



Board of Trustees

Open Session

Tuesday,

February 28, 2017

4 P.M.

Liberty Campus

Mini Conference Center



**BALTIMORE CITY COMMUNITY COLLEGE**

**Board of Trustees**

**Dr. S. Todd Yeary, Chair**

**Dr. Rosemary Gillett-Karam, Vice Chair**

**Dr. Donald A. Gabriel**

**Mr. Jay Hutchins**

**Ms. Pamela Paulk**

**Dr. Mary E. Owens Southall**

**Ms. Maria Harris Tildon**

**Ms. Olayeni Popoola, Student Trustee**

TAB 1



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

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

**II. ADOPTION OF AGENDA**

Approval of the, February 28, 2017 Agenda.....[TAB 1](#)

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

A. Approval of the January 24, 2017 Minutes.....[TAB 2](#)

B. College Contracts.....[TAB 3](#)

C. Student Government Association.....[TAB 4](#)

D. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President).....[TAB 5](#)

E. Faculty Senate (Mr. 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 (Dr. Marguerite Weber, Vice President of Student Affairs)

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

(INFORMATION)

**VIII. MOTION FOR ADJOURNMENT**

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

**IX. NEXT MEETING:** Tuesday, March 28, 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**  
January 24, 2017  
4 p.m.  
Liberty Campus  
Mini Conference Center

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

**Board Members Absent:** Ms. Pamela Paulk, Dr. Mary Owens Southall.

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

- A. Adoption of the January 24, 2017 Agenda
- B. Approval of the November 24, 2016 Minutes – Correction of dates  
**\*Correction:** *Date corrections on Unapproved Minutes from October 25, 2016 to January 28, 2017 and in the Closed Session comment from March 22, 2016 to January 24, 2017.*
- C. College Contracts
- D. Student Government Association (SGA)
- E. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President)  
**\*Correction:** Numbers 2, Essential Personnel, and 3, Performance Evaluations have been corrected. Number 4, BCCC Holiday Calendar is being revised to include the missing holiday.
- F. Faculty Senate (Mr. Edward Ennels)

**Action:** The Board unanimously voted and approved Board Actions/Consent Agenda with above listed revisions.

**II. New Business**

**Sabbatical Leave**

Dr. Bob Iweha, on behalf of Dr. Tonja Ringgold, presented the request for Sabbatical Leave for Dr. Solomon Iyobosa Omo–Osagie, II.

Dr. Omo-Osagie requests approval for Sabbatical Leave to conduct research for a new book, *“While in the Wilderness: Essays on Empowerment, Perseverance, and Hope”*.

Dr. Omo-Osagie’s objective is to travel to California, Utah, and Arizona, using the wilderness as a metaphor, and the above listed areas as symbolic, to areas where the appearance seems to be that nothing good can come from when in fact good things do come from these areas. Dr. Omo-Osagie wants to study his theory that good things can and do come out of areas that appear to be discord.

The Board inquired as to if consideration was given to local areas such as Sandtown Winchester to conduct the desired research and how will this study be used in his teaching. Dr. Omo-Osagie’s responded that he would use the research as a motivational approach to BCCC students to fuse encouragement to students that good things can and do arrive out of discord environments.

This will be Dr. Omo-Osagie second sabbatical request with the first being ten year ago which was granted for his research for completion of his PhD dissertation at Morgan State University in history and publication of commercial poetry discussion.

**The Board unanimously approved the request for sabbatical leave for Dr. Solomon Omo-Osagie.**

**Action: The Board unanimously voted and approved the request for Sabbatical leave for Dr. Solomon Omo-Osagie.**

**III. PRESIDENT’S REPORT \***

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

Development of the President’s Report is compiled of monthly reports from President’s Staff that denote the activities, challenges, and achievements of the divisions and his engagements for the month.

Hosting of the BGE CEO Mr. Calvin Butler as the keynote speaker of the YearUp Graduation.

