BOARD Members Present: Ms. Chandra Boyd, Dr. Donald A. Gabriel, Ms. Katrina Riddick, 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 6:39 p.m. on December 15, 2008, in the President’s Conference Room, Liberty Campus, to discuss personnel, real estate and collective bargaining matters.

The Board voted unanimously, under the Open Meeting Act, State Government Article, Section 10-508, to convene in Special Closed Session at 3:06 p.m., on December 18, 2008, via conference call, to discuss real estate and personnel matters.

I. PRELIMINARY PRESENTATIONS (Awards, recognitions, honors, etc.)
President Williams recognized Dr. Alicia Harvey-Smith, Vice President of Student Affairs, who was selected to serve as lead facilitator at the National Council on Student Development Leadership Institute in Albany, NY. In addition, she was selected to serve as faculty for the National Student Affairs Administrators in Higher Education’s first national session on “African-American Student Success: Engaging and Supporting African-American Students in College.”

Dr. Therese Bushner, Vice President of Academic Affairs, recognized Professor Yohannes Weldegiorgis, CADD Program Coordinator, and Dr. Solomon Fakinelede, Construction Supervision Coordinator. Professor Weldegiorgis presented his research at the 2008 Institute for Operations and Management Sciences Annual Meeting in Washington, DC. Dr. Fakinelede presented a paper at the International Academy of Business and Economics Conference in Las Vegas, NV. His paper was published in the Journal of International Business and Economics, 2008, Volume 8.

II. PUBLIC PRESENTATIONS
No public presentations

III. BOARD ACTIONS/CONSENT AGENDA. (All Actions requiring a vote.)
The Board voted unanimously to approve the December 15, 2008, Consent Agenda which included:

- December 15, 2008, Agenda
• November 18, 2008, Minutes
• Placement Test/Retest Policy
• Children on Baltimore City Community College’s Property Policy

IV. COLLEGE REPORTS
A. Student Governance Board* (Ms. Charmaine Pope, President)
   Please see the December 15, 2008, Board of Trustees Open Session
   Board Agenda for the full report.

B. Senate Executive Committee* (Dr. Carolyn Dabirsiaghi, President)
   Please see the December 15, 2008, Board of Trustees Open Session
   Board Agenda for the full report.

C. AFSCME Local at BCCC* (Ms. Charlene Gray, President)
   Please see the December 15, 2008, Board of Trustees Open Session
   Board Agenda for the full report.

V. COLLEGE PRESENTATIONS*
DLS Audit Update (Ms. Lyllis M. Green)

• Ms. Lyllis Green, Internal Auditor, presented a PowerPoint presentation on
  the DLS Audit Update.

Highlights from the report are as follows:

➤ The Office of Legislative Auditors (OLA) performed a routine review
  of the College for the period from July 1, 2005 through June 30,
  2006.
➤ The legislative audit report identified eight specific areas with
  outstanding findings. Of those eight areas there were 14 reported
  findings with 30 associated recommendations.
➤ To date, the College has implemented 17 out of 30
  recommendations representing 56% of the outstanding
  recommendations in the report.
➤ One finding that was previously reported as resolved is now being
  revisited with the assistance of the Audit Compliance Analyst from
  the Department of Budget and Management (DBM). Chair
  Williamson asked Ms. Green to elaborate on the specific finding.
  Ms. Green indicated that DBM wanted to take a closer look at how
  the College processes its corporate purchase cards. Trustee
  Riddick asked Ms. Green what happened to the recommendations
  proposed regarding the corporate purchasing card finding. Ms.
  Green noted that they were followed. President Williams added
  that the process recommended was followed but the DBM
  representatives wanted to look at what happened in the previous
  years, specifically, in the Office of Student Activities. They explored
  how the credit card was used to purchase prizes and other items.
  The College needed to develop and implement a system that
  reflected how the items were allocated. DBM was satisfied with
  the process moving forward but also wanted to examine the purchases
  made in the past. Ms. Green pointed out that this is categorized as
  a special review. Chair Williamson asked what the time
range was for the special review. Ms. Green stated that DBM chose to look at records dating back to 2003. She was not sure why they chose to review records dating back that far. President Williams added that the other issue is that the College did not meet the criteria for DBM to send out this team. The team is launched when an institution has five or more repeat findings in the legislative audit and the College only had two repeats. Chair Williamson stated that the College has a fiduciary responsibility to properly administer State funds and he wants a clean audit. It is within DBM’s regulatory duty to send out an Audit Compliance Analyst to ensure the College’s compliance. Ms. Green stated that the College is working jointly with the representative. The College also has full use of the compliance analyst until the next legislative audit or until the College is in compliance. Ms. Green added that she will provide the Board with an update on the final report.

