BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
APPROVED
OPEN SESSION MINUTES
Tuesday, June 3, 2008, 5:35 p.m.
Life Sciences Conference Center, UMB BioPark

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

Board Members Absent: None

CLOSED SESSION
The Board voted unanimously, under the Open Meeting Act, State Government Article, Section 10-508, to convene in Closed Session at 7:35 p.m. on June 3, 2008, at the Life Sciences Conference Center, UMB BioPark, 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 an Administrative Session at 7:37 a.m. on August 13, 2008, via conference call, to discuss a real estate procurement matter.

The Board voted unanimously, under the Open Meeting Act, State Government Article, Section 10-508, to convene in a Closed Session at 3:16 p.m. on August 20, 2008, at the Bard Board Room, Harbor Campus, to discuss a real estate procurement matter.

The Board voted unanimously, under the Open Meeting Act, State Government Article, Section 10-508, to convene in a Closed Session at 5:00 p.m. on September 5, 2008, at the Bard Board Room, Harbor Campus, to discuss a real estate procurement matter.

I. PRELIMINARY PRESENTATIONS (Awards, recognitions, honors, etc.)

A. Ms. Deidre Hill, Human Resources Department, asked Dr. Joe Isaac, Executive Director of Facilities Management and Operations, to announce the Administrative/Professional Excellence Award winner.

- Dr. Joe Isaac introduced Mr. John Vinci, Project Manager, Facilities Management and Operations, as the winner of the Administrative/Professional Excellence Award, noting his outstanding service and commitment to the College.

B. Mr. Patrick Onley, Director of Media Services, Marketing & Publications Department, presented a short video of Ms. Janice Jackson, an alumnus of BCCC, who was selected as a cover girl for Queen Latifah’s Queen Collection.

C. Mr. Jim Hughes, Vice President, University of Maryland Baltimore, offered words of welcome on behalf of Dr. David Ramsey, President, University of Maryland Baltimore. He expressed his excitement about the BioPark project and his enjoyment in working with Dr. Williams on the project.
II. PUBLIC PRESENTATIONS
No public presentations

III. BOARD ACTIONS/CONSENT AGENDA (All Actions requiring a vote.)
The Board voted unanimously to approve the June 3, 2008, Consent Agenda which included:

- June 3, 2008, Agenda
- April 29, 2008, Minutes
- Smoke-Free Environment Policy
- Professional Development for Adjunct Faculty Policy
- Renewal of Affiliation Agreement Between BCCC and Foundation

IV. COLLEGE PRESENTATIONS
A. BCCC Life Science Institute at UMB BioPark (Dr. Michelle Bondima)
   Dr. Michelle Bondima, Dean of Business, Health, Sciences and Mathematics,
   Ms. Jane Shaab, Vice President of Business Development at University of
   Maryland Baltimore BioPark, and Dr. Starletta Jackson, Principal of Vivian T.
   Thomas Medical Arts High School presented information on the University of
   Maryland BioPark project. Dr. Bondima and Ms. Shaab gave PowerPoint
   presentations on the background and development of the BioPark project.

Highlights from the presentation were as follows:

- The UMB BioPark partnership will provide an opportunity for graduating
  high school seniors to enter college on a career track in the medical fields.
- Biotechnology, Environmental Science and Arts & Science Transfers
  programs will be housed at the UMB BioPark location.
- The new location will support BCCC students and faculty through team
  teaching, guest lectures, mentorships, internships, recruitment and
  retention.
- The development and outgrowth of several new certificate and training
  programs will increase the FTEs for some new or lower enrollment
  courses.

Chairman Williamson asked if articulation agreements have been developed and if
the College will have the ability to share faculty resources. Dr. Bondima indicated
that Dr. Jewell Kerr Jackson and Karen Pridgen of the Articulation and Partnerships
Department are working on the agreements. She further stated that the College,
Vivien Thomas High School and University of Maryland will have the ability to share
faculty resources.

