



Board of Trustees

Open Session

Tuesday,

April 25, 2017

4 P.M.

Liberty Campus

Mini Conference Center



BALTIMORE CITY COMMUNITY COLLEGE

Board of Trustees

Dr. S. Todd Yeary, Chair

Dr. Rosemary Gillett-Karam, Vice Chair

Dr. Donald A. Gabriel

Mr. Jay Hutchins

Ms. Pamela Paulk

Dr. Mary E. Owens Southall

Ms. Maria Harris Tildon

Ms. Olayeni Popoola, Student Trustee

TAB 1



BALTIMORE CITY COMMUNITY COLLEGE

BOARD OF TRUSTEES
UNAPPROVED OPEN SESSION AGENDA

Tuesday, April 25, 2017, 4 p.m.

Liberty Campus

Mini Conference Center

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

II. ADOPTION OF AGENDA

Approval of the, April 25, 2017 Agenda.....[TAB 1](#)

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

- A. Approval of the March 28, 2017 Minutes.....[TAB 2](#)
- B. College Contracts.....[TAB 3](#)
- C. Student Government Association (Mr. Devone Delly).....[TAB 4](#)
- D. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President).....[TAB 5](#)
- E. Faculty Senate (Professor Edward Ennels).....[TAB 6](#)

Action: Move to approve the Board Actions/Consent Agenda

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

V. COLLEGE POLICIES.....[TAB 8](#)

VI. NEW BUSINESS.....[TAB 9](#)

VII. PRESIDENT’S REPORT (Dr. Gordon F. May, President).....[TAB 10](#)

A. Updates (INFORMATION)

- Enrollment Report (Ms. Sylvia Rochester, Dean of Enrollment Management)
- Strategic Partnerships Update (Interim Vice President Dawn Kirstaetter)

Please be advised:

- The 2018-2022 BCCC Strategic Plan will be presented at the May 23, 2017 Open Session for information and discussion.
- The 2018-2022 BCCC Strategic Plan will be presented at the June 27, 2017 Open Session for discussion and action

B. Active Search Listing.....[TAB 11](#)
(INFORMATION)

VIII. MOTION FOR ADJOURNMENT

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

- IX. NEXT MEETING:** Tuesday, **May 23, 2017**, Mini Conference Center, Liberty Campus, 2901 Liberty Heights Avenue, Baltimore, MD 21215.

TAB 2



BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
UNAPPROVED OPEN SESSION MINUTES
March 30, 2017
4 p.m.

Liberty Campus
GAARE Auditorium

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

Board Members Absent: Ms. Pamela Paulk

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

- A. Adoption of the March 30, 2017 Agenda
- B. Approval of the February 28, 2017, 2016 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. COLLEGE POLICIES

Dr. Nassim Ebrahimi, Interim Vice President of Institutional Advancement, Marketing and Research introduced, for approval, the Social Media Policy and Procedures.

Dr. Ebrahimi stated that this policy would ensure that all social media contributions and content made by the College or members of its community conform to the terms of this policy and is in compliance with the 2015 Senate Bill 201 and House Bill 934 regarding Privacy Protection and as per the Maryland Higher Education Commission's (MHEC) request to provide our (BCCC) Social Policy.

Dr. Ebrahimi stated that through the procedures we (BCCC) can ensure that this, as well as others, stays current and accurate by being in a centralized place and have a responsibility to ensure that this policy, as well as others, are updated

The Board inquired about an inconsistency in the contact information listed on the policy and procedures and stated that they should be consistent. Dr. Ebrahimi responded that

it was an error which would be corrected to reflect the contact as Institutional Advancement, Marketing and Research (IAMR).

Trustee Maria Tildon motioned for approval and was seconded by Dr. S. Todd Yeary for approval of the Social Policy and Procedures pending the correction of the contact information.

The Board unanimously to approve the Social Policy and Procedure pending the correction of the contact information to both documents.

III. NOMINATION FOR 2016 PROFESSOR EMERITI

a) Dr. Tonja Ringgold presented the nominations for Professor Emeriti and the Resolutions in accordance to the Emeritus Designation Policy number 1008.

The following persons were nominated for Professor Emeriti:

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

Dr. Ringgold gave a brief synopsis of each of the nominees (all synopsis can be found in the March 30, 2017 Open Session Book).

Trustee Dr. Mary Owens Southall moved for approval of the nominees for Professor Emeriti and seconded by Dr. Rosemary Gillett Karam.

The Board unanimously congratulated and approved all of the nominees for Professor Emeriti.

b) TUITION AND FEES RECOMMENDATIONS

VP Calvin Harris presented his recommendation for approval of tuition and fees as a continuation from the February 28, 2017 Board meeting. Mr. Harris presented, via, a chart from the Maryland Association of Community Colleges (MACC) Board book, which denoted the tuition rates of all Maryland Community Colleges, in which, Baltimore City Community College (BCCC) is in the least cost category for in-state in service area, in-state out of service area, and out-of-state tuition of all Maryland Community Colleges with Anne Arundel College being \$1 lower than BCCC.

The recommendation is to increase the instate tuition rate from \$106 per credit hour to \$108 and increase out-of-state from \$270 to \$280 per credit hour based on the enrollment projections The college recommends a modest increase of less than 2% to tuition levels for fiscal 2018 which would start in the fall 2017 semester.

The Board inquired as to if the increase number is correct and not under projected. Dr. Gillett Karam suggested that the increase should be from \$106 to \$110 for in-state and \$280 for out-of-state to be in aligned with the 2% with a 2.079% increase.

VP Harris also recommended an exam testing fee increase of \$10 which would go from \$35 to \$45. The Board was concerned that this increase would have a possible impact on current and future BCCC students. VP Harris responded that this exam testing fee increase would be, majorly for external exam testing only and would not apply to BCCC students, e.g., students that were testing for other institutions, praxis exams, etc. and would not impact current or future BCCC students.

The Board recommended a revision to VP Harris' recommendation to a tuition increase from \$106 to \$110 for in-state and from \$275 to \$280 for out-of-state for fiscal year 2018 and a \$10 increase for external exam testing fees from \$35 to \$45 excluding BCCC students.

Dr. Rosemary Gillett Karam moved for approval of the tuition increase to \$110 per credit hour for in-state and \$280 per credit hour for out-of-state and seconded by Trustee Tildon but was rejected by Student Trustee Ms. Olayeni Popoola.

The Board approved the above tuition and fee increases for tuition and external testing fees for non-students for fiscal year 2018.

VP Harris announced that currently the Business & Finance Division leadership team does not have any interim status employees. Also, Mr. Michael Dahl, Maintenance Supervisor, will be retiring from the facilities department with 30 years of service.

IV. PRESIDENT'S REPORT

Dr. May stated that his report would stand as submitted but wanted to add a 70th Anniversary event of Employees Appreciation Day that was held today in the Mini Conference Center. The Board was given mugs from this celebration.

Dr. May also wanted to highlight the Women's History Financial Literacy workshop hosted by Senator Chris Van Hollen with special thanks to Dr. Weber, Dr. Ebrahimi, Dean Becketts, Carol Taylor and Sheila Scott for their support in this initiative.

- a) Enrollment Report was given by Dean Sylvia Rochester for Dr. Marguerite Weber.
 - o Spring 2016 to Spring 2017 yielded a -3% decline for enrollment.
 - o Trustee Tildon suggested that going forth the enrollment report should include an understanding of overall trends.
 - o Other issues included the filled position of Registrar to Ms. Wendy Harris
 - o Other Student Affairs initiatives are included in the Enrollment Report in the April Open Session Meeting Book.

- b) Ms. Shanetta Paskel reported that House Bill HB1595 and Senate Bill SB1127 were amended from the Baltimore City Community College Restructuring Bill to the Baltimore City Community College Realignment Legislation.

Ms. Paskel explained the process for the passing of legislation. The House Bill

was passed and is now in the Senate Committee awaiting action, which was passed to the second reader. Once the legislation has passed both the House and Senate it will proceed to the Governor's office for signing.

Dr. Yeary asked Ms. Paskel to explain the process for Emergency Legislation. Ms. Paskel responded that generally any legislation that is passed would take effect on July 1st or October 1st of any fiscal year; however, with an emergency bill the bill is in effect upon the Governor's signing.

V. CLOSING COMMENTS

Dr. Yeary thanked all for the continuing hard work and service to the mission of the college, students, and Baltimore City and to the work that is important and has not been diminished. He also stated that we should always stay focused on facts and not on any political action that might appear as a value assignment to the work we do. Facts; Accreditation is in good shape, the hard work on the facility and Business & Finance to position and posture the RFP is ongoing, we continue to make a difference in the lives of students on the credit and non-credit side, while we have been together (The Board and the College) have continued to work toward changing lives and building communities. People are entitled to their opinions but not to their own facts.

