



Board of Trustees

Open Session

Tuesday,

March 28, 2017

4 P.M.

Liberty Campus

Mini Conference Center



BALTIMORE CITY COMMUNITY COLLEGE

Board of Trustees

Dr. S. Todd Yeary, Chair

Dr. Rosemary Gillett-Karam, Vice Chair

Dr. Donald A. Gabriel

Mr. Jay Hutchins

Ms. Pamela Paulk

Dr. Mary E. Owens Southall

Ms. Maria Harris Tildon

Ms. Olayeni Popoola, Student Trustee

TAB 1



BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
UNAPPROVED OPEN SESSION AGENDA
Tuesday, March 28, 2017, 4 p.m.
Liberty Campus
Mini Conference Center

- I. CALL TO ORDER** (Dr. S. Todd Yeary, Chair)

- II. ADOPTION OF AGENDA**
Approval of the, March 28, 2017 Agenda.....[TAB 1](#)

- III. BOARD ACTIONS/CONSENT AGENDA** (All actions, requiring a vote).
 - A. Approval of the February 28, 2017 Minutes.....[TAB 2](#)
 - B. College Contracts.....[TAB 3](#)
 - C. Student Government Association.....[TAB 4](#)
 - D. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President).....[TAB 5](#)
 - E. Faculty Senate (Professor Edward Ennels).....[TAB 6](#)

Action: Move to approve the Board Actions/Consent Agenda

- IV. PUBLIC PRESENTATIONS**.....[TAB 7](#)

- V. COLLEGE POLICIES**.....[TAB 8](#)
 - A. Social Media Policy and Procedure.....(Dr. Nassim Ebrahimi).....**(ACTION)**

- VI. NEW BUSINESS**.....[TAB 9](#)
 - A. Nomination for 2016 Professor Emeriti...(Dr. Tonja Ringgold).....**(ACTION)**
 - a. Resolution
 - B. Tuition and Fees Recommendation... (Mr. Calvin Harris, Jr.).....**(ACTION)**

- VII. PRESIDENT’S REPORT** (Dr. Gordon F. May, President).....[TAB 10](#)
 - A. Updates **(INFORMATION)**
 - Enrollment Report (Dr. Marguerite Weber, Vice President of Student Affairs)
 - B. Active Search Listing.....[TAB 11](#)
(INFORMATION)

VIII. MOTION FOR ADJOURNMENT

THE CLOSED SESSION OF THE BOARD OF TRUSTEES IS DESIGNED TO DISCUSS PERSONNEL ISSUES; PENDING PURCHASE OF PROPERTY FOR THE FUTURE NEEDS OF THE COLLEGE; AND TO OBTAIN LEGAL ADVICE.

IX. NEXT MEETING: Tuesday, April 25, 2017, Mini Conference Center, Liberty Campus, 2901 Liberty Heights Avenue, Baltimore, MD 21215.

TAB 2



BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
UNAPPROVED OPEN SESSION MINUTES
February 28, 2017
4 p.m.
Liberty Campus Mini
Conference Center

Board Members Present: Dr. S. Todd Yeary, Dr. Rosemary Gillett-Karam, Ms. Maria Harris Tildon, Mr. Jay Hutchins, Dr. Donald Gabriel (via conference call), and Ms. Olayeni Popoola. Dr. Mary Owens Southall.

Board Members Absent: Ms. Pamela Paulk

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

- A. Adoption of the February 28, 2017 Agenda
- B. Approval of the January 24, 2017, 2016 Minutes
- C. College Contracts
- D. Student Government Association (SGA)
- E. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President)
- F. Faculty Senate (Mr. Edward Ennels)

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

II. New Business

The Board requested Mr. Harris to join the Board table for a carry-over discussion from the 3 p.m. Finance Committee Meeting regarding the tuition and fees increase recommendation.

The Board inquired as to the impact from anticipated revenue and any anticipated trends in future tuition increases.

Mr. Harris referred to the Finance Committee Book under tab 6 of the report, the multiyear financial projections, which included current and future revenue projections. In exhibit 1, revenue projections are listed for multiple years, fiscals 2016 – 2021. Each year denotes if the monies are actual, requested, or projected.

Trustee Tildon inquires as to where BCCC falls in relationship to other community colleges in regards to tuition.

Mr. Harris responded that BCCC tuition continues to be the lowest costing tuition of most community colleges.

Mr. Harris stated that state funding is based upon FTE's in which our budget projections are based upon and tuition and fees would increase our revenue. The in/out of state tuition levels projections have fell beneath actuals since FY15 and FY 16.

Action: Trustee Popoola motioned for the tuition and fees increase recommendations be tabled until the March 28, 2107 Board meeting, this motion was seconded by Trustee Tildon.

The Board unanimously voted to table any actions on the Tuition and Fees recommendations until the March 28, 2017 meeting.

III. PRESIDENT'S REPORT *

Dr. May stated that the report would stand for itself with the following comments;

1. Entered testimony at the February 20, 2017 Budget Hearings
2. Attended the Achieving the Dream 2017 Conference

UPDATES

A. Enrollment

Dr. Weber reported that as of today BCCC enrollment is down by 2% which was due to "purging", which is the dropping of student for non-payment of their bills. Student Affairs are now calling these students before they are purged to try and assist them with any financial issues that they may be experiencing. Dr. Weber reports that, per Dean Sylvia Rochester, at least 10 purge ready students are called each day. Dr. Weber stated that this new process has proven to be very successful. Dr. Yeary inquired as to the number of students that are eligible for purging, Dr. Weber stated that she would get that number and report it at the next Board meeting.

Dr. Weber reported that in response to Dr. May inquiry regarding the number of children are currently in the Clarence Blount Day Care, currently there are 30 children in the Day Care facility which has a capacity of 36 children.

Dr. Weber reported on the current activities and issues in the Student Affairs Division which include:

- a) More support to the College Completion efforts
- b) Monitoring of completion behaviors, i.e., completing admission and registration processes, in order to identify the highest attrition points and examine those processes for ways to strengthen student's abilities to navigate processes as well as to refine processes.

- c) Develop a structural connection between Student Success Center and the Career Center that includes cross-training and staff sharing to develop practices to support college completion/career literacy.
- d) Another search for the Director of Disabilities Services due to the decline of the offer by the selected applicant who was to begin on February 15, 2017.

B. Active Search List

Board Chair Yeary stated that the Active Search List is information provided in the Board Book.

Closing Remarks:

Dr. Yeary stated that there are conversations in Annapolis that may have a direct impact as to how the college will continue to operate. Dr. Yeary assured the stakeholders that the Board and Dr. May remain committed to BCCC and the work that all put forth.

IV. MOTION FOR ADJOURNMENT

The Board of Trustees meeting adjourned at 5:12 p.m.

IX. NEXT MEETING

March 28, 2017, Liberty Heights Campus, Mini Conference Center

ATTENDANCE:

Dr. Gordon F. May, President

BCCC Staff Present: -

Tope Aje, Nicole Becketts, Vanessa Bell, Linda Benjamin, Elena Berrocal, Vera Brooks, Leslie Brown, Maria Cazabon, Hsin-Yuan Chen, Deborah Childs, Daniel Coleman, Angela Donn, Patricia Edwards, Edward Ennels, Charlene Gray, Lyllis Green, Nana Gyesie, Wendy Harris, Eileen Hawkins, Kemberly Henderson, Will Hug, Shayla Hunter, Joseph M. Hutchins, Bob Iweha, David Xudong Jin, Brian O'Connell, Scott Olden, Solomon Iyobosa Omo-Osagie, Anil Malaki, Gregory Mason, John T. McCoy, III., Karen Mobley, Tina Mosley, Shaunta Rao, Sylvia Rochester, James Revis, Khadijat Sanusi, Scott Saunders, William Shipley, Sabina Silkworth, Daphne Snowden, Chardai Stokes, Chima Ugah, Eileen Waitsman, Crystal Washington, Tom Wamalwa, Dr. Marguerite Weber, Dennis Weeks, Jeff White, Vincent Whitmore, Brenda Wiley, Andre Williams, Michelle Williams, Leonard Willis, Diana Zilberman,

Others Present:

Marissa Eby, OLA Senior Auditor
Devone Delly, SGA President

CLOSED SESSION

The Board voted unanimously, under the Open Meeting Act, State Government Article, and Section 10-508, to convene in Closed Session on February 28, 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,

Gordon F. May, PhD
President/CEO

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TAB 3



BOARD AGENDA
TAB 3 - INFORMATION
MARCH 28, 2017

NO COLLEGE CONTRACTS

TAB 4



**Baltimore City Community College
Student Government Association
Board Report
March 2017**

February 14, 2017

“Improve Your Interview Skills” Workshop - The BCCC Biotech Student Society held a workshop on improving interview skills. The guest speaker was BCCC Associate Professor, Dr. Stephen Miller. The program was held in BioPark Room 228 from 12pm-1pm.

February 14, 2017

February Expo Mania - Nine vendors and two student clubs set up tables in the upper and lower Student Atrium. The college community was able to get some last minute gifts for Valentine’s Day from the local vendors. The International Student Club (ISC) and Veterans Club provided information about their organizations.

February 17, 2017

SGA Meeting with Special Guests Debra Vines and Vice President Calvin Harris, Jr. - The Student Government Association leadership invited Debra Vines, Community College Relationship Manager, from Bellevue University and Vice President for Business and Finance, Calvin Harris, Jr., to speak at the February meeting. Ms. Vines presented information about Bellevue University and what opportunities it has to offer current BCCC students. Vice President Harris updated the students on the cafeteria and the campus shuttle services.

February 21, 2017

Negro Baseball League Display - The BCCC Alumni Association, the Office of Student Life and Engagement and the Student Government Association sponsored a wonderful historical display of the Hubert V. Simmons Museum of Negro Leagues Baseball. Negro baseball League Historian Ray Banks took us through a journey of historic photos and memorabilia commemorating the era prior to the integration of African Americans into the National Baseball League, from the late 1800s to the early 1950s. The BCCC community also got a special treat as Negro League Baseball player, Luther Atkinson came with Mr. Banks to talk to the students, staff and faculty. Mr. Atkinson played with the Satchel Paige All-stars.

February 22, 2017

Passport Leadership - The Office of Student Life and Engagement, in conjunction with the Business & Technology Department and the Student Government Association, held its fourth leadership session of the Passport Leadership/Entrepreneurship Program in the Mini Conference Center. The program was well attended by 125 guests. Session five is scheduled for March 22, 2017 at 12pm in the Mini Conference Center.

February 23, 2017

Author Series with TIME Cover Photographer Devin Allen - The Bard Library/ Book Store Author's Series, in conjunction with the Office of Student Life and Engagement and the Student Government Association, welcomed guest photographer Devin Allen, who is a Baltimore native and former BCCC student. Mr. Allen took the time to talk about his passion for life and his photography. He collects cameras to donate to the youth of Baltimore. He is also a nominee for TIME Person of the Year. The program was held in the Student Atrium where 41 students, faculty and staff were in attendance. After the program, Mr. Allen walked around campus and spoke to students in various classrooms.

February 28, 2017

The Biotech Network #4 - The BCCC Student Club and the Biopark Biotech Student Society sponsored a workshop on internships and career opportunities in Bioinformatics. The event was held at Biopark, Room 228, from 12:00pm – 1:00pm. The guest presenter was Dr. Marcus Chibucos from the Institute for Genome Sciences at the University of Maryland.

TAB 5



BOARD AGENDA
TAB 5 – INFORMATION
MARCH 28, 2017



AFSCME Local 1870 Presentation
to the BCCC Board of Trustees
Tuesday, March 28, 2017

1. **Incorrect Uniforms Ordered for Bargaining Unit Employees:** Uniforms ordered for the Facilities Department were all the same color shirts. We worked with VP Calvin Harris who investigated the problem and we were told that the company will be doing the different color shirts for the Facilities Department based on what the union and management agreed to.
2. **Equity Study Needed for Bargaining Unit Employee Positions:** Salary inequity for Bargaining Unit employees at BCCC is a matter of great concern to us. Recent job postings seem to advertise jobs with classification and pay grades that don't seem to match experience levels. Union has not received a clear answer about whether HR uses clear guidelines and a classification scale in hiring of new employees. As a result, there appears to be grossly uneven compensation and classification of current and new employees at BCCC. We were informed that the College has already hired a company to start the project to examine classification scales and employee salaries. Union will be kept abreast of all steps and we will also be given the final report of how this project is to be undertaken. We remind the College that per our MOU all employees should be treated in a fair and respectful way in matters pertinent to compensation and working conditions in the College. There should be transparency in compensation/classification scales and in job requirements and hiring processes rather than random decisions made by particular Vice Presidents or HR staff.

3. **Access to College Facilities for Bargaining Unit staff:** Most recently, our Housekeeping staff who were using the PE Center just prior to their 7 am shift were informed that they could no longer use the equipment there when there was no regular staff available to open the room. Union leadership met with VP Weber who confirmed that this is indeed the case. Union sees this as a problem since this new policy contradicts the BCCC website notice that assures all employees that they have access to the College's facilities. In reality, this does not seem to be the case for our Housekeeping staff who are at work during those times that the PE Center equipment is available for employees to use. We are requesting re-consideration of decision made by management.

TAB 6



**BALTIMORE CITY COMMUNITY COLLEGE
Report of the Faculty Senate to the Board of Trustees
March 28, 2017**

I attended two days of hearings in Annapolis on Senate Bill 1127 (Wednesday, March 15, 2017) and House Bill 1595 (Thursday, March 16, 2017). Both bills are almost identical in content and are in direct response to the 2015 Joint Chairmen's Report for Baltimore City Community College authored by the University of Baltimore's Schaefer Center for Public Policy. This bill is an emergency bill because the state is looking for immediate and significant changes at the institution. Faculty are encouraged to watch both hearings through the links provided below. Testifying on behalf of the college were our College President Dr. Gordon May, Board Chair Reverend Dr. Todd Yeary, Faculty Senate President Prof. Edward Ennels, Student Government Association Vice President Akiliah Radford, and Executive Director for Year Up Baltimore Roland Selby, Jr.

Below is the link to the March 15, 2017 Senate Hearing the BCCC-Restructuring Bill, SB1127.

