Baltimore City Community College
Board of Trustees
Approved
Open Session Minutes

Monday, December 17, 2007, 5:30 p.m.
Reisterstown Plaza Center

Board Members Present: Mr. Garland O. Williamson, Dr. Edmonia T. Yates, Ms. Tabitha L. Chambers, Dr. Donald A. Gabriel, Ms. Katrina R. Riddick, Dr. Mary E. Owens Southall, and Dr. Maceo M. Williams

Absent: Ms. Kirsten E. Sandberg Caffrey

I. Closed Session
The Board voted unanimously, under the Open Meetings Act, State Government Article, Section 10-508, to convene in Closed Session at 7:40 p.m., on December 17, 2007, at the Reisterstown Plaza Center (RPC), to discuss personnel, real estate and collective bargaining matters.

II. Chair Garland O. Williamson asked for a moment in silence in memory of Mr. Charles G. Tildon, Jr., former President of BCCC. Chair Williamson stated that Mr. Tildon was a steward in the community and in the State of Maryland. “He was always involved in many things related to the City, for that he will be greatly missed. In keeping his family in our prayers, we thank God for his contributions in the community,” said Chair Williamson.

III. Preliminary Presentations (Awards, recognitions, honors, etc.)
A. Mr. Stan D. Brown, Interim Vice President of Academic Affairs, introduced the following faculty to the Board of Trustees:

- Dr. Barbara B. Murray, Professor, introduced the BCCC students who successfully competed in the Community College Federal Reserve Challenge held on November 29, 2007: Mr. Olufemi Ajibade, Mr. Marcus Maffett and Mr. Michael Williams. This was the second year in which community colleges were invited to participate in the pilot program, which gives students an opportunity to give presentations/recommendations on how they would improve the federal budget.
- Dr. Michelle Harris Bondima, Dean of Health, Science and Mathematics Department, gave a presentation at the Mayor’s Office regarding the Health and Science Career Fair and the ACCE Academy.
- Assistant Professor Sileshi Shewaneh spoke on the topic of “Grappling with the Challenges of Teaching Developmental Writing” in a national writing project.
• Professor Rebecca Johns-Hackett presented in an Open Forum concerning the Jena 6 March demonstration.

• Professor Michael Berlin reported on his work with the Police Academy, noting that more than 250 graduated from the academy. He also mentioned a field trip to Samuel L. Banks High School where fifty police trainees interacted with 150 high school students.

• Dr. Tonja Ringgold has published an abstract entitled, The Evaluation of Computer Attitudes and the Validation of Computer Self Efficacy Scale of Minority Students at an Urban Community College.” The abstract has been accepted for publication in the International Journal of Urban Learning Technology.

• Ms. Dorothy Holley and the Nursing Department were recognized and congratulated by the Board for having a 100% licensure pass rates for both LPNs and RNs.

Trustee Donald Gabriel thanked Dr. Michelle Harris Bondima for her dedication and time serving as Chairperson of the Baltimore Community Relations Commission.

B. Mr. Levone Ward, Chief Information Technology Officer, introduced the following staff to the Board of Trustees:

• Mr. Fred Holmes, Telecom Department, who received his BA degree in Organizational Management from Virginia Union.

• Ms. Carolyn Townsend, Director, Communication, Information and Technology Services (CITS) Department, who received a MA degree from the University of Baltimore.

IV. BOARD ACTIONS/CONSENT AGENDA (All Actions requiring a vote.)

The Board of Trustees voted unanimously to approve the December 17, 2007, Consent Agenda which included:

• December 17, 2007, Agenda

• November 26, 2007, Minutes, with the correction that Dr. C. Ann Ritter was able to meet with Vice President Jaudon concerning the incident involving an assault of an instructor on November 13 (page 3, B. 2nd paragraph).