Support of BCCC faculty and staff attendance to the Women’s and Men’s Basketball games.

Announcement of the 70<sup>th</sup> Anniversary of BCCC at the GBC Legislative Session.

The Board inquired as to what outreach to BJC, CCBC, BCCC Alumni has been made for the 70<sup>th</sup> Anniversary. Dr. Ebrahimi responded that surveys have been sent out in regards to connecting with past BCCC Alumni, invitations will be sent via Eventbrite. Dr. Ebrahimi also gave a verbal agenda of the 70<sup>th</sup> Anniversary kick off on February 3, 2017. The Board encouraged Dr. Ebrahimi to utilize the

Board for assistance in capturing Alumni and others for attendance at the kickoff event on February 3, 2017 from 1 – 3 p.m. Dr. Ebrahimi responded that the invitee list is over 4,000 names that include partnership entities as well as alumni.

The Board inquired as to the timeline for announcing the partnership with Achieving the Dream. Dr. Ebrahimi responded that Dr. Ringgold is awaiting the “greenlight” from Achieving the Dream to announce that BCCC is a partnering institution, which will more than likely be done after the BCCC attendance of the Achieving the Dream Conference from February 21 – 16, 2017.

The Board inquired as to if the 70<sup>th</sup> Anniversary would afford the opportunity to raise money for the Foundation and if a symposium scheduled. Dr. Ebrahimi responded that a symposium has not been scheduled as of yet; however, proposed dates are for April of May. As for the opportunity to raise money for the Foundation, Dr. Ebrahimi responded that she will be working with Interim Vice President Dawn Kirstaetter and Director of Development Vanessa Bell on donations from partnerships and alumnus.

The Board suggested that the symposium be considered for the beginning of the next academic year. Dr. May responded that the Boards suggestion would be considered.

Dr. Yeary announced that Dr. May would be honored by the Afro American Newspaper on February 23, 2017.

## **UPDATES**

- A. Enrollment – Dr. Weber reported that today’s numbers reflect an even percentage for enrollment. Dr. Weber and other Student Affairs staff participated in registration over the week and weekend and plan to continue efforts to increase enrollment.

Dr. Yeary stated that the even percentage is a huge improvement and inquired as to what the trend of enrollment for community college. Dr. Weber stated that it was too early to state; however, when the economy is high enrollment increases and when the economy is low enrollment declines Dr. Weber states that she is encouraged that enrollment would increase for the Spring semester.

The Board inquired as to if the daycare for students was at capacity. Dr. Weber was not able to respond but stated that she would follow up and report back to the Board.

Dr. May reported that he had the opportunity to read to the children in the daycare center last week and estimated that there were about 12 children present but to his understanding that there is usually about 20 children.

## **B. Active Search List**



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

**Closing Remarks:**

Dr. Yeary stated that a statement regarding an ongoing consideration that is currently happening between Baltimore City Public Schools System (BCPSS) and BCCC regarding Renaissance High Scholl is incomplete although parts of this discussion was mentioned in the Baltimore Sun Papers and on WMAR TV. The action is postponed until further conversations are completed.

**IV. MOTION FOR ADJOURNMENT**

The Board of Trustees meeting adjourned at 4:50 p.m.

