Baltimore City Community College
Board of Trustees
Approved
Open Session Minutes

Tuesday, March 25, 2008, 5:30 p.m.
Reisterstown Plaza Center – Room #125

Board Members Present: Dr. Edmonia T. Yates, Ms. Kirsten Sandberg Caffrey, Dr. Donald A. Gabriel, Dr. Mary E. Owens Southall, Dr. Maceo M. Williams, Ms. Tabitha Chambers

Board Members Absent: Mr. Garland O. Williamson, Ms. Katrina R. Riddick

I. Preliminary Presentations (Awards, recognitions, honors, etc.)
   A. Ms. Sheryl Nelson, Human Resource Department, asked Mr. Harry Smith, Professor, Allied Human Services Department, and Dr. Tonja Ringgold, Public Service, Education and Social Sciences Department, to announce the Excellence Award winners for faculty.
   - Professor Smith introduced Professor Bryant Fitzgerald, adjunct faculty, Human Services and Special Education, as one of the winners of the adjunct faculty award, noting that Professor Fitzgerald acquired both a GED and an associate degree from BCCC. He stated, further, that Professor Fitzgerald sets a great model for his students and is one of five students in Human Services to enter into a Ph.D. program.
   - Dr. Tonja Ringgold introduced Dr. Henrietta Hestick, Associate Professor of Psychology, as one of the recipients of the full-time faculty award, noting that Dr. Hestick was selected due to her research, public speaking engagements, development of the Parenting Across the Life Span course and publications of several articles relating to Coping With Loss, Bereavement and Grief.

   B. Mr. Stan D. Brown, Interim Vice President of Academic Affairs, and Dr. Michelle Bondima, Dean of Business, Health Science and Mathematics, introduced the following faculty to the Board:
   - Alireza Roodsari, the new Chair of the Business Management and Technology Department.
   - Dr. Enyinnaya Iweha, the new Chair of Natural Physical Science, Science Mathematics and Engineering and Computer Science Department.

   C. Mr. Ron Smith, Dean of Student Development, and Mr. Ruffin Bell, Director of Athletics, introduced the following students:
   - Brittany Howard, a Granville T. Woods Scholar and BCCC Anniversary Scholarship recipient, has been awarded WJZ-TV’s Jerry Turner Journalism Scholarship. Brittany has attended BCCC since fall 2007.
• Elena Chong Qui was chosen to participate on the Phi Theta Kappa 2
Team All Maryland Academic Team.
• DeSean Antoine was named to the 2008 NJCAA All Regional XX 2
Team, which includes colleges in Pennsylvania and Maryland.

D. President Williams introduced:
• Nikita S. Lemon, the new Assistant to the President for Board Relations.

Vice Chair Yates concluded the preliminary presentations by welcoming Ms. Lemon and congratulated all of those who received awards and have become Chairs of the departments.

II. **PUBLIC PRESENTATIONS**
No public presentations

III. **BOARD ACTIONS/CONSENT AGENDA** (All Actions requiring a vote.)
The Board voted unanimously to approve the March 25, 2008, Consent Agenda which included:

• The March 25, 2008, Agenda
• The February 26, 2008, Minutes

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

Ms. Williams highlighted the following activities:
• **Student Information/Political Information Center**
  This is an effort to inform students about the candidates, provide
general information about voting registration, and help students make
an informed decision about voting.
• **Black History Month Trivia Contest**
  The winners were John Ritch (1st place), Candace Owens (2nd place)
  and Kenan Herbert (3rd place).
• **Black History Film Series and Discussion**
  During the month of February, a film highlighting Black history facts,
events and people was held every Friday. This event was sponsored
by the Office of Student Activities and the History Department.
Professor Rebecca Johns Hackett led a discussion after each film.
• **Student Advocacy Day**
  Students from all 16 Maryland community colleges travelled to
Annapolis to ask legislators to support their respective college's
legislative agenda. This year more than 25 students attended despite
inclement weather.
• **Study Skills Seminar**
  The session focused on developing and improving those skills
necessary for being successful when taking exams, tests, and quizzes.
• The current student issues:
  Music Scholarships - Music faculty members have encouraged students to apply for music scholarships, but the students are having difficulty accessing the information. Students have reported that they are planning to coordinate a petition so the College administration will investigate their concerns. It is unresolved until further notice.
  Athletic Teams - Students have expressed an interest in deciding which athletic teams are developed at BCCC. They are currently working with the athletic director to make sure they have a voice. This is still in progress.

