



Board of Trustees

Open Session

Tuesday,

January 24, 2016

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, January 24, 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, January 24, 2017 Agenda.....[TAB 1](#)

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

A. Approval of the November 22, 2016 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](#)

A. Sabbatical Leave (Dr. Tonja Ringgold).....(ACTION)

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

A. Updates (INFORMATION)

▪ Enrollment Report (Dr. Marguerite Weber, Vice President of Student Affairs)

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

(INFORMATION)

VIII. MOTION FOR ADJOURNMENT

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

IX. NEXT MEETING: Tuesday, February 28, 2017, Mini Conference Center, Liberty Campus, 2901 Liberty Heights Avenue, Baltimore, MD 21215.

TAB 2



**BOARD AGENDA
TAB 2 – INFORMATION
NOVEMBER 22, 2016**

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
UNAPPROVED OPEN SESSION MINUTES
NOVEMBER 22, 2016 4 p.m.
Liberty Campus
Mini Conference Center**

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

Board Members Absent: Dr. Rosemary Gillett-Karam (via Conference Call),

- I. Dr. Yeary opened the meeting with the acknowledgement of the new Student Trustee, Ms. Olayeni Popoola. Ms. Popoola recognized and thanked peer student leaders who attended the National Student Leadership Conference, Mr. Devone Delly, SGA President, Mr. Mohammed Hussain, SGA VP, Ms. Patricia Best, Secretary of Computer Technology Program, Mr. Phillip Mensah, SGA Senator/PTK President, Ms. Jennifer Brown, SGA Treasurer, and Ms. Breanna Jennings. Acknowledgements and thanks to the Student Life staff, Mr. Jeff White and Ms. Valerie Grays.

Dr. Yeary asked that the student leaders introduced themselves including a brief statement of their majors and their plans for furthering their education. Ms. Grays shared that the BCCC students that attended the NSLC won an award for the longest, consistent school to attend NSLC for the past 10 years and the SGA President won the talent contest.

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

- A. Adoption of the November 22, 2016 Agenda
- B. Approval of the October 25, 2016 Minutes
- C. College Contracts – No College Contracts
- D. Student Government Association
- E. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President)
- F. Faculty Senate (Mr. Edward Ennels)

Action: The Board unanimously voted and approved tabs 1 through 6 of Board Actions/Consent Agenda.

III. Public Presentations

- A. Dr. May acknowledged VP Calvin Harris for presentation of the Finance Report for the first quarter for the College, WBJC, and Bookstore.

VP Harris reported that;

- In regards to the 2017 spending reduction, the State Board of Public Works approved an \$82 million budgetary spending reduction. Of that total, BCCC is required to reduce spending by \$750,000.
- Fund balance is not expected to be significant relief for any financial challenges. With few exceptions, operating budgetary funds will have to be the primary funding source to support the College.

Board Questions:

Dr. Gabriel

- Are all of the positions filled in the B & F area?
 - All but one position has been filled.
- Automobile/Boat donations, have we made any money from this type of donations?
 - The radio station implemented a program of this type and have received some donations. The college has not implemented a program of this type. At present, VP Harris was not certain as to the number of vehicles and/or boats that have been donated to WBRC. All donations were handled via the BCCC Foundation office.

Dr. Yeary

- In regards to the colleges spending are there plans to offset the college's deficit?
 - Adjustments vary by area and we have made some hard adjustments to travel and equipment purchasing. We strongly encourage each division to stay within the budget that was allotted to them in the designated areas/objects.
- In regards to enrollment, do you anticipate that this deficit may require the Boards consideration in regards to tuition, fees, or any other items in the near term?
 - We have built in some soft enrollment numbers in anticipation of budget adjustments; however, this question cannot be completely answered due to the timing of the year. We will try to consider all and any alternatives that can be considered.

*****The full financial report can be reviewed under Tab 7.***

B. Mission and Vision Statements (ACTION)

Dr. May introduced Dr. Nassim Ebrahimi to report on the revised Mission and Vision Statement and the Strategic Plan.

Mission and Vision Revision – Action Item

- Draft statements of the drafted mission and vision statements were shared with faculty and staff at the Fall Community Forum for feedback to enhance the current statement. The feedback was then shared with the Strategic Planning Council (SPC) and the College Wide Assessment Council (CWAC). The councils drafted mission and vision statements to reflect the feedback that was received and then shared with the Executive Committee of the SPC as well as BCCC students.

Final Draft Mission Statement:

Baltimore City Community College provides quality, affordable, and accessible education serving a diverse population, changing lives, and building communities.

Final Draft Vision Statement:

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

The feedback received resulted in the following proposed statements:

Proposed Mission Statement:

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

Proposed Vision Statement:

Baltimore City Community College is an innovator in providing quality career pathways and educational opportunities for a diverse population of learners to

exceed the challenges of an ever-changing competitive workforce and environment.

ACTION: The Board unanimously approved the revisions of the mission and vision statements.

Strategic Plan Report - Information

VP Ebrahimi reported on the FY 2016 Year-End Summary

Goal 1 – Student Success

The measures for the four objectives related to Student Success (Goal 1) are all 85% or more to target, with five showing an increase from FY 2015. Please note, FY 2018 targets for three of the measures were adjusted to align with the updated and Board-approved Performance Accountability Report benchmarks.

Goal 2 – Community, Business and Industry and Education Partnerships

One of the three measures for the 5 objectives related to Community, Business and Industry and Education Partnerships (Goal 2) has met the FY 2018 target. Additionally, partnerships have increased over 70%.

Goal 3 – Institutional Sustainability

The six objectives related to Institutional Sustainability (Goal 3) continue to be an area of emphasis for the College. The refreshed Strategic Enrollment Management and Retention Plan, new Facilities Master Plan, and ongoing professional development efforts exemplify the College's commitment to continued improvement.

Goal 4 – Technology

Nearly all of the measures for the four objectives related to Technology (Goal 4) have increased from FY 2015, with two exceeding the FY 2018 target.

Trustee Tildon inquired regarding sustainability and climate survey data. VP Ebrahimi responded that she will require assistance in this area as the instruments used from a third party skewed the results reflected on the scorecards included in this report.

Dr. Yeary inquired as to what the impact could be as a result of the information submitted to the JCR Team for their report. VP Ebrahimi responded that our report needs to stand alone as well as the JCR's report.

Trustee Hutchins inquired as to if the targets and benchmarks were either good or bad. VP Ebrahimi responded that some targets/benchmarking will be met before others; however, it will serve as a template for future strategic planning.

IV.PRESIDENT'S REPORT *

Dr. May stated that his report will stand alone as included in the book. However, he did want to share information that was not included in his report.

- An articulation agreement was signed with UB in a ceremony held on November 21, 2016 with President Kurt Schmoke for BCCC graduates to transfer to UB as juniors.
- Participated on November 10, 2016 Science Symposium and November 12, 2016 STEM Community Day. Both were very special events that showcased our BCCC students.
- BCCC was recognized by Maryland Online as the leading online community colleges in the state.

*Please see the November 22, 2016, Board Book for the full President's Report.

In addition to the information found in the President's Report

UPDATES

A. Enrollment

Dr. Marguerite Weber presented the Enrollment Report.