**IX. NEXT MEETING**

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

**ATTENDANCE:**

Dr. Gordon F. May, President

**BCCC Staff Present:**

Ola Akinkuowd, Tope Aje, Leslie Allen, Nicole Becketts, Elena Berrocal, Vera Brooks, Leslie Brown, Maria Cazabon, Daniel Coleman, Nassim Ebrahimi, Patricia Edwards, Edward Ennels, Lauren Gilwee, Charlene Gray, Valerie Grays, Nana Gyesie, Eileen Hawkins, Kemberly Henderson, Will Hug, , Joseph M. Hutchins, Bob Iweha, Samuel Lzume, David Xudong Jin, Brian O'Connell, Scott Olden, Solomon Iyobosa Omo-Osagie, Anil Malaki, Gregory Mason, , John T. McCoy, III., Karen Mobley, Tina Mosley, Shaunta Rao, Dr. Tonja Ringgold, Sylvia Rochester, James Revis, Khadijat Sanusi, Daviedra Sauldsberry, Benita Scott, Sheila Scott, William Shipley, Sabina Silkworth, Daphne Snowden, Chardai Stokes, Gerren Toliver, Chima Ugah, Crystal Washington, Tom Wamalwa, Dr. Marguerite Weber, Dennis Weeks, Jeff White, Vincent Whitmore, Brenda Wiley, Andre Williams, Michelle Williams, Leonard Willis, Juanita Wingo, Diana Zilberman,

**Others Present:**

Devone Delly, SGA President Akilah  
Radford, SGA  
M. Scott, BCCC 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 January 24, 2017, in the President's Conference Room to discuss real estate, personnel and to obtain legal advice.

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

Respectfully submitted,

Gordon F. May, PhD  
President/CEO

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TAB 3



BOARD AGENDA  
TAB 3 – INFORMATION  
FEBRUARY 28, 2017

# NO COLLEGE CONTRACTS

TAB 4



**BOARD AGENDA  
TAB 4 – INFORMATION  
FEBRUARY 28, 2017**

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

***BCCC Welcome Week***

**January 23, 2017**

**“I AM BCCC”**: The Office of Student Life and Engagement and the Student Government Association welcomed new and returning students back for the spring semester. The students were greeted by staff, faculty and student volunteers that provided information and assistance. Morning and afternoon snacks were given to students which included hot and cold beverages, and healthy snack bars. The Welcome Week Greeters will continue these services throughout the remainder of the week. Students were also able to sign-up to see an afternoon or evening showing of the movie “Fences”. The theme for the spring Welcome Week was “I AM BCCC”.

**January 24, 2017**

**“Student Services and Clubs and Organizations Day”**: Representatives from the Anthropology and Sociology Club, Ascenders Club, BCCC BioPark Biotech Student Society (B2S2), Computer Technology Club, Criminal Justice Association Club, History Club, NAACP Club, Veteran’s Club, Student Support and Wellness Services, Bard Library, Career Development and Employment Services, Center for Academic Achievement, Disability Support Services Center, The Office of Judicial Affairs and Title IX and the Office of Student Life and Engagement had tables with updated information for the campus community. Students representing their clubs and organizations were also given “I AM BCCC” shirts to wear.

**January 25, 2017**

**“Welcome Back Lunch”**: The Office of Student Life and Engagement in conjunction with the Student Government Association sponsored a “Welcome Back Lunch” of chicken and rice in the Student Atrium. Also on this day, ten (10) vendors displayed and sold their various products to the campus community. This was also the last day to sign up to see one of the showings of the movie “Fences”.

**January 26, 2017**

**“Fences”**: A bus trip was sponsored by the Office of Student Life and Engagement and the Student Government Association to see the movie “Fences”. Students chose between an early afternoon and evening time to see the movie at the Hoyts Cinema in Linthicum, MD. A total of 31 participants enjoyed seeing this 2017 Academy Award nominated film.

### **January 27, 2017**

**“MLK Jr. Day of Service”:** Students volunteered to read in the morning and afternoon to the children at the Clarence W. Blount Development Center. The Students that participated and read to the children received special t-shirts for volunteering their time.

### **January 31, 2017**

**“The BCCC BioPark Biotech Student Society (B2S2)”:** A meeting was held to introduce new and returning students to the club. A fun game of Science Jeopardy was played and lunch was provided by the club members for their guests. The meeting was held at the BioPark campus.

### **February 3, 2017**

**“BCCC 70<sup>th</sup> Anniversary Kick Off”:** Several representatives from the SGA and student clubs and organizations volunteered to help set up for the anniversary celebration and worked the day of the event.

