



Board of Trustees
Open Session
Wednesday
March 21, 2018
4 p.m.
Liberty Campus
Mini Conference Center



BALTIMORE CITY COMMUNITY COLLEGE

Board of Trustees

Kurt L. Schmoke, Esq. (Chair)

Dr. Rosemary Gillett-Karam (Vice Chair)

Ms. Maria Tildon

Mr. J. C. Weiss, III

Dr. Rachel Y. Pfeiffer (Ex-Officio)

Mr. Jason Perkins-Cohen (Ex-Officio)

Mr. Ferdinand Anokwuru (Student Trustee)

TAB 1



BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
OPEN SESSION AGENDA
March 21, 2018
4 p.m.
Liberty Campus
Mini Conference Center

CALL TO ORDER (Kurt L. Schmoke, Esq., Chair)

I. ADOPTION OF AGENDA

Approval of the March 21, 2018 Agenda.....[TAB 1](#)

II. NEW BUSINESS.....[TAB 2](#)

A. Realignment Tasks Update (Bryan Perry, Esq.) (INFORMATION)

B. Realignment Task #2 “Make workforce development and job placement top educational priorities of BCCC” (VP Michael Thomas)

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

A. Approval of the February 21, 2018 Minutes[TAB 3](#)

B. College Contracts.....[TAB 4](#)

C. Student Government Association (Mr. Kingsley Anokwuru).....[TAB 5](#)

D. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President).....[TAB 6](#)

E. Faculty Senate (Professor Edward Ennels, President).....[TAB 7](#)

Action: Move to approve the Board Actions/Consent Agenda

IV. ITEMS REMOVED FROM THE AGENDA.....[TAB 8](#)

V. PUBLIC PRESENTATIONS.....[TAB 9](#)

A. Finance Committee Update (INFORMATION)

(Calvin Harris, Jr., VP of Administration & Finance)

VI. COLLEGE POLICIES.....[TAB 10](#)

VII. PRESIDENT’S REPORT (Dr. Gordon F. May, President).....[TAB 11](#)

A. Enrollment Report..... (INFORMATION)

(Ms. Sylvia Rochester, Interim VP Student Affairs)

B. Strategic Plan Update..... (ACTION)

- FY 2017 Key Performance Indicators
- BCCC FY 2018 – 2022 Strategic Plan Timeline
- BCCC FY 2018 – 2022 Mission, Vision
- Draft Goals and Objectives

(Dr. Bonnie Thomas, Associate VP of Institutional Research)

IX. 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.

X. NEXT MEETING: Wednesday, **April 18, 2018**, Mini Conference Center

TAB 2

NEW BUSINESS
Realignment Tasks Update



REALIGNMENT TASKS UNDER HB1595

Realignment Task Number 1

Review and strategically align core course offerings of BCCC, consistent with accreditation requirements, and focused on the needs of students at BCCC and the workforce of Baltimore City.

Update:

- The Assessment Office reviewed curriculum and student learning outcomes for all College Course Syllabi for the Curriculum and Instruction Committee.
 - 95% of the syllabi review finished and the Assessment Office continues working with faculty and Curriculum and Instruction Committee to review the course syllabi's outcomes and curriculum.
- The Assessment Office assisted with Program Review and Evaluation Committee for academic program review and evaluation reports.
 - 100% of the student leaning outcomes data provided.

Realignment Task Number 2

Make workforce development and job placement top educational priorities of BCCC.

Update:

- On February 15, 2018, the BCCC Workforce Development Task Force met to look at BCCC holistically and decide how best to engage the task force in making recommendations for BCCC. As a result, four subcommittees were created to look at different areas of the College. The subcommittees are as follows:
 - Student Success
 - Subcommittee Chair Yariella Kerr Donovan, Project REACH. Johns Hopkins University
 - Alignment of BCCC Programs
 - Subcommittee Chair Chris Rockey, PNC Bank
 - Partnerships
 - Subcommittee Chair Linda Dworak, Association of Baltimore Area Grant Makers
 - Targets and Accountability
 - Subcommittee Chairs Bonnie Legro and Melanie Styles, the Abell Foundation

Chief of Staff Bryan Perry and Vice President for Workforce Development and Continuing Education, Michael Thomas are both rotating through all of the subcommittees.

Realignment Task Number 3

Improve student pathways to success, including remedial education, attainment of a degree or postsecondary certificate, and transfer to four year institutions of higher education.

Update:

- Mayor's Scholars Program – BCCC continues to move forward with implementation of the Mayor's Scholars Program. As of March 9th, 2018, 370 applications have been received for the program.
- Reverse Transfer (RT) Meeting (TRANSFER SERVICES)
 - Transfer POC Designated along the RT process.
 - Timeline and degree audit system turnaround timeframe established.
- The Center for Academic Achievement tutoring staff conducted class visits (CAA)
 - Increased pathways to success for students in developmental education and high enrolled courses by introducing them to tutoring services and academic workshops.
 - Tutors visited 9 classes in MAT 86, MAT 92, RENG 91, Accounting 221, and 222 and ESL/ELI 82.
 - 118 students met the tutors and received information on tutoring services, center locations, hours and courses tutored.
 - As a result of class visits, students also learned how to make the most of a tutoring session, how to prepare for a tutoring session and what a tutor will and will not do.

Realignment Task Number 4

Enter into memoranda of understanding in order to establish student pathways to success with the Baltimore City Public Schools (BCPSS), institutions of higher education, and employers.

Update:

- Submitted Articulation Agreement to Frostburg State University
Renewal of agreement to allow students that have received an AS in Engineering to transfer to FSU and continue with articulated credits to complete a BS in Engineering.
- To inform Engineering faculty that agreement exists so that they are able to advise students.
- Final draft of UMES Richard A. Henson Honors Program Articulation Agreement. This will be the first agreement of this kind with UMES creating a pathway for students with GPA's as stipulated in agreement to transfer. Eligible BCCC students will be allowed consideration into the Richard A. Henson Honors Program.
- Articulation Agreement submitted to Springfield School of Professional and Continuing Studies to allow students a smooth transition to the transfer school. Students who seek AA degrees in Law Enforcement and Correctional Administration and/or Elementary and Early Childhood Education, to earn a BS in Criminal Justice and/or Early Childhood Education and Human Services degrees, accordingly.

Realignment Task Number 5

Align the budget of BCCC with realistic enrollment projections.

Update:

This task has been completed, and BCCC's budget is aligned with current enrollment projections.

Realignment Task Number 6

Engage in a comprehensive review of all positions, faculty, and staff at BCCC.

Update:

The staffing audit has begun with the consultant conducting individual interviews with the President and members of President's Staff. The next phase of the audit will consist of meeting with President's Staff as a team to review, refine and discuss the organizational structure and staffing in each of their respective areas.

Realignment Task Number 7

Establish strong relationships with key stakeholders.

Update:

- Since assuming the position of Vice President for Workforce Development and Continuing Education, VP Thomas and VP Kirstaetter have been conducting a listening tour with external business stakeholders about BCCC and ways to reengage partnerships.
- COS Perry and VP Thomas are scheduled to meet with representatives of Family League of Baltimore on March 22nd.
- President May, COS Perry, and VP Thomas are scheduled to meet with representatives of Greyhound, and tour the Greyhound facility.

Realignment Task Number 8

Develop and market a brand for BCCC.

Update:

- Recruit new leadership for division. **Goal completed.**
- Restructure the IAMR/Advancement and Strategic Partnerships Division. **Goal almost completed.**
 - **Communications Department Staffing**
 - PIN position Public Relations Specialist, OPEN, to be posted pending HR approval.
 - Hired Ericka Alston-Buck as temporary contractual PR/Branding Strategist.
 - **Foundation/ Development Department Staffing**
 - PIN Development Director, search in progress
 - Contractual Administrative Assistant III, search in progress
 - **Marketing Department Staffing**
 - Marketing Administrator job description reviewed and updated by Human Resources
 - Hired Elena Wood as temporary contractual media buyer.

- Reassigned contractual employ Jill Yesko to manage website rewrite projects and copy writing for workforce and credit program collateral material.
 - **Grants Department Staffing**
 - PIN Director of Grants position, search in progress
- Improve branding, social media presence, and initiate a general public awareness campaign: brand repositioning and unification. **Making progress. Strategies:**
 - **Consultant Engagement**
 - Desire to consult with independent PR Firm to develop integrated approach to marketing and communication across divisions, departments and groups in College.
 - Still waiting for RFP approval process to make its way through Procurement to hire PR firm. This process has been going on since early Fall 2017.
 - In interim, hired a small marketing firm, Propeller, to assist with one-day branding workshop which engaged key staff, alumni and students (January 2018).
 - **Licensing of Mascot Logo**
 - Selected and licensed Panther mascot through Learfield Licensing.
 - Scheduled training for BCCC faculty/staff on licensing partnership and usage of the program for March 22, 2018.
 - **Wayfinding Signage Project**
 - Started installation of wayfinding signage in Main Building, Student Services Wing.
 - Met with Workforce team in February and determined signage needs. Maryland Correctional Enterprise, the State's preferred provider, will be contracted to complete this work. MCE capacity limits beginning this project until the Student Services Wing project is completed, which is scheduled for mid-March, if all BCCC prep work is completed on time.
 - **Exterior Signage Project**
 - Phase 2 will begin once Phase 1 has been completed. Clarification needed by new procurement director in terms of optimal method to secure commercial signage vendor.
 - **Interior Space Redesign**
 - Murals/wall wrappings and wall/floor decals have been ordered through MCE for the Main Building and are scheduled for installation this month.
 - Waiting for Facilities to order moving of fire emergency lights to begin installation.
 - Working on finalizing designs for WDCE.
 - All artwork for all parts of the interior signage – wall murals, floor decals, Z-Course wall decal, have been received by MCE and they are in

production. But, installation cannot begin until Facilities completes ALL of their prep work; to include, install of new carpet squares outside of the bookstore, removal of wall fire strobes, painting walls and polishing floors. At this point, Marketing is waiting for Facilities to respond with the date all the prep work will be completed.

