

BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
APPROVED OPEN SESSION MINUTES
September 20, 2017
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; Ms. Maria Tildon, Esq.; Mr. Jason Perkins-Cohen; Mr. Robert Wallace; Mr. J. C. Weiss, III; Mr. Tom Geddes; Dr. Rachel Y. Pfeiffer; and Mr. Ferdinand Anokwuru, Student Trustee.

Board Members Absent:

None

- I. The Board unanimously voted and approved the September 20, 2017 agenda.

II. NEW BUSINESS

Realignment Task Updates were given by Bryan Perry, Esq., Chief of Staff and General Counsel.

Mr. Perry presented 11 of the 12 tasks as related to HB1595 and the progress to date of each task. In Mr. Perry's presentation he also presented BCCC's Implementation Plan.

DISCUSSION:

- ❖ The Board inquired as to who is monitoring to ensure the implementation plan is on track. Dr. May responded that he assigned Mr. Perry to lead this project with his oversight. Dr. May stated that Mr. Perry and he meet regularly to discuss the progress of the implementation plan.
- ❖ The Board inquired as to if before and after baselines of what college is achieving is in place in order to have metrics to measure against and to ensure there is no duplication of work. Mr. Perry responded that the format is fluid and can be changed.
- ❖ Chair Schmoke requested that the record should reflect the July 19, 2017 informal "Meet and Greet" held in the Mini Conference Center where the Board interacted with the college community that attended.

**Mr. Perry's presentation is on file in the President's Office or the September 20, 2017 Open Session Book.*

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

- A. Approval of the May 23, 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)

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

IV. PRESIDENT'S REPORT

- Dr. May stated that his report would stand as submitted, but requested to add additional items.
 - ❖ Dr. May introduced Ms. Dawn Kirstaetter as the new Vice President of Advancement and Strategic Partnerships.
 - ❖ Dr. May introduced Mr. Michael Thomas as the new Vice President of Workforce Development and Continuing Education, formerly, Business and Continuing Education (BCED).
 - ❖ The week of October 15 – 22, 2017, BCCC will host three institutions, Presidents' Round Table, Lakin, LDI, in downtown Baltimore. Lakin and LDI will hold workshops on the Liberty Campus on October 18, 2017. Mayor Catherine Pugh will be the guest speaker for this conference.

A. ENROLLMENT REPORT

- Dr. Marguerite Weber, Vice President of Student Affairs reported that enrollment is down by seven percent which she attributes to the incomplete registration process; however, 38 students re-enrolled for the fall 2017 semester.

Dr. Weber also reported that Student Affairs engaged a secret shopper to test the customer servicing of the college employees and reported that the customer service skills of some employees were not good.

Dr. Weber suggested to engage a marketing firm to develop a college wide customer service program that would be uniform throughout the college.

The Board inquired as to what the formula was for FTE's. Ms. Eileen Hawkins, Director of Research, responded that the formula that is used is the number of seats times course hours and divided by 30 will calculate the number of eligible FTE's and that is the number that is reported to the Maryland Higher Education Commission (MHEC). The Board inquired as to were any strategies tested

against the headcounts from previous years to see what strategies work or not work for the college. Dr. Weber did not have a response for this inquiry but stated that she would follow up for a response. The Board also inquired as to the number of students that went elsewhere. Dr. Weber responded that number would not be available until after the census.

B. Performance Accountability Report (PAR)

- Ms. Eileen Hawkins, Director of Research defined the Performance Accountability Report (PAR) as an annual requirement of the Maryland Higher Education Commission (MHEC) for all Maryland public colleges and universities.

The PAR operates on a five-year cycle and 2016 marked the beginning of a new cycle. At the beginning of each cycle institutions must establish five-year benchmarks for a series of indicators established by MHEC. The benchmarks are based on four years of trend data that is provided by the institutions primarily with a few provided by MHEC.

MHEC requires that each institution's governing board approve their PAR. The 2017 PAR must be submitted to MHEC by October 2, 2017.