### **February 8, 2017**

**“Student Advocacy Day in Annapolis, MD”:** Thirteen student leaders from Baltimore City Community College, together with President Dr. May, Jeff White Jr., (Director of Student Life and Engagement), Valerie Grays, (Student Life Advisor), Shanetta Paskel, (President’s Staff), Chris Falkenhagen (BCED), and William Fleming,(IMAR) attended the Maryland Association of Community Colleges’ (MACC) Student Advocacy Day. Our student advocates were given the distinct privilege of meeting with legislators where they could share their passion for Baltimore City Community College and education. They got the opportunity to sit in on a legislative session and their presence was acknowledged from the floor.

### **February 9, 2017**

**“Gifted Club Painting Event”:** The Gifted Club sponsored a Paint and Chill event in the Tranquility Lounge. The event was well received by the college community as there were 28 guests in attendance. Students and staff were able to show off their art skills by painting a set model prepared by the club. Light refreshments were also provided for the guests.

### **February 10, 2017**

**“Community Service – “Helping Up Mission”:** Five student and staff volunteered on Friday evening at the Helping Up Mission in downtown Baltimore. The Helping up Mission is an organization that helps to support men fighting drug addiction and homelessness in the community. The students and staff served the evening meal to the men of the community.

**TAB 5**





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

1. **Incorrect Uniforms Ordered for Bargaining Unit Employees:** Uniforms for employees in facilities and housekeeping were finally ordered and delivered on Feb 3, 2017. It turned out that all the shirts and pants ordered were in the exact same colors. It has taken such a long time for the College to be able to finally place the procurement order and to get the much needed uniform replacement for employees. It is very disappointing that despite assurances that there were to be no changes in uniforms we now have a situation like this. It is a problem. It took almost 3 years of discussion at Labor Management Committee meetings and at no time was mention made of changes to uniform color since it is specified in the MOU what color is needed for employees in certain work areas. Union has requested clarification from management about how this error could have occurred. VP Calvin Harris is investigating the problem and will get back to us on the issue.
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 education and 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. Urgently required is a fair assessment of the College's classification scales so that current Bargaining Unit employees are not unfairly treated; a salary equity study is needed.

TAB 6



**Baltimore City Community College  
Report of the Faculty Senate to the Board of Trustees  
February 28, 2017**

**Spring 2017 Faculty Academy – Friday, January 13, 2017**

102 Faculty attended the Spring 2017 Faculty Academy. Our theme for 2016 -2017 academic year is the Connect! Create! Engage! I had an excellent planning committee help me organize this day and would like to give KUDOS to Dr. Diana Zilberman, Prof. Johan Vance, Dr. Shawn Lane, Dr. Daphne Snowden, Prof. Linda Benjamin, Mr. D. Fitzgerald, and Mrs. Crystal Washington. Our keynote speaker was Dr. Herbert Muse, Associate Director for E-Learning at Montgomery Community College. Dr. Muse topic was “Open Education Resources” to address a growing problem on college campuses. Since 1978 textbook costs have risen 812%, much higher than medical services and home prices; Textbooks can cost about 40% of tuition in a given year. Open Education Resources (OER) are educational resources available to instructors and students across a wide variety of courses for free or at a reduced cost. There are a number of college offering courses using OER that do not require the students to purchase textbooks. This is becoming a national trend to save students on cost of paying for textbooks. BCCC currently uses OER in its English, Math, and Science Courses. Following the guest speaker’s presentation, BCCC faculty from several departments demonstrated their use of Open Education Resources in their courses. These faculty included the following:

|             |   |
|-------------|---|
| Mathematics | Associate Dean Scott Saunders                     |
| Science     | Dr. Malathi Radhakrishnan and Dr. Kathleen Berlyn |
| English     | Professor Jà Hon Vance                            |

Dr. Ringgold informed the faculty that BCCC’s application to become an Achieve the College had been accepted. Achieving the Dream is the national, nonprofit leader in championing evidence-based institutional improvement. Conceived as an initiative in 2004 by Lumina Foundation and seven founding partner organizations, Achieving the Dream now leads the most comprehensive non-governmental reform movement for student success in higher education history. Together with its Network of over 200 institutions of higher education, 100 coaches and advisors, 15 state policy teams, and numerous investors and partners working throughout 35 states and the District of Columbia it is helping more than 4 million community college students have a better chance of realizing greater economic opportunity and achieving their dreams. Over the next several months training sessions will be offered to faculty, staff, and administrator on what it means to be an Achieve the Dream institution and what changes the College will need to make.