- **Street Pole Banners**

- City of Baltimore has received payment and we are verifying schedule for installation.
- Requested forestry pruning of overgrown trees along Liberty Heights Avenue.
- Issue with Downtown Partnership Contract; missing information.

- **Website Redesign**

- Website launch almost here! **Go Live** date set for **March 12, 2018**.
- Director of Communications scheduled pre-launch meetings with:
 - ✓ WAG
 - ✓ SEC
 - ✓ AFSCME
 - ✓ SGA
- 100% of the website content has been migrated to the new website at: <https://md02000050.schoolwires.net/>
- All content on website being rewritten/updated. 75% complete with credit academic programs.
- The Website Advisory Group (WAG) will continue to meet to review and perform continuous process improvements.
- Google Analytics will continue to be used to ensure user interface is optimal, especially as the new site is responsive.

Realignment Task Number 9

Address the information technology (IT) and infrastructure needs of BCCC, including whether oversight by the Department of Information Technology is advisable.

Update:

- On March 13, 2018, BCCC will be participating in a portfolio review with the Department of Information Technology and submitting a plan on how it will address infrastructure and ERP needs.

Realignment Task Number 10

Develop or *sell* all unused or underutilized real estate, including the Inner Harbor site.

Update:

- A comprehensive update will be provided during the closed session meeting of the Board of Trustees.

Realignment Task Number 11

Identify barriers in State or local laws or regulations that impede the ability of BCCC to operate efficiently and effectively, including procurement and capital construction projects.

Update:

- BCCC is continuing to review recent procurements to find examples of how the current procurement law hurts BCCC operations.

Realignment Task Number 12

The Board of Trustees shall review, and if necessary, revise the BCCC strategic plan.

Update:

- The President will be seeking approval of the 2018-2023 Strategic Plan goals and objectives at the March 21, 2018 meeting.

Realignment Task #2

Making Workforce Development and Job Placement Top Educational Priorities

Update to the BCCC Board of Trustees

March 21, 2018

Michael Thomas, VP
Workforce Development and Continuing Education Division
mdthomas@bcc.edu



Realignment Task #2 Strategies

- Increase Stakeholder Engagement
 - BCCC Workforce Development Task Force
 - Expanding Business and Community Partnerships
- Use Industry Sector-Based Approach
 - Program Realignment and Expansion
 - Staffing and Resource Realignment
- Focus on Student Success
 - Integration of Student Support Systems
 - Tracking Student Progress and Program Accountability

WDCED



Increasing Stakeholder Engagement

- Workforce Development Task Force

Charge to the Task Force

system-wide realignment of programs and services to improve student pathways to success and to make workforce development and job placement a top priority.



Members of the WD Task Force

- Co-Chairs:

Diane Bell-McKoy, President & CEO
Associated Black Charities

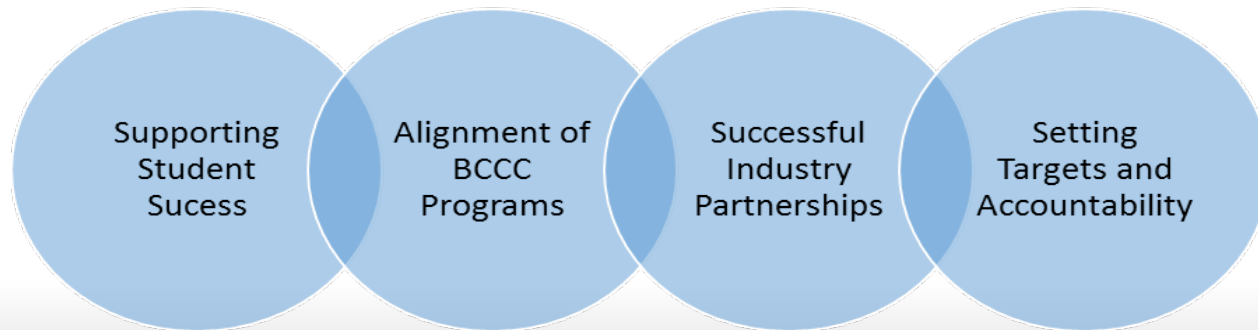
Jason Perkins-Cohen, Director
Mayor's Office of Workforce Development

- Members represent stakeholders critical to the success of the college:

- BCCC Leadership Team;
- Business and Industry Leaders;
- Philanthropy and Community Partners; and
- Government and Research Partners.

- Timeline for completion: **April 2018**

- Final report with recommendations and implementation strategies



- Expanding Partnerships



Sector-Based Alignment of Programs

Programs align to workforce needs and middle-skill jobs. This alignment also supports transition from **Non-Credit to Credit** programs.

Health &
Biosciences

IT &
Cybersecurity

Transportation,
Distribution
Logistics

Human
Resource
Services

Hospitality &
Tourism

Construction &
Manufacturing
Technologies

Customized
Contract
Training

Business &
Workplace
Skills

Registered
Apprenticeship
Programs

- Expanding Workforce Programs

2+2+2

Career Pathway

- Mayor's Scholars - Six (6) Workforce Programs
- Career Technology Education (CTE) - Aligning Credits
- Early College Access & Dual Enrollment - P-TECH (3)
- STEM Core (Growth Sector) - Math and Computer Science

Workforce
Development

- Partnership/Contract Training (1199SEIU, Corrections)
- Baltimore's Promise Grant (Cyber and Cabling Programs)
- Goodwill Industries - Pharmacy Technician
- Balt. City Fire Department - EMT Certification

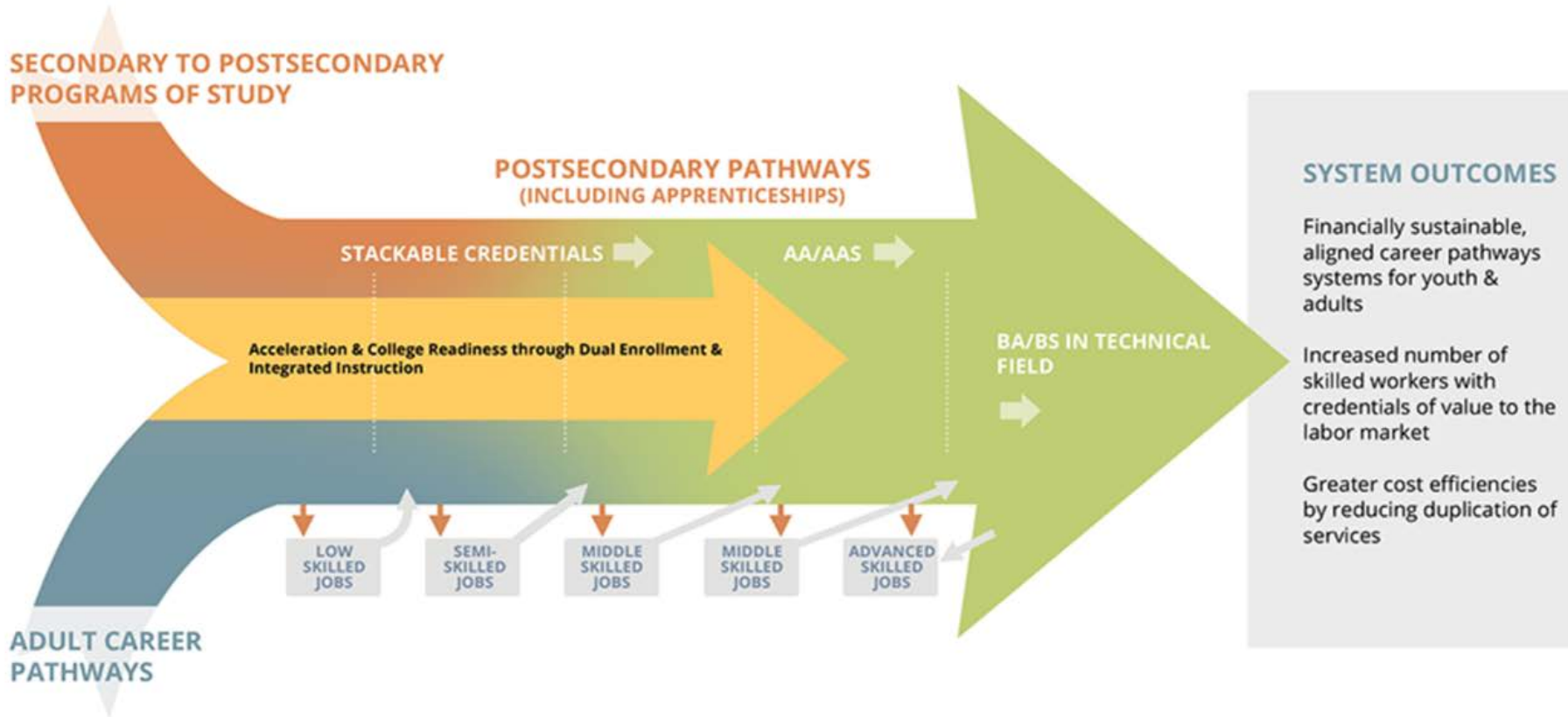
Apprenticeship

- Balt. C. Dept. of Public Works - Water Treatment Operators
- MD Department of Natural Resources - Mentor Training
- MOED & Veolia - Industrial Maintenance Mechanic



Best Practices in Workforce Development

Integrated Career Pathways Model



- Staffing and Resource Alignment

Workforce Development and Continuing Education

Business Development and Operations Integration

- Partnership Development
- Align to Economic Opportunity
- Remove Barriers to Success
- **Expand Accountability System**
- **Integrate Support Services**