Dr. Yeary thanked everyone for the privilege of serving as Chair of the Board.

VI. MOTION FOR ADJOURNMENT

The Board of Trustees meeting adjourned at 5:20 p.m.

IX. NEXT MEETING

April 25, 2017, Liberty Heights Campus, Mini Conference Center

ATTENDANCE:

Dr. Gordon F. May, President

BCCC Staff Present: _

Tope Aje, Ola Akinkuowo, Nicole Becketts, Vanessa Bell, Linda Benjamin, Elena Berrocal, Elaine Brown, Vera Brooks, Leslie Brown, Maria Cazabon, Saverio Coletta, Hsin-Yuan Chen, Deborah Childs, Deneen Dangerfield, Daniel Coleman, Angela Donn, Dr. Nassim Ebrahimi, Patricia Edwards, Edward Ennels, Charlene Gray, Lyllis Green, Judy Gorch, Nana Gyesie, Calvin Harris, Wendy Harris, Eileen Hawkins, Kemberly Henderson, Salita High, Will Hug, Shayla Hunter, Joseph M. Hutchins, Dr. Bob Iweha, David Xudong Jin, June Mabrey, Brian O'Connell, Scott Olden, Solomon Iyobosa Omo-Osagie, Anil Malaki, Gregory Mason, John T. McCoy, III., Karen Mobley, Tina Mosley, Debra Parson, Shaunta Rao, James Revis, Dr. Tonja Ringgold, Sylvia

Rochester, Mitch Rossi, Khadijat Sanusi, Scott Saunders, William Shipley, Sabina Silkworth, Daphne Snowden, Chardai Stokes, Chima Ugah, JaHon Vance, Eileen Waitsman, Crystal Washington, Tom Wamalwa, Dr. Marguerite Weber, Dennis Weeks, Jeff White, Vincent Whitmore, Brenda Wiley, Andre Williams, Michelle Williams, Leonard Willis, Diana Zilberman,

Others Present:

Michael Scott - Student

CLOSED SESSION

The Board voted unanimously, under the Open Meeting Act, State Government Article, and Section 10-508, to convene in Closed Session on March 30, 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 3



BOARD AGENDA
TAB 3 - INFORMATION
APRIL 25, 2017

NO COLLEGE CONTRACTS

TAB 4



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

March 2, 2017

The Biotech Network #5 - The BCCC Biopark Biotech Student Society sponsored a workshop entitled “**UM Medical Technology Undergrad Program: Learn all about Transfer & Careers**”. The event was held at Biopark, Room 228, from 12:00 pm – 1:00 pm. The guest presenters were BCCC Alumni, Samuel Gana, Venant Saague and Abravi Rose Gbemafu.



March 2, 2017

Drawing Circle - The BCCC Gifted Arts Club sponsored its second ‘Drawing Circle’ event. Students, faculty and staff were able show off their artistic talents by painting and or drawing. The event was a wonderful way for students to unwind after classes or after a bust day at work. The event was held in the Tranquility Lounge from 3:30 pm to 5:30 pm. Artists were able to take their masterpieces with them. There were 18 participants at this event.

March 3, 2017

SGA Meeting with Special Guest Dr. Hamis Barghi BCCC’s new Chief Information Officer (CIO). The Student Government Association leadership was happy to present Dr. Barghi to the campus community. At the meeting, Dr. Barghi introduced himself and shared his vision for the he college. He also took the time to answer questions from the students. The meeting was held in the Gaare Auditorium from 1:00 pm – 3:00 pm.



March 6, 2017 – ESOL Campus Tour/info session The Office of Student Life and Engagement and the CADD club set up information tables for visiting students from the ESOL program at Reginald Lewis High School. Members from Club Gifted also painted Welcome Signs in Spanish for the campus visitors. There were approximately 60 students at this event. This event was organized by Sheila Alvelo, Sheila from (Recruitment and Admissions) and Shanta Rao (English Language Services & Basic Skills department).

March 9, 2017

Poetry Open Mic - The BCCC Gifted Arts Club sponsored a ‘Poetry Open Mic’ event. Students performed various songs and poetry. Many of the performances were the student’s original work. The event was held in the Mini Conference Center from 5:30 pm to 7:30 pm. There were 20 guests in attendance at this event.

March 15, 2017

Community Service at Franciscan Center – Members of the Ascenders Club volunteered at the Franciscan Center 4:30pm – 8:00 pm. The Ascenders Club has committed to volunteering each month at the center. They have also extended an invitation to other clubs and orgs to join them each month.



March 22, 2017

Passport Leadership - The Office of Student Life and Engagement, in conjunction with the Business & Technology Department and the Student Government Association, held its fifth

leadership session of the Passport Leadership/Entrepreneurship Program in the Mini Conference Center. The program was well attended by 51 guests. Session six is scheduled for April 26, 2017 at 12:00 pm in the Mini Conference Center.

March 23, 2017

Did You Know? In recognition of Women’s History Month, The Office of Student Life and Engagement in conjunction with the Student Government Association created a power point slid show that featured pictures of various women (students and staff) from the BCCC community. Each slide also revealed an interesting fact about the person featured. The slideshow could be seen through the end of the month on the TV monitor of the first floor of the atrium. The feedback from the slide show presentation was very positive and now a new slide show for the BCCC men of the campus is being created.

March 24, 2017

Irish Railroad Workers Museum Tour – In recognition of Irish History Month, the Office of Student Life and Engagement and the Student Government Association sponsored a tour of the Irish Railroad Workers Museum. Students and staff were able to visit an actual Irish family home near the B and O Railroad Museum. The house included information about the family that lived in the house with original clothing, furniture and equipment. The tour also included a very informative video about the history of Irish immigrants in the city of Baltimore.



March 24-25, 2017

ISL Conference- Ten members of the International Students Club participated in this annual leadership conference which was held at James Madison University. Students got a chance to network with students from all around the world while gaining valuable leadership skills. Mr. Will Hug, one of the club’s advisors attended the conference with the students.



March 29, 2017

Women’s History Living Museum – In celebration of Women’s History Month, the Office of Student Life and Engagement and the Student Government Association sponsored a Women’s History Living Museum. Students portrayed extraordinary women from around the world and some of our very own BCCC alumni. Guests pushed a start button to make the frozen figures come to life and tell their story. There were 40 guests that visited the museum. The BCCC game room was transformed into the museum and the event took place from 12 noon to 1:30 p.m.



March 29, 2017

Keeping it Real Lecture Series – In celebration of Women’s History Month, the Office of Student Life and Engagement in conjunction with the Education, Social & Behavior Science Department, History Club and Anthropology and Sociology Club sponsored a lecture entitled “Understanding & Appreciating Womanism [Black Feminism]”. Baba Zak A. Kondo was the guest presenter. The event was held in the Mini Conference Room and 60 guests attended this program.

March 30, 2017

Uncovering the Mysteries of 3D Printing – the Computer Technology Club sponsored a program on the technology of 3D printing. There were two guest speakers: Mary Rising Witz Middle and High School Coordinator from the Digital Harbor Foundation and Nada Mukhtar from the BCCC CADD Club. The event was well attended with 43 guests.

