BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
APPROVED
OPEN SESSION MINUTES

Tuesday, February 26, 2008, 5:30 p.m.
Liberty Campus, Gaare Auditorium

BOARD MEMBERS PRESENT: Mr. Garland O. Williamson, Dr. Edmonia T. Yates, Ms. Tabitha L. Chambers, Dr. Donald A. Gabriel, Ms. Katrina R. Riddick, Dr. Mary E. Owens Southall, and Ms. Kirsten E. Sandberg Caffrey

ABSENT: Dr. Maceo M. Williams

I. CLOSED SESSION
The Board voted unanimously, under the Open Meetings Act, State Government Article, Section 10-508, to convene in closed session at 4:33 p.m., on February 26, 2008, Nursing Building, Liberty Campus, to discuss personnel, real estate and collective bargaining matters.

II. PRELIMINARY PRESENTATIONS (Awards, recognitions, honors, etc.)
A. President Williams recognized the following individuals:
   • Ms. Tabitha L. Chambers, Student Trustee Representative, on maintaining a 4.0 GPA while attending and working as a Board member.
   • Mr. D. FitzGerald Smith, Administrative Assistant in the Office of the President, for providing outstanding customer service to students, staff, the community, politicians, business leaders and others who visit or call the office. "I consistently hear comments about D. FitzGerald's politeness, thoroughness, and helpfulness," said Dr. Williams.

B. Vice President Judy Jaudon, Business and Finance, introduced and congratulated Mrs. Kim James, Controller, for her induction into the Greater Baltimore Leadership Committee Class of 2008. The class consists of individuals from the Baltimore metropolitan area who are selected based on their leadership abilities and their dedication and commitment to making Baltimore an even greater place to live and work.

C. Dr. Lexsee Waterford, Executive Director of Human Resources, introduced Mrs. Delia Weems, Human Resources Associate, and presented her with a certificate of appreciation in recognition of her dedication, hard work, teamwork, and outstanding commitment to quality service.

D. Mr. Stan D. Brown, Vice President of Academic Affairs, recognized the
following individuals:
- Ms. Jinaki Kambo, Director, Clarence Blount Child Development Center, for implementing the Read-to-the-Children initiative.
- Dr. Kathy Hausman, who announced that both the National League for Nursing Accreditation Commission, Inc., and the Maryland Board of Nursing have approved and accredited BCCC's nursing program for the next eight years. President Williams added that BCCC is the only institution in the State of Maryland that can say its LPNs and RNs have a 100% pass rate in the Maryland State Nursing Exam.

E. Mr. Stan Brown and Dr. C. Ann Ritter introduced and recognized the following faculty:

- Professor Lynn Kerr and Dr. Diana Zilberman for being chosen by the National Institute for Staff and Organizational Development (NISOD) to give a presentation at the 30th Annual International Conference on Teaching and Learning Excellence, May 25 – 28. The presentation is an involved activity that includes the audience in the process of learning Web 2.0 and how to operate a podcast. President Williams added that NISOD is a faculty and staff conference that recognizes excellence in community colleges. Not all colleges have the privilege to present at the NISOD conference.

- Professor Lynn Kerr gave each Board member a copy of “The Little Brown Handbook,” noting that the book contains photographs of teachers and information pertaining to student services, important contact numbers for students, and the process to apply for the Elizabeth Kaufman Scholarship Fund, which is the largest scholarship at BCCC. The scholarship receives a $2 donation for every book purchased. Professor Ann Frazier, Coordinator for Credit Writing in the English Department, played a major role in the development of the preface for The Little Brown Handbook. Ms. Michele Hertel, publishing representative for Pearson Custom Publishing, was instrumental in seeking and donating funds in support of the Elizabeth Kaufman Scholarship Fund.

- Professor Ja'Hon Vance gave a presentation at the Spring 2009 Faculty Academy entitled, “Survival Strategies for Adjunct Faculty.” In addition, he was the featured speaker for the 2008 Rev. Dr. Martin Luther King, Jr., celebrations sponsored by Cecil Community College and has been invited to serve as a special guest musical director for the Annual Black History Gospel Music Celebration. Vice President Brown added that Professor Vance has done a wonderful job in commemorating Black History week at BCCC.
Chair Williamson concluded the preliminary presentations by stating there are more good things going on at the College than bad and that’s a good reason to celebrate.