ABE/GED/ELS

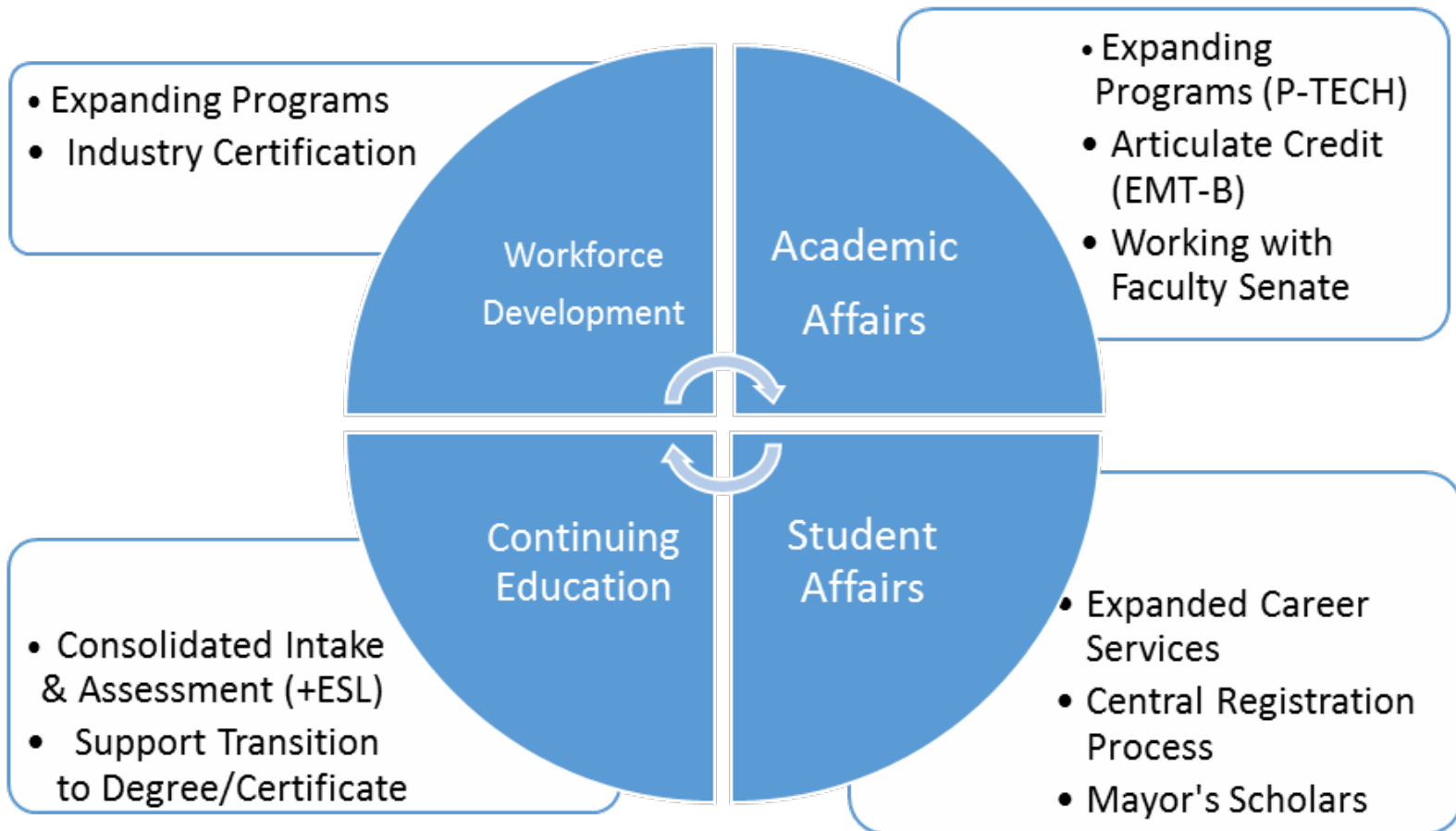
- Basic Skills & Literacy
- Workplace Readiness
- Career Development
- **Transition to Credit Courses**
- **High School Diploma**

Workforce Training

- Align to Economic Development
- Career Entry/Advancement
- Certification & Credentialing
- **Pathway to Certificate & Degree**
- **Expanded Job Placement Services**

Alignment & Collaboration for One College

Joint Leadership Team Meetings



Focus on Student Success

- Integration of Student Support

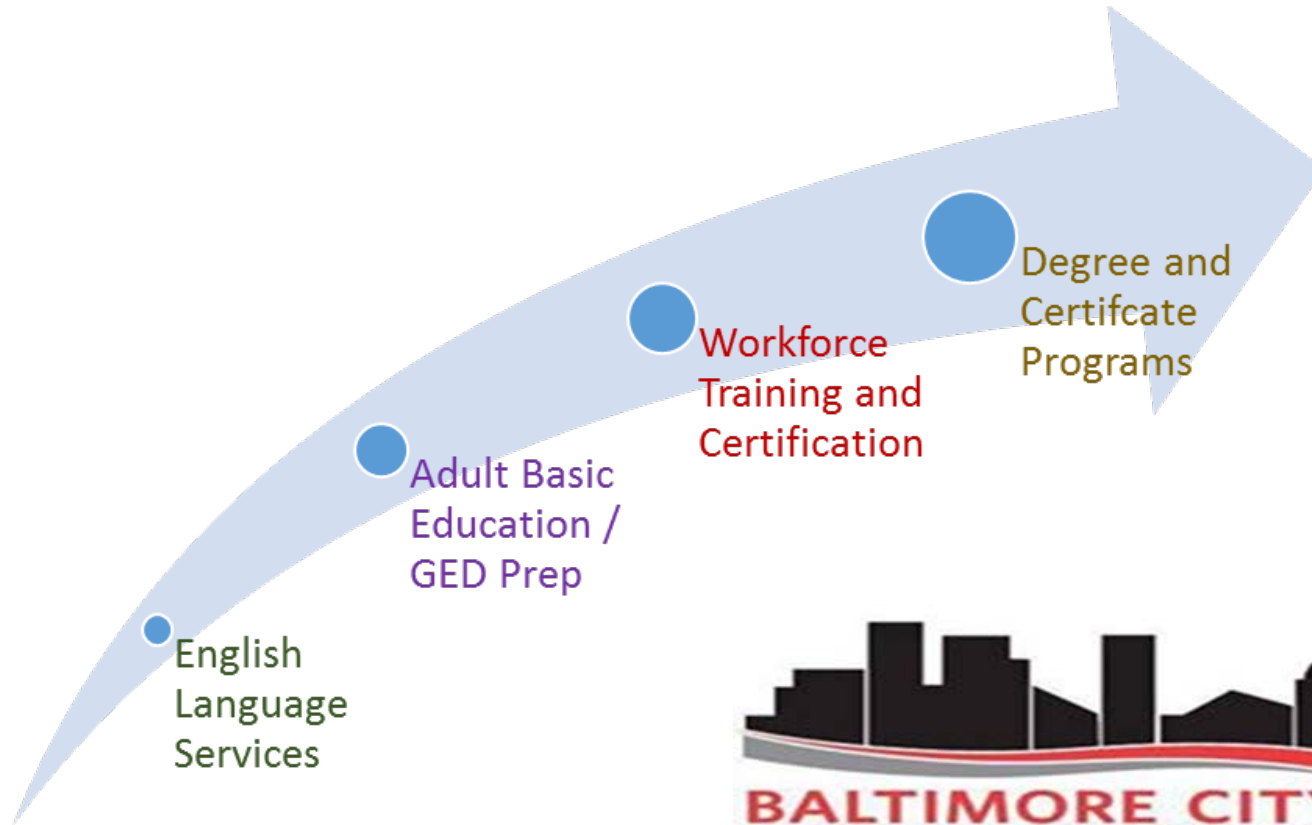
The new *Panther Workforce Center*, provides career development services and student support for employment and career advancement. The new Panther Center will:

- Expand employer partnerships for internships and job placement;
- Increase student access to job readiness and career services;
- Provide on-going support services for students and graduates; and
- Explore new options for Apprenticeship and workforce development.



Panther Workforce Center

Focus on Student Success



- ## Tracking Progress & Program Outcomes

WDCED has realigned existing staff and work functions to provide comprehensive *Accountability & Assessment Services*.

This new Department provides:

- coordination of all data collection and reporting;
- monitoring of all registration and student information systems;
- providing intake and placement testing across all programs; and
- expanding access to industry certification and assessments



DATA



KNOWLEDGE



ACTION

Next Steps

- Task Force Recommendations (April 2018)
- Systemic Professional Development
- Mayor's Scholar's Program – Summer Bridge
- Collaboration with Faculty Senate
- Joint Leadership Team -- Achieve the Dream

ONE College - ONE City



Michael D. Thomas, Vice President, WDCED
mdthomas@bcc.edu



TAB 3

Minutes



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

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

Board Members Absent:

Maria Tildon, Esq.
Dr. Rachel Pfeifer

The Board unanimously approved the February 21, 2018, and the revised January 17, 2018, Agendas.[G1][G2]

I. NEW BUSINESS

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

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

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

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

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

III. PUBLIC PRESENTATIONS

James Knighton, Esq., Director of Government Relations reported that in response to the Boards December 21, 2018, inquiry regarding voting rights of BCCC Trustees, specifically ex-officio Board Members, as well as the directive to draft and introduce legislation in the 2018 Assembly session. Mr. Knighton stated that his presentation would address the Board's concerns.[63]

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

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

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

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

IV. COLLEGE POLICIES

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

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

- (1) Pursuant to a written agreement, provides personal services to BCCC for pay;
- (2) Is not employed as a Regular Status employee in a budgeted position;
- (3) Whose compensation, terms and conditions of employment are governed by this policy and a written contract and not by the BCCC policies generally applying to Regular Status Nonexempt and Exempt staff;
- (4) Has an employer-employee relationship with the institution in which the institution furnishes necessary supplies and equipment, and a place to work; has the right to control and direct the details, means, and results of the performance of the services; and has the right to discharge the person from employment.[65]

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

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

Discussion:

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

If approved, this policy would go into effect on July 1, 2018, and conversions would begin for selected employees who meet the criteria. No one will be grandfathered in. [66]

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

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

The Board unanimously approved the Contractual Conversion Policy/Procedures.

V. PRESIDENT'S REPORT

Dr. May stated that his report stood as written.

