Baltimore City Community College
Board of Trustees
Approved
Open Session Minutes
Tuesday, February 23, 2010, 5:46 p.m.
Fine Arts Theater, Liberty Campus

Board Members Present: Dr. Donald A. Gabriel, Ms. Charmaine Pope, Ms. Katrina Riddick (via conference phone), Dr. Gary Rodwell, Dr. Mary Owens Southall, Dr. Maceo M. Williams, Mr. Garland O. Williamson and Dr. Edmonia T. Yates

Board Members Absent: Ms. Kirsten Sandberg Caffrey

Closed Session
The Board voted unanimously, under the Open Meeting Act, State Government Article, Section 10-508, to convene in Closed Session at 8:07 p.m., on February 23, 2010, in the President’s Conference Room to discuss the Harbor Campus redevelopment, pending purchase of property for future needs of the College, and to obtain legal advice.

I. Preliminary Presentations
(Awards, recognitions, honors, etc.)
Chair Williamson expressed condolences on behalf of the Board to Mr. Stan Brown, Dean of Academic Support and Learning Resources, for the loss of his step-father, Mr. Robert Dudley. He asked for a moment of silence in his honor.

Dr. Alicia Harvey-Smith, Vice President of Student Affairs, congratulated Ms. Tara Owens, Director of Athletics; Mr. Renard Smith, Assistant Athletic Director and Women’s Basketball Coach; Mr. Terry Maczko, Head Coach of the Men’s Basketball Team; and the men’s and women’s basketball teams for winning the state championship.

VP Harvey-Smith and Dr. Therese Bushner, Vice President of Academic Affairs, recognized Dr. Katana Hall, Interim Chair of the English, Humanities and Performing Arts Department, and the Granville T. Woods Scholars: Ms. Lystra Kiser, Mr. Kemando Henry, Mr. Robert McDougal, Mr. Michael Forgarty, and Mr. Albert Phillips, who shared their study abroad experience while in Italy.

Ms. Kim James, Vice President of Business and Finance, recognized the Public Safety Department for hosting “Public Safety Awareness,” a series of workshops highlighting public safety events.

Dr. Therese Bushner, Vice President of Academic Affairs, congratulated Dr. John L. Flynn, Chair of the Liberal Arts, Education and Public Services Department, for being selected as one of four Advisors/Readers in the field of Psychology for the State Department of Education’s 2010 Jacob K. Javits Fellowship Program.

President Williams thanked all essential personnel, the Facilities Department, the Public Safety Department, the Payroll Department, Ms. Corelethia Braxton-Bushrod in the Procurement Department, and Vice President Kim James for going above and beyond the call of duty to ensure the campus was safe, employees were paid and everyone was taken care of during the blizzard. The Board congratulated the basketball teams for their accomplishments and commended the faculty, staff and students on their efforts.
II. PUBLIC PRESENTATIONS
None

III. BOARD ACTIONS/CONSENT AGENDA  (All Actions requiring a vote.)
The Board voted unanimously to approve the February 23, 2010, Consent Agenda, which included:

- February 23, 2010, Agenda
- January 26, 2009, Minutes

IV. WBJC FUND ALLOCATION POLICY
The Board voted unanimously to approve the WBJC Fund Allocation Policy.

V. MID-YEAR BUDGET REALIGNMENT
The Board voted unanimously to approve the Mid-Year Budget Realignment.

VI. TUITION AND FEE RECOMMENDATION
The Board voted unanimously to approve the tuition and fee changes and to review tuition and fees in November 2010, for a possible mid-year increase to offset state budget reductions.

VII. ITEMS REMOVED FROM THE CONSENT AGENDA
None

VIII. COLLEGE REPORTS
A. Student Governance Board* (Mr. Daimen Poole, President)
   Please see the February 23, 2010, Board of Trustees Open Session Board Agenda for the full report.

   Mr. Poole indicated that the Crier is on hold until a permanent Student Activities Coordinator is hired. Trustee Gabriel commended the SGB on their efforts with the Haitian Relief campaign. He also noted that he would like to see the basketball teams incorporated into more activities.

B. Senate Executive Committee* (Dr. Carolyn Dabirsiaghi, President)
   Please see the February 23, 2010, Board of Trustees Open Session Board Agenda for the full report.

   Chair Williamson asked Dr. Dabirsiaghi if the faculty felt they played a significant role in retaining students and her thoughts on what the College could do to assist with the retention process. Dr. Dabirsiaghi stated that faculty are concerned about retention and are working on many collegewide retention efforts. She will encourage SEC to be more involved in collegewide efforts.

C. AFSCME Local at BCCC* (Ms. Charlene Gray, President)
   Please see the February 23, 2010, Board of Trustees Open Session Board Agenda for the full report.

   Chair Williamson commended all essential personnel for their efforts with the snow removal during the blizzards, noting a noticeable difference in BCCC's campus as compared to other areas in the City.
IX. COLLEGE PRESENTATION*

President Williams, Dean Stan Brown, and Vice President Alicia Harvey-Smith presented the Mid-Year Critical Success Factors Update; Developmental Education Task Force Overview; and the Emerging Best Practices for the Collegewide Advising Committee. Highlights from the reports are as follows:

- President Williams presented the critical success factors, noting increases in credit and non-credit FTEs, Distance Learning, Development Reading, and Developmental English courses. She also indicated that the Critical Success Factors form is an internal document used by the College to measure trends that guide internal decision making and continuous improvement. Chair Williamson asked how the College compares to other urban colleges in and outside of Maryland. President Williams said that she will provide the data at the next Board meeting.

