Baltimore City Community College
Board of Trustees
Approved
Open Session Minutes

Tuesday, October 28, 2008, 6:23 p.m.
Bard Board Room, Harbor Campus

Board Members Present: Ms. Chandra Boyd (via telephone), Ms. Kirsten Sandberg Caffrey, Dr. Donald A. Gabriel, Ms. Katrina Riddick (via telephone), Dr. Mary Owens Southall, Dr. Maceo M. Williams, Mr. Garland O. Williamson and 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 6:23 p.m. on October 28, 2008, in the Bard Board Room, Harbor Campus, to discuss personnel, real estate and collective bargaining matters.

I. Preliminary Presentations (Awards, recognitions, honors, etc.)
A. President Williams presented a certificate of appreciation to Karen Kline for her efforts in facilitating the negotiations for the Memorandum of Understanding (MOU). President Williams also asked Mr. Jerry Reichenberg, Co-Chair of the Management Team, and Ms. Charlene Gray, Chair of the Union Team, to recognize the members of their respective teams. Mr. Reichenberg recognized Mr. Harry Smith as Co-Chair, Ms. Maria Cazabon, Ms. Maureen David, Mr. Dennis Dabrowka, Ms. Daphne Snowden and Mr. Andre Williams. Ms. Gray recognized Dr. Shanta Rao, Ms. Karen Jones, Mr. Junius Eaton, Ms. Salita High, Ms. Linda Hall and Mr. Brian Kopp, AFSCME Chief Negotiator. Chair Williamson stated that the Board unanimously approved the MOU during the closed session with no discussion. He complimented the Management and Union Team on their hard work and effort.

B. President Williams recognized Ms. Kathleen Styles, Director of Record and Registration, Dr. Zenobia Thomas, Faculty & Coordinator of Education Programs, Ms. Cheryl Hinton, Director of Title III and Ms. Nikita Lemon, Assistant to the President for Board Relations, as BCCC’s 2008 National Council on Black American Affairs (NCBAA) Leadership Institute graduates.

C. President Williams acknowledged Dr. Jewel Kerr Jackson, Director of Articulation, and Ms. Marte Mirman for spearheading the BCCC Cares About Literacy project. Each Board member was given a copy of the book created by the children enrolled in the Clarence Blount Child Care Center. Chair Williamson recommended sending copies of the book to the Enoch Pratt Free Library to be part of their Learning Garden.
D. Ms. Vanessa Carroll, Executive Director of Public Relations, presented the Board with picture mugs from the Governor's Press Conference.

II. **PUBLIC PRESENTATIONS**
No public presentations

III. **BOARD ACTIONS/CONSENT AGENDA** (All Actions requiring a vote.)
The Board voted unanimously to approve the October 28, 2008, Consent Agenda which included:

- October 28, 2008, Agenda
- September 17, 2008, Minutes
- Internal Audit Policy
- Faculty & Staff Wireless Use Policy
- Student Wireless Use Policy
- Style Guide Establishment & Compliance Policy
- Employee Standards of Conduct Policy
- Associates of Arts in Teaching, Secondary Education Math Degree
- Associates of Arts in Teaching, Physics Degree
- Associates of Arts in Secondary Education Chemistry Degree

IV. **COLLEGE REPORTS**
A. **Senate Governance Board** (Ms. Charmaine Pope, President)
   Ms. Pope presented her monthly report via pre-recorded video, as she was attending a Leadership Conference in San Diego, California.

   *See the October 28, 2008 Board of Trustees Open Session Agenda for the full report.

B. **AFSCME Local at BCCC** (Ms. Charlene Gray)
   *See the October 28, 2008 Board of Trustees Open Session Agenda for the full report.

C. **Senate Executive Committee** (Dr. Carolyn Dabirsiaghi, President)
   *See the October 28, 2008 Board of Trustees Open Session Agenda for the full report.

V. **COLLEGE PRESENTATIONS**
Strategic Enrollment Management and Retention Plan Update (Dr. Alicia Harvey-Smith, Dean Julia Pitman and Dean Ron Smith)

- Dr. Alicia Harvey-Smith, Vice President of Student Affairs, Ms. Julia Pitman, Dean of Enrollment and Mr. Ron Smith, Dean of Student Development, presented a PowerPoint presentation on the Strategic Enrollment Management and Retention Plan. Dr. Harvey-Smith stated that the initiative
is designed to optimize enrollment and retention. It is a blueprint for maximizing the College's resources by creating a collaborative approach for credit and non-credit courses.

Highlights from the presentation included:

- A general overview of the rationale and plan development;
- Enrollment and retention data;
- The Strategic Enrollment Management and Retention Model and;
- Required action items to ensure implementation of the initiative.

