

BALTIMORE CITY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
**APPROVED OPEN SESSION MINUTES**  
Tuesday, May 23, 2017, 4 p.m.  
Liberty Campus  
Mini Conference Center

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

**Board Members Absent:** Mr. Jay Hutchins

- I. **BOARD ACTIONS/CONSENT AGENDA** (All Actions requiring a vote.)
- A. Adoption of the May 23, 2017 Agenda
  - B. Approval of the April 25, 2017 Minutes
  - C. College Contracts
  - D. Student Government Association (SGA) (Mr. Devone Delly, President)
  - E. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President)
  - F. Faculty Senate (Professor Edward Ennels)

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

II. **PUBLIC PRESENTATIONS**

- A. Mr. Saverio Coletta presented the FY 2017 Excellence Award winners.
- Professor Frederick Paraskevoudaki nominated and presented Dr. Anil Malaki for the Administrative Professional category.
  - Ms. Kirsten Pickup nominated and presented Ms. Brittany DeNovellis for the Career Service Professions category.
  - Professor JáHon Vance nominated and presented Dr. Solomon Omo-Osagie for the full-time faculty category.
  - Professor Linda Benjamin nominated and presented Mr. Daniel Izume for the adjunct faculty category.
- B. Vice President Calvin Harris, Jr. presented, for the Boards approval, the fiscal year 2018 Operating Budget overview for Baltimore City Community College (BCCC).

VP Harris's presentation began with defining the operating budget, the capital budget, and fund balances and what they represent. VP Harris proceeded to define budgeted revenues which consisted of the approved FY 2017 and the proposed FY 2018 budgeted revenues.

VP Harris reported that exhibit 1 denotes the areas that change between fiscal year 2017 and proposed fiscal year 2018 budget, for Finance Committee and Board of Trustees approval. Exhibit 1 included the following:

- Tuition and fees – budgetary increase of approximately \$1.2 million.
- State appropriation – anticipated reduction of approximately \$71,000.
- Other revenues – anticipated increase of approximately \$270,000.
- Grants and contracts – anticipated decrease of approximately \$3.7 million.

**Exhibit 1 – Budgeted Revenues**

<b><u>Budgeted Revenue</u></b>	<b>FY 2017 Approved</b>	<b>FY 2018 Proposed</b>
Tuition and Fees	\$ 10,953,111	\$ 12,193,665
State Appropriation	40,673,875	40,602,171
Auxiliary - Bookstore	4,000,000	3,073,288
Auxiliary - Other	1,928,461	1,974,061
Other Revenues	2,177,126	2,447,585
Fund Balance Draws	5,223,994	4,193,588
<b>Total Unrestricted Revenue</b>	<b>64,956,567</b>	<b>64,484,358</b>
Public Service - WBJC Federal, State and Local Grants and Contracts	1,525,000 22,476,279	1,550,000 18,785,961
<b>Total Restricted Revenue</b>	<b>24,001,279</b>	<b>20,335,961</b>
<b>Total Revenue</b>	<b>\$ 88,957,846</b>	<b>\$ 84,820,319</b>

VP Harris reported that exhibit 2 denotes the unrestricted expenditures include the required spending reductions by division. Additional discussion many occur internally on the nature of specific reductions, but the total unrestricted expenditures would not change. Restricted expenditures, such as WBJC radio and grants, are not affected by spending reductions as they are not funded by unrestricted revenues such as tuition and fees or State appropriations.

