Baltimore City Community College
Board of Trustees
Approved
Open Session Minutes

Tuesday, April 29, 2008, 5:50 p.m.
Bard Board Room, Harbor Campus

**Board Members Present:** Ms. Tabitha Chambers, Dr. Donald A. Gabriel, Dr. Mary E. Owens Southall, Ms. Katrina Riddick, Ms. Kirsten Sandberg Caffrey, Mr. Garland O. Williamson and Dr. Edmonia T. Yates

**Board Members Absent:** Dr. Maceo M. Williams

I. **Closed Session**
   The Board voted unanimously, under the Open Meeting Act, State Government Article, Section 10-508, to convene in Closed Session at 4:35 p.m. on April 29, 2008, at the Harbor Campus, Bard Board Room, to discuss personnel, real estate and collective bargaining matters. The Board voted unanimously to approve a preliminary procurement matter. Trustee Sandberg Caffrey did not participate in the vote.

II. **Preliminary Presentations** (Awards, recognitions, honors, etc.)

A. Ms. Sheryl Nelson, Human Resource Department, asked Professor Lynn Kerr, Department of English, Humanities, Visual and Performing Arts, to announce the Adjunct and Full-time Faculty Excellence Award winners and Chief Alvin Winkler, Director of Public Safety, Mr. Terry Bolden and Ms. Willa Walker, Property Control Department, to present the Skilled Service Excellence Awards winners.

- Professor Kerr introduced Professor Mary Kambic, adjunct faculty, Department of English, Humanities, Visual and Performing Arts (EHVPA), as the winner of the Adjunct Faculty Excellence Award and Professor Denfield Dowdy, Assistant Professor, EHVPA, as the winner of the Full-Time Faculty Excellence Award.

- Professor Kerr noted that Professor Kambic goes above and beyond her duties as an adjunct faculty member; has taken faculty development classes and online courses to improve her teaching, neither of which are required of an adjunct faculty member; and has assisted with the Academic Master Plan.

- Professor Kerr recognized Professor Dowdy for his efforts on creating the Plagiarism and Civility Committees at the College; writing a novel that has been accepted for publication; being an excellent role model for students; and he is a BCCC alumnus.
• Chief Winkler introduced Lieutenant Michael Stephens, Public Safety Officer, as one of the winners of the Skilled Service Excellence Award. Chief Winkler noted that Lieutenant Stephens takes the initiative to get the job done; interacts well with students, faculty and staff; and has gained the respect of students, faculty and staff.

• Mr. Terry Bolden and Ms. Willa Walker, Property Control Department, introduced Mr. Dennis Shipley, Inventory Assistant. Ms. Walker noted that Mr. Shipley goes above and beyond what is described in his job description and he is very thorough in documenting the College’s inventory.

Dr. Williams thanked each recipient on behalf of the College for all of their hard work and efforts.

B. Mr. Stan D. Brown, Interim Vice President of Academic Affairs, recognized the following individuals/groups for their achievements:

• Dr. Theodore Tchamala, Professor of Philosophy & General Studies Program Coordinator, and the Ethics Bowl Team Members for receiving second place in the Ethics Bowl.

• Professor Lucia Diaz Starr, Assistant Professor of Music, had a paper accepted by the New England Council of Latin American Studies 2008 at Brown University. She will present on October 4, 2008.

• Professor JaHon Vance served as the keynote speaker for Bowie State’s University’s Department of Communications 26th Annual Graduate Forum.

• Mr. Jeff White, Title III Project Evaluator Specialist, is the newest employee in the Title III Office and a BCCC graduate.

• Dr. Michael Berlin, Professor of Criminal Justice, presented the results of his dissertation research in a poster session at the Academy of Criminal Justice Science Annual Conference in Cincinnati, Ohio.

• Ms. Tennelia Engram, Title III Administrative Technician, and Professor Latonia Moss, Assistant Professor in Speech, were recognized for the success of Professor Moss’s creative work “Bootprints,” which debuted during Women’s History Month.

• Jonathan White, Bridge Learning Community Coordinator, and Cheryl Hinton, Title III Project Director, spent their spring break touring several different colleges with the students of the First Steps to College Bridge Learning Community.
• BRAC Symposium Committee and Karen Pridgen, Articulation and Partnership, was recognized for hosting a very successful BRAC Symposium.

C. Dr. Williams stated that she appreciated all the efforts of Facilities, Housekeeping and all of those who were behind the scene to ensure the BRAC Symposium was a success. Dr. Williams also stated that the College has been getting tremendous exposure in the media.

Short media clips were shown on the BRAC Symposium, Dr. Michelle Bondima, Dean of Business, Health, Sciences and Mathematics, speaking about Health Care, and the “Sealant Saturday” event hosted by BCCC’s Dental Clinic.