<http://mgahouse.maryland.gov/mga/play/d5c24d76-8980-4ef3-8379-c8664edef246/?catalog/03e481c7-8a42-4438-a7da-93ff74bdaa4c>

Below is the link to the March 16, 2017 House of Delegates Hearing the BCCC-Restructuring Bill, HB1595

<http://mgahouse.maryland.gov/mga/play/2dc0817f-9d72-4b9d-821a-f9f555a8112c/?catalog/03e481c7-8a42-4438-a7da-93ff74bdaa4c>

The major changes in the bills that will bring about significant changes to the College if passed by the Senate and the House include the following:

First, BCCC is not being merged with the University System of Maryland as requested by our President in the November hearing. Legislation is being put forth to create a restructuring board to replace our existing board. Members of this restructuring board will be appointed jointly by the Governor and Mayor of Baltimore City. The primary goal of the restructuring board will be to create a permanent board for Baltimore City Community College made up of board members with backgrounds in higher education, procurement, workforce development, business management, reorganization and restructuring. This restructuring board shall on or before December 1, 2018 select a new President for Baltimore City Community College in accordance with specific criteria outlined in the legislation and develop a new strategic plan for the college in consultation with the new President selected. The President and Board Chair are strongly oppose to the restructuring board and removal of the college president.

Through careful thought, reflection, and ongoing conversation with faculty and administration, I submitted the following to the SEC and the Faculty Senate in support of opposing the Senate Bill 1127 and House Bill 1595:

First, there is no data provided in the JCR to show that such a move will produce the desired goals put forth. Second, in making this recommendation in the JCR, the Schaefer Center unfairly places the responsibility of years of poor leadership decisions squarely on the shoulders of a president who has only been in office for a little over two years and a new Board who has only been active for 5 years. About 5 years ago, a number of our Board members were replaced and a new Board chair and College President were appointed to address many of the issues and concerns raised in the JCR. The JCR report clearly does not take into account the great work that has been done under this new leadership team. Baltimore City Community College needs stability. The proposed change in leadership in our Board and College President so quickly again does not allow for effective recovery as the institution is now finally in the position to stabilize itself to facilitate effective innovative change.

The Faculty Senate commends our President Dr. Gordon May and Board Chair Reverend Dr. Todd Yeary along with fellow Board members for the tremendous progress that BCCC has made over these last few years under their steadfast leadership. We strongly disagree with those who state that there is a lack of vision and no sense of urgency from our College leadership. Dr. Gordon May, has given the College the stability it needs and has demonstrated a commitment to serving BCCC students, faculty, staff and the surrounding Baltimore community. Since Dr. Gordon May took office over 2 years ago the College has been on a path that has strengthened its ties with the community and provided clear leadership for the direction of the institution. Dr. Tonja Ringgold, Vice President for Academic Affairs, has extended her support to the Faculty Senate since she took office 3 years ago and has improved greatly the relationship between the faculty and the administration.

Over the course of the last three years, all component institutional plans have been refreshed and aligned with the College's Strategic Plan in terms of goals, objectives, and timing. Faculty, Associate Deans, and Deans developed objectives for their respective programs and schools to support the goals of the Academic Master Plan and the Strategic Plan. Programs are aligned in career pathways to ensure we are setting our students on a course for successful employment and careers.

The 2016 Middle States Association of Higher Education visiting team noted the following.

"The College leadership should be commended for its commitment to a robust strategic planning process."

We are committed to a continuous process of institutional assessment and academic excellence. We are proud of the extensive work that has been accomplished and are fully aware that continued efforts are still needed. Faculty, staff, and administrators recognize that our discovery and review processes must be ongoing and ever-evolving. Our actions since our last Monitoring report in March 2015 has signaled to our industry partners and external community that we are responsive to their needs and are dedicated to fulfilling our mission of service to the citizens of Baltimore.

The enrollment decline appears to be levelling off - now is the time for careful and thoughtful regrowth. Our students and our community deserve an excellent community college. As an open enrollment institution, BCCC serves a unique population that brings with it unique challenges. We know there is room for improvement, but I also know that there is no group more committed to our student population than ours at BCCC. We have turned a corner and are now on the path to institutional fitness. Faculty have stepped up to the challenge through authentic participation

in the organization. The 2016 Middle States Association of Higher Education visiting team commended BCCC by noting the following.

“The Institution is to be commended for the level of faculty ownership in the processes of program review, general education assessment and student learning outcomes assessment.”

Shared governance is encouraged by the administration and realized through the Faculty Senate committee structures and my ongoing monthly meetings with our College President and Vice President for Academic Affairs. We are moving forward with a strong strategic plan that is propelling BCCC into a new reality as a transforming agent for Baltimore City, the surrounding areas, and indeed the state of Maryland. During both hearings I asked that bills not go forth in their current form. We support the Mayor working in conjunction with the governor to appoint Board members, which will give the city a more vested interest in the College, but we do not need to restructure our Board or replace our College President.

College Updates related to the 2015 Joint Chairmen’s Report for Baltimore City Community College

The College has hired a consulting firm to conduct a staffing audit at the college. This audit began in December 2016 and will probably take about a year to complete, according to Mr. Bryan Perry, General Counsel and Chief of Staff to the President. The firm is currently reviewing Human Resource Policies and will move on to job descriptions within the current structure of the institution. This work will include a comprehensive salary study across the institution to ensure that our salaries are within a reasonable range for job functions and duties. Outcomes from this audit may necessitate training and staff development.

The College was seeking to strengthen its partnership with the Baltimore City Public Schools by becoming a high school site for the Renaissance Academy; however, those discussions have been terminated as a result of the bills. The perception being that the college leadership is unstable and this may not be a good time to enter into such negotiations. Renaissance Academy will remain in its current location.

The College and Coppin University are working on a partnership to collaborate IT and ERP functions that will support the college’s IT infrastructure and implementation of ERP.

The College is in the process of forming a Workforce Development External Task Force made up of key individuals from the community to come up with recommendations for the President and the Board for where the college may go with its workforce development efforts.

There is an RFP out for the Bard Building. There are plans to hopefully develop it into a commercial property that would include stores, office space leasing, and certainly space for our academic programs. For the years 2014-2016 budget language in the legislation prohibited the Board from doing anything with the Bard Building.

Board Chair Reverend Dr. Todd Yeary asked the legislation to lift some of the restrictions on procurement which delay huge purchases.

Respectfully Submitted,

Prof. Edward Ennels

TAB 7



BOARD AGENDA
TAB 7 – INFORMATION
MARCH 28, 2017

NO PUBLIC PRESENTATIONS

TAB 8



BOARD AGENDA
TAB 8 - INFORMATION
MARCH 28, 2017

COLLEGE POLICIES



Title of Procedure: BCCC Social Media Policy

Applies to (check all that apply):

Faculty___ Staff ___ Students___
Division/Department___ College

Topic/Issue:

Multi-media and social media sites such as Facebook, Twitter, YouTube, Instagram, Wiki, Snapchat, and LinkedIn have become powerful tools used by both the College and students to communicate with each other, mediate the institutional voice, and enhance the brand and reputation of Baltimore City Community College (BCCC).

Background to Issue/Rationale for Policy:

To ensure that all social media contributions and content made by the College or members of its community conform to the terms of this policy.

State/Federal Regulations Requirements (cite if applicable):

- “Institutions of Postsecondary Education – Personal Electronic Account – Privacy Protection” (MD Senate Bill 210/House Bill 934)
- Family Educational Rights and Privacy Act of 1974 (FERPA)
- National Junior College Athletic Association (NJCAA)

Related College Policies:

- IT Security Policy
- Telecommunication Use Policy
- Student Computer Use and Internet Access
- College Advertising Policy
- Faculty/Staff Computer Use and Internet Access Policy

Policy Language and Related Procedures:

It is the policy of Baltimore City Community College (BCCC) to encourage the appropriate use of social media networks (e.g. Facebook, Twitter, YouTube, Instagram, LinkedIn, etc.) to expand opportunities between students and the College to communicate with each other, provide a safe, inviting and familiar social media space for the interaction of all members of the College community, and enhance the brand and reputation of the College. Moderators of official BCCC social media pages are responsible for ensuring compliance with this policy, including the responsibility to 1) protect confidential and proprietary information in compliance with FERPA and NJCAA regulations and College privacy and confidentiality policies; 2) respect copyright, fair use, related College policies and procedures, and plagiarism standards; 3) obey the Terms of Service of any social media platform employed; and 4) share the login information and passwords for all social media sites created.

Any use of the BCCC or BCCC Panthers name or logo for branding or titling of pages, blogs, or other similar elements of social media, must be approved in writing by the Director of Marketing and Communications prior to use. This policy should not be construed, however, to limit free expression. The policy shall not limit the ability of members of the BCCC community from using the name of the College ("Baltimore City Community College" or "BCCC") to identify themselves in profiles, discuss matters relating to BCCC, or other similar uses.

Social media postings should not disclose any information that is confidential or proprietary to the College, its stakeholders (e.g. students, faculty, staff, partners, etc.) or to any third party that has disclosed information to BCCC.

Implementation Date: Upon Board Approval

Originator/Division: Institutional Advancement, Marketing and Research (IAMR)

Approved by Board of Trustees:

****This policy, once approved by the Board of Trustees, supersedes all other policies.***

[This policy and its related procedures are based on current social media policies listed on the public websites of the University of Maryland School of Medicine; Holy Trinity Catholic Church, Washington, D.C.; Best Buy; California State University-East Bay; Ball State University (Ind.); Cisco, and the Associated Press]



Title of Procedure: BCCC Social Media Policy Procedure

Applies to (check all that apply):

Faculty___ Staff ___ Students___
Division/Department___ College

Topic/Issue:

Multi-media and social media sites such as Facebook, Twitter, YouTube, Instagram, Wiki, Snapchat, and LinkedIn have become powerful tools used by both the College and students to communicate with each other, mediate the institutional voice, and enhance the brand and reputation of Baltimore City Community College (BCCC).

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Related College Policies:

- IT Security Policy
- Telecommunication Use Policy
- Student Computer Use and Internet Access
- College Advertising Policy
- Faculty/Staff Computer Use and Internet Access Policy

Policy Language and Related Procedures:

It is the policy of Baltimore City Community College (BCCC) to encourage the use of social media networks such as Facebook, Twitter, YouTube, Instagram, LinkedIn and all others, to expand opportunities between students and the College to communicate with each other, provide a safe, inviting and familiar social media space for the interaction of all members of the College community, and enhance the brand and reputation of the College.

This Social Media Policy applies to all online and mobile platforms— including multi-media, social networking sites, blogs and wikis for professional use— for sharing content and information, controlled by BCCC or hosted by others, on which members of the College community engage in discussions or activities relating to BCCC, the Business and Continuing Education Division (BCED), and affiliated academic, student, athletic and training programs and sites.

This policy covers members of full-time and adjunct faculty and full- and part-time employees of the College, its contractors and students. The policy does not apply to the personal social media sites of faculty, employees, contractors, and students although communication on such sites by persons identified as having an affiliation with the College should be handled judiciously.

Please be aware that violation of this policy may result in disciplinary action up to and including termination. Common sense is the best guide if you decide to post information in any way relating to BCCC. If you are unsure about any particular posting, please contact the Director of Marketing and Communications (“the Director”) for guidance.

Social media sites representing any facet of BCCC in an official manner should be reported to and shall be coordinated by the Director, who shall devise and maintain official login access to and administrative control for the College on all such sites. This is also to ensure maximum exposure for these sites, ensure that sites adhere to College branding standards and the institutional voice, and maximize collaboration between all parties representing the College in the social media space.

1. **Core values.** In areas where this policy does not provide a direct answer to how members of the College community should handle their social media questions, members should use their best judgment and take the most thoughtful and prudent action possible, bearing in mind the need of BCCC and each member to preserve accountability in all discussions or activities relating to the College, the use of its name and/or logo(s) in all social media, and the spirit of our Core Values.
 - **Be mindful** – a community post or blog is often visible to the entire world, and can be shared by others in ways you cannot control. Remember that what you write is public, and will remain public for a very long time (perhaps permanently).
 - **Be respectful** – BCCC is an open and accessible community of higher education that encourages free expression and values civil debate. If you disagree with others, do so with civility. Respect your audience, express your views with appropriate language, and be respectful of the College and its Core Values.
 - **Respect the privacy of others** – do not publish the personal information of others in the community without their permission or, in the case of children under 13, written permission of their parents. This is particularly important in BCCC programs which engage school-age children, in which some parents do not wish their children’s personal information and images to be shared online.
2. **Use of Official Name and Logo.** Any use of the BCCC or BCCC Panthers name or logo for branding or titling of pages, blogs, or other similar elements of social media, must be approved in writing by the Director prior to use. Requests for prior consent to use such names or logos should be made to the Director. Permission to use the College name or logo, or that of any of its entities, may be revoked at any time at the sole discretion of BCCC. This policy should not be construed, however, to limit free expression. The policy shall not limit the ability of members of the BCCC community from using the name of the College (“Baltimore City Community College” or “BCCC”) to identify themselves in profiles, discuss matters relating to BCCC, or other similar uses.
3. **Duties of Owners and Moderators.** Moderators of official BCCC social media pages are responsible for ensuring compliance with this policy, including the responsibility to:

- Protect confidential and proprietary information: Do not post confidential or proprietary information about BCCC, its students, employees, or alumni. Employees must still follow applicable federal requirements such as FERPA and HIPAA, as well as NJCAA regulations. Adhere to all applicable College privacy and confidentiality policies. Employees who share confidential information do so at the risk of disciplinary action including termination.
 - Respect copyright; fair use; the College's Student Computer Use and Internet Access policy and procedure; and plagiarism standards: When posting, be mindful of the copyright and intellectual property rights of others and of the College.
 - Terms of service: Obey the Terms of Service of any social media platform employed.
 - Creation of new account: Anyone wishing to create a new social media account on behalf of the College or any of its units must fill out the social media account request form and the Director or designee as an administrator.
 - Login information: To assure the College's ability, as well as the responsibility, to appropriately monitor social media, the login information and passwords for all social media sites created by any college unit must be sent to the Director or designee.
4. **Privacy.** BCCC employees should be mindful that any opinions or personal information they disclose about themselves or colleagues may be linked to the College's name. That's true even if employees restrict their pages to viewing only by friends. Take the time to customize your privacy settings on Facebook and other social media channels to determine what you share and with whom. Remember: Shares, retweets and similar copying by others means you can no longer expect any of your content to remain truly private in social media.
5. **Personal Use of Social Media.** Faculty and staff's internet postings on BCCC sites should not disclose any information that is confidential or proprietary to the College. If you comment on any aspect of the College's business or any policy issue in which BCCC is involved and in which you have responsibility, you must clearly identify yourself as a BCCC employee or member of faculty in your postings or blog site(s). Your Internet posting should reflect your personal point of view, not necessarily the point of view of BCCC. Because you are legally responsible for your postings, you may be subject to liability if your posts are found defamatory, harassing, or in violation of any other applicable law. You may also be liable if you make postings which include confidential or copyrighted information (music, videos, text, etc.) belonging to third parties. All of the above mentioned postings are prohibited under this policy.
6. Additional Information

Contact the Director of Marketing and Communications for additional assistance.

