Board of Trustees
Open Session

Tuesday, January 28, 2014
4 P.M.

Corporate Training Room
Business and Continuing Education Division
BALTIMORE CITY COMMUNITY COLLEGE

Board of Trustees

Dr. Rosemary Gillett-Karam, Chair
Dr. Donald A. Gabriel
Mr. Jay Hutchins
Ms. Morgan McKie, Student Trustee
Dr. Mary E. Owens Southall
Ms. Pamela Paulk
Ms. Maria Harris Tildon
Dr. S. Todd Yeary
I. CALL TO ORDER (Dr. Rosemary Gillett-Karam, Chair)

II. ADOPTION OF AGENDA

III. PUBLIC PRESENTATIONS

IV. BOARD ACTIONS/CONSENT AGENDA (All actions requiring a vote.)
   A. Approval of the January 28, 2014, Agenda .................................................. TAB 1
   B. Approval of the January 6, 2014, Minutes ..................................................... TAB 2
   C. Approval of the November 26, 2013, Minutes ............................................... TAB 3
   D. College Contracts .................................................................................................. TAB 4
   E. College Policies ...................................................................................................... TAB 5
   F. Student Government Association (Mr. Olayiwola Bakare, Vice President) ........ TAB 6
   G. Faculty Senate (Dr. Brad Lyman, President) ....................................................... TAB 7
   H. AFSCME Local #1870 at BCCC (Ms. Charlene Gray, President) ...................... TAB 8

   Action: Move to approve the Board Actions/Consent Agenda

V. INSTRUCTIONAL AFFAIRS COMMITTEE RECOMMENDATION ............................ TAB 9
   (Trustee Owens Southall)
   • Middle States Self Study Report (Action)

VI. STRATEGIC PLAN UPDATE
   (Dr. Sheila White-Daniels, Interim Chief of Staff) (Action)

VII. PRESIDENT’S REPORT (Dr. Anderson, Interim President) ............................... TAB 10
   A. Updates (Information)
      • Enrollment Report (Mr. Ron Smith, Interim Vice President of Student Affairs)
   B. Vacancy Report .................................................................................................... TAB 11 (Information)

VIII. MOTION FOR ADJOURNMENT
      THE CLOSED SESSION OF THE BOARD OF TRUSTEES IS DESIGNED TO DISCUSS
      PERSONNEL ISSUES; PENDING PURCHASE OF PROPERTY FOR THE FUTURE
      NEEDS OF THE COLLEGE; AND, TO OBTAIN LEGAL ADVICE.

IX. NEXT MEETING:
    Tuesday, February 25, 2014, Business and Continuing Education Division
TAB 2
Board Members Present: Dr. Rosemary Gillett-Karam (Chair), Mr. Jay Hutchins, Ms. Pamela Paulk, Dr. Mary Owens Southall, and Ms. Maria Harris Tildon

Board Members Absent: Dr. Donald Gabriel, Ms. Morgan McKie and Dr. S. Todd Yeary

Staff Present: Dr. Carolyn Anderson, Interim President and Ms. Nikita S. Lemon, assistant to the president for board relations.

Others Present: Mr. Bryan Perry, Assistant Attorney General

CLOSED SESSION
The Board voted unanimously, under the Open Meeting Act, State Government Article, Section 10-508, to convene in Closed Session on January 6, 2014, to discuss real estate and to obtain legal advice.

Chair Gillett-Karam stated that the purpose of the meeting is to take action on the Credit Hour Definition and the Transfer and Advance Standing policies.

I. College Policies
   • Credit Hour Definition Policy
   • Transfer Advance Standing Policy

Dr. Peggy Bradford, vice president of Academic Affairs, presented both policies, stating that the Board must approve both policies to show that the College is in compliance with Middle States’ standards.

Action: The Board unanimously approved the Credit Hour Definition Policy and the Transfer and Advance Standing Policy.

