model.

Chair Williamson asked if students were involved in the process. Ms. Cameron Becketts stated that although the student on the Committee was not able to attend all of the meetings, the process was driven by what students have identified as a good advising experience. Chair Williamson strongly encouraged Ms. Cameron Becketts to reach out to the student leadership on SGA and the Board of Trustees to get them involved in the process.

IX. **PRESIDENT’S REPORT** (President Carolane Williams)
As part of the President’s Report, Ms. Vanessa Carroll, vice president of Institutional Advancement, Marketing and Research, stated that in reference to a comment made during the Instructional Affairs Committee regarding media exposure on the new developmental education model, the College expects an article to be placed in a media outlet in the near future.

VP Carroll invited the Board to attend *A Jazzy Afternoon* at Boody Vineyard on May 22, 2011, to support the Foundation’s fundraising scholarship efforts, and asked the Board to consider participating in the naming contest for the Liberty North Campus, formerly Bon Secours property. Trustee Riddick asked if the College considered reaching out to corporate sponsors such as the Marriott to purchase naming rights for the building. President Williams stated that the College is exploring all naming opportunities.

**Legislative Update**
President Williams stated that although the College was flat funded in terms of the operating budget, the State took $2.3 million from fund balance. She added that the
College will give each employee the $750 promised by Governor O’Malley. However, there is a question of what budget the funds will be taken from to pay employees. President Williams stated that the College has been asked to submit a number of reports on institutional aid, institutional aid by expected family contribution (EFC), a developmental education report on how the College plans to improve its developmental education success rates as part of MHEC requirement, and a separate BCCC report on developmental education which is different from the report required by all community colleges in higher education. Additionally, a Higher Education Study is being conducted for all non-research one institutions in Baltimore City (BCCC, Coppin and University of Baltimore) to address degree attainment; developmental education and student success rates. There is also a stipulation in the study that requires an outside entity with an expertise in institutional mergers and another entity with expertise in degree attainment on the committee. The College also has to submit a report on all degrees added or deleted since January 2011. President Williams noted that in her five year tenure at the College, she does not ever recall submitting the number of reports requested or recall the auditors remaining on campus for such a long period of time. However, President Williams stated that she is confident that all of the positive changes taking place at the College were done in order to improve student success rates and increase degree attainment.

**Maryland Higher Education Commission (MHEC)**

MHEC is now charging for their services and has provided a menu of cost options.

**The Governor’s Plan**

The Governor has set a goal for the State to increase degree attainment by 11% by 2025 to coincide with President Obama’s Completion Agenda. In terms of assessing productivity and efficiency costs, the Governor also wants to know the cost per FTE at higher education institutions versus degree attainment and success rates in developmental education. President Williams stated that this is a critical eye on higher education’s financial inputs. Therefore, the College must make hard decisions to do what is necessary to improve outcomes and reduce costs. Nationally, colleges and universities are consolidating and deleting programs to remain competitive. For example, Florida Agriculture and Mechanical University (FAMU) cut programs and 78 positions; Arizona systems and Howard University also cut numerous programs.

Trustee Riddick asked for follow up information on adding an aviation and aerospace engineering program at the College. President Williams stated that currently the College offers general engineering that is transferrable to a university and it is not feasible to offer a specialized aeronautical engineering degree. Trustee Riddick asked if it is feasible to offer a certificate program. President Williams stated that the College could explore that option. Trustee Riddick asked for clarification on the contractual process, noting that the language in the follow-up suggests that the President approves contracts prior to the Board. President Williams stated that the Delegation of Authority authorizes the president to approve contracts under $50,000. All contracts $50,000 and above are approved by the Board.

Trustee Gabriel asked for clarification on the advertisement recently published in the Catonsville Times. Mr. Tony Warner, executive director of Human Resources, stated that ads were placed in several newspaper outlets to solicit community input on the strategic planning process.
Trustee Rodwell stated that although there was a Middle States update provided during the Instructional Affairs Committee meeting, it should be a standing item on all Open Session Board agendas. President Williams apologized for the mix up, noting that the Middle States update should have been placed on the Open Session agenda as well and offered to provide an update. Chair Williamson asked President Williams to provide an update as part of this month’s President’s Report and add the Middle States update as a standing item to future Open Session meetings.