Implementation Date: Upon Board Approval

Originator/Division: Institutional Advancement, Marketing and Research (IAMR)

Approved by Board of Trustees:

****This procedure, once approved by the Board of Trustees, supersedes all other procedures.***

[This procedure and its related policy is based on current social media policies listed on the public websites of the University of Maryland School of Medicine; Holy Trinity Catholic Church, Washington, D.C.; Best Buy; California State University-East Bay; Ball State University (Ind.); Cisco, and the Associated Press]

TAB 9



BOARD AGENDA
TAB 9 - ACTION
MARCH 28, 2017

NEW BUSINESS

A. PROFESSOR EMERITUS

a. Resolutions

B. TUTION AND FEES RECOMMENDATIONS



New Business – Nominations for Emeriti Faculty

Tonja L. Ringgold, Ed.D.
Academic Affairs Division (AA)

In accordance to Emeritus Designation Policy (policy no. 1008), The Baltimore City Community College Faculty Senate, Vice President for Academic Affairs, and President, support the endorsement of the nominations of the following three retired faculty for the rank of Professor Emeritus:

1. Carlton Leverette, Professor of Art
2. H. Bradford Lyman, PhD, Professor of Sociology
3. C. Ann Ritter, PhD, Professor of English

Following is a brief description of each of the aforementioned and reasons why they are deserving of such an honor. In greater detail, the full Emeritus packets for each nominee is provided.

- **Professor Carlton Leverette** began his tenure at Baltimore City Community College in September 1969. At that time, he was one of the first African American faculty hired at the college. Professor Leverette's initial connection with the college began in 1947 as a student with what was then, Baltimore Junior College, located within Baltimore city College High School. Professor Leverette has taught and nurtured generations of students, faculty and staff and hundreds credit him with making a valuable difference in their lives. His talents of creativity have been sought after by many institutions and he has earned numerous awards and honors for his ceramics, sculptures and art work both nationally and internationally. His art has been described as pieces executed with intelligence, passion and meticulous attention to the smallest detail of design and finish. Wherever Professor Leverette exhibits his art he carries the name of Baltimore City Community College and we are honored with him.

- **H. Bradford Lyman, PhD**, Professor of Sociology began his tenure at Baltimore City Community College August 1979. During his 35 years of service Dr. Lyman served as a Sociology professor, department chair of the Social and Behavioral Sciences department a post he manned with integrity. Dr. Lyman served as chair and was a member of several department and Faculty Senate committees as well as President of the Faculty Senate. Dr. Lyman also served as a dedicated member/chair of several college-wide committees as well as several Middle States Self-Study team groups. Dr. Lyman's professional activities and honors are extensive and noteworthy. He has authored and published numerous articles in professional journals. He has been sought after on numerous occasions to make presentations at conferences and workshops locally and nationally. Dr. Lyman is one of a select group of BCCC faculty who has been honored for teaching excellence by the National Institute for Staff and Organizational Development. Over the years he has traveled abroad and incorporated what he learned into his teaching for the benefit of his students.
- **C. Ann Ritter, PhD**, began her career as an Associate Professor in the Physical Education department at the Community College of Baltimore in 1969. During the early years, she taught volleyball, aerobics, and basketball and was the head coach of the women's lacrosse team. Dr. Ritter made a huge impact in the Physical Education department and was an avid athlete herself. Upon earning her English degree in graduate school, Dr. Ritter moved over to the English department where she still divided her time between teaching English and Physical Education (1975-1978). Dr. Ritter moved to the English department permanently in 1978 where she served until her retirement in 2014. During her service in the English department she was noted for her tireless work on the Textbook Committee, Final Exam Committee, Scholarship Committee, and Reading committee. She also served as the Reading Coordinator from 1996-2009. During this period, Dr. Ritter became a member of the Mid-Atlantic College Reading Association (MACRA) and was elected as its president in 2003. As faculty, Dr. Ritter is most noted for her longstanding role as Faculty Senate President, a post she passionately and diligently served in for 14 years (1994-2008). Beyond her professional service to the College, Dr. Ritter mentored and housed homeless BCCC students until the students were able to obtain services that helped them transition to their homes.

For their countless, notable accomplishments and excellence in teaching, advising, and mentoring, which still continues today, Professor Carlton Leverette, Dr. H. Bradford Lyman, and Dr. Ann C. Ritter, all worthy of the distinction and designation of "Professor Emeritus" are presented for approval by the Board of Trustees.

[Return to Agenda](#)



Baltimore City Community College Recommendation to Professor Emeritus Rank

Tracking Sheet
(Must be included in Folder Holding Nomination Materials)

Name of nominee: Professor Carlton Leverette

Rank and Department of Nominee At BCCC: Professor, English, Humanities, Visual and Performing Arts

Name of Nominator: Dr. Katana L. Hall and Professor Ja Hon Vance

Date Nomination Submitted to SEC: 30 December 2016

Recommendations Submitted By:

- (1) Dean Dennis Weeks
- (2) Associate Dean Melvin E. Brooks
- (3) Associate Professor Paul Long
- (4) Associate Professor Naesha Price and Assistant Professor Theron Coleman

Date of Endorsement by SEC: February 10, 2017

Date of Endorsement by Faculty Senate: February 15, 2017

Signature of President of Faculty Senate: [Signature]

Signature of Secretary of Faculty Senate: [Signature]

Recommended by Vice President of Academic Affairs:
[Signature] Signature 2/27/17 Date

Recommended by President of BCCC:
[Signature] Signature 3/16/17 Date

Recommended by Board of Trustees:

Signature of Board Chairman Date



Baltimore City Community College Nomination for Rank of Professor Emeritus

1. Name of nominee: Professor Carlton Leverette
2. Retirement date from BCCC: May 2016
3. Last rank and department at BCCC: Professor, English Humanities Visual and Per
4. Employment history at BCCC (list positions in order from earliest to last, indicating when promotion in rank was achieved.

Dates	Position
_____	_____
_____	_____
_____	_____
_____	_____

I certify that the information in items 2 – 4 is in accord with that in the records in the office of Human Resources.

[Handwritten Signature]

Director of Human Resources

12/1/16
Date

5. Indicate below the names and positions of four individuals who are supporting this nomination with letters of recommendation.

- (1) Dean Dennis Weeks
- (2) Associate Dean Melvin E. Brooks
- (3) Associate Professor Paul Long
- (4) Associate Professor Naesea Price and Assistant Professor Theron Coleman

6. Dr. Katana L. Hall and Professor Ja Hon Vance
Name of Nominator

30 November 2016
Date

Letter of nomination is attached indicating the areas of excellence that warrant conferring the rank of emeritus status on the nominee.

Brooks, Melvin

From: Tisdale, Marcia
Sent: Thursday, December 01, 2016 2:04 PM
To: Brooks, Melvin
Cc: Vance, Jà Hon; Hall, Katana
Subject: Verification of Professor Carlton Leverette's Employment Dates and Rank

Good afternoon,

Retire: 6/30/2016

Last rank and department: Professor of Art, Fine & Applied Arts

Emp history: 1992 – Prof of Art
8/1989 – Program Coordinator for Art
5/1973 – Assistant Prof of Art
9/1969 – Instructor/Coord of Craft & Ceramics

If you have any additional questions or concerns, please feel free to contact me at 410-209-6009.

Thank you,

Marcia J. Tisdale
Leave Coordinator
Office of Human Resources
Baltimore City Community College
3100 Towanda Avenue, West Pavillion, 1st Floor Baltimore, Maryland 21215
410-209-6009 (O)
410-209-6096 (F)
mtisdale@bccc.edu (E)
<http://www.bccc.edu/hr> (Web)



Disclaimer: This message is confidential. It may also be privileged or otherwise protected by work product immunity or other legal rules. If you have received it in error, please let us know by email reply and delete it from your system; you may not copy this message or disclose its contents to anyone. The Human Resources Department accepts no liability for any damage caused by any potential virus transmitted by this e-mail.

From: Brooks, Melvin
Sent: Thursday, December 01, 2016 1:54 PM
To: Tisdale, Marcia
Cc: Vance, Jà Hon; Hall, Katana

Subject: Verification of Professor Carlton Leverette's Employment Dates and Rank
Importance: High

Ms. Tisdale:

Good afternoon, how are you? I am hopeful all is well. We are trying to make the deadline for the Professor Emeritus Nomination Packet and in need of verification dates of employment and rank for Carlton Leverette. Will you be able to assist of with this information. Your assistance is appreciated immensely.

We thank you in advance for your attention and response to this inquiry.

Academically,
Associate Dean Brooks
EHVPA



2901 Liberty Heights Ave.
Baltimore, Maryland 21215-7893

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410-462-8300
MD Toll-Free: 1-888-203-1261
TTY: 1-800-735-2258

November 29, 2016

Dr. Katana Hall
Baltimore City Community College
Baltimore, MD

RE: Emeritus Status for Mr. Carleton Leverette

I am writing this letter of support for Mr. Carleton Leverette's nomination as Professor Emeritus at Baltimore City Community College. I am very pleased to write this letter and offer my strongest support.

I began my appointment as Dean of the School of Arts and Social Sciences in 2012. Mr. Leverette was one of the initial individuals who I met in 2012. I was instantly taken with his dedication to Baltimore City Community College and in particular his students. These qualities became more and more evident the further I interacted with Mr. Leverette.

For example, Mr. Leverette told me on several occasions that he had reduced the prerequisites for his studio classes so that students who were working their way through developmental courses would be able to take credit-bearing classes to increase their sense of self-worth and sense of progressing toward their educational goal. He would also bring examples of student work, and, with evident pride in their accomplishments, he would explain how his elimination of prerequisites was a workable plan that produced results.

Mr. Leverette was never shy about sharing his vast knowledge of the College with me. He has been at the College in both administrative and instructional roles almost since the founding of the College. Because of his long experience, Mr. Leverette has seen many changes, both positive and negative. Through all of the years, his spirit has never flagged and his enthusiasm remains strong for the mission of the College.

Mr. Leverette has also had a strong influence in the greater community. He had an exhibit some years ago in Rockville, Maryland, where his work was described as ". . . executed with intelligence, passion, and meticulous attention to the smallest of the smallest details of design and finish." In 2005, the Baltimore Sun critiqued his work as the product of an ". . . endlessly inventive ceramic artist whose sources encompass the



arts of Asia, Africa and the Pre-Columbian civilizations of the Americas.” His favorite venue was the James E. Lewis Museum of Art at Morgan State University which was as laudatory as was any other exhibition space. His 2000 show there won critical praise: “Leverette's work is sculptural in conception and inventive in design. His influences are drawn from Asia, Africa and Oceania, as well as pre-Columbian and Native-American art and his own African-American heritage.

One might think such a diverse array of sources would produce an unpalatable hodgepodge. Yet Leverette's pieces have an astonishing integrity. Whatever influences he has assimilated, they are filtered through his own powerful artistic personality to create works that seem as natural and inevitable as they are beautiful.”

Clearly, Mr. Leverette is the “real deal” in the art world. Why might such artistic praise be important in a letter of support such as this one? The answer is simple. A God-given talent enhanced by a fine education has produced a person much greater than just an educator or just an artist alone. It means that Mr. Leverette has scaled a higher peak; he is a creative artist who brings out the best in his students and always has done so.

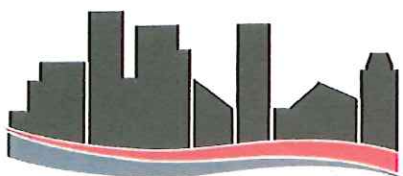
This is the ultimate reason for granting Professor Emeritus standing to Mr. Carlton Leverette. He is an artist who found creativity and artistry in clay as well as in the classroom as he has molded generations of students – young and old – into individuals who may now see their world through changed eyes.

Mr. Carlton Leverette has my strongest support and recommendation to be Professor Emeritus.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dennis L. Weeks", is written over a horizontal blue line. The signature is stylized and somewhat abstract.

Dennis L. Weeks, Ph.D.
Dean of the School of Arts and Social Sciences



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TTY: 1-800-735-2258

30 November 2016

Professor Ed Ennels, President,
Faculty Senate Executive Committee
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, MD 21215

Dear President Ennels:

This letter serves as a declaration of support for the nomination of Carlton Leverette for Professor Emeritus at Baltimore City Community College (BCCC).

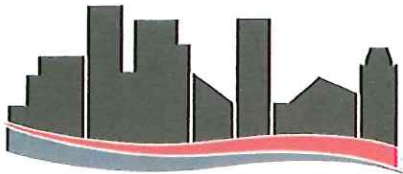
It is with extreme pleasure that I offer comments in support of Professor Leverette's nomination for Professor Emeritus. Leverette has been with BCCC for almost fifty years, breaking racial barriers and making history. During his tenure, he has served in many capacities: professor, chair, and even interim dean. Regardless of all the additional responsibilities in all matters of the College, his major and most beloved task at BCCC is to serve the students, highlighting their strengths, improving their weaknesses, and addressing their challenges. Additionally, his concern with and commitment to promoting student accomplishment and suggested solutions are impressive. In fact, he showcases his students' work in various locations throughout the College campus.

Furthermore, Leverette exudes intelligence and dedication to the work and vision of the College, for he truly embodies BCCC's tagline: Changing Lives...Building Communities. Evidence of his enthusiasm is demonstrated in the countless hours he devotes to collaborating with the Baltimore city community. He has established partnership with Morgan State University, Maryland Institute College of Art (MICA), and other local, regional, and national art organizations. As a leader and facilitator by example, Leverette has exhibited his artwork—sculptures, paintings, ceramics, etc.—across the country, representing the College and his very own brand. To own a Leverette is to own not only a piece of beauty, but a piece of history

Most importantly, Leverette is an exceptional educator. He undeniably understands the educational process from many perspectives. In his classroom, he makes learning fun, relevant, and challenging. Thus, he continually raises the bar and encourages his students to reach beyond their perceived limits. His brutally honest approach to teaching and learning is refreshing, thereby indicating that teaching is distinguishably his first priority at the college. Hence, without reservation, I support Professor Carlton Leverette's nomination for Professor Emeritus at Baltimore City Community College.