Trustee Williams asked about the prize for winning the Black History Month Trivia contest. Ms. Williams replied the prize was an IPD Nano.

Trustee Gabriel requested an updated report on the two student issues for the next Board meeting.

B. Senate Executive Committee (Dr. C. Ann Ritter, President)
Dr. C Ritter informed the Board that:
• The Faculty Senate had cited two major issues for the betterment of the College: (1) The need to locate a permanent Vice President for Academic Affairs; and (2) The need to revisit the repositioning plan as the five chairs are overwhelmed with the number of disciplines and the number of faculty they supervise. Currently the chairs supervise faculty (full-time) and adjuncts.

• Faculty Professional Development is under discussion. Faculty evaluations are conducted on a calendar year, January to January, instead of an academic year. The professional development goes from July 1 – June 30. This issue is currently being addressed.

• The policies addressed by the SEC and moved forward under Dean Along’s guidance are:
  ✓ Academic honesty/plagiarism – It has been expanded
  ✓ Children on campus - It came back to the SEC after it was presented to President’s Staff. It also was expanded extensively. The SEC was concerned about the expansion.
  ✓ Faculty Attendance- It is in the early stages of review.

• Vice President Brown and Dr. Ritter have begun drafting the Faculty Handbook. The projected completion date is mid-May. Dr. Williams had previously indicated that she wanted shared governance at other Colleges to be explored as well.

Trustee Williams asked for data comparing the College to other colleges with regard to the span of departmental supervision. Dr. Ritter indicated that each College has its own plan and a statistical comparison has not been made; however, the functionality of the current plan is the concern. She indicated that the current plan of only five
departments has some problems. The Faculty Senate proposes an investigation and formation of a joint committee to find out what is working and what needs improvement.

Trustee Southall asked if there were program coordinators under each department as some programs appear to be diverse in nature. Dr. Ritter responded that some programs have coordinators; however, that issue is currently under discussion.

Trustee Southall also asked why the faculty evaluations were held by calendar year rather than academic year. Dr. Ritter indicated that the schedule was originally set up in the nineties and faculty who were being dismissed or not having a contract renewed would have more time to find other employment the following fall. Currently, the evaluations are not given until May. This issue is under discussion to determine if the College will go with the academic year or calendar year. Right now the policy states the calendar year.

Trustee Southall indicated that it seems as if a faculty member would be given notice more than a few weeks prior to dismissal. Dr. Williams indicated that she has asked the SEC to look at that issue and they are exploring getting back on the academic year. Dr. Ritter acknowledged that there would be no issue with going to the academic year, but there was some previous confusion regarding faculty development credits.

Trustee Southall asked for clarification on the children on campus policy. Dr. Ritter stated that the current procedure indicates that children are not allowed in the classrooms. This moved into the form of a policy; however, it was changed once it moved to the President's Staff. The policy began as not allowing children in the classroom, but it was expanded to not allowing faculty and staff to bring their children to work, occasionally on Saturdays, which is problematic. Now there is a great deal of consideration given to the topic as faculty will not be allowed to have their children on campus when they are working.

Trustee Southall indicated that this speaks to a bigger issue with regard to the population the College currently serves and the SEC must reexamine the policy. Dr. Ritter said that a drop in child care center has been needed for years. This also poses an issue of liability. There is not a simple solution to this issue but all feel that not allowing children on campus is radical.

Vice Chair Yates asked if there is continued dialogue to resolve this issue. Dr. Ritter indicated that she did not think faculty had the opportunity to give additional input.

Dean Ted Along indicated that the policy has gone back to the Vice President to be redrafted and resubmitted to the President's Staff.