Upcoming Events

Thursday, April 20th

11am – 2pm	Ethics Day	Sponsored by the Ethics and Values Club and the Accounting and Business Club	Mini Conference Center
12pm-2 pm	Guest Author Liza Jesse Peterson	Sponsored by the Bard Library, Book Store, Student Government Association and the Office of Student Life and Engagement	Student Atrium

April 24th – April 28th Panther Pride Week

Monday, April 24th

10am-11am	Panther Pride Kickoff	Sponsored by Student Life and Engagement and SGA	Student Atrium
12pm-1:30pm	The Student Government Association Leadership Candidate Speeches	Sponsored by the Office of Student Life and Engagement and the Student Government Association	Student Atrium

Tuesday, April 25th

10am-2 pm	Health Fair	Sponsored by Student Success and the Office of Student Life and Engagement	Student Atrium
6pm – 8pm	An Art Affair	Sponsored by Student Success and the Office of Student Life and Engagement	Student Atrium

Wednesday, April 26th

12pm-2pm	Entrepreneurship Series Wrap Up	Sponsored by the Office of Student Life and Engagement, in conjunction with the Business & Technology Department and the Student Government Association,	Mini Conference Center
11am -3pm and 4:30pm – 6:30pm	Panther Pride Day	Sponsored by the Office of Student Life and Engagement and the Student Government Association	Student Atrium

Thursday, April 27th

12pm-2pm	Meet and “Greek”	Sponsored by the Office of Student Life and	Student Atrium
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		Engagement and the Student Government Association	
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Friday, April 28th

12:30am – 1:30pm	Gratitude Walk	Sponsored by the Office of Student Life and Engagement, Student Support and Wellness Services and the Student Government Association	PE Center
4:00 pm	Election results and victory celebration	Sponsored by the Office of Student Life and Engagement and the Student Government Association	Student Atrium

TAB 5



AFSCME Local 1870 Presentation
To the BCCC Board of Trustees
Tuesday, April 25, 2017

- 1. Uniforms for Bargaining Unit Employees in the Public Safety Department:** We recently found out that Public Safety Department employees are not getting new uniforms to replace current uniforms that are worn out. Some are getting used uniforms that are worn or in worse shape than their current uniforms that they turned in to be replaced. We were told that Public Safety did not have a problem with uniforms for their area but that is not true. We will meet with management to rectify the uniform issues in that area.
- 2. Equity Study Needed for Bargaining Unit Employee Positions:** Salary inequity for Bargaining Unit employees at BCCC is a matter of great concern to us. Recent job postings seem to advertise jobs with classification and pay grades that don't seem to match experience levels. Union has not received a clear answer about whether HR uses clear guidelines and a classification scale in hiring of new employees. As a result, there appears to be grossly uneven compensation and classification of current and new employees at BCCC. We remind the College that per our MOU all employees should be treated in a fair and respectful way in matters pertinent to

compensation and working conditions in the College. There should be transparency in compensation/classification scales and in job requirements and hiring processes.

3. **Access to College Facilities for Bargaining Unit staff:** Union leadership met with Dr. May who will follow-up to see if BCCC employees can have access to College gymnasium during hours that employees and students are not using it by giving them a waiver to sign to release the liability from the College. Since BCCC website assures all employees that they have access to the College's facilities. We are waiting for re-consideration of decision to be made by management stating employees have access to BCCC facilities at our next meeting with Dr. May.
4. **Policies and Procedures Process:** At our next meeting with the President we will discuss updated and new policies and procedures that affect bargaining unit employees to go through the Labor Management Committee to be discussed and approved prior to going to the Board of Trustees for approval.

TAB 6



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

April 25, 2017

BCCC Open Education Resource Task Force

During the Spring 2017 Faculty Academy, one of the major highlights was the “Open Education Resource.” Our guest speaker Dr. Herbert Muse, Associate Director for E-Learning at Montgomery Community College provided an overview and supporting data for this new initiative and which has gone global. The data showed that Open Education Resources not only save students money on textbooks but has also help to increase enrollment in college courses and improve student learning, I am pleased that that Baltimore City Community College has instituted an Open Education Resource Task Force

I would like to again publicly congratulate Prof. Linda Benjamin, Dr. Carole Quine, Dr. Kathleen Berlyn, Dr. Petal Sumner Prof. Paul Long, Dr. Karen Shallenberger, Dr. Elissa Abod, Dr. Malathi Radhakrishnan, and Ms. Patricia Edwards for taking the time to submit a mini-grant application to USMD’s Kirwan Center. There were 66 applications from all the community colleges and universities in Maryland. The recipients for the Kirwan Center OER mini-grant from BCCC are the following:

- Ms. Patricia Edwards - \$2500
- Dr. Karen Shallenberger - \$1400
- Dr. Elissa Abod - \$1400
- Dr. Malathi Radhakrishnan - \$2500

These faculty have proven to be a leader in their departments and fields. I am sure there will be other opportunities in the future for OER grants for which I am encourage all faculty to research and apply. We are definitely on our way to implementing OERs at the College for the great benefits of our students! Congratulations to all of the grant recipients and to Dr. Zilberman for leading this initiative! The next meeting of the Open Education Resource Task for is Friday, May 5, 2017, from 9:00am to 10:30am in the Mini-Conference Center.

Monthly Meeting with the Vice President for Academic Affairs

My monthly meeting with Dr. Ringgold was cancelled for March; however, I met informally with Dr. Ringgold during the Annapolis Hearings, and we have been corresponding via email and over the phone. Issues of ongoing discussion include:

Faculty Senate Resolution on the College's Fiscal Management

The SEC issued resolutions back in February to address some fiscal management concerns in relation to academic programs. We would like the administration to seriously consider the following:

- The Faculty Senate believes that each program should have its own budget based on its enrollment, number of adjuncts, and equipment needs and upgrades. Program Coordinators

should have some responsibility in overseeing their program's budget and should be allowed to contribute input to the fiscal year budget for their department based on program needs.

- The Faculty Senate believes that during the fiscal year if there are any unspent funds from programs, such funds be placed in a reserve fund for all programs to access for unanticipated needs.
- The Faculty Senate believes that the College is behind in its degree and certificate offerings given the current market demands for Baltimore and the surrounding areas and that release time should be given to faculty to meet the goals of our Strategic Plan to create 10 new degree programs over the next five years.
- The Faculty Senate believes that financial resources need to be reallocated so faculty have the tools they need to do their jobs effectively. These tools included working and upgraded computers in their offices and classrooms, software upgrades to keep programs competitive, state of the art equipment, and greater bandwidth to support the increase use of technology.
- The Faculty Senate believes that lab fees that are charged to students every semester be placed in a special PCA to support courses that have labs and not be placed in the general college fund as is currently the case for any division to use.
- The Faculty Senate believes that our college needs an endowment fund to support the growth of the institution when state funds are unavailable.

The SEC is requesting from the administration the FY 2017 and FY 2018 budget for instruction and a 5 year budget analysis by school and department to gain a better understanding of the budgetary needs and trends.

Program Coordinator Contracts and Evaluation

The Academic Program Coordinator Contract and Evaluation Matrix has gone through a thorough vetting process of the SEC and the Faculty Senate. Feedback was also sought from the Vice President of Academic Affairs, Deans, Associate Deans, and Program Coordinators. The final version was sent to Dr. Ringgold for approval on February 16, 2017. Upon her approval, associate deans will need to meet with each program coordinator in May to discuss the duties outlined in the contract and the evaluation matrix. Both should sign the contract before faculty go off contract. The new Academic Program Coordinator Contract should go into effect during the Fall 2017 - Spring 2018 Academic Year.

This document was created to ensure that Program Coordinators are aware of their specific responsibilities in the oversight of their programs. The contract clearly delineates the work of the Program Coordinators from that of the Deans and Associate Deans and includes a Full-time Faculty Release Time Chart that ensures fair and equitable release time across the departments. As it should be, the Faculty Senate through the SEC was given the charge to draft this important document for the Vice President for Academic Affairs consideration. The Vice President for Academic Affairs, Deans, and Associate Deans were given a draft of the contract/evaluation matrix back in December for feedback, which has been included in the final draft. This contract/evaluation matrix shows that the College is committed to a higher level of accountability in the sustainability and long-term growth of our programs.

Monthly Meeting with College President on March 23, 2017

Faculty Senate Vice President Fred Paraskevoudaki and I had a very productive meeting with Dr. Gordon May. I updated him on key Faculty Senate issues including:

- Budget alignment for academic programs
- Ongoing vacancies in Associate Dean Positions
- Faculty Promotions
- Budget concerns and the reduction in course selections each semester that has a direct impact on enrollment. The enrollment will always be in the negative as long as we continue to reduce courses each semester.

We also discussed the BCCC Restructuring Bills in the Senate and the House. Dr. May said he would keep the faculty updated on any amendments to the bill and the final outcome should the bill get passed.

End of the Year Faculty Party and Retirement – Friday, May 12, 2017

This year's End of the Year Faculty Party and Retirement will take place at the Sheraton Columbia Town Center located at 10207 Wincopin Cir, Columbia, MD 21044 on Friday, May 12, 2017. The time will be 7:00pm to 10:00pm and will include a live DJ and buffet. We have reserved the entire restaurant which has an awesome view of the lake. This year retiree will be Dr. Rose Monroe who is retiring after serving the college for over 30 years! Tickets for the event will go on sale shortly. This event is being hosted by the Faculty Affairs Committee under the leadership of Committee Chair and Faculty Senate Secretary Dr. Edna Street-Jones who will be sending out additional information to the College community by next week.

