Baltimore City Community College
Board of Trustees
Approved
Open Session Minutes

Tuesday, January 29, 2008, 5:30 p.m.
Bard Board Room, Harbor Campus

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

Absent: Ms. Tabitha Chambers

I. Closed Session
The Board voted unanimously, under the Open Meetings Act, State Government
Article, Section 10-508, to convene in Closed Session at 7:37 p.m. on January 29,
2008, at the Harbor Campus, Bard Board Room, to discuss personnel, real estate
and collective bargaining matters.

II. Preliminary Presentations (Awards, recognitions, honors, etc.)
A. Mr. Ronald Smith, Dean of Student Development, introduced Mr. Ruffin Bell,
Director of Athletics, who was elected as one of 12 voting members to the
National Collegiate Baseball Hall of Fame. “This is a most prestigious honor for
Mr. Bell and BCCC,” said Dean Smith.

B. President Williams announced to the Board that Ms. Tabitha Chambers, Board
of Trustees Student Representative, has maintained a GPA of 4.0. “Not only
has Ms. Chambers been able to keep up her grades while serving on the
Board, she has been a valuable asset to the Board and to the College,” said
President Williams.

III. Board Actions/Consent Agenda (All Actions requiring a vote.)
The Board voted unanimously to approve the January 29, 2008, Consent
Agenda which included:
- January 29, 2008, Agenda
- December 17, 2007, Minutes
- College Excellence Award Policy
- Records Retention and Disposal Policy

IV. College Reports
A. Student Governance Board (Ms. Coyreec Williams, President)
Ms. Coyreec Williams highlighted the following student activities:
- In celebration of the Rev. Dr. Martin Luther King, Jr. Holiday the SGB
  sponsored an “I Have A Dream” essay contest. Twenty-two students
participated and the following students were chosen as winners for their essays:
  o Mr. Fogbemi S. Adewunmi
  o Ms. Candice Owens
  o Mr. William H. Stokes

- The Office of Student Activities and the Student Governance Board participated in the Rev. Dr. Martin Luther King, Jr. Parade that was held in downtown Baltimore.
- Mr. Andre’ J. Williams, Director of Student Activities, added that students viewed a wonderful documentary on Dr. King and his life, which also included some of his rare speeches.

Both Chair Williamson and Trustee Riddick asked that copies of the essays and photos of the contest winners be provided at the next Board of Trustee meeting.

Trustee Gabriel asked that all Board members receive a copy of the College Crier. Mr. Williams responded that the College Crier would be mailed to the Board members.

Chair Williamson asked Ms. Coyreec Williams if she had met with President Williams. Ms. Williams responded that she had met and discussed student concerns with Dr. Williams before the semester break.

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

Dr. Ritter reported to the Board that:
  - Student enrollment for the winter session has increased.
  - The Town Hall Meeting held on Wednesday, January 4, 2008, was held in a more pleasant setting than in the past and everything went nicely. Exiting the parking garage was a challenge, however.
  - Faculty expressed concerns regarding:
    o Vacancies in the administrative staff and the year and half search to fill them.
    o A newly created position and how Middle States would feel about this position.
    o How the $4 million owed by BCCC would be paid back to the State of Maryland. The SEC will speak to the president regarding this matter.
    o Faculty evaluations were not completed.
    o Classroom observation evaluations, due October 2007, were not done.
    o In regard to student evaluations of faculty, 15,000 have been completed, but only 6,000 were used. This has a negative impact on contracts and promotions. The SEC has discussed this issue with Mr. Stan D. Brown, interim vice president of academic affairs.
    o There is uncertainty about the prospect of losing programs and having the College shut down.
Chair Williamson asked Dr. Ritter whether she had expressed the aforementioned concerns with President Williams and/or members of her staff and offered any advice, suggestions, resolutions and/or recommendations.

Dr. Ritter responded yes, the SEC has spoken to Vice President Brown. She stated, further, that if President Williams decides not to accept the recommendations that have gone through the process, then that seems to be the end.

Trustee Owens Southall responded to the concern about the vacancies in the leadership roles at the College, noting that some applicants may not be a good match for BCCC.

Vice Chair Yates commented that she enjoyed reading the SEC minutes and had noticed that absenteeism, faculty lateness, and faculty evaluations were key issues. She also asked about Dr. Carolyn Dabirsiaghi’s sabbatical leave request, as she is one of the key members working on the Middle State Review Report.

