Baltimore City Community College
Board of Trustees
Approved
Open Session Minutes
Tuesday, January 25, 2011, 4:45 p.m.
Mini Conference Center, Liberty Campus

Board Members Present: Dr. Donald Gabriel, Ms. Jo-Wayne McCurby, Dr. Mary
Owens Southall, Ms. Katrina Riddick, Dr. Gary Rodwell, Dr. Maceo Williams, Mr.
Garland Williamson, and Dr. Edmonia 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 p.m., on January 25,
2011, in the President's Conference Room, 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.)
President Williams thanked Ms. Vanessa Carroll, vice president of Institutional
Advancement, Marketing and Research and her staff for partnering with
Councilwomen Belinda Conway and Wal-Mart to host a very successful job fair;
recognized Mr. Diego da Silva, winner of the 2010 Student Holiday Card Contest, for
authoring the poem in the holiday card; thanked Professor Nicole Fall, Art
department, for coordinating the Holiday Card Contest; and, invited the Board to
attend the Quest Spring Conference on April 7-9, 2011.

Mr. Mohan Sharma, interim chief information technology officer, thanked his staff,
Mr. Jeff Johnson, Mr. Vadim Olyashevesky, Mr. Franco Kennedy, Mr. Gregg
Williams, Ms. June McDowell, Ms. Heidi Wilker, Ms. Andrea Lay, Ms. Stacy Sewell,
Mr. Anthony Morris, and Ms. Rosa Maggitti for relocating the Data Center from the
Harbor Campus to the Liberty Campus. He also thanked Mr. Howard Harris and Mr.
John Vincci, Facilities Department, for their assistance on the project.

Dr. Therese Bushner, vice president for Academic Affairs, recognized Dr. Yohannes
Weldegiorgis for receiving a doctorate of engineering from Morgan State University, and
Dr. James Dyett for receiving a doctorate in education from Capella University.

II. Public Presentations
None

III. Board Statement (Chair Williamson)
Chair Williamson read a statement adopted by the Board that defines their role as
trustees and their relationship with President Williams and the College. The statement
reads as follows: In accordance with the Annotated Code of Maryland, Article 16-504 (a)
and (b), the governance of BCCC is vested in the Board of Trustees of the College,
which is appointed by the Governor with the advice and consent of the Senate of the
State of Maryland. In accordance with Article 16-505 (a), the Board of Trustees shall
exercise general control over the College and establish broad policy and long-range
planning to effect the efficient operation of the College, and (b), the Board may not
participate in the day-to-day operations of the College. The Board fully supports the mission of the College in delivering high quality education and training to students, business and industry, and the multiple and diverse communities served by the College. Pursuant to the governor's charge to the Board of Trustees, the board enacts policies aimed at increasing student retention, completion and graduation rates, maintaining accreditation and promoting a culture and environment of urgency in addressing critical student success factors.

To this end and in accordance with Article 16-505 the Board of Trustees shall appoint a President of the College who shall be the Chief Executive Officer of the College and the Chief of Staff of the Board of Trustees. According to Article 16-506 (a) sections (1), (2) and (3) the President of the College shall:

Report directly to the Board of Trustees and be the sole liaison between the Board of Trustees and the College's faculty, administration and staff; be responsible and accountable to the Board of Trustees for the discipline and successful conduct of the College and the supervision of each of its departments; and take every initiative in implementing the policies of the Board of Trustees and the College in promoting the development and efficiency of the College.

The Board of Trustees hereby reaffirms its full confidence in the judgment, good faith, and leadership of Baltimore City Community College's President Dr. Carolane Williams to carry out these responsibilities. Dr. Williams has inspired students and led the College to new accomplishments on a variety of strategic fronts: the Life Sciences Institute at University of Maryland BioPark; the Maryland Center for Construction Technologies and the National Weatherization Training Centers. She spearheaded the acquisition of the Bon Secours property on Liberty Heights, more than doubling the size of the BCCC Liberty Campus. She is an experienced, national advocate for community colleges, thus raising the profile and stature of BCCC nationally. She is a community college graduate whose experience has inspired her vision for BCCC. She is a community college president whose leadership is inspiring a community.

