Baltimore City Community College
Board of Trustees
Approved
Open Session Minutes

Tuesday, February 24, 2009, 5:30 p.m.
Rooms 125 & 126, Reisterstown Plaza Center

Board Members Present: Ms. Chandra Boyd, Dr. Donald A. Gabriel, Ms. Kirsten Sandberg Caffrey, Dr. Mary Owens Southall, Dr. Maceo M. Williams, Mr. Garland O. Williamson and Dr. Edmonia T. Yates

Board Members Absent: Ms. Katrina Riddick

Closed Session
The Board voted unanimously, under the Open Meeting Act, State Government Article, Section 10-508, to convene in Closed Session at 7:21 p.m., on February 24, 2009, at the Reisterstown Plaza Center, Room 128, to discuss personnel, real estate and collective bargaining matters.

I. Preliminary Presentations (Awards, recognitions, honors, etc.)
President Williams informed the Board that Ms. Charmaine Pope, Student Governance Board President, will not be present at the meeting due to the death of her sister. President Williams asked for a moment of silence in observance of Ms. Pope's sister and family.

President Williams informed the College that Trustee Boyd is now an employee of the College and State statue prohibits an employee from participating as a member of the Board. Therefore, Ms. Boyd must step down as the Student Trustee. The President presented Trustee Boyd with a resolution and commended her for all of her hard work and dedication.

Mr. Renard Smith, Assistant Athletic Director, introduced three members of the BCCC Women's Basketball Team and announced that the team placed second in the Maryland Junior College Tournament Championship game. The Board congratulated the girls on their achievement and encouraged them to continue to excel academically.

II. Public Presentations
No public presentations

III. Board Actions/Consent Agenda (All Actions requiring a vote.)
The Board voted unanimously to approve the February 24, 2009, Consent Agenda which included:

- February 24, 2009, Agenda
- December 15, 2009, Minutes
- Key Administrators Transition Review Policy
• Credit and Non-credit Student Background Check Policy
• Fiscal Year 2009 Mid-Year Budget Realignment
• WBJC Fund Allocation Policy
• Deferring Tuition and Fee Changes for One Year

I. COLLEGE REPORTS
   A. Student Governance Board* (Ms. Charmaine Pope, President)
      Please see the February 24, 2009, Board of Trustees Open Session Board Agenda for the full report.

      Trustee Gabriel commented that he would like the SGB to continue participating in non-profit projects relating to homelessness. President Williams added that the College Council has adopted the “Adopt a Family” project as a collegewide initiative under the auspice of helping a student, faculty or staff member in need.

   B. Senate Executive Committee* (Dr. Carolyn Dabirsiaghi, President)
      Please see the February 24, 2009, Board of Trustees Open Session Board Agenda for the full report.

   C. AFSCME Local at BCCC* (Ms. Charlene Gray, President)
      Please see the February 24, 2009, Board of Trustees Open Session Board Agenda for the full report.

II. COLLEGE PRESENTATIONS*
   Mid-Year PPI Update (Dr. Alicia Harvey-Smith)
   Dr. Alicia Harvey-Smith, Vice President of Student Affairs, gave a PowerPoint presentation on the Mid-Year PPI Update. The report focused on student success factors, operational efficiencies, and future initiatives.

   Highlights from the report are as follows:

   ➢ Online registration has seen a 55% increase in usage by returning students and a 130% increase in new students from Fall 2007 to Fall 2008.
     o Trustee Gabriel asked what contributes to the increase. Dr. Harvey-Smith and Ms. Kathleen Styles, Executive Director of Records and Registration, attributed the increase to promotion and training of the new online system. Chair Williamson asked if the professors and instructors encourage students to register online. Ms. Styles indicated that online registration is incorporated into some students’ class work.

   ➢ The concentrated study for athletes program has yielded an outcome of 11 students receiving a grade point average of 3.0 or higher in both women’s and men’s sports. Eighty-five percent of basketball players are now eligible to play in comparison to 50% last year.

   ➢ Beginning February 28, 2009, the College will implement an automated accounts payable service. Ms. Kim James, Interim Vice President of Business and Finance, indicated that the time to process invoices is now 2-3 days versus 3-5 in the past.

   ➢ WBJC now has live streaming music.
Trustee Gabriel asked if the radio station was fully staffed. Ms. James indicated that there is one vacant PIN position at the station. Chair Williamson asked if there was a rating scale that compares public radio stations and if so, how does WBJC rank nationally and in Maryland's marketplace. Mr. Joe Hutchins, General Manager of WBJC, indicated that Arbitron ratings measure the station's rating and he thinks the College is rated 35 or 36 in the nation with regards to public radio stations. He will provide the Maryland ranking at the next Board meeting.