Dr. Ritter agreed that faculty absenteeism and tardiness has been a problem at BCCC for many years. However, Dean Along is involved in the Policies and Procedures Committee and is working on a policy in those areas. Also, plagiarism is coming to the attention of the SEC and students will be warned about the consequences. In regard to Dr. Dabirsiaghi, she plans to devote time during the sabbatical to write the Middle States Review Report.

President Williams added that Interim Vice President Brown had asked Dr. Dabirsiaghi to resubmit her sabbatical request. Dr. Williams also asked Dr. Ritter to honor the Board’s request to indicate what is under review, being discussed and in progress in the SEC Report to the Board.

C. AFSCME Local at BCCC (Ms. Charlene Gray)
Ms. Gray reported to the Board the following:
- The Union met with President Williams regarding the compensation and salary study. The College has presented the Union with the administrative assistants and administrative coordinators reclassification job descriptions and salary scale drafts.
- The College has moved forward with notifying at least 55 union employees about their new job descriptions/classifications and salary.
- The Union has notified the College by three separate letters that such actions require negotiations.
- Human Resources have informed the Union that the next job reclassifications would be the environmental services technicians (Housekeeping) and fiscal clerks.
- With the recent job compensation/classification study, Human Resources have emailed the Union the most updated list of current
union employees and job positions. Although there is still some uncertainty pertaining to the job description and salary scale of administrative assistants, the Union is working with the Unit Clarification Committee to work out the process and then will inform President Williams.

Trustee Williams asked Ms. Gray if she had shared the Union's concerns with the President and/or her staff; particularly, the uncertainty of the salary scale. Ms. Gray responded that the union will work it out with Human Resources, the Unit Clarification Committee, and the President.

V. **COLLEGE PRESENTATIONS** (Designated staff to present pre-approved information)
President Williams reported on the Critical Success Factors, stating that at the July 2007 Board Retreat, benchmarks and standards were set in the following key areas:
- Enrollment – to boost our declining numbers
- Student Success
- Operational Efficiencies – Encompasses the areas/processes maximize resources

The Critical Success Factors spreadsheet shows those areas that have seen progress and those some areas that have not done so well. This report is also beneficial to Middle States as they can track our changes and improvements. The report included in the Board book contains reports submitted by Dean Pitman (Enrollment), Interim Vice President Brown (Student Success), and Vice President Jaudon and Mr. Levone Ward (Operational Efficiencies).

Chair Williamson questioned how the College developed the figures and what the figures are based on.

President Williams responded that there are set measures that MHEC uses, but the College actually sets a higher benchmark using an additional three percent for projections.

Chair Williamson asked what the College is doing for students in terms of transportation and employment.

Mr. Ronald Smith, dean of student development, responded that the College has pulled together a host of resources in the community to help students with the issues of transportation and employment. Many students utilize these services.

Chair Williamson asked how the College can best relay this information to students as well as encourage others to enroll.

Interim Vice President Brown remarked that a dialogue on student retention will be held at the February 19 Faculty Forum. The role of faculty is not about
instruction but how they engage the students on a personal level. This is not about how you teach or what you teach but how you talk to and treat students. The College is doing a number of things to help faculty and staff relate to students on a personal level.

Trustee Owens Southall added that with all the planning and processes, the College must ensure it's not just "spinning its wheels." There must be serious dialogue with the students, not just honor students, but the average student who comes to the college for the betterment of their lives. There must be student involvement and input. My remarks are not meant to be harsh criticism, it is just that there seems to be a clear disconnect and we need to listen.

President Williams remarked that we can use student data with the help of student services, which helps faculty become engaged with curriculum pedagogy and student-based conversations.

Chair Williamson asked whether the College, as a state system, was taking advantage of everything offered.

President Williams answered that the College hopes to capitalize on its relationship with the USM system.