President Williams stated that the process is for everyone to have input on the issue, not just faculty. She went on to state that some of the concern was if you just allow faculty to bring their children and drop them off, what about staff. This in turn poses the issue of who is watching the children or are the children at the workplace with faculty/staff while they are servicing the students and other customers. The policy
was revised to state that employees could not bring their children on campus either. The policy will go back to the Faculty Senate so that everyone can review the changes and react. At that point, it will go back to the President’s Staff.

Dr. Ritter acknowledged that the policy had reached her committee and they had determined it was a radical change, but she was unaware of the next steps.

Vice Chair Yates asked when will a decision be reached on the policy. Dr. Williams indicated that a decision will be reached after the Faculty Senate completes the policy and it is resubmitted to President’s Staff.

Trustee Caffrey expressed delight with the implementation of the shared governance policy as it will help to define the role of the constituencies with the policies making process. She also asked if the Faculty Handbook would be completed prior to the Middle State Review Board.

Dr. Ritter indicated that the handbook will be completed by the middle of May. She went on to state that she and Vice President Brown have mapped out a plan, assigned tasks and have begun to find out where the policies are located.

Vice Chair Yates asked who would conduct the faculty evaluations. Dr. Ritter responded the Chairs. The plan was devised from the 2007 evaluation. It is expected to go back to the academic year timetable for the 2008 evaluations because the classroom observations are done in the fall. Vice Chair Yates commented that with three permanent chairs and two interim chairs who are able to conduct evaluation, this should be covered. Dr. Ritter acknowledged that the Fall evaluations were not done in the Fall 2007 because a new person, who did a noble job, was put in charge in the middle of the semester.

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

Ms. Charlene Gray indicated that there are four items on the agenda:

1. Contract negotiation, which is under discussion and in progress.
2. Unit Clarification for bargaining unit members, which is under discussion and in progress.
3. Reclassification/Compensation Study, which is under discussion and in progress.
4. Legislative Agenda, which will ultimately fall off because the legislative session will end in a few weeks.

The Union has been working collaboratively with the College. The Union was scheduled to meet with Dr. Williams on March 20, 2008. The meeting was canceled because the Union had an AFSCME representative present and Dr. Williams wanted to get clarification from legal counsel on whether the representative could be present. Ms. Gray indicated that the representative was present for observation only. The Union is also scheduled to meet with the Human Resources department prior to meeting with Dr. Williams.
Vice Chair Yates commented that she is happy that conversation is taking place, decisions are being made and responsibility shared.

V. COLLEGE PRESENTATIONS

A. Economic Impact Study * (Dr. Barbara Murray)

Dr. Barbara Murray, Professor of Economics, gave a PowerPoint presentation on the recent Economic Impact Study, which provides a detailed analysis of the impact the College has on the State of Maryland. During the presentation, Dr. Murray cautioned that the report is for the College and should not be used as a comparative report. The information needs to be utilized to increase the College’s resources.

Highlights from the report include:
- Students receive a nineteen percent (19%) annual return on their investment of time and money.
- The State of Maryland benefits from improved health with reductions in welfare, unemployment and crime. Every student who enrolls and graduates saves the State 2.1 million dollars per year each year that they are in the workplace.
- The more education a person acquires their total earnings will increase; the average earnings of a BCCC student will be Thirty One Thousand Three Hundred Eighty Five Dollars ($31,385.00) (based on the average age).
- The College reduces the incarceration rate, application for welfare and unemployment per year.

Trustee Gabriel asked if there was an economic model used to comprise all of the data provided. Dr. Murray stated that an outside agency wrote the report; however, this is a standard model for economic impact studies and she used all of the information from the report.

Trustee Williams expressed his concern that there is no way to use this report as a comparison with other colleges. He stated that if the report isolates BCCC, he doesn’t understand its value. Dr. Murray responded that the value is to do all that you can do to improve the numbers in the report. Due to the uniqueness of the College the report should be used to gather funding sources. It should also be used internally in terms of what the College should do to increase the number of graduates.

