

**BALTIMORE CITY**  
**COMMUNITY COLLEGE**  
CHANGING LIVES...BUILDING COMMUNITIES

**Board of Trustees**

**Open Session**

**Wednesday**

**March 20, 2019**

**4 p.m.**

**Board of Trustees**

**Board Room**

**Administration Wing**

**MNB 140**

**Liberty Campus**



**BALTIMORE CITY COMMUNITY COLLEGE**

**Board of Trustees**

**Kurt L. Schmoke, Esq. (Chair)**

**Dr. Rosemary Gillett-Karam (Vice Chair)**

**Ms. Maria Tildon**

**Mr. J. C. Weiss, III**

**Mr. John D. Lewis**

**Mr. Peter Nachtwey**

**Dr. Rachel Y. Pfeifer (Ex-Officio)**

**Mr. Jason Perkins-Cohen (Ex-Officio)**

**Ms. Maricruz Abarca (Student Trustee)**

TAB 1



BALTIMORE CITY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
UNAPPROVED OPEN SESSION  
March 20, 2019  
4 p.m.  
Liberty Campus  
Board of Trustees Room

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

**\*\*Due to the cancellation of the February 20, 2019 Board Meeting, all of the items will be reviewed with the March 20, 2019 documents.**

**I. ADOPTION OF AGENDA**

Approval of the March 20, 2019 Agenda.....TAB 1

**II. NEW BUSINESS.....TAB 2**

**A. Finance and Technology Committee Presentation & Recommendations  
(VP Calvin Harris, Jr.) (INFORMATION & ACTION)**

**B. UPDATE:**

- House Operating Budget Hearing Update (Bryan Perry, Esq.)
- Senate Operating Budget Hearing Update (Bryan Perry, Esq.)
- House Capital Budget Hearing Update (VP Calvin Harris, Jr.)
- Senate Capital Budget Hearing Update (VP Calvin Harris, Jr.)

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

- A. Approval of the January 16, 2018 Minutes .....TAB 3
- B. College Contracts.....TAB 4
- C. Student Government Association (Mr. Victor Anokwuru (SGA))....TAB 5
- D. AFSCME Local # 1870 at BCCC ( Ms. Charlene Gray, President)...TAB 6
- E. Faculty Senate Report..... (Dr. Chima Ugah).....TAB 7

**Action: Move to approve the Board Actions/Consent Agenda**

**IV. ITEMS REMOVED FROM THE AGENDA.....TAB 8**

\*Due to inclement weather the February 20, 2019 Board meeting was cancelled, no minutes were taken.

**IV. PUBLIC PRESENTATIONS.....TAB 9**

- A. Mayors Scholars Program Update.....(INFORMATION)  
(Dr. James H. Johnson, Jr., Executive Consultant)
- B. Achieving the Dream Update.....(Dr. Tonja Ringgold)
- C. Enrollment and Dual Enrollment Update.....(Director Kijaffa Butler)
- D. Workforce Development Achievements Update..... (VP Michael Thomas)
- E. WBJC Update \*Plans for the future of the station .....(VP Calvin Harris)

**VI. COLLEGE POLICIES.....TAB 10**

**VII. PRESIDENT’S REPORT ..... TAB 11**

**A. President’s Leadership Staff Reports (INFORMATION)  
(Dr. James H. Johnson, Jr., Executive Consultant)**

**B. Enrollment Report..... (INFORMATION)  
(Ms. Wendy Harris, Registrar)**

**C. Active Search Listing.....TAB 12**

**IX. MOTION FOR ADJOURNMENT**

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

**X. NEXT MEETING: Wednesday, April 17 2019, Board Conference Room**

# TAB 2

**NEW BUSINESS**

**Realignment Tasks Update**



**BOARD AGENDA  
TAB 2 – INFORMATION  
MARCH 20, 2019**

**BUDGET HEARING UPDATES**

- |  |                                |
|--|--------------------------------|
| <b>A. House Operating Budget Hearing Update</b>  | <b>(Bryan Perry, Esq.)</b>     |
| <b>B. Senate Operating Budget Hearing Update</b> | <b>(Bryan Perry, Esq.)</b>     |
| <b>C. House Capital Budget Hearing Update</b>    | <b>(VP Calvin Harris, Jr.)</b> |
| <b>D. Senate Capital Budget Hearing Update</b>   | <b>(VP Calvin Harris, Jr.)</b> |

# TAB 3

**Minutes**





BOARD AGENDA  
TAB 3 - INFORMATION  
**MARCHH** 20, 2019

**Due to inclement weather, the February 20, 2019 Board of Trustees Meeting was cancelled; therefore, there are not any minutes from February 20, 2019.**



**BALTIMORE CITY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
UNAPPROVED OPEN SESSION MINUTES  
January 16, 2019  
4 p.m.  
Liberty Campus  
Workforce and Continuing Education  
Harbor Campus – 710 E. Lombard Street**

**Board Members Present:** Kurt L. Schmoke, Esq. (Chair); Dr. Rachel Pfeifer; Mr. Jason Perkins-Cohen; Dr. Rosemary Gillett-Karam; Mr. J. C. Weiss, III (via conference call); Mr. Peter Nachtwey; Ms. Maricruz Abarca (Student Trustee).

**Board Members Absent:**

Maria Tildon, Esq.  
Mr. John D. Lewis

**Chair Schmoke brought the meeting to order.**

**I. APPROVAL OF THE AGENDA**

***The Board unanimously approved the February 20, 2019 agenda.***

**II. NEW BUSINESS**

Chief of Staff, Bryan Perry, Esq., gave an update of the Realignment Task.

- Mr. Perry reported that BCCC would be presenting responses to the House on February 7, 2019, and to the Senate on February 11, 2019. Mr. Perry reports that he has received realignment budget-related questions and prepared the responses, including responses to anticipated questions.

The Board inquired who would chair the hearings. Mr. Perry responded that Ms. Adrienne Jones would chair for the house and Senator Bill Ferguson would chair the Senate.

- Dr. Johnson presented to the Board a list of deliverables requested at the December Board Meeting.
  - Budget Hearing dates
  - Achieving the Dream (AtD)
- The Board inquired as to if any of the timelines, related to the tasks, and were changed. Mr. Perry responded that the timelines seem to be what is reasonable and Dr. McCurdy is being informed of updates.
- The Board inquired to Director James Knighton, Esq., if he had gotten any sense or

received questions about the realignment tasks. Director Knighton reported that all of the feedback in Annapolis was one of a positive nature. Director Knighton also reported that Dr. McCurdy had some one-on-one meetings with several legislators that went very well.

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

- A. Approval of the December 19, 2018 Minutes**
- B. College Contracts**
- C. Student Government Association (SGA President, Mr. Victor Anokwuru)**
- D. AFSCME Local # 1820 (Ms. Charlene Gray, President)**
- E. Faculty Senate Report (Dr. Chima Ugah)**

***\*The Board unanimously approved the January 16, 2018 consent agenda.***

### **IV. Public Presentation**

#### **A. Cultural Diversity Report**

Interim Vice President (IVP) Sylvia Rochester presented, for Board Action, the Cultural Diversity Report.

The Cultural Diversity Report's purpose is in accordance with the Maryland Education Article § 11-406. Each public postsecondary institution in Maryland is required to develop and implement a plan for cultural diversity to:

- Include students, faculty, and staff
- Identify resources needed to recruit and retain a culturally diverse student body
- Enhance diversity through various college-wide initiatives.

There are five key components that are required in this report:

- Underrepresented Student Recruitment and Retention
- Underrepresented Faculty and Staff Recruitment and Retention
- Faculty and Staff Cultural Training Programs
- Curricular Initiatives to Promote Cultural Diversity in the Classroom
- Co-curricular Programming for Students, Faculty and Staff

IVP Rochester requested approval of the Cultural Diversity Report by the Board to move forward with our diversity plan. BCCC's next steps are;

- Reconvene Diversity Committee with a cross representation of students, faculty, and staff.
- Align goals and activities with Achieve the Dream (AtD) Strategies and the new Strategic Plan.

