Baltimore City Community College
Board of Trustees
Approved
Open Session Minutes
Thursday, July 8, 2010, 10:30 a.m.
Mt. Washington Conference Center
2010 Board of Trustees Retreat

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

Board Members Absent: Ms. Kirsten Sandberg Caffrey and Dr. Edmonia Yates

Board Business
➢ Establish Board Meeting Times and Days
  President Williams stated that she has received feedback from some Trustees that Board meetings are too long. Trustee Owens Southall asked if the Board would consider restructuring the preliminary presentations. Trustee Riddick recommended making preliminary presentations 30-45 minutes prior to the start of the Open Session meetings. Chair Williamson stated that the agenda and College presentations should be significantly shorter; however, he does not recommend eliminating the preliminary presentations since it serves as well-deserved recognition for College faculty and staff and recognitions are as important as the overall business of the Board. President Williams concurred, noting that faculty and staff really appreciate recognitions at Board meetings.

  The Board agreed to incorporate the following changes:
  o Board meetings will be held on the fourth Tuesday of every month;
  o Committee meetings will begin at 3 p.m.;
  o Open Session Board meetings will begin with preliminary presentations at 4:15 p.m., and adjourn no later than 5:30 p.m.;
  o College presentations will be included in the Open Session Board book, but the presenter will only highlight key aspects of the presentation; and,
  o Closed Session meetings will begin at 6 p.m., and adjourn by 7:15 p.m.

➢ New Board Committee
  o Chair Williamson indicated that in response to a question raised by Trustee Yates regarding the Board election process, he recommends formulating a Board Governance Committee. The duties of the committee are not only to oversee the election process, but also to nominate new Board members and to ensure the continuity of the Board. Trustee Williams agreed to chair the committee.

➢ Review Board Budget
  o President Williams reported that the remaining balance in the FY 2010 budget is $15,000. Many Board members were very conscientious of the budget shortfall during the last fiscal year and opted not to travel.
College Update (Joined by President’s Staff)

Strategic Plan (2005-2010)
President Williams gave a progress report on the 2005-2010 Strategic Plan which focused on the seven strategic objectives: Improve Teaching & Learning; Strengthen Student Success; Maximize Institutional Resources; Utilize Technology; Expand Workforce & Continuing Learning; Enhance Governance & Administration; and, Strengthen Community Outreach and Improve College Image.

Trustee Rodwell asked how student data is tracked for the recruitment events. Dr. Alicia Harvey-Smith, Vice President for Student Affairs, stated that data is tracked through student inquiry cards for credit and non-credit students. Ms. Vanessa Carroll, Vice President of Institutional Advancement, Marketing and Research, added that the Marketing Department tracks it as well. Trustee Riddick asked if it’s possible to use students as part of the recruitment campaign during periods like General Registration for the fall and spring semesters. Dr. Harvey-Smith responded that a Student Recruitment Team Program has been developed to address this need.

Trustee Gabriel asked if the College plans to put signage on the Maryland Center for Construction Technology (MCCT) building on Milton Avenue. Ms. Carroll stated that the College has sandwich boards posted along the sidewalks, but the building is a historical site and signage is prohibited.

Trustee Owens Southall asked if Public Safety plans to issue a publication on the department’s success. President Williams stated that they are working with Mr. Bill Fleming, College Editor, on a presentation for the American Association of Community Colleges (AACC). Trustee Owens Southall recommended that Public Safety provide consulting services to other agencies to generate revenue for the College. President Williams suggested setting up a cost center through the Business and Continuing Education Division (BCED) with a list of services offered to customers.

Please see the July 8-9, 2010, Board of Trustees Agenda packet for the full report.

Climate Survey
President Williams highlighted a graph that provided an assessment of the current College dynamic and reviewed the results of the Climate Survey. President Williams stated that she had predicted that the College climate would decline, but it is a normal pattern based on the changes that had taken place. Typically, an institution must go through a 5-7 year cycle in order to establish a new culture.