Dr. Weber stated that the enrollment from last fall was down about 6 percent.

Dr. Yeary inquired as to what contributes to the enrollment decline? Dr. Weber responded that she is looking at patterns and the melt (students that stated that they would enroll but did not), to gauge and develop strategies that meet the students' needs to ensure that students enroll. The melt average is about 267 students who did not enroll.

Dr. Weber stated that as we review patterns of the melt we will be able to close the gap and increase enrollment. Melt also results in students finding programs at other institutions, poor customer service, career pathways.

Dr. Southall inquired as to if the students that did not enroll were contacted to establish why they did not enroll. Ms. Rochester responded that communication with these students are done. Dr. Southall asked if these were personal calls or robo calls. Ms. Rochester responded that both

methods were used.

B. Middle States Update Report

Dr. Ringgold reported that the Middle States Commission accepted the Monitoring report and the next evaluation is scheduled for 2023-2024.

C. Active Search List

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

Closing Remarks:

I. MOTION FOR ADJOURNMENT

The Board of Trustees meeting adjourned at 5:11 p.m.

IX. NEXT MEETING

November 22, 2016, Liberty Heights Campus, Mini Conference Center

ATTENDANCE:

Dr. Gordon F. May, President

BCCC Staff Present:

Ola Akinkuowd, Nicole Becketts, Vanessa Bell, Linda Benjamin, Elena Berrocal, Vera Brooks, Leslie Brown, Maria Cazabon, Daniel Coleman, Keziah Colon, Deneen Dangerfield, Nassim Ebrahimi, Edward Ennels, Charlene Gray, Nana Gyesie, Adaria Hathaway, Eileen Hawkins, Kemberly Henderson, Dorothy Holley, Shayla Hunter, Joseph M. Hutchins, Bob Iweha, David Xudong Jin, Shelly King, Brian O'Connell, Scott Olden, Gregory Mason, Nemeka Mason, John T. McCoy, III., Karen Mobley, Shaunta Rao, Sylvia Rochester, Khadijat Sanusi, Daviedra Sauldsberry, Benita Scott, Sheila Scott, Sabina Silkworth, Daphne Snowden, Chardai Stokes, Chima Ugah, Tom Wamalwa, Dennis Weeks, Jeff White, Brenda Wiley, Michelle Williams, Leonard Willis, Juanita Wingo, Diana Zilberman,

Others Present:

Phillip Mensah – SGA
Breanna Jennings
Michael Scott
Patricia Best
Jennifer Brown
Mohammed Hussain – VP SGA
Devone Delly – President SGA

CLOSED SESSION

The Board voted unanimously, under the Open Meeting Act, State Government Article, and Section 10-508, to convene in Closed Session on November 22, 2016, 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
JANUARY 24, 2017

NO COLLEGE CONTRACTS

TAB 4



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

December 7, 2016 - Guest Author Series - The Bard Library/ Book Store Author's Series in conjunction with the Office of Student Life and Engagement and the Student Government Association welcomed guest author Joseph McCray, of the novel "Valuable". Mr. McCray, a Baltimore native, discussed his inspirational book on overcoming drug addiction. He passionately believes that each addict's (substance user) life is valuable and encourages the addict (substance user) to recognize his or her value. The program was held in the Student Affairs Atrium.

December 8, 2016 - Holiday Expo and Holidays around the World Display - the Office of Student Life and Engagement and the Student Government Association sponsored a day of holiday cultural awareness with poster displays created by the various student clubs and organizations. The day also included tables of local vendors selling their products just in time for the holiday season.

December 9, 2016 - Annual Kwanzaa Celebration - the Office of Student Life and Engagement, the Anthropology and Sociology Club, History Club, Education, Social and Behavioral Sciences Department and the Student Government Association held its annual Kwanzaa Event. Guest performers were Mr. Charles Dugger and the Lumalali Garifuna Drummers. The event was attended by 68 guests including students, faculty, staff and the local community. The event was held in the Student Café.

Clubs and Orgs.

December 5, 2016 - PTK Induction - The Phi Theta Kappa Fall induction was held in the auditorium of the West Pavilion. More than 50 guests attended this special induction and recognition of BCCC's students for their outstanding academic achievements.

December 8, 2016 - Computer Repair and Maintaining Your Computer Workshop - The Computer Technology Club sponsored a workshop on repairing and maintaining your computer. The guest presenter was Gurnish (Gary) Singh, owner of OmniTech Care. He has a wealth of experience in the computer repair business. Participants were able to bring their laptops for a self tune-up.

December 19, 2016 - Ascenders Club End of Year Social - The Ascenders Club held its annual End of Year Social in the Tranquility Lounge. Faculty, staff and students had an opportunity to socialize and celebrate the club's successes of the fall semester.

TAB 5



**BOARD AGENDA
TAB 5 - INFORMATION
JANUARY 24, 2017**

AFSCME Local 1870 Presentation to the BCCC Board of Trustees
Tuesday, January 24, 2017

1. **UNION LEADERSHIP WILL OFFER MOU TRAINING FOR PROFESSIONAL DEVELOPMENT CREDITS.** Information on such MOU Training workshops will be sent out through HR's Professional Development Coordinator so that all interested Bargaining Unit employees can sign up to participate.
2. **ESSENTIAL PERSONNEL:** Every year during the winter break and the winter months we have to fight for employees to get paid for the holiday along with essential personnel being called to come in to clean the campus. We are hoping this year, 2017, the College will have in place an efficient process to pay essential personnel staff correctly when they are called to remove snow/ice during closure due to inclement weather.
3. **PERFORMANCE EVALUATION:** We contacted HR recently about confusion in certain divisions of the College about 6-month evaluation of Bargaining Unit employees in January and February 2017. It would be an MOU violation unless it is specific instance where the employee is on a Performance Improvement Plan (PIP). Our alerting HR's Labor-Relations Specialist resulted in timely intervention and clarification to supervisors so that a crisis situation was avoided. Currently, Bargaining Unit employees are evaluated once annually (due by end-June).
4. **BCCC HOLIDAY CALENDAR:** The BCCC holiday calendar is incorrect for 2017 and 2018 the administrative leave day for which we get three every year one day is missing during the winter break. The calendar needs to be corrected and updated to reflect the approved leave dates.

TAB 6

Baltimore City Community College
Report of the Faculty Senate to the Board of Trustees

January 24, 2017

The Faculty Senate leadership is pleased to report productive meetings over the course of the Fall 2016 Semester with Dr. Gordon May, President of BCCC; Dr. Tonja Ringgold, Vice President of Academic Affairs; Mr. Calvin Harris, Vice President for Business and Finance; Mr. Byran Perry, Chief of Staff and General Counsel to the College. Significant Senate concerns have been addressed. The Faculty Senate Executive Committee prioritized its work through an inclusive process of strategic planning aligned with clear goals and objectives established by the Faculty Senate and the College.