II. ADJOURNMENT
The Board of Trustees meeting adjourned at 9:21 a.m.

Respectfully submitted,

Carolyn Anderson, Ed.D.
Interim President
ATTENDANCE:
Dr. Carolyn Anderson, Interim President

BCCC Staff Present: Ms. Nicole Becketts, Ms. Linda Benjamin, Dr. Peggy Bradford, Ms. Patricia Edwards, Mr. Christopher Falkenhagen, Ms. Nikita Lemon, Mr. Duane Reid, Ms. Robin Washington Scott, Dr. Sheila White-Daniels, and Dr. Nevada Winrow

Others Present: Mr. Bryan Perry, Assistant Attorney General
TAB 3
Board Members Present: Dr. Gillett-Karam (Chair), Mr. Craig Thompson (Vice Chair), Dr. Donald Gabriel, Ms. Maria Harris Tildon, Mr. Jay Hutchins, Ms. Pamela Paulk, Dr. Mary Owens Southall, and Dr. S. Todd Yeary

Board Members Absent: Ms. Morgan McKie

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

III. PRELIMINARY PRESENTATIONS (Awards, recognitions, honors, etc.)
Trustee Gabriel congratulated Trustee Owens Southall and Mr. Kenneth Gillespie, advisor, for their recent appointments as the Board of Directors for the Franciscan Center, an outreach organization that provides emergency assistance to the homeless. Chair Gillett-Karam recognized Vice Chair Thompson for presenting a successful talk on a children’s book he recently authored in the Bard Library.

IV. PUBLIC PRESENTATIONS
None

V. BOARD ACTIONS/CONSENT AGENDA (All Actions requiring a vote.)
The Board voted unanimously to approve the June 25, 2013, consent agenda:
- November 26, 2013, Agenda
- October 22, 2013, Minutes

VI. ITEMS REMOVED FROM THE CONSENT AGENDA
Background Check Policy (Ms. Sheryl Nelson, executive director of Human Resources)
The Board made several recommendations to the language in the policy. The Board deferred the vote on the Background Check Policy until the January meeting.

VII. MIDDLE STATES UPDATE
Dr. Anderson provided an update on the Self-Study document and reported that Middle States officially accepted the College’s supplemental report. Dr. Anderson explained that the consultant plans to complete the review of the draft Self-Study by December 4 and forward the final draft to the Board no later than December 20, prior to the winter recess. The Board agreed to meet earlier in January 2014 to review the document since there is no scheduled meeting in December.

VIII. STRATEGIC PLAN (ACTION)
Dr. Sheila White-Daniels, interim chief of staff, presented the proposed updates to the mission, vision and core values in the Strategic Plan. The Board asked for a comprehensive Strategic Plan that includes the proposed updates. The Board deferred the vote on the Strategic Plan.
IX. **PRESIDENT’S REPORT**  
Please see the November 26, 2013, for the full President’s Report.

X. **ENROLLMENT UPDATE**  
(Mr. Ron Smith, vice president of Student Affairs)  
Vice President Smith reported a 1% increase in headcount and a 3% decline in FTEs. This data represents a 19% increase in new entrants and 7% increase in stop outs.

XI. **NEXT MEETING**  
January 28, 2014, Business and Continuing Education Division

XII. **ADJOURNMENT**  
The Board of Trustees meeting adjourned at 5:47 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: Ms. Tope Aje, Dr. Wayne Beckles, Dr. Peggy Bradford, Ms. Vera Brooks, Mr. Dan Coleman, Ms. Deneen Dangerfield, Dr. James Dyett, Ms. Patricia Edwards, Mr. Christopher Falkenhagen, Ms. Charlene Gray, Ms. Lyllis Green, Dr. Meta Harris, Ms. Yolanda Harris, Ms. Shawn Harrison, Mr. Antonio Hererra, Ms. Salita High, Ms. Dorothy Holley, Dr. Bob Iweha, Ms. Annie Jackson, Dr. Brad Lyman, Dr. Anil Malaki, Mr. Gregory Mason, Mr. Patrick Onley, Dr. Shanta Rao, Mr. Duane Reid, Ms. Stephanie Reidy, Mr. James Revis, Dr. Ann Ritter, Ms. Sylvia Rochester, Mr. Ron Smith, Ms. Sabina Silkworth, Ms. Kathy Styles, Mr. JaHon Vance, Dr. Robin Washington-Scott, Ms. Cynthia Webb, Dr. Dennis Weeks, Dr. Sheila White-Daniels, Ms. Brenda Wiley, Mr. Robert Winder, and Ms. Juanita Wingo