Dr. Williams stated that in addition to the media, the Baltimore Business Journal, Baltimore Sun, Daily Record and Greater Baltimore Committee all featured stories on the significant project and the impact the College has on the community. Dr. Williams noted that Community College Week, a national publication, featured an article on Development Education which included Julia Pitman, Dean of Enrollment Management, and a BCCC student.

D. Chief Alvin Winkler, Director of Public Safety, presented the banner for the May 8, 2008 ribbon cutting ceremony for the New Student Service Wing. He noted the theme is “Honoring the Past, Building the Future.”

E. Dr. Williams made a special presentation to Trustee Tabitha Chambers and Dr. C. Ann Ritter. Dr. Williams stated that this is Tabitha Chambers’s last board meeting as a student trustee. She noted her significant academic achievements while performing her duties as a Board member and spending time with her son.

Dr. Williams informed the Board that Dr. Ritter is stepping down as President of the SEC. She went on to say that the role of the President of the SEC is no easy task and thanked Dr. Ritter for all of her efforts.

II. **PUBLIC PRESENTATIONS**
No public presentations

III. **BOARD ACTIONS/CONSENT AGENDA** (All Actions requiring a vote.)
The Board voted unanimously to approve the April 29, 2008, Consent Agenda which included:
• The April 29, 2008 Agenda
• The March 25, 2008 Minutes
• Telecommunications Policy
• Naming Opportunities Policy
IV. COLLEGE REPORTS

A. Student Governance Board* (Ms. Coyreec Williams, President)

Ms. Williams highlighted the following activities:

- **Campus Civility Forum**
  The forum was held in support of the College’s new statement on civility. Ron H. Smith, Dean of Student Development, facilitated the session.

- **Misogynistic Views of Women**
  This event was facilitated by the Micology Department to examine the ways women are disrespected or treated as objects. Approximately 75 students attended this session.

- **Student Passport Leadership Program**
  Vicky Bolden, a Business and Management Studies Faculty member, facilitated a session on how students can learn the keys to building wealth as it relates to entrepreneurship. Approximately 50 students attended.

**Update regarding student concerns:**

- **Music Scholarships** – A meeting has been planned with the Financial Aid Office, the College’s Foundation and students to discuss scholarship opportunities for music majors.

- **Athletic Teams** - The Student Governance Board is in the process of tallying up the responses taken from the suggestion boxes to see which program student would like to see developed at the College.

Trustee Riddick asked how many students will be participating in the Commencement activities. Ms. Williams responded approximately 400 students.

B. Senate Executive Committee (Dr. C. Ann Ritter, President)

Dr. C. Ann Ritter informed the Board that:

- In January, the Board asked for suggestions from the SEC on how to improve the College. She presented the suggestions to the Board in February and March but has not received any comments from the Board. The faculty would like to revisit the repositioning and is awaiting a response from the Board regarding the suggestions they made.

Chairman Williamson indicated that as policy, the Board of Trustees should not and will not respond directly to the Faculty Senate; however, a reply to the Faculty Senate is deserved. The reply to the SEC will come by way of the President. Chairman Williamson went on to explain that the President is the Board’s only employee and all communication will be directed through Dr. Williams. Dr. Williams indicated that she responded to the SEC regarding the repositioning. The Board will review the President’s response and will reply to the SEC through the President.

- Dr. Ritter went on to state that the following policies have been
reviewed by the SEC:
✓ Children in the Classroom: Changes were made after the policy left the SEC. It came back to the SEC and it was approved again. The faculty does not have a clear understanding about the policy.

✓ Faculty Absence Policy: This policy has not moved forward due to language that states whenever a faculty member is out sick, he or she should pay for a substitute. The faculty feels that they have sick leave and the language is a contradiction. The policy is currently under discussion.

✓ Software Code of Ethics and Equipment Acceptance: Some faculty members felt that this policy is asking faculty member to be responsible for things that might be stolen from a locked office. Dr. Ritter noted that this policy was handed out with the time sheets and if this is a policy, it never went through the proper channels, as it was never presented before the SEC. At this time the policy is currently under discussion.

- The Program Evaluation has a new Chair, Nicole Fall.

- Faculty Concerns:
  - There are still ongoing searches for lead administrative positions, although these are active searches.
  - Interim Chairs have been filled by full-time Chairs but they are from the faculty.

- Shared governance, along with the AAUP guidelines, was discussed with Dr. Williams. She indicated that there are no anticipated changes in any faculty contracts.

- SEC elections are currently underway.

C. **AFSCME Local at BCCC** (Ms. Charlene Gray)
Ms. Charlene Gray indicated that there are five items on the agenda:
1. Contract negotiation is under discussion. Negotiations will conclude very soon.
2. Unit Clarification for Bargaining Unit Members is very close to concluding.
3. Reclassification/Compensation Study is under discussion and in progress.
4. Housekeeping can be taken off the agenda.
5. The Open Enrollment Fair was very successful. The Union and Human Resources worked together during the Fair and look forward to continued positive relationships.