Chairman Williamson asked for clarification on mentoring opportunities. Dr.
Bondima explained that a mentoring program is already in place; however, they are
planning to enhance the existing program. She also stated that through meetings
with the scientists, they learned there is a need for laboratory technicians and
students trained to work with animals. Dr. Yun Liu, Mathematics, Engineering and Computer Science Department, is in the process of creating a certificate program to meet this need. An articulation agreement that provide students with internships will also be developed.

Dr. Starleta Jackson concluded the discussion with remarks noting the excitement from the staff and students of Vivian T. Thomas Medical Arts High School.

B. Mr. Ronald Smith, Dean of Student Development, recognized Elena Chong Qui and Mariama Sesay for being selected to serve on the Phi Theta Kappa 2nd Team All-Maryland Academic Team. He indicated that he had previously presented these students to the Board; however, at that time they had not received their citations from the Governor. He commended both students for their accomplishments.

V. COLLEGE REPORTS
A. Senate Governance Board* (Ms. Coyreec Williams, President)

Ms. Williams highlighted the following activities:

- **BRAC Symposium**
  BCCC Student Ambassadors acted as hosts and hostesses for the College’s first BRAC symposium. More than 300 students, faculty and staff attended this event.

- **Wayne Hoffman, renowned mentalist and illusionist**
  Wayne Hoffman amazed and astounded more than 75 BCCC students, faculty and staff with his phenomenal performance.

- **Pizza and Karaoke Jam**
  The Student Governance Board and the Office of Student Activities offered pizza and karaoke entertainment at the Harbor Campus. Approximately 280 student, faculty and staff attended this event.

- **Old School Cookout**
  During "Green Week" the Office of Student Activities hosted an Old School Cookout. A representative from Parks and People and the BCCC Environmental Sciences Department provided information about conservation and living "green." Approximately 550 students, faculty and staff attended this event.

- **International Festival**
  The Office of Student Activities and the Office of Admissions hosted an International Festival in celebration of the many nationalities represented at BCCC. Baltimore City Public Schools and Clarence Blount Child Care Center also participated. Three hundred students, faculty and staff attended this event.

- **Faculty/Staff vs. Student/Alumni Softball Game**
  The softball game took place at Ripken Stadium. Team Faculty/Staff was victorious in securing a win. Approximately 40 students, faculty and staff attended the event.

- **March of DimesWalk America "March for Babies"**
  Approximately 22 walkers participated on Team BCCC. This was one of The College's community service projects. The walk took place at Camden Yards.
Update regarding student concerns:

**Athletic Teams** - The Student Governance Board assisted the Athletic Department in conducting a student survey to explore what sports programs BCCC students would like to see at the College. There was an overwhelming response for soccer as the men's sport and bowling for women.

Trustee Gabriel asked if the results of the survey will be forwarded to the Director of Athletics and if the College has a baseball team. Ms. Williams indicated that the results will be forwarded to the Director of Athletics. She also stated that several international students want a soccer team on campus. The students are practicing among themselves and the Director of Athletics is looking into purchasing uniforms. Mr. Ronald Smith clarified that currently there is no soccer team on campus although there are some very interested students "kicking the ball around." The Athletic Director will look at the feasibility of establishing a sanctioned NJCAA soccer team for both men and women. He also stated the College does have a baseball team. The team was not filled this year but they are looking to fill the team in 2008-09.

Trustee Williams asked for the number of students who participated in the survey. Mr. Smith stated that the Athletic Director has the number of students who participated. The information will be provided to the Board at the next meeting.

Trustee Riddick asked for a report on the graduation ceremony. Ms. Williams indicated that the ceremony went very well. She did not know the exact number of students that participated in the ceremony but thought the number was feasible.

Chairman Williamson asked for feedback on the New Student Services Wing. Ms. Williams stated that the student feedback has been very positive.