Trustee Riddick stated that she agrees with the sentiments of the statement, but Board members were not asked to take a formal vote on the statement. She was only asked to provide an opinion on the language in the statement. Chair Williamson stated that a vote was not required for this action and that each Trustee was given an opportunity to provide input on the language in the statement. Trustee Yates commented that the statement outlines the role of the board and president.

IV. BOARD ACTIONS/CONSENT AGENDA (All Actions requiring a vote.)
The Board voted unanimously to approve the January 25, 2011, consent agenda:
- January 25, 2011, Agenda
- December 14, 2010, Minutes
- December 14, 2010, Audit Committee Minutes
- November 23, 2010, Minutes

V. ITEMS REMOVED FROM THE CONSENT AGENDA
None

VI. DEFINITION OF GENERAL EDUCATION
Trustee Owens Southall stated that the Instructional Affairs Committee recommended
deletion of the Definition and Goals of General Education Policy.

Action: The Board of Trustees voted unanimously to delete the Definition of General Education Policy.

VII. TIAA AGREEMENT
Mr. Bryan Perry, assistant attorney general, stated that the TIAA Agreement allows the College and other State agencies to ensure that all applicable IRS regulations and laws are adhered to when employees request hardship or emergency withdrawals from their supplemental retirement plans. He added that the Board packets include the TIAA Agreement, sole source, and a resolution asking the Board to adopt the service that allows the president to give authority to the director of Human Resources to participate in the service provided by TIAA.

Action: The Board of Trustees voted unanimously to adopt the service that allows the president to give authority to the director of Human Resources to participate in the service provided by TIAA.

VIII. COLLEGE REPORTS
A. Student Governance Association* (Ms. Charmaine Pope, President)
   Please see the January 25, 2011, Board of Trustees Open Session Board Book for the full SGA report.

B. Senate Executive Committee* (Professor Chima Ugah, President)
   Trustee Riddick asked Professor Ugah if the College is ready for the Middle States visit in March 2011. Mr. Ugah stated that he will defer to Dr. Barbara Murray, Middle States Co-Chair, who will provide an update during the College presentation.

   Please see the January 25, 2011, Board of Trustees Open Session Board Book for the full SEC report.

C. AFSCME Local at BCCC* (Ms. Charlene Gray, President)
   Please see the January 25, 2011, Board of Trustees Open Session Board Book for the full AFSCME report.

IX. COLLEGE PRESENTATION*
President Williams introduced Dr. Barbara Murray and Dean Julia Pitman, Middle States Co-Chairs, to provide an update on the Middle States reaffirmation process, monitoring letter and upcoming Self-Study visit.

Highlights from the presentation are as follows:

➢ Dr. Murray stated that as a result of the 2008 Periodic Review (a follow-up report from the 2003 Middle States Self-Study) the College was asked to report progress on five recommendations: the process, a financial plan, the new administrative structure, a comprehensive enrollment management plan, and an organized and sustained assessment process. After submission of the Periodic Review, the College received the first Monitoring Report for 2010 and was asked to report on three recommendations: implementation of the Enrollment Management Plan, use of appropriate assessments of learning goals and evidence that student learning outcomes are used to improve teaching and
learning. The College was then asked to submit a Monitoring Report for 2011. Middle States also recommended a Commission-directed guidance visit to help the College understand what's required in the next Monitoring Report.

Trustee Riddick asked for clarification on what it means when a college is asked to submit a monitoring report. Dr. Murray stated that the report could lead to recommendations. Dr. Murray stated that the vice president of Academic Affairs and deans are to follow through on the assessment plan. She added that the next Middle States monitoring visit will address (1) assessment of institutional learning outcomes; (2) assessment of course and program outcomes; (3) evidence that results of assessment are used to improve learning; and (4) organized and sustained assessment process.