Respectfully Submitted,

Prof. Edward Ennels
President of the Faculty Senate

TAB 7



BOARD AGENDA
TAB 7 - INFORMATION
APRIL 25, 2017

NO PUBLIC PRESENTATIONS

TAB 8



BOARD AGENDA
TAB 8 - INFORMATION
APRIL 25, 2017

NO COLLEGE POLICIES

TAB 9



BOARD AGENDA
TAB 9 - ACTION
APRIL 25, 2017

NO NEW BUSINESS

TAB 10



**Baltimore City Community College (BCCC)
2901 Liberty Heights Ave. Baltimore, Maryland 21215
President's Board Report ... April 25, 2017**

Although hardly an exhaustive list, the items below represent some of my meetings, activities, and initiatives since my March Report to the BCCC Board of Trustees. I have also included some informational items from President's Staff members.

- a) Attended the Maryland Higher Education Commission's (MHEC) College Access and Affordability Campaign Launching in the State House in Annapolis on March 27, 2017.
- b) Offered remarks at the Employee Appreciation Day Celebration in the Mini Conference Center on March 30, 2017.
- c) Participated in the Maryland Council of Community College President's (MCCCP) Strategic Planning Session on March 31, 2017.
- d) Served as the speaker for the BCCC 2nd Annual Men of Excellence Celebration in the Mini Conference Center on April 3, 2017.
- e) Led the BCCC Leadership Team in discussions with the Future Care Leadership Team on a perspective partnership for our Nursing and Health Professions Programs to benefit our students and graduates on April 3, 2017.
- f) Attended the Baltimore City Children and Youth Fund Task Force meeting on April 4, 2017.
- g) Attended the USM Langenberg Lecture and Civic Education Symposium on April 10, 2017.
- h) Viewed the Achieving the Dream webinar which welcomed the 2017 cohort that includes BCCC.
- i) Chaired the President's Staff Meeting on April 12, 2017.
- j) Attended the Meet and Greet for (newly-appointed) Registrar Ms. Wendy Harris on April 12, 2017.
- k) Attended MHEC's State Plan meeting in the Fine Arts Theatre on April 12, 2017.
- l) Interviewed finalists for the Executive Director of Human Resources position on April 13, 2017.

- m) Participated in the MCCCCP (Presidents meeting) in Annapolis on April 14, 2017.
- n) Met with the AFSCME Local 1870 Leadership Team on April 18, 2017.

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

- 1) Academic Affairs Vice President, Dr. Tonja Ringgold, reports that Dr. Daphne Snowden is now serving as the National Council on Black American Affairs (NCBAA) Baltimore Metropolitan Chapter President.

Transfer Coordinator, Khadijat Sanusi, recruited 45 colleges and universities to participate in the BCCC Transfer Fair on March 28, 2017.

Library Director, David Xudong Jin, and staff are working with E-Learning to support faculty in the implementation of Open Educational Resources by Fall 2017.

Articulations Coordinator, Karen Mobley, reports new articulation agreements with St. Frances Academy and the Maryland National Guard with six additional agreements pending.

Forty BCCC STEM Scholars visited the NASA Goddard Space Flight Center in Greenbelt, MD on March 24, 2017.

The second annual "Courting Arts" contest reception was held on March 30, 2017. This successful contest is sponsored by Baltimore City lawyers and judges.

- 2) Chief Information Officer, Dr. Ray Barghi, reports that ITS Systems Support completed all payroll processes for full-time and part-time employees.

Operations prepared multiple documents for the Department of Legislative Services (DLS) Auditing Team (on-site for 220 days).

ITS also validated the final process documentation maps and narratives for Student Advising.

- 3) Interim Vice President of IAMR, Dr. Nassim Ebrahimi, finalized the Social Media Policy and Procedures for presentation to the BCCC Board of Trustees on March 30, 2017. Both Policy and Procedures were approved by the Board on March 30, 2017.

Managed interactions with print media and assisted with written testimony and legislative hearing preparation for SB1127 and HB1595.

Participated in Acts of Appreciation culminating in the Employee Appreciation event for the 70th Anniversary.

Alumni, Community Relations, and Events collaborated with the Health Professions Department to coordinate participation in the B'More Healthy Expo on March 18, 2017 at the Baltimore Convention Center.

Institutional Research collaborated with the Bursar and Director of Financial Aid to develop a response to request from DLS Analyst related to BCCC's financial aid data. Also collaborated with Registrar's Office to review requirements and submit data for the National Center for Education Statistics Longitudinal Studies.

Grant Development reports that Dr. Towson, (at Dr. May's request), continues to provide technical assistance to the Greater Mondawmin Coordinating Council (GMCC) in strategic planning activities.

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

There are currently 23 active PIN searches and 11 active contractual searches (down from 29 and 16 respectively from last month).

A total of 17 Professional Development (PD) workshops were held for 112 Faculty and Staff members. Currently, 198 employees have satisfied their requirement of obtaining 20 PD hours.

There were 180 visitors to the Office of Human Resources in March 2017 compared to 231 visitors in March 2016.

- 5) Chief of Staff and General Counsel, Bryan Perry, Esq., co-chaired the second meeting of the Open Educational Resources Task Force.

Conducted several meetings with BCCC's staffing consultant to review HR operations, policies, and procedures.

Coordinated a meeting with BCCC and the University of Maryland Medical System to discuss a possible partnership focusing on health care. Specifically, the partnership would include CNA training, surgical technology, and internship opportunities for students.

Leading the search for the permanent Executive Director of Human Resources.

- 6) Chief Internal Auditor, Lyllis Green, continues to assist the Office of Legislative Auditors (OLA) in their triennial fiscal compliance audit of the College. The close of March marks the midpoint of the auditors planned term of engagement, 220 days (beginning November 30, 2016).

Supported Dr. May and College by attending the Senate and House of Delegates hearings and testimony on SB1127 and HB1595 on March 15, 2017 and March 16, 2017, respectively.

Participated in BCCC's 70th Anniversary Celebrations Employee Appreciation event.

- 7) Interim Vice President of Business and Continuing Education (BCED), Vincent Whitmore, starts his tenure on April 24, 2017.
- 8) Vice President of Student Affairs, Dr. Marguerite Weber, is coordinating a campus visit by Lt. Governor Boyd Rutherford.

As a follow-up to the successful Financial Literacy Workshop (sponsored by Senator Van Hollen and the Greater Baltimore Urban League), Student Affairs is working with the Greater Baltimore Urban League on their college referral program for adults.

The Career Development and Employment Services Office (CDESO) continues to meet with Dean Scott Olden to develop new strategies for placement of Health Professions students.

Chief of Staff, Bryan Perry, Esq., arranged a meeting for Ida Sass (BCED), Dean Olden, Vincent Whitmore (Director of CDESO) and Ms. Jo-Ann Williams, (Director of University of Maryland Medical Center) to discuss the creation of a partnership to build a pipeline leading to Employee Engagement, Youth Engagement, and Community Engagement.

Articulation discussions between the Associated Builders and Contractors (ABC), and BCCC's Construction Supervision Program are progressing nicely.

The 2016-2017 enrollment data indicates the TRIO/SSS/STAIRS program is currently at 97% capacity with 222 students.

- 9) Vice President of Business and Finance, Calvin Harris, Jr., hosted a pre-bid conference meeting for the downtown BARD building redevelopment project. This meeting was scheduled to discuss the Request for Proposals (RFP) process and offer a tour of the BARD building and site.

Proposed and received Board approval of tuition and fee adjustments for fiscal year 2018, starting in Fall 2017.

The Chief Budget Officer (CBO), attended the Department of Budget and Managements new budget system, Budget Analysis and Reporting System (BARS) business stakeholder meeting and Position Inventory Workshop.

The CBO responded to various Fiscal Notes to DLS, providing estimated financial impact of proposed legislation.

The Controller's Office, including Bursar, Accounting, Payroll, and Accounts Payable processed over 530 invoices with an on-time (within 30 days) payment rate of 99.96% with no late invoices.

The BCCC Bookstore hosted the Bookstore Advisory Council/Textbook Affordability Committee meeting.

WBJC remains the top rated classical station in Baltimore, rating consistently higher than other higher education public stations in Baltimore.

- 10) Interim Vice President of Advancement and Strategic Partnerships, Dawn Kirstaetter, reports that the BCCC Foundation Fall 2017 scholarship application period opened on April 14, 2017 and will close on May 31, 2017. To-date, 36 applications have been submitted.

Foundation Donor, Armed Forces Computer Electronics Association (AFCEA), who contributed \$ 50,000 in an Endowed Scholarship during FY16 will host its annual Scholarship Award night on May 4, 2017.