III. **BOARD ACTIONS/CONSENT AGENDA** (All Actions requiring a vote.)
The Board voted unanimously to approve:
- February 26, 2008, Agenda
- January 29, 2008, Minutes
- Media Spokesperson Policy
- FY 2009 Tuition and Fee Recommendation
- WBJC Fund Allocation

IV. **COLLEGE REPORTS**
   A. **Student Governance Board** (Ms. Coyreec Williams, President)
      Ms. Coyreec Williams reported on the following student activities:
      - The new Political Information Center was created by the SGB and the Student Activities Office to help increase awareness of the political voting parties.
      - The Black History Month Trivia Contest winners will be announced on February 27, 2008, at the showing of the film, "Resurrecting of the Champ."
      - During the Month of February, in honor of Black History, the College will conduct a Friday Film Series.
      - Twenty-eight students represented the College in red t-shirts at the annual Student Advocacy Day in Annapolis.
      - Ms. Williams introduced two of the three winners from the Rev. Dr. Martin Luther King, Jr., Essay Contest:
         - Mr. William H. Stokes, First Place Winner
         - Ms. Candice Owens, Second Place Winner
         - Third place winner Fagbemi S. Adewunmi was unable to attend due to a prior commitment

President Williams commented that Ms. Coyreec Williams gave a great testimony before the House of Delegates in Annapolis. Vice Chair Yates commended Ms. Coyreec Williams and the SGB for doing an excellent job in handling their student civic duties.

B. **Senate Executive Committee** (Dr. C. Ann Ritter, President)
   Dr. Ritter reported to the Board that:
   - As requested by the Board, the Board books included the SEC minutes as well as specific information from the faculty on ways to improve the College. Additional plans will be introduced to the Board at next month’s meeting.
   - The Faculty Senate voted and unanimously agreed that the College
should revisit the repositioning/restructuring of the College as this process is related to and has caused many problems.

- Since the last Board meeting, that SEC has only met with President Williams once, but is scheduled to meet with her on March 7, 2008. However, an email was sent requesting a prior meeting but that had not taken place. This was in response to Chair Williamson's question of how many times had Dr. Ritter herself met with the President since the last Board Meeting

Vice Chair Yates stated that the faculty should identify the policy issues that they are having difficulties with and offer viable solutions.

- Dr. Ritter mentioned that faculty are concerned about repositioning and plagiarism at the College. Professor Denfield Dowdye and Dean Ted Along are making headway in developing and revising a procedure and policy that will go to the Policies and Procedures Committee.
- Included in the Board book is research showing that, of the 16 community colleges, only Howard Community College does not require a vice president to have a doctorate. BCCC has lowered its standards by advertising Master's degree required, Doctorate preferred on job announcements.

Chair Williamson commented that the Board is fully aware of the PIN vacancies at the College. He stated, further, that a College-wide search committee had been assembled for the vice president of academic affairs position. In the past search, after the President followed the process and offered the position to the most qualified candidate, the candidate declined due to the salary, even though the salary was advertised. "If anyone knows a qualified applicant for the vice president of academic affairs, please encourage him or her to apply," said Chair Williamson.

Trustee Owens Southall commented favorably on the time and thought that faculty members have put into the suggestions and recommendations, noting that some of the items can be resolved by developing a plan of action. Other items will have to go to the Policies Committee.

C. **AFSCME Local at BCCC (Ms. Charlene Gray, President)**

Ms. Charlene Gray reported to the Board:

- The Union held a productive meeting with President Williams on February 14, 2008, at which time the following items were discussed:
  - Contract Negotiations: The Union has received the College's final response.
  - Unit Clarification: The process is being followed-up by the
Unit Clarification Committee and Human Resources.
  - The Legislative Agenda: L.E.O.P.S. was introduced to the House in Annapolis. House Bill 649, which gives the College full autonomy over personnel in terms of filling vacant positions and creating PIN positions.

V. COLLEGE PRESENTATIONS (Designated staff to present pre-approved information)
President Williams informed the Board that the presentation on the Economic Impact of Baltimore City Community College has been tabled to next month.