Academically,

Melvin E. Brooks, Associate Dean
English, Humanities, Visual and Performing Arts



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November 29, 2016

Paul Long
Associate Professor of English
Baltimore City Community College
2901 Liberty Heights Avenue- MNB 121B
Baltimore, MD 21215
(410) 462-8593

Edward Ennels
Professor of Mathematics
Faculty Senate President
Life Sciences Building - Room 204
Department of Mathematics & Engineering
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, MD 21215

Dear SEC President Ennels and SEC Officers:

It is with great pleasure that I recommend Carleton Leverette for Professor Emeritus at Baltimore City Community College.

Professor Leverette was one of the founding members of BCCC when the college was founded in 1947 in the second story of Baltimore City College High School. In addition to this distinction he was also the first or one of the first professors of color to be hired by BCCC.

In addition to his dedicated service to his department and the college over the past 69 years, he has participated in over 100 grouped and one-man juried art exhibits in the community of Baltimore city. In addition, Professor Leverette was selected by internationally known quilt maker Faith Ringgold for exhibition in the Texas National at Stephen F. Austin State University, Nacogdoches, Texas.



A tireless educator and mentor for hundreds of students and faculty who had the honor of knowing him he has achieved an international following and audience for his art in ceramics and batiks.

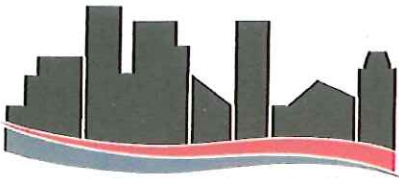
I hope you will support this nomination and agree with me that he is deserving of this title for his hard work and dedication to the students, faculty, and staff at BCCC.

Thank you!

Sincerely,

Paul Long

Paul Long



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November 30, 2016

Naesea Price
Associate Professor of English
Baltimore City Community College
2901 Liberty Heights Avenue—MNB 121B
Baltimore, MD 21215
(410) 462-8593

Edward Ennels
Professor of Mathematics
Faculty Senate President
Life Sciences Building - Room 204
Department of Mathematics & Engineering
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, MD 21215

Dear SEC President Ennels and SEC Officers:

I would like to recommend Carleton Leverette for Professor Emeritus at Baltimore City Community College.

Over the past 69 years, Professor Leverette has shown immense dedication to the college, as well as, to his department. In fact, Professor Leverette was one of the founding members when the college was founded in 1947. Professor Carlton Leverette was one of the first African American professors to be hired at the college.

Professor Leverette has an extensive resume to include tons of art exhibitions around Maryland and beyond. It is impossible to have not seen his extensive body of work, such as the art design on the Lawrence G. Paquin School.

In addition, Professor Carleton Leverette has been featured in, *The Baltimore Sun and the City Paper*, and in several other publications, all the while representing Baltimore City Community College.



This pioneer has devoted years of service to the students, faculty and staff of BCCC. He is a mentor, and friend to countless individuals and I am hopeful that you will approve of my nomination. In addition, I am confident that you will agree that this hardworking educator is deserving of this honor.

Sincerely,


Naesea Price



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November 30, 2016

Theron Coleman
Assistant Professor of English
Baltimore City Community College
2901 Liberty Heights Avenue -Fine Arts Wing (MNB 168B)
Baltimore, MD 21215

Mr. Edward Ennels
Professor of Mathematics
Faculty Senate President
Life Sciences Building – LSB 204
Department of Mathematics & Engineering
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, MD 21215

Dear Faculty Senate President Ennels and SEC Officers:

I am happy and extremely honored to recommend Carlton Leverette for Professor Emeritus at Baltimore City Community College (BCCC).

Professor Carlton Leverette is a pioneer and a legend of educators at BCCC. He has dedicated his life to making BCCC's mission of changing lives and building communities a reality. Professor Leverette has held many leadership positions at BCCC from department chair, coordinator of the arts as well as an outstanding mentor to incoming faculty members.

His talents of creativity have been sought after from many institutions like Morgan State University and our very own Baltimore City Community College. Professor Leverette has embedded in his students that art is everywhere – in History, English, Science and Math. Professor Leverette has built learning communities within BCCC when others thought it could not exist.

I sincerely pray that you will wholeheartedly consider our legend, our innovator, and our inspiration as Professor Emeritus. Professor Leverette has torn down barriers for all ages, sex, and race simply by being himself and motivating others.

I thank you for your consideration.

Sincerely,

Theron Coleman

Edward C. Jackson
Assistant Professor of Criminal Justice
Baltimore City Community College
2901 Liberty Heights Ave
Baltimore, Maryland 21215

November 30, 2016

Edward Ennels
Professor of Mathematics
Faculty Senate President
Life Sciences Building–Room 204
Department of Mathematics & Engineering
Baltimore City Community College
2901 Liberty Heights Ave
Baltimore, Maryland 21215

Dear SEC President Ennels and SEC Officers:

It gives me great pleasure to recommend Retired Professor Carlton Leverette for Professor Emeritus at Baltimore City Community College.

Professor Leverette was a pioneer at the college in many ways. He was a founding member of the college at its inception in 1947 when it was a part of the Baltimore City College High School. Additionally, he was one of the first African American faculty hired at the college. For over 50 years Professor Leverette has participated in more than 100 art exhibits to display his art and is internationally known for his work.

Professor Leverette has taught and nurtured generations of students, faculty and staff alike. I can think of no other faculty member more deserving than Professor Leverette to receive the honor of Professor Emeritus for his academic accomplishments, success as an artist, and years of dedicated service to the college, both as a student, and as a faculty member. I strongly recommend that Professor Leverette receive the honor and would ask that you support my recommendation. Thank you in advance for your consideration.

Sincerely,

A handwritten signature in black ink that reads "Edward C. Jackson". The signature is written in a cursive style with a horizontal line underneath the name.

Edward C. Jackson



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Baltimore, Maryland 21215-7893

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Faculty Senate
Senate Executive Committee

November 30, 2016

Dear Members of the Senate Executive Committee:

I am honored to nominate Professor Carlton Leverette to the rank of Professor Emeritus for 2017. Professor Leverette has been an innovator, student advocate, consummate artist-educator and stalwart for academic excellence during the decades he has served this institution. He retired in May of 2016 as a full-time faculty member from his beloved Baltimore City Community College. We are fortunate that his commitment to student success is so strong that he aptly fills the void his retirement created by continuing to teach in an adjunct position.

Professor Carlton Leverette had served this institution in a most profound way as a student (one of the first African Americans to integrate the institution), as an educator (a strong proponent of differentiated teaching styles and best practices for elevating higher critical thinking skills in all students, no matter their skill sets) and as an active professional artist (teaching, lecturing and exhibiting his ceramics, batiks, and mixed media forms locally and nationally yearly).

Carlton has been my mentor since 2003. He has always made himself available to offer wise counsel and to go the second mile for his students. Carlton modelled the quietness of care and respect for student development and artistic vision I have ever witnessed in my life. Professor Leverette would awaken at midnight, 2:00 am and/or 6:00 am during the weekends to make sure student ceramic work was properly fired, loaded and unloaded from the kiln. He did this without expectation of acknowledgement and/or reward for over 40 years. Just imagine, carefully loading twenty pieces of clay pots and sculptures onto a cart and rolling it out the back of the Main Building first floor when it's 32 degrees outside, making sure that not a single piece breaks, then pushing the heavy laden cart up the hill, over gravel to the outdoor kiln. This is followed by the

CHANGING LIVES...BUILDING COMMUNITIES



careful unloading and placement into the kiln of each item. Only to be repeated three or four times over the course of several days.

This is how Professor Carlton Leverette served, mentored, lead, taught and cared for his students and colleagues. He assessed each one, providing just the right level of glaze and heat to modify an unrefined, ordinary clay pot into a highly glazed and polished work of art.

Please find Professor Leverette's supporting documents and Professor Vance's co-nomination (original copies) attached.

Sincerely,

A handwritten signature in blue ink that reads "Katana L. Hall". The signature is fluid and cursive, with the first name being the most prominent.

Katana L. Hall, Ph.D.
Professor of English, Theatre and the Humanities



**BALTIMORE CITY
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CHANGING LIVES...BUILDING COMMUNITIES

30 November 2016

Professor Jà Hon Vance
Baltimore City Community College
2901 Liberty Heights Avenue- MNB 251-D
Baltimore, Maryland 21215

Edward Ennels, Professor of Mathematics & Faculty Senate President
Life Sciences Building - Room 204
Department of Mathematics & Engineering
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, Maryland 21215

Dear President Ennels:

It is an academic honor to recommend Carleton Leverette for Professor Emeritus at Baltimore City Community College. Truly, I was privileged to have work with him for eleven (11) years in the Department of English, Humanities, Visual and Performing Art. Certainly, I am able to share that is was an awesome teaching and learning experience for me. Professor Leverette is an educator with impeccable credentials certifying his expertise and excellence as a renowned artist—nationally.

Initially, I met Professor Leverette in 2005 when I was hired as a faculty member within the Department of English, Humanities, Visual and Performing Arts, and he quickly took the time to mentor me—so that I could serve as an active faculty member at the College. In doing so, he shared with me weekly how to connect my art and music background in the teaching and learning process. Although I was fortunate to work with Professor Leverette weekly, I noticed that he was always available to assist students, faculty and staff persons with art related concerns or questions. For example, Professor Leverette could found at the College on any give Saturday working with students in the art lab for countless hours to ensure that their projects were completed and to simply serve as an artist coach for those who enjoyed learning. Certainly, that is indicative of an artist and educator who is married to the profession of teaching.

Professor Carleton Leverette has earned numerous awards and honors both nationally and internationally which would take a life-time to mention; however, it is imperative to voice that he was the first African American to integrate Baltimore City Community College and because of his labor and commitment to education—today hundreds of minority men and women have been afforded the opportunity to study and work at the College. Therefore, I highly recommend that Professor Carlton Leverette be nominated as Professor Emeritus at Baltimore City College. Hence, if there are any questions—feel free to contact me.

Educationally yours,

Professor Jà Hon Vance

BALTIMORE CITY COMMUNITY COLLEGE
RECOMMENDATION TO PROFESSOR EMERITUS RANK

TRACKING SHEET

(MUST BE INCLUDED IN FOLDER HOLDING NOMINATION MATERIALS)

NAME OF NOMINEE H. Bradford Lyman

RANK AND DEPARTMENT NOMINEE AT BCCC _____

Professor, Education, Social and Behavioral Sciences

NAME OF NOMINATOR Dr. Karen Shallenberger

POSITION OF NOMINATOR Professor of Psychology

DATE NOMINATION SUBMITTED TO SEC December 30, 2016

RECOMMENDATIONS SUBMITTED BY:

(1) Professor Linda Benjamin

(2) Retired Professor Richard Bucher

(3) Ms. Eileen Hawkins

(4) Assistant Professor Boyd Servio-Mariana

(5) Associate Professor Darlene Galwin

DATE OF ENDORSEMENT BY SEC February 10, 2017

DATE OF ENDORSEMENT BY FACULTY SENATE February 15, 2017

SIGNATURE OF PRESIDENT OF FACULTY SENATE [Signature]

SIGNATURE OF SECRETARY OF FACULTY SENATE [Signature]

RECOMMENDED BY VICE PRESIDENT OF ACADEMIC AFFAIRS:

[Signature] 2/27/17
signature date

RECOMMENDED BY PRESIDENT OF BCCC:

[Signature] 3/16/17
signature date

APPROVAL BY BOARD OF TRUSTEES:

Signature of Chairman date



Nomination For Rank of Professor Emeritus

1. Name of nominee: H. Bradford Lyman
First Middle Last

2. Retirement date from BCCC: 6/30/14

3. Last rank and department at BCCC: Professor Education, Social and Behavior
Last Rank Last Department

4. Employment History at BCCC (list positions in order from earliest to last, indicating when promotion in rank was achieved:

<u>Dates</u>	<u>Position</u>
<u>September 1, 1979</u>	<u>Assistant Professor</u>
<u>September 1, 1984</u>	<u>Associate Professor</u>
<u>August 15 1992</u>	<u>Professor</u>

I certify that the information in items 2 – 4 is in accord with that in the records in the Office of Human Resources.

11/25/16
Director of Human Resources Date

5. Indicate below the names and positions of four individuals who are supporting this nomination with letters of recommendation.

<u>Name</u>	<u>Position</u>
(1) <u>Linda Benjamin</u>	<u>Professor, Business and Technology</u>
(2) <u>Richard Bucher</u>	<u>Retired Professor, Education, Social & Beh</u>
(3) <u>Eileen Hawkins</u>	<u>Director of Institutional Research</u>
(4) <u>Boyd Servio-Mariano</u>	<u>Assistant Professor, Education, Social & Be</u>
5. <u>Darlene Godwin</u>	<u>Associate Professor, Education, Social & Behavioral Sciences</u>

6. Karen Shallenberger, Professor, Education, Social & Behavior 11/30/16
Name of Nominator Date

Letter of nomination is attached indicating the areas of excellence that warrant conferring the rank of emeritus status on the nominee.



2901 Liberty Heights Ave.
Baltimore, Maryland 21215-7893

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TTY: 1-800-735-2258

November 23, 2016

Executive Committee of the Faculty Senate:

I hereby nominate Dr. H. Bradford Lyman as Professor Emeritus of Baltimore City Community College.

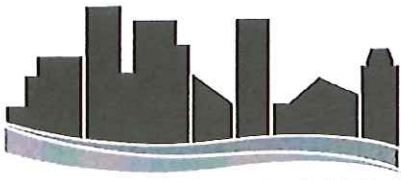
The Baltimore City Community College Faculty Handbook indicates that an excellent faculty member excels in the areas of knowledge; service to department, College and community; instructional methods; and professional activities. The Baltimore City Community College Emeritus Designation Policy states: "It is given to honor an individual who has demonstrated exceptional commitment and contributions to the College in his or her role within the institution, exemplifying the highest standards of personal and professional integrity, civic responsibility, vision and leadership."

Dr. Lyman exquisitely meets the description of an excellent faculty member and meets without question the criteria as outlined by the Emeritus Designation policy.

Dr. Lyman, who has his Doctorate of Philosophy in Sociology, came to the institution in 1979 and had a long and productive career at Baltimore City Community College, retiring in 2014, 35 years of service. Dr. Lyman was a faculty member who did not fade as the years went by, but was a constant contributor to the life of the College and all of its facets. During his long tenure, he remained focused on the importance of higher education in the lives of students, the City of Baltimore, and the State of Maryland. His ideals for himself and the institution came from understandings as professed by the AAUP (American Association of University Professors) and from the continuing education that he received in the area of higher education administration. In particular, Dr. Lyman deeply understood and valued the process of shared governance. He never wavered in the idea of shared governance and actively participated in and promoted the idea and the role of faculty in it. This was one of his major contributions to the College.