The Foundation has received a \$1,000 pledge to cover the cost of a donor cultivation reception.

New or expanded strategic partnerships with the City of Baltimore include the Human Resources Department; Baltimore Police Department; Baltimore Development Corporation; Mayor's Office; Department of Public Works; Fire Department; Health Department; Mayor's Office of Employment Development; Office of the City Council President; and the Office of the Labor Commissioner.

New non-profit partnerships include, the Associated Black Charities; Community Works; Innovation Village; Living Classrooms; New Psalmist Baptist Church; Southern Baptist Church; and St. Paul's Place.

BCCC Foundation donations, for March 2017 totaled \$3,720. The year to date total through April 17, 2017 is \$413,813 compared to FY 16 at \$107,296 (see attached).

Respectfully submitted,

Gordon F. May, PhD

FY 17 -16 Contributions Comparison to Date
April 17, 2017

Fund Description	FY17 Cash	Fund Description	FY16 Cash	Variance	% Variance
College Programs		College Programs			
Athletic Programs	\$3,128.00	Athletic Programs	\$3,546.00		
International Students Club	\$313.00	Board of Trustees Endowment	\$150.00		
Refugee Youth Fundraiser	\$53,615.02	Health Information Technology Fund	\$1,000.00		
Refugee Youth Program- Zoo	\$31.17	International Students Club	\$480.00		
Refugee Youth Project Scholarship	\$5,938.84	Refugee Youth Fundraiser	\$20,081.75		
Student Assistance Program	\$5,400.00	Navigator Management Partners	\$5,000.00		
WBJC Radio Scholarship	\$100.00				
TOTAL	\$68,526.03	TOTAL	\$30,257.75	\$38,268.28	126%
Grants		Grants			
BGE Complete College Baltimore (CCB) Book Scholarship Grant	\$10,000.00	Kaiser Permanente 2.0 (Nursing)	\$50,000.00		
CareFirst Nursing & Allied Health Equipment Grant	\$157,361.00	Clayton Baker Trust-RYP	\$5,000.00		
Clayton Baker Trust-RYP	\$10,000.00				
KP Fund for Community Benefit Grant - Equipment	\$85,000.00				
Leonard & Helen R. Stulman Charitable Foundation, Inc. RYP Grant	\$42,185.00				
PNC Bank-RYP	\$1,000.00				
TOTAL	\$305,546.00	Total	\$55,000.00	\$250,546.00	456%
Scholarships		Scholarships			
Arnold and Virgie Williams Scholarship Endowment	\$400.00	3021 Alumni Association Scholarship	\$288.60		
BCCCF Science Endowment	\$4,440.00	BCCCF Science Endowment	\$2,987.01		
Foundation Fund for Excellence	\$6,466.03	Board of Trustees Scholarship	\$1,000.00		
General Scholarship Fund	\$11,775.89	Foundation Fund for Excellence	\$5,631.30		
JDT Workforce Scholarship Endowed	\$250.00	General Scholarship Fund	\$7,549.90		
Jolley,Bardney,Jackson Memorial Scholarship Fund	\$9,000.00	JDT Workforce Scholarship Endowed	\$200.00		
Peggy Jordan Nursing Scholarship	\$300.00	Merlene Adair Scholarship Fund	\$100.00		
Reginald F. Lewis Endowmed Scholarship Fund	\$10.00	Reginald F. Lewis Endowmed Scholarship Fund	\$20.00		
TOTAL	\$32,241.92	Total	\$17,776.81	\$14,465.11	81%
Unrestricted		Unrestricted			
Maryland Charity Campaign	\$2,499.82	Maryland Charity Campaign	\$1,751.54		
70th Aniversary Crowd Funding	\$5,000.05	Unrestricted-Gen Operations	\$2,510.00		
	\$7,499.87	Total	\$4,261.54	\$3,238.33	76%
GRAND TOTAL	\$413,813.82	Grand Total	\$107,296.10	\$306,517.72	286%



**BOARD AGENDA
TAB 10 - INFORMATION
APRIL 25, 2017**

ENROLLMENT REPORT

The College’s Office of Institutional Research (OIR) submits the spring Enrollment Information System (EIS) file to the Maryland Higher Education Commission (MHEC) in April each year, in accordance with State guidelines. This file serves as the source for the College’s final spring 2017 credit enrollment data. BCCC’s final spring 2017 credit headcount is 4,108 – a decline of 2.5% from spring 2016, as seen below in Table 1. Table 2 provides an updated credit student profile with frequently requested information for fall 2014 – spring 2017.

Table 1.

**Baltimore City Community College
Fall and Spring Credit Headcount
FY 2010 - FY 2017**

	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014	FY 2015	FY 2016	FY 2017
Fall	6,828	7,045	6,963	5,467	5,394	5,269	4,726	4,409
Spring					5,208	5,020	4,212	4,108
Fall % Change		3.2%	-1.2%	-21.5%	-1.3%	-2.3%	-10.3%	-6.7%
Spring % Change						-3.6%	-16.1%	-2.5%

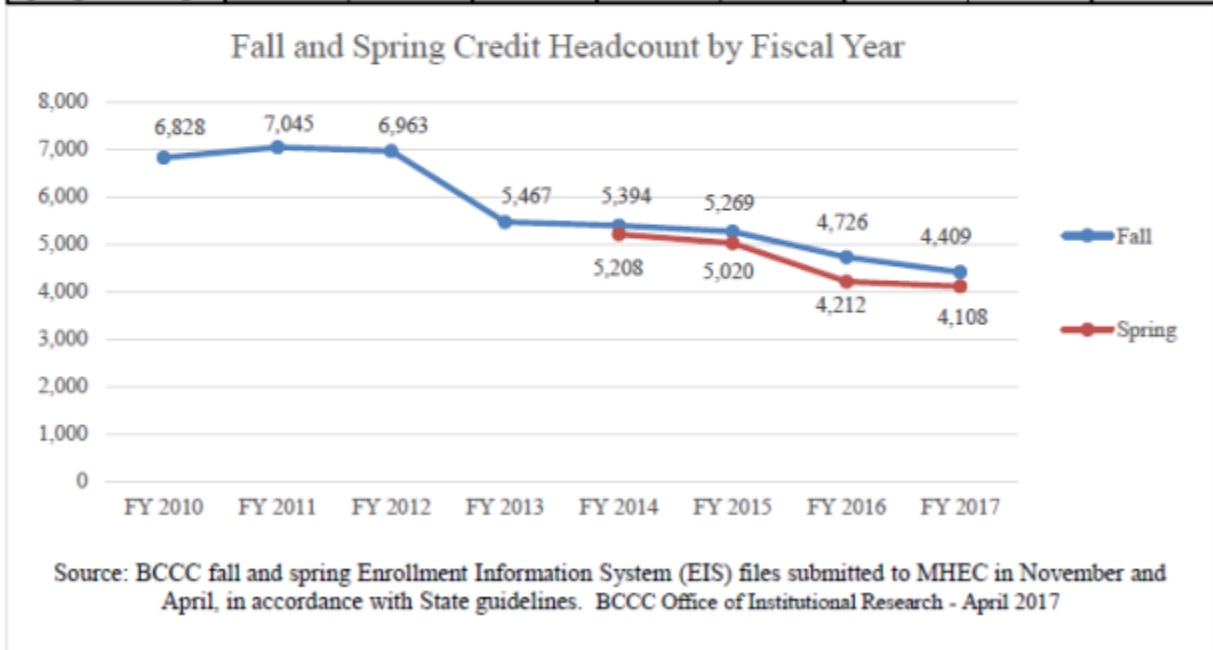


Table 2.