The Board inquired as to what is being done to reach out to the Hispanic population. IVP Rochester responded that the implementation of the Latin X Clubs had been done; however,

plans to do more are being considered.

The Board inquired as to if there were any data on ethnic diversity. IVP Rochester stated that she did not have this information but would report back with the information.

The Board inquired as to if there were baselines established for each goal. IVP Rochester responded that she would make it happen.

**\*The Board unanimously approved the Cultural Diversity Report.**

*A full Cultural Diversity Report is on file in the Office of the President.*

## **B. Sabbatical Leave Request**

Dr. Tonja Ringgold presented for the Board's approval a request of Sabbatical Leave for Professor Latonia Moss from August 1, 2019, to January 31, 2020.

Professor Moss will complete work on her dissertation in completion of her doctoral degree in Community College Leadership at Morgan State University. Additionally, the sabbatical will benefit students at BCCC in the following manner: students, particularly African American Females, will benefit from research exploring how they persist at community colleges. As a significant population of students attending community colleges, it is important to conduct studies that examine them as a marginalized group and how they utilize the community college sector for upward mobility.

***\*The Board unanimously approved the request for Sabbatical Leave for Professor Latonia Moss.***

## **V. President's Report**

### **A. Dr. Johnson presented other requested deliverables to the Board;**

- Response to Lance Lucas regarding the Cyber Warrior Diversity Program he presented at the December 19, 2018 Board Meeting. Dr. Johnson reported that a formal letter was sent to, with a copy to Senator Delores Robinson stating that BCCC has submitted a Cyber Warrior Program to MHEC and would not require a partnership with him.

### **B. Enrollment Report**

- IVP Rochester reported that the final fall 2018 credit headcount is 4,523 – an increase of 8.0% (335 students) from fall 2017.

Increased enrollment can be contributed to the various programs, P-TECH, MSP, and Year Up.

- **Admissions Application Conversion**

	Fall 2017 A179	Fall 2018 A189
<b>Admissions Applications</b>	5725	7815
<b>Registered</b>	1540	1965
<b>Conversion</b>	26.90%	25.14%

- **Registration by Special Population, P-TECH, Year Up, and MSP**

Special Populations (Confirmed by Program)	Fall 2017 A179	Fall 2018 A189	% Increase
<b>P-Tech</b>	72	136	89%
<b>Year Up</b>	78	118	52%
<b>Mayor's Scholars</b>	N/A	311	N/A

- The Board inquired as to if data was available in terms of outcomes, e.g., number of students reached, number of students that stayed and the number of students who were successful. IVP Rochester stated that she did not have data on the requested specifics; however, she would obtain this information and report at the next Board meeting.

IVP Rochester reported that various efforts are being implemented to reach students that have stopped out to return.

- The Board inquired as to why there was a drop-in enrollment in the Winter 2019 Enrollment.

IVP Rochester responded that several populations, e.g., Year Up, P-TECH, and MSP students were not registered in the Winter semester and were not included in the number on the submitted report.

- The Board inquired as to the enrollment number from last Spring. Director Eileen Hawkins responded that last year's enrollment number was 4,011, this year's enrollment expectation for Spring 2019 would be 1,900. Dr. Johnson stated that the goal was to show an increase in enrollment.
- The Board inquired if Year Up, as well as P-TECH students, were counted as full-time.

IVP Rochester responded yes, any student that is taking 12 credits or more are considered as full-time students.

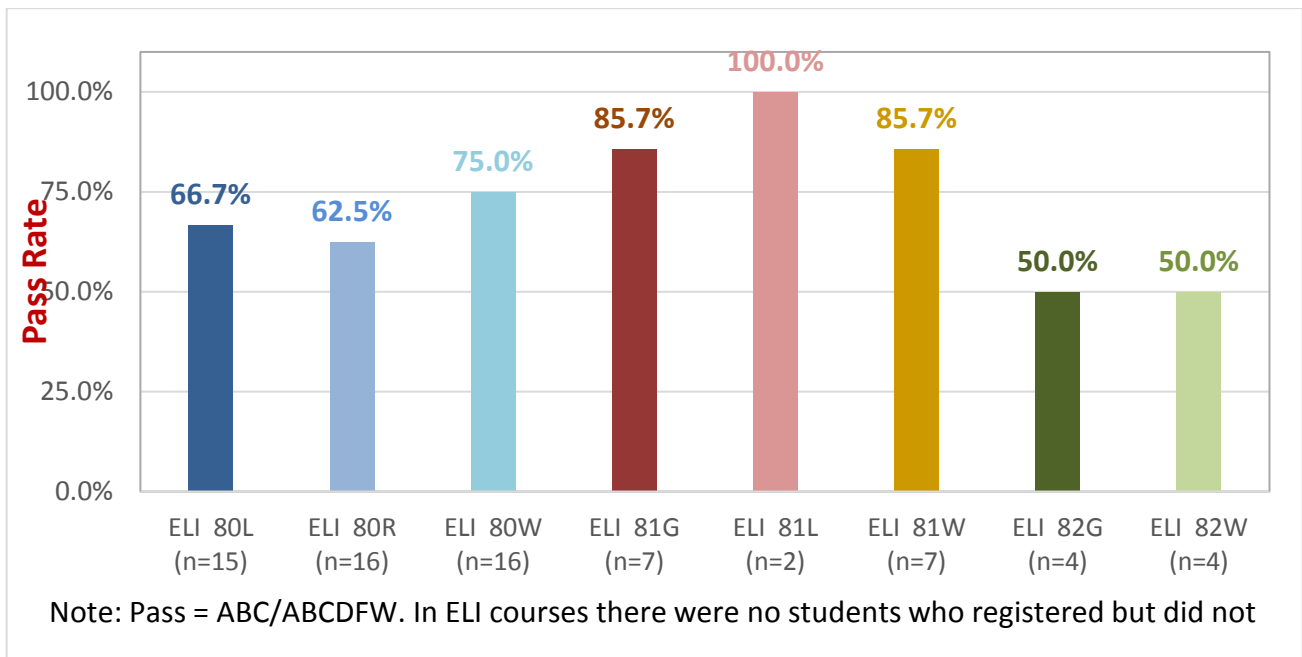
Discussion:

- Dr. Johnson inquired if Admissions had a plan to assist students and family who were experiencing the federal furloughs, and if so how will we appraise them.

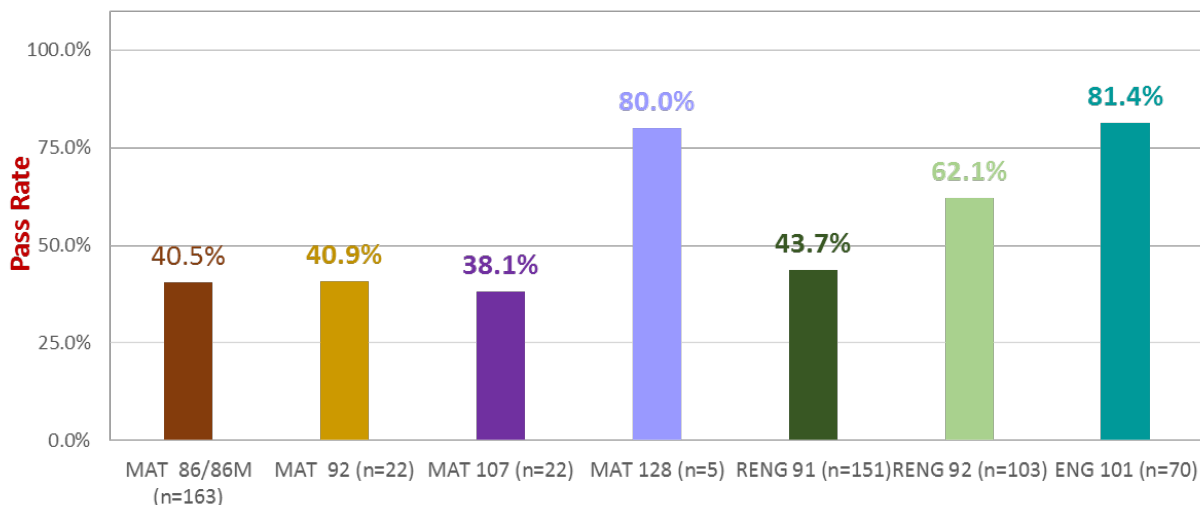
IVP Rochester reported that students that are impacted by the federal furloughs would be allowed to register and apply for the payment plan and pay a fee of \$50 that would hold their classes until April. A communication plan is being developed to address how students will be informed.

