Baltimore City Community College
Board of Trustees
Approved
Open Session Minutes
Tuesday, May 24, 2011, 4:15 p.m.
Mini Conference Center

Board Members Present:  Dr. Donald Gabriel, Ms. Jo-Wayne McCurby, Dr. Mary
Owens Southall, Ms. Katrina Riddick (conference call), 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 6:47 p.m., on Tuesday,
May 24, 2011, in the President Conference Room, to discuss personnel issues and
to obtain legal advice.

I. Preliminary Presentations (Awards, recognitions, honors, etc.)
Dr. Therese Bushner, vice president for Academic Affairs, announced the retirement of
Dr. Michelle Harris Bondima, dean of Business, Health, Sciences, and Mathematics,
after 30 years of service to the College. Dr. Alicia Harvey-Smith, vice president for
Student Affairs, recognized Mr. Corey McKinney, administrative assistant to the dean of
Student Development for completing his Master's of Science in Human Service
Administration from a joint degree program through Coppin University and the
University of Baltimore; Ms. Sandra Agrafiotis, student success advisor, for completing
a certificate program in Library and Intellectual Property from the University of Maryland
University College (UMUC); and, Ms. Mariel Veronica Otter and Mr. Lewis Evans, 2011
All-Maryland Community College Academic Team honorees.

Ms. Kim James, vice president for Business and Finance introduced Mr. Windsor Taylor
as the new director of Environmental Services; Ms. Linda Weaver as the controller; and
Mr. Richard Walsh as the bursar.

President Williams thanked the Administrative Coordinators Project Team: Ms.
Karen Guilford, President's Office; Ms. Nikita Lemon, President's Office; Ms. Ada
Kearse-Brown, Computer Information Technology Services; Ms. Valerie Leverette-Bey,
Institutional Advancement, Marketing and Research; Ms. Virginia Forbes, Academic
Affairs; Ms. Siatta Stewart, Student Affairs; Ms. Tina Mosley, Business and Finance;
Ms. Anna Rutah, Human Resources; Ms. Ellen Abdul-Rabb, Business and Continuing
Education Division; and Ms. PatriciaBrittingham, Academic Support and Learning
Resources, for instituting a standard telephone greeting and facilitating customer
service training for the College's administrative assistants.

Ms. Sheryl Nelson, Human Resources Department, introduced the presenters of the
2011 Excellence Awards. Dr. Shawn Lane and Dr. John Flynn presented the Faculty
Excellence Awards to Professor Chima Ugah and Dr. Solomon Omo-Osagie; Ms. Karen
Guilford and Ms. Meintje Westerbeek presented the Administrative Professional
Excellence Awards to Ms. Nikita Lemon and Ms. Dee Moring; Ms. Novelette Jackson,
Professor Ali Roodsari and Ms. Shawnette Shearin presented the Career Services Excellence Awards to Ms. Valerie Hunter and Ms. Paulette Harris. Award recipients were given a plaque, a check for $500 and additional professional development opportunities.

President Williams thanked the Student Affairs division for hosting a wonderful Honors and Awards Banquet, and Ms. Valerie Leverette-Bey and the Institutional Advancement, Marketing and Research Division for planning a superb Jazzy Afternoon at Boordy Vineyard fundraiser.

II. PUBLIC PRESENTATIONS
None

III. BOARD ACTIONS/CONSENT AGENDA (All Actions requiring a vote.)
The Board voted unanimously to approve the April 25, 2011, consent agenda:
- May 24, 2011, Agenda
- April 25, 2011, Minutes

IV. ITEMS REMOVED FROM THE CONSENT AGENDA
Trustee Riddick asked that Item III-C, College Contracts, be removed from the Consent Agenda for discussion. Trustee Riddick recommended permanently removing College contracts from the Consent Agenda and creating a separate item on the agenda so that the Board can discuss each contract individually, if necessary. She also suggested that contracts be approved by the Finance Committee prior to the full Board. Trustee Rodwell concurred, but stated that President Williams and the Administration have purview over contracts less than $50,000, according to Board policy. Trustee Yates stated that the Finance Committee only meets four times per year and requiring that all contracts are approved by the Finance Committee may prolong the approval process. Trustee Owens Southall cautioned against changing policies to meet one incident. Chair Williamson stated that the Board can review the policy and procedures to determine whether College contracts should remain under the Consent Agenda. He asked President Williams to review the policy and provide a recommendation on how a change in policy would impact the College.