Baltimore City Community College												
Credit Student Profile												
Fall 2014 - Spring 2017												
	Fall 2014		Spring 2015		Fall 2015		Spring 2016		Fall 2016		Spring 2017	
	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent	Number	Percent
Total	5,269		5,020		4,726		4,212		4,409		4,108	
Gender												
Female	3,609	68.5%	3,438	68.5%	3,222	68.2%	2,857	67.8%	2,965	67.2%	2,769	67.4%
Male	1,660	31.5%	1,582	31.5%	1,504	31.8%	1,355	32.2%	1,444	32.8%	1,339	32.6%
Age												
19 years of age or younger	761	14.4%	480	9.6%	721	15.3%	382	9.1%	707	16.0%	407	9.9%
20 - 24 years of age	1,369	26.0%	1,403	27.9%	1,216	25.7%	1,182	28.1%	1,174	26.6%	1,193	29.0%
25- 29 years of age	915	17.4%	916	18.2%	834	17.6%	785	18.6%	774	17.6%	754	18.4%
30 - 39 years of age	1,187	22.5%	1,173	23.4%	1,025	21.7%	995	23.6%	955	21.7%	933	22.7%
40 - 49 years of age	661	12.5%	656	13.1%	576	12.2%	529	12.6%	481	10.9%	504	12.3%
50 - 59 years of age	295	5.6%	306	6.1%	268	5.7%	253	6.0%	238	5.4%	231	5.6%
60 years of age or more	81	1.5%	86	1.7%	86	1.8%	86	2.0%	79	1.8%	86	2.1%
Average Age	30		31		30		31		30		30.5	
Median Age	27		28		27		28		26		27	
Race/Ethnic Background												
African-American	4,285	81.3%	4,015	80.0%	3,779	80.0%	3,263	77.5%	3,455	78.4%	3,195	77.8%
White	436	8.3%	456	9.1%	376	8.0%	410	9.7%	371	8.4%	380	9.2%
Asian	180	3.4%	184	3.7%	210	4.4%	222	5.3%	242	5.5%	230	5.6%
Mixed Race	169	3.2%	89	1.8%	179	3.8%	153	3.6%	159	3.6%	141	3.4%
Other/Unknown	126	2.4%	190	3.8%	103	2.2%	89	2.1%	104	2.4%	89	2.2%
Hispanic/Latino	60	1.1%	67	1.3%	64	1.4%	61	1.4%	66	1.5%	66	1.6%
American Indian/Alaskan Native	11	0.2%	12	0.2%	9	0.2%	7	0.2%	5	0.1%	4	0.1%
Native Hawaiian/Pacific Islander	2	0.0%	7	0.1%	6	0.1%	7	0.2%	7	0.2%	3	0.1%
Enrollment Status												
Full-Time (12 credits or more)	1,653	31.4%	982	19.6%	1,494	31.6%	1,272	30.2%	1,329	30.1%	1,244	30.3%
Part-Time (Less than 12 credits)	3,616	68.6%	4,038	80.4%	3,232	68.4%	2,940	69.8%	3,080	69.9%	2,864	69.7%
Instructional Mode												
Enrolled exclusively in distance education courses	662	12.6%	509	10.1%	896	19.0%	560	13.3%	541	12.3%	496	12.1%
Enrolled in some distance education courses	1,260	23.9%	1,330	26.5%	1,132	24.0%	1,242	29.5%	1,217	27.6%	1,164	28.3%
Not enrolled in any distance education courses	3,347	63.5%	3,181	63.4%	2,698	57.1%	2,410	57.2%	2,651	60.1%	2,448	59.6%

Source: BCCC fall and spring Enrollment Information System files prepared for the Maryland Higher Education Commission in November and April, in accordance with State guidelines.
BCCC Office of Institutional Research - April 2017

Highlights of Enrollment Data

In general, the proportions of these characteristics have remained constant. The majority of our students is aged 20 or older with nearly half of the population aged 20 – 29. Less than 10% of students are aged 19 or younger, which are the recent high school graduates. The average age has remained at 30 to 31 years. Typically, over two-thirds are enrolled part-time (less than 12 credits) and over one-third enroll in distance education courses. Data from the Community College Student Survey of Engagement have shown that approximately half of our credit

students are employed more than 20 hours per week while taking courses. The proportions within the age and gender categories have remained stable with very little variances.

Assumptions based on the enrollment data

Based on the characteristics of our credit students, appropriate class scheduling processes are vital. Students need flexible schedules and/or fixed block schedules that guarantee the courses they will need will be available at the times they can take them. In terms of the student experience, this means that activities need to connect to students' career goals and to building their abilities to manage their responsibilities. Adult learners are apt to favor co-curricular activities over extra-curricular activities, but they still value campus engagement. These students likely also have significant work experience, and evaluating that experience for credit-awarding opportunities could also likely both increase applications and yield but also support both retention and credential completion.

Moreover, because our students are older and are likely to have gaps since their last formal education enrollment, BCCC should continue to explore placement alternatives, as the ACCUPLACER test may not be an accurate measure of their ability to apply work ethic to course success and hence complete credit courses in mathematics and writing if given adequate academic tutoring and other forms of academic support.

With the high proportion of part-time students, it is essential for part-time students to be able to stay on track and maintain enrollment intensity so learners can complete at least 21 credits a year (Fall 6, Winter 3, Spring 6, and Summer 6). The best practice for engaging part-time students and promoting their success is supporting year-round enrollment, with strong course availability in the summer and winter terms, and BCCC should look to build scholarship funds available to support year-round study for students who are financial-aid dependent. Other good practices to support part-time learners' success is providing strong guidance and support to be successful with online and hybrid courses, so students can maintain enrollment intensity, and offering intentionally paired accelerated courses. The data above shows that the proportion enrolled in distance education has been relatively stable flat over the last three years. Nearly 30% enroll in both distance education and face-to-face courses; these students are able to maintain a connection to the physical campus and manage a more flexible schedule. Finally, the more we can learn about where our students work, spend their time, and access information, the more we can explore the possibilities of on-site registration, advising, and other conveniences to connect our students to support.

Enrollment Strategies to launch in AY 2018

Strategies to increase number of applications

- Traditional Aged Students: Engagement in College and Career Readiness Network (ongoing collaboration with BCPSS and community engaged partners)
- Adult Learners: Comeback Panthers (tentatively scheduled for 9/9/2017)
- Admissions presence at campus events: Financial literacy workshops, College Bound guidance counselors' training, etc.

- Campus personal management workshops: Following up on financial literacy campus event for Baltimore community with wellness, family support, and work-life balance workshops that will bring community members on campus

Strategies to increase yield on applications

- Student Success Center process improvements and cross-training with the career center (increase efficiency of and satisfaction with initial advising)
- Summer outreach to accepted students to maintain connection and collaborate on problem-solving

Strategies to increase retention

- Pilot program in the fall with Urban Alliance: Hard hand-off of UA-mentored students to BCCC student success center advisors and staff mentors
- Collaborative co-curriculum: Service-centered fall activities that bring BCCC students together with MICA and UMD students.
- Student Activities programming: Greater focus on connecting campus activities to developing student personal management and employability skills and to making college-career connections
- Addressing food insecurity: Food Pantry opening this spring
- Continuing to serve Year Up students: Post-completion advising and academic support
- Career Center activities to grow internships and job opportunities: Dashboard of contacts that connect local employers to our students; revised job descriptions for new student success center advisors to cross-train with the career center to develop programming that connects our students to career exploration.
- Restorative justice rather than expulsion where appropriate

Academic Affairs activities in progress that will have positive impact on enrollment:

- Developmental studies redesign
- Block scheduling
- Growing Year Up
- Stackable credits



BOARD AGENDA
TAB 10- INFORMATION
APRIL 25, 2017

STRATEGIC PARTNERSHIPS UPDATE
Interim Vice President Dawn Kirstaetter



BCCC Board of Trustees Meeting
April 25, 2017

CURRENT & DEVELOPING PARTNERSHIPS

Presented by Dawn Kirstaetter, MSW

CURRENT & DEVELOPING **PARTNERSHIPS**

PARTNERSHIP working definition

Strategic alliance between BCCC and other organizations, businesses, non-profits, government agencies to:

- achieve greater impact
- address complex issues that require coordination
- support and strengthen program quality and performance
- increase awareness about BCCC
- improve access to our programs/services
- attract and retain more students
- provide integrated continuum of services
- gain administrative efficiencies and cost savings through shared services
- obtain funding
- expand service area

Usually formalized by:

- MOU
- MOA
- Resource sharing agreement
- Contract
- Grant agreement
- Articulation agreement
- Presence on taskforce, board, association, coalition, collective impact group

CURRENT & DEVELOPING PARTNERSHIPS

PARTNERSHIPS are part of our history...strength

Partnerships and collaborations have played an important role during BCCC's 70 year history.

DISCLAIMER: This overview is a first attempt to consolidate all of our current and pending partnerships. It does not reflect past partnerships nor does it capture every current partnership established by BCCC departments, student groups, athletic teams.

Goals

- strengthen and expand existing partnerships
- develop new partnerships that help advance BCCC's mission and strategic priorities
- promote greater awareness internally and externally about our partnerships
- determine ROI and impact partnerships have on BCCC, our partners, the community, Baltimore City

Partnerships in place during FY 2017 with an agreement such as a MOU, MOA, contract are below.