C. Mayor's Scholars Program

- Director Poindexter Webb reported that 98% of students who registered for fall classes persisted through the semester, which included credit and workforce and continuing education students.
- Pass rates for ELI students in developmental courses are shown below.



- Pass rates for developmental and college-level courses are shown below.



- The Board inquired if students enrolled in developmental courses received credit. Director Webb responded no. The developmental course are required before going into the credit level courses. The Board inquired as to the plan to meld the developmental courses and credit courses. Director Webb reported that there is a pilot program underway to assist students in developmental courses.
- Dean Melvin Brooks reported that for Spring 2019 semester the Accelerated Learning Program (ALP) would be piloted with RNG 92 and ENG 101. For the Winter break, a Second Chance Program was offered for MSP students that were not successful in developmental English.
- The Board requested that the Board be apprised of the progress of the ALP program. Dean Brooks responded that he would.
- The Board inquired if a rationale was given for the program for non-successful students, e.g., not coming to class, transportation, and poor study habits. Director Webb added that it was a combination of all the above. Also, Director Webb reported a discussion/suggestion from faculty for ride sharing for students. IVP Rochester is researching to see if this could be a college-wide initiative.
- The Board inquired as to what was the raw number of students that did not pass. Director Webb stated that she did not have the raw numbers; however, a meeting with the faculty discussed how or what could be done in identifying barriers students experienced and retention initiatives to ensure student success and retention.
- The Board inquired as to if there would be a compatible program for developmental math students. Director Webb responded that there were twelve students in the Second Chance Math program; however, their classes ended today, and the data was

not available, but she will provide that information at the next meeting.

- The Board inquired if the attendance data has been implemented to assist in the identification of students that do not attend regularly. Director Webb stated that they were in the process of acquiring Qwickly Software for attendance tracking. More on Qwickly can be found at this link, <https://www.gogwickly.com/attendance/>.

Coaches and advisors will be assigned to classes whereas the faculty will be able to identify students with attendance issues so that an intervention could be implemented early.

- The Board inquired if workshops would be offered to inform students and parents about MSP. Director Webb responded yes; two workshops would be offered next week for students and parents.
- The Board requested a copy of Director Webb's PowerPoint presentation. City Hall.
  - Dr. Johnson responded that we are meeting with MACC and with the Mayor as well as internal workgroups and external partners to ensure the success of the MSP program.

## CLOSING COMMENTS

### **VI. MOTION FOR ADJOURNMENT**

Chair Schmoke motioned to adjourn the meeting to reconvene into a closed session at 4:59 p.m.

### **VII. NEXT MEETING *Wednesday, January 16, 2019***

#### **ATTENDANCE:**

Dr. James H. Johnson, Jr., Executive Consultant  
Bryan Perry, Esq., Chief of Staff/General Counsel  
Dr. Tonja Ringgold, VP of Academic Affairs  
Ms. Sylvia Rochester, Interim VP of Student Affairs  
James Knighton, Esq., Director of Governmental Relations  
Mr. Calvin Harris, Jr., VP of Business & Finance  
Ms. Dawn Kirstaetter, VP of Advancement & Strategic Partnerships  
Ms. Lyllis Green, Chief Internal Auditor  
Ms. Michelle Williams, Director of Human Resources  
Mr. Frank Anastasio, Interim Chief Information Officer



**BCCC Staff Present:**

Tope Aje; Ola Akinkuowo; Elena Berrocal; Lorraine Brown; Dr. Pamela Burris; Hsin Yuen Chen; Quintin Davis; Edward Ennels; Charlene Gray; Alisha Green; James Green; Nana Gyesie; Wendy Harris; Eileen Hawkins; Kimberly Henderson; Joe Hutchins; Daniel Izume; Dr. Bob Iweha; Leslie Jackson; Davis Xudong Jin; Gloria Johnson; Alice Kimara; John T. McCoy, III; Valerie Leverette, Karen Mobley; Brian O'Connell; Shaunta Rao; Daviedra Sauldsberry; Scott Saunders; Benita Scott; Dr. Daphne Snowden; Adaria Sogbor; Gregory Tarver;, Dr. Chima Ugah; Eileen Waitsman; Leonard Willis, Brenda Wiley; Diana Zilberman.

**Others Present:**

Kristen McFarlane, Esq., Baltimore City States Attorney

**CLOSED SESSION**

The Board voted unanimously, under the Open Meeting Act, State Government Article, and Section 10-508, to convene in Closed Session on February 20, 2019, 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,

James H. Johnson, Jr., Ph.D., P.E.

# TAB 4

**College Contracts**



# NO COLLEGE CONTRACTS

# TAB 5

SGA REPORT



**Baltimore City Community College**  
**Student Government Association**  
**Board Report**  
**March 2019**

**SGA**

**February 8, 2019**

- **SGA meeting:** The SGA meeting held its first meeting of the semester in the Gaare Auditorium at noon. The SGA president, Victor Anokwuru shared updates and reminded club leadership on the importance of using their budgets and completing their community service requirements. Clubs who were not meeting expectations were also addressed.

The process for updating club rosters and the new club sanctioning process was discussed as well.

The first student clubs and organizations leadership meeting of the semester was also held immediately after the SGA meeting in the Gaare Auditorium.

**February 22, 2019**

- **SGA meeting:** The second SGA meeting of the semester was held in the Gaare Auditorium at noon. Two new clubs Phi Theta Kappa Honor Society and The Lady Panthers Volleyball were sanctioned at the meeting. Also, the announcement was made that Querida Ngoy Emmanuel (former senator) was selected as the new treasurer to fill the vacancy left by Muhsinat Emmanuel who transferred to UMBC.

**Events**

**February 5, 12, 19 and 26, 2019**

- **Black History Month Movie Nights:** The Office of Student Life and Engagement and the Student Government Association sponsored weekly movies during Black History Month. The movies were played each Tuesday night from 5–7 p.m. in the Tranquility Lounge on the Liberty Campus. Popcorn and Drinks were served as refreshments.

## February 6, 2019

- **Multicultural Children's Glass Book Case:** The Anthropology and Sociology Club organized this passive program for students and visitors to the campus to "take in" at their leisure. The club set up a glass display case on the 3rd Floor lounge area of the Main Building on the Liberty campus. The significance of the bookcase is that children's books on display represent the diversity of ethnic groups on our campus while additionally providing educational materials for consideration when selecting gift items for youth and children.



Latino, Africa, Jewish, Middle East, and the Caribbean are showcased. The books contain history, culture, refugee experiences, Dreamer accounts, and social movements focused on gender equality and race equality in America and are written in English, Arabic, Hebrew and African languages. The club will periodically cycle out some books and phase in differing books as the semester progresses to keep the display of interest to frequent passers-by and conduct a read in at the Clarence Blount Center on campus.