The Senate Executive Committee has engaged the faculty in ongoing discussions regarding on a number of ongoing key issues throughout the Fall 2016 Semester. I have updated Dr. Ringgold and Dr. May on key issues of the Faculty Senate as expressed in my monthly Faculty Senate President's Report to the SEC. All issues are being resolved at the Vice President of Academic Affairs level. I commended the President on a successful College Wide Forum on November 16, 2016 where I was included as a panel member along with the President's staff to speak to the college faculty and staff about the JCR status, process, and next steps. The subsequent College-wide forum/JCR Listening on December 19, 2016 from 1:30pm to 2:30pm was well attended and very informative. In my next meeting with Dr. May, I will be sure to address the following issues raised by the SEC concerning the Joint Chairmen's Report:

- A clear list of Pro's and Con's regarding merging with the University System of Maryland.
- A clear understanding of what it means to merge with the University System of Maryland.
- What changes do we need to make as an institution if the College does not merge with the University System of Maryland?

Since my last report out to the Board in November, the Faculty Senate has addressed the following issues

21 vs. 26 Pay for Faculty

The College would like to eliminate the choice for new faculty to choose the 21 pay option while also converting the current 21 pay faculty to the 26 pay option. By having all employees being paid on the same schedule, the College eliminates the reporting issue of other agencies, health benefits are paid over 24 pay periods, errors are reduced from manual adjustments to reports and the College would avoid any complications for these employees associated with merging into the State's HR system such as incorrect or missing payrolls. Should the college decide to move forward with the proposal above, it would not take effect until the beginning of the Fall 2017 Semester.

Out of 108 faculty there are 11 faculty are currently opting for the 21 pay. I have emailed all 11 faculty regarding this issue and received responses from 6, which I compiled in one document

and forwarded to Dr. Ringgold and Mrs. Sabina Silkworth, BCCC Controller. The Senate Executive Committee chose not to issue a formal statement regarding the issues.

Pro-rate Contract for Classes with Low Enrollment

I asked Dr. Ringgold to look into the possibility of offering adjunct faculty a pro-rated contract for low enrolled courses that students need to graduate that cannot be merged with another course or offered as an independent study.

Difficulty in Hiring New Faculty

There is an issue with hiring new faculty as assistant professor because the salary is below what other colleges offer for the same position. I asked Dr. Ringgold if there was anyway offer a salary range instead of a fix salary and she said no. The salary advertised is non-negotiable. I will continue to push for a comprehensive salary study for faculty so that we get the pay we deserve and can attain highly qualified faculty to fill new positions.

Program Coordinator Contract and Evaluation Rubric

We are in the final stages of drafting an Academic Program Coordinator Contract and Evaluation Matrix. This document was a mandate from our Vice President for Academic Affairs who is seeking to ensure that Academic Program Coordinators are aware of their specific responsibilities in the oversight of their degree 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 will be included in the final draft.

With the full Board's approval, we would like the contract/evaluation matrix to be implemented during the Fall 2017 to Spring 2018 Academic Year.

Recommendations for Stackable Certificates and New Degree Program Offerings

The need for new certificates and programs to supplement our current offerings at BCCC is paramount for increasing student enrollment. Stackable certificates within existing degree programs have proven to increase retention and completion rates for degree seeking students and cost the college nothing except a nominal MHEC processing fee. Here is an area where the faculty can make a huge contribution to the growth of the institution as the courses and instructors are already in place. An Ad Hoc committee was approved by the SEC in October to address this issue and report out at the end of the fall semester. This committee examined possibilities for the development of new offerings by first examining current programs and then determining which of these could be modified for offering a certificate within the current course curriculum (stackable certificates). Second, possibilities for any brand new certificates or programs were also considered.

Committee members met with faculty program coordinators, associate deans, and deans to discuss certificate and degree program possibilities in their respective areas.

The findings and suggestions were presented to the SEC in December and then forwarded to the Vice President for Academic Affairs, Deans, and Associate Deans to consider.

Release Time and Overloads

Assigned release time and overload pay continues to be an issue across departments. This semester only program coordinators, Faculty Senate President and Vice President, along with select Faculty Senate standing committee chairs were approved for release time. The administration agreed that program coordinators could get one overload within the time guidelines and all other faculty could receive up to two overloads as stipulated in The Faculty Teaching Guidelines Items C, D, and E on page 52 of the Faculty Handbook. It appears that some associate deans are withholding overload instead of assigning "overload teaching assignments based upon the need and best interest of the students, department, and college" (p. 52). Productivity and quality work are enhanced through incentives and fair compensation. I am aware of the cost that the College incurs for a single faculty when an adjunct has to be paid to cover classes that would have otherwise been taught by a faculty on release time. It is time to revise the policy on release time and overload pay to ensure efficiency, more targeted resource allocation, and fair compensation.

Faculty Senate American Education Week Faculty Luncheon

The Faculty Senate hosted its first American Education Week Faculty Luncheon on Friday, November 11, 2016, where we honored our BCCC faculty for their service to the College and students. Forty-six faculty attended the event hosted by the Faculty Affairs Committee under the leadership of Faculty Affairs Committee Chair Dr. Edna Street-Jones and her committee members: Mr. D. FitzGerald Smith, Professor Latonia Moss, Dr. Natalilya Reznichenko, and Professor Shannon Stiffler.

It is my hope that this will be an annual event of the Faculty Senate hosted every year during American Education Week. Great work went into ensuring that this event was befitting of our talented and committed BCCC faculty who deserve nothing less than the best. In addition to an excellent meal catered by ROUGE Fine Catering, each faculty received a notebook portfolio in a black case as a thank you gift. Administrators also attended the luncheon and shared greetings. The faculty listed below received special honors for their proven leadership, scholarship, commitment to the core values of teaching excellence, and mentorship.

Professor Linda Benjamin	Professor Ed Jackson	Dr. Malathi Radhakrishnan
Professor Lorraine Brown	Dr. Kathleen Kennedy	Dr. Boyd Servio-Mariano
Professor Theron Coleman	Dr. Shawn Lane	Professor Jà Hon Vance
Professor Angelique Cook-Hayes	Dr. Yun Liu	Professor Cortez Walker
Professor Terry Doty	Dr. Rose Monroe	Dr. Karen Shallenberger
Dr. Katana L. Hall	Professor Frederick Paraskouvakis	
Professor Charmaine Holt	Professor Naesea Price	

Respectfully Submitted,
Prof. Edward Ennels
President of the Faculty Senate

TAB 7



BOARD AGENDA
TAB 7 - ACTION
JANUARY 24, 2017

PUBLIC PRESENTATIONS

TAB 8



BOARD AGENDA
TAB 8 - INFORMATION
JANUARY 24, 2017

NO COLLEGE POLICIES

TAB 9



BOARD AGENDA
TAB 9 – ACTION
JANUARY 24, 2017

FACULTY REQUEST FOR SABBATICAL LEAVE

Dr. Tonja L. Ringgold, Vice President for Academic Affairs/ALO

The following request for sabbatical leave is made on behalf of Dr. Solomon Iyobosa Omo-Osagie, II. Pertinent information relating to this request is noted below:

Name of Applicant: Dr. Solomon Iyobosa Omo-Osagie, II

Date Hired: March 16, 1998

Department: Education, Social and Behavioral Sciences

Teaching Area: History, Political Science, and Theology

Degrees Earned: PhD – History, Morgan State University – May 2007
MA – Theology, St. Mary’s Seminary & University of Maryland – May 2007
MA – Political Science, Bowling Green State University – August 1994
BS – Social Science, Coppin State University – May 1993

Occupational Experience: American and African American History, World History, Public Policy, Politics/Government, and Old and New Testament Theology.