Others Present: Ms. Daisy Clark, Ms. Tamera Farrar and Mr. D'Artegon Tisdale; Morgan State University students; Mr. Garrett Halbach, Department of Legislative Services; Mr. Bryan Perry, Assistant Attorney General; Ms. Sally Grant, BCCC Foundation Board member; Mr. Olayiwola Bakare and Mr. Solomon Williams, BCCC students
TAB 4
NO COLLEGE CONTRACTS
NO COLLEGE POLICIES
Respect the Craft
November 12
The Office of Student Life, Student Government Association, and the DEFinition club sponsored another open-mic event held in the student cafeteria. The event was hosted by DEFinition member, Theodore Edwards. The showcase of talents was a success with participation of students who exhibited talent through poetry and songs. There were approximately 75 guests in attendance.

Real Talk Series: Men are from Mars, Women are from Venus – What the Sexes want from Intimate Relationships
November 13
In an effort to cultivate a healthy learning community for our students, faculty and staff, the Student Government Association, Office of Judicial Affairs and Office of Student Life held the Real Talk Series entitled, “Men are from Mars, Women are from Venus, What the Sexes want from Intimate Relationships” facilitated by Professors Theron Coleman and Naesea Price. This Real Talk focused on how to maneuver the challenges between the sexes to build healthy and happy relationships. There were 100 students, faculty and staff in the audience at the Gaare Auditorium for this event.

BCCC Science Symposium
November 19
The BCCC Department of Natural & Physical Sciences with the support of the Student Life Office and the Student Government Association held its annual Science Symposium, Your Gateway to Science and Technology. This event was open to the campus and public communities. Area high schools were able to participate in this wonderful event held in the Mini Conference Room.

Expo Mania
November 20
The regular scheduled Expo Mania event occurred in November. There were 12 vendors offering an array of goods and services. This month’s event was smaller in vendor participants but still a success. Many of the vendors were already requesting space for the December Expo.

Fashion Design Club Bake Sale
November 21
In an effort to raise funds for their club, the Fashion Design Club held a bake sale during this month. Many sweets and treats were sold. The club was very pleased with the success of this event.
Passport Leadership Session III - Entrepreneurship
November 27
As future leaders of society, participants of the Passport Leadership program are trained to be well-rounded and diverse individuals that will be productive contributors in their communities. This month’s presenter was BCCC’s own Professor Cortez Walker. He spoke on the topic of Entrepreneurship to a full house of 101 students and staff.

Kwanzaa Celebration
December 6
The Office of Student Life, in conjunction with the Student Government Association, Anthropology and Sociology Club, History Club and Human Services Club, held its annual Community Kwanzaa event from 6:30 to 9 p.m. in the Mini Conference Room. There were musical performances, an interactive presentation on the importance of the holiday, vendors selling African-inspired items and community dancing and singing. T-shirts were given to the first 100 attendees. This was an excellent event with 158 guests in attendance.

Respect the Craft
December 10
The Office of Student Life, Student Government Association, and the DEFinition club sponsored another open-mic event held in the student cafeteria. The event was hosted by DEFinition member, Theodore Edwards. The theme of this month’s event was the holiday season. There were approximately 30 participants at this event.

Annual Human Trafficking Program
December 11
The Office of Student Life in conjunction with the Student Government Association, Alpha Kappa Alpha Sorority, Inc., Rho Xi Omega Chapter, Allied Human Services Club, International Students Club, Anthropology and Sociology Club, History Club and the Baltimore County Teen Chapter of Jack and Jill of America held its second annual symposium, Human Trafficking Symposium II: Voices to End Slavery. The event was held in response to President Obama’s call to make our communities aware of the major human trafficking issue and also in observance of Human Rights Week. The event featured an anti-human trafficking resource fair, a panel discussion, light refreshments and an outstanding dramatic performance “Muted Voices; Speak!” a Collection of Monologues by BCCC Professor Latonia Moss. This event was very well attended with 188 guests from the campus and local communities.