ADDITIONAL ITEMS:

Dr. May reported the following additional items:

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

A. ENROLLMENT REPORT

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

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

The Board inquired as to if the enrollment numbers for both credit and non-credit. Ms. Harris responded that the numbers denoted credit. The Board suggested that numbers that represent credit and non-credit.

II. CLOSING COMMENTS

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

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

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

VII. NEXT MEETING *Wednesday, March 21, 2018*

ATTENDANCE:

Dr. Gordon F. May, President

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

BCCC Staff Present: -

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

Others Present:

CLOSED SESSION

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

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

Respectfully submitted,

Gordon F. May, PhD
President/CEO

TAB 4

College Contracts



NO COLLEGE CONTRACTS

TAB 5

SGA REPORT



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

March 2018

Panther Pantry Open for Business – The Office of Student Life and Engagement and the Student Government Association open officially for business on February 2, 2018. The Pantry is open Monday through Thursday each week and is staffed by the department’s work study students and BCCC campus volunteers. The pantry was originally stocked with generous donations from the Maryland graduate chapters of Alpha Kappa Alpha Sorority, Inc. Mrs. Alicia Tolson, North Atlantic Regional Program Chair of Alpha Kappa Alpha Sorority, Inc. stopped by to restock the pantry on opening day. Since February 2nd, other members of the BCCC community have contributed items to the pantry.



February 8, 2018

SGA meeting: The SGA meeting held its first meeting of the semester in the Tranquility lounge. The SGA president, Mr. Kingsley C. Anokwuru shared the SGA accomplishments from the fall semester with the students. Club presidents were also reminded on the importance of using their budgets and completing their community service requirements. Clubs who were not meeting expectations were also addressed. Special guest was Sergeant Bombome from the U.S. Army who share with students the great opportunities and benefits to joining the military.

February 13, 2018

SGA Game Night: The Student Government Association held a game night in the student

atrium. There were different types of games including chess, checkers, cards, ping pong, karaoke and music. There were 54 students, faculty and staff present for this event. Gifts, food and drinks were also provided for students.



February 14, 2018

Black Love Expo Mania: This event took place on February 14th (Valentine's Day) in the student atrium from 10am to 3pm. On this day several activities took place around the theme of "Give Life Give Love". The Year Up Program, the BCCC Alumni Association, the Office of Student Life and Engagement and the Student Government Association partnered in bringing "**Be the Match**" for **Bone Marrow matching** to campus.

Vendors and Lunch: The Office of Student Life and Engagement and the Student Government Association sponsored twelve vendors on campus that sold a variety of products and showcased their services. Students had the opportunity to get Valentine's gifts and other items from the local vendors and a special lunch was served to the BCCC students.

Voter Registration: The Office of Student Life and Engagement and the Student Government Association in partnership with the League of Women Voters held three voter registration days (February 14th, 21st and 26th) in the student atrium. Twenty three new voters were registered.



This full day of activities saw a participation of 173 people.

February 21, 2018

Special exhibit on the Negro Baseball League: The BCCC Alumni Association, the Office of Student Life and Engagement and the Student Government Association presented a special exhibit on the Negro Baseball League. The event was held from 12noon-2 pm in the student atrium. Students were able to learn the history of the league through, photos and videos. There were 61 participants as this event.

February 22, 2018

SGA Meeting: SGA meeting was held at the Gaare Auditorium in Liberty Campus. Students were made aware of internships and scholarship opportunities available to them. The SGA president also made students aware of the college's plan to which includes marketing, mascots, club logos, etc. Special guest was Ms. Debra Vines-Bellevue University representative who shared the great opportunity for transferring students to Bellevue and their benefits.

February 26, 2018

Authors Series: The Bard Library/Bookstore Author Series in partnership with the Office of Student Life and Engagement and the SGA presented author, Keith C. Holmes. Keith Holmes is the Author of the book called "Black Inventor's: crafting over 200 years of success." The event took place at 2pm in the Student Atrium. This event was part of black history month. Snacks and drink were provided to guests for the 53 guests.

February 28th, 2018

Passport leadership: The 4th and first spring session of the Passport Leadership Program was held on February 28, 2018. There were 41 participants at the event. The presenter was Business Professor Shawn Lane from Baltimore City Community College. The next session is scheduled for March 14, 2018 in the Mini Conference Center.

Clubs and Orgs. Activities

February 7-10, 2018.

BCCC Engineering Club and STEM Scholars spent three days in Washington DC attending the Black Engineering of the Year Award (BEYA) 2018. This picture was taken with the Talia Fox - CEO - KUSI Global, Inc. All of our club members received a professional development certificate from Morgan State University. This is one of the biggest career fairs and the students were able to interview with the largest leading engineering companies and government agencies. There were 20 students in attendance at this event.



February 8, 2018

BCCC Biotech Student Society – The Biotech Student Society sponsored a workshop on “How to Select and Present Scientific Articles”. The event was held at BioPark at noon and is a part of the club’s monthly meeting speaker series.

February 14, 2018

The LatinX UNI 2 Dance Lessons: The LatinX Uni 2 held a fun activity for Valentine’s Day. Students gathered in the student atrium for special Latin dance lessons. Students were very happy and excited to learn some new moves. The club also had a photo booth for students to take fun Valentine photos. There were 45 participants at the event.



February 21, 2018

The Engineering Club along with the STEM scholars had the opportunity to attend the Future Technology Summit in Washington, DC. The students met with CEOs from different companies and organizations. They also learned about the new hot topics in the Technology field. There were 10 in attendance from BCCC on February 21, 2018[!].



Community

Service

February 20, 2018

Teaching Spanish LatinX Uni2 club visited the Clarence W. Blount Child Development Center and taught the children a Spanish lesson.



February 21, 2018:

BCCC Application Assistance: Latinx Uni2 club help high schoolers from Patterson high school to fill out their BCCC's application.

TAB 6

AFSCME



AFSCME Local 1870 Presentation to the BCCC Board of Trustees
Wednesday, March 21, 2018

There was no Labor Management Committee meeting in March 2018.

Herewith are the agenda items planned for discussion at the April 2018 LMC.

NEW LABOR-MANAGEMENT ISSUES:

1. Union Seeks Clarification of HR Role in Promoting “college-wide” Changes to Unit Employee Job Descriptions.

Our LMC discussion will include specific instances of MOU non-compliance as noted below:

- a) “Lead” Housekeeper Position Job Descriptions. There has been no negotiation of a job description for this newly introduced position. Union has also not noticed any announcement of these "lead" positions internally as per process outlined in the MOU.[G1]
- b) Re-written job descriptions with employees being required to sign off on the new documents. This practice has happened in WDCED. Supervisors have been asked to do this from the VP level and HR seems to be excluded from the process. So, if HR is unaware of this happening we have a problem with the process. However, if HR is not aware of this practice where do these newly written job descriptions (that employees are intimidated into signing) placed; we are told that they are placed into employee files that are kept in HR. Why is HR complicit in violations of MOU agreements about keeping Union informed and negotiating changes to employee working terms and classifications?[G2]

2. College Violation of Federal Regulations Pertaining to 15-minute Breaks for Unit Employees.

It has come to Union attention that for the past several months Unit employees in

certain areas are forbidden from utilizing their two 15-minute breaks. Why does HR have no knowledge of this? Why are supervisors empowered to mistreat employees? Union will discuss with HR Executive Director to see how such a situation came about and how employees can be compensated retro-actively for having worked an 8.5 hour work day because they were bullied into working during two 15-minute duty-free break periods. Union will propose that there be appropriate Professional Development[G3] sessions offered to management to educate about workplace respect issues; MOU compliance; and compliance with state and federal labor regulations and laws.

ON-GOING/PENDING RESOLUTION

LABOR-MANAGEMENT ISSUES

A) Classification and Equity Study of Unit Employees Needed:

Especially in light of persistent irregularities with regard to classification and compensation of Unit employee positions at BCCC, Union believes that pay equity study is needed for this group of employees since Union has seen no evidence of any update to the Classification & Compensation system that was created in 2008 (Union worked with BCCC Administration on this). There does not appear to be any consistent system used across the board and a resolution to this is needed. [G4]

B) Firearms for BCCC's Public Safety Sworn Police Officers, SPO: At the October 2017 LMC there was a discussion about jointly creating a draft policy & procedure document for the College's Sworn Police Officers to carry weapons on campus property. Union suggests that [G5]if there is already a document on the issue it would be appropriate for management to work collaboratively with Union representatives since SPOs are covered by collective bargaining. Going forward it is our hope that we can work jointly on such a policy for the Board of Trustee's consideration and approval.

TAB 7

FACULTY SENATE REPORT



BALTIMORE CITY COMMUNITY COLLEGE
Report of the Faculty Senate to the Board of Trustees

Prepared by Prof. Edward Ennels, President

March 21, 2018

BCCC IT Infrastructure and New Enterprise Resource Planning (ERP) System

The Faculty Senate has been working with the administration to address a wide variety of issues this semester but the most pressing issue to-date has been our IT infrastructure needs so students, faculty, and staff have the tools they need to be successful in their respective areas. According to the August 1, 2016, Joint Chairmen's Report BCCC Study Assessment, "Since at least 2006, BCCC has known its technological infrastructure is inadequate. The research team believes that the lack of a functioning enterprise system makes it very difficult for the college to operate effectively" (3). In an email dated January 29, 2015, Dr. Tom Wamalwa, our former Director for ERP, stated, "Our legacy system is inadequate and that is why we need a new robust ERP system to support the mission and strategic goals of BCCC."

On February 1, 2018, the College submitted its first official update report on the realignment tasks to the Maryland General Assembly, which, according to Mr. Bryan Perry, Chief of Staff and General Counsel, was well received. Admittedly, the most challenging of the tasks has been task nine, which speaks to BCCC's IT infrastructure needs. It is abundantly clear that our current legacy system is inadequate. Under Realignment Tasks Update, the December 20, 2017, Board of Trustees report states, "the current IT infrastructure state of overall health is very suspect". Various serious failures could happen at any time. BCCC may have as long as 24 months on the current ERP. BCCC needs to improve capabilities to be able to make progress on realignment items. Functionality available in the new ERP system will help BCCC meet realignment objectives much better than the current system even if functionality can be extended/improved."