The afternoon sessions topics included the following:

- Using the Outcomes Functions in Canvas  
Prof. Linda Benjamin & Mr. Jeremy Harvey
- Copyright Policy, Fair Use and the TEACH Act: What All Faculty Should Know  
Dr. Diana Zilberman
- Judicial Affairs, Behavior Intervention Team (BIT), and Title IX: What You Need to Know  
Mr. Andre Williams

Dr. Katana Hall met with PREC Members, Program Coordinators, and Administrators for an update on Cycle III and IV Program Reviews and Evaluations. Faculty receive 8 hours of professional development for the day's event.

### **Monthly Meeting with Dr. Ringgold – Thursday, January 19, 2017**

I had a very productive meeting with Dr. Ringgold on the following issues:

- Program Coordinator Contract
- Release Time and Overloads
- Pro-Rated Contracts for Classes with Low Enrollment
- Online Courses and Disabled Students
- Education Plans and Semester Course Sequencing
- Education Plan and Advising
- Semester Course Offerings and Sequencing Based on the Educational Plan
- Standard Process and Procedures for Course Scheduling and Cancellation

Dr. Ringgold was very receptive to suggestions from the Senate Executive Council and stated that she is working very closely with the Deans and Associate Deans to ensure uniformity across the division in the implementation of policies and procedures.

### **Monthly Meeting with Dr. May – Thursday, February 2, 2017**

I had a very constructive meeting with Dr. May. We discussed the following issues of concern:

- Ongoing vacant position in Academic Affairs
- BCCC serving as a permanent location for Renaissance Academy
- Funding for Academic Program and resource allocation

Dr. May shares the concerns of the faculty and looks forward to address them with his administrative team. The Faculty Senate leaderships looks forward to collaborating with the President and Vice President of Academic Affairs in order to maintain and protect a college environment conducive to the growth of scholarship, learning, teaching, service, and respect for human dignity and rights.

### **Faculty Senate Meeting scheduled for Wednesday, February 15, 2017 from 12:00pm to 1:30pm (LSB Rm. 120).** The agenda for the meeting will include:

- Voting on Candidates for Professor Emeritus (We have three candidates that the Senators will be voting on in our next SEC meeting on Friday, February 10, 2017)
- Finalizing the Program Coordinator Contract (which was table from the last Faculty Senate meeting)
- Discussion of budgetary impact on Academic Programs - I am asking for all Program Coordinators to attend this Senate meeting to share issues and concerns regarding your program(s).
- Voting on the recommended changes to Promotion Policy and Procedures.

### **Good News Items**

**Prof. Marianna Gleger** reports that Mr. Troy Cottrell, a robotics graduate 2 years ago, got promoted twice at the AMAZON North East Distribution Center in the City of Baltimore since he was hired right after graduating from BCCC. Now Troy is making \$61,000 plus benefit.

On February 10, 32 STEM Scholars will go to the BEYA STEM Global Competitiveness conference in Washington, DC and will stay for two days at Washington Marriott Wardman Park hotel. Students will attend the career fair and meet top employers, take advantage of onsite resources designed to enhance job search, as well as to get tools for a successful STEM career.