V. COLLEGE REPORTS

A. Senate Governance Board (SGB) (Ms. Coyreec Williams)

Ms. Coyreec Williams highlighted the following student activities:

• On November 7, 2007, SGB held a meeting with the College’s Clubs and Organizations concerning sanctions.

• On November 14, 2007, the Annual Madden Tournament attracted more than 60 participants.

• On November 21, 2007, Sally Grant, BCCC alumnus, participated
in a Student Leadership Development Session, which focused on the students' annual Student Advocacy Day in Annapolis.

- On November 28, 2007, the action-packed movie entitled, "Transformers" was shown and well attended on Movie Night.

B. **Senate Executive Committee** (Dr. C. Ann Ritter)

Dr. Ritter noted the following faculty information:

- On December 6, 2007, President Williams held a Faculty Forum concerning the College's legislative agenda in Annapolis and how faculty and staff need to pull together on issues affecting the College.
- On December 7, 2007:
  - President Williams met with the SEC.
  - Chief Winkler attended the SEC meeting and clarified the incident involving the faculty member and student that were assaulted in the classroom.
  - The Holiday Celebration attracted more than 370 people and fun was had by all.
- The Program Coordinator's Committee, chaired by Dean Along, will provide a proposal concerning job descriptions, compensation and release time.
- Full-time overload pay is in discussion and seems to be under control as steps have been taken to ensure that certain issues/concerns will not arise next semester.
- Two Sabbatical Leave applications have been submitted to the Interim Vice President of Academic Affairs.
- There are still the issues of an interim vice president and interim chairpersons. Permanent placements are crucial to the College's well-being.

Trustee Williams asked Dr. Ritter if she and the SEC were satisfied with the outcome of the meeting with Chief Winkler and whether any other issues or concerns related to that meeting were discussed with President Williams. Dr. Ritter responded that Chief Winkler handled the situation appropriately and by protocol. Therefore, there weren't any further issues to discuss with President Williams.

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

Ms. Gray reported the following information to the Board:

- AFSCME representatives met with President Williams on Thursday, December 13, 2007, and informed her of the Labor Management Committee's (LMC) meeting held with Ms. Karen Kline, Federal Mediation Conciliation Services. Ms. Kline has been involved with college contract negotiations. The LMC is looking to reconstruct its processes to be more effective and flow smoothly.
• AFSCME has been in contract negotiations for approximately nine months. At present there are just two Articles under discussion. On December 4, 2007, the College gave their response and offer; the Union rejected the offer on December 10, 2007. The College followed-up with their best and final offer effective December 14, 2007.

• It has been brought to the Union’s attention and subsequently discussed with President Williams that some supervisors have been arbitrarily changing job descriptions and/or job titles without following proper protocol, which is to involve Human Resources. Since Human Resources is part of the LMC, this issue will be brought to that committee’s attention.

President Williams responded that the College is undergoing a compensation/classification study and that Dr. Lexsee Waterford, Executive Director of Human Resources, has been charged to investigate this matter. Dr. Waterford stated that her investigation revealed no basis of fact to this allegation. However, Human Resources has notified the College community about the job reclassification/compensation study and that no one outside of Human Resources should make any changes to a job description or job title.

VI. COLLEGE PRESENTATIONS (Designated staff to present pre-approved)
Interim Vice President Stan Brown and Dr. Carolyn Dabirsiaqhi, Co-Chair, Middle States Periodic Review Report Committee, provided an update on the Middle States Periodic Review Report, noting, among other things, that:

• Middle States accreditation is key to the College’s existence; the Middle States Review Report is very critical for the College.

• In addition to Middle States, the College is accredited by other agencies for individual programs at the College.

• Stemming from self-study reports and site visits from 2003 and the submission of a November 2005 Monitoring Report, there are a total of 189 recommendations that the College must respond to over a five year period.