Dr. Murray and Dean Pitman then addressed the Self-Study process. Trustee Rodwell asked if there are ways to access how well the College is meeting certain milestones throughout the process. Dr. Murray stated that each co-chair has been asked to submit a full report on what is completed each semester. Dean Pitman added that the Middle States Steering Committee also received a calendar with critical timelines. Trustee Rodwell asked if the College is positioned to deal with the issues from past reports. Dr. Murray responded yes, the College is on target.

Chair Williamson recommended that Dean Pitman speak to Ms. Charmaine Pope, Student Government Association President, about indentifying students interested in participating in the Middle States process.

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

President Williams reported the following:

- **Strategic Plan**
  Ms. Gwen Wright, Change Inc., has been hired to facilitate the Strategic Planning process. She has already begun to meet with several groups on and off-campus.

- **Budget**
  According to the Governor's recent budget, BCCC is on target for level funding, in spite of a 3% increase in enrollment. It was also discovered that the other community colleges received a 2.4% increase in their State appropriations and BCCC did not. The College lost 30 critical PINs over the holiday break and VP Kim James recently received a call that the State wants six additional positions. President Williams urged the Board and the College community to advocate on behalf of the College to maintain the necessary funding and positions that will result in student success.

- **Financial Disclosures**
  Financial disclosures are due by April 30, 2011.

Please see the January 25, 2011, Board of Trustees Open Session Board Book for the full President's Report.

XI.  **BOARD COMMENTS**

Trustee McCurby stated that she is excited about this semester; she looks forward to working with everyone; and, wished everyone a happy New Year.
Trustee Yates expressed her excitement to be back from the holiday break. She added that the only way to entice the legislators to give more funding and PINs to the College is if everyone gets the message out about all of the positive things going on at BCCC. She asked everyone to work together in 2011 to make certain that BCCC is on top.

Trustee Riddick echoed Trustee Yates’ comments, wished everyone a happy New Year and noted that she looks forward to seeing great things from the College.

Trustee Williams stated that he is thankful that everyone had a blessed New Year and prays that everyone will be more supportive of everything done at the College in 2011.

Trustee Gabriel stated that Mr. Clay Whitlow, executive director of Maryland Association of Community Colleges (MACC) has decided to retire and he plans to serve on the search committee to replace Mr. Whitlow.

Trustee Rodwell echoed the sentiments of the other Trustees and wished everyone a happy New Year.

Chair Williamson stated that the City and State are in dire financial straits and since BCCC is the only community college that is a State agency, the budget is at a greater risk. Chair Williamson further stated that the mantra in Annapolis will be “treat us fairly so that we can serve the citizens of Baltimore.” He concluded by stating that Maryland depends largely on the state of Baltimore City and Baltimore City depends largely on the state of BCCC. He asked everyone to be mindful of those facts as we move forward in 2011 and figure out ways to work as a unit to keep this institution moving forward.

**NEXT MEETING**
February 22, 2011, Life Sciences Institute at UMB BioPark

The Board of Trustees meeting adjourned at 6:18 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. Karen Guilford, Ms. Carolyn Townsend, Ms. Daviedra Sauldsberry, Mr. Edward Ennels, Dr. Barbara Murray, Mr. Thomas Hampton, Mr. Patrick Onley, Dr. Yohannes Weidegoigis, Ms. Charlene Gray, Ms. Linda Weaver, Ms. Laferne Johnson, Ms. Kim James, Mr. Jeffrey Johnson, Mr. Gregg Williams, Mr. Joe Hutchins, Ms. Brenda Wiley, Ms. Tanya DeSheilds-Yates, Ms. Sheryl Nelson, Ms. Mallela Ralliford, Ms. Stacy Sewell, Mr. Vincent Whitmore, Mr. Herbert Sledge, Ms. Desira Stewart, Dr. John Flynn, Ms. Tope Aje, Mr. Ron Smith, Dr. Kathy Hausman, Dr. Bob Iweha, Mr. Ali Roodsari, Ms. Vera Brooks, Ms. Lylis Green, Mr. Ted Along, Mr. Chima Ugah, Dr. Michele Towson.

Others Present: Ms. Charmaine Pope