The central focus of a faculty member is the student and the central role of faculty is that of teacher. Dr. Lyman's focus in teaching centered on empowering students. He felt that empowerment came through critical thinking. Although his love of sociology and the

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BALTIMORE CITY COMMUNITY COLLEGE

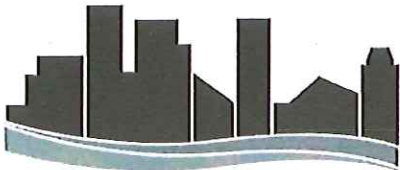
sociological way of understanding the world came through in his teaching and leadership at the College, critical thinking was the epitome of learning and teaching for him. He would demonstrate, through example, the process of critical thinking and then would guide students as they developed the skills within the context of sociology, often meeting with students individually. In addition, Dr. Lyman was a consumer of the news bringing the current political and social realities to the classroom to help demonstrate sociological concepts. Although the basic concepts of sociology might not have changed significantly from semester to semester, his way of presenting the concepts would change depending on the political and social issues in the present moment, making his activities and lectures in class ever present and always engaging.

Dr. Lyman was a lifelong learner. He was a consummate reader of books and articles. He regularly committed himself to professional development including regular attendance at American Sociological Association meetings. Dr. Lyman felt that taking sabbaticals were important in order to maintain a sense of scholarship and rejuvenate his teaching and work. Some of the sabbaticals included trips to India and England to conduct research. After nearly every sabbatical, he would develop a new course related to his research such as The Sociology of World Systems and The Sociology of the Diaspora.

During much of the time that Dr. Lyman was a faculty member at the College, academic departments were chaired by a faculty member with administrative responsibilities. Dr. Lyman served as chair, leading the faculty with integrity. Members of the faculty have said that Dr. Lyman led the department, as well as committees, by example and by gently encouraging the development of faculty members. He guided faculty to become their better selves, by recognizing and nurturing their strengths and helping them with their weaknesses. His leadership style was one of a teacher; the development of the person, as well as the institution, was at the center of all that Dr. Lyman did.

Because of his strong leadership skills, Dr. Lyman was often encouraged to consider moving into administration as the next step in his career. After a number of graduate courses in this area he decided that instead of administration that he wanted to remain a leader at the faculty level. As he once said to me, "Administrators spend too much of their time in meetings and I did not want to do that." Instead, Dr. Lyman saw his role as faculty-leader within the shared governance model and therefore provided leadership to the College and the larger community by maintaining his active involvement with students, teaching, committee work and scholarship.

In discussing Dr. Lyman with a colleague, it was noted that Dr. Lyman held almost every leadership post that a faculty member could hold. He did not assume these posts out of the



**BALTIMORE CITY
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need for accolades, but because he was dedicated to the College. It was truly an act of service for him whether it was for his department, as a part of faculty governance or for the College community. When the administration or the faculty needed something to be done well, they called on Dr. Lyman. They knew that his leadership, competence, even-handedness and calm demeanor would make for a successful result. In his last two years at BCCC, Dr. Lyman stepped up for a second time to serve as the President of the Faculty Senate guiding the Faculty during difficult and challenging years at the institution. His clear understanding of the role of faculty in the life of the institution helped him lead with clarity and integrity.

Dr. Lyman was also involved in community activities, being an active participant in his faith community, as well as, involved in a number of political campaigns and non-profit organizations.

Dr. Lyman was the perfect mix of teacher, leader, and scholar. He is a person that the College can look to and say, here is an example of the ideal faculty member. For that reason, the College should honor and esteem him; therefore, with humility and the greatest of respect, I nominate Dr. H. Bradford Lyman to be designated Professor Emeritus of Baltimore City Community College.

Karen Shallenberger, Ph.D.
Professor, Psychology
Education, Social and Behavioral Sciences
Baltimore City Community College



November 21, 2016

To: Faculty Senate Executive Committee;

It is my pleasure and honor to recommend Dr. Brad Lyman for Professor Emeritus status with Baltimore City Community College.

While I had known Professor Lyman as a colleague for some time, it was during my tenure as the College's Curriculum and Instruction Committee Chair that we began to work together more routinely. His commitment to administrative processes, integrity and a collegial work ethic were critical to helping BCCC work through a difficult period.

Professor Lyman brought these same strengths to bear as he assumed the position of President of the Senate Executive Committee in 2012. It was in this capacity that he knocked on my door, with an opportunity he assured me that only I could perform on behalf of the faculty and the institution; such are his leadership skills, making all who work with him feel highly and uniquely competent which in turns brings out their best.

During the two-year Middle States Self-Study process, Professor Lyman was steadfast in his support of faculty and staff in completing a true assessment of our College. This was not always easy or popular; but, he remained true to his core beliefs of documented processes, integrity in all actions, and the fostering of a collegial and transparent work environment. And, he returned emails promptly.

I will leave it to other submissions to document the long history of BCCC and Dr. Lyman; the committees, the efforts, the wins, and the losses. This letter represents my opinion that few persons have represented our College with more distinction; that few of us walk our own talk of trying to change lives for the better, to build up the community – Professor Brad Lyman did.

The intent of this letter is to convey my earnest support for the title of Professor Emeritus for Dr. Brad Lyman. If the letter falls short, please know that is not an indication of Professor Lyman's deservedness, but my inability to express well why he is worthy.

Thank you for your consideration of this letter. Should you have any questions, please do not hesitate to contact me.

Linda Benjamin
Professor, Business and Technology
General Education Coordinator
2901 Liberty Heights Avenue
Office: 410-462-8029
E-mail: LBenjamin@bccc.edu

To Whom It May Concern:

I am writing this letter to support the nomination of Dr. Bradford Lyman for Baltimore City Community College Professor Emeritus.

For forty years, I worked very closely with Dr. Lyman. As a fellow sociologist in BCCC's Education, Social and Behavioral Sciences Department, we became friends and developed a close professional relationship. We constantly sought each other's advice and assistance, and collaborated on a variety of departmental and college-wide initiatives. Also, I observed him in the classroom on a number of occasions.

Throughout his tenure at BCCC, Dr. Lyman assumed a leadership role in our Department and in the College as a whole. He served as President of the Faculty Senate as well as Acting Chair of the SBS Department. Additionally, he consistently displayed his strong leadership abilities through his service on numerous departmental and college-wide committees. More than two decades ago, under his leadership, our Department emerged as a leader in the use of computers in the classroom. Dr. Lyman's ability to develop thoughtful, practical approaches to problems, help us stay on task, and lead by example distinguished him as an exceptionally valuable and sought after resource person and leader. He set very high standards for himself and was always highly respected amongst his peers.

Based on my formal evaluations of Dr. Lyman and my familiarity with his reputation among students, I considered him to be one of the best teachers I have ever known. Student and peer evaluations of his teaching consistently rated him as "excellent." He continually revised the content of his courses in order to stay on the "cutting edge" of the discipline. His communication skills are excellent and he conveyed a very warm and caring attitude in the classroom.

Dr. Lyman's professional activities and honors are extensive and noteworthy. In addition to earning his Ph.D. degree in sociology at the University of Maryland at College Park, he authored a number of articles that were published in professional journals. Moreover, he is someone who constantly sought opportunities to share and educate through workshops and presentations, both locally and nationally.

He is one of a select group of BCCC faculty who has been honored for teaching excellence by the National Institute for Staff and Organizational Development. Over the years, he traveled abroad and incorporated what he learned into his teaching. Through grants, fellowships, summer institutes, and the Semester at Sea program, he broadened his global perspective, improved his ability to make sociology more relevant, and deepened his commitment to promote intercultural understanding.

In conclusion, Dr. Lyman clearly distinguished himself as a highly creative, energetic, and resourceful teacher, scholar, and leader. He was a tireless, highly productive worker. His impact on BCCC will be felt for a very long time. During his tenure, there were times when institutional leadership was in a state of flux. As a highly respected faculty member, Dr. Lyman was a steadying influence who always put the needs of our students first.

Throughout my career, I worked closely with two BCCC "giants." They are Dr. Lyman and the late Professor Emeritus Walter Dean, one of my best friends. At my retirement dinner last year, I made one request. I humbly asked that Dr. Lyman be honored as Professor Emeritus. I can think of no one more deserving of this extraordinary recognition. With all he did for BCCC and our students, he never sought attention or accolades. It is time we change that, and express our heartfelt thanks.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard D. Bucher". The signature is fluid and cursive, with a large initial "R" and "B".

Richard D. Bucher, Ph.D.

November 28, 2016

Eileen F. Hawkins
Director of Institutional Research
Baltimore City Community College (BCCC)
West Pavilion - 303
2901 Liberty Heights Avenue
Baltimore, MD 21215

RE: Dr. Brad Lyman

Dear BCCC Senate Executive Committee

It is my pleasure to support the nomination of Dr. Brad Lyman for the designation of Professor Emeritus.

In the spring of 2013, as the (then) College's Senior Research Analyst, I was appointed to the Steering Committee for the 2013 – 2014 Self-Study for the reaccreditation with the Middle States Commission on Higher Education. In the fall, I was unexpectedly assigned the additional role of being the leader of the writing team for the Self-Study Report. During the four-month period from the assignment through the submission in February 2014, I spent endless hours working intensely with various members of the College community, in particular the Self-Study co-chairs: Professor Linda Benjamin and Dean Nicole Cameron Becketts. As the time drew closer to the submission date, more of the workload fell on our shoulders. However, we always knew we had Dr. Lyman's support. In his role as President of the Faculty Senate, his genuine appreciation and support for Professor Benjamin's dedication and work remained consistent throughout the entire process. There were some challenging communication dynamics among the former senior administrators during this time which made the work more difficult to complete and Dr. Lyman did all that he could to alleviate those issues. He checked in with our team almost daily and assisted wherever possible. He kept the faculty informed, encouraged faculty responses to surveys, interacted with senior administrators, supported the program review process, and reviewed narrative for the Report. He was a consistent, calming, and supportive presence.

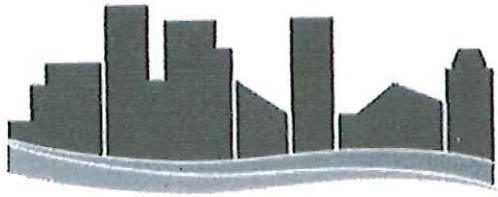
My respect for Dr. Lyman grew as a result of the Self-Study. In my mind, he always seemed to represent what a college professor should be – intelligent, well-spoken, available to students, a concerned academic advisor, a content expert, and active in College committees. After the Self-Study, I came to appreciate even more about his professorial role and character – he had endless stories about students' challenges and successes as well as stories about the faculty's challenges and successes, too. He was proud of being a professor and the difference that faculty make in the lives of our students. He took being the role of Faculty Senate President seriously in that he could support the work of his fellow instructors while helping the College move its mission forward in a bigger way.

I am grateful to have known him all these years and even more so after having worked with him throughout the Self-Study process. Even though he has retired, he will always be known as "Professor Lyman" to me.

Please let me know if I can provide any additional information.

Thank you,





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Senate Executive Committee
Baltimore City Community College

November 28, 2016

Dear Dr. Shallenberger,

I write to strongly recommend Emeritus distinction for Dr. Brad Lyman who retired in May 2014. Dr. Lyman served Baltimore City Community College with distinction for over two decades. While it is challenging to fully address the breadth of his many outstanding productive contributions to scholarship, teaching, mentoring and service to BCCC. Allow me to elaborate.

Social Sciences Department Leadership:

Over the span of two plus decades, Professor Lyman held key leadership positions within the Department of Education, Social and Behavioral Sciences. He served on various committees, representing the views and concerns of the department on a college-wide basis, while keeping the department aware of campus initiatives, decisions and policies. In 2011, he chaired the hiring committee for Sociology Faculty that resulted in the hiring of one full-time Sociology / Anthropology faculty; restoring anthropology offerings at the College. While taking on campus wide concerns as Faculty Senate President, Dr. Lyman continued to serve in an advisory capacity to ESBS faculty and leadership until he left Baltimore City Community College in May 2014.

Senate Executive Committee (SEC) of the Faculty Senate:

As Faculty Senate President (2012 - 2014), he brought together faculty representing varying disciplines at the College, and led the Senate and its leadership committee with efficiency and a determination that promoted and advanced the tenets of shared governance both in the faculty senate itself and the college as a whole. To this end, Dr. Lyman offered and informative series of presentations for faculty and college administrators regarding the development and antecedents of contemporary best practices of shared governance through historical time and within the academy. Dr. Lyman's organization and moderating skills contributed significantly to the success of these presentations and the overall success of the SEC and Faculty Senate during his tenure.

Scholarship/ Research/ Publication:

Brad Lyman set an example as a professional who kept abreast of the field of Sociology and the social sciences by attending professional conferences throughout the years such as those sponsored by the American Sociological Association and the National Endowment for the Humanities Institutes.

His publications include "Colonial governance in the development of urban primacy" which appeared in the June 1992 issue of the peer-reviewed journal *Studies In Comparative International Development*, and later "Systems of Exchange" which was produced as part of the National Endowment for the Humanities (NEH) Summer Institute in 2002. The latter centered on the *Indian Ocean: Cradle of Globalization* and was developed as part of the highly selective Institute that included scholars from Davidson College, McDaniel College, Gettysburg College, Susquehanna University, Norfolk State University, University of Tennessee, Johns Hopkins University and our own BCCC, in the person of Dr. Lyman, at the prestigious University of Pennsylvania.

Expansion of Course Opportunities:

These scholarly works of research would inform the crux of theory course, SOC 250: The Sociology of the World System, that Dr. Lyman developed and instituted into the College's Granville T. Woods Honors program as required coursework via the General Education: Emerging Issues category. This course takes our student scholars through the development of regional world systems to the creation of a single world system from the 16th Century to the present. Integrating economic, political, and cultural elements, the course explores the increasing interdependence of the world while also addressing theories of development, modernization, and the uneven development of nation states in the industrial period.

Dr. Lyman's ongoing research agenda would also provide the basis for an additional original BCCC course, SOC 240: The Sociology of Diasporas, which we are currently pursuing for inclusion in the College's General Studies: Emerging Issues category. This course examines the underlying social, political and economic reasons that people moved and/or were moved to create the modern world. SOC 240 examines the impact of human migration on both the giving and receiving societies, the linkages with the society of origin, and the development of Diaspora identity while exploring both historic and contemporary Diasporas. As he had done with SOC 250, Professor Lyman guided the SOC 240 course through every stage of development--from submitting the course proposal from the department to the Curriculum and Instruction Committee (CIC), to providing course instruction for several years. This emboldened the Sociology course offerings available at BCCC and provided our students the opportunity to learn even more about local and global patterns and systems relevant to understanding society in an increasing global world.

