Baltimore City Community College
Board of Trustees
Approved
Open Session Minutes
Tuesday, February 22, 2011, 4:30 p.m.
Conference Call

Board Members Present: Dr. Donald Gabriel, Ms. Jo-Wayne McCurby, Dr. Mary Owens Southall, Ms. Katrina Riddick, Dr. Maceo Williams, Mr. Garland Williamson, and Dr. Edmonia Yates

Board Members Absent: Dr. Gary Rodwell

Closed Session
The Board voted unanimously, under the Open Meeting Act, State Government Article, Section 10-508, to convene in a Special Informational Session at 4 p.m., on February 22, 2011, in Room #234 at the Life Sciences Institute at UMB BioPark for an information briefing with the Legislative Auditors.

The Board voted unanimously, under the Open Meeting Act, State Government Article, Section 10-508, to convene in Closed Session at 4:30 p.m., on February 22, 2011, in Room #234 at the Life Sciences Institute at UMB BioPark to discuss the Harbor Campus redevelopment, pending purchase of property for future needs of the College and to obtain legal advice.

I. Preliminary Presentations (Awards, recognitions, honors, etc.)
   Tabled until the March 22, 2011, Open Session Meeting.

II. Public Presentations
   None

III. Board Actions/Consent Agenda (All Actions requiring a vote.)
Chair Williamson stated that due to inclement weather the Board of Trustees will hold the February meeting via conference call to discuss the following action items from the Finance Committee:
   • WBJC Fund Allocation Policy
   • Mid-Year Budget Realignment
   • FY 2011 Tuition and Fees Recommendation

The other items on the agenda will be deferred until the March 22, 2011, Open Session meeting. The Board voted unanimously to approve the amended February 22, 2011, consent agenda:
   • February 22, 2011, Amended Agenda
   • January 25, 2011, Minutes

IV. Items Removed from the Consent Agenda
The items removed from the Consent Agenda are as follows:
   • Firewall Security Policy
V.  **FINANCE COMMITTEE** (Ms. Kim James)

A. **WBJC Fund Allocation Policy**

Ms. Kim James, Vice President for Business and Finance, stated that the WBJC Fund Allocation Policy was approved by the Board on February 23, 2010. Transfers from WBJC's fund balance to the College will be based on an annual escalation of 2.5% beginning in FY 2010 and 3% in FY 2011. An analysis of the current WBJC Fund Allocation Policy projects a change in net assets of $1.2 million, which is impacted by the tower replacement project in FY 2011.

VP James added that applying the revenue inflation factor, adjusting the projected expenditures, and continuing the escalation rates approved in 2010, will result in a change in net assets of $25,160 and $14,912 in FY 2010 and FY 2013 respectively. This formula will not generate a deficit in the annual change in net assets for the College. Therefore, the President recommends approval of the proposed WBJC Fund Allocation Policy.

**Action:** The Board of Trustees voted unanimously to approve the WBJC Fund Allocation Policy.

B. **Mid-Year Budget Realignment**

VP James stated that the Board approved the College's request for the FY 2011 budget at the May 2010 Board meeting. A mid-year analysis of projected revenues resulted in an increase of 1.2% in unrestricted revenues, a decrease in auxiliary services and drawdown of fund balance of $7 million dollars for the Bon Secours acquisition. There was an increase in net revenue for in-state credit FTEs, which was offset by a decrease in out-of-state FTEs. There was a 15.7% increase in projected restricted revenue, primarily due to an increase in federal, state and local grants.

VP James added that a mid-year analysis of expenditures resulted in a realignment to the Reserve from divisional operating budgets caused by the reduction of PINs mandated by the State; realignment of unrestricted operating budget for revenue increases in tuition and fees; and, a realignment of bookstore expenditures to correspond with projected revenue increases. Currently, the Board of Estimates Scholarship was approved in the 2011 operating budget at $860,000 with $140,000 allocated to local appreciation for a total city contribution of $1 million. Current legislation requires an allocation of $400,000 of the $1 million for scholarships. The College's concern is that only the amount for scholarships can be restricted. VP James stated that President Williams recommends approval of the fiscal year 2011 mid-year budget realignment.

**Action:** The Board of Trustees voted unanimously to approve the fiscal year 2011 Mid-Year Budget Realignment.

C. **Tuition and Fees**

VP James stated that the Tuition and Fees Committee performs an annual review of the tuition and fee structure for the College. Based on their assessment of survey data of tuition and fees from the Maryland Association of Community Colleges (MACC), and current in-state and out-of-state tuition and fee rates, the Committee recommended a $10 increase in tuition and a $15 increase for the Tuition Deferment Plan fee.
Chair Williamson asked where the College ranks with its competitors. President Williams responded that the College ranks lower than the Community College of Baltimore County (CCBC). President Williams added that the Governor has introduced a $5 million affordability grant to the legislature and only those colleges that did not increase tuition over 3% will be eligible. She noted that in light of the Governor's plan, she recommends deferring consideration of increases in tuition and the deferment fee until November 2011. Trustee Riddick asked how much the College would receive from the grant. VP James responded that the College could potentially receive $250,000 to offset the tuition and fees deferment versus a $1.4 million increase should the College raise tuition. President Williams added that other community college presidents are planning to defer tuition and fees increases until after the legislature votes on the Governor's Affordability Bill.

Action: The Board of Trustees voted unanimously to defer consideration of increases in tuition and fees and the Tuition Deferment Fee until November 2011.

VI. BOARD COMMENTS
Trustee Gabriel stated that he attended the first Maryland Association of Community Colleges (MACC) Search Committee meeting. The Committee is in the process of developing interview question for the new executive director position. The next meeting is scheduled for March 6.

Trustee Yates stated that she was very impressed with the offering of midnight classes and the Celebrate newsletter. She added that she was shocked by the data on the number of high school graduates that require developmental education. She suggested speaking with Dr. Andres Alonzo and Ms. Nancy Grasmick about the lack of preparation of Baltimore City graduates. President Williams stated that the College is currently working with Baltimore City Public Schools on ways to improve preparation of high school graduates. Chair Williamson suggested forwarding the Celebrate newsletter to the legislators.

NEXT MEETING
March 22, 2011, Liberty Campus

The Board of Trustees meeting adjourned at 5:08 p.m.

Respectfully submitted,

[Signature]
Carolane Williams, Ph.D.
President
ATTENDANCE:
Dr. Carolane Williams, President

BCCC Staff Present:
Mr. Edward Ennels, Ms. Lyllis Green, Ms. Kim James, Ms. Nikita Lemon, and Mr. Tony Warner

Others Present: Mr. Bryan Perry, Assistant Attorney General