



**BALTIMORE CITY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
APPROVED OPEN SESSION MINUTES  
September 19, 2018  
4 p.m.  
Liberty Campus  
Mini-Conference Center**

**Board Members Present:** Kurt L. Schmoke, Esq. (Chair); Dr. Rosemary Gillett-Karam, (Vice Chair); Maria Tildon, Esq.; Dr. Rachel Pfeifer; Mr. Jason Perkins-Cohen; Mr. J. C. Weiss, III; Mr. John D. Lewis; Mr. Peter Nachtwey; Ms. Maricruz Abarca (Student Trustee)

**Board Members Absent:**  
None

*\*The Board unanimously approved the September 19, 2018 agenda.*

**I. Chair Schmoke brought the meeting to order.**

**Remarks:**

- The Board applauded Dr. James H. Johnson, Jr. for his dedication and announced that he has agreed to an extension of his contract until January 2019.
- The Board acknowledged and welcomed the new 2018/2019 Student Trustee, Ms. Maricruz Abarca.
- The Board acknowledged and welcomed the new 2018/2019 Student Government Association President, Mr. Victor Anokwuru, who introduced the SGA Vice President, Ms. Madelle Djomou.

**II. NEW BUSINESS**

Mr. Bryan Perry, Chief of Staff, reported that the first pages of his report consist of an Executive Summary for each task, followed by supporting documentation showing the breakdown of the timeline in the percentage of completion for the task and sub-task of each task. Mr. Perry explained the color keys in his report:

- Red = less than 50 % completed
- Yellow = 50 – 75% completed
- Green = 75 – 100 % completed

The timeline was developed collaboratively with staff and college-wide participation. Twelve working teams were created and each worker was assigned a task and sub-task and they came together to decide what the timeline should be.

They have submitted the timeline to Department of Legislative Services (DLS) and they have accepted the timelines and are recommending to Legislation that funds from the last session be released.

The Board inquired specifically about task number six related to a comprehensive review of the staffing audit report. Mr. Perry responded that task number six has been completed. Dr. Johnson added that the audit has been completed but the implementation of the recommendations has not begun due to the college's benchmark against the other colleges with more advanced IT systems i.e. without the same level of automation. BCCC requires more people; however, by Spring of next year we should be at the same places as other colleges and will be able to implement the recommendations.

The Board inquired if faculty was working with a group on task number nine. Faculty Senate President, Dr. Chima Ugah, responded that the faculty has been working with IT and various realignment task workgroups in moving the college forward.

The Board inquired about the plan to submit the final Realignment Task Report by the due date of December 1, 2018. Dr. Johnson reported that all of the tasks will be completed by November 1, 2018 and the packet will be put together and sent back to the task members for feedback and then to the college community for review and comment before moving forward. The timeline for submitting it is Thanksgiving.

The Board inquired about Mr. Perry's statement of submitting portions of the document to Annapolis. Mr. Perry responded that the reports and updates are being sent to BCCC's DLS analyst for review. Mr. Perry, VP Calvin Harris and Director Jim Knighton have been talking with the BCCC analyst and he seems to be satisfied with what he has received and has provided his feedback. The Board inquired about the format for submitting the final report. Mr. Perry responded that he has not received any comments on a specific format for the report.

Mr. Perry added that BCCC must submit an IT report to the Department of Information Technology (DoIT) on November 1, 2018.

The Board inquired about to what would happen if the analyst reviews and makes further recommendations. Mr. Perry responded BCCC has been in open and clear communications with the new DLS analysis and thus far every interaction has been of a positive nature based on the interactions and communications with the analyst.

The Board inquired about task number three and what would happen as some of the completion dates are beyond 2019, what is the expectation of progress and how that will be tracked. Mr. Perry responded that BCCC is showing a plan to implement the sub-tasks. Workgroups will continue to work on the task to completion. BCCC will more than likely have to submit monitoring reports as to the progress of the long-term tasks.

The Board inquired about tasks number two and the eight sub-tasks and if the Board will receive more detail about the sub-tasks. Mr. Perry responded that updates and more details will be given via supplemental reports. The Board inquired if the Board would receive the report for review before submitting it to the Legislation. Mr. Perry

responded that the narrative piece could be submitted to the Board at the same time as it will be submitted to the college community.

The Board requested that when the IT Report is given that percentages and numbers are also included. Mr. Perry responded that a preview will be given in the MSP report from Director Barbara Webb, which contained a lot of useful data that has been used in the realignment process.