Mr. Andre Williams, Director of Student Activities, notified the Board that this would be Ms. Williams' last meeting. Ms. Williams said that she will introduce her successor at the next Board meeting. The Board thanked Ms. Williams for her hard work and service.

**B. Senate Executive Committee (Dr. Carolyn Dabirsiaghi, President)**

Dr. C. Ann Ritter introduced Dr. Carolyn Dabirsiaghi, Professor, Natural and Physical Sciences, as the new SEC President. Chairman Williamson expressed appreciation to Dr. Ritter on behalf of the Board for her long standing service to the College in her role as a faculty member and SEC President. Dr. Dabirsiaghi introduced Mr. Scott Saunders, Associate Professor of Mathematics, as the newly elected SEC Secretary.

Dr. Dabirsiaghi reported to the Board the following items:

- The response to the Repositioning Proposal is under discussion. President Williams has responded via email with a date of when the response will be available.

- The resolution of overload pay for full-time faculty is under discussion.
• There is one faculty member who has some concerns with overload pay. He is in the process of meeting with the Vice President of Academic Affairs. Chairman Williamson asked for clarification of "overload pay." Dr. Dabirsiaghi stated that a faculty member was given an assignment by his chair which put him in overload. He requested a contract but never received one. Now it is the end of the semester and he feels that he needs to negotiate his pay. Dr. Williams commented that there was a verbal agreement between the faculty member and the Chair of that department. The Chair is no longer employed at the College. She further stated that the issue is whether he should be paid.

• Chairman Williamson asked if this is a policy issue or an administrative function. Dr. Williams stated that the College has an overload procedure. The issue is the Chair left the College and the contract was not written. Trustee Riddick asked if the overload procedure states when an overload is established a contract must be written. Dr. Williams replied "yes." Dr. Dabirsiaghi stated that although there was no written contract, the faculty member has documentation that overload was established. A meeting has been scheduled with Mr. Stan Brown, Interim Vice President of Academic Affairs, to resolve the issue.

• Coordinators' job description is still under discussion. Several meetings have taken place. The committee of coordinators is in the process of meeting with Dr. Williams to resolve the issue. The faculty is very concerned and would like to get it resolved as soon as possible.

• Faculty promotions are still under discussion. The promotion committee has met and their recommendation for promotions will go to the Vice President's office prior to June 30.

Trustee Riddick asked what the current membership is for the SEC and if it included adjunct faculty members. Dr. Dabirsiaghi indicated that the SEC Constitution does not include adjuncts; however, there are several very dedicated adjunct faculty members who attend SEC meetings. She went on to state that once a faculty member is hired they are part of the Faculty Senate. Each department elects a representative to attend the meetings. Chairman Williamson encouraged Dr. Dabirsiaghi to have ongoing communication with Dr. Williams.

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

Ms. Charlene Gray indicated that there are three items on the agenda;

1. The police officers certification event took place on May 20. It was a collaborative effort of the College. The College now has a certified police force.
2. Contract negotiation is under discussion and in progress.
3. The Secondary Employment Policy is under discussion. Employees are concerned that the wording of the policy asks for too much information
about non-college employment. The Union is researching how other State agencies obtain secondary employment information.

VI. **FINANCE COMMITTEE REPORT** (Trustee Kirsten Sandberg Caffrey)
Trustee Sandberg Caffrey reported that the Finance Committee moved the Performance Accountability Report, Operating Budget Request Overview and Capital Budget Request Overview forward for the Board's approval.

Highlights from the report included:

**Performance Accountability Report**
The report measures the benchmarks for 2010 and the College is in the third year of a five year cycle. The report reflects excellent numbers for online courses but a decline in receipt of financial aid. The committee is researching why the recipients of financial aid has declined.

**Capital Budget Request Overview**
The Capital Budget Request Overview explored the renovations for the Main Building, Bard Library, loop road Main Street, the entrance and other upcoming CIP projects.