The Faculty Senate has serious concerns with the slow pace in addressing our IT infrastructure needs. Presently, there have been very few updates to BCCC's existing technological infrastructure and the implementation phase of a new ERP is now on hold. The fourth Request for Proposals (RFP) for the new ERP system was canceled on January 31, 2018, after we learned that our current IT infrastructure will not support the integration of a new ERP. With nearly three years of working with the firm Navigator to help lay the preliminary work needed for a new ERP, the Faculty Senate has not seen an updated plan for the current and new ERP system moving forward. The last comprehensive ERP Project

Update presented to the BCCC faculty was on September 16, 2016, by Dr. Tom Wamalwa, our Former ERP Director. The Faculty Senate requests from the administration an updated plan in writing to reflect where the college currently stands with its IT infrastructure and the timeline for addressing critical areas. We would also like to see in the plan an updated timeline for the implementation of a new ERP with specific tasks and persons responsible.

We can no longer continue restricting IT funds and doing patch-work on our IT infrastructure year after year and hope that the system does not crash. Every day we ignore our IT infrastructure needs, we are putting the college at risk. Should the legacy system crash, it will be too old to fix and we have nothing to replace it with. It could take years before the [G6]College is back online. We must act now to avoid this crisis from happening. Unlike before with warnings from the Middle States, program accrediting bodies, internal and external stakeholder, we now have a law, House Bill 1595: Baltimore City Community College Realignment, which states, "Realignment Task Number 9: Address the information technology (IT) and infrastructure needs of BCCC, including whether oversight by the Department of Information Technology is advisable." We have been planning for years. By December 2018, we must show the state legislators outcomes that show improvement in our current IT infrastructure.

On Thursday, March 1, 2018, Prof. Fred Paraskevoudakis, Dr. Edna Street-Jones, and I met with Dr. Gordon May, Mr. Bryan Perry, Mr. Calvin Harris, Dr. Ray Barghi, Ms. Lyllis Green, and Dr. Tonja Ringgold to discuss our concerns related to BCCC's IT infrastructure and plans for a new ERP moving forward. We discovered in this meeting that there has been a lot of great work done in this area that unfortunately has not been conveyed effectively to the BCCC community. This has led to misinformation and information taken out of context which only fuels confusion, frustration, and anxiety regarding the future of the College. Dr. May agreed to call a meeting of the entire college community to allow his administrative team to provide the necessary context for faculty, staff, and students to understand the delays and challenges in upgrading the existing BCCC IT infrastructure and various options for a new ERP, which the college so desperately needs. Faculty, staff, and students will be given the opportunity to ask questions and contribute solutions to help the college meet its shortcomings.

On Friday, March 2, 2018, Dr. Ray Barghi, Chief Information Officer, and Mr. Gregory Tarver, Manager Infrastructure and Telecom, attended the Faculty Senate Executive Committee meeting to provide the faculty with an update on our BCCC IT infrastructure and plans for a new ERP system for the institution. All faculty, as well as administrators, were invited to attend this meeting. What was supposed to be an hour-long discussion became a one hour and thirty-minute exchange of questions, concerns, and proposed solutions to our pressing technology needs. The attendance and thoughtful reflections clearly show that there is great interest on the part of the BCCC community for action that will ensure that we meet the state's mandate on Realignment Task 9 to "address the information technology (IT) and infrastructure needs of BCCC."

We had a very open, transparent, and productive discussion during the meetings with the President and his staff on March 1, 2018, and the subsequent Faculty Senate Executive

Committee meeting with the Chief Information Officer on March 2, 2018, that we hope will continue. We want to see greater transparency, inclusion, and accountability moving forward. The re-established IT Committee must play a prominent role in this process to ensure that key stakeholders are included in the decision-making process for IT support and that the college community is updated on critical decisions on a regular basis. This IT Committee should also play a key role in monitoring the updated ERP Implementation Plan and moving it forward in a timely fashion.

Given that we only have nine months left before the final report is due to the state legislators that must show tangible outcomes, as a college community we must refocus our attention to ensure that we update our IT infrastructure and move judiciously forward with an ERP implementation plan. This must be a high priority for the BCCC community that will include additional funding beyond the \$10.7 million left from the FY '13 \$15 million reserved for the ERP system.

We need a new robust ERP system to support the mission and strategic goals of BCCC. The implementation of a new ERP system is a college-wide project that will touch everything that we do at BCCC from admission, enrollment, advising, taking courses, classroom assignment assessment, grading, degree audit, articulation, graduation transcript process, and alumni. The benefits for BCCC faculty, staff, and student of a new ERP include:

- College-wide integrated system (communication between systems)
- Enhance and support data analysis Reduce manual processes
- Reduce dependency on paper (workflows, automated processes)
- Self-service environment
- A common database that supports all applications

Only working together can we implement the major reforms outlined in the Realignment Bill. When all is said and done, BCCC will not be the same. It will be better because of the foundation that we are now laying for the generations of students, faculty, staff, administrators, and Board members who will follow us.

Respectfully Submitted,

Prof. Edward Ennels
President of the Faculty Senate

TAB 8

**NO ITEMS
REMOVED FROM
AGENDA**



TAB 9

PUBLIC PRESENTATIONS



**BOARD AGENDA
TAB 9- INFORMATION
MARCH 21, 2018**

Vice President Calvin Harris, Jr., will give additional information as related to the

Finance & Technolgy Committee.



BOARD AGENDA
TAB 10- INFORMATION
MARCH 21, 2018

NO COLLEGE POLICIES

[Back to Top](#)



NO COLLEGE POLICIES



BOARD AGENDA
TAB 11 - INFORMATION
MARCH 21, 2018

TAB 11

PRESIDENT'S REPORT



Baltimore City Community College (BCCC)

**2901 Liberty Heights Ave. Baltimore, Maryland 21215
President's Board Report ... March 21, 2018**

Although hardly an exhaustive list, the items below represent some of my meetings, activities, and new/enhanced partnerships since my February 21, 2018, Report to the BCCC Board of Trustees. As usual, I have also included some informational updates/items from President's Staff members.

- a) Met with Commission on Accreditation of Allied Health Education Programs (CAAHEP) and the Commission and the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP) site visit teams for the Paramedicine Program and Allied Health Programs on February 21, 2018.
- b) Met with Delegates Antonio Hayes and Cory McCray in Annapolis on February 21, 2018, prior to our House Budget Hearing.
- c) Along with Chief of Staff (COS), Bryan Perry, Esq., and Vice President of Administration and Finance, Calvin Harris, Jr., presented and defended the BCCC FY 2019 Operating Budget to the House Education and Economic Development Subcommittee on February 21, 2018, in Annapolis. We returned to campus in time to attend the February 21, 2018, Board of Trustees meeting.
- d) Along with Vice President of Administration and Finance, Calvin Harris, Jr., and Chief of Staff Bryan Perry, Esq., presented and defended the BCCC FY 2019 Operating Budget to the Senate Education, Business and Administration Finance Subcommittee in Annapolis on February 22, 2018.
- e) Participated in the Investing in Parents Town Hall meeting on campus on February 22, 2018. Mayor Catherine Pugh and City Schools CEO, Dr. Sonya Brookins Santelises were among the speakers.
- f) Attended the Black History Month Celebration at J4P Associates. City CEO Dr. Santelises was the keynote speaker at this February 26, 2018 event.
- g) Engaged in my interview with edBridge Partners (our staffing audit consultant) on February 27, 2018.
- h) Attended the Greater Baltimore Committee (GBC) Newsmaker Breakfast on February 28, 2018. Larry S. Gibson, Esq., (author of Young Thurgood: The Making

of a Supreme Court Justice) was the keynote speaker on this final day of Black History Month.

- i) Along with COS Bryan Perry, Esq., offered testimony at the Budget Reconciliation Financing Act (BRFA) Hearing before the Senate Budget and Taxation Committee on February 28, 2018. We vehemently opposed the proposed \$1.7 million BRFA reduction to the BCCC State Appropriation for FY 2019 and FY 2020 (\$851,000 each year).
- j) Was recognized by the Maryland House of Delegates with House Resolution #189 on February 28, 2018. This resolution, presented to me by Speaker of the House, Michael E. Busch, and Delegate Nick Mosby, read "In recognition of your courageous efforts and sacrifices for speaking out on social injustices and inequalities at Indiana University".

The event to which this resolution speaks happened in Fall 1969 and was presented to me in observance of Black History Month.

- k) Attended the 44th District Night in Annapolis on February 28, 2018. During the program, I was recognized by BCCC Alumni Senator Shirley Nathan-Pulliam.
- l) Along with Vice President of Administration and Finance, Calvin Harris, Jr., participated in the Senate Capital Budget Subcommittee Hearing on March 1, 2018, in Annapolis.
- m) Along with COS Bryan Perry, Esq., offered testimony at the BRFA Hearing before the House Appropriations Committee, again opposing the proposed \$ 1.7 million BRFA reduction to the BCCC State Appropriations for FY 2019 and FY 2020 on March 2, 2018, in Annapolis.
- n) Offered remarks at the BCCC Veteran's Club Memorial Service for 2017 BCCC graduate Mr. John Williams, Jr., on March 7, 2018.
- o) Along with Vice President of Administration and Finance, Calvin Harris, Jr., participated in the House Capital Budget Hearing on March 7, 2018, in Annapolis.
- p) Participated in the Mayor's Scholars Program update meeting on March 8, 2018.
- q) Offered supportive testimony at the House Ways and Means Committee Hearing on Community College Promise Bills (House Bills 951 and 976), in Annapolis. These are statewide free tuition bills.
- r) Offered remarks at The Washington Center Information Seminar (held on campus) on March 9, 2018.