In closing, Dr. Lyman has effectively broadened the education of our students throughout his career at BCCC. Additionally, he has shown great initiative and leadership in fulfilling his academic responsibilities, and has enhanced the reputation of Baltimore City Community College by significantly expanding the community's knowledge of the caliber of

BCCC faculty. For many in academia within the Baltimore community that we serve, Dr. Lyman was the face of BCCC, and our department and the College have benefitted greatly from his professionalism and dedication. I strongly recommend the distinction of Emeritus Faculty for Dr. Brad Lyman. He has been a fully-engaged colleague, mentor and role model to those junior to him for decades and as such, he is most deserving of the elevation to Professor Emeritus.

Sincerely,

A handwritten signature in black ink, appearing to read 'Boyd M. Servio-Mariano', with a long horizontal flourish extending to the right.

Boyd M. Servio-Mariano, Ph.D.
Assistant Professor of Sociology & Anthropology
Coordinator of General Studies AA Transfer Degree Program
Social & Behavioral Sciences Department
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, Maryland 21215
Office: MNB 305-G
Phone: (410) 462-7447
E-mail: bservio-mariano@bccc.edu
BCCC Website: www.bccc.edu

November 23, 2016
Professor Emeritus
Baltimore City Community College

RE: Recommendation for Dr. Brad Lyman

Dear Colleagues,

As the Program Coordinator and Associate Professor of Early Childhood Education at Baltimore City Community College, I have had the pleasure of working with Dr. Lyman. I served as the Discipline Liaison for the Department of Education, Social, and Behavioral Sciences from 2012 – 2014. Dr. Lyman was very diligent in his commitment to the assessment process. He knew it was critical in developing Baltimore City Community College. He was instrumental in the creation of the department's mission and vision statement that clarified and aligned the vision and mission with Baltimore City Community College. These are just a few of his important contributions.

Additionally, he supported the College's goals in an effort to take Baltimore City Community College's status from probation to full accreditation. Dr. Lyman tireless dedication to the College's mission as Faculty Senate President was an integral presence in the College's direction to achieve optimum excellence.

Dr. Lyman was a constant in the Baltimore City Community College's wave of perpetual change and an excellent support for our students and exceptional role model for both student and Faculty. It is my honor to recommend Dr. Brad Lyman for Professor Emeritus. I am confident that Dr. Brad Lyman is an excellent candidate.

Sincerely,



Darlene Godwin, M.ED
Early Childhood Education Associate Professor
Program Coordinator, Early Childhood Education

BALTIMORE CITY COMMUNITY COLLEGE
RECOMMENDATION TO PROFESSOR EMERITUS RANK

TRACKING SHEET

(MUST BE INCLUDED IN FOLDER HOLDING NOMINATION MATERIALS)

NAME OF NOMINEE Catherine Ann Ritter

RANK AND DEPARTMENT NOMINEE AT BCCC _____

Professor, English, Humanities, Visual and Performing Arts

NAME OF NOMINATOR Professor Tracy Leshaw

POSITION OF NOMINATOR Professor of Mathematics

DATE NOMINATION SUBMITTED TO SEC December 30, 2016

RECOMMENDATIONS SUBMITTED BY:

(1) Associate Dean Melvin Brooks

(2) Dr. Diana Zilberman

(3) Assistant Professor Alice Kimara

(4) Associate Professor Paul Long

DATE OF ENDORSEMENT BY SEC February 10, 2017

DATE OF ENDORSEMENT BY FACULTY SENATE February 15, 2017

SIGNATURE OF PRESIDENT OF FACULTY SENATE [Signature]

SIGNATURE OF SECRETARY OF FACULTY SENATE [Signature]

RECOMMENDED BY VICE PRESIDENT OF ACADEMIC AFFAIRS:

[Signature] signature 2/27/17 date

RECOMMENDED BY PRESIDENT OF BCCC:

[Signature] signature 3/16/17 date

APPROVAL BY BOARD OF TRUSTEES:

Signature of Chairman date



Nomination For Rank of Professor Emeritus

Name of nominee: Catherine Ann Ritter
First Middle Last

Retirement date from BCCC: July 31, 2015

Last rank and department at BCCC: Professor Eng., Hum. Vis. & Perf. Arts
Last Rank Last Department

Employment History at BCCC (list positions in order from earliest to last, indicating when promotion in rank was achieved:

<u>Dates</u>	<u>Position</u>
<u>January 27, 1969*</u>	<u>Associate Professor of Physical Education</u>
<u>October 6, 1977*</u>	<u>Associate Professor of English</u>
<u>May 22, 1986*</u>	<u>Professor of English</u>
	<u>*exact dates are unclear in her personnel file</u>

I certify that the information in items 2 - 4 is in accord with that in the records in the Office of Human Resources

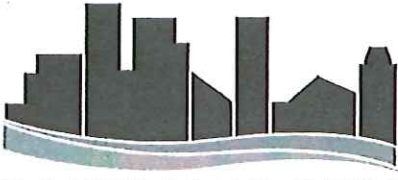
[Signature] 12/2/16
Director of Human Resources Date

Indicate below the names and positions of four individuals who are supporting this nomination with letters of recommendation.

	<u>Name</u>	<u>Position</u>
(1)	<u>Melvin Brooks</u>	<u>Associate Dean, EHVPA</u>
(2)	<u>Diana Zilberman</u>	<u>Director, Cent. of Ex. in E-Learn. & Teach.</u>
(3)	<u>Alice Kimara</u>	<u>Assistant Professor of English</u>
(4)	<u>Paul Long</u>	<u>Associate Professor of English</u>

Tracy Leshan Nov. 30, 2016
Name of Nominator Date

Letter of nomination is attached indicating the areas of excellence that warrant conferring the rank of emeritus status on the nominee.



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2901 Liberty Heights Ave.
Baltimore, Maryland 21215-7893

www.bccc.edu

410-462-8300
MD Toll-Free: 1-888-203-1261
TTY: 1-800-735-2258

30 November 2016

Professor Ed Ennels, President,
Faculty Senate Executive Committee
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, MD 21215

Dear President Ennels:

This letter serves as a declaration of support for the nomination of Dr. Catherine Ann Ritter for Professor Emeritus at Baltimore City Community College (BCCC).

It is with immense fondness that I offer support of Ritter's nomination for Professor Emeritus. Ritter has been with BCCC for almost fifty years, a living testament to the various transitions of the College. During her tenure, she has served in many capacities: professor, SEC president, etc. In all of her roles, the facilitation of education was paramount. Because she believes in the value of education, she made it her priority to teach with a purpose. As a result, her students received quality instruction that prepared them for their subsequent courses, and even life.

Furthermore, Ritter was an asset to the College, serving as the voice of the faculty for several years and being instrumental in achieving some of the positive changes that impacted students, faculty, and staff. She never allowed her various duties to impede her primary obligation to teach. After serving on several committees, either as chair or active member, and traveling to Annapolis to advocate for the College, she found comfort in and inspiration from her students. In return, she offered a wealth of knowledge, experience, and history to her students and colleagues.

Therefore, with much appreciation, I support Dr. Catherine Ann Ritter's nomination for Professor Emeritus at Baltimore City Community College.

Academically,

Melvin E. Brooks

Melvin E. Brooks, Associate Dean
English, Humanities, Visual and Performing Arts

Diana Zilberman
Director of the Center for Excellence in E-Learning and Teaching Innovation
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, MD 21215
dzilberman@bccc.edu
410-462-7719 (voice)
410-462-8252 (fax)

Faculty Senate Executive Committee
Baltimore City Community College
November 18, 2016

Dear Members of the Faculty Executive Senate Committee,

It is with great pleasure that I endorse the nomination of Dr. Ann Ritter for the Professor Emeritus status. I cannot think of a more deserving faculty member of this honor than Dr. Ritter, who dedicated all her professional career at BCCC in service of students and faculty.

I have known Dr. Ritter since 1983 when we were colleagues in the English Department, and our collaboration continued when Dr. Ritter was among the first adopters of the online teaching modality. Throughout the years Dr. Ritter has been a model of professionalism, integrity, and faculty excellence. In her quiet, yet resolute way, she cheered students on their paths to success, participated in all faculty development initiatives, encouraged and mentored colleagues, and championed progress at our College.

As part of the English Department, Dr. Ritter had been the Developmental Reading Coordinator for many years, and in this role she was always prepared, responsive, and supportive. Most notably, for many years Dr. Ritter was the BCCC Faculty Senate President, during which time she earned the reputation for standing unflinchingly on behalf of the faculty and on her principles with tact and grace. She served the College unselfishly, as she never sought recognitions or promotions.

I strongly believe that Dr. Ann Ritter deserves the status of Professor Emeritus due to her passionate service to BCCC, its students, and its faculty for over forty years.

Thank you for your consideration.

With regards,

Diana Zilberman

Alice Kimara
Assistant Professor of English
Baltimore City Community College
MNB 1211
2901 Liberty Heights Avenue-
Baltimore, MD 21215
(410) 462-7486

November 29, 2016

The SEC
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, MD 21215

Dear SEC:

With great pleasure, I nominate Dr. Catherine A. Ritter for Professor Emeritus at Baltimore City Community College.

Dr. Ritter started her career as a full-time professor in the Physical Education Department at the Community College of Baltimore (CCB) in 1968. She passionately and diligently served the faculty and staff, and the students for 47 years. Dr. Ritter taught volleyball, aerobics, and basketball and was the head coach of the women's lacrosse team. She made a huge impact in the Physical Education Department because she played all three sports at the high school, college, and club levels and had officiated each sport. Dr. Ritter split time teaching in the English and Physical Education Departments between 1975 and 1978 at the Liberty and Harbor campuses.

In 1978, Dr. Ritter moved to the English Department permanently, where she served till her retirement. As part of her service to the department, she served on several departmental committees: the Textbook Committee, the Final Exam Committee, the Scholarship Committee, and the Reading Committee. Further, she served as the Reading Coordinator from 1996-2009. During this period, Dr. Ritter became a member of the Mid-Atlantic College Reading Association (MACRA) and was elected as president (2003-2004). Then, in 2004 she was elected as the association's treasurer, and she was elected consecutively for this position for 10 years until she gave up the position in 2013 when she was ready to retire.

Dr. Ritter served as the President of the Faculty Senate from 1994-2008. After her tenure in that capacity, Dr. Ritter volunteered to be the Chair for SEC Working Conditions Committee, a position she held until her retirement.

Beyond her professional service to the College, Dr. Ritter mentored and housed homeless BCCC students until the students were able to obtain services that helped them transition to their own homes. Moreover, during one of the College's Women's History Month forum, a faculty member shared how Dr. Ritter had taken her and her children in when she became homeless as a result of domestic abuse. Additionally, Dr. Ritter continues to volunteer in a

community center soup kitchen, where she has volunteered faithfully every Tuesday for over 15 years.

Dr. Ritter earned her master's of education and doctorate in Reading, Learning, Disabilities, and Counseling from Johns Hopkins University.

I hope you will support this nomination because she is deserving of this title for her hard work and dedication to the students, faculty, and entire College community.

Thank you
Sincerely,

Alice Kimara

November 29, 2016

Paul Long
Associate Professor of English
Baltimore City Community College
2901 Liberty Heights Avenue- MNB 121B
Baltimore, MD 21215
(410) 462-8593

Edward Ennels
Professor of Mathematics
Faculty Senate President
Life Sciences Building - Room 204
Department of Mathematics & Engineering
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, MD 21215

Dear SEC President Ennels and SEC Officers:

It is with great pleasure that I recommend Dr. Ann Ritter for Professor Emeritus at Baltimore City Community College.

Many of you already know that Dr. Ritter served as the SEC President for at least 10 years in the 1990s and early 2000s. In addition to her service to the SEC, she was President of the Mid-Atlantic College Reading Association (MACRA) from 2003-2004, and Treasurer of the Mid-Atlantic College Reading Association (MACRA) from 2004-2013.

Dr. Ann Ritter began her career at BCCC in the Physical Education Department at the Community College of Baltimore (CCB) in 1968. Dr. Ritter taught volleyball, aerobics, and basketball and was the head coach of the women's lacrosse team. Dr. Ritter split her time teaching in the English and Physical Education Departments between 1975 and 1978 at the Liberty and Harbor campuses.

In 1978, Ritter moved to the English Department permanently and has been there ever since. She served as the President of the Faculty Senate from 1994-2008 and was the Reading Coordinator from 1996-2009. Ritter earned her master's of education and doctorate in Reading, Learning, Disabilities, and Counseling from Johns Hopkins University. Dr. Ritter was inducted into the BCCC Athletics Hall of Fame in 2012 as the Women's Lacrosse Coach.

In addition to her service to the college and her students, she faithfully serves in a soup kitchen every Tuesday, where she has volunteered for over 15 years. Ann has housed homeless BCCC students until they found their own homes, and she also housed a faculty member and her children when she became homeless after facing domestic abuse.

I hope you will support this nomination for Dr. Ritter and agree with me that she is deserving of this title for her hard work and dedication to the students, faculty, and staff at BCCC.

Thank you
Sincerely,

Paul Long

Tracy Leshan
Professor of Mathematics
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, MD 21215

Faculty Senate Executive Committee
Baltimore City Community College
November 30, 2016

Dear Members of the Faculty Executive Senate Committee,

I am very happy to nominate Dr. Catherine (Ann) Ritter for Professor Emeritus at Baltimore City Community College. She is so deserving of the honor.

I have known Dr. Ritter since I came to the college in 1991. She has always been a tireless advocate for the faculty at BCCC, a role that at times, has been a difficult one. She served for many years as the SEC President and for many years as the Chair of the SEC Working Conditions Committee. Her unflappable demeanor, her professionalism, and her integrity served her well in those roles. She represented the faculty admirably with grace and strength at many contentious meetings and in many difficult situations.

I also worked with Dr. Ritter in my role as Developmental Mathematics Coordinator. She served as Developmental Reading Coordinator for many years. In this role, she was always knowledgeable and professional, and a tireless advocate for students.

In my research for Dr. Ritter's nomination for Professor Emeritus, I found so many other things to admire about her. She has done extensive volunteer work for homeless students and in a community soup kitchen. She has served on many committees at the college over the years, and has served as an officer of the Mid-Atlantic Reading Association.