Respectfully Submitted,

Prof. Edward Ennels  
President of the Faculty Senate

TAB 7



BOARD AGENDA  
TAB 7 - ACTION  
FEBRUARY 28, 2017

# NO PUBLIC PRESENTATIONS

TAB 8





BOARD AGENDA  
TAB 8 - INFORMATION  
FEBRUARY 28, 2017

# NO COLLEGE POLICIES

**TAB 9**



BOARD AGENDA  
TAB 9 - INFORMATION  
FEBURARY 28, 2017

# NO NEW BUSINESS

TAB 10



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

Although hardly an exhaustive list, the items below represent some of my meetings, activities, and new/enhanced partnerships since my January Report to the BCCC Board of Trustees.

- a) Attended the Board of Public Works meeting on January 25, 2017 where approval was given for BCCC to develop a Request for Proposal to demolish and redevelop the Bard Building in downtown Baltimore.
- b) Met with Senator Nancy King on January 26, 2017 to discuss BCCC's upcoming Senate Budget Hearing.
- c) Met with Baltimore City Public Schools System officials to discuss partnership opportunities for early college high school and expanded dual enrollment opportunities.
- d) Met with DLLR Secretary Kelly Schulz on ways to expand BCCC's participation in the Employment Advancement Right Now (EARN) grant process. This was a joint meeting of our respective staffs.
- e) Met with Baltimore City Councilman Leon Pinkett on January 30, 2017 at City Hall.
- f) Attended the MACC Legislative Committee meeting/reception on January 30, 2017 in Annapolis.
- g) Met with Senator Barbara Robinson on January 31, 2017 in Annapolis.
- h) Met with Senators Kasemeyer and Madaleno, (Chair and Vice Chair of the Senate Budget and Taxation Committee), on February 2, 2017 in Annapolis.
- i) Attended the 40<sup>th</sup> District Night in Annapolis on February 6, 2017. This 11<sup>th</sup> annual event was hosted by Senator Barbara Robinson and Delegates Conaway, Hayes, and Mosby.
- j) Attended the Associate Builders and Contractors (ABC) /BCCC meeting on February 7, 2017 to discuss possible apprenticeship opportunities for BCCC students in the building trades.

- k) Met with Department of General Services (DGS) Secretary Churchill and his staff regarding BCCC projects on February 10, 2017.
- l) Participated in Mayor Catherine Pugh's meeting with local college/university presidents on February 13, 2017.
- m) Participated in the Coppin State University (CSU)/BCCC meeting to discuss new and expanded partnerships on February 13, 2017.
- n) Provided testimony at our Budget Hearing before the Senate Budget and Taxation Sub-committee in Annapolis on February 16, 2017.

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

- 1) Academic Affairs Vice President, Dr. Tonja Ringgold reports that BCCC's Accounting Program has been ranked as one of the top 40 Accounting Online programs nationwide among two-year colleges by [affordablecollegesonline.com](http://affordablecollegesonline.com). BCCC is the only Maryland community college accounting program ranked in the top 40.

Dean Snowden met with Michael Thomas (BCPSS) to discuss Career Technical Education (CTE) career pathway programs between BCPSS and BCCC.

Shayla Hunter updated the Educational Plan Manual which has been disseminated to students, faculty, and staff this Spring 2017 semester.

Juanita Wingo, Director of the Center for Academic Achievement, developed the Spring 2017 Better Workshop Series to include all workshops presented during the semester (in one-week modules) as a refresher and preparation for final exams.

Dean Scott Olden and Associate Dean Dorothy Holley presented the Nursing 4.0 Grant 2016 results at the MACC 7<sup>th</sup> Annual Summit on Completion at the Community College of Baltimore County on December 2, 2016.

Library Director Xudong Jin served as General Director of the Baltimore Chinese School 2017 Chinese New York Gala on January 21, 2017. This successful event attracted more than 800 attendees.

- 2) Vice President of Student Affairs, Dr. Marguerite Weber developed a proposal for an alternative to ACCUPLACER placement testing and a plan to address high school students who make late choices to not start college in the fall (roughly 43% of the graduating class). This proposal (yet to be fully vetted) addresses concerns voiced by CollegeBound counselors and the Baltimore City Public Schools System.