• The 189 recommendations came from two reports: 1) the Visiting Team Report, and 2) the BCCC Self-Study Report. There were five specific issues that Middle States suggested that the College immediately addresses and the College was allotted two years to tackle the charge. That was the Monitoring Report; now it is time for the Periodic Review for 2008 and the next Self-Study Report is in 2013.

• In April 2003, six critical themes were identified by Middle States that pertain to all divisions across the College.

• Both Vice President Brown and Dr. Dabirsiaqhi attended the
Middle States Workshop in Philadelphia and were told that the College needed to address all recommendations concerned. Dr. Dabirsiaqhi contacted the College’s Middle States representative and was informed to organize the recommendations either by division or topics and the report could not be more than fifty pages.

- In 2002, Middles States developed a document with fourteen Characteristics of Standards/Excellence and that is the way the College has organized the recommendations.
- Middle States wants the College to be truthful, candid and clear in its responses.
- October was designated as Input Month for the Periodic Review Report, with the development of a Blackboard web-site where the recommendations can be reviewed.
- In November 2007, a writing team was developed to assist with the analysis of the recommendations to explain "where we are going and how we are going to get there."
- A working timeline has been developed and will be submitted to the Board of Trustees for review in April 2008.

VII. President’s Report* (President Carolane Williams)

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

- As a follow-up to the question raised at the November 2007 Board Meeting, the December Board book contains a chart showing how BCCC’s crime statistics compare to other colleges. You will see that BCCC is the safest college in Baltimore. In addition, Chief Alvin Winkler, as suggested by the Board, has produced signage that displays emergency assistance numbers that will be posted in every classroom and in hallways.
- BCCC and Constellation Energy will be the two premiere sponsors for the Greater Baltimore Committee (GBC) Legislative Forum, which will be held on Monday, January 28, 2008, from 8–9 a.m. As a premiere sponsor the College will have two tables, plus visibility on GBC’s web-site and on the program. Board members are invited to attend.
- BCCC is participating in a College-wide recycling program.
- The College has adopted a Civility Statement, which reflects the standards that everyone has the right to study and work in a civil environment. The Civility Statement has been reviewed by Academic Affairs, Student Affairs, President’s Staff and the College Council and will be included in the January Board book.
- Currently, BCCC has 24 students involved in the Mergenthaler (Mervo) High School Construction Program.
- In terms of preparing the police officers who were unable to pass the Civil Service exam, the College was instrumental in helping all four of the recruits who participated in the program to pass the
exam.
- Diana Meyers, BCCC art major, was the winner of the College's first Holiday Design Contest. More than 1,000 holiday cards were mailed to BCCC employees, Maryland colleges and universities, businesses, and other friends of the College. Professor Nicole Fall organized the contest.

VIII. BOARD COMMENTS
Chair Williamson commented on the great job that President Williams is doing for BCCC, noting that no matter where he goes, from Annapolis to the barbershop, Dr. Williams' presence is known.

IX. NEXT MEETING
Tuesday, January 29, 2008, Harbor Campus, Bard Board Room

The Board of Trustees meeting adjourned at 7:05 p.m.

Respectfully submitted,

Carolane Williams, Ph.D.
President

*Copies on file in the Office of the President.
ATTENDANCE:

Dr. Carolane Williams, President

BCCC Staff Present:
Mr. Theodore Along, Dr. Michelle Harris Bondima, Mr. Jocque Dyson, Ms. Charlene Gray, Ms. Karen Guilford, Dr. Katana L. Hall, Dr. Kathy Hausman, Mrs. Kim James, Dr. E. Daniel Kapraun, Mrs. Judy W. Jaudon, Dr. C. Ann Ritter, Mr. Alireza Roodsari, Mr. Herbert Sledge, Jr., Mr. D. FitzGerald Smith, Mr. Ronald H. Smith, Mr. Levone Ward, Mr. Warren Turner, Mr. Andre' J. Williams, Ms. Coyreec Williams

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

Minutes recorded & transcribed by: Mr. D. FitzGerald Smith