**Exhibit 2 – Budgeted Expenditures**

<b>Budgeted Expenditures</b>	<b>FY 2017 Approved</b>	<b>FY 2018 Proposed</b>
Academic Affairs	\$ 21,352,166	\$ 21,632,024
BCED	4,305,971	4,084,698
Student Affairs	6,339,765	6,365,225
Business & Finance	3,152,735	3,073,090
Plant Operations	5,653,213	5,860,755
Public Safety	2,575,315	2,574,181
President's Office	1,265,773	1,243,379
ITS	3,683,324	3,865,329
Human Resources	1,274,204	1,278,885
IAMR	2,176,921	2,307,822
Auxiliary - Bookstore	3,066,644	3,065,054
Facilities Cap, Lockwood , Tower Rental	776,006	806,412
Real Estate	1,104,100	1,105,100
Institutional	2,230,430	2,222,404
ERP	6,000,000	5,000,000
<b>Total Unrestricted Expenditures</b>	<b>64,956,567</b>	<b>64,484,358</b>
Public Service- WBJC	1,525,000	1,550,000
Federal, State and Local Grants and Contracts	22,476,279	18,785,961
<b>Total Restricted Expenditures</b>	<b>24,001,279</b>	<b>20,335,961</b>
<b>Total Expenditures</b>	<b>\$ 88,957,846</b>	<b>\$ 84,820,319</b>

VP Harris gave his recommendation that approval of the fiscal year 2018 Operating Budget be given by the Board.

**The Board unanimously approved the fiscal year 2018 Operating Budget as presented.**

VP Harris gave an overview of the fiscal year 2018 Capital Budget and reported that for fiscal 2018, the Capital Budget for the College includes spending funds that were included in the fiscal 2017 budget, but were postponed State-wide and *were previously Board approved*. Please note that recently restarted construction on the Administrative Building was previously funded and is not included herein.

VP Harris reported other Capital Projects for fiscal year 2018 include:

### **Loop Road, Main Street and Entrance Improvement**

This critical life-safety construction project includes various infrastructure and site improvements for the roadways of the Liberty Campus. Improvements include:

- Widen the main vehicular entrance at Liberty Heights Avenue which will reduce queuing for traffic and provide for more efficient vehicular circulation.
- Create of a perimeter loop road surrounding Liberty Campus. This will provide safer entrance and exit for all vehicles and more access for emergency vehicles.
- Improved disabled accessibility routes, signage, and pedestrian connections.

The Loop Road project enters its design phase in fiscal 2018. Design is expected to continue in fiscal 2019 and construction is expected to begin by fiscal 2020. This is a significant step for the College, as the project had been delayed for many years. The College is working directly with the State Department of Budget and Management and Department of General Services to help this project commence in fiscal 2018.

The State has approved \$248,000 in general obligation bonds to fund the fiscal 2018 design work for the Loop Road Project.

Another major college project is not funded for fiscal 2018, but remains listed in the State Capital Budget for future funding, the Library Learning Resource Center.

### **Learning Resource Center (LRC), Liberty Campus**

Renovation and expansion of the Library as a Learning Resource Center will allow the College to better support the total intellectual experience of the community of learners, and provide a coordinated multi-use facility for teaching, learning, trainings, conferencing, meetings, workshops and community events. This space renovation will include additional group and individual study rooms as well as provide centralized, accessible, and improved student and faculty learning space in which to perform research or have group meetings.

Currently, the College is working with Department of General Services (DGS) and Department of Budget and Management (DBM) to establish design and construction periods for the LRC project. The College is also actively considering and viewing library designs that have been favorably accepted by DGS and DBM. Despite these on-going efforts, no capital funds are currently budgeted for this project in fiscal 2018.

The Business and Finance area, through the Integrated Facilities Master Plan, continues evaluating the facilities of the College, and recognizes its needs far exceed the two projects slated for future usage. We will continue the pursuit of additional capital funds, particularly as those needs align with various strategic plans, to better support the College community and its needs.

VP Harris recommended the approval of the fiscal year 2018 capital budget as follows:

- Spending of \$248,000, funded by Maryland General Obligation bonds, for design work on the College Loop Road Project.

**The Board unanimously approved the fiscal year 2018 Capital Budget as presented.**

### **III. COLLEGE POLICIES**

Dr. Marguerite Weber, Vice President of Student Affairs presented, for Board approval, the following policy and procedure.