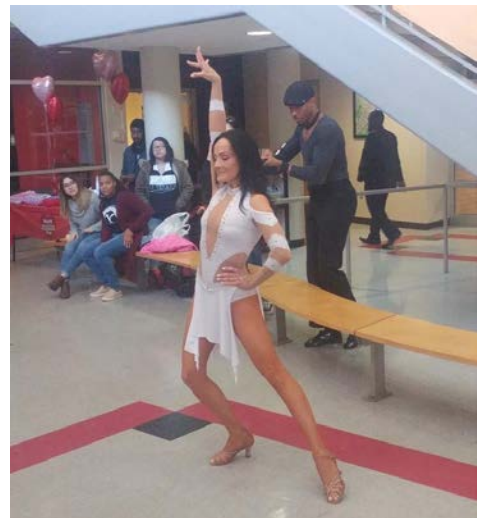
## February 7, 2019

- **National Black HIV/AIDS Awareness Day:** Free HIV testing, and information was provided by Park West Health Systems in recognition of National Black HIV/AIDS Awareness Day. The event was held in the Student Atrium from 10 am to 4 pm. Park West Health Systems provided give-a-ways and fun games for the participants.
- **Tips to do a Successful Internship:** The Biotech Student Society sponsored a workshop on "Tips to do a successful Internship" This was their Biotech Club Event #4, where they invited University of Maryland researcher, Dr. Molly Goodfellow, who gave some great tips on doing a successful internship at University of Maryland labs. She also brought with her, recent BCCC graduate Himsheela Karki who did an internship under her supervision in the lab. Dr. Goodfellow advised students to ask questions about subject, internship, careers. Her intern, Himsheela also gave great tips on never to be afraid and keep trying. The program was held at BioPark from 11:45 a.m.– 12:30 p.m. There were 18 participants.



### February 13, 2019

- **The LatinX UNI 2 Dance Lessons:** The LatinX Uni 2 held a dance party to celebrate Valentine's Day, but also to encourage students to learn how to dance to Latino music. At the event, there were two guest performers: Yoli Campo and Stephen Jackson. Students, faculty, and staff had an opportunity to learn how to dance salsa and bachata and win a Latinx UNI2 t-shirt. After the program, snacks and drinks were provided. There were 46 participants at this program and it was held in the Student Atrium at the Liberty campus.



### February 14, 2019

- **Black Love Expo Mania:** The Office of Student Life and Engagement and the Student Government Association sponsored various vendors on campus that sold a variety of products and showcased their services. Students had the opportunity to get valentine gifts and other items from the local vendors. Again, this year, "Be the Match" the National Bone Marrow Registry partnered with Year Up and the campus community by having an information table during the Vendor Fair. There were twelve vendors and or services that participated in this event. The event was held in the Student Atrium from 11 a.m.–3 p.m.

### February 15 – 17, 2019

- **Immigrants with Love Campaign:** The LatinX UNI2 participated with millions of others across the USA in a day of action in support to all immigrants. Forty students wrote out postcards to encourage and support immigrants.





#### February 25, 2019

- **Keeping it Real Lecture Series: Closing the Black Divide- Unifying People of African Decent in the US:** The Anthropology and Sociology Club, History Club, SGA, the Office of Student Life and Engagement and the Education, Social & Behavioral Sciences department co-sponsored the first lecture of the series for the spring semester. The presenter was Professor Zak Kondo from the BCCC Social and Behavioral Sciences department. The event was held in the Mini Conference Center on the Liberty Campus from 11:15 a.m.–1:30 p.m. There were 83 participates and a light lunch was served.

#### February 27, 2019

- **Passport leadership:** The fourth and first spring session of the Passport Leadership Program was held in the Mini Conference Center on the Liberty Campus. There were 49 participants at the event. The presenter was Kara King-Bess from King, King and Associates Accounting Firm. Students were provided a light lunch of pizza, drinks, and chips. The next session is scheduled for March 27, 2019, in the Mini Conference Center.





### February 28, 2019

- **Pharmacy Ph.D. vs Pharm.D.** The BCCC Biotech Student Society sponsored a session on the career paths of pharmacy. The presenters were Dr. Kolaleh Hassan adjunct faculty and Dr. Sausan Jaber from the University of Maryland. Dr. Jaber talked about the Ph.D. pathway and Dr. Hassan spoke about the Pharm.D pathway. The presentation was an hour and then the Q and A session lasted for another hour. Students asked many questions about opportunities and in-depth information about each pathway.



### February 28, 2019

- **BCCC Day in Annapolis:** The BCCC community was given a chance to shine in Annapolis, MD for BCCC Day. A delegation of students and staff from the Liberty and WDCED campuses including BCCC interim president, Dr. James A. Johnson, Jr., incoming BCCC president-elect, Dr. Debra L. McCurdy, Student Government Association officers and student clubs and organization leaders attended the event. It was a great opportunity for students to meet with Maryland legislative leaders and talk about BCCC and what the College has to offer. Students and staff

were able to view legislative sessions and be recognized in the House and Senate galleries. There were approximately 38 students and staff that attended the event.





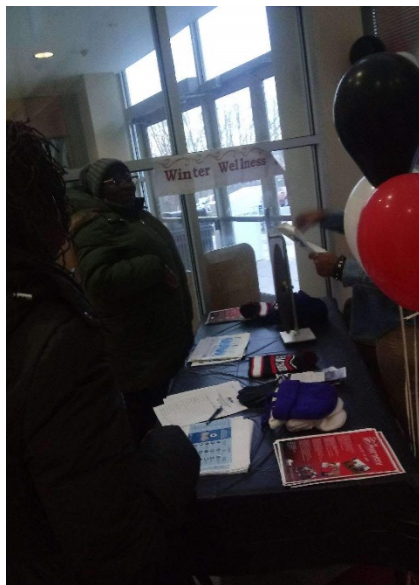
## **Student Government Association**

**SGA Meetings** – There were no SGA Meetings held during this reporting period. The first SGA Meeting will be held on February 8, 2019 in the Gaare Auditorium at noon. There will also be a mandatory SGA and Clubs and Organizations Leadership meeting following the scheduled SGA meeting at 1:15 p.m. in the same location.

## **Activities and Events**

### **BCCC Welcome Week – January 22-25, 2019**

**Tuesday, January 22, 2019** - 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 campus information and assistance. Greeters volunteered for the entire four days of Welcome Week and the Mayor’s Scholars Program manned an information table all week. In addition, a hot beverage station was set up each morning during the week which included coffee, tea and hot chocolate.



Students were able to have some fun and win winter gear by playing the “Winter Wellness” Game. There were 90 participates that played the game. Staff from Student Support and Wellness Services added to the excitement of the day with a campus “Scavenger Hunt”. Students were able to win great prizes which included gift certificates to the book store.

Music with popcorn and snacks were offered for a midday break. And for those that still wanted to hang out a little later, the movie “The Greatest” was shown after 5 p.m.

**Wednesday, January 23, 2019** - The Office of Student Life and Engagement, in conjunction with the Student Government Association, hosted vendors from the campus and community. Ten vendors displayed and sold their various products or introduced their services to the campus community. Bellevue University, Year Up, Tobacco-Free BCCC had information tables along with the Office of Student Life and Engagement. The students were treated to a lunch of sandwiches, chips and drinks.



The students were able to enjoy music and take silly photos at two different times during the day. There was an early session from noon to 3 p.m. and then a later session of 4:30 to 6:30 p.m. for our evening students. Students were able to text or email their photos for a nice keepsake of the event. An evening popcorn break took place at 5 p.m. and 77 guests enjoyed the freshly popped kernels.

The day ended with an hour-long yoga session. Student Support and Wellness Service co-sponsored the program.

**Thursday, January 24, 2019** - Representatives from the Anthropology and Sociology Club, BCCC BioPark Biotech Student Society (B2S2), Math Club, Environmental Science Club, History Club, International Students' Club, LatinX Uni2 Club, Phi Theta Kappa, Panther's Inc., The Student Government Association, Bellevue University, Center for Academic Achievement, Disability Support Services Center, Student Volleyball interest group, The Office of Judicial Affairs and Title IX, Tobacco-Free BCCC Services, TRIO/SSS-STAIRS Program, and the Office of Student Life and Engagement all had tables with updated information for the campus community. Students representing their clubs and organizations were also given "Welcome Week" shirts to wear.