- Ms. Green presented the Board with a handout of all the legislative audit findings and recommendations. Chair Williamson asked the Board to review the report and forward any questions or concerns to President Williams.

- Trustee Riddick asked how large is the Office of Internal Audit. Ms. Green indicated that she is the College’s only auditor. Trustee Riddick asked if the College could get information from similar colleges on the size of their internal audit department to gauge how our College compares. President Williams commented that most colleges do not have an audit department because there are processes and procedures in place. Once an outside audit is conducted, those individuals or departments responsible for an audit finding are taken to task to correct the deficiencies. Chair Williamson expressed concern that there is no backup person in the event Ms. Green is unavailable. Trustee Williams stated that due to the nature of the business it is no coincidence that one person is assigned to do the job.

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

Please see the December 15, 2008. Board of Trustees Open Session Board Agenda for the full report.

VII. **Miscellaneous**

President Williams announced that the College has been awarded a Base Realignment and Closure (BRAC) grant in the amount of $126,000. The grant will be used to fund programs in the Maryland Center for Construction Technology (MCCT); specifically, to refine the curriculum for the construction program; to prepare five students for the Leadership in Energy and Environmental Design (LEED) certification; and to expand the fiber optics, copper cabling and security training programs.

President Williams went on to say that there is no update on the furloughs. The Governor is scheduled to meet with the Board of Public works on December 16, 2008. An official update will be provided after the meeting.
VIII. BOARD COMMENTS

- Trustee Gabriel stated that during the Maryland Association of Community Colleges (MACC) meeting there was good news regarding the capital budget; however, at this time he was not at liberty to discuss the details. He also announced the keynote speaker for the 2009 MACC Trustee Leadership Conference and Legislation Reception will be Maryland Higher Education Commission (MHEC) Secretary James E. Lyons.

- Trustee Riddick stated that she has been participating remotely through webinars but it is good to be at the meeting in person. She thanked the College for providing the opportunity to participate via webinar.

- Trustees Boyd, Yates, Williams and Owens Southall wished everyone happy holidays and thanked the faculty and staff for all of their hard work during the year.

- Chair Williamson commented that although the world is in tough economic times, he wants the College to concentrate on the things we have versus the things we do not have and we will make it through these times. He went on to say that enrollment will increase as it normally does during times like this so he wants everyone to look at this as an opportunity to show true leadership skills. He wished everyone a happy holiday.

IV. NEXT MEETING

January 27, 2009, Harbor Campus

The Board of Trustees meeting adjourned at 6:30 p.m.

Respectfully submitted,

Carolanne Williams, Ph.D.
President

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

BCCC Staff Present:
Ms. Tope Aje, Mr. Lucious Anderson, Ms. Nicole Becketts, Dr. Carolyn Dabirsiaghi, Mr. Jocque Dyson, Junius Eaton, Mr. Solomon Fakinlede, Ms. Charlene Gray, Ms. Lyllis M. Green, Ms. Karen Guilford, Dr. Alicia Harvey-Smith, Ms. Linda Hall, Mr. Thomas Hampton, Ms. Salita High, Mr. Will Hug, Ms. Nikita S. Lemon, Ms. Dee Medina-Porter, Ms. Julia Pitman, Dr. Shanta Rao, Mr. Ron Smith, Ms. Carolyn Townsend, Mr. Levone Ward, Mr. Andre Williams, Mr. Yohannes Weldegiorgis and Ms. Meintje Westerbeek

Others Present:
Ms. Elena Langrill, Assistant Attorney General