Holiday Expo Mania
December 12
The last Expo mania of the semester occurred in December in the Student Atrium. There were 23 vendors offering an array of goods and services. The theme of this month’s event was the holiday season so many buyers took advantage of getting gifts for family and friends. The event was well attended and was met with great success. Most of the vendors were very satisfied by the turnout.
TAB 7
Baltimore City Community College
Report of the Faculty Senate to the Board of Trustees
January 14, 2014

In May 2013, the Faculty Senate adopted a goal for 2013-14 to ensure a Self-Study process that embodies integrity, transparency and vision. Since this report to the Board is submitted January 14, 2014 but the Self Study report is scheduled for release to the College community on January 17, 2014, the President of the Faculty Senate will request that all faculty read the Self Study Report and submit their comments to the Self Study Co-Chairs and President of the Senate by January 23, 2014. The Senate Executive Committee will meet to review the Self Study Report on January 24, 2014. The President of the Senate has submitted a request through the President to the Chair of the Board of Trustees to speak to the Board of Trustees on January 28, 2014, at which time he will convey the views of the Faculty Senate on the Self Study.

Regarding relations between the Faculty Senate and the Board of Trustees, the Senate notes the following actions by the Board of Trustees: 1. In September, October and November, 2013 the Board changed its long standing practice of providing The Faculty Senate with a standing oral report to the Board. 2. In November 2013 the Board changed its long standing practice of including the Faculty Senate and Senate Executive Committee minutes in the Board Book. 3. In November 2013, the President of the Faculty Senate formally requested to speak at the November Board Meeting on the topic "Academic Integrity and Viability at BCCC". The Board first agreed to provide 5 minutes to address the Board and then declined to allow the President of the Faculty Senate to speak. The President of the Senate provided sealed copies of a confidential report of the same name to the Chair of the Board who distributed them to the Board members present at the November meeting.

On December 17 and 18, 2013 the College Council and then the Academic Council approved two new College policies (Credit Hour Definition and Distance Learning). On December 19, 2013 the Senate Executive Committee (SEC) voted to receive the two policies. The SEC noted the digression from the normal academic policy process that involves consultation with the Faculty Senate followed by Academic Council and then College Council approvals. The SEC chose to offer no opinion on these academic policies.

In the September 2013 Report to the Board of Trustees, the Faculty Senate reported concerns regarding the issuance of contracts to faculty not in compliance with the Faculty Evaluation/Contract System leading to termination in December 2013. It also noted the failure of the administration to conduct annual evaluations to some other faculty. The Senate hopes these issues can be resolved.

The September 2013 Faculty Senate Report to the Board of Trustees described three Senate proposed joint initiatives on 1. Developmental Education 2. College/Faculty Agreements 3. Redefining the Future of BCCC. The Senate is hopeful that these initiatives can go forward in 2014.
The September 2013 Faculty Senate Report to the Board of Trustees requested that the Board place the concerns of the Faculty Senate regarding Professional Development for Faculty on the Board Agenda. It also requested an assessment of the allocation of professional development funds.

As reported in September 2013, and as of this date (January 14, 2014) the Faculty Senate continues to seek information on any agreement reached between the College and MHEC regarding inappropriately awarded degrees. The Faculty Senate maintains its position that academic credit and academic degrees can only be awarded upon the recommendation of the faculty.

In May 2013, the Senate Executive Committee issued a call for academic program proposals. The President of the Senate reported to the Board of Trustees that BCCC offers 39 programs/certificates while CCBC offers 193 programs/certificates. The SEC hoped that the College could offer new programs/certificates by Spring 2014. Toward that end, the Curriculum and Instruction Committee, followed by the Senate Executive Committee approved several new initiatives in September 2013. The Senate awaits word from the administration on their status.