Action: Board voted unanimously to approve the following contracts:
- Bell Techlogix - Microsoft License Renewal (Maryland Education Enterprise Consortium (MEEC) in the amount of $58,519
- Link-Systems International, Inc.- Online Tutoring in the amount of $114,000
- Maryland Works – Janitorial Contract for 2600 Liberty in the amount of $50,000
- University of Maryland – Database for the Library in the amount of $64,494
- Regents, Inc. – Financial Aid Software Renewal in the amount of $93,000
- Educational Options, Inc. – Stars Suite for BCED in the amount of $52,125

V. STUDENT CODE OF CONDUCT
Action: The Board of Trustees voted unanimously to approve the Student Code of Conduct.

VI. MIDDLE STATES UPDATE (Dr. Barbara Murray, Project Director for Accreditation and Assessment)
Dr. Barbara Murray stated that the Steering Committee met to discuss three items: the Monitoring Report Update; revisions to the Steering Committee; and, comments made
by Dr. Mary Ellen Petrisko, Middle States Liaison, on the Self Study Design Proposal. She added that the College should receive the Commission’s final decision on the Monitoring Report in June 2011. Dr. Petrisko visited the College in April and suggested that the Steering Committee be reduced from 44 members to 24 and the writing team be reduced from 16 members to 3. The revised Self-Study Design Proposal is due to Dr. Petrisko on June 10, 2011. Trustee Rodwell asked for clarification on the Self-Study recommendation and the Commission’s final response. Dr. Murray stated that the College was informed at the Self-Study exit interview that if the College receives a warning, there is a possibility that the Self-Study would be postponed to address the recommendations.

Dr. Murray reported that May 3, 2011, Dr. Williams, Dr. Bushner, and co-chairs of the SEC Student Learning Outcomes and Curriculum Assessment Task Force, Dr. Nevada Winrow and Dr. Katana Hall met to discuss how the College should address Middle State’s concern with assessments; identify an assessment consultant; and, how to address assessment issues related to institutional learning goals and general education. Dr. Jo-Ellen Ashbury, assistant vice president for Academic Affairs and Office of Institutional Research and Assessment, and professor of Psychology at Stevenson University, was identified as the consultant. Dr. Murray concluded the report by stating that the College is also working on completing the Maryland Higher Education Commission’s (MHEC) 2011 Student Learning Outcomes Assessment Report which is due on June 30, 2011. Trustee Rodwell asked if the College has hired a curriculum coordinator and if there is a relationship to the coordinator position and consultant. VP Bushner stated that the College is currently advertising for a director of curriculum and assessment with hopes of receiving a number of responses within the next month. President Williams added that the director of curriculum and assessment has no relationship to the consultant. The director will help house and manage the assessment process once it’s developed, while the consultant will work directly with faculty and academic administrators on how to develop and measure assessments.

VII. **FINANCE COMMITTEE REPORTS** (Trustee Gabriel)

A. Operating Budget Request Overview

   Trustee Gabriel stated that the Finance Committee recommends approval of the Operating Budget Request Overview.

   **Action:** The Board of Trustees voted unanimously to approve the FY 2012 and FY 2013 Budget Request.

B. Capital Budget Request Overview

   Trustee Gabriel stated that the Finance Committee recommends approval of the FY 2013-FY 2017 Capital Improvement Program.

   **Action:** The Board of Trustees voted unanimously to approve the FY 2013-FY 2017 Capital Improvement Program.

VIII. **COLLEGE REPORTS**

A. **Student Governance Association*** (Ms. Charmaine Pope, President)

   Please see the May 24, 2011, Board of Trustees Open Session Board Book for the full SGA report.
B. Senate Executive Committee* (Professor Chima Ugah, President)  
Please see the May 24, 2011, Board of Trustees Open Session Board Book for the full SEC report.

C. AFSCME Local at BCCC* (Dr. Shanta Rao, Vice President)  
Please see the May 24, 2011, Board of Trustees Open Session Board Book for the full AFSCME report.

IX. COLLEGE PRESENTATION*  
Mr. Tony Warner, executive director of Human Resources, stated that the College is working with Ms. Gwen Wright, Change Matter, Inc., to facilitate discussions with the major internal stakeholders and the public on the Strategic Plan. This session is to provide an update to the Board on the progress of the Strategic Plan and to get the Board’s feedback. Highlights from the report are as follows:

➢ Ms. Wright stated that President Williams and her staff made it very clear that the planning process should be inclusive, transparent and that the Strategic Plan is a fluid document that gives the College the opportunity to review it annually. She added that the current goals developed in the draft plan were formulated from the mission and vision statement, input from various internal and external participants’ surveys, environmental scan, draft Academic Master Plan, and other indicators.

➢ Ms. Wright presented the proposed mission and vision statements and asked the Board for feedback. Trustee Rodwell stated that the new vision statement is sharper and speaks to what the College is rather than what it should be. It also contains some of the fundamental ideas of the current statement. Chair Williamson stated that the vision statement should reflect what the College actually does. Trustee Williams added that he does not see a significant difference between the old and proposed statements. Trustee Yates commented that the vision statement should reference workforce training. Ms. Wright agreed that the proposed vision statement is not significantly different, but added that the staff wanted to remain true to the College’s mission and guiding principles. Trustee Owens Southall stated that the mission statement should also include measurable components.