Developed the Student Affairs Leadership Professional Development Plan for the Spring 2017 semester.

The Men's and Women's Basketball Teams have qualified to play in the championship round of the MDJUCO Post-Season Tournament at Chesapeake College.

Career Development and Employment Services has identified and established contact with 25 potential employment and internship opportunities for BCCC students including Lockheed Martin, Northrop Grumman, Sinclair Broadcast Group (Fox 45), Textron Inc., and the Maryland Chamber of Commerce.

Admissions, (in conjunction with BCPSS) hosted the Dual Enrollment Information Session for 45 students and their parents.

Student Support and Wellness Services is reaching out to over 20 community resources for a Resource Fair (to be scheduled in March 2017).

- 3) Vice President of Business and Continuing Education Division (BCED), Gregory Mason, reports that 1,955 FTE (75% of the FY 2017 goal) has been generated.

Presented on Sustainable Urbanization and Workforce Development at the National Conference of the National Council for Science and the Environment in Washington, DC.

BCED has served 6,953 (unduplicated headcount) students to-date in FY 2017. English Language Services (39%), Adult Basic Education (29%), and Community Education Services (7%) are the representational percentages for this cadre of students.

- 4) Interim Vice President of IAMR, Dr. Nassim Ebrahimi, reports submitting the new Social Media Policy and Procedures for comment.

Co-chaired the 70<sup>th</sup> Anniversary Planning Committee. The successful kick-off Celebration was held on February 3, 2017 (the actual anniversary date).

Collaborated with Public Relations to launch the new weekly newsletter at BCCC.

The Grants Report for FY 2017 (July 1, 2016 through January 24, 2017) totaled \$5,216,201 in new and continuation/renewal awards combined. Continuation /renewal grants were \$4,622,042 while new awards were \$594,159.

Institutional Research coordinated the webinar and follow-up review/responses related to the EMSI Economic Impact Studies for BCCC and the State of Maryland.

Media and Community Relations served as exhibitor for Black History Month to display the Negro Baseball League. This display during February is located in the Main Building area between the Admissions Office and the Bookstore.

- 5) Interim CIO, Dr. Tom Wamalwa, shares that ITS created usage reports for BCCC, ERP, BCED, ITS, and HR.

ITS is making good progress on the data cleanup effort (identity clean-up).

ITS has performed the security list cleaning process.

- 6) Chief of Staff and General Counsel, Bryan Perry, Esq., (currently leading the Human Resources Department) reports there were approximately 11 workshops in January 2017 with 173 employees in attendance.

Employee Labor Relations facilitated 11 employee relations meetings (4 with managers, and 7 with employees).

There were 164 visitors to the Office of Human Resources in January 2017.

- 7) Interim Vice President of Advancement and Strategic Partnerships, Dawn Kirstaetter, organized meetings with Baltimore City agencies to expand and enhance our partnerships/relationships. These agencies include the Department of Human Resources, Department of Public Works, Baltimore Police Department, Baltimore Development Corporation, and the Mayor's Office.

Non-Profit Partnership meetings included Associated Black Charities, Leaders of the Beautiful Struggle, Living Classrooms, and St. Paul's Place.

Working with VP Mason to develop the Strategic Regional Workforce Development Partnership with CCBC and Humanim.

- 8) Chief Internal Auditor, Lyllis Green, assisted the Office of Legislative Auditors in their triennial fiscal compliance audit of the College. The State Auditors will be on-site at BCCC for approximately 220 days.

Attended the Chief Internal Auditor Roundtable for Maryland State Agencies on January 27, 2017.

- 9) The Director of Governmental and External Affairs has been coordinating our annual Senate and House Budget Hearings.

Scheduled multiple meetings with legislators for Dr. May in Annapolis.