- BCCC Determination of Residents for Tuition Purposes Policy
  - The revision to this existing policy included Public Law 114-315, Amended, 38 U.S.C.3679(c).
  - This amended policy of Baltimore City Community College is to permit students who have been domiciled in Maryland for at least three consecutive months prior to the start of classes to pay in-state tuition. Domicile shall be considered as a “person’s permanent place of abode, where physical presence and possessions are maintained and where he/she intends to remain indefinitely.” This policy and procedure will be implemented July 1, 2017.
- BCCC Determination of Residents for Tuition Purposes Procedures
  - The procedures will include the amended Public Law 114-315 and will be implemented on July 1, 2017.

**The BCCC Determination of Residents for Tuition Purposes Policy and Procedures were motioned for approval by Dr. Rosemary Gillett-Karam and seconded by Student Trustee Olayeni Popoola.**

#### **IV. NEW BUSINESS**

Dr. Nassim Ebrahimi, Interim VP of Marketing and Research presented the Strategic Plan update.

Dr. Ebrahimi reported that the Strategic Planning Committee (SPC) and the College-wide Assessment Councils (CWAC) have engaged the college community in a Strategic Plan development process. Although the Mission and Vision Statements were approved by the Board in FY 2016 and will be effective in FY 2018, the SPC is recommended a revised timeline for completion of the Strategic Plan.

The new timeline (see below) would delay the full implementation of the Strategic Plan.

- May 5 – Meet with Faculty Senate Executive Committee to shared updated process
- May 8-15 – Send electronic survey out to faculty, staff, and Board of Trustees to obtain their input for the proposed Strategic Directions and timeline. Paper surveys will also be provided for areas that do not readily have access to computers (e.g. Public Safety, facilities, etc.).
- May 17-19 – Feedback results processed and shared with SPC and CWAC
- May 19 – Meet with Faculty Senate Executive Committee to share feedback results
- May 23 – Share progress and process with Board of Trustees
- May 22-May 31 – SPC and CWAC review feedback and formulate draft goals and objectives
- June 1-6 – Engage college community in feedback session(s) on draft goals and objectives
- June – SPC and CWAC review feedback on draft goals and objectives
- June-July – engage external college community in providing feedback
- August – college community provides feedback on draft goals and objectives at start of Fall semester
- September – Strategic Plan goals and objectives to Board of Trustees
- Fall 2017 – CWAC and SPC to finalize key performance indicators

#### **DISCUSSION:**

The Board inquired as to if this delay would impact the requirements by MHEC. Dr. Ebrahimi referred to Dr. Tonja Ringgold for response.

Dr. Ringgold responded that she was not sure; however, she would contact MHEC to confirm if a delay in the BCCC Strategic Plan would have an impact.

**The Board motioned to rescind the sun setting of the current Strategic Plan and keep in place until the Strategic Plan is completed in entirety. This motion was seconded by Trustee Pamela Paulk and Student Trustee Olayeni Popoola.**

## V. PRESIDENT'S REPORT

Dr. May stated that his report would stand as is.

*\*The full President's Report can be found in the May 23, 2017 Open Session Book.*

### UPDATES:

#### A. Enrollment Report

Dr. Marguerite Weber reported that enrollment data would not be available until the enrollment data leading into the fall semester is available; therefore, she gave a report on initiatives within the Student Affairs Division.