V. COLLEGE PRESENTATIONS

A. Middle States Periodic Review Report * (Dr. Carolyn Dabirsiaghi)
Dr. Carolyn Dabirsiaghi, Professor of Natural and Physical Sciences, gave a power point presentation on the Middle States Periodic Review Report. The purpose of the report is to address the specific 189 recommendations made by the Middles States Team after their 2003 visit.

Chair Williamson expressed he was happy to know that the College is in sync. Trustee Riddick also commented that she is happy to see that the College has reached a benchmark with an increase in graduation rates.

Trustee Yates asked if all 189 recommendations have been satisfied in the report and how the recommendations will be identified in the document. She went on to state that if Middle States has given the College a procedure, the College must respect and follow the procedure.

Dr. Katana Hall, Interim Dean of Academic Support and Learning Resources, indicated that each recommendation is numbered and all are listed in the appendices.

There was further discussion on how to provide cross-referencing for easier reading. Chairman Williamson concluded the discussion by stating that the President and the staff need to be responsive to the request of the Middle States Team in an efficient, effective manner so the College will receive the best results.

Dr. Dabirsiaghi stated that the timeline for the Middles States report is as follows:
- The report needs to be submitted to Middle States by June 1, 2008. She is not certain who the reviewer will be at this time.
- On August 1, 2008, Middles States will notify the College if additional information is required.
- The responses are due by September 1, 2008.

Chairman Williamson commended the staff and President for doing a remarkable job with the report, noting the Board is looking forward to beginning the next five year reaffirmation.

VI. PRESIDENT’S REPORT* (President Carolane Williams)
Dr. Williams highlighted the following items from the President’s Report:
- On Wednesday, April 30, 2008, from 11:00 a.m. - 3 p.m. during Spirit Week, there will be a reception in the Quad Area for Vanessa Carroll, the
new Executive Director of Public Relations and Dr. Lexsee Waterford, newly appointed Vice President of Administration. Both appointments are effective March 30, 2008.

- The 40th Legislative District Representatives will host the post General Assembly “Report to the Community” in the Gaare Auditorium, on May 6, 2008, 6:30 p.m.
- The Ribbon-Cutting Ceremony for the New Student Affairs Wings will take place on May 8, 2008, 2 p.m.
- BCCC Commencement is scheduled for May 31, 2008, 10 a.m., 1st Marina Arena.

**Vacancy List**
Dr. Williams stated she is checking references for the Vice President of Student Affairs and is interviewing two strong candidates for the Vice President of BCED position.

**VII. BOARD COMMENTS**
No comments from the Board

**VIII. NEXT MEETING**
June 3, 2008, Liberty Campus

The Board of Trustees meeting adjourned at 7:45 p.m.

Respectfully submitted,

[Signature]
Carolane Williams, Ph.D.
President

*The full report is on file in the Office of the President*
ATTENDANCE:
Dr. Carolane Williams, President

BCCC Staff Present:
Mr. Theodore Along, Mr. Ruffin Bell, Mr. Michael Berlin, Dr. Michelle Bondima, Ms. Chandra Boyd, Mr. Stan Brown, Ms. Vanessa Carroll, Dr. Carolyn Dabirsiahi, Dr. A. Lois DeLaine, Ms. Lucia Diaz-Starr, Ms. Teneille Engram, Ms. Ann Frazier, Ms. Charlene Gray, Ms. Lyllis Green, Ms. Karen Guilford, Dr. Katana Hall, Mr. Thomas Hampton, Dr. Kathy Hausman, Ms. Cheryl Hinton, Dr. Enyinnaya Iweah, Ms. Kim James, Ms. Judy Jaudon, Ms. Mary Kambic, Ms. Lynn Kerr, Ms. Nikita S. Lemon, Ms. Rose McNeill, Ms. Sheryl Nelson, Ms. Deborah Peoples, Ms. Julia Pitman, Mr. Jerry Reichenberg, Ms. Stephanie Reidy, Dr. C. Ann Ritter, Ms. Ida Sass, Mr. Herbert Sledge, Mr. Alton Smith, Mr. D. Fitzgerald Smith, Mr. Harry Smith, Ms. Crystal Stone, Mr. Theodore Tchamala, Mr. Warren Turner, Mr. Chima Ugah, Mr. Jajhon Vance, Mr. Alireza Roodsari, Dr. Lexsee Waterford, Mr. Jeff White, Mr. Jonathan White, Mr. Vincent Whitmore, Mr. Andre Williams, Ms. Coyreec Williams, Mr. Alvin Winkler

Others Present:
Ms. Maureen Walsh David, Assistant Attorney General