Trustee Riddick stated that since the results are so drastic and there are no recommendations for organizational changes, she would like to suggest getting quarterly updates. President Williams explained that this particular survey does not lend itself to being conducted quarterly. Trustee Owens Southall asked President Williams how she felt about the results of the survey. President Williams indicated that although fear and chaos are part of the change process, there is also a sense of excitement and new energy on campus so she is not surprised with the overall result.

Please see the July 8-9, 2010, Board of Trustees Agenda packet for the full report.
College Reports

➢ **AFSCME 2010-2011 Goals** (Ms. Shanta Rao, Vice President)
  Please see the July 8-9, 2010, Board of Trustees Agenda packet for the full report.

➢ **SEC 2009-2010 Goals** (Mr. Chima Ugah)
  Please see the July 8-9, 2010, Board of Trustees Agenda packet for the full report.

➢ **SGB 2009-2010 Goals** (Ms. Charmaine Pope, President)
  Please see the July 8-9, 2010, Board of Trustees Agenda packet for the full report.

Trustee Owens Southall asked how officers will be elected if there are currently no members of SGB. Dr. Harvey-Smith indicated that all students are part of student governance, but SGB is looking to reestablish the core leadership team. Trustee Riddick asked if Twitter is on the BCCC website. Mr. Carlos Muhammad, Director of Student Life, indicated that Twitter is located on the Student Life homepage.

Trustee Riddick recommended distributing SGB recruitment materials during registration as part of SGB’s membership drive. She also encouraged Ms. Pope to become active on a regional and national level by attending trainings and conferences. Lastly, Trustee Riddick stated that SGB should consider hosting conferences on campus.

Trustee McCurby expressed her excitement about the goal to require all clubs and organization officers to participate in SGB Board meetings. She noted that the participation is often limited. Vice President Carroll offered to submit SGB activities to the community calendars of local publications.

Strategic Focus

➢ **Increasing Student Success** (Dr. Therese Busher, Vice President for Academic Affairs, Dr. Alicia Harvey-Smith, Vice President for Student Affairs and Mr. Stan Brown, Dean of Academic Support and Learning Resources)
  o The presentation highlighted key elements of academic restructuring; academic support and learning resources; and, key retention and student success initiatives.

Trustee Owens Southall asked how developmental math students are graded and if there is an option to retake a failed class. Dean Brown indicated that students are given an A, B, C, D, or F. If a student fails a class the Second Chance Math Program allows them to retake the class. Dr. Owens Southall asked if there are any incentives for students that complete a course module quickly. President Williams indicated that currently there are no incentives.

Trustee Owens Southall asked why the College does not offer social services programs like WIC, Parole and Probation or employ a licensed social worker on campus since these issues have a great impact on the student population. President Williams indicated that currently the space on campus is extremely limited; however, once the move to Bon Secours takes place, the College will explore partnerships with other agencies to incorporate wrap around services.
Generating Revenue* (Ms. Vanessa Carroll, Vice President for Institutional Advancement, Marketing and Research, Mr. Licious Anderson, Vice President for the Business and Continuing Education Division, and Ms. Kim James, Vice President for Business and Finance)
  o The presentation focused on revenue strategies and new initiatives to generate revenue for the College.

Developing Employee Excellence* (Mr. Tony Warner, Executive Director of Human Resources)
  o The presentation highlighted the changes in the professional development requirements, the Commitment to Excellence initiative and the Quality Service Ambassadors.

Trustee Rodwell asked Mr. Warner how the College plans to measure improvements in quality service. Mr. Warner indicated that he is currently in the process of exploring different options.

Creating a Cloud Computing Infrastructure* (Mr. Levone Ward, Chief Information Technology Officer)
  o The presentation explained the cloud computing model, the advantages and disadvantages of implementing this model.

Trustee Riddick asked if the current infrastructure has the capacity to support cloud computing. Mr. Ward replied that there are no issues with the current infrastructure. Many of the problems were due to environmental issues. Trustee Owens Southall asked if the College considered using e-book readers or electronic devices. Mr. Ward indicated that he along with Mr. Ted Along, Dean of Liberal Arts, Education and Public Services, have explored the option, but are waiting on textbook publishers to settle on how to publish the books.

Adjournment
The Board of Trustees adjourned at 4:23 p.m.

Respectfully submitted,

Carolane Williams, Ph.D.
President