Dr. Ritter started at the college as a faculty member in 1969, which means she served BCCC and its students admirably for 46 years, before her retirement in 2015. She is even a member of the BCCC Athletic Hall of Fame. Dr. Ann Ritter is a model for all faculty members at BCCC. She gave of herself for so many years. She is most deserving of the honor of Professor Emeritus.

Thank you for your consideration.

Sincerely,

Tracy Leshan

November 30, 2016

Cheryl Rhodes
Assistant Professor of English
Baltimore City Community College
2901 Liberty Heights Avenue- MNB 121J
Baltimore, MD 21215
(410) 462-7476

Edward Ennels
Professor of Mathematics
Faculty Senate President
Life Sciences Building - Room 204
Department of Mathematics & Engineering
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, MD 21215

Dear SEC President Ennels and SEC Officers:

It is with great pleasure that I recommend Dr. Ann Ritter for Professor Emeritus at Baltimore City Community College.

Dr. Ann Ritter began her career at BCCC in the Physical Education Department at the Community College of Baltimore (CCB) in 1968. During this time, she taught volleyball, aerobics, and basketball and was the head coach of the women's lacrosse team. Dr. Ritter split her time teaching in the English and Physical Education Departments between 1975 and 1978 at the Liberty and Harbor campuses. Dr. Ritter was inducted into the BCCC Athletics Hall of Fame in 2012 as the Women's Lacrosse Coach.

In 1978, Ritter moved permanently to the English Department, and was its Reading Coordinator from 1996-2009. Ritter earned her masters of education and doctorate in Reading, Learning, Disabilities, and Counseling from Johns Hopkins University.

Dr. Ritter served as the President of the Faculty Senate from 1994-2008. Her Presidency was marked by a calm but determined commitment to faculty. Although that was true, Dr. Ritter never allowed emotionalism to inform her decisions. Hers were responses defined by policy and reasons.

In addition to her service to the college and her students, she was President of the Mid-Atlantic College Reading Association (MACRA) from 2003-2004, and Treasurer of the Mid-Atlantic College Reading Association (MACRA) from 2004-2013.

Thank you for your approval of this nomination for Dr. Ritter since she epitomizes all that is scholarly, ethical, and decent about the BCCC community.
Sincerely,

Cheryl Rhodes
Cheryl Rhodes



**BOARD AGENDA
Tab – Action
March 28, 2017**

New Business – Resolution for Emeriti Faculty

Tonja L. Ringgold, Ed.D.
Academic Affairs Division (AA)

Resolution for Emeriti Faculty

In accordance with the policy and procedure for Emeritus designation, upon approval, a Board resolution naming and honoring the individual as “Professor Emeriti” shall be awarded.

Attached are the Emeriti resolutions for:

- Professor Carlton Leverette
- Dr. H. Bradford Lyman
- Dr. Catherine Ann Ritter

[Return to Agenda](#)



Resolution to Confer Emeritus Status

WHEREAS, Dr. H. Bradford Lyman, served with distinction during his 35 years of employment at Baltimore City Community College as a Sociology professor, and provided exemplary service in all roles until his retirement from the College on June 30, 2014; and

WHEREAS, Dr. Lyman was held in high regard by his colleagues and students for excellence in teaching, advising, mentorship and dedication to the field of Sociology to the extent that in 1992, Dr. Lyman was honored as the first Baltimore City Community College recipient of the *BCCC Faculty Excellence Award*, later he was bestowed the esteemed *Kathleen Rogers Faculty Award*; and

WHEREAS, Dr. Lyman work tirelessly on college-wide committees, several Middle States Self-Study Teams, and earned the respect of many through his active participation in the Faculty Senate, the Senate Executive Committee, and service as the Faculty Senate President; and

NOW, THEREFORE, BE IT RESOLVED that The Board of Trustees of Baltimore City Community College, at its regular meeting on March 28, 2017, and by unanimous recommendation of the Faculty Senate and full endorsement by the Vice President for Academic Affairs and BCCC President, approved and voted unanimously to confer to Dr. H. Bradford Lyman designation as **Distinguished Professor Emeritus**, all in recognition of his contribution as an educator and leader who promoted and exhibited excellence to the benefit of the scholastic community, and the citizens of the City of Baltimore and the State of Maryland.

BE IT FURTHER RESOLVED that this **RESOLUTION** was established in the permanent minutes of this Board, and that a copy of it be given to Dr. H. Bradford Lyman. **ADOPTED** by the Baltimore City Community College Board of Trustees in its regular meeting, March 28, 2017.

S. Todd Yeary, PhD
Chair, BCCC Board of Trustees

Gordon F. May, PhD
President/CEO



Resolution to Confer Emeritus Status

WHEREAS, Professor Carlton Leverette, served with distinction during his 47 years of employment at Baltimore City Community College as an Art professor, and provided exemplary service in all roles until his retirement from the College on June 30, 2016; and

WHEREAS, Professor Leverette began his association with Baltimore City Community College, then known as Baltimore Junior College in 1947, as a student and was one of only a few African American students, and in 1969 was hired as one of three African American instructors; and

WHEREAS, during his tenure as Professor of Art, Professor Leverette was regarded as an esteemed colleague who participated in over 100 grouped and one-man juried art exhibits in the community of Baltimore City and was selected by internationally known quilt maker Faith Ringgold for exhibition in the Texas National at Stephen F. Austin State University, Nacogdoches, Texas; and

NOW, THEREFORE, BE IT RESOLVED that The Board of Trustees of Baltimore City Community College, at its regular meeting on March 28, 2017, and by unanimous recommendation of the Faculty Senate and full endorsement by the Vice President for Academic Affairs and BCCC President, approved and voted unanimously to confer to Professor Carlton Leverette designation as **Distinguished Professor Emeritus**, all in recognition of his contribution as an educator and leader who promoted and exhibited excellence to the benefit of the scholastic community, and the citizens of the City of Baltimore and the State of Maryland.

BE IT FURTHER RESOLVED that this **RESOLUTION** was established in the permanent minutes of this Board, and that a copy of it be given to Professor Carlton Leverette. **ADOPTED** by the Baltimore City Community College Board of Trustees in its regular meeting, March 28, 2017.

S. Todd Yeary, PhD
Chair, BCCC Board of Trustees

Gordon F. May, PhD
President/CEO



Resolution to Confer Emeritus Status

WHEREAS, Dr. Catherine Ann Ritter, served with distinction during her 47 years of employment at Baltimore City Community College as a Physical Education and English professor, and provided exemplary service in all roles until her retirement from the College on July 31, 2015; and

WHEREAS, Dr. Ritter was held in high regard by her students and colleagues for effective teaching, coaching, mentoring, advising, and dedication in English/Reading, all qualities for which she was honored by BCCC with two distinctive faculty awards; the *BCCC Faculty Excellence Award* and the *Kathleen Rodgers Faculty Award*; and

WHEREAS, Dr. Ritter earned and cherished the support and respect of her colleagues through active participation in the Faculty Senate, the Senate Executive Committee, and through service as the Faculty Senate President for 14 years; and

NOW, THEREFORE, BE IT RESOLVED that The Board of Trustees of Baltimore City Community College, at its regular meeting on March 28, 2017, and by unanimous recommendation of the Faculty Senate and full endorsement by the Vice President for Academic Affairs and BCCC President, approved and voted unanimously to confer to Dr. Catherine Ann Ritter designation as **Distinguished Professor Emeritus**, all in recognition of her contribution as an educator and leader who promoted and exhibited excellence to the benefit of the scholastic community, and the citizens of the City of Baltimore and the State of Maryland.

BE IT FURTHER RESOLVED that this **RESOLUTION** was established in the permanent minutes of this Board, and that a copy of it be given to Dr. Catherine Ann Ritter. **ADOPTED** by the Baltimore City Community College Board of Trustees in its regular meeting, March 28, 2017.

S. Todd Yeary, PhD
Chair, BCCC Board of Trustees

Gordon F. May, PhD
President/CEO



BOARD AGENDA
TAB 9 - ACTION
MARCH 28, 2017

B. TUTION AND FEES RECOMMENDATIONS



**BOARD AGENDA
TAB 9 – ACTION
MARCH 28, 2017**

**Financial Budgetary and Tuition and Fees Recommendation
Vice President Calvin Henry Harris Jr.
Business and Finance Division**

As a follow-up to discussions held during the February meetings, please allow me to review the recommended fiscal 2018 tuition and fees levels for the College.

The College maintains multi-year projections, and has continued to do for at least the last three years. For each of the last two years, the Board has approved modest credit tuition increases, and a modest increase was planned for the fiscal year 2018.

During the February 2017 meeting, I discussed how the proposed increase for 2018 would be even smaller than we proposed to the Executive and Legislative branches. This is partially due to Governor Hogan’s “Student Debt and Tuition Relief Initiative.”

Tuition Adjustments for Fiscal Year 2018

Estimated Tuition and Fees per Credit Hour for Full-Time Students
Maryland Association of Community Colleges
Fall 2016

Revenues & Expenditures: V-7

Community College	Service Area	Resident of Service Area Average			Resident of Maryland Outside Service Area Average			Out-of-State Resident Average		
		Tuition	Fees	Total	Tuition	Fees	Total	Tuition	Fees	Total
Allegany College of Maryland	Allegany County	\$ 114	\$ 14	\$ 128	\$ 225	\$ 14	\$ 239	\$ 270	\$ 14	\$ 284
Anne Arundel Community College	Anne Arundel County	108	26	134	208	26	234	367	26	393
Baltimore City Community College	Baltimore City	112	23	135	112	23	135	286	23	309
Community College of Baltimore County	Baltimore County	118	30	148	222	40	262	337	50	387
Carroll Community College	Carroll County	132	28	160	192	40	232	269	56	325
Cecil College	Cecil County	107	13	120	197	13	210	242	13	255
Chesapeake College	Caroline, Dorchester, Kent, Queen Anne's and Talbot Counties	120	37	157	188	38	226	265	38	303
College of Southern Maryland	Charles, St. Mary's and Calvert Counties	123	28	151	213	49	262	275	63	338
Frederick Community College	Frederick County	119	23	142	259	23	282	351	23	374
Garrett College	Garrett County	103	32	135	225	32	257	265	32	297
Hagerstown Community College	Washington County	117	14	131	183	14	197	241	14	255
Harford Community College	Harford County	116	23	139	203	23	226	290	23	313
Howard Community College	Howard County	134	22	156	217	22	239	262	22	284
Montgomery College	Montgomery County	122	41	163	249	67	316	344	86	430
Prince George's Community College	Prince George's County	105	47	152	193	47	240	290	47	337
Wor-Wic Community College	Somerset, Wicomico and Worcester Counties	106	17	123	237	17	254	292	17	309
Systemwide Average		\$ 116	\$ 26	\$ 142	\$ 208	\$ 30	\$ 238	\$ 290	\$ 34	\$ 324

NOTE: These data are based on dividing what a full-time student [taking 30 credits in an academic year] would pay on a “per credit” basis – that is dividing a total year’s tuition and fees by 30 [see Table 6]. Since tuition and fee charges may vary at individual colleges [by, for example, the number of credits a student is taking, the program of study, or the number of courses that include additional fees], the actual “per-credit” tuition and fees for an individual student may vary slightly from these data.

Fees are defined as: consolidated, registration, student, technology, activity, and parking fees. Lab, graduation, physical education fees, etc. are not included.

Full-Time is defined as 30 credit hours per year.

Source: MCCR

Source, Maryland Association of Community Colleges “2017 Databook”, March 2017

Since the February 2017 meeting, the Maryland Association of Community Colleges (“MAAC”) released their “Databook.” This data provides evidence of the College’s standing as one of the most affordable in Maryland from a tuition and fees perspective.

Similar to the past two years, when increases were enacted, the College has the lowest in-state tuition rate for Baltimore City residents (representing the overwhelming majority of the student population) and one of the lowest for Marylanders.

The column entitled “Resident of Maryland, Outside Service Area” represents the amount a Baltimore City resident would pay at any Maryland community college. In that case, the average cost of \$135 is much lower than any other college in the state (the next lowest, Hagerstown, is still \$62 higher). For non-Baltimore City residents, the only area college with comparable costs is Anne Arundel, which is just \$1 lower than BCCC.

Therefore, the College recommends modest increases of less than 2% to Tuition levels for fiscal 2018, starting with the fall 2017 semester.

Fees Adjustments for Fiscal Year 2018

Consistent with prior years, such as March 2016 when the Application Fee was eliminated, the College maintains an on-going review of its fees structure to ensure that appropriate levels are maintained and potential barriers are resolved.

For this year, increased focus was placed on testing fees, which was analyzed and discussed by the Budget Council. Following the Council’s review and analysis, a recommendation was made to increase exam testing fees by \$10. For areas such as Science, Nursing, and Writing, the testing fee adjustment will be from \$35 to \$45. In other areas, the testing fee adjustment will be from \$25 to \$35. With agreement by the Vice President for Business & Finance, this adjustment is proposed for fiscal year 2018.

Therefore, the College recommends an increase of \$10 to Exam Testing Fees for fiscal 2018, starting with the fall 2017 semester.

With other colleges expected to increase both their tuition and fee levels this year, the modest increases will maintain the College’s affordability status. BCCC will remain the most affordable college for Baltimore City students.

Recommendation:

The Vice President for Business & Finance recommends the following tuition adjustments starting in the fall 2017 semester (i.e. fiscal year 2018):

- An increase from \$106 to \$108 in the In-State tuition rate (\$2 or 1.89%),
- An increase from \$270 to \$275 in the Out-of-State tuition rate (\$5 or 1.85%),
- An increase of \$10 in Exam Testing fees.

The president agrees and recommends these tuition and fee increases for fiscal year 2018.

TAB 10



**Baltimore City Community College (BCCC)
2901 Liberty Heights Ave. Baltimore, Maryland 21215
President’s Board Report ... March 28, 2017**

Although hardly an exhaustive list, the items below represent some of my meetings, activities, and initiatives since my February Report to the BCCC Board of Trustees.

- a) Met with BCCC Foundation Board of Directors, giving the President’s Report on March 8, 2017.
- b) Attended the Year Up “Closing the Opportunity Divide Dinner” with Year Up Board of Directors, Corporate Sponsors, and Staff on March 8, 2017.
- c) Participated in the Human Resources sponsored Civility Session in the GAARE Auditorium on March 10, 2017.
- d) Hosted Coppin State University President, Dr. Maria Thompson and her staff to discuss a potential Financial Aid partnership on March 13, 2017.
- e) Participated in Hearings/Testimony preparation meeting with members of the leadership team on March 13, 2017.
- f) Provided testimony opposing Senate Bill 1127 (BCCC-Restructuring) before the Senate Education, Health, and Environmental Affairs Committee on March 15, 2017.
- g) Provided testimony opposing House Bill 1595 (BCCC Restructuring) before the House Appropriations Committee on March 16, 2017.
- h) Participated in the Maryland Council of Community College Presidents (MCCCP) meeting in Annapolis on March 17, 2017.
- i) Participated in conference call with the League of Innovation to discuss the possibility of BCCC hosting their National Conference in 2018 on March 20, 2017.
- j) Met with AFSCME Local 1870 Leadership in our monthly meeting on March 21, 2017.
- k) Hosted the President’s Advisory Council meeting on March 21, 2017.
- l) Participated in the Maryland-District of Columbia College Compact meeting on March 22, 2017 at the University of Maryland Baltimore.