Start and Completion Dates for Sabbatical Request: Start: August 2017
End: December 2017

Purpose of Sabbatical: To conduct research on a new book tentatively entitled “*While in the Wilderness: Essays on Empowerment, Perseverance, and Hope.*” This book will require a significant amount of field research travel and time. Dr. Solomon Iyobosa Omo-Osagie, II, plans to spend time in the wilderness in the west coast of the United States to better amplify and merge the theoretical premise of the book with practical realities of a wilderness encounter. Dr. Omo-Osagie contends that “*Wilderness, as applied in theology, is often used as a metaphor in relating the struggles that people have when they feel that their lives are at a standstill. That feeling remains only for a period. The change that comes thereafter is divine providence rooted in reaffirming hope and faith and belief in the Sacred Text full of empowering declarations that lead to perseverance that produces hope.*” Spending time in the wilderness will further enhance the objective of the book.

RECOMMENDATION: It is recommended that the Board of Trustees approve Dr. Solomon Iyobosa Omo-Osagie, II’s request for sabbatical for the period of August 2017 to December 2017.

BALTIMORE CITY COMMUNITY COLLEGE

Request for Sabbatical Leave Form

Office of Academic Affairs

* HR, and Academic
Affairs

BALTIMORE CITY COMMUNITY COLLEGE

REQUEST FOR SABBATICAL LEAVE

Please complete, sign, and submit to your Associate Dean no later than 11/1/ 2016.

Name: Solomon Iyobosa Omo-Osagie II Date Hired: 16 March 1998

Department: Education, Social and Behavioral Sciences

In which areas are you qualified to teach? History, Political Science, and Theology

Degrees earned	School	Date
PhD, History	Morgan State University, MD	May, 2007
MA, Theology	St. Mary's Seminary and University, MD	May, 2007
MA, Political Sciences	Bowling Green State University, Ohio	August, 1994
BS, Social Sciences	Coppin State University, MD	May, 1993

Occupational Experience

Skill Area: American and African American History, World History, Politics/Government, Old and New Testament Theology, and Public Policy

Months of full-time experience: 180 months

For which period of time do you want this leave? Give starting and completion dates:

From August	2017	to	December	2017
Month	Year		Month	Year

1. What do you propose to do and accomplish during the sabbatical leave?

I will be spending my sabbatical leave to conduct research on a new book tentatively entitled *While in the Wilderness: Essays on Empowerment, Perseverance, and Hope*. This book will require a significant amount of field research travel and time. I plan to spend actual time in the wilderness on the west coast of the United States to better amplify and merge the theoretical premise of the book with practical realities of a wilderness encounter. Wilderness, as applies in theology, is often used as a metaphor in relating the struggles that people have when they feel that their lives are at a standstill. That feeling remains but for a period. The change that comes thereafter is divine providence rooted in reaffirming hope and faith and belief in the Sacred Text full of empowering declarations that lead to perseverance that produces hope. Spending time in the wilderness will further enhance the objective of the book.

2. If your goal is to continue your academic studies, please complete the following.

A. Have you already applied and been accepted into a specific program?

Yes _____ No X [This research is not related to the completion of an academic degree program]

1) If yes, identify the program and the degree you desire. Also, list the number of credits you must earn to achieve this degree and when you propose to complete all work for this degree.

_____ Not applicable _____

If no, what are your plans?

_____ My plan is to produce an academic work on this topic that would be added to the body of theological scholarship _____

3. If your goal is to acquire more occupational experience, have you already made arrangements to work with a specific firm or firms? Yes _____

No X

A. If yes, name the firm or firms.

_____ Not applicable _____

B. If no, at what firm or firms are you contemplating seeking employment?

_____ Not applicable _____

C. Describe your proposed job description at the firm or firms?

_____ Not applicable _____

4. How will this sabbatical leave improve your teaching skill in your present assignment?

This sabbatical leave would enhance and improve my teaching skills. My field experience would enable me to combine my formal and informal training and experience in theology as BCCC prepares to offer a new program of study in Religious Studies. As the West coast of the United States is replete with history in the overall story of America, my time spent in this part of the country would add new and fresh perspectives and interpretation of the American West. There is so much history in this part of the nation. I intend to incorporate these new historical perspectives into my teaching of American history. Specifically, the new scholarship that I learn about will enable me to structure both my history and religious studies courses in ways that will empower students and broaden their minds.

5. Will this sabbatical leave enable you to be retrained for other teaching assignments?

No, I would not need to be re-trained with this sabbatical leave in my teaching assignments at BCCC. In fact, the sabbatical leave will add to my skills and the book publication that will result from it will enhance the College's reputation.

6. Specifically, how will this sabbatical leave benefit students at BCCC?

This sabbatical leave would benefit the students at BCCC because my knowledge and discovery of new scholarship and historical and theological analyses would broaden and deepen their understanding and appreciation of history and theology. Specifically, I would be able to teach students how to identify and utilize primary sources. I would also be teaching them how to incorporate first hand observational account into new scholarship. As I research cutting edge historical interpretations and bring these interpretations to my teaching at BCCC, the students would benefit from being exposed to high scholarship. My experience would benefit and motivate students in knowing that they would have standing before them someone who has identified, researched, and published new scholarship. My experience will raise the bar of academic standards and expectations, which will in turn help prepare them before they get to their four-year college destinations. Specifically, this sabbatical leave would inspire students to aim high in their own academic journey. They do not have to search the internet to read about book and published authors and scholars. They would have one right before them.

7. Specifically how will this sabbatical leave benefit your department?

This sabbatical leave would benefit the department through my acquisition of new knowledge thereby strengthening the College's standing among its peers as well as accreditation. Specifically, the skills that I acquire during my sabbatical leave in addition to my formal training as a theologian will help the department in developing new and improving the curriculum for Religious Studies. Also, a vast majority of the full-time faculty in the department has terminal degrees making it one of the most content-centered departments at BCCC. Many of the faculty members in the department are research oriented because of their recognition that research complements effective and content-based teaching and learning.

8. Specifically, what long-term benefits will accrue to the College because of this sabbatical leave?

The College would benefit from my sabbatical leave in the long-term. First, I would be gaining new skills and enhancing my current skills, all of which will make me a stronger and more effective professor. Second, my affiliation with the institution would be prominently displayed in the publication that will result from my sabbatical leave. Third, the College's standing as a place of serious academic learning with faculty engaged in original research will be enhanced in the eyes of external entities including accreditation and other visitation bodies. Fourth, the College would earn kudos for creating an environment that encourages research even though the College is primarily teaching focused. Fifth, the College would be commended for its recognition that good teaching is better complimented with good and original research coming from the faculty who are fully engaged. It's a great win for the College to have faculty members who publish their research in reputable academic Presses and other outlets.