- Dean Brown provided an overview of the Developmental Education Task Force. He stated that the College established a Developmental Education Task Force in spring 2009, to explore how students at BCCC can successfully complete developmental education courses. The task force has researched best practices with respect to instructional design, student success rates, course modules, and early prevention and college readiness programs. Based on the research, the task force will recommend a possible pilot project for the 2011 academic year.

Chair Williamson asked if the Accuplacer Test is a computer-based test, noting that computerized tests have the ability to reach more students in a more cost effective way and are a method to accurately measure students' individual needs. Mr. Brown indicated that the tests are computerized and the task force plans to continue to research the test and benefits.

Trustee Pope asked if anyone has monitored the Math lab to determine if a majority of developmental students are taking advantage of the service. Dean Brown indicated that he would be happy to bring data to the next Board meeting. He further stated that 80% of students entering the College take a developmental course. Chair Williamson asked why the College cannot require mandatory tutoring as part of the curriculum for all students that fall below a designated threshold. President Williams stated there must be 45 hours of instruction in every three credit hour course. Chair Williamson asked if the College could reduce the amount of content in the curriculum and add tutoring since the majority of students entering the College need some type of developmental education. He encouraged the College to be more innovative in addressing this issue since legislators often ask why it takes so long for BCCC students to move through developmental courses.

Trustee Rodwell noted the current research is grounded in best practices and gives the College an opportunity not only to look at what other institutions are doing, but learn from their mistakes to ensure movement in the right direction. Chair Williamson recommended looking at all options and cautioned not to become paralyzed with studying the data. Trustee Owens Southall said that instituting mandates can negatively impact certain student populations. The College has to be careful that the objectives of college level courses are met. Students that are highly motivated will do what is necessary to succeed, but the challenges lie in finding the balance with preparing students with what they need and meeting the needs of students that are college level. Trustee Williams added that the College is on the right track with
conducting the research, but the College should also look at ways to change the
culture to show students that tutoring is beneficial.

- Vice President Harvey-Smith provided an overview of the tasks of the Collegewide
  Advising Committee. She stated that this committee is charged with examining
  institutional best practices, identifying successful advising strategies and making
  recommendations that will assist in establishing a comprehensive Advising Program
  that will address the learning needs of the students from entry to exit.

X. **PRESIDENT’S REPORT** (President Carolane Williams)

Please see the February 23, 2010, Board of Trustees Open Session Board Agenda for the
full President’s Report.

XI. **BOARD COMMENTS**

Trustee Gabriel stated that he is very impressed with the Critical Success Factors report.
He thanked both Dean Brown and Vice President Harvey-Smith on making an excellent
College presentation.

Trustee Pope stated that she is very pleased with the direction of the College as she feels
things are moving in the right direction. She also commended the basketball teams on their
victories.

Trustee Williams stated that he feels the College is moving in the right direction, both
academically and athletically. He too commended the basketball teams on winning the
State championship games.

Chair Williamson informed the Board that he intends to forward correspondence stating that
the President is an *ex-officio* member of all committees of the Board. Therefore, she should
be included in all emails, conference calls, and/or strategy meetings regardless of the type
of committee. The only exception is when the Board chooses to meet to discuss personnel
issues relating to her compensation, disciplinary actions or if the Board chooses to meet
alone. He also asked committee chairs to keep the assistant attorney general abreast of
anything going on that may be of a legal nature.

XII. **NEXT MEETING**

March 23, 2010, Reisterstown Plaza Center

The Board of Trustees meeting adjourned at 7:47 p.m.

Respectfully submitted,

Carolane Williams, Ph.D.
President

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

BCCC Staff Present:
Johanna Bagg, Ms. Nicole Cameron Becketts, Mr. Terry Bolden, Ms. Vera Brooks, Dr. Maria Cazabon, Mr. Jim Chitwood, Dr. Carolyn Dabirsiaghi, Ms. Beatriz Del Castillo, Ms. Tanya DeSheilds-Yates, Ms. Marlene Downs, Mr. Edward Ennels, Mr. Michael Fogarty, Dr. Scheherazade Forman, Mr. Murvee Gardiner, Ms. Charlene Gray, Ms. Karen Guilford, Dr. Katana Hall, Ms. Linda Hall, Mr. Howard Harris, Dr. Michelle Harris-Bondima, Mr. Will Hug, Mr. Joe Hutchins, Dr. Bob Iweha, Ms. Karen McClaskey, Ms. Cynthia McClain, Ms. Tina Mosley, Mr. Patrick Onley, Ms. Tara Owens, Ms. Annie Parrish, Dr. Shanta Rao, Mr. Jerry Reichenberg, Ms. Stephanie Reidy, Mr. Ali Roodsari, Mr. Herbert Sledge, Mr. Renard Smith, Mr. Mr. Ron Smith, Ms. Dr. Michele Towson, Mr. JaHon Vance, Mr. John Vinci, Mr. Eileen Waitsman, Mr. McKevit Walker, Levone Ward, Ms. Brenda Wiley, and Ms. Juanita Wingo

Others Present:
Ms. Monique Brown, BCCC Student
Mr. Daimen Poole, BCCC Student
Ms. Maureen Walsh David, Assistant Attorney General