Trustee Gabriel asked if the Standing Committee mentioned in the presentation will include representatives from outside the College. Dr. Harvey-Smith stated that it was recommended to explore an advisory council; however, they are looking at key individual within the institution to guide the initial process, but the suggestion is open for consideration. Chair Williamson recommended exploring someone connected to the workforce development area to be part of the Standing Committee, if not in the initial stages, very early in the process. He does not want the College to miss the opportunity to benefit from potential funding resources. Trustee Gabriel added that retention is a national issue. He pointed out that this Strategic Enrollment Management and Retention Plan sets itself apart as it contains key components that address retention and it contains a standing committee that will meet on a regular basis to address key factors surrounding retention. Trustee Williams commented that the plan is an excellent document; however, he would like to see a few detailed specific goals highlighted that reflect measurable outcomes. In addition, Chair Williamson commented that the College cannot definitively explain why students are not returning to class or what takes so long for students to graduate. This plan is moving in the right direction. President Williams concurred that retention is a national issue. She went on to say that the team of individuals working on this initiative understands that retention is a college-wide issue. The Standing Committee can focus on issues that affect retention, develop strategies to counter the problem and use available financial resources to carry out the initiative.

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

- The 2009 Legislative Agenda Dinner will take place on November 10, 2008, at 6:30 p.m., Liberty Campus.

- The College received a Grant in the amount of $100,000 from the Department of Labor, License and Regulations. The grant provides the College with the opportunity to offer a plumbing and electrical trade certification program. These programs along with the pre-apprenticeship and construction management and supervision programs will be housed at a
facility located at 901 Milton Street. This will marry credit and non-credit opportunities.

- The ACCT 2008 Annual Conference is scheduled for October 29 – November 1, 2008, in New York City. President Williams and Trustee Yates will participate in a panel on Board and Presidential Evaluations. Trustees Williams, Gabriel and Boyd will also be in attendance.

- President Williams indicated that RC 2020, an organization comprised of select urban community college Presidents, commissioned a Town Hall meeting broadcast with Bill Curtis, on the role of community colleges as the driving economic engine. The packet will be forwarded to the next President Elect of the United States.

- President Williams was proud to report that BCCC is not heavily involved with student loans. Many of her colleagues indicated that students have fallen victim to such substantial debt that some Colleges are paying the loans for the students.

VII. BOARD COMMENTS

Trustee Gabriel commented that he feels good about the new Associates of Arts in Teaching programs; stated that along with Trustee Yates, he too would like to see the College explore a golf program; issued a mandate for each Board member to support the BCCC Foundation’s “Buy a Brick Campaign” and purchase a brick; offered copies of the Maryland Association of Community Colleges (MACC) 2009 Directory of Maryland Community Colleges.

Trustee Yates complimented the Alumni Association on the latest publication of the Alumni Connections newsletter; stated she feels good about the direction of the College; noted that in addition to golf, she would encourage swimming as a life-long sport, especially for seniors; commended Chair Williamson for his role in getting the golf course renovated.

Trustee Owens Southall expressed her excitement on the growth and academic programs and the Strategic Enrollment Management and Retention Plan.

Trustee Sandberg Caffrey commented that she thinks the integrated approach of the Strategic Enrollment Management and Retention Plan is tremendous; complimented the Alumni Association on the Alumni Connections newsletter, noting it is a very positive way to encompass all of the great things going on at the College.

Chair Williamson stated that he is particularly pleased with the students and staff of the College. He wants the College to continue moving forward. He cares very deeply about the College and the people it serves because in most cases they are underserved, underutilized and underappreciated. Statistics suggest that the growth and health of the State of Maryland’s economy is attributed to the number of individuals
trained through this institution. The State finally figured out that the College is not a social program, but it is about economics.

VIII. NEXT MEETING

November 18, 2008, Liberty Campus

The Board of Trustees meeting adjourned at 8:15 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:**
Mr. Ted Along, Ms. Nicole Cameron Becketts, Ms. Jada Bethea, Ms. Kathy Odell Carlson, Ms. Vanessa Carroll, Ms. Maria Cazabon, Dr. Carolyn Dabirsiaghi, Ms. Deneen Dangerfield, Dr. A. Lois DeLaine, Ms. Mariene Downs, Ms. Scheherazade Forman, Ms. Charlene Gray, Ms. Karen Guilford, Ms. Lyllis Green, Ms. Cheryl Hinton, Mr. Gregory Hunter, Ms. Kim James, Ms. Nikita S. Lemon, Ms. Julia Pitman, Dr. Shanta Rao, Mr Jerry Reichenberg, Ms. Jean Richie, Mr. Ali Roodsari, Mr. Herbert Sledge, Mr. Ron Smith, Mr. Harry Smith, Dr. Alicia Harvey-Smith, Ms. Daphne Snowden, Ms. Kathy Styles, Dr. Zenobia Thomas, Mr. Warren Turner, Mr. Vincent Whitmore

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