LETTER OF AGREEMENT

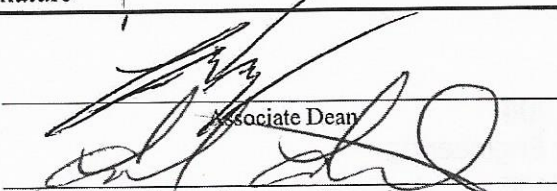
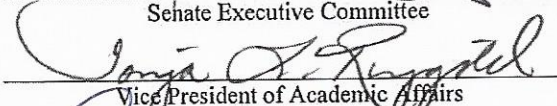
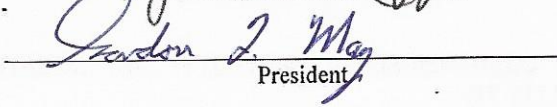
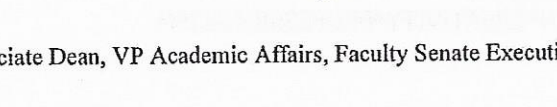
I, **Solomon Iyobosa Omo-Osagie II, PhD**, if granted a sabbatical leave, agree to:

- a. If enrolled in an academic program, successfully complete 12 credits per semester or what the number of credit hours necessary to be a full time student.
- b. If employed in a work study program, reimburse to the district any earning exceeding the total annual salary that I would ordinarily receive at BCCC.
- c. Provide a status report at the end of the first semester of my sabbatical leave.
- d. Provide transcripts and/or certified resume of accomplishments accruing performance consistent with the answers I have given in this request.
- e. Refund my sabbatical leave pay if I do not complete the academic or occupational tasks I have given in this request.
- f. Return to BCCC for at least one (1) year of full time employment, or refund my sabbatical leave pay.


10/31/2016

 Faculty Signature Date

RECOMMENDATIONS

No	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	 Associate Dean	10/28/16 _____ Date
No	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	 Senate Executive Committee	11/18/16 _____ Date
No	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	 Vice President of Academic Affairs	12/5/16 _____ Date
No	<input type="checkbox"/>	Yes	<input checked="" type="checkbox"/>	 President	1/6/17 _____ Date

Copies to: Employee, Associate Dean, VP Academic Affairs, Faculty Senate Executive Committee
 Revised: 10-02-2013

Sabbatical Leave Approval from SEC

Ennels, Edward

Sent: Tuesday, November 29, 2016 11:51 AM
To: Omo-Osagie, Solomon
Cc: Ringgold, Tonja; May, Gordon; Paraskevoudaki, Frederick
Importance: High

Good Day Dr. Solomon Omo-Osagie,

I am pleased to inform you that your request for sabbatical leave from August 2017 through December 2017 was approved by the SEC on Friday, November 18, 2016. Your application has been submitted to the Vice President for Academic Affairs who will upon further review will make a recommendation to the President of the College no later than December 20, 2016. The President of the College will review the application and make his recommendation to the Board of Trustees for discussion in January and for action in February. The Board will discuss and act on the recommendation of the President and you will receive formal notice of the status of your application from the Vice President of Academic Affairs once the Board has taken action.

Please refer to pages 36 - 38 of the Faculty Handbook (2016-2017) for additional information/guidelines. On behalf of the Senate Executive Committee, we wish you much success in your research and appreciate the great work you are doing to improve the learning experience for our BCCC students.

Cordially,

Edward Ennels

Professor of Mathematics
Faculty Senate President
Life Sciences Building - Room 204
Department of Mathematics & Engineering
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, MD 21215
Office: 410-462-7792

COMMITMENT TO EXCELLENCE: CUSTOMER SERVICE* CIVILITY*COMMUNICATION*
ACCOUNTABILITY*INITIATIVE*ABILITY TO
CHANGE*LEADERSHIP*INNOVATION*CREATIVITY*PROFESSIONALISM

- Phase two: alternatives depend upon performance.

Based upon the faculty member's performance in the first year, the College will have three alternatives:

- Non-renewal of contract after the first year if performance was rated as poor.
- A one-year contract extension if the performance was rated as fair, indicating marginal success as a faculty member. The faculty member will prepare (in cooperation with the Associate Dean) a professional development plan in order to improve during the next year.

If the rating during the extension year is poor or fair, the contract will not be renewed. If the performance rating during the extension year is good, very good, or excellent, a two-year contract will be offered to the faculty member.

- A two-year contract if the performance was rated as good, very good, or excellent. If a faculty member receives a rating of fair or poor during the first year of the two-year contract, the faculty member will prepare (in cooperation with the Associate Dean) a professional development plan in order to improve during the next year.

- Phase three: Rolling three-year contract.

If a faculty member receives a rating of good, very good, or excellent in the second year of the two-year contract, he or she will be offered a rolling three-year contract. A term of three years is a reasonable balance between the need for management flexibility on the part of the College and job security on the part of the faculty member.

- In the three-year contract, faculty members will be evaluated every year. If the faculty member receives a rating of good, very good, or excellent, the contract will be extended by one year.
- If the faculty member receives a rating of poor or fair, he or she will prepare (in cooperation with the Associate Dean) a Professional Development Plan in order to improve during the next year. If the rating in the following year is poor or fair, the contract will run through the third year and not be renewed.

- All faculty members will be evaluated every year through a streamlined system that is developed in consultation with the SEC.

(Approved by the Board of Trustees: August 21, 1991)

2.6 Sabbatical Leave and Terminal Leave

- Criteria for sabbatical leave - Faculty applying for a sabbatical leave shall submit forms to the SEC for approval which will include the following:
 - Specific needs of the College
 - Direct benefit to students
 - Improvement of Instruction
 - Improvement through education (higher degree/certification)
 - Improvement by working in job related to teaching assignment
 - Number of Sabbatical Leaves received previously
 - Number of years of service to the College

The College reserves the right to modify the criteria each year; however, the criteria shall be established prior to the call for applications (May 1).

- Sabbatical Leaves Options

A faculty member may apply for one of the following options:

- A full year of Sabbatical Leave on the basis of one-half of the employee's full contractual salary;
- A one-half year Sabbatical Leave on the basis of the employee's full contractual salary; or
- A full year Sabbatical Leave on the basis of three-quarter of the employee's full contractual salary for both the year of the sabbatical and the year when the individual returns to duty.

The number of Sabbatical Leaves granted each year by the Board of Trustees is subject to the availability of funds.

- Eligibility

A faculty member shall be eligible for Sabbatical Leave after he or she has accumulated seven full consecutive years of service at the College. Approved college leaves without pay will not constitute a break in service nor will they be credited towards the requisite seven full consecutive years. In addition, the term of the Sabbatical Leave will not be credited toward the seven full consecutive years required for subsequent leaves. The academic year immediately following the sabbatical will count as the first year to be credited toward the time of service required for subsequent Sabbatical Leaves.

- Sabbatical Leave Process

Granting of a Sabbatical Leave will be based on the following process:

The faculty member must submit a written application, along with his/her Associate Dean's comments, to the President of the Faculty Senate by November 1 of the academic year preceding the academic year for which the request is being made. (Forms will be available in the Office of the Vice President for Academic Affairs.) The Associate Dean may meet with the faculty member to discuss the application and make appropriate suggestions for the improvement of the application.

The applications will be reviewed by the Senate Executive Committee, and the Senate Executive Committee will recommend a list of candidates to the Vice President for Academic Affairs by November 30.