➢ Ms. Wright presented the draft strategic objectives and asked the Board for feedback. Chair Williamson asked if the draft strategic goals are listed in terms of priority. Ms. Wright responded no. Dr. Williams added that based on data from the listening sessions, the draft Academic Master Plan, the environmental scan, and the SWOT, common themes were used to develop the strategic goals. Chair Williamson recommended that the goals be prioritized with student success as goal one and institutional sustainability as goal two. Trustee Williams asked if the Strategic Plan could be assessed on an on-going basis or only after five years. President Williams stated the plan will be reviewed annually. She added that this Strategic Plan is different from the previous plan in that strategic goals will be assigned to different divisions or areas, and it will contain accountability measures, timelines and a budget.

➢ Ms. Wright stated that other divisions and departments will be able to provide input on the draft Strategic Plan in the fall. Implementation will occur in 2012. Trustee Owens Southall asked when the Board can expect the draft Strategic
Plan. President Williams responded that the draft plan should be ready by October. Trustee Williams asked if all stakeholders are providing input throughout the process. Ms. Wright responded yes, stakeholders have participated in the process.

X. PRESIDENT’S REPORT* (President Carolane Williams)
President Williams thanked the Board for attending the various College related events and invited the Board to attend the upcoming Nursing Pinning Ceremony, Commencement and GED graduation.

Please see the May 24, 2011, Board of Trustees Open Session Board Book for the full President’s Report.

XI. BOARD COMMENTS
Trustee Riddick commended all of the individuals that were recognized for their distinguished service to the College and gave a special kudos to Ms. Nikita Lemon.

Trustee Gabriel stated that the Jazzy Afternoon at Boordy Vineyard fundraiser and the Honors and Awards banquet were two great events. He gave a personal note of thanks to Dr. Michelle Harris Bondima for her service to the College and announced that the Maryland Association of Community Colleges (MACC) has entered the next level of interviews for the executive director of MACC. The goal is to hire a director by July 1.

Trustee Yates commented that she is looking forward to both graduation ceremonies and noted that in spite of a rough year, the College is ending on a very positive note. She thanked everyone for all of their hard work.

Trustee Williams echoed Trustees Yates comments, noting that it is very important to end on a good note. He added that he, too, enjoyed the Honors and Awards banquet.

Trustee McCurby congratulated everyone on the awards, giving special thanks to Ms. Nikita Lemon. She thanked everyone on behalf of the students for their hard work, noting that she personally touched by the caring team at BCCC.

Chair Williamson stated that he wants to ensure that the College communicates the accomplishments of the extraordinary faculty, staff and student population to the community at large at the College.

NEXT MEETING
Tuesday, June 28, 2011, the Business and Continuing Education Division

The Board of Trustees meeting adjourned at 6:29 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, Mr. Lucious Anderson, Ms. Vera Brooks, Ms.
Lorraine Brown, Mr. Stan Brown, Dr. Therese Bushner, Ms. Nicole Cameron Becketts,
Dr. John Flynn, Ms. Shawn Harrison, Ms. Lyllis Green, Ms. Karen Guilford, Mr. Thomas
Hampton, Ms. Paulette Harris, Ms. Valerie Hunter, Dr. Boy Iweha, Ms. Novlette
Jackson, Mr. Rene Johnson, Ms. Ada Kearse Brown, Dr. Shawn Lane, Mr. Corey
McKinney, Ms. Valerie McQueen-Bey, Ms. Dee Mooring, Dr. Barbara Murray, Ms.
Sheryl Nelson, Ms. Kathy Odell-Carlson, Mr. Vadim Olyashevsky, Dr. Solomon Omo-
Osagie, Ms. Julia Pitman, Ms. Mallela Ralliford, Dr. Shanta Rao, Mr. Jerry Reichenberg,
Ms. Stephanie Reidy, Ms. Sylvia Rochester, Mr. Ali Roodsari, Ms. Anna Rutah, Ms.
Daviedra Sauldsberry, Mr. Mohan Sharma, Ms. Shawnette Shearin, Mr. Herbert Sledge,
Ms. Daphne Snowden, Ms. Kathy Styles, Dr. Michele Towson, Mr. Tony Warner, Ms.
Linda Weaver, Ms. Meintje Westerbeek, Mr. Vincent Whitmore, Ms. Brenda Wiley, Mr.
Alvin Winkler and Dr. Diana Zilberman.

Others Present: Mr. Bryan Perry, Assistant Attorney General; Mr. Lewis Evans, Mr.
Kadrick Henry, Ms. Mariel Otter and Ms. Charmaine Pope, BCCC students; and, Ms.
Debra Brooks, Morgan State University Doctoral Student.