On January 10, 2014, the Faculty Senate approved nominations for Professor Emeritus. These nominations next go to the administration for their consideration and the Senate is hopeful the Board will approve them for award at the Spring 2014 Commencement.

On January 11, 2013, the Faculty Senate voted a “Resolution of Commendation for the Board of Trustees of BCCC” commending their leadership in removing President Williams and appointing an interim president. The resolution was presented to the Board of Trustee on January 22, 2013. The Senate notes that one year later there has been no official announcement regarding the process to select a new president for BCCC.

Respectfully submitted,
Brad Lyman Ph.D.
President of the Faculty Senate
January 14, 2014
TAB 8
1. **Union Leadership meeting with HR on October 21, 2013. Follow-up Needed on Issues:**

   **Labor Management Committee (LMC) (in progress)**

   We agreed that LMC needs to be functioning again to deal with labor-management issues at the College. The co-chairs will be scheduling the initial meeting in February 2014 to lay out ground rules and to agree on current issues that need attention.

   **Outstanding grievances (in progress)**

   Union presented the list of outstanding grievances, dating back to June 2013. As of today, several grievances have moved forward and have been resolved.

   **MOU Training (in progress)**

   Union agreed to forward to HR a proposal with dates for training sessions which will begin in February 2014. The College will encourage Bargaining Unit employees to attend these MOU trainings. Attendance will count towards employees’ 40 hour of professional development requirement. HR agreed that it is a good idea and will be offering professional development trainings to managers and supervisors on MOU related topics.

2. **Contractual Employees (in progress)**

   In meetings with Dr. Anderson we have regularly brought up the issue of PINs for contractual employees, especially in the Housekeeping area where there are many employees, who have worked 5+ years. Also, the issue of providing some benefits to these contractual employees has been discussed for at least two years now. We are told that management is “looking into it” and that some progress is immanent. It has now been one year and management has not reported any progress or plans on this issue. At the September 2013 meeting with Dr. Anderson we communicated that contractual staff were anxious and would like a meeting to voice their concerns directly to her. Due to the Middle States visit, we were asked to wait for a few weeks. We met with Dr. Anderson this month (January 2014) and provided her with suggestions we got from input from contractual employees. One suggestion was to use the funds from their contract to be able to take paid sick and annual leave not to exceed 20 eight hour days in a 6 month contract period and the time does not roll over. Since the departments are funded for the contractual positions based on 40 hours a week which covers a six (6) month period this would not require any additional funding.
for a contractual employee. The other suggestion was to be able to take courses at BCCC based on the same criteria that senior citizens have when taking courses at BCCC. This would increase morale and productivity of contractual employees at BCCC.

Other

2014 is an election year for officers of Local 1870. The nominations will be held in January 2014 and the elections of officers will take place in February 2014.
INSTRUCTIONAL AFFAIRS COMMITTEE RECOMMENDATION

THE INSTRUCTIONAL AFFAIRS COMMITTEE RECOMMENDS APPROVAL OF THE DRAFT SELF-STUDY REPORT TO THE FULL BOARD
The spring 2014 Term officially began on January 9, 2014 at a Community Forum with an enthusiastic, excited, expectant College community in attendance. Partnering for Institutional Vitality is the continuing theme for the year. During the Community Forum, updates were given by College Divisions, and a forecast for the future was made that would involve everyone present.

Since the last report period, much work has been done to continue to provide essential requirements for student success and completion. Preparation for the site visit by the Middle States Commission, as noted below, remains a priority. In addition to the enrollment update and the vacancy report, note highlights of BCCC Core Business and Operations matters. If there are other items about which you wish information, do not hesitate to contact Nikita Lemon, and I will make the information available at the January 28, 2014 Board meeting.