- s) Monthly meeting with Faculty Senate President, Professor Edward Ennels and Vice President Professor Frederick Paraskevoudakis on March 14, 2018.
- t) Chaired President's Staff meeting on March 14, 2018.
- u) Monthly meeting with SGA Leadership, Mr. Kingsley Anokwuru, SGA President, and Ms. Thashanna Lyle, SGA Vice President on March 15, 2018.
- v) Attended the Maryland Council of Community College Presidents on March 16, 2018, in Annapolis.

Shared verbally about our co-hosting the Innovations 2018 Conference in National Harbor, MD March 18 – 21, 2018.

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

- 1) Vice President of Administration and Finance, Calvin Harris, Jr., reports that while the College renewed its financial aid software with Regent in December 2017, the need for "integration" work was not included in this agreement. Negotiations continue to adjust the integration work to a continuation to use Carbon, the current, but unsupported, financial aid software provided by Regent.

The College testified at two legislative hearings in Annapolis for the fiscal year 2019 operating budget. Additional hearings were also attended regarding the Budget Reconciliation and Financing Act (BRFA) in February, and hearings for the fiscal 2019 capital budget are scheduled for March.

- 2) Vice President of Advancement and Strategic Partnerships, Dawn Kirstaetter, reports that progress is being made on Realignment Task #8, Develop and market a Brand.

Recruitment of new leadership for the division is complete. Restructure of the Institutional Advancement, Marketing, and Research (IAMR) and Advancement and Strategic Partnerships (ASP) are almost complete.

Working with the City of Baltimore to verify schedule to install street pole banners.

The redesigned BCCC Website will be launched within the next week, VP Kirstaetter has requested, from Leadership, to review the redesigned website and submit corrections to Mr. Derrick Robinson, Director of Communications.

Working on Career Pathways brochure to combine credit and non-credit program details in one document.

Hosted Parent Town Hall attended by various local and state officials including Mayor Catherine Pugh and City Schools CEO, Dr. Sonja Brookins Santelises.

External Funding Award Report for FY 2018 (July 1, 2017, through February 28, 2018) reflects \$4,782,822 in new and continuation/renewal awards combined. The new awards total was \$785,896 during this period.

- 3) Vice President of Workforce Development and Continuing Education (WDCE), Michael Thomas, reports that the third meeting of the BCCC Workforce Development Task Force was held on February 15, 2018, with a review of student support services and research specific to the needs of Baltimore. The Task Force established subcommittees charged with the development of specific recommendations for the final report due in April 2018.

The Workforce Development Programming Expansion Budget was approved for FY 19.

WDCED was awarded the Mayor's Office of Employment Development (MOED) Career Pathways Competitive Grant. This grant will strengthen the relationship between Adult Literacy providers, including BCCC, and the career services provided by MOED.

WDCED expanded the after-school youth mentoring and tutoring program to Digital Harbor High School which serves refugee youth in need of additional English as Second Language (ESOL) and acculturation support.

One of our Refugee Youth Project participants, who resettled from Eritrea only four years ago, just received \$60,000 in scholarship funds to attend St. Mary's University in the fall.

- 4) Chief Internal Auditor, Lyllis Green, focused on internal investigations and follow-up reviews of external audits including:
 - a) BCCC Compliance Line and Whistleblower
 - b) Office of Legislative Audit (OLA) Fraud Hotline
 - c) Follow-up to Legislative Audit Findings and Discussion Notes.
- 5) Director of Government Relations, James Knighton, Esq., reports focusing on supporting the President and executive team in advocating for full funding of BCCC's Fiscal Year 2019 Budget and supporting legislation that would expand access to apprenticeship and workforce training programs.

Along with Student Trustee, Ferdinand Anokwuru, attended the American Association of Community Colleges (AACC) and Association of Community College Trustees (ACCT) Annual Legislative Conference in Washington, DC on February 11-13, 2018.

- 6) Vice President of Academic Affairs, Dr. Tonja Ringgold, shares that with the new Wēpa printing system added to the BARD Library, BCCC students are changing their printing pattern.

The School of Business, Science, Technology Engineering and Mathematics (BSTEM) reported the following students were selected to be members of Mu Alpha Theta, the National mathematics honor society for high school and two-year college students:

- Basanta Adhikari
- Cori Smith
- Thashanna Lyle
- Daniel Mekonnen
- Sudesh Sharma
- Mohamed Mohammedali
- Duha Awad

P-TECH credit classes have been scheduled for Carver and Dunbar High Schools as part of the sequence of classes for students in cohort 1 (tenth graders).

The School of Arts and Social Sciences (EHVPA) held its Annual Black History Program entitled "Celebrating the Inventions of Black Americans". The ladies of Delta Sigma Theta facilitated a special overview of Black History on February 14, 2018, in the Mini Conference Center.

The Dental Hygiene Program held its Annual Sealant Saturday event on Saturday, February 24, 2018, in the Dental Hygiene Clinic from 10 a.m. until 2 p.m. The Dental Hygiene Faculty and 16 students provided dental sealants to children.

- 7) Chief of Staff and General Counsel Bryan Perry, Esq., submitted the "Draft Realignment Implementation Plan" to the legislature on February 1, 2018.

Met with education committee chairs in the House of Delegates and Senate on the realignment plan.

Met with the BCCC Workforce Development Task Force.

- 8) Interim Vice President of Student Affairs, Sylvia Rochester, reports that 729 students and 52 faculty and staff have been trained in the areas of Title IX, Incident Management, Behavioral Intervention and Judicial Affairs processes.

Student Support and Wellness Services collaborated with the Admissions office to offer programming and other support for the Veterans Resource Fair.

The Upward Bound Math and Science (UBMS) summer residential program is once again being established as a certified Summer Camp through the Community Services Office of the Maryland State Department.

Admissions created and completed the Mayor's Scholars Program's electronic application.

The Maryland JUCO Women's Basketball Coaches Association selected Tara A. Owens as its 2017-2018 Coach of the Year. Director of Athletics, Coach Owens has now won this award in three of the past five years. The Lady Panthers had two players, Bianca White and Amia Howard named to the MD JUCO All-Tournament Team. Both BCCC teams made significant impacts on the All MD JUCO Conference Teams with a total of six players: Donye Moses and Ed Oliver-Hampton made their respective Second Team roster Kaneshia Afi, Raven Williams, and Kobby Ayetey made their respective Honorable Mention rosters.

SGA President, Kingsley Anokwuru met with Board Chair Schmoke to offer student input into the Presidential Selection Process.

- 9) Chief Information Officer, Dr. Ray Barghi, reports that forward progress has been made on all BCCC IT infrastructure needs, with plans to address each need in place and requisition of services in progress.

Equipment and services to support departmental moves have been secured and ITS is collaborating with Facilities to ensure continuity of services.

ERP planning underway, revisiting requirements and consulting with DoIT on a path forward. Will consult with vendors on new solution options, with input from Legal and Procurement.

Modified implementation plan for Regent 8 financial aid management system. The new "go live" date is October 2018.

- 10) Director of Human Resources, Michelle Williams, reports that contract negotiations with AFSCME are ongoing.

Contractual Conversion Policy and Procedures completed and awaiting Board approval.

Partnered with ITS in the purchase of ADOBE Electronic Signatures for use on Personnel Action Request (PAR) and Search Action Request (SAR) forms.

The external Staffing Audit has officially begun.

JCR Contractual objectives with a 5-year plan have been completed.

- 11) Director of Institutional Research, Eileen Hawkins, reports that the Strategic Plan for FY 2018 – FY 2022 (Realignment Task # 12) is prepared and scheduled for action at the March 21, 2018, Board of Trustees meeting.

Reviewed responses to Board of Trustees and Accreditation Commission for Education in Nursing (ACEN). Provided data and input to strengthen institutional responses and suggested indicators and activity codes for faculty to better track future progress.

Attended meeting at City Hall with BCCC and City staff to discuss metrics to measure the impact of the Mayor's Scholars Program (MSP). Developed data to support the proposal for Summer Bridge Program to help prepare MSP students for college-level coursework.

The Office of Institutional Research has maintained timely compliance with State and Federal reporting requirements while moving other key college initiatives forward.

- 12) Associate Vice President of Institutional Research, Effectiveness, and Planning, Dr. Bonnie Thomas, started in this position on February 14, 2018.

Has been busy onboarding, meeting with staff and faculty in order to gain a better understanding of the structure in place and which faculty, staff, and administrators she will need to meet with in the future.

Collaborating with co-workers and reading previous Monitoring Reports to increase awareness of the strategic planning process at Baltimore City Community College.

Will make a presentation at the March 14, 2018, President's Staff meeting and will present the 2018-2022 Strategic Plan to the Board of Trustees for action at the March 21, 2018, Board meeting.

Respectfully submitted,

Gordon F. May, PhD
President and CEO

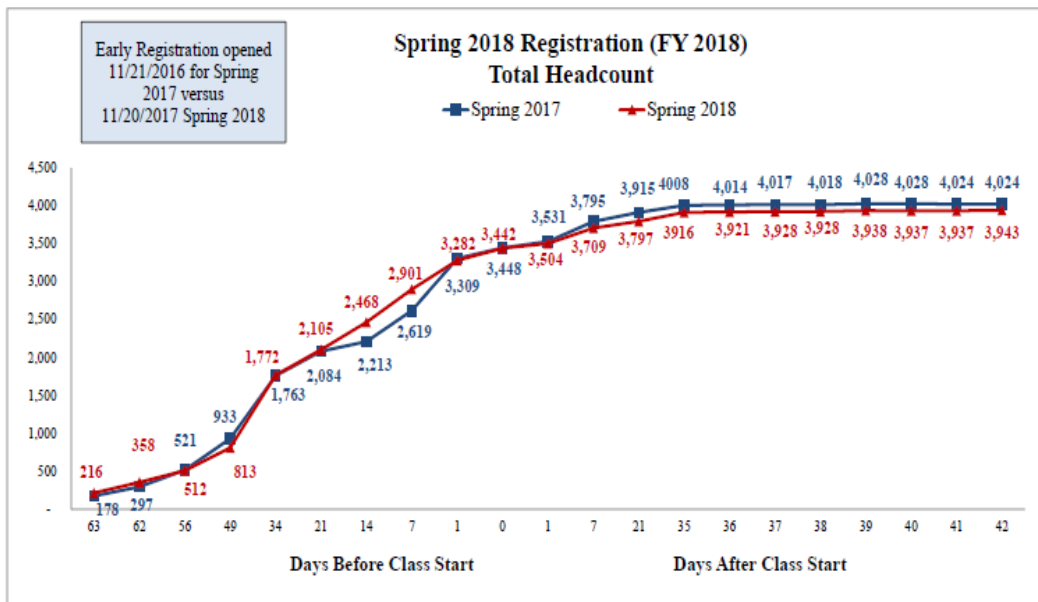


Enrollment Report
 Sylvia Rochester
 Interim Vice President of Student Affairs – Student Affairs Division

The below information reflects enrollment/registration activity as of March 5; there was no purge activity this morning for Spring 2018.