- m) Attended the P-TECH Task Force meeting on March 22, 2017.
- n) Met with SGA President, Devone Delly on March 23, 2017 for our monthly meeting.
- o) Met with Faculty Senate President, Professor Edward Ennels, on March 23, 2017 for our monthly meeting.

The following are informational items offered by members of President's Staff (in no particular order):

- 1) Vice President of Student Affairs, Dr. Marguerite Weber, hosted the College Bound Counselor's Breakfast/Professional Development Day. Student Affairs staff used the opportunity to convey information about BCCC programs and services to all in attendance.

Attended the Achieving the Dream National Conference, gaining information about advising redesign and enhancing support services for personal management (especially financial literacy and emotional resilience).

Met with Dr. Stefanie DeLuca (Johns Hopkins University researcher) to discuss students' enrollment patterns, specifically, why some Baltimore City students opt to enroll in for-profit trade schools.

The BCCC Men's and Women's Basketball Teams had successful seasons. Our Men's Team finished the regular season in 3rd place in the MDJUCO, while our Women's team finished in 2nd place in the conference. Both teams lost in the MDJUCO Tournament Championship game. It was a great season for both BCCC teams. Our student-athletes and coaches represented BCCC well.

Job Location and Development Specialist, Robert Ayers, identified nineteen (19) additional internship opportunities and seven (7) employment opportunities for BCCC students.

The International Student Office conducted an orientation for 29 international students. Presentations were made by the Bursar's Office, Judicial Affairs, Title IX, Student Life & Engagement, Health and Wellness, and English Language Instruction.

- 2) Vice President of Business and Continuing Education (BCED), Gregory Mason, reported that 1,584 FTE's (81%) of the FY 2017 goal has been generated.

BCED hosted the Baltimore City Police Department's Basic Investigator School the week of February 27-March 3, 2017 at the Harbor Campus. Police Commissioner Kevin Davis spoke to the police detectives.

Attended the BWI Partnership meeting to hear Michael Moore, President/CEO of Tradepoint Atlantic.

Met with Living Classrooms to discuss partnering/offering training at their sites.

- 3) Chief of Staff and General Counsel, Bryan Perry, Esq., is currently leading the Human Resources Department during the search for the Human Resources Executive Director.

There are currently 29 active PIN search campaigns and 16 active contractual search campaigns.

HR facilitated nine Professional Development workshops in February with 46 attendees. The debut of two new workshops (Customer Service and Small Group Dynamics) were introduced. Employees that have satisfied the 20 PD hours total 171. Two additional new workshops have been developed though not yet facilitated (Emotional Intelligence and Time Management).

- 4) Chief Internal Auditor, Lyllis Green continues to assist the Office of Legislative Auditors in their triennial fiscal compliance audit of the College. The auditors began their 220 day visit to BCCC on November 30, 2016.

Attended the College's Legislative Budget Hearings on February 16 and February 20, 2017 in Annapolis.

- 5) Chief Information Officer, Dr. Ray Barghi, attended two BCCC Legislative Budget Hearings in Annapolis (February 16 and February 20, 2017) during his first week of employment.

To-date in FY 2017 48 ERP Project Update meetings have been held for 343 stakeholders internally and externally.

Has had multiple meetings with IT staff and other internal stakeholders as well as State and higher education IT partners.

- 6) The Director of Government and External Affairs, Shanetta Paskel, Esq. continues to provide BCCC with legislative advice and suggestions during the 437th Session of the Maryland General Assembly which concludes on April 10, 2017 (Sine Die).

Coordinated meetings for President May with multiple legislators in the Senate and House of Delegates.

Coordinated BCCC's participation in Student Advocacy Day in Annapolis.

- 7) Academic Affairs Vice President, Dr. Tonja Ringgold led the College's Achieving the Dream (AtD) application process to a successful conclusion. We are now an official AtD institution.

The Volunteer Income Tax Assistance (VITA) program collaboration between the Accounting programs of Coppin State University and BCCC is now being continued for the fourth year.

Eighteen new STEM Scholars were inducted into the program bringing the current number to 50 (the largest number yet). Additionally, 35 BCCC STEM Scholars attended the 31st Black Engineer of the Year Award Global Competitiveness Conference in Washington, DC.

A Dental Hygiene event "Sealant Saturday" was held at BCCC and other locations across the state in conjunction with the Maryland Dental Hygienist Association. This event provided dental hygienist students an opportunity to practice their craft, prolonging the enamel of patients between the ages of five and eighteen free of charge. The event was held on Saturday, February 25, 2017.

The Nursing 4.0 Retention Grant is servicing over 40 students per month, providing tutoring and clinical supports.

Congratulations to BCCC Professor Nataliya Reznichenko on the Quality Matters (QM) recognition for her online MAT210 Advanced Calculus course. This is the departments' (Mathematics and Engineering) fifth QM class.

- 8) Interim Vice President of IAMR, Dr. Nassim Ebrahimi collaborated on the coordination of the February 3, 2017 70th Anniversary kick-off celebration.

Supported and attended Student Advocacy Day in Annapolis.

Assisted with responses to the Department of Legislative Services (DLS), questions, written testimony, and budget hearing preparations.

Alumni, Community Relations, and Events recruited Roy Banks to display his Negro Baseball League Exhibit on Tuesday, February 21, 2017 in recognition of Black History Month and further celebrate the BCCC 70th Anniversary.

Institutional Research collaborated with the Dean of Student Development to develop tracking codes for students receiving disability services to prepare for institutional compliance with upcoming new MHEC requirements.

Marketing and Communications conducted live social media broadcasts and key stakeholder interviews for the 70th Anniversary. Also created the 70th Anniversary Social Media Calendar.

Grant Development reported \$5,495,432 total grants for FY 2017 (to-date). Continuation/renewal grants awarded total is \$4,901,278 while new awards total \$594,159.

- 9) Chief of Staff and General Counsel, Bryan Perry, Esq., is serving on the 2017 Maryland State Plan for Postsecondary Education Writing Group. The focus is on innovative use of technology in the classroom and student success.

On January 25, 2017 the Board of Public Works (BPW) granted BCCC approval to issue a Request For Proposal (RFP) for the Bard Building.

BCCC received two successful bids on the last ERP solicitation. BCCC is now in the process of reviewing the bids, and will soon be opening the price proposals for each bid.

Reviewed 18 contracts and MOU's on behalf of the College.

- 10) Vice President of Business and Finance, Calvin Harris, Jr. renegotiated the lease of North Pavilion with Bon Secours Health System (BSHS). Pending final review by the Department of General Services (DGS), the lease will have BSHS complete approximately \$2 million in needed repairs and renovations in exchange for a long-term lease.

The Chief Budget Officer worked directly with the Department of Legislative Services (DLS) staff in preparation of the College's responses for Fiscal 2018 Legislative Budget Hearings.

The Controller's Office reported that Accounts Payable processed over 300 invoices with an on-time payment rate of 100% with no late invoices.

Respectfully submitted,

Gordon F. May, PhD



**BOARD AGENDA
TAB 10 - INFORMATION
MARCH 28, 2017**

BCCC ENROLLMENT REPORT



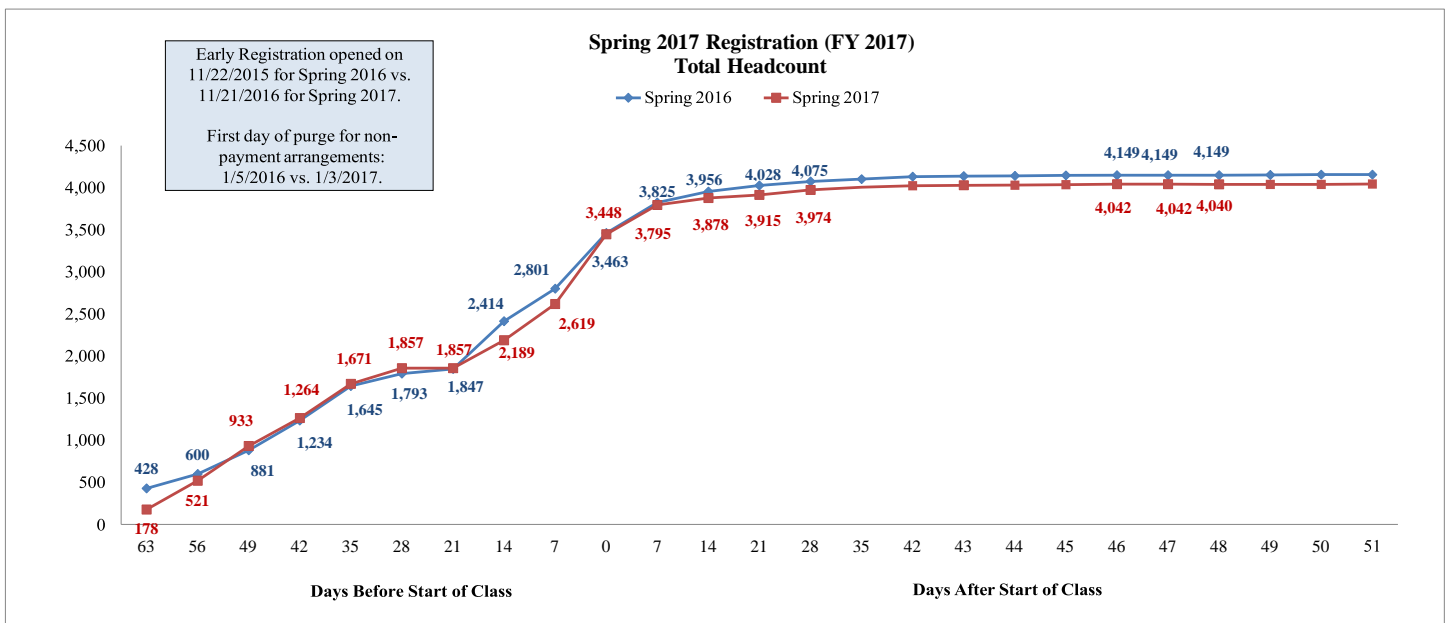
ENROLLMENT REPORT

Dr. Marguerite Weber

Vice President for Student Affairs - Student Affairs Division (SA)

As of March 15, 2017, for **Spring 2017**, we have:

- Enrolled 4,044 credit students compared to 4,157 (-3%) in Spring 2016



Initiatives launched in spring to address retention and recruitment:

1. Deliver more intentional college completion planning from pre-matriculation through graduation
2. Ensure that the student experience addresses the needs and expectations of today’s students, including using technology appropriately to support processes.
3. Articulate Student Affairs goals in relationship to Strategic Enrollment Management goals and evaluate all current practices and expenditures against those goals.

Other Issues

- Ms. Wendy Harris has accepted the position of Registrar after a national search.
- Two student-serving positions in financial aid have been filled.

Enrollment Management Activity Highlights for March:

Student Development Highlight

Under the leadership of **Director Nana Gyesie, the Student Success Center**, which provides advising for students who have completed fewer than 12 credits or who are on academic warning, is engaged in using data about the kinds of advising events that occur, the numbers of students seen, and their subsequent enrollment behaviors to improve retention and re-enrollment outcomes. In particular, they are identifying internal leaders to represent activities within the portfolio of advising tasks, and those leaders are working with their colleagues to develop cross training and accountability resources.

Enrollment Management Highlight

Having recently adopted Hobson's, a technology system to streamline communications with prospective and current students, **the Admissions Office, under the direction of Deneen Dangerfield**, is implementing more effective use of information that we get on students along the arc of touch-points. Using multiple modes of communications, including personal outreach and follow up, and providing information in a manner that makes information items conversion events will reduce the incidence of student-initiated follow up, increases students' perceptions of our responsiveness, and conserve staff members' time and effort.

TAB 11

HR Active Search List As of March 17, 2017

	Div	PIN #	Position	Search Committee Chair	Date(s) posted	Status 2/20/2017
1	AA	66821	Assistant Professor, Cyber Security	Dr. Yohannes Weldegiorgis	07/21/2016	1st Interviews Scheduled
2	AA	66845	Assistant Professor of Dental Hygiene	Annette Russell	3/2/2016	Search Committee is Screening
3	AA	66715	Associate Dean	Karen Shallenberger	1/12/2017	Search is Open
4	AA	66755	Associate Dean of Health Professions	Scott Olden	1/30/2017	1st Interviews Being Scheduled
5	B&F	66986	Sr. Budget Analyst	Michelle Williams	1/8/2016	Search is Open
6	B&F	66978	Sr. Grants Accountant	Dr. Michelle Towson	10/26/2015	Selection Made, Awaiting PAR
7	B&F	66837	Police Officer II	Leonard Willis	1/27/2017	1st Interviews Scheduled
7	B&F	66996	Police Officer II	Leonard Willis	1/27/2017	1st Interviews Scheduled
8	B&F	66997	Building Security Officer	Leonard Willis	1/27/2017	1st Interviews Scheduled
9	IAMR	66665	Grants Specialist	Vanessa Bell	9/16/2016	Search Reopened
10	IAMR	66946	Senior Research Analyst	Diana Zilberman	12/2/2016	Search Reopened
	IAMR	88494	Research Assistant	Charles Wilson	2/27/2017	N/A
11	SA	66669	Registrar	Dr. Enyinnaya Iweha	12/15/2016	1st Interviews Scheduled



HR Active Search List As of March 17, 2017

	Div	PIN #	Position	Search Committee Chair	Date(s) posted	Status 2/20/2017
12	SA	66848	Financial Aid Specialist	Vera Brooks	2/14/2017	Search is Open
13	SA	66918	Student Success Advisor	Nana Gyesie	2/27/2017	N/A
14	SA	66850	Student Success Advisor	Nana Gyesie	2/27/2017	N/A
15	BCED	76595	Community ESL Coordinator	Shawnette Shearin	1/27/2017	1st Interviews Scheduled
16	BCED	84364	Manager of Job Placement & Employer Engagement	Ida Sass	2/27/2017	N/A