Discussion

The Board inquired as to who has input in the deciding of the benchmarks. Ms. Hawkins responded that deciding the benchmarks is a college-wide task, e.g. faculty, staff, and community.

The Board inquired as to benchmark #29 regarding, enrollment in continuing education workforce development, if the proposed projection for unduplicated annual headcount (2,800) and annual course enrollments (3,600) for FY20 reasonable. Mr. Vincent Whitmore responded that due to the various continuing education courses, e.g. cyber security and allied health, as well as other various offerings he believes that the proposed projects are accurate. Ms. Ida Sass, Assoc. Dir. Community Education Services responded that by offering stackable credentialing and the engagement of more employers the percentage of more jobs would be available.

The Board unanimously approved the Performance Accountability Report (PAR).

****The full PAR report can be found in the September 20, 2017 Open Session Book.***

V. CLOSING COMMENTS

Chair Schmoke introduced Dr. Rachel Y. Pfeiffer as the new incoming Trustee.

VI. **MOTION FOR ADJOURNMENT** Meeting adjourned at 5:05 p.m.

IX. **NEXT MEETING** Wednesday, October 18, 2017

ATTENDANCE:

Dr. Gordon F. May, President
Bryan Perry, Esq., Chief of Staff/General Counsel
Dr. Tonja Ringgold, VP of Academic Affairs
Dr. Marguerite Weber, VP of Student Affairs
Mr. Calvin Harris, Jr., VP of Business & Finance
Ms. Dawn Kirstaetter, VP of Advancement & Strategic Planning
Mr. Michael Thomas, VP of Workforce Development & Continuing Education
Ms. Lyllis Green, Chief Internal Auditor
Dr. Ray Barghi, Chief Information Officer

BCCC Staff Present: -

Tope Aje, Nicole Becketts, Terri Bell Vanessa Bell, Linda Benjamin, Elena Berrocal, Vera Brooks, Leslie Brown, Lorraine Brown, Hsin-Yuan Chen, Quintin Davis, Angela Donn, Patricia Edwards, Jean Ellis, Edward Ennels, Christopher Falkenhagen, Charlene Gray, Valerie Grays, Nana Gyesie, Eileen Hawkins, Jean Henry, Marie Hinton Kenneth Hopkins, Maurice Howell, Joseph M. Hutchins, Dr. Bob Iweha, Daniel Izume, Michele Jackson, David Xudong Jin, , Chris Jordon, Lynette Little, Jim Lynch, Brian O'Connell, Scott Olden, Dr. Anil Malaki, Betsy Mackey, Karen McClaskey, Valerie Leverette, Tina Mosley, Shaunta Rao, Kadijat Richmond, Sylvia Rochester, Mitchell Rossi, Ida Sass, Scott Saunders, Daviedra Sauldsberry, Benita Scott, Shannette Shearin, Charae Thorpe, Dr. Daphne Snowden, Chima Ugah, JáHon Vance, Eileen Waitsman, Dr. Dennis Weeks, Douglas Weimer, Jeff White, Vincent Whitmore, Brenda Wiley, Juanita Wingo, Andre Williams, Darlene Williams, Jill Yesko, Diana Zilberman,

Others Present:

Kathy Styles – Retiree
Debra Vines, Bellvue University
Richard Harrison, Ellucian
Garret Halbach – DLS
Kingsley Anokwuru – SGA President
Thashanna Lyle, SGA Vice President
Alicia Archanme, SGA Secretary
Aderoucola Kayode, SGA Treasurer
Olayeni Popoola, Student

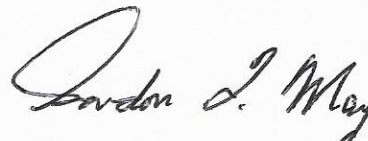
CLOSED SESSION

The Board voted unanimously, under the Open Meeting Act, State Government

Article, and Section 10-508, to convene in Closed Session on May 23, 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**

Respectfully submitted,

A handwritten signature in cursive script that reads "Gordon F. May". The signature is written in black ink and is positioned above the printed name and title.

Gordon F. May, PhD
President/CEO