



**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
APPROVED OPEN SESSION MINUTES
February 21, 2018
4 p.m.
Liberty Campus
Mini-Conference Center**

Board Members Present: Kurt L. Schmoke, Esq. (Chair); Dr. Rosemary Gillett-Karam, (Vice Chair) via conference call; Mr. Jason Perkins-Cohen; Mr. J. C. Weiss, III; Mr. Ferdinand Anokwuru;

Board Members Absent:

Maria Tildon, Esq.
Dr. Rachel Pfeifer

The Board unanimously approved the February 21, 2018 and the revised January 17, 2018 Agendas.

I. NEW BUSINESS

The Board accepted the report of Dr. Tonja Ringgold on Realignment Task # 1 *“Review and strategically align core course offerings of BCCC, consistent with accreditation requirements, and focused on the needs of students at BCCC and the workforce of Baltimore City”*.

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

- A. Approval of the December 20, 2017, Minutes
- B. College Contracts
- C. Student Government Association (SGA) (Mr. Kingsley Anokwuru, President)
- D. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President)
- E. Faculty Senate (Professor Edward Ennels)

The Board inquired as to the report of AFSCME regarding an issue with Lead Staff, the Board also wanted a definition of Lead Staff. Ms. Charlene Gray responded by defining the term Lead Staff as Environmental Services (Housekeeping), and that Lead Staff was a position that was created by the college and not by the bargaining unit, and are considered as supervisors. Ms. Gray reported that this matter was discussed at Labor Management Committee meetings and with Dr. May. The Board inquired as to how many persons this matter involved. Ms. Gray responded that there were five. Dr. May assured the Board that he was aware of this matter and will continue to follow-up until resolution. The Board wanted to note that they are aware of this issue.

Action: The Board voted and unanimously approved all Board Actions/Consent Agenda.

III. PUBLIC PRESENTATIONS

James Knighton, Esq., Director of Government Relations reported that in response to the Boards December 21, 2018 inquiry regarding voting rights of BCCC Trustees, specifically ex-officio Board Members, as well as the directive to draft and introduce legislation in the 2018 Assembly session. Mr. Knighton stated that his presentation would address the Board's concerns.

Mr. Knighton stated that after many conversations with Delegate Adrienne Jones, Speaker Pro Tem of the Maryland House of Delegates, and research from the current Board By-Laws and Robert's Rules of Order, his professional opinion is that corrective legislation is not necessary because BCCC ex officio trustees have full voting rights. Mr. Knighton also recommended that if any written clarification was needed regarding voting rights of ex officio trustees, that is be done through a change to the Board's By-Laws rather than through legislation. Mr. Knighton referred the following link for further information regarding this matter,

<http://web.archive.org/web/20180114183826/http://www.robertsrules.com/faq.html#2>.

The Board inquired as to if the Board needed to do anything based upon his report. Mr. Knighton responded that this matter should be addressed in the By-Laws of the Board and internal action by the Board.

The Board thanked and accepted Mr. Knighton for his report.

IV. COLLEGE POLICIES

Ms. Michelle Williams, Director of Human Resources introduced the Contractual Conversion Policy and Procedure for Board Approval.

Ms. Williams reported that the rationale for Contractual Conversion Policy is for a person (non-faculty employee) who

- (1) Pursuant to a written agreement, provides personal services to BCCC for pay;
- (2) Is not employed as a Regular Status employee in a budgeted position;
- (3) Whose compensation, terms and conditions of employment are governed by this policy and a written contract and not by the BCCC policies generally applying to Regular Status Nonexempt and Exempt staff;
- (4) Has an employer-employee relationship with the institution in which the institution furnishes necessary supplies and equipment, and a place to work; has the right to control and direct the details, means and results of the performance of the services; and has the right to discharge the person from employment.

Ms. Williams shared the language for this policy that is a mirror of USM Policy with revisions that are in align with BCCC.

- A. It is the policy of Baltimore City Community College that employees, after three consecutive years of service in the Contractual Category, shall be eligible to be converted to a Regular Status position and subject to all the policies and procedures of Regular Status employees.
- B. This provision does not apply to employees in positions funded through Research/Service Grant or Contract, or through Clinical Revenue; Athletic Coaches; employees on internship; and those employees who have chosen not to be converted to Regular Status employment.
- C. This provision does not automatically convert current contractual employees who have worked three or more years
- D. Employees who are converted to Regular Status without a break in service will have contractual time served in the current position counted towards their probationary period.
- E. All Conversions will be will be approved based on PIN and funding availability within the requested division/department

Discussion:

The Board inquired as to if this policy would have an effect on budget and salary. Ms. Williams responded that it would have an effect on both budget and salary. Mr. Brian O'Connell, Chief Budget Officer added that PIN's are available; however, money does not come with the PIN. Contractual monies can be used but the difference would have to be added.