- **Summer outreach messaging.** One of the best practices we learned at Achieve the Dream (ATD) was following up in a personal way with accepted students during the interim period before the start of the semester. This practice not only helps students to start strong, but it also improves retention of students through high melt periods. Under Dean Rochester's leadership, and using our new Hobson's technology, we are undertaking such an outreach process throughout the summer. In the fall, we'll be able to report the scope of the contact, the resources involved, and the impact on melt.
- **Student Success Center (SSC).** An essential component of students' persistence behaviors is their perception of the connections among academic opportunities, the student experience, and career goals. To this end, we redesigned the job descriptions of the two vacancies in the SSC to make them more complementary with career services and to provide the capacity for cross-training and multiplying resources at no additional cost. Interviews are complete, and we should have the new advisors in place within a few weeks.
- **Career Center/SSC dashboards.** The Career Center has been tasked with maintaining and moving forward on a dashboard to expand the opportunities for internships and job placements. We have begun with a list of Baltimore-area employers, and career center staff are working hard to move each "0" to a "1" by May 2018. Similarly, we have targets to move each "1" to a "2", and to similarly escalate each remaining category.
- **Student Engagement Programming Workgroup.** To provide more coordination and coherence to co-curricular programming, in July, Student Affairs is forming a Student Engagement Programming Workgroup consisting of the directors from both Student Development and Enrollment Management and coordinating with students, faculty, academic program coordinators, and our IMAR office.

We will create a semester long calendar of activities so that more students and more types of students will connect to a transformative co-curriculum. Priority will be given to programs and services that promote student personal management (time management, financial literacy, wellness, learning mindset) and commitment to degree completion and career attainment.

Dr. Weber also responded to inquiries from the Board from the April 23, 2017 Board meeting regarding the number of students with low balances that were obstructed from re-registration.

Dr. Weber responded that as of April 26, 2017 there 618 students with balances less than \$250 that were being invoiced. However, students could register for future semesters if they set up a payment plan to pay off their balances. Dr. Weber also reported that with the College Affordability Act students could contact Financial Aid office to determine if they could use \$200 of future aid towards current low balances.

#### **VI. ACTIVE SEARCH LIST**

The Active Search List denoted 19 employment searches as of May 12, 2017.

- Five opened/reopened searches
- Three scheduled first interviews
- Two scheduled second interviews
- Five Search Committee screenings
- Four Personnel Action Request in process

#### **VII. MOTION FOR ADJOURNMENT**

**The Board of Trustees meeting adjourned at 5:18 p.m.**

#### **VIII. NEXT MEETING**

June 27, 2017, Liberty Heights Liberty Heights Campus, Mini Conference Center

#### **ATTENDANCE:**

Dr. Gordon F. May, President/CEO



**BCCC Staff Present:**

Dr. Ray Barghi, Nicole Becketts, Dr. Maria Cazabon, Linda Benjamin, Elena Berrocal, Kathleen Berlyn, Leslie Brown, Saverio Coletta, Dr. Nassim Ebrahimi, Patricia Edwards, Edward Ennels, Charlene Gray, Lyllis Green, Nana Gyesie, Calvin Harris, Wendy Harris, Eileen Hawkins, Kemberly Henderson, Jean Henry, Maurice Howell, Shayla Hunter, Joseph M. Hutchins, Daniel Izume, Michelle Jackson, Leslie Jackson, Curtis Jones, Dawn Kirstaetter, Anil Malaki, Valerie McQueen-Bey, Latonia V. Moss, Dr. Solomon Omo-Osagie II, Tara Owens, Fred Paraskevoudakis, Kirsten Pickup, Shaunta Rao, Dr. Tonja Ringgold, Sylvia Rochester, Scott Saunders, Benita Scott, William Shipley, Daphne Snowden, Chardai Stokes, Ja'Hon Vance, Eileen Waitsman, Cortez Walker, Dr. Marguerite Weber, Dennis Weeks, Douglas Weimer, Vincent Whitmore, Juanita Wingo, Brenda Wiley, Michelle Williams,

**Others Present:**

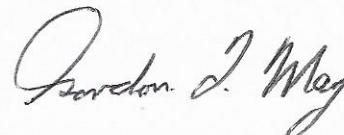
Michael Scott, Student  
Mr. Garrett Halbach, DLS

**CLOSED SESSION**

The Board voted unanimously, under the Open Meeting Act, State Government Article, and Section 10-508, to convene in Closed Session on May 23, 2017, in the President's Conference Room to discuss real estate, personnel and to obtain legal advice.

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

Respectfully submitted,



Gordon F. May, PhD  
President/CEO