BCCC Core Business Matters

Middle States Commission on Higher Education (MSCHE). The Middle States Site Visit is scheduled for March 23 – 26, 2014. Since the preliminary visit in October, Command Central has been set up in the West Pavilion for major revision of the Self-Study document. Middle States Self-Study Co-Chairs, Prof. Linda Benjamin and Associate Dean Nicole Cameron-Becketts, have been on site daily to offer support and to guide the process. In preparation for the visit, the following has occurred:

- Verification of Compliance documents have been forwarded to the Commission for review. Approval of these documents will indicate that the College is in compliance with specific Federal regulations before the site visit will be conducted.
- A draft of the Self Study document has been distributed for review and comment to the Board of Trustees (BOT) and to the College community. After final revision and BOT approval, the document will be forwarded to Commissioners well in advance of their visit.
- Institutional Readiness activities are being planned to ensure College-wide awareness and readiness.

Accreditation Council for Business Schools and Programs (ACBSP). Members of the Business Department and other appropriate offices have been preparing for the site visit for the Accreditation Council for Business Schools and Programs (ACBSP), which is scheduled for January 24, 2014.

Complete College America (CCA) Project. CCA-National continues to work with the College community (CCA-Baltimore) to develop game changers that will align with campus-level action plans for meeting the State’s completion goals and requirements mandated by the College and Career Readiness and College Completion Act of 2013.
Current recruitment efforts include Program Information Sessions and an invitation to more than 500 eligible students to apply for participation in the CCA-Baltimore program. The Abell Foundation has made a grant of $100,000 to support the program.

**BCCC Business Operations Matters**

**Maryland Office of Legislative Audits (OLA).** Auditors from the Fiscal Compliance Division of the State Office of Legislative Audits are on site to conduct the tri-annual audit of the College’s internal controls structure. It is anticipated that the audit may be completed by spring 2014.

**State Budget Hearings.** The Business and Finance Division is coordinating responses to preliminary questions from our Department of Legislative Services (DLS) analyst for BCCC Budget Hearings scheduled in Annapolis for February 2014. Note: The Governor’s recommended budget allocation for BCCC for FY 2014-2015 reflects a decrease of one per cent while the total Governor’s allowance (using the Cade formula) for the other 15 Maryland community colleges reflects a 5% increase.

**Affordable Health Care Act (AHCA).** The College continues to work closely with the State regarding the impact of the Affordable Health Care Act. The Governor’s office on Healthcare Reform has been charged with coordinating efforts on healthcare reform in Maryland and implementing federal mandates through the Maryland Healthcare Exchange. A Certified Application Counselor program has been set up to train human resource staff and others to navigate the Maryland Health Connection website. Reminders for enrollment and deadlines are posted regularly in the BCCC Daily News by the Human Resources Department.

**Maryland Council of Community College Presidents (MCCCP).** The Governor’s goal of having 55 per cent of Maryland’s adult population hold a post-secondary degree or certification by 2025 and the College and Career Readiness and College Completion Act of 2013 are at the forefront of planning by the MCCCP as well as Maryland’s public universities. For instance, note the following:

- The MCCCP is conducting a preliminary review of language in several COMAR regulations, especially regarding institutional flexibility for prior learning assessment /competency-based education and the guarantee of transfer capability to another institution with an earned Associate’s degree.

- In December 2013, University of Maryland University College (UMUC) launched a new scholarship program exclusively for graduates of Maryland’s 16 public community colleges that will make earning a bachelor’s degree more affordable and attainable for more students. The UMUC Completion Scholarship reduces tuition and fees by 27 per cent for recipients. It is guaranteed for up to 60 credits toward a bachelor’s degree and for up to four years after entering UMUC.

**Kudos!**

**BCCC College Community** for continued involvement in and support of development of a stellar Middle States Self-Study document and for upcoming unparalleled preparation for the Spring Middle States visit!

**BCCC Board of Trustees and the Foundation Board** for active participation in a joint December Board meeting and legislative luncheon with our local and State legislators! The Foundation Board Retreat is scheduled for January 21, 2014.
TAB 11
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<th>Div</th>
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<th>Date(s) posted</th>
<th>Advertised</th>
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**STATUS KEY**

- **3** Search Open
- **7** Search closed/ Committee reviewing
- **1** Search on hold
- **2** 1st interviews scheduled
- **5** PAR Pending/submitted