Adult Basic Education (ABE)

ABE and GED Test preparation courses are offered at:

- Ben Franklin Community School
- The Judy Center at Harford Heights Elementary
- The Judy Center at Liberty Elementary
- My Sister's Place

Amazon

We are a part of Amazon's Career Choice program. Employees are eligible to take free credit and non-credit classes at BCCC. In addition, Amazon is an employer of our Warehouse students.

▶ Baltimore City Department of Transportation

Career Development Innovation Program – In year 3 of 3-year warehouse training grant. We will be applying for a renewal grant once it is out for RFP.

▶ Baltimore City Health Department

The Center for Medicare and Medicaid Innovation are kicking off a 5-year Accountable Health Communities program on April 22nd. BCCC will be included in this initiative as an agency that provides ABE and Basic Skills programs for clients in this project.

▶ Baltimore City Public Schools (“City Schools”)

BCCC has long standing relationship with City Schools. Our current MOU prioritizes dual enrollment and early college access. One hundred high school students are expected to attend BCCC via our P-TECH partnership. We are identifying increased exposure opportunities for principals and guidance counselors as well as exploring high school for potential pilot program to offer BCCC courses on site.

Bon Secours Community Works and SEEDCO

West Baltimore Career Pathways Collaborative – training partner on Ticket to Work grant for returning citizens. In year 1 of 3-year DOL grant. Been in discussions about providing GED training as well as expanding footprint in the North Pavillion.

Department of Labor, Licensing, and Regulation (DLLR)

Consolidated Adult Education and Family Literacy Services Grant supports courses for adults seeking to improve their basic reading and math literacy, obtain a high school diploma through the GED® Test, and non-native English speakers seeking to improve their English proficiency. Emphasis is placed on contextualization with workplace readiness skills. The current grant is through June 30, 2017 and will serve 2,400 students this fiscal year. BCCC submitted an application for the FY2018 RFP for this grant.

In addition to classes at the Harbor Site, Liberty Campus, and Reisterstown Plaza Campus, the following is a list of partners that provide space for these classes:

- America Works of Maryland
- Baltimore City Public Schools Sites
 - Armistead Gardens
 - Hampstead Hill Academy
 - John Ruhrah Elementary School
- Baltimore Healthy Start, Inc.
- Bon Secours Community Works
- Center for Urban Families
- Department of Public Safety and Correctional Services
 - Chesapeake Detention Facility
 - Metropolitan Transition Center
 - Women's Detention Center/Central Booking for Women
- City Temple
- Clay Pots
- Concerted Care Group
- Druid Heights Community Development Corp.
- Eastside Career Center (American Job Center)
- Education Based Latino Outreach (EBLO)
- Enoch Pratt Free Library
 - Edmondson Avenue Branch
 - Hamilton Branch
 - Orleans St. Branch
 - Patterson Park Branch
- Esperanza Center
- Goodwill Industries
- Greenmount Senior Center
- Harbor City Unlimited
- **Housing Authority of Baltimore City**
 - Brooklyn Homes
 - Eager Street
 - Gilmore Homes
 - O'Donnell Heights
 - Latrobe Homes
 - Our House Early Head Start
 - Pleasant View
 - Westport Homes



- I Can't / We Can
- Kennedy Krieger – Southeast Early Headstart
- Living Classrooms – Patterson Park
- Northwest Career Center (American Job Center)
- Our Daily Bread Employment Center
- Park Heights Community Health Alliance
- Penn North Community Association
- Power House World Ministries
- Reach Partnership School
- St. Vincent DePaul Head Start
- Youth Educational Services (YES)
- Workforce Reception Center – MOED

DHR – Department of Social Services

Training provider for SNAP (food stamp) recipients. Ongoing.

DHR – Maryland Office for Refugees and Asylees (MORA) – Refugee Assistance Program (RAP) Grant

This grant supports the development of English Proficiency and workplace readiness coursework for refugees and asylees that are resettled in the greater Baltimore metropolitan area. BCCC partners with the International Rescue Committee (Baltimore) to assess and enroll newly arrived clients

and place them into class. The current grant has been extended through September 30, 2017.

Classes are held at the Harbor site, as well as the following partner sites:

- Most Precious Blood Roman Catholic Church (Baltimore City)
- Christ Deaf Church (Baltimore County)
- Our Lady of Victory Roman Catholic Church (Baltimore County) – PENDING

DHR – Maryland Office for Refugees and Asylees (MORA) – Refugee Youth Project (RYP) Grant

The Refugee Youth Project provides after-school, summer school, community arts, and mentoring programs for over 300 refugee and asylee students from over 17 different countries. The program is funded by a grant from MORA in a collaborative partnership with the International Rescue Committee (IRC) and Soccer Without Borders (SWB). The current MORA funding is through September 30, 2017.

Mentoring and after-school programming takes place at the following sites:

- Moravia Elementary School (Baltimore City)
- Patterson High School (Baltimore City)
- Catonsville United Methodist Church (Baltimore County)
- Christ Deaf Church (Baltimore County)

In addition, RYP solicits numerous volunteers for its programming. Volunteers come from the community, as well as through partnerships with the following:

- Institute of Notre Dame
- Johns Hopkins United Refugee Action Project
- Loyola University of Maryland
- MICA

DHR – Maryland Office for Refugees and Asylees (MORA) – Services to Older Refugees (SOR) Grant

The SOR grant provides for the needs of elderly refugees and asylees in the Baltimore Metropolitan area that have not yet finished the naturalization process and obtained US Citizenship. It also connects these clients to wraparound support services in their communities. The current grant runs through September 2017.

In addition to the Harbor site and Reisterstown Plaza Campus, classes take place at the following partner locations:

- Active Day Center
- Goodnow Community Center
- Most Precious Blood Roman Catholic Church

EARN

In a collaborative with Baltimore Alliance for Careers in Healthcare to provide Health Care training to participants.

Greater Baltimore Committee (GBC)

BCCC is a member of this regional membership organization of more than 500 businesses, nonprofits and educational and civic institutions.

Horseshoe Casino

Ending a 3 year contract for Table Game Dealer training. A no-cost extension was granted for 60 days. Actively applying for new contract.

Johns Hopkins Health System

Hopkins is a clinic site for healthcare training that leads to a co-op/ internship placement and employment for eligible students. Partner to provide specialized warehouse training.

Maryland Center for Veterans Education and Training (MCVET)

Provide IT training to MCVET clients.

Maryland Department of Corrections

We provide space at our Reisterstown Plaza location for their staff and we certificate their in-service training for their employees.

Maryland Family Network

Provide college courses for MFN clients.

Maryland National Guard

We have an agreement to provide credit classes to National Guard members.

▶ **One Baltimore For Jobs Initiative (1B4J)–MOED**

This was a response to the unrest of April 2015 to re-engage disconnected youth with education and employment. This initiative includes Basic Literacy Skills, Job Training, and Job Placement. BCCC is partnered with America Works to administer Basic Literacy Skills and Computer Literacy courses to clients needing to increase their math and reading literacy before attending job training. The current grant runs through the end of April, but an extension has been offered by MOED and will be pursued.

United States Citizenship and Immigration Services (USCIS)

USCIS funds two-year grants to provide citizenship and naturalization services to greencard holders. BCCC currently receives this grant to provide Citizenship classes by the College and legal services by the International Rescue Committee through FY2018.

In addition to the Harbor site and Reisterstown Plaza Campus, classes take place at the following partner locations:

- Esperanza Center (Baltimore City)
- Catonsville United Methodist Church (Baltimore County)
- Gilchrest Center and Gaithersburg (Montgomery County)

- Gilchrest Center at Midcounty (Montgomery County)
- Holiday Park Senior Center (Montgomery County)
- Long Branch Senior Center (Montgomery County)

U.S. Department of Labor

TACCCT Grant – In consortium with other MD community colleges. In year 3 of 3-year Cyber Security Training grant.

Youth Opportunities (MOED)

Currently training CNA/GNAs and Warehouse Inventory Control Specialists. Ends in June.

32BJ/Thomas Shortman Training Program

BCCC's English Language Services & Basic Skills area has a contract with the 32BJ Union to provide ESL courses to their union members in Baltimore City on the weekends at the Harbor Site.



Year Up Baltimore has successfully served over 350 BCCC students since 2010. Two cohorts per year serve 80 students. Students take up to 21 credit hours of classes at BCCC and focus on one of three tracks - Cyber Security, General Business, and IT of which our students are able to earn the *Introduction to IT Certificate*. We are working together to create a similar certificate program for the business students as well. After the first six months of the program, students are placed in a 36 hour per week internship for an additional six months for which they earn up to \$600.