- Employees can now input work order requests on a website. This has increased work productivity 50% from February 2008 to December 2008.
- With the implementation of the Reisterstown Plaza Center (RPC) Transition Operation and Program Implementation Plan, BCED will focus on establishing a one-stop career center at Reisterstown Plaza Center.
- A New Official Grade Reporting and Performance Alert System has been created to address the ongoing decline in retention by tracking and addressing student performance concerns. Dr. Harvey-Smith indicated that this is the first system of its type in the State. It is linked to the faculty portal and grading system which allows faculty to identify impediments to academic performance by selecting an alert code. In addition to academic issues, faculty can identify issues such as transportation, daycare, housing, etc. for individual students and send out emails to that particular population of students. This creates a tracking measure throughout the semester. The Board was very pleased and excited to see the establishment of this type of program. Chair Williamson suggested putting together a grant request to ask for federal funding since retention is a national crisis.

III. **PRESIDENT’S REPORT***(President Carolanne Williams)*
Please see the February 24, 2009, Board of Trustees Open Session Board Agenda for the full report.

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

- College enrollment is up by 1 ½ % this semester.

- According to the Governor's budget, the State has reduced the FTE funding percentages from 68% to 64.1% for next year. BCCC and other community colleges in the area testified at the Maryland General Assembly against the decrease. The sentiment is that the target should remain the same to show that the State is committed to funding community college education even if the State cannot always fund the formula.

- The news suggests community colleges will receive a lot of funding with the stimulus package. The other 15 community colleges will receive the funding, not BCCC. However, because of the wonderful things going on at the College, the Governor left more money in BCCC's budget than the other community colleges. The stimulus money will provide additional funding to the other colleges that equates to BCCC's budget.
• Although the Governor indicated the plan is not to layoff any State employees. The College must return 25 PINs to the State.

• Currently, the Academic Bonding and Student Trustee Bills are scheduled for legislative approval. The Academic Bonding Bill will allow the College to build auxiliary buildings up to $50 million dollars. President Williams indicated that she recently found out that the amount has been increased to $65 million dollars. She plans to look further into the matter to ensure there are no stipulations attached to the bill that will pose any negative implications on the College. The Student Trustee Bill requests that the student's term coincide with the other trustees terms which is scheduled to begin July 1 and end June 30.

• The College is still on par for the $3.2 million for the design of the Performing Arts Center. The Bon Secours property may be the future location of the center if the College acquires the site.

• President Williams indicated that at the last board meeting the Board asked her to research the sizes and capacity of other offices of internal audits. She reported that other than Baltimore City Community College, Montgomery Community College, which has an enrollment of 40,000 students, has an Office of Internal Audit with one staff person. She further stated that most community colleges solicit services of outside auditors and vice presidents handle issues of processes; however, there are reasons that this College has an Office of Internal Audits.

• President Williams thanked the faculty and staff for their collaborative efforts on the Early Alert system. She stated that initiatives like that allow the College to access data which shows what works and allows the College to look at the “whole” student.

V. BOARD COMMENTS
• Trustee Gabriel commented on the favorable public safety report.

• Trustee Boyd commented on the great presentation by Dr. Harvey-Smith. She thanked each Board member for guiding her through the trustee process.

• Dr. Yates stated that she enjoys knowing that everyone can see the progress the College has made. She went on to say that someone who lives in the neighboring community mentioned they never hear of any disturbances at the College. She would like faculty and staff to inform the students that neighbors notice they are behaving like good College students.

• Dr. Owens Southall expressed her excitement and enthusiasm about the good work of the faculty and staff and the wonderful achievements of students.

• Chair Williamson stated that in spite of the conditions of the nation and the world, he is optimistic about the new leadership of the country. He said the College will face some serious challenges but he is very proud of the progress thus far and wants to reach the goal of being the best community college in the nation.

VI. NEXT MEETING
March 24, 2009, Liberty Campus

Page 4 of 6
The Board of Trustees meeting adjourned at 7:10 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:
Ms. Yvette Benton, Ms. Kathy Odell Carlson, Dr. Carolyn Dabirsiaghi, Dr. A. Lois DeLaine, Ms. Marlene Downs, Mr. Jocque Dyson, Ms. Tennelia Engram, Ms. Scheherazade Forman, Mr. Murvee Gardiner, Mr. Daniel Gebre, Ms. Lyllis M. Green, Ms. Karen Guilford, Mr. Thomas Hampton, Dr. Alicia Harvey-Smith Dr. Joe Isaac, Ms. Kim James, Dr. Jewel Kerr-Jackson, Ms. Nikita S. Lemon, Ms. Lanette Parsons, Ms. Deborah Peoples, Mr. Jerry Reichenberg, Mr. Ali Roodsari, Ms. Daviedra Sauldsberry, Ms. Donald Smith, Ms. Kathy Styles, Ms. Eileem Waitsman, Mr. Vincent Whitmore, Mr. Alvin Winkler and Ms. Tanya DeSheilds-Yates

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