VI. PRESIDENT’S REPORT* (President Carolane Williams)
Dr. Williams highlighted the following:
- BCCC is sponsoring a state-wide, “What Does BRAC Mean for Education Symposium.” Invited are all public and higher education institutions from the State of Maryland. The panel will consist of various individuals knowledgeable about BRAC and the impact it will have on our schools, colleges and universities. They will also advise participants on how educators can prepare students for BRAC jobs.
- Several Board of Trustees members will attend the AGB Conference in April 2008.
- Chair Williamson, along with President Williams and Ms. Maureen David, has been invited to give a presentation at the American Association of Community Colleges conference.
- Dr. Williams distributed brochures about BCCC’s economic impact on the State of Maryland, noting that BCCC students contribute more than $541 million annually to the State of Maryland, with 90% of graduates staying in Maryland. The information was provided by an independent study and will be more formally presented to the Board in March.
- BCCC has a work-group of math, science and grant writing personnel meeting to develop a comprehensive BCCC Middle School to Graduate School (MSGS) STEM Pipeline. The process starts with getting middle school students interested in the fields of math and science. Conversations have been held with and information has been forwarded to Dr. Andres Alonso, CEO of Baltimore City Public School System and the concept has been well received. Innovation Schools start with sixth and ninth graders. The public schools provide a building and help with getting a principal. Once the students leave BCCC, they can go directly to work as technicians or attend other colleges and/or universities.
- BCCC is partnering with the University of Maryland’s BioTech Park. Senator Barbara Mikulski has made a public statement, both to Mayor Dixon and to the University Systems of Maryland, that she is going to do everything in her power to ensure that BCCC can get into
the BioTech Park to start training technicians. In addition, the senator has written letters to the National Science Foundation and the Department of Labor in support of the grants BCCC has submitted. Kudos should be given to Dr. Michelle Bondima and the science and engineering department for writing grants and developing ideas for programs that are innovative and collaborative.

Dr. Yates asked if anyone had contacted the National Science Foundation (NSF) about funding opportunities. Dr. Williams responded, yes. The math and science department has submitted a grant to NSF.

- The College has written a grant to support a Maryland Center for Construction Technologies (MCCT).
- The May 2008 Board of Trustees meeting has been postponed to Tuesday, June 3, 2008, due to the NISOD Conference. The Board will receive a copy of the revised Board meeting schedule.
- Board members must file the annual Financial Disclosure Statements by April 30, 2008.

Trustee Riddick asked if the College was on schedule with the pre-draft of the Middle States Periodic Review Report. President Williams responded that the College is actually ahead of schedule. Dr. Dabirsiaghi and her team of readers and writers are on target.

VII. **BOARD COMMENTS**
   There were no Board Comments.

VIII. **NEXT MEETING**
      Tuesday, March 25, 2008, at Reisterstown Plaza Center

The Board of Trustees meeting adjourned at 8:03 p.m.

Respectfully submitted,

[Signature]

Carolane Williams, Ph.D.
President

*Copies on file in the Office of the President.*
ATTENDANCE:
Dr. Carolane Williams, President

BCCC Staff Present:
Mrs. Tope’ Aje, Mr. Theodore Along, Dr. A. Lois De Laine, Mr. Jocque Dyson, Dr. Joan Finucci, Mrs. Scheherazade Forman, Mrs. Ann Frazier, Ms. Charlene Gray, Ms. Lyllis Green, Ms. Karen Guilford, Mrs. Kim James, Mrs. Judy Jaudon, Ms. Jinaki Kambui, Mrs. Lynn Kerr, Mrs. Tina Mosley, Dr. Barbara B. Murray, Ms. Sheryl Nelson, Mr. D. FitzGerald Smith, Mr. Ronald Smith, Mr. Warren Turner, Mr. Ja’Hon Vance, Mrs. Meintje Westerbeek, Mr. Andre’ J. Williams, and Ms. Coyreee Williams

Others Present:
Mrs. Maureen Walsh David, Assistant Attorney General
Students: Ms. Candice Owens, Mr. Williams Stokes and Ms. Mona Townes

Minutes recorded & transcribed by: Mr. D. FitzGerald Smith