Year Up's national Professional Training Corps model was piloted with *Year Up* Baltimore and launched at BCCC. Our success has created a strong market demand for *Year Up* students as interns and many alumni are hired by the corporate partners upon completing the program. *Year Up* has an 84% retention rate for our interns and 97% retention rate for new students. By 2018, *Year Up* will serve 240 students per year.

EXISTING ARTICULATIONS

ASCEND Program – Morgan State University

Ashford University

Bais Yaakov Eva Winter High School

Baltimore City Public Schools

Bellevue University

Capitol Technology University

Career Academy

Coppin State University – pending

Excelsior College

Family and Children Services/
Clarence Blount Daycare Center

Frostburg State University

Maryland Family Network

Maryland National Guard

Morgan State University –
Engineering

Civic Works/REACH!
Partnership School

Salem International University

Stevenson University – MOA

Talmudical Academy

Towson – Reverse Transfer Program

University of Baltimore
Langsdale Library

University of Baltimore – BeeLine

University of MD School of Medicine
– Dept of Medical and Research
Technology

University of Phoenix

Virginia State University

Year Up

The Johns Hopkins Hospital

DEVELOPING PARTNERSHIPS

BCCC team members are working diligently to create new partnerships. The following represents commitments based on meetings held between prospective partners and BCCC.

Amazon

Discussions are currently underway with Amazon on how to expand our partnership, including co-op internship and establishing Advisory Group.

Associated Black Charities

ABC's President/CEO has agreed to co-chair BCCC's Workforce Development Taskforce and is interested in having their Board Pipeline program certified.

▶ Baltimore City Department of Social Services

Short term training and job placement. Proposal submitted to include healthcare, telecommunications and warehouse trainings.

▶ Baltimore City Health Department

BCCC will be hosting various free community *Trauma Informed Care* trainings for the City. Discussed collaboration around student internships, Safe Streets, training and certification.

▶ Baltimore City Housing Authority

The Housing Authority was awarded a \$2.5 million grant from the Department of Housing and Urban Development for their Jobs Plus Initiative.

This model will help public housing residents find and keep higher paying jobs by connecting them with employment opportunities, educational advancement, and financial literacy services. BCCC is partnered on this project to provide ABE classes to residents of Gilmore Homes.

▶ Baltimore City Mayor's Office of Employment Development (MOED)

We have had a long term relationship with MOED and Director Jason Perkins Cohen and are working diligently on strengthening our partnership. Most recently, BCCC joined MOED to submit proposal to DLLR for cyber security training. We have MOUs to provide training for: Individual Training Accounts for open enrollment courses; Youth Opportunities grant for youth ages 18–24.

▶ Baltimore Fire Department (BFD)

Public safety degree and other related training and certification opportunities for BFD employees including Spanish, computer literacy, general education classes.

▶ **Baltimore Police Department (BPD)**

We are currently offering staff development training to BPD Investigative personnel have provided a proposal to offer ESL classes for employees, Spanish classes for employees and specialized training for employees (ex. Writing class). Additional discussions included Degree path for Police Academy cadets, space usage for BPD meetings, internships for BCCC students, participation in existing free employee training courses.

Boys & Girls Clubs of Metropolitan Baltimore

Co-hosted leadership conference for young men attending neighboring middle and high schools.

College Bound

Discussing student success via testing, dual enrollment, advising, certificate programs and financial aid.

▶ **Department of Public Works**

Submitted grant through DLLR re Wastewater Treatment (mechanical and electrical) training.

Working on new employee training for specific positions in several departments (currently in curriculum development phase), GED classes and development of pipeline for academic courses for DPW employees.

Digital Marketing Institute

BCCC will offer online training for Digital Marketing certification beginning May 1, 2017.

Downtown Partnership

BCCC is a partnership member and provides orientations to Downtown Partnership employees. We are in discussions to provide online workforce training and GED classes for employees.

EARN

Collaborating with Maryland Range and MD Cyber employers to provide Pre-Cyber Security training via EARN grant. Awaiting funding announcement.

Goodwill Industries

Meeting to discuss adult high school (Excel Center).

Horseshoe Casino

Our 3 year contract has ended (with a no-cost extension for 60 days). There will be a competitive bid process for the next series of trainings, for which BCCC will submit a proposal.

Innovation Village

On-campus business incubator, accelerator; joint training, apprenticeships/internships.

Living Classrooms

In discussion about warehouse training. Applied for several grants together.

Maryland Department of Corrections

In discussion about offering CNA/GNA training at the Jessup, MD Prison for Women as well as the possibility of offering other occupational training. Currently waiting for approval from Maryland Board of Nursing.

▶ **Mayor's Office**

Communicate regularly with senior officials in the Mayor's Office. Met several times with members of the Mayor's Office to give updates to senior officials re Bard Building and BCCC's workforce development priorities.

▶ **Mayor's Office of Human Services**

Meetings scheduled with Community Action Partnership to discuss employee training as well as training opportunities for recently released prisoners.

Mediators Without Borders

Online and in-person arbitration training. First in-person training is in June. Online training begins in Fall.

New Psalmist Baptist Church Community Development Corporation and the Mary Harvin Transformation Center Community Development Corporation (Southern Baptist Church)

GED classes and specialized training for potential grant funded program.

▶ **Office of the Labor Commissioner**

Met with Commissioner Deborah Moore-Carter and planning to meet with Union representatives to share information re BCCC's GED classes and continuing education opportunities.

Quest Diagnostics

Provided a proposal in March 2017 to provide incumbent workers staff development training. Awaiting Quest decision.

SEED School of MD

Meeting to discuss dual enrollment.

St. Paul's Place

Certification program for soon to be hired employees of their new restaurant/food bank.

St. Vincent de Paul

Applying for grant to nurture existing relationship with leadership.

University of Maryland Medical System

Provide ABE and Basic Skills courses for their incumbent workers, as well as Nursing and Pharmacy Technician classes. UMMS wants to proceed with non-credit Healthcare training beginning in the summer 2017.

Urban Alliance

TAB 11



HR Active Search List As of April 19, 2017

**BOARD AGENDA
TAB 11 - INFORMATION
APRIL 25, 2017**

	Div	PIN #	Position	Search Committee Chair	Date(s) posted	Status 3/17/2017	Status 4/19/2017
1	AA	66821	Assistant Professor, Cyber Security	Dr. Yohannes Weldegiorgis	07/21/2016	Search Committee is Screening New Applicant	Search Committee is Screening
2	AA	76584	Associate Dean of Business and Technology	Melvin Brooks	3/31/2017	N/A	Search Committee is Screening
3	AA	66845	Assistant Professor of Dental Hygiene	Annette Russell	3/2/2016	Search is Reopened	Search is Open
4	AA	66715	Associate Dean of SASS	Karen Shallenberger	1/12/2017	Search Committee is Screening	1st Interviews Scheduled
5	B&F	66986	Sr. Budget Analyst	Michelle Williams	1/8/2016	Search Committee is Screening	Search is Open
6	B&F	66978	Sr. Grants Accountant	Dr. Michelle Towson	10/26/2015	PAR Processing	PAR Processing
7	IAMR	66665	Grants Specialist	Dr. Kwame Karikari	9/16/2016	Search is Open	Search is Open
8	IAMR	66946	Senior Research Analyst	Diana Zilberman	12/2/2016	Search is Open	Search Committee is Screening
9	IAMR	88494	Research Assistant	Charles Wilson	2/27/2017	Search Committee is Screening	2nd Interviews Being Scheduled
10	SA	66918	Student Success Advisor	Nana Gyesie	2/27/2017	Search Committee is Screening	2nd Interviews Being Scheduled
11	SA	66850	Student Success Advisor	Nana Gyesie	2/27/2017	Search Committee is Screening	2nd Interviews Being Scheduled
12	SA	66689	Coordinator of Special Populations	Chris Oguaman	4/5/2017	N/A	Search Committee is Screening
13	BCED	84364	Manager of Job Placement & Employer Engagement	Ida Sass	2/27/2017	Search Committee is Screening	Selection Made, PAR Processing
14	BCED	66687	ABE Coordinator (Coordinator of Basic Skills)	Douglas Weimer	4/17/2017	N/A	Search is Open
15	PO	76592	IT Specialist/Multimedia Supervisor	Jaime Cofield	4/17/2017	N/A	Search is Open
16	PO	72349	Executive Director of Human Resources	Bryan Perry	2/1/2017	1st Interviews Scheduled	2nd Interviews Complete; Awaiting PAR
17	PO	66667	Senior Technical Lead	Tom Wamalwa	2/6/2017	Search is Open	Search is Open