An afternoon snack of chips and drinks were provided for the students. Snack were distributed to 52 guests.

**Friday, January 25, 2019** – On the last official day of Welcome Week, students, staff and alumni participated in the annual MLK Day of Service. Every year, on the last Friday of Welcome Week, a service project is completed. This year the service project was to help clean an area in the Main Bldg. of the Liberty Campus. Participants, wiped down walls, rails, and doors and swept floors thorough out the building.





### Welcome Week Fun at BioPark and WDCED January 22-24, 2019



Welcome Week 2019 extended beyond the Main Liberty Campus. Students were able to be welcomed at both BioPark and WDCED Campuses. Each day students were met by staff greeters and were able to enjoy morning hot beverages of coffee, tea and hot chocolate and afternoon snacks of chips and drinks.



**Wednesday, January 23, 2019** - Just like the students enjoyed the Winter Wellness Game on the Liberty Campus, so did the WDCED students. Everyone won at this game by spinning the wheel for prizes to keep warm during the winter. There were 21 participants in this activity.



**Thursday, January 24, 2019** – During the afternoon, students at WDCED got an opportunity to relax and have some fun. The Welcome Week Photo Booth allowed students and staff to take silly photos together or in groups. This was a great way to unwind during a busy first week of classes.



**Thursday, January 24, 2019** – The Biotech Student Society Club and the Welcome Week Team sponsored a pizza and drinks lunch break for students. Students and staff were able to learn about the upcoming activities of the Biotech Student Society, while socializing and enjoying a meal. There were 35 guests at this event.



# TAB 6

AFSCME





**AFSCME Local 1870 Presentation to the BCCC Board of Trustees**  
**Wednesday, March 20<sup>th</sup>, 2019**

**LABOR-MANAGEMENT ISSUES:**

On-going issues of MOU violation and the process to make changes to submitted employee timesheets were finally resolved at the February Labor Management Committee meeting. Union leaders were told that there is a process where changes are made in hard-copy and signed off by both, supervisor and employee so that it can be properly recorded by HR's timekeeping staff. Also, it was agreed that there were misunderstandings sometimes between supervisors and employees that caused confusion about permitted break time and personal leave requests, etc. It was agreed that whenever there appeared to be MOU violation in any area of the College, it will continue to be addressed in a systematic manner by informing HR or discussed at Labor Management Committee and if the matter is not resolved move it forward through the process. Both sides agreed that all employees should be treated in a manner consistent with fair labor practices and MOU agreements.

**UPDATE**

**MOU Negotiations:**

Both sides met on Tuesday, February 26, 2019 to agree on ground rules and to exchange negotiation points. Two items submitted from the Union side were signed off on. It was a good beginning to the negotiating process. A series of dates in March and April were agreed upon by both parties so that the new contract can be ready prior to the expiration date of the current contracts so Unit employees can ratify for the Board of Trustees to approve.



**AFSCME Local 1870 Presentation to the BCCC Board of Trustees**  
**Wednesday, February 20, 2019**

**UNRESOLVED LABOR-MANAGEMENT ISSUES**

**Labor-Management Committee Agenda for February**

On-going issues in certain areas need to be addressed. These issues are either a matter of MOU violation or disrespect/harassment of unit employees. At the November 2018 meeting with Dr. Johnson, Union leadership got assurances that if HR training needed to be provided supervisors in certain areas (WDCED, Public Safety, and Student Affairs) it would be a systematic way in which the matter could be resolved. Union will bring up the issue again at the Feb 2019 LMC and is willing to work with HR for a peaceful resolution to the conflict. Union is requesting that employees in all areas of the college be treated in a manner that is consistent with fair labor practices and MOU agreements.

Listed below are systemic problems as identified by Union.

1. HR's process for correction of electronic timesheets needs to be clarified, especially when changes or corrections are done by supervisors to employee earned leave (i.e. annual or personal or sick leave).
2. Union is seeing instances of employees being chastised for use of personal leave time. Various supervisors are requesting advance notice for use of such leave. In a similar way, there are instances where supervisors are restricting or denying use of employee requests for annual leave and certain supervisors claim that employees cannot take two (2) fifteen (15) minute breaks during the 8-hour work shift.

**UPDATE**

**MOU Negotiations:**

The first meeting is scheduled for Tuesday, February 26 to set up ground rules and exchange points to be negotiated. Union and Management have agreed on a set of March 2019 dates to bargain the new contract. The current MOU will expire in June 2019.

# **TAB 7**

**FACULTY SENATE REPORT**



Faculty Senate Report to the Board of Trustees  
March 20, 2019 Board Meeting

---

Our faculty continued to work with the College community beyond their classroom duties as we move towards a common goal of collaborative engagement and shared governance for the advancement of the College. Faculty members actively participated in:

- I. Achieving The Dream (ATD): Two faculty members attended the Achieving The Dream 15<sup>th</sup> Annual Conference with six administrators from February 19 through February 22, 2019, in California. More than 2,000 higher education practitioners attended the conference with more than 140 concurrent workshops with an emphasis on leading community college reform and providing wrap-around services to students. The following faculty have joined the BCCC ATD team:
  - Drs. Chima Ugah and Katana Hall will serve as faculty representatives on the ATD Core Leadership Team.
  - Drs. Kathleen Berlyn and Amrita Madabushi will serve on the Data Team.
  - Dr. Edna Street-Jones and Professor Frederick Paraskevoudakis will serve on the ATD Communication Team.
- II. Maryland Collegiate Science Technology Engineering and Mathematics (STEM) Conference: The Department of Natural and Physical Sciences is taking the lead on the State of Maryland STEM Conference that will occur on the BCCC main campus on Saturday, April 27, 2019. BCCC programs in Mathematics, Engineering, Robotics, BioTech, Computer Information Systems, and Cyber Security & Assurance will be featured at the event.
- III. Dr. Amrita Madabushi received a \$41,000 grant from the State of Maryland to establish a dual enrollment Biotechnology program with Edmondson-Westside High School.
- IV. On February 15, 2019, Dr. Edna Street-Jones received Colgate Bright Smile Kids award at Baltimore Marriott Waterfront recognition event for promoting dental health in children. The special recognition was for providing dental screening and dental education to school-age children as a volunteer. Dr. Street-Jones serves on the Advisory Council for the Baltimore region for Colgate Bright Smiles and Bright Future.
- V. Maryland Higher Education Commission (MHEC) has approved Actuarial Science Transfer as an area of concentration under the Mathematics Transfer program.

- VI. On April 10, the College-wide Committee on Multi-Generational Teaching and Learning will host a panel discussion on the topic of multi-generational communication. The panel will have representation from all components of the BCCC community. Dr. Carole Quine from the Department of English, Performing and Visual Arts is the Chairperson for the occasion.
- VII. On April 25, the Dental Hygiene Program along with the Nursing Program will be having their Annual Oral Cancer screening and healthcare event.
- VIII. Faculty expressed several areas of concern to the Faculty Senate Executive Committee (SEC):
- College-Wide Assessment Council (CWAC): Faculty expressed concerns on the inactivity of CWAC. The Council was established through the Faculty Senate initiatives to address one of the Middle States' standards on institutional assessment during BCCC's self-study. The Council required two co-chairs. Dr. Amrita Madabushi is the faculty co-chair, but the other co-chair, Dr. Bonnie Thomas, Associate Vice President for Institutional Research, Effectiveness and Planning left the college last September. Dr. Madabushi is waiting for a replacement to proceed with the institutional assessment work. Faculty Senate agreed that the College should maintain the level of Institutional assessment in a continuous manner to avoid potential issues with accreditation.
  - Academic Master Plan (AMP) Committee: The College's Strategic Plan, Goals, and Objectives that are published on the Website has a time frame of 2018-2022, while every other plan, such as AMP, IT Master Plan, Facilities Master Plan, etc. (that should be aligned with the College's strategic plan) have expired. Faculty Senate hoped that the College will not have to use the twelve realignment tasks as the substitute for the required educational plan. Dr. Ugah stated that he has submitted faculty names to the Vice President of Academic Affairs to work on the Academic Master Plan. Two faculty members from each department were identified for a total of 14 faculty members who have accepted offers to serve on committees. Additional faculty members have volunteered to serve, however, decisions on additional volunteers will be made once the committees start their work.
  - Overcrowded Classrooms: Some courses are experiencing a big surge in student enrollment. Faculty expressed concerns because the Associate Deans are signing off on overrides beyond the class capacity. Dr. Ugah stated that his attention was called to the overcrowded classes. One class has more than 50 students while still requiring the faculty member to teach full-load of 15 TAUs that includes an additional four courses. Discussions have started to resolve class overcrowding through the reporting chain with the Associate Deans, the Deans, and the Vice President of Academic Affairs. Also, Dr. Ugah mentioned that he will need the support of faculty to craft the class size policy because he

was challenged by one of the Associate Deans to produce a policy on class size before the Associate Dean can consider splitting the large classes into more sessions. The situation with large classes was mentioned to the Interim President, Dr. James H. Johnson, Jr. during the Faculty Senate Leadership meeting.