The Board acknowledged that the draft implementation summary had been also submitted to Delegate McIntosh and Senator Kasemeyer, and wanted to ensure that Senator King was also included in receiving the summary. The Board also wanted it to be known that the summary was also shared with Senator Cory McCray, a BCCC Alum, per his request.

The Board inquired if BCCC had committed to any other deliverable dates to the Legislators. Mr. Perry responded no.

The Board inquired about the status of the BARD Building be included in the report. Mr. Perry responded that the BARD Building status would be included in the report.

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

- A. Approval of June 20, 2018, Minutes (Minutes were corrected)
- B. College Contracts
- C. Student Government Association (SGA) (Mr. Victor Anokwuru, President)
- D. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President)
- E. Faculty Senate (Dr. Chima Ugah)

***Action: The Board voted and unanimously approved the Board Actions/Consent agenda with corrections to the June 20, 2018 Minutes.***

### **IV. PUBLIC PRESENTATIONS**

Ms. Eileen Hawkins, Director of Institutional Research presented the 2018 Performance Accountability Report for approval.

The Performance Accountability Report (PAR) is 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 (provided by the institutions for most indicators and by MHEC for a few). There are 34 indicators and many are broken down further into sub-groups. In 2018, the indicators were reorganized by the three goals of the 2017-2021 Maryland State Plan for Postsecondary Education - Increasing Student Success with Less Debt: Access, Success, and Innovation.

The Board inquired how many alumni participated in the survey. Ms. Hawkins

responded that 107 alumni participated.

The Board inquired about decreases in enrollment Ms. Hawkins referred to indicator number one on the spreadsheet that denotes a decline of credit students in 2017; however, our fall 2018 credit enrollment is 9% above fall 2017 and will be continuously tracked by IVP Sylvia Rochester via the daily enrollment reports.

The Board asked about the benchmark years and what it means. Ms. Hawkins responded that a measure that is based on fiscal year starts in the cycle in 2016 reporting on FY 15 so participants can look at the cycle for a five-year projection.

*\*The full PAR report can be found in the September 19, 2018 Open Session Book.*

**Action: The Board voted and unanimously approved the 2018 Performance Accountability Report (PAR)**

#### **V. ITEMS REMOVED FROM THE AGENDA**

None

#### **VI. COLLEGE POLICIES**

None

#### **VII. PRESIDENT'S REPORT**

Dr. Johnson shared that he highlights the following in his report;

- MSP – Slide presentation was given to the Board and audience
- Realignment Tasks
- Building Team Leaderships
- Urgent and Important Things Completed

#### **Additional Items:**

#### **A. ENROLLMENT REPORT**

#### **CLOSING COMMENTS**

#### **VI. MOTION FOR ADJOURNMENT**

Chair Schmoke motioned to adjourn the meeting to reconvene into a closed session at 4:55 p.m.

#### **VII. NEXT MEETING Wednesday, October 17, 2018**

#### **ATTENDANCE:**

Dr. James H. Johnson, Jr., Interim President  
Bryan Perry, Esq., Chief of Staff/General Counsel

Dr. Tonja Ringgold, VP of Academic Affairs  
Ms. Sylvia Rochester, Interim VP of Student Affairs  
James Knighton, Esq., Director of Governmental Relations  
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:**

Ola Akinkuowo, Leslie Allen, Tope Aje, Nicole Becketts, Linda Benjamin, Kathleen Berlyn, Elena Berrocal, Katherine Beryl, Vera Brooks, Pamela Burns, Towanda Carter, Hsin Yuan Chen, Saverio Coletta, Jaqueline Colkley, Quintin Davis, Patricia Edwards, Edward Ennels, Charlene Gray, Alisha Green, Nana Gyesie, Eileen Hawkins, Dorothy Holley, Maurice Howell, Salita High, Will Hug, Joseph M. Hutchins, Dr. Bob Iweha, Daniel Izume, David Xudong Jin, James Knighton, Karen Mobley, Dr. Anil Malaki, Valerie Leverette, Betsy Mackey, Karen Mobley, Brian O'Connell, Scott Olden, Wadson Pericles, Shanta Rao, Kadijat Richmond, Daviedra Sauldsberry, Adaria Sogbor, Gregory Tarver, Benita Scott, Dr. Daphne Snowden, Dr. Chima Ugah, JáHon Vance, Deborah Vines, Eileen Waitsman, Barbara Poindexter Webb, Dr. Dennis Weeks, Jeff White, Brenda Wiley, Diana Zilberman.

**Others Present:**

Victor Anokwuru - SGA  
Madelle Djomou – SGA  
Jerek Wolasco - 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 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*

Respectfully submitted,

James H. Johnson, Jr., Ph.D., P.E.  
Interim President