**Operating Budget Request Overview**
The operating budget request is $89,358,000.00. The operating budget includes a two percent cost of living adjustment (COLA) increase for all PIN employees. Additional funding for the branding initiative, adjunct faculty and other endeavors.

**Action:** The Board of Trustees moved to approve the Performance Accountability Report, Operating Budget Request Overview and the Capital Budget Request Overview.

VII. **PRESIDENT'S REPORT** (President Carolane Williams)
Dr. Williams highlighted the following items from the President's Report:

- The College served as host for the 40th Legislative District "Report to the Community." The Delegates invited the community out to review what transpired during the last legislative session.

- The College and the American Heart Association jointly held a healthy heart awareness program. Delegate Shirley Nathan-Pulliam, Senator Verna Jones, and Councilwoman Helen Holton were some of the featured participants at the luncheon.

- Baltimore Alliance for Health Careers (BACH) graduated their first class of graduates. This is a special program the College has with Mt. Sinai Hospital that provides individuals in lower level careers with training for higher level careers in health care.

- Approximately 450 students from 11 high schools attended the "Let's Get Down to Business. Management and Technology" program at the Harbor Campus. The goal was to target enrollment and inform the
students of what programs are offered at the College.

There were three follow up items requested by the Board at the last meeting:
1. The College explored a pedestrian crosswalk for students crossing the street from Bon Secours to the Liberty campus. The City conducted a study of pedestrian traffic and it was determined that a crosswalk was too dangerous. They preferred to install a traffic light. The City has to conduct more studies prior to the installation of the traffic light.

2. The stone wall that runs along Liberty Heights Avenue on the Liberty Campus is scheduled to be cleaned on June 8, 2008.

3. To ensure the College's continued compliance Ms. Lyllis Green, Internal Auditor, is drafting a policy and procedures on periodic audit reviews. The policy will be presented to the Board at the next meeting.

Miscellaneous
The Transformation School, BCCC STEM Academy, has been approved for the second round interview, which is scheduled for Thursday, June 5, 2008. Dr. Williams thanked the Math and Science Department for agreeing to work with the program.

Dr. Williams also indicated that the College has received a lot of media coverage regarding the Legislative Audit. She thanked Ms. Vanessa Carroll and Mr. Patrick Onley of the Communications and Research Department for forcing the media to assert a positive perspective on the audit coverage. They suggested that Dr. Williams conduct the interview during the Nursing Pinning Ceremony so that the ceremony, in addition to the audit interview, would get media coverage.

Dr. Williams informed the Board that the State returned $770,000 for a miscalculation with the health insurance.

Trustee Gabriel asked for an update on the Middles States Periodic Review Report. Dr. Williams indicated that the College mailed the report. Dr. Dabirsiaghi commented the College is currently waiting for a reviewer to be assigned. A reviewer was supposed to be assigned on May 1, 2008.

Trustee Riddick thanked Dr. Williams for presenting all of the positive feedback in the President's Report, cleaning the wall on Liberty Heights Avenue and her continued effort, dedication and passion.

VIII. BOARD COMMENTS
The Board expressed its excitement with the BioPark project, the relationship with University of Maryland and the BCCC Foundation. The College is moving onward and upward. Chairman Williamson noted that the Board appreciates the State of Maryland and the fact that they are stepping up to the plate and partnering with the College.
IX. NEXT MEETING
Board Retreat, July 9 - 11, 2008, Turf Valley Conference Center
Board Meeting, September 17, 2008, Liberty Campus, following Convocation

The Board of Trustees meeting adjourned at 7:17 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. Charlene Gray, Ms. Karen Guifford, Ms. Deidre Hill, Ms. Nikita S. Lemon, Ms. Julia Pitman, Ms. Elena Chong Qui, Dr. C. Ann Ritter, Mr. Ali Roodsari, Mr. Ron Smith, Ms. Siatta Stewart, Mr. Andre Williams, Ms. Coyreece Williams, Ms. Nicole Hoke Wilson

Others Present:
Mr. Steven Brown, Assistant Attorney General