- The enrollment for last year does reflect purge activity for the same point in time for Spring 2017.
- Enrolled 3,943 credit student compared to 4,024 (-2%) in Spring 2017 (Figure 1)

Figure 1.



Enrollment-related Activity Highlights for March 2018

Judicial Affairs and Title IX

- 729 students and 57 faculty and staff have been trained in the areas of Title IX, Incident Management, Behavioral Intervention and Judicial Affairs processes.
- The Campus Climate Survey has been conducted. The results are being analyze. Report is due to MHEC, June 2018.

Enrollment Management

Upward Bound Math and Science Program

- The UBMS program is happy to announce the receipt of a One Thousand Dollar (\$1,000.00) donation from BithGroup Technologies. The donation will go to our book scholarship fund established to assist graduating seniors each year. The fund is managed by UBMS parent advisory group. BithGroup Technologies is a multi-state certified Minority Business Enterprise located in Baltimore. This tech firm is responsible for building various IT systems and training people to use them.

Student Development

Athletics

The Maryland JUCO Women's Basketball Coaches Association selected Tara A. Owens from Baltimore City Community College as its 2017-18 coach of the year. Owens has been the Panthers' head coach for five seasons and this year led them to a 10-1 conference record and 21-6 overall record. The Panthers were the No. 2 seed in the Maryland JUCO Conference tournament, narrowly falling to Harford 46-45.

- Owens has received Coach of The Year Honors three out of the last 5 seasons. Her overall record at Baltimore City Community College is 103-44.
- Men's Basketball has an overall record of 17-11 with a conference record of 11-3. The team started on February 5, with Harcum College before ending their MD JUCO play against Montgomery College during the MD JUCO Tournament. The month of February the Panthers held a 4-1 win/loss record. On March 3, Men's Basketball won Region XX Championship vs Allegany Community College, 80-78.
- The Lady Panthers had two players, Bianca White and Amia Howard named to the MD JUCO All-Tournament team. Both teams made significant impacts on the All MD JUCO Conference teams with a total of six players from both teams, Dony'e Moses and Ed Oliver- Hampton made their respective Second Team rosters. Kaneshia Afi, Amia Howard, Raven Williams, and Kobby Ayetey made their respective Honorable Mention rosters.

Student Accounting Impact

The Office of the Bursar also worked with the Call Center to contact students who were dropped for Non-Payment. The recapture comparison is listed below.

Semester	Payment Plans	Student Drops	Re-captured
Spring 2017 (A171)	1202 Payment Plans	984 Students Drops	600 re-captured (61%)
Spring 2018 (A181)	1272 Payment Plans	598 Students Drops	338 re-captured (57%)
704 students set up payment plans before the initial drop (December 1 st through January 18 th).			

- The number of students who successfully setup payments plans increased by 70% compared to this time last year. Heartland has offered more flexibility for the Accelerated class than the previous payment plan as well. The Non-Credit students can also setup payment plans. The students only have to make a down payment of \$50.00. Finished all of the programing for the Heartland Payment Plan.
- The Office of the Bursar worked with student's whose balance were \$250.00 or less to setup payment plans and to register for future classes. As of 02/28/2018 there were 53 students who were able to successfully register after they setup a payment plan to cover their past due bill.

STRATEGIC PLANNING

BCCC Mission & Vision Statements

Approved by the BCCC Board of Trustees on November 22, 2016

FY 2018-2022 Mission Statement

Baltimore City Community College provides quality, affordable, and accessible education meeting the professional and personal goals of a diverse population, changing lives, and building communities.

FY 2018-2022 Vision Statement

Baltimore City Community College is an innovator in providing quality career pathways and educational opportunities for a diverse population of learners to exceed the challenges of an ever-changing competitive workforce and environment.

Final Draft BCCC 2018 - 2022 Strategic Plan Goals and Objectives

Goal 1: Student success – Provide equitable access to a learning environment that supports a diverse population of learners and promotes student goal attainment.

- 1.1 – Align, support and deliver courses, programs, and services to ensure progression, transferability and employability.
- 1.2 – Utilize contemporary educational methods to improve and advance students' academic and workforce preparation and goals.
- 1.3 – Enhance the student experience by increasing awareness of and engagement with College activities and support services.
- 1.4 – Increase persistence and goal attainment across all student populations.

Goal 2: Community engagement – Implement a comprehensive approach to engage current and future students, alumni, and the community.

- 2.1 – Reposition the College's brand to increase awareness of programs and services and highlight targeted initiatives.
- 2.2 – Grow partnerships with business and industry, government agencies, community members, educational institutions, and all potential partners in serving our students and community.
- 2.3 – Strengthen partnerships to promote and increase access to student learning and transfer opportunities, collaborative planning, and resource sharing.

Goal 3: Institutional framework – Optimize resources to effectively and efficiently support existing and emerging initiatives.

- 3.1 – Ensure facilities, technology, staffing and instructional resources support a quality learning and working environment.
- 3.2 – Promote an environment of professionalism and civility.
- 3.3 – Invest resources to attract, grow and retain a highly-qualified and diverse faculty and staff.

- 3.4 – Develop and implement a plan to ensure faculty and staff knowledge retention and fluid transition during times of employee turnover.
- 3.5 – Improve the College's financial sustainability.

BCCC Strategic Planning Council & Office of Institutional Research – March 1, 2018

Baltimore City Community College
FY 2018 – 2022 Strategic Plan Timeline: June 2017 – January 2018

June 2017 – A Strategic Planning Council (SPC) workgroup substantively revised the goals and objectives based on the survey responses and SPC input from the meeting on June 21.

July 2017 – Strategic Plan timeline; Board-approved mission and vision statements; and draft goals and objectives were shared in a closed session with the newly-appointed Board members after the “Meet and Greet” session held on July 19, 2017.

August – September, 2017

1. The Office of Institutional Research (OIR) developed questions for student focus groups related to the draft goals and objectives
2. The Institutional Review Board process was completed.

October – November 2017

1. The draft goals and objectives were adjusted slightly to parallel the language of the 2017 Maryland State Plan for Postsecondary Education goals (posted on the Maryland Higher Education Commission’s website at <http://mhec.maryland.gov/About/Pages/2017StatePlanforPostsecondaryEducation.aspx>) with some consideration given to the capacity framework language highlighted by Achieving the Dream.
2. The strategic planning update shared in July was included in the material for the Board of Trustees meeting of October 18.
3. The Office of Institutional Research (OIR) conducted student focus groups as noted below.
 - Three sections of credit classes and two sections of non-credit classes sections participated for a total of 46 students.
 - 1 Main Campus daytime
 - 1 Main Campus evening
 - 1 BioPark daytime
 - 2 GED sections at the Harbor site
4. Based on input from the student focus groups, the draft goals and objectives were further revised.
5. Facilitated discussion with faculty focused on sharing student feedback at the Faculty Senate meeting on November 3 (open to all faculty). Faculty members provided assistance in addressing students’ concerns and shared their own input.
6. OIR updated appropriate FY 2017 Key Performance Indicators (KPIs) and requested updates from units for their respective KPIs.
7. External community members’ feedback was sought via an electronic survey developed by OIR and approved by the Institutional Review Board.
8. Student, faculty, and community feedback was reviewed and led to further changes in the draft goals and objectives. Final draft goals and objectives were emailed to SPC for final review.
9. FY 2017 KPIs were finalized and shared with College-Wide Assessment Council (CWAC).
- 10. Final draft FY 2018 – 2022 goals and objectives, and FY 2017 KPIs will be shared with the Board of Trustees.**

December 2017 – January 2018

1. Final Strategic Plan goals and objectives will be presented to the Board of Trustees for approval.
2. Strategic Planning Council will collaborate with teams across the College to develop strategies to support the goals and objectives.
3. CWAC and the Achieving the Dream Data Team will develop KPIs for the Board-approved FY 2018 – FY 2022 goals and objectives.