Respectfully submitted,

Gordon F. May, PhD



**TAB 11**



## HR Active Search List As of February 20, 2017

**BOARD AGENDA  
TAB 11-INFORMATION  
FEBRUARY 28, 2017**

|    | Div  | PIN # | Position                                       | Search Committee Chair    | Date(s) posted | Status 1/13/2017                             | Status 2/20/2017               |
|----|------|-------|--|---------------------------|----------------|--|--------------------------------|
| 1  | AA   | 66821 | Assistant Professor, Cyber Security            | Dr. Yohannes Weldegiorgis | 07/21/2016     | Search Committee is Screening New Applicants | 1st Interviews Scheduled       |
| 2  | AA   | 66845 | Assistant Professor of Dental Hygiene          | Annette Russell           | 3/2/2016       | Search Committee is Screening                | Search Committee is Screening  |
| 3  | AA   | 69254 | Assistant Professor of Respiratory Care        | James Dyett               | 5/13/2016      | Search is Open                               | Selection Made, PAR Processing |
| 4  | AA   | 66715 | Associate Dean                                 | Karen Shallenberger       | 1/12/2017      | Search is Open                               | Search is Open                 |
| 5  | AA   | 66755 | Associate Dean of Health Professions           | Scott Olden               | 1/30/2017      | N/A  | 1st Interviews Being Scheduled |
| 6  | B&F  | 66986 | Sr. Budget Analyst                             | Michelle Williams         | 1/8/2016       | Search Reopened                              | Search is Open                 |
| 7  | B&F  | 66978 | Sr. Grants Accountant                          | Dr. Michelle Towson       | 10/26/2015     | 1st Interviews Being Scheduled               | Selection Made, Awaiting PAR   |
| 8  | B&F  | 66639 | Director of Facilities and Management Planning | Dr. Maria Cazabon         | 7/21/2016      | 2nd Interviews Scheduled                     | Selection Made, Awaiting PAR   |
| 9  | B&F  | 66837 | Police Officer II                              | Leonard Willis            | 1/27/2017      | N/A  | 1st Interviews Scheduled       |
| 10 | B&F  | 66997 | Building Security Officer                      | Leonard Willis            | 1/27/2017      | N/A  | 1st Interviews Scheduled       |
| 11 | B&F  | 66655 | Director of Public Safety                      | Jeff White                | 7/21/2016      | Selection Made, PAR Processing'              | Selection Made, PAR Processing |
| 12 | IAMR | 66665 | Grants Specialist                              | Vanessa Bell              | 9/16/2016      | Search Committee is Screening New Applicants | Search Reopened                |
| 13 | IAMR | 66946 | Senior Research Analyst                        | Diana Zilberman           | 12/2/2016      | Search Committee is Screening                | Search Reopened                |
| 14 | SA   | 66669 | Registrar                                      | Dr. Enyinnaya Iweha       | 12/15/2016     | Search Committee is Screening                | 1st Interviews Scheduled       |
| 15 | SA   | 66903 | Financial Aid Specialist                       | Vera Brooks               | 1/5/2017       | Search Committee is Screening                | Selection Made, PAR Processing |
| 16 | SA   | 66925 | Financial Aid Specialist                       | Vera Brooks               | 2/14/2017      | N/A  | Search is Open                 |
| 17 | BCED | 76595 | Community ESL Coordinator                      | Shawnette Shearin         | 1/27/2017      | N/A  | 1st Interviews Scheduled       |
| 18 | PO   | 72350 | Telecom & Communications Specialist            | Maria Cazabon             | 9/22/2016      | Search Reopened                              | Selection Made, PAR Processing |



## HR Active Search List As of February 20, 2017

**BOARD AGENDA  
TAB 11-INFORMATION  
FEBRUARY 28, 2017**

|    | Div       | PIN #        | Position                  | Search Committee Chair | Date(s) posted | Status 1/13/2017              | Status 2/20/2017   |
|----|-----------|--------------|---------------------------|------------------------|----------------|-------------------------------|--------------------|
| 19 | <b>PO</b> | <b>66916</b> | HR Compliance Coordinator | Michelle Williams      | 1/6/2017       | Search Committee is Screening | Search is Reopened |