Dr. Williams commented that the study was used extensively in Annapolis to garner support and to show that the College is a sound investment to the State. She stated, further, that a cut in funding for education will increase the deficit in the future.

Vice Chair Yates commented that the future earning potential figures for students could be used as a source of encouragement for students to graduate. She also suggested that some of the figures be used for recruitment and retention purposes.

B. Emergency Operations Plan (Vice President Judy Jaudon)

Vice President Jaudon reported on the Emergency Operations Plan, noting that she, Alvin Winkler, Chief of Public Safety, and Dennis Dabrowka, Risk
Manager, worked closely with the Maryland Emergency Management Agency (MEMA) to develop the Emergency Operations Plan (EOP). This plan aligns itself with what other State agencies are doing in the event of an emergency. MEMA representatives assisted in conducting a tabletop exercise with President’s Staff and members of the Facilities Department and Public Safety. The purpose was to provide an opportunity to evaluate how the Emergency Operations Plan worked and how the communication flowed between the decision makers, the campus community and the first responders.

The report cited some strengths such as:

- The awareness of day-to-day procedures
- High level of commitment to the exercise
- Everyone was very engaging and collegial to one another
- Chain of command is very strong
- The Primary and Secondary Data Command Centers
- The Emergency Operations Plan

Some recommendations included:

- The critical information is too compartmentalized; the information needs to be shared throughout the College;
- There needs to be an alternative to cell phones and text messages during a bomb threat. The College has also acquired a bullhorn and they are in the process of acquiring and installing an intercom system;
- There needs to be a contingency plan developed;
- The College needs to work more on the Command Procedures in Operations;
- The College needs to share the information to the Public;
- The College needs to focus on the recovery process.

The next step is to form a smaller group to address and implement the recommendations so that they may be presented to the committee and the President’s Staff for input.

Trustee Caffrey asked where the College transcripts are housed. President Williams indicated that they are housed off campus in another state. The system backs itself up so the information is always available.

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

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

- Bioscience Biotech Park grand opening is scheduled for Monday, March 31, 2008, 11a.m., Baltimore Street. The event will include the Mayor and Governor and the University of Maryland will present the College with a check for eight hundred thousand dollars ($800,000) for their participation in helping the College form the partnership.

- BCCC is sponsoring a state-wide BRAC Symposium on Friday, April 11, 2008, from 8:00 a.m. – 12 p.m., Harbor Campus.
• The Annual Honors & Awards Banquet is scheduled for May 7, 2008.

• Janice Jackson, an alumni of the College has been selected as a Cover Girl for the Queen Latifah make-up line.

• The Middle States Periodic Review Report is now in first draft form. Dr. Williams thanked Dr. Katana Hall and Dr. Carolyn Dabirsiaghi for compiling and editing all the information for the report.

Vacancy List
Dr. Williams indicated that the College is advertising positions and the search committees are actively reviewing resumes and conducting interviews to fill the current vacancies. Vice Chair Yates stated that she is sure that the College is doing whatever is necessary to fill the positions.

VII. BOARD COMMENTS
No comments from the Board

VIII. NEXT MEETING
April 29, 2008, Harbor Campus

The Board of Trustees meeting adjourned at 7:16 p.m.

Respectfully submitted,

Carolane Williams, Ph.D.
President

*The full report is on file in the Office of the President*
ATTENDANCE:
Dr. Carolane Williams, President

BCCC Staff Present:
Mr. Theodore Along, Dr. Michelle Bondima, Mr. Bryant Fitzgerald, Ms. Karen Guilford, Dr. Katana Hall, Mr. Thomas Hampton, Ms. Judy Jaudon, Ms. Nikita S. Lemon, Ms. Sheryl Nelson, Ms. Dee Mooring, Ms. Julia Pitman, Ms. Elena Chong Qui, Dr. Tonja Ringgold, Dr. C. Ann Ritter, Mr. Herbert Sledge, Mr. D. Fitzgerald Smith, Mr. Ron Smith Ms. Siatta Stewart, Ms. Carolyn Townsend, Alireza Viroodsari, Ms. Coyreece Williams

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