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

Dr. Williams highlighted the following items from the President's Report:

- In partnership with the Maryland Minority Contractors Association and the Associated Builders and Contractors, BCCC is hosting a special reception and roundtable discussion about Base Realignment and Closures (BRAC) on February 12, 5:30 p.m. The Board members are invited to attend.
- Lieutenant Governor Anthony Brown has agreed to be the graduation speaker this year.
- The College is hosting a BRAC and Educational Forum on April 11, 2008. This is a regional forum that will involve all educators focusing on what we in education need to do to get involved in BRAC, what we need to do on a secondary level in preparing students, and what we can do to get involved on the post secondary level. So we are inviting people from secondary to higher education to be a part of this (Harford, Cecil, Howard, Baltimore, and Anne Arundel counties, etc.). Further information will be provided later.
- Special thanks to Trustee Williams for attending the August 2007 Town Hall Meeting and to Vice Chair Yates for attending the January 2008 Town Hall Meeting. Both Board members stayed all day, which meant a lot to faculty and staff.
- The College has requested increased funding from $1 million to $1.5 million, but it was denied. The Governor stated that this was not the time to ask for an increase as the city and the counties took a big hit.
- L.E.O.P.S., the legislative bill for Police Officers, is being sponsored by Senator Currie.
- The $2.2 million in capital funding was omitted because there are issues. A report will be given at a later date.
- The College has submitted a personnel bill, which, if enacted, would allow BCCC to create positions without legislation. The bill is sponsored by Delegate Hicks, Chair of Ways and Means Committee.
- There is a Campus Civility Statement included in the Board books. The statement will be mounted and posted along with the Vision and Mission Statement.
- Senator Barbara Mikulski mailed the College a letter stating that federal grants should be submitted to her office so that she could personally forward them to the appropriate persons responsible for specific grants. In addition, she has written to Secretary Elaine Childs and Dr. Bennett to give BCCC’s requests their favorable consideration.
- BCCC was one of two premiere sponsors that hosted the breakfast for the Greater Baltimore Committee. There was a great turn-out. Senator Currie, during his remarks, stated that higher education needs more funding; more specifically, Baltimore City Community College, as the College faces unique challenges and social issues.
- In regard to the Economic Impact Report contained in the Board book, BCCC graduates contributed, over time, nearly $541 million to the economy. There is a $2.1 million avoided social cost, which means the city doesn’t have to pay for prisoners or crime, or help to compensate healthcare. The report is only based on graduates, but think of the students that take five or six courses to be job prepared. Unfortunately, the study doesn’t capture those students, yet this is significant. The results of the study will be shared in Annapolis and in the community so that the word get outs about the economic impact BCCC students have on the state. This city is actually getting a six percent 6% return on its investment.

VII. BOARD COMMENTS
- Trustee Williams spoke about the air of excitement and joy at Baltimore City Community College, stating that in moving forward, BCCC will become the best college in the City and even in the State.
- Trustee Riddick stated that all segments of the College are accountable for increasing enrollment and must become stewards in support of the College’s mission.
- Trustee Owens Southall stated that it is clear that a lot of hard work is going into the processes, yet there is still much work to be done.
- Trustee Caffrey commented on Dean Julia Pitman’s interview that was shown on the Comcast channel, noting that this is another type of advertising that will help increase enrollment.
- Vice Chair Yates commented that things will not change overnight and everyone must remain positive and do their share.
• Trustee Gabriel mentioned that he would like to see the Middle States Review highlighted rather than being part of the President's Report. He stated, further, that on page 4 of the Community College Magazine, BCCC was one of 10 community colleges to receive a $25,000 grant from Met Life Foundation. Thanks to Ms. Michele Towson, Ms. Petuna Selby and others at BCED who gave their support and help in obtaining this grant.

• Chair Williamson said that he's happy to see the College moving forward and the great impact it has on the City of Baltimore.

VIII. NEXT MEETING
Tuesday, February 26, 2008, Gaare Auditorium, Liberty Campus.

Respectfully submitted,

Carolane Williams, Ph.D.
President

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

BCCC Staff Present:
Mr. Theodore Along, Mr. Ruffin Bell, Dr. Michael Berlin, Mr. Stan Brown, Dr. A. Lois De Laine, Mrs. Scheherazade Forman, Ms. Charlene Gray, Mrs. Lyllis Green, Ms. Karen Guilford, Dr. Katana Hall, Mrs. Judy Jaudon, Mr. Patrick Onley, Ms. Deborah Peoples, Mrs. Julia Pitman, Dr. Shanta Rao, Mr. Gerard Reichenberg, Dr. C. Ann Ritter, Mr. Alireza Roodsari, Mr. Herbert Sledge, Mr. D. FitzGerald Smith, Mr. Ronald Smith, Ms. Daphne Snowden, Mr. Levone Ward, Dr. Lexsee Waterford, Mrs. Meintje Westerbeek, Mr. Andre' Williams, and Ms. Coyreec Williams

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

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