The Vice President for Academic Affairs will review the list and forward to the President of the College, by December 20, a list of candidates with his recommendation. (Priority shall be given to proposals intended to enhance the quality of instruction, or add to the credentials and/or scholarship of the proposer.)

The President of the College will submit his recommendation to the Board of Trustees for discussion in January and for action in February.

The Board will discuss and act on the recommendation(s) of the President.

The Vice President for Academic Affairs will notify all applicants of the status of their application once the Board has taken action.

- Additional Information/Guidelines

Faculty on Sabbatical Leave are eligible for all benefits which accrue during the period of leave, and vacation benefits, where applicable, will be accrued at the full-time rate. Vacation accruals earned during the Sabbatical must be utilized during the Sabbatical period.

Remuneration for employment outside the College during a Sabbatical Leave may be accepted if the employment is an approved part of the project or does not interfere with the approved project.

When external remuneration is involved, the President shall reserve the right to modify the College's financial contribution to the Sabbatical stipend.

Any faculty member to whom Sabbatical Leave is granted shall be required, as a condition of the Leave, to return to the service of the College for at least one full academic year following the expiration of the Leave. If the employee does not return to service for one year, the employee will be required to refund the salary earned from the College during the Sabbatical Leave. Only the College President, with the approval of the Board of Trustees, can make exceptions to this policy.

A written report of the Sabbatical Leave is due in the Vice President for Academic Affairs office within 20 working days of the second semester after the employee returns from Sabbatical Leave. Copies of the report will be distributed to the College's Board of Trustees at its next meeting; the employee may be asked to present his or her report orally to the Board.

- Sabbatical Leave Timetable

ACTIVITY	DATE
Announcement of the request for Sabbatical Proposals	May 1
Last Date for the Receipt of Proposals	November 1
Review of Applications by SEC	November 30
Vice President's Review	December 20
President's Approval	January
Board Confirmation	February

(Approved by the Board of Trustees: December 16, 1992)

2.6.7 TERMINAL LEAVE FOR FACULTY

A. DEFINITION AND PURPOSE

Terminal leave is defined as "leave of absence with pay extending over a period which terminates on the effective date of a faculty member's separation from employment with the institution. The purpose of terminal leave is to allow the institution to reallocate academic positions and/or resources from programs of low demand to programs of high demand.

B. ELIGIBILITY

1. Only full-time faculty members are eligible.
2. The President may grant terminal leave upon application of the faculty member.

C. APPLICATION

1. A faculty member may make application to the department Associate Dean requesting terminal leave and shall include on the application the reasons for the request consistent with the purposes of terminal leave. The faculty member shall submit the application to the Associate Dean on or before the second Friday in October of the year preceding the academic year for which the leave is requested, or by May 1 for the upcoming Fall semester.
2. The Associate Dean shall forward the application to his or her Dean with a letter

TAB 10



**Baltimore City Community College (BCCC)
2901 Liberty Heights Ave. Baltimore, Maryland 21215
President's Board Report ... January 24, 2017**

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

- a) Attended the Baltimore Area Boy Scouts Council Whitney M. Young Service Awards Reception. Local philanthropist Sylvia Brown was recognized.
- b) Attended the 7th Annual MACC Summit on Completion at CCBC.
- c) Attended Baltimore City Mayor Catherine Pugh's Inauguration Gala on December 6, 2016.
- d) Attended the Middle States Commission on Higher Education's Conference in Philadelphia on December 8, 2016.
- e) Welcomed the Office of Legislative Auditing Team to BCCC for their triennial onsite audit.
- f) Lunch/meeting with CCBC President Sandra Kurtinitis.
- g) Participated in The Washington Center's Corporate Breakfast at BCED on December 15, 2016, introduced Senator Nathaniel McFadden, who was the keynote speaker.
- h) Participated in the GBC President's Advisory Council meeting on December 12, 2016.
- i) Hosted my President's Advisory Council on December 12, 2016.
- j) Participated in the Mayor's Economic and Employment Development Transition Committee meeting on December 20, 2016.
- k) Offered remarks at the Nursing Pinning Ceremony on December 20, 2016.
- l) Attended Governor Hogan's Press Conference to announce the Maryland Jobs Initiative and P-TECH updates on January 5, 2017.
- m) Participated in the Mayor's Transition Team Conference Call on economic and employment development on January 9, 2017.

n) Participated in the P-TECH Steering Committee meeting on January 11, 2017.

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

- 1) Interim Vice President of IAMR, Dr. Nassim Ebrahimi, reports that from July 1, 2016 through November 30, 2016 the BCCC Foundation raised \$ 48,387 in restricted and unrestricted gifts.

The Grants Report for FY 2017 (July 1, 2016 through November 28, 2016) totaled \$ 3,812,568 in new and continuation / renewal awards combined. Continuation / renewal grants were \$3,223,409 while new awards were \$ 594,159.

The Office of Institutional Research (OIR) collaborated with ITS to develop the Credit Hours of Enrollment Form and the summer and fall Enrollment Information System files for submission to the Maryland Higher Education Commission (MHEC).

OIR coordinated a complete review of the EMSI Economic Impact Study for BCCC which included collaboration with the Business and Finance Division and Human Resources.

OIR compiled enrollment and outcomes data needed for the Achieving the Dream (AtD) application and collaborated with members of the BCCC Achieving the Dream Team to collect supporting documentation from the National Student Clearinghouse.

The Director of Development in collaboration with Baltimore City's Renaissance Academy High School has created a new Foundation scholarship named the Renaissance Scholarship.

Media and Community Relations had 10 articles on BCCC run in print media outlets in November 2016.

- 2) Vice President of Business & Finance, Calvin Harris, Jr., renegotiated the North Pavilion lease with Bon Secours Health System.

The Chief Budget Officer worked directly with DBM staff in preparation for the Colleges responses for the DBM Fiscal 2018 Budget Presentation meeting.

The Controller's Office processed 587 invoices for \$ 1.6 million while obtaining an on-time (within 30 days) payment rate of approximately 97 percent.

The Director of Procurement coordinated the ERP Request for Proposal (RFP) Pre-Bid Conference which invited potential proposing vendors the opportunity to ask questions regarding the ERP RFP and project in general.

Public Safety coordinated and provided an "Active Shooter" professional development seminar for College faculty and staff.

The Bookstore held its first Sidewalk Sale, allowing students, faculty, and staff to purchase selected items outside of building.

WBJC remains the top-rated classical station in Baltimore. Ratings are consistently higher than other higher education public stations in Baltimore.

- 3) Vice President of Business and Continuing Education Division (BCED) Gregory Mason, reported that 1,124 FTE (57%) of the FY 2017 goal has been generated.

Met with Associated Builders Contractors (ABC) to discuss potential partnering opportunities for construction training.

Met with the Abell Foundation to discuss potential funding for ACE related training projects.

Participated in conference call with Department of Energy (DOE) to discuss the Alternative Solar Energy Program and Green Industry training in Baltimore.

- 4) Interim CIO, Dr. Tom Wamalwa, reports the creation of an automated process that extracts test data from the Accuplacer database and updates the legacy system (users will no longer have to stop serving students to perform an upload).