If approved, this policy would go into effect on July 1, 2018 and conversions would begin for selected employees who meet the criteria. No one will be grandfathered in.

The Board inquired as to if this policy/procedure had been seen by the union. Ms. Williams stated the union has seen the policy; however, until approval is granted, it is her suggestion to wait until the policy/procedures are approved. Dependent on if the conversion position is a union position, negotiations would be completed with the union.

The Board inquired as to who would police the policy/procedure to ensure that the decisions are not arbitrary. Ms. Williams responded that Human Resources and Administration and Finance would approve the candidates, no leadership will be involved in the selection process.

The Board unanimously approved the Contractual Conversion Policy/Procedures.

V. PRESIDENT'S REPORT

Dr. May stated that his report stood as written.

ADDITIONAL ITEMS:

Dr. May reported the following additional items:

- The House and Senate hearings are going well.
- Will be returning to testify at the BRFA Hearings and the Capital Budget Hearings.
- The Board inquired as to the submitted Implementation Plan. Dr. May stated that the report was well received, with the final draft submitted on July 1, 2018 and a follow-up report on outcomes in December 2018.
- Dr. Ringgold, Interim VP Sylvia Rochester, and others are attending the Achieving the Dream Conference.
- Ms. Wendy Harris will be giving the Enrollment Report instead of IVP Rochester.

A. ENROLLMENT REPORT

Ms. Wendy Harris, Registrar reported that the Spring 2018 semester is down by two-percent from last spring.

Ms. Harris reported on the various plans that Student Affairs initiatives for student recruiting and retention.

The Board inquired as to if the enrollment numbers for both credit and non-credit were being served through the Student Affairs initiatives. Ms. Harris responded that the numbers denoted only the credit students. The Board suggested that the credit and non-credit numbers should be combined to show the impact that BCCC is having in the community.

II. CLOSING COMMENTS

Chair Schmoke reported that Dr. Narcisa Polonio, retired senior officer from Association of Community College Trustees (ACCT) is the consultant for the Presidential Search and has begun working. More information will be given as it is received.

Chair Schmoke adjourned the meeting to reconvene into a closed session.

VI. MOTION FOR ADJOURNMENT Meeting adjourned at 4:32 p.m.

VII. NEXT MEETING Wednesday, March 21, 2018

Bryan Perry, Esq., Chief of Staff/General Counsel
Mr. Calvin Harris, Jr., VP of Business & Finance
Ms. Dawn Kirstaetter, VP of Advancement & Strategic Partnerships
Mr. Michael Thomas, VP of Workforce Development & Continuing Education
Ms. Lyllis Green, Chief Internal Auditor
Ms. Michelle Williams, Director Human Resources

BCCC Staff Present:

Nicole Becketts, Linda Benjamin, Kathleen Berlyn, Elena Berrocal, Vera Brooks, Lorraine Brown, Saverio Coletta, Quintin Davis, Edward Ennels, Charlene Gray, Nana Gyesie, Dr. Katana Hall, Eileen Hawkins, Maurice Howell, Will Hug, Joseph M. Hutchins, Dr. Bob Iweha, David Xudong Jin, James Knighton, Amrita Madabushi, Karen Mobley, Dr. Anil Malaki, Valerie Leverette, Karen Mobley, Brian O'Connell, Scott Olden, Fred Paraskevoudakis, Wadson Pericles, Shaunta Rao, Kadijat Richmond, Sylvia Rochester, Mitchell Rossi, Scott Saunders, Benita Scott, William Shipley, Dr. Edna Street-Jones, Gregory Tarver, Dr. Bonnie Thomas, Dr. Daphne Snowden, Chima Ugah, Eileen Waitsman, Dr. Dennis Weeks, Jeff White, Brenda Wiley, Diana Zilberman.

Others Present:

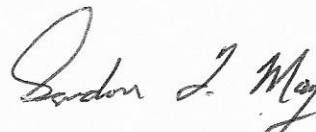
CLOSED SESSION

The Board voted unanimously, under the Open Meeting Act, State Government Article, and Section 10-508, to convene in Closed Session on September 20, 2017, in the President's Conference Room to discuss real estate, personnel and to obtain legal advice.

**Full report on file in the President's Office*

Board approved on April 18, 2018

Respectfully submitted,



Gordon F. May, PhD
President/CEO