- Dr. Ugah expressed his disappointment with the College leadership for not advocating strongly enough to retain the seven PINs (Personnel Identification Numbers) and reallocate them to hire more faculty. The seven PINs were requested by the State of Maryland to be released. There is an urgency to hire faculty in the areas of Natural and Physical Sciences, Computer Information Systems, and Cyber Security and Assurance to avoid problems with staffing classes with faculty in Fall 2019. Newly approved MHEC programs will need full-time faculty such as Transportation and Supply Chain Management program.

Since the last Faculty Senate last report to the Board, the following activities have occurred:

- I. On February 12, 2019, Faculty Senate Leadership met with Dr. Tonja Ringgold, Vice President for Academic Affairs. The following came out as a result of the meeting:
  - The Actuarial Science for Arts and Science Area of Concentration with the Math Transfer program was approved by MHEC.
  - All College syllabi are going through the process of updates, which is required every three years.
  - There were concerns about students who failed to meet pre-requisites and if faculty could withdraw those students from class, especially when the computer system failed to block the student. Dr. Ringgold stated that only the student can withdraw himself or herself from the course according to the existing policy. Faculty cannot withdraw any student from the class but to advise the student to withdraw.
  - Faculty Senate Executive Committee should get the list of articulated programs/courses from Dr. Daphne Snowden or Ms. Karen Mobley.
  - Faculty Senate Leadership discussed the problems with overcrowded classes with Dr. Ringgold. There were suggestions made to split the classes for Spring 2019 with future plans to hire additional faculty in these areas in Fall 2019. Dr. Ringgold stated that there is no additional faculty PIN available to hire new faculty. Faculty Senate should make their request know to the appropriate Dean and provide a wish list for our requests.

II. On February 14, 2019, Faculty Senate Leadership met with Dr. James H. Johnson, Jr., Interim President. The following came out as a result of the meeting:

- Dr. Johnson and Dr. McCurdy, President jointly interviewed candidates for the Director of Mayor's Scholars Program (MSP). Five candidates were interviewed. It was important for Dr. McCurdy to be engaged in the process because the person will be working with her on the program.
- There are a couple of initiatives with MSP such as 1) retaining students in the program, 2) getting students who are not registered for Spring 2019 Semester to be registered in the 12-week semester courses, and 3) implementing success coach workgroup, especially for advisement and admissions.
- The College will be using in-house support services for the MSP as the institution continue to assess resources needed for support.
- The College has implemented the wraparound services with "BCCC Student Resource Guide" to assist students in need outside the College domain.
- The College received good grades from the State of Maryland legislatures on the twelve realignment tasks that was submitted.
- Every employee in Harper Hall is slated to be relocated to make room for the loop road.
- A deferred maintenance contract has been awarded to a contractor. Also, there are State of Maryland programs to help community colleges with deferred maintenance.
- A budget hearing is currently active in both Maryland State House and the Senate.
- The College has asked for procurement thresholds for fund approvals which is similar to other colleges.

Faculty Senate Leadership expressed their thanks to Dr. Johnson, Jr. and mentioned the faculty concerns with overcrowded classes in some areas. Dr. Johnson asked that faculty should make their requests known to the VP of Academic Affairs who will move it forward to the President.

Humbly Submitted,

Dr. Chima Ugah,  
Faculty Senate President

Through collaboration and by engaging faculty in College-wide meetings and activities, the Faculty Senate reports incremental movements in a positive direction with College's Divisions/Departments and other constituents. The improved relations are leading to more shared governance, a goal of the Faculty Senate. However, there is more work to be done as many areas of the College are operating in silos where faculty could make meaningful contributions for the advancement of the College. The Faculty Senate is ready to work with the College community to craft a shared governance policy, procedures and communication plan that clearly defines the faculty's role in College governance. Spring 2019 started well with minor challenges in some areas and no problems in many areas. Faculty Senate is working with the areas with minor challenges to resolve the matters and take corrective actions. Our sincere appreciation to the vice presidents, administrators, and directors who are working diligently with the Faculty Senate for a better Baltimore City Community College.

Since our last reporting for the month Board of Trustees Report, the following activities have occurred:

- I. On January 9, 2019, Faculty Senate held a successful Faculty Academy under the theme "Faculty Engagement with Technology in Teaching and Learning." The academy was an all-day event. Our keynote speaker was Dr. MJ Bishop, Associate Vice Chancellor and Director of William E. Kirwan Center for Academic Innovation, University System of Maryland. Dr. Bishop spoke on the topic "Rethinking Technology's Role in Transforming Higher Education." Dr. James H. Johnson, Jr. was honored by the Faculty Senate during the Faculty Academy for his great leadership and for being more inclusive of faculty in his leadership. Also, Dr. Debra L. McCurdy, our incoming President addressed the full-faculty body during the academy. The Faculty Senate sincerely appreciates Dr. Diana Zilberman for providing the keynote speaker, Dr. Tonja Ringgold, Vice President for Academic Affairs and Mr. Calvin Harris, Vice President for Business and Finance for sponsoring the Faculty Academy. (Attached is the Program Agenda for the Faculty Academy).
- II. On January 9 and 10, 2019, BCCC Faculty participated in the 29<sup>th</sup> Annual Conference of Association of Faculties for Advancement of Community College Teaching (AFACCT) at Cecil College. Numerous faculty attended the Conference including those who were presenters. Also, some administrators attended the conference including Dr. Tonja Ringgold to support our faculty.



Humbly Submitted,

Dr. Chima Ugah,  
Faculty Senate President



TAB 8



BOARD AGENDA  
TAB 8 - INFORMATION  
MARCH 20, 2019

**NO ITEMS  
REMOVED FROM  
AGENDA**

TAB 9

**PUBLIC  
PRESENTATIONS**



**BOARD AGENDA  
TAB 9 - ACTION & INFORMATION  
MARCH 20, 2019H 20, 2019**

- A. House Operating Budget Hearing Update (Bryan Perry, Esq.)
- B. Senate Operating Budget Hearing Update (Bryan Perry, Esq.)
- C. House Capital Budget Hearing Update (VP Calvin Harris, Jr.)
- D. Senate Capital Budget Hearing Update (VP Calvin Harris, Jr.)