Three vendors responded to the ERP RFP by the November 16, 2016 deadline date.

The generator oversight and testing (under a full live load) was successful. Awaiting sign-off by the DGS project manager.

- 5) Academic Affairs Vice President, Dr. Tonja Ringgold led the Achieving the Dream (AtD) application process for BCCC.

The initial P-TECH class onboarding has been successful and the BCCC P-TECH Team is currently developing the first summer bridge experience for these 100 ninth graders at Dunbar and Carver high schools.

Academic Affairs will conduct two information sessions per semester on the new Middle States Standards and the new institutional expectations.

Academic Operations and Services are prepared to launch a BCCC Articulation and Transfer Center at the Liberty Campus.

The full time Faculty Academy (January 13, 2017) and the Adjunct Faculty Academy (January 14, 2017) were excellent professional development opportunities for all BCCC instructors.

- 6) Chief Internal Auditor, Lyllis Green, is assisting the Office of Legislative Auditing (OLA) on its 2016 Triennial Audit of BCCC.

Submitted IT Threat Assessment Recommendations to the CIO and IT Manager on December 7, 2016

Reviewing ERP Compliance and Internal Control Assessment following each phase of ERP implementation.

- 7) Chief of Staff and General Counsel, Bryan Perry, Esq., is working with BCPSS (City Schools) staff on the strategic partnership agreement between BCCC and BCPSS.

Working with VP of Academic Affairs to update the BCCC / BCPSS MOU, expanding and enhancing the dual enrollment agreement, and developing strategy for on-site deployment of college instructors in designated high schools as part of the ramp-up of the early college high school network.

Working with DGS and the Business and Finance Division to complete the Bard RFP. The RFP is scheduled to go before the Board of Public Works on January 25, 2017.

Working with DGS and Vice President of Business and Finance to ensure that renovation resumes on the Administration Building as soon as possible.

During the month of December 2016, reviewed 21 contracts and MOU's on behalf of the College.

- 8) Chief of Staff and General Counsel, Bryan Perry is currently also leading the Human Resources Department (HR).

Top HR priorities include revised searches for the CIO and Executive Director for Human Resources.

Talent Acquisition reports partnering with Inside Higher Ed. Com to ensure BCCC job posting are mirrored and refreshed on their site. This partnership has increased applicate flow.

HR hosted a retirement workshop on December 8, 2016 where 18 employees attended.

- 9) Interim Vice President of Advancement and Strategic Partnerships, Dawn Kirstaetter, reports having 14 meetings to explore additional / enhanced partnerships with City Schools, City of Baltimore, and BridgeEDU.

The Foundation Scholarship application process closed on December 31, 2016 with 307 applications received. This represents a 145% increase from spring 2016 applications.

The Foundation received \$ 4,000 from the Ancient Baltimore Lodge for the Cigar and Beer Fundraiser that was held in June, 2016.

The Foundation received \$ 4,000 from the Hattie Harrison Scholarship Fund. A check presentation with Delegate Cory McCray was held on December 5, 2016. These funds will be used to support students with outstanding fees and other needs.

- 10) Vice President of Student Affairs, Dr. Marguerite Weber, attended the White House My Brother's Keeper Initiative screening of All the Difference and discussion on support services that matter for college success.

Moderated a Maryland DC Campus Compact panel on using Institutional Research to assess community-engaged learning outcomes.

Introduced the "Golden Circle" approach to improving student experiences with Student Affairs support resources.

Participated in the Achieving the Dream planning for BCCC.

Met with the CollegeBound Foundation to discuss ways that BCCC can be more responsive to students at lower end of profile for CollegeBound students.

Facilitated the Student Affairs Forum on November 16, 2016.

BCCC Men's and Women's Basketball Teams are off to a good start this season. The Men's team is 8-5 overall and 3-0 in conference play. The Women's team remain in top seeding with conference wins over Montgomery College, Chesapeake College, and Cecil College.

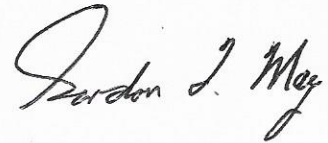
The Career Development and Employment Services Office continues to meet with the Nursing and Health Professions Department to develop new strategies for placement for Health Professions students.

The 5th Annual Science Symposium (November 10, 2016) and the BCCC STEM Community Day (November 12, 2016) were outstanding events.

- 11) The Director of Government and External Affairs, Shanetta Paskel, Esq. is currently in Annapolis attending the 437th Session of the Maryland General Assembly. Ms. Paskel will be arranging meetings with various legislators for Student Advocacy Day. In addition she will also coordinate the Legislative Luncheon to be held in Annapolis in March, 2017.

Ms. Paskel will coordinate meetings with legislators and me during the course of the session.

Respectfully submitted

A handwritten signature in black ink that reads "Gordon F. May". The signature is written in a cursive style with a large initial "G" and a stylized "M".

Gordon F. May, PhD



BOARD AGENDA
TAB 10 - INFORMATION
JANUARY 24, 2017

ENROLLMENT REPORT



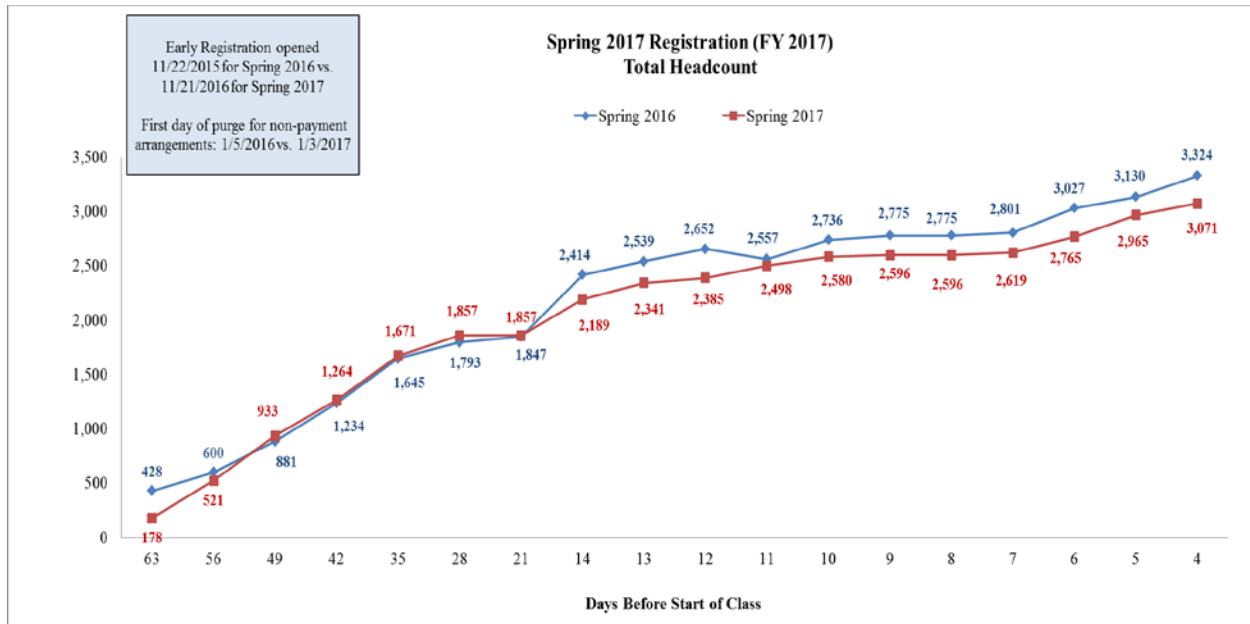
ENROLLMENT REPORT

Dr. Marguerite Weber
Vice President for Student Affairs - Student Affairs Division (SA)

As of January 19, 2017, for **spring 2017**, we have enrolled 3,071 credit students compared to 3,324 (-8%) in spring 2016.