**Middle States Update**

President Williams reported that the three requirements made by Middle States can be found in the Instructional Affairs Committee book. She added that the College has met with the faculty to address the requirements and the SEC has assigned two faculty co-chairs, Dr. Karen Shallenberger and Dr. Katana Hall, to gather input from faculty on how to ensure the College has substantial evidence of documented learning outcomes over a period of time; documented measurable learning outcomes in courses and programs; and, institutional support and faculty leadership in the process.

Please see the April 25, 2011, Board of Trustees Open Session Board Book for the full President’s Report.

**X. BOARD COMMENTS**

Trustee McCubyn wished everyone a great evening.

Trustee Rodwell stated that it seems as if fall and spring of 2011 is a time of innovation for the College and he is excited about the evidence based results the College will produce and encouraged by those vested in the process.

Trustee Yates stated that she is encouraged by the presentations heard during the meeting and excited by the excitement shared among the faculty. She wished everyone success on the proposed projects and stated that she hopes the Board will be able to provide the support needed to carry out the initiatives.

Trustee Riddick stated that she is also excited and hopes that this new beginning in terms of outcomes will happen because the College is under a considerable amount of scrutiny. She is encouraged that everyone will work together to reach the expected outcomes. Trustee Riddick also asked for a moment of silence in memory of Governor and Mayor William Donald Schaeffer, noting that he played a vital role in the College’s existence.

Trustee Williams stated that he is excited for the faculty and staff that are excited about the new initiatives and he thinks the College is on the right track.

Trustee Gabriel stated that he saw full cooperation and participation on behalf of staff and faculty on several issues and hopes it will continue. He added that six years ago the College faced a number of real estate challenges, but over the years the College has met the challenge.

Chair Williamson echoed Trustee Riddick’s comments regarding Governor and Mayor William Donald Schaeffer, noting that it was by his sheer will that the College exists. He
added that he is very proud of this institution and the fact that the faculty have stepped up to the plate in collaboration with the Administration to support students. Chair Williamson stated that many say that the Board does not get paid, but their payment is through student success. He added that there are individuals that feel that BCCC should not exist, but he is confident that the institution has a place in Baltimore City because of its mission and service to the community. The Board needs faculty, staff and the administration to make the College a success. He is very proud of the institution and will compare the faculty and student population with any institution, public or private, in the State of Maryland and he has faith that the institution will move forward.

NEXT MEETING
May 24, 2011, Liberty Campus

The Board of Trustees meeting adjourned at 6:50 p.m.

Respectfully submitted,

[Signature]

Carolane Williams, Ph.D.
President

*Full report on file in the President's Office*
ATTENDANCE:
Dr. Carolane Williams, President

BCCC Staff Present: Ms. Desira Stewart, Mr. Stan Brown, Mr. Terry Maczko, Ms. Tara Owens, Ms. Karen Carty, Dr. Therese Bushner, Mr. Tony Warner, Mr. Lucious Anderson, Mr. Jo Hutchins, Ms. Kathy Styles, Dr. Michelle Harris-Bondima, Ms. Sylvia Rochester, Dr. Kathy Hausman, Dr. Bob Iweha, Mr. Edward Ennels, Ms. Linda Weaver, Ms. Mallela Ralliford, Mr. Ted Along, Ms. Carmenita Bagley, Mr. Jeffrey Johnson, Ms. Carolyn Townson, Mr. Ali Roodsari, Mr. Chima Ugah, Ms. Nicole Cameron Becketts, Dr. John Flynn, Dr. Alicia Harvey-Smith, Ms. Leslie Perkins, Ms. Lyllis Green, Ms. Karen Guilford, Mr. Andre Williams, Dr. Shanta Rao, Dr. Barbara Murray, Mr. Thomas Hampton, Mr. Alvin Winkler, Mr. Richard Walsh, Ms. Shawn Harrison, Mr. Will Hug, Ms. Daviedra Sauldsberry, Ms. Daphne Snowden, Mr. Patrick Onley, Mr. Richard Danforth, Ms. Michelle Jackson, Mr. Alton Smith, Ms. Eileen Waitsman, Ms. Brenda Wiley, Ms. Marlene Downs, Ms. Joe Hutchins, Mr. JaHon Vance.

Others Present: Mr. Bryan Perry, Assistant Attorney General and Ms. Charmaine Pope