BOARD AGENDA  
TAB 10- INFORMATION  
MARCH 20, 2019

# NO COLLEGE POLICIES



# NO COLLEGE POLICIES



# TAB 11

# PRESIDENT'S REPORT



**Baltimore City Community College  
President's Report to the  
Board of Trustees**

BOARD AGENDA  
TAB 11 – INFORMATION  
MARCH 20, 2019

**The following denotes some of my meetings, activities, and new/enhanced partnerships since my January 16, 2018 report to the BCCC Board of Trustees.**

- Held daily conference call meetings with members of the President's Leadership Team.
- Facilitated weekly President's Leadership Staff meetings.
- February 20, 2019 – Board of Trustees Meeting was canceled due to inclement weather which caused the closing of the college.
- February 27, 2019 - Attended the Technology Investment Committee Meeting.
- February 28, 2019 – Attended the BCCC Day in Annapolis with Dr. McCurdy.
- March 1, 2019 – Attended the President Leadership Retreat.
- March 7, 2019 – Attended the BCCC FY 2020 Capital Budget Hearing (Senate) in Annapolis.
- March 11, 2019 – Attended Mayor Pugh's 2019 State of the City Address

**The following consist of divisional highlights from the President's Leadership Staff.**

**Chief of Staff/General Counsel, Bryan L. Perry, Esq., reports;**

During this reporting period;

- Testified before the House and Senate education subcommittees on BCCC's operating budget.
- Testified before the Baltimore City Senate delegation in support of SB 253 (Resource Sharing) and SB 254 (Procurement).
- Provided a briefing to the Baltimore City Senate delegation on BCCC's realignment and other activities at the College.
- Attended BCCC Day in Annapolis.
- Met with the Mayor's Office to brief them on the Mayor's Scholar's Program.



### **Vice President of Academic Affairs, Dr. Tonja Ringgold reports;**

- Dr. T. Sean Vasaitis, Assistant Dean of the Pharmacy Program at the University of Maryland, Eastern Shore was pleased to report that 10% of the program's student base is from BCCC.
- Professor Kaye in the Mathematics and Engineering department took the Engineering students to Frostburg State University, the Arundel Mills campus, to tour their engineering labs on February 15, 2019.
- Applications for STEM scholarship is open between March 15 and April 15, 2019. Eligible students can apply for this scholarship and can get up to a full scholarship dependant on the student's financial need.
- The course evaluations for Spring Accelerated I courses were launched on February 27 and will be open until March 12. Evaluation dates are determined by session, so 16-week courses will run from April 10 to April 23, 12-week courses from April 17 to April 30, and Accelerated II courses from April 24 to May 7.
- The Summer/Fall 2019 Course Schedule will be completed prior to the start of the early registration, which is April 22, 2019.
- Promise Academy has two students eligible to graduate 2019 and one will enter the Nursing Program in Fall 2019.
- Dr. Daphne Snowden NCBA-Northeast Region Conference Chair is finalizing logistics for the annual conference scheduled for March 21-22 to be held at Morgan State University.
- The Paramedicine program will begin conducting interviews for a full-time Clinical Coordinator on March 18, 2019. We expect the position to be filled in the first part of April. A full-time clinical Coordinator is required to meet CoAEMSP accreditation standards.
- Courting Art will take place on Thursday, April 4, 2019, at 6:30 p.m. in the Fine Arts Building Conference Center.
- Multi-Generational Panel Discussion will take place on Wednesday, April 10, 2019 at noon in Gaare Auditorium

### **Interim Vice President of Student Affairs, Ms. Sylvia Rochester, reports:**

#### **INTERCOLLEGIATE ATHLETICS**

- Congratulations to the men's and women's basketball teams. The women's basketball team took second place in the Maryland Junior College Conference

Championships as well as the NJCAA Region 20 Championship. They finished the season with an 18-11 overall record which includes a 10-2 record in conference.

- The men's team won the MDJCO regular season Championships as well as repeating as the MDJUCO Tournament Champion. In addition, they came within 2 points of repeating as the NJCAA Region 20 champion, falling to Allegheny College 81-80 in a nail biter. The team finished the season with an overall record of 22-8 and a conference record of 12-2.

## **STUDENT LIFE AND ENGAGEMENT**

- The Office of the Secretary of State presented Marie Hinton, who organized BCCC's Maryland Charity Campaign at the College, with a Certificate of Appreciation for exceeding the College's goal by more than 200 percent. The College's goal was \$4,704, but employees donated a total of \$10,149 and \$5,721.22 was designated to the Baltimore City Community College Foundation.

## **STUDENT SUCCESS CENTER**

- Approximately 826 students checked in for services at the Student Success Center this month.
- The Student Success Center utilized HOBSON as part of the Performance Alert Intervention System (PAIS) to notify students that their instructors have identified a concern. Student Success Advisors are also reaching out to students identified through PAIS and engaging and offering success strategies to students.
- Nana Gyesie attended the Advising Affinity group meeting on February 8, 2019. Several staff members are taking advantage of the various Professional Development workshops offered at the college. All members of the team participated in the customer service and most participated in the safe space workshops. The rest of the team will attend the Safe Space workshop scheduled on March 15, 2019.

## **TRIO/STUDENT SUPPORT SERVICES**

- The 2017-2018 Annual Performance Report was completed and submitted. The Program achieved the maximum possible prior experience points for meeting all of its funded objectives for retention, academic good standing, graduation, and transfer.
- The program's administrative assistant attended the annual conference of the Mid-Eastern Association of Educational Opportunity Program Personnel (MEAEOPP), the regional association for TRIO personnel in DE, DC, MD, PA, VA and WV.

## **STUDENT SUPPORT AND WELLNESS SERVICES**

- Student Support and Wellness Services continues to grow in usage and requests for both individual counseling and for presentations. This month, SSWS held 12 wellness workshops, began a social anxiety support group, and started a substance abuse support group with YearUp.
- SSWS also conducted eight classroom presentations and one student club presentation focused on taking care of your mental health for academic and personal success.
- SSWS have one representative serving in the Spring Implementation Workgroup for the Mayor's Scholars Program. Two of our graduate interns attended BCCC Day in Annapolis.
- B'more for Health Babies has partnered with the SSWS office, becoming a presence on campus offering resources to pregnant students and parents of young children.
- The Truth Initiative gained IRB approval for a student survey about tobacco attitudes on campus, held a task force meeting, and conducted an exciting gameshow bringing awareness to tobacco issues.

## **UPWARD BOUND MATH & SCIENCE**

- A new UBMS academic component was developed for students interested in computer science. The instructional program will emphasize computer program design and development. A computer science instructor and a program counselor have been added to the team to support our program participants.
- Local colleges were notified of future tutor/counselor positions for UBMS 2019 summer academic and residential program to begin in June 2019.
- UBMS application to the Mayor's Office of Youth Development to become a Baltimore City Youth Works site was accepted for summer 2019.

## **Vice President of Workforce Development and Continuing Education, Mr. Michael Thomas reports;**

The WDCE Division serves students across three program areas, including Adult Basic Education classes, English Language Services, and in Community and Workforce Development programs. A few programs and on-going initiatives are highlighted for the month of February 2019.

- Current Adult Basic Education (ABE) and English as a Second Language (ESL) students have registered for two ***Integrated Education and Training (IET)*** classes designed to transition students into Workforce Development programs. The *IET: Computer Networking Basics* and the *IET: Computer Applications with Microsoft* courses will start in March.
- A new community-based **ESL** class opened in partnership with the Curtis Bay Judy Center in February and an additional site will be opened at Highlandtown Elementary school in March.
- A new **ABE/GED** partnership with the Gay Community Center for Baltimore will provide support for this community.
- The first class of the ***Cyber Warrior Program at BCCC*** started CompTIA A+ Certification Prep on Feb. 26. Recruitment for the second group of students will continue through March 2019, with the next series of CompTIA classes starting in April.
- In February, three additional ***Mayor's Scholars Program (MSP)*** students selected Workforce Development programs to continue their studies at BCCC. This brings the total number of MSP students in workforce training to 16 for the 2018-2019 academic year.
- The ***Career Services (Panther) Team*** continues to develop new business partnerships for student internships, clinical rotations, and employment opportunities. In February, three students started clinical rotations with Walgreens, and job fairs/hiring events were conducted with FirstGroup/Greyhound, Academy Bus, ICF International; and Chesapeake Urology Associates.