FY 2016 KPI Scorecard (November 13, 2017)
 [green=increased; yellow=same; orange=decreased]

Goal	KPI	Objective	Name	Data source	Previous cycle's data	Current data	FY18 Target	Current data reflects	Freeze Date
1 - Success	1.1	Increase Fall-to-Fall retention rates to 46%* (52%) for first-time, full-time fall 2017 entrants and 29%* (35%) for first-time, part-time fall 2017 entrants.	Fall-to-fall retention rates, 1st-time matriculating entrants - full-time	OIR *	44%	45%	46% * (52%)	Fall 2015 entrants	December 31
1 - Success	1.1	Increase Fall-to-Fall retention rates to 46%* (52%) for first-time, full-time fall 2017 entrants and 29%* (35%) for first-time, part-time fall 2017 entrants.	Fall-to-fall retention rates, 1st-time matriculating entrants - part-time	OIR *	27%	26%	29% * (35%)	Fall 2015 entrants	December 31
1 - Success	1.2	Increase the number of degrees and certificates awarded from 499 (FY2013) to 564* (665) (FY2018).	Total number of degrees and certificates awarded	PAR/ OIR *	538	488	564 * (665)	FY 2017	June 30
1 - Success	1.2	Increase the number of degrees and certificates awarded from 499 (FY2013) to 564* (665) (FY2018).	Number of degrees awarded	PAR/ OIR *	425	380		FY 2017	June 30
1 - Success	1.2	Increase the number of degrees and certificates awarded from 499 (FY2013) to 564* (665) (FY2018).	Number of certificates awarded	PAR/ OIR *	113	108		FY 2017	June 30
1 - Success	1.3	Adopt a completion agenda.	Passed ENG101 by 2 nd spring	OIR	33%	34%		Fall 2015 entrants	June 30
1 - Success	1.3	Adopt a completion agenda.	Passed college-level Math by 2 nd spring	OIR	14%	14%		Fall 2015 entrants	June 30
1 - Success	1.4	Improve the student life experience.	Quality of relationship - administrative personnel	CCSSE	4.92	4.65	5.5	2016 CCSSE	June 30, every two years
1 - Success	1.4	Improve the student life experience.	Quality of relationship - instructors	CCSSE	5.67	5.33	6	2016 CCSSE	June 30, every two years
1 - Success	1.4	Improve the student life experience.	Quality of relationship - other students	CCSSE	5.27	5.42	6	2016 CCSSE	June 30, every two years
2 - Partnerships	2.1	Increase partnerships that address student, business, & industry, training and workforce needs.	Partnerships developed by the BCED Center	BCED/WD CE	47	WDCE - in process	100	FY 2017	June 30
2 - Partnerships	2.2	Develop at least ten new programs that are relevant and meet business and industry needs by FY2018.	Develop new programs	AA	3	2 Certificate program proposals are being resubmitted to MHEC	10	FY 2017	June 30
2 - Partnerships	2.3	Ensure the quality and relevance of programs and services.	Ensure the quality and relevance of programs and services	PREC					June 30
2 - Partnerships	2.4	Develop and institutionalize student learning outcomes and assessment that address holistic needs of students.	SLOs and assessment address holistic needs of students	SLOAC					June 30

2 - Partnerships	2.5	Increase the number of GED students matriculating into BCCC credit programs by 10% by FY2018.	GED recipients entering in Fall	OIR	131	92 ↓	215	Fall 2016 entrants	December 31
3 - Sustainability	3.1	Increase non-state revenue to better serve students and the community.	Non-state revenue - operating	Audited Financial Statements	\$3,883,034	\$5,009,104 ↑		FY 2017	November 30
3 - Sustainability	3.1	Increase non-state revenue to better serve students and the community.	Non-state revenue - non-operating	Audited Financial Statements	\$14,028,584	\$12,818,646 ↑		FY 2017	November 30
3 - Sustainability	3.1	Increase non-state revenue to better serve students and the community.	Non-state revenue - total	Audited Financial Statements	\$17,911,618	\$17,827,750 ↓		FY 2017	November 30
3 - Sustainability	3.2	Ensure the physical plant effectively supports the learning environment.	Physical plant effectively supports learning	Facilities					June 30
3 - Sustainability	3.3	Develop an institutional effectiveness and operational efficiency plan.	Institutional effectiveness and operational efficiency plan						
3 - Sustainability	3.4	Increase credit and noncredit enrollments to 6,250 FTEs eligible for state funding by FY2018.	Student FTE's eligible for state funding - Total	OIR	4,631	4593 ↓	6,250	FY 2017	June 30
3 - Sustainability	3.4	Increase credit and noncredit enrollments to 6,250 FTEs eligible for state funding by FY2018.	Eligible FTE's - Credit	OIR	2,529	2302 ↓		FY 2017	June 30
3 - Sustainability	3.4	Increase credit and noncredit enrollments to 6,250 FTEs eligible for state funding by FY2018.	Eligible FTE's - Non-Credit	OIR	2,102	2291 ↑		FY 2017	June 30
3 - Sustainability	3.5	Ensure a highly qualified employee workforce.	Professional development activities - All	HR	315	312 ↓		FY 2017	June 30
3 - Sustainability	3.5	Ensure a highly qualified employee workforce.	Professional development activities - On-campus	HR	167	184 ↑		FY 2017	June 30
3 - Sustainability	3.5	Ensure a highly qualified employee workforce.	Professional development activities - Off-campus	HR	148	128 ↓		FY 2017	June 30
3 - Sustainability	3.6	Assess and improve college climate.	College climate - "morale is high"	Climate Survey	21%	N/A		2016 Climate Survey (JCR)	June 30
4 - Technology	4.1	Implement an industry standard IT infrastructure.	Internet sites upgraded	ITS	5	6 ↑	6	FY 2017	June 30
4 - Technology	4.1	Implement an industry standard IT infrastructure.	Capacity in MB/sec	ITS	300	300 →	100	FY 2017	June 30
4 - Technology	4.1	Implement an industry standard IT infrastructure.	Total internet capacity in MB/sec	ITS	600	700 ↑	490	FY 2017	June 30
4 - Technology	4.2	Implement a college-wide IT administrative system to more efficiently and effectively serve students, staff, and the community.	Plans/Reports submitted to DoIT (annually)	ITS	18	34 ↑	26	FY 2017	June 30
4 - Technology	4.3	Implement best practices in teaching and learning with state-of-the-art technology to improve student success.	Technology training sessions held	ITS	72	92 ↑		FY 2017	December 31
4 - Technology	4.4	Develop and implement a comprehensive college-wide technology replacement program.	Comprehensive college-wide technology replacement program	ITS	0	0			June 30

* Measure is related to PAR indicators. Target was changed to reflect new PAR benchmarks. Previous targets are in parentheses.

List of Abbreviations

AA – Academic Affairs

BCED – Business and Continuing Education Division

CCSSE – Community College Survey of Student Engagement

DoIT – Maryland Department of Information Technology

FTE – Full-time Equivalent

FY – Fiscal Year

HR – Human Resources

IT – Information Technology

ITS – Information Technology Services

KPI – Key Performance Indicator

MHEC – Maryland Higher Education Commission

OIR – Office of Institutional Research

PAR – Performance Accountability Report

PREC – Program Review and Evaluation Committee

SLOs – Student Learning Outcomes

SLOAC – Student Learning Outcomes Assessment Committee

TAB 12



HR Active Search List As of February 6th, 2018

BOARD AGENDA
TAB 12 - INFORMATION
MARCH 21, 2018

	Div	PIN #	Position	Search Committee Chair	Date(s) posted	Status 2/6/18	Status 2/28/18	Freeze Status
1	AA	66845	Assistant Professor of Dental Hygiene	Annette Russell	3/2/2016	Search is Open	Search is Open	Frozen
2	AA	66753	Program Coordinator & Assistant Professor for Health Information Technology	Dorothy Holley	8/4/2017	On Hold	Search Committee is Screening	Justified
3	AA	66654	Assistant Professor of Business Administration	Melvin Brooks	8/14/2017	Search Committee is Screening	Search Committee is Screening	Frozen
4	AA	66895	Assistant Professor of Business Management	Melvin Brooks	8/14/2017	Search Committee is Screening	Search Committee is Screening	Frozen
5	AA	66791	Assistant Professor of Mathematics	Quintin Davis	8/24/2017	Search Committee is Screening	Search Committee is Screening	Justified
6	AA	69255	Assistant Professor of Mathematics	Quintin Davis	1/31/2018	Search is Open	Search Committee is Screening	Justified
7	AA	78507	Program Coordinator & Assistant Professor in Surgical Technology	Scott Olden	10/11/2017	On Hold	Search Committee is Screening	Justified
8	AA	66777	Assistant Professor of Fashion Design	Lesley Brown	1/25/2018	Search is Open	Search Committee is Screening	Justified
9	AA	66771	Dean of the School of Arts & Social Sciences	Tonja Ringgold	2/23/2018	N/A	Search is Open	Justified
10	A&F	66941	Budget Analyst	Brian O'Connell	8/21/2017	Search is Open	Search is Open	Frozen
11	A&F	76588	Police Supervisor	Freddie Degraffinried	1/31/2018	Search is Open	Search Committee is Screening	Justified
12	A&F	82881	Manager of Accounting	Eileen Waitsman	2/15/2018	N/A	1st Round of Interviews Scheduled	Justified
13	A&F	66860	Grounds Supervisor	Maurice Howell	2/28/2018	N/A	Search is Open	Justified
14	ASP	66960	Director Of Development	Calvin Harris	1/24/2018	1st Round of Interviews Scheduled	Selection Pending	Justified
15	ASP	66640	Director of Grant Development	Dawn Kirstaetter	2/28/2018	N/A	Search is Open	Justified
16	WDCE	66644	Director of Workforce Development & Employment Services	Shawnette Shearin	1/11/2018	Search is Open	2nd Round of Interviews Being Scheduled	Justified
17	WDCE	TBA	Director of Workforce Development Programs	Pat Mikos	1/26/2018	Search is Open	1st Round of Interviews Scheduled	Justified
18	IR	66946	Senior Research Analyst	Diana Zilberman	12/2/2016	Search Committee is Screening	Search Committee is Screening	Frozen
19	SA	66911	International Student Advisor	William Hug	9/26/2017	Search Committee is Screening	Search Committee is Screening	Justified
20	SA	66948	Coordinator of Testing	Sylvia Rochester	10/20/2017	Search Committee is Screening	Search Committee is Screening	Justified
21	SA	TBA	Director of Mayor's Scholar Program	Nicole Cameron	1/24/2018	Search Committee is Screening	1st Round of Interviews Scheduled	Justified
22	SA	66657	Special Populations Admissions Advisor	Deneen Dangerfield	2/16/2018	N/A	Search Committee is Screening	Justified
23	PO	66667	Senior Technical Business Analyst	Eileen Waitsman	2/6/2017	Search Committee is Screening	Search Committee is Screening	Frozen
24	PO	76575	IT Security Analyst	Rosa Maggitti	5/23/2017	Search Committee is Screening	Search Committee is Screening	Frozen