Baltimore City Community College
Board of Trustees
Approved
Open Session Minutes

Tuesday, April 28, 2009, 5:35 p.m.
Multipurpose Room, Liberty Campus

Board Members Present: Dr. Donald A. Gabriel, Ms. Katrina Riddick, 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 7:12 p.m., on April 28, 2009, in the President’s Conference Room, to discuss several separations of employment, the Harbor Campus procurement, pending purchase of property for future needs of the College, and obtain legal advice.

I. Preliminary Presentations (Awards, recognitions, honors, etc.)
Chair Williamson welcomed Dr. Gary Rodwell, newly appointed Board member, to the BCCC Board of Trustees.

Trustee Gabriel introduced The Most Worshipful Prince Hall Grand Lodge of Maryland and the Prince Hall Foundation as they presented a check to the BCCC Foundation in the amount of $5,000 for student scholarships.

II. Public Presentations
No public presentations

III. Board Actions/Consent Agenda (All Actions requiring a vote.)
The Board voted unanimously to approve the April 28, 2009, Consent Agenda, which included:

- April 28, 2009, Agenda
- March 31, 2009, Minutes

IV. Items Removed from the Consent Agenda
Trustee Owens Southall indicated that the Board Bylaws were distributed for information only. The Board will review and discuss the bylaws at the Board Retreat.

V. College Reports
   A. Student Governance Board* (Ms. Charmaine Pope, President)
      Please see the April 28, 2009, Board of Trustees Open Session Board Agenda for the full report.

      Trustee Gabriel asked how many students are members of the Phi Beta Kappa honor society. Dean Pitman indicated that 70 new members were inducted during
the fall semester. Currently, they are collecting applications for the spring semester.

B. Senate Executive Committee* (Dr. Carolyn Dabirsiaghi, President)
Please see the April 28, 2009, Board of Trustees Open Session Board Agenda for the full report.

President Williams noted that Dr. Barbara Murray, Department of Business Administration, Management and Marketing, is the Chair of the Middle States Review Committee.

C. AFSCME Local at BCCC* (Ms. Charlene Gray, President)
Please see the April 28, 2009, Board of Trustees Open Session Board Agenda for the full report.

VI. COLLEGE PRESENTATIONS*
- President Williams introduced Ms. Carol Thomas, CampusWorks, to give the Board a status report on the Information Technology Consultant project.
  Highlights from the report are as follows:

  - Campus Works was contracted to provide six deliverables. They are as follows: (1) Institutional Assessment; (2) technology assessment; (3) business process review; (4) enterprise resource planning (ERP) request for proposal (RFP); (5) electronic document imaging; and (6) the final version of all documents.
  - The work accomplished to date includes the institutional assessment, technology assessment and the business process review.
  - The business process review findings encompassed seven major function areas and over 50 specific business processes. Over 160 short term and longer term recommendations were generated.

Trustee Gabriel asked if there were any local members on their executive advisory Board. Mr. David Rutledge indicated that there are no local members on their advisory board, but they have partnered with local companies. Trustee Gabriel asked if there is a code of ethics for IT professionals. Ms. Thomas stated that there is. They are required to submit to background checks, as well as sign confidentiality statements. Mr. Rutledge added that ethics are respected across their practice. Trustee Riddick asked how CampusWorks manages their partners. Mr. Rutledge indicated that like CampusWorks’ employees, their partners must sign confidentiality statements and submit to background checks.

Trustee Williams asked what is the students’ perspective of the College. Ms. Thomas responded that students love their classes and the use of Blackboard; however, they found that oftentimes equipment is broken and the admissions process can be lengthy. Ms. Thomas further stated that there are some challenges in the admissions area, but there is a willingness to improve the process.

Trustee Rodwell asked for feedback on how the College feels in term of the
acceptance or resistance to the proposed changes. Ms. Thomas indicated that there is a climate for change present on campus.

Trustee Owens Southall asked for clarification on the findings regarding instructional technology. Ms. Thomas cited examples such as management of technology in the classroom and providing more resources to students unable to attend class. Trustee Yates asked for the anticipated timeline for implementing their recommendations. Ms. Thomas stated that CampusWorks will present a plan, but the execution is not within the scope of services. The project completion date is September 15, 2009.

Trustee Riddick asked how the College compares to other community colleges in the area. Mr. Rutledge indicated that CampusWorks is currently performing services for the Community College of Baltimore County (CCBC), but he cannot make a fair comparison because the scope of work is different. Ms. Thomas added that the College is in a unique place due to not having purchased an enterprise resource planning (ERP) system yet, so therefore can define for themselves what they expect of an ERP system.

Chair Williamson asked if CampusWorks had any interaction with the College’s training clients. Ms. Thomas indicated that she did not conduct that aspect of the assessment, but will provide that information to President Williams at a later date.

VII. **PRESIDENT’S REPORT** (President Carolane Williams)
Please see the April 28, 2009, Board of Trustees Open Session Board Agenda for the full report.

VIII. **Miscellaneous**
President Williams reported the following:

- **Senator Mikulski** was successful in getting the College and University of Maryland Baltimore (UMB) a $1.4 million federal appropriation for the BCCC Life Sciences Institute. In addition, Senator Mikulski was successful in getting an additional $1 million appropriation for teacher training.

- Since the legislative session has ended, the College is in the process of finalizing the operational budget.

- Special kudos to the Math Department for the very successful “Math Awareness Day.”

IX. **BOARD COMMENTS**

- Trustee Riddick commended CampusWorks on their presentation, noting that she looks forward to implementing their recommendations.

- Trustee Yates also commended CampusWorks on their presentation. She stated that she looks forward to putting the necessary measures in place so the College can continue to prosper.

- Trustee Rodwell noted that he is excited to return to the College and looks forward to working with everyone.
- Trustee Gabriel thanked the scholarship committee for planning a successful scholarship breakfast. He also congratulated President Williams for her appointment to the Board of the American Association of Community Colleges.

- Chair Williamson noted that the federal appropriations the College received from Senator Mikulski are a direct result of President Williams' hard work.

X. **NEXT MEETING**
May 26, 2009, Reisterstown Plaza Center

The Board of Trustees meeting adjourned at 7:00 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. Nicole Cameron Becketts, Mr. Terry Bolden, Ms. Kathy Odell Carlson, Dr. Carolyn Dabirsiaghi, Ms. Scheherazade Forman, Mr. Murvee Gardiner, Mr. Daniel Gebre, Ms. Charlene Gray, Ms. Lyllis Green, Ms. Karen Guilford, Mr. Thomas Hampton, Dr. Kathy Hausman, Mr. William Krim, Ms. Nikita S. Lemon, Ms. Deborah Peoples, Ms. Julia Pitman, Mr. Jerry Reichenberg, Ms. Stephanie Reidy, Ms. Eileen Waitsman, Mr. André Williams and Mr. Vincent Whitmore

Others Present:
Ms. Maureen Walsh David, Assistant Attorney General
Members of The Most Worshipful Prince Hall Grand Lodge of Maryland and the Price Hall Foundation: Ms. Alberta Smith-Colden, Mr. Randall Craig, Mr. Clifton McEachin, Mr. Andrew Pryor, Mr. Melvin Thorpe, Mr. Howard Tutman, and Mr. Wayne Paxton