When reviewing enrollment on a daily basis, it is important to note the following key factors.

- ***Most importantly, variances may occur on a daily basis due to differences in the timing of the purge processes.***
- **There is not one census date.** Each session within a term has a unique 20-percent or census date: Accelerated I, 16- week, 12-week, and Accelerated II each have a 20-percent date.
- **Unduplicated credit headcount enrollment is reported to MHEC five times throughout the year.**
 - October 17 and March 15: “Opening Enrollment” for fall and spring, respectively.
 - November 15 and April 1: Enrollment Information System (EIS) for fall and spring, respectively.
 - October 1: Annual Unduplicated Headcount for the prior fiscal year (as part of the Performance Accountability Report [PAR]).
 - For a given semester, the EIS is the source for the final number.
 - For a fiscal year, the number published in the PAR is the final number.



Short-term Initiatives to grow registration of new students

- Post cards- 10,000 announcing General Registration were sent out during the winter break
- Call Center – Auto Calls and Emails for General Registration
- Pre Drop list is sent to the call center daily for students who registered with no payment arrangements
- Enoch Pratt Library- 1200 Schedule booklets were delivered to 22 Baltimore City Branches:
- In response to a request from City Schools, we developed a “Program Cost Comparison between BCCC and For-Profit Institutions” to provide students with information concerning affordability of work-ready certificate programs
- Work with Baltimore City Public Schools System on expanding on-site ACCUPLACER testing and communicating learning opportunities at BCCC through Baltimore’s Promise and the College and Career Readiness Network.

Short-term initiatives to improve retention of current students

- We reformed our support for students who commit minor infractions of the BCCC Student Code of Conduct with an eye on ensuring that the students get what they need to make academic progress. Beginning this spring, students can engage in a Restorative Justice process that emphasizes repairing the harm caused or revealed by violations.
- Improving the general registration experience to focus on college completion and career readiness planning. We implemented a process for students to use key pads to enter their ID numbers when they meet with advisors. This process eliminates bottle necks in getting academic programs printed.

What we’re launching in the Spring to address retention and recruitment:

1. Deliver more intentional college completion planning from pre-matriculation through graduation
 - Integrate financial literacy with personal resource management (money, time, health, relationships) and embed these concepts as explicit co-curricular learning outcomes throughout the first year experience.
 - Collaborate with academic affairs in developing a completion and career readiness planning co-curriculum that complements curricular efforts.
2. Ensure that the student experience addresses the needs and expectations of today's students
 - More integration of advising across the student experience through the advising milestones.
 - Smart use of technology and social media – differentiated to serve different types of learners.

Specific initiatives include these:

1. Refocus Student Affairs activities on supporting students' college completion efforts. Activities that are not clearly and demonstrable associated with connecting students in meaningful ways to the BCCC community, ensuring that they feel well taken care of and that their needs are heard and made our priority, and/or strengthening students' hope that they can do well here and that doing well here will support them in their career and transfer goals will be re-evaluated.
 - Throughout the Spring semester, each Student Affairs unit will collaborate on how to monitor their unit's contribution to building enrollments and to the student experience. Together, these measures will form a Student Affairs dashboard to monitor to support decisions concerning specific initiatives.
2. Monitor students' completion behaviors rates (i.e., completing admissions and registration processes, credits accumulated/attempted in the first semester, early registration for the subsequent semester, completing general education, etc.) to identify the highest attrition points. Examine those processes for ways to strengthen students' abilities to navigate processes and refine processes and communications as necessary.
 - By the end of Spring semester, each office will have an attrition-prevention initiative in place to improve student retention at each of these transition points.
3. Forge a structural connection between the Student Success Center and the Career Center, including cross-training and staff sharing to develop practices to support college completion/career literacy.
 - Activities that are not clearly and demonstrable associated with these outcomes will be re-evaluated.
4. Develop specific support systems related to adult learners who manage school, work and family responsibilities.
 - Share findings to inform scheduling and other college processes that impact students.

TAB 11



HR Active Search List As of January 13, 2017

	Div	PIN #	Position	Search Committee Chair	Date(s) posted	Status 11/18/2016	Status 1/13/2017
1	AA	66821	Assistant Professor, Cyber Security	Dr. Yohannes Weldegiorgis	07/21/2016	Search Committee is Screening	Search Committee is Screening New Applicants
2	AA	76584	Associate Dean of the Business and Technology Department	Linda Benjamin	3/23/2016	Search Committee is Screening	On Hold
3	AA	66845	Assistant Professor of Dental Hygiene	Annette Russell	3/2/2016	Search Committee is Screening	Search Committee is Screening
4	AA	69254	Assistant Professor of Respiratory Care	James Dyett	5/13/2016	Search is Open	Search is Open
5	AA	66715	Associate Dean	Karen Shallenberger	1/12/2017	N/A	Search is Open
6	B&F	66986	Sr. Budget Analyst	Michelle Williams	1/8/2016	Search Committee is Screening	Search Reopened
7	B&F	66978	Sr. Grants Accountant	Dr. Michelle Towson	10/26/2015	Search Reopened	1st Interviews Being Scheduled
8	B&F	66639	Director of Facilities and Management Planning	Dr. Maria Cazabon	7/21/2016	1st Interviews Scheduled	2nd Interviews Scheduled
9	B&F	66655	Director of Public Safety	Jeff White	7/21/2016	Offer Extended, Pending Acceptance	Selection Made, PAR Processing
10	IAMR	66665	Grants Specialist	Vanessa Bell	9/16/2016	Search Committee is Screening	Search Committee is Screening New Applicants
11	IAMR	66946	Senior Research Analyst	Diana Zilberman	12/2/2016	N/A	Search Committee is Screening
12	IAMR	66838	Marketing Administrator	Daviedra Saulsberry	12/20/2016	N/A	Search Committee is Screening
13	IAMR	67013	Senior Staff Accountant	Vanessa Bell	12/20/2016	N/A	1st Interviews Scheduled
14	SA	66669	Registrar	Dr. Enyinnaya Iweha	12/15/2016	N/A	Search Committee is Screening
15	SA	66903	Financial Aid Specialist	Carla Price	1/5/2017	N/A	Search Committee is Screening
16	PO	66802	Chief Information Officer	Bryan Perry	7/21/2016	Search Reopened	2nd Interviews Scheduled
17	PO	72350	Telecom & Communications Specialist	Maria Cazabon	9/22/2016	Search Committee is Screening	Search Reopened
18	PO	66916	HR Compliance Coordinator	Michelle Williams	1/6/2017	N/A	Search Committee is Screening