**Vice President of Administration and Finance, Mr. Calvin Harris, Jr. reports;**

**Vice President / Division-wide**

- As Chief Financial Officer of College, provided verbal and written testimony at House of Delegates and Senate subcommittee hearings in support of the fiscal year 2020 Operating Budget in Annapolis. State of Maryland appropriated funds represents the majority of operating budget funds. Legislative hearing presentations help ensure College will continue to receive State financial support that funds all areas of the College.
- Provided verbal and written testimony at Senate Subcommittee hearings in support of fiscal Senate bills for Procurement Authority (SB 254) and Radio Tower Revenue (SB 253). Approval of the proposed bills would have the College's procurement authority and radio station tower revenue be treated similar to other Maryland institutions while eliminating exceptions that are unique to the College.

- As Vice Chair of the affiliate group attended Maryland Association of Community College Business Officers (“MACCBO”) meeting at Carroll Community College on February 22. Meeting with other community college business officers provides mutual opportunities to learn and discuss best practices.

### **Controller / Finance**

- Various areas are working to implement CashNet (online portal), which would enhance student ability to make online payments. Ability to pay online was negatively affected following a PayPal technology upgrade.

### **Facilities / Real Estate**

- Completed Phase 1 of Facilities Planning and Assessment project, through engagement of an outside strategic facilities planning firm. Based on initial assessment, which included tours of all building’s facilities, over \$55 million is needed for infrastructure and modernization in current facilities, including over \$31 million through the next three years. Usage of this firm marks the first broad comprehensive facilities analysis in over ten years. Next steps include strategic prioritization of needs, and external meetings (tentatively in April) with oversight agencies for potential capital planning.

### **WBJC Radio Station**

- WBJC continues with its semi-annual Internship Program. Each semester, six BCCC students are selected and are provided with a stipend in exchange for 40 hours at the radio station. The student interns (identified through the Office of Career Development and Employment Services) are taught various broadcasting and administrative tasks giving them experience in the industry.

### **Director of Human Resources, Ms. Michelle Williams reports:**

- Currently, HR is in the midst of conducting union negotiations and updating Standard Operating Procedures (SOP’s) within the Compensation and Classification areas.

### **Chief Internal Auditor, Ms. Lyllis M. Green, reports:**

- Met with president-elect Dr. Debra McCurdy on January 8, 2019 and shared some of the activities of the Office of Internal Audits.
- Revenue Sharing Audit – Attended the Joint Audit Committee (JAC) on January 22, 2019 with COS Bryan Perry, Jim Knighton, Director of Government Relations and VP Calvin Harris. The briefing hearing included the Legislative Auditors testimony on the status of audit findings and recommendations contained in their August 2018 performance audit of certain telecommunications resource sharing agreements. The College was cited for non-payment of tower rental revenue to the State’s general fund and having expired tower rental leases. The College’s

response testimony was included in the packet submitted to the committee and no verbal testimony was required on our part.

- February 14, 2019 - Received four additional fraud hotline allegations from the Office of Legislative Audits. The allegations increase the fraud hotline investigations to a total of eight.
- February 22, 2019 - Attended the Maryland Internal Auditor Forum. Highlights included the State's plan to centralize the procurement function and changes to the year-end financial statement closing instructions.
- February 28, 2019 - Attended BCCC Day in Annapolis noting the excitement of the students and staff at the opportunity to meet our legislators. One student commented that she used her note pad to record the names of the "important legislators" that she is meeting. It was a very good event with a great turnout.
- European Union's General Data Protection Regulations (GDPR) – The regulations require that all organizations doing business with EU Data Subjects comply with GDPR effective May 25, 2018.
- To date, College staff has developed a GDPR draft policy and companion policies for Personally Identifiable Information (PII) and Confidentiality. The drafts were reviewed by Internal Audit staff and comments were forwarded.

### **The College's Risk Assessment continued during the months of January and February.**

- Presented the Risk Assessment and Management process to members of the Administration and Finance Division during their division leadership team meeting. The A&F Division is the final division to receive a presentation. Their responses were due on March 8.
- Five divisions required interviews due to their estimated risk assessment score being  $\geq 70$ . Four of the five interviews are complete and the remaining one is expected to be scheduled in March.

Next Step: Complete interviews, discuss the risk assessment outcomes with the President and recommend an audit plan.

### **IT Audits and Follow-up – The IT auditor identified the following:**

- Expired leases for both Firewalls and Malware protection. The Firewall's expired lease was reported in January and ITS staff is working to resolve the issue. The Malware lease expired in December 2018 and was also reported in January.

- Other activities of the IT Auditor include reviews of user access, unauthorized user access investigation, physical inventory of property and updates to the ERP project.

**Vice President of Advancement and Strategic Partnerships, Ms. Dawn Kirstaetter reports:**

**Communications**

Received significant news coverage for two press conferences held on Campus during February:

- February 4, 2019- U.S. Representative Elijah Cummings' announcement of FASFA Legislation to ease regulations for students that do not have access to parents' financial information.
- February 25, 2019- Councilman Leon Pinkett's announcement of a partnership between BCCC, The Lazarus Rite, Department of Public Works and Department of Transportation.
- The College received multiple media mentions re community event held on Campus featuring States Attorney Marilyn Mosby and Panthers Men's Basketball team including a feature on WBAL-TV. The College hosted a community event targeting parents on March 6- the Second Annual Investing in Parents Town Hall- featuring Mayor Catherine E. Pugh and City Schools' CEO Dr. Sonja Santelises.
- The College's presence on social media continues to grow. Since last month, Instagram, Facebook and Twitter followers and likes have increased thanks to activity generated by new Digital Media Coordinator Malcolm Maurice.

**Marketing**

- The Hatcher Group is finalizing research results and logo concepts for a draft of new brand reveal scheduled for late May.
- Upcoming event sponsorships include B-more Healthy exhibition at Convention Center.
- Website content is being reviewed and updated.
- The marketing team is working diligently on refreshing all BCCC collateral. In addition, the team is working closely with the Facilities team to secure new exterior parking, building, wayfinding signage.

## Foundation

Completed Case for Support, Fact Sheet and Scholarship brochure

- **Campaigns**
- **Panther Family Giving Campaign Goal: \$35,000**
- Panther Family Giving Campaign: **President's Staff**
  - **\$9,000 pledged** (100% Giving continuing to be sought after from the leadership team)
  - Panther Family Giving Campaign: **Foundation Board Members**
    - **\$6,000 pledged** (100% Giving)

## Planned Events

- **Special Events: 2019 Scholarship Awards Breakfast**
- **Special Event: 2019 Orioles University Night**

## Interim Chief Information Officer, Mr. Frank Anastasio reports:

We are in the final stretch of the Financial Aid Management project. It continues to be on schedule. End to end testing and the finalization of the operational guidebooks have been completed. Regent and BCCC reached agreement on a change order to add additional hours and related cost to the project. We will need to review and get approval from the State for the change.

The infrastructure upgrade project, another prime focus of the team, reached a major milestone last week with the transition from on-premise firewalls to a firewall-as-a-service model. The team also completed the installation of services for the Admin wing in preparation for the upcoming second phase of the Admin wing relocation. The installation included wired and wireless network upgrades, the installation of Voice over IP (VoIP) phones, and new desktop computers.

## Critical Project Status

- Financial Aid:
  - The Regent Award (new FAM system) project is underway in support of the financial aid process in 2019-2020. The project is currently on schedule as noted above and additional actions are being taken to ensure successful completion.
- MSP
  - Working to finalize the integration of MSP application and BCCC general application.
  - Fiber WAN Replacement
- Infrastructure Modernization
  - Campus network refreshed and on schedule
- Audit concerns
  - Data Classification Policy: under review



- Cyber Security Policy: pending
- Separation of Duties: Difficult to implement given staffing. Considering an approach that will maintain current authorizations but require regular review of system logs to verify appropriate use.
- Core Business System
  - Research and preparation in progress (Tgt: June 2019)
  - RFP process for evaluation and selection of solutions planned to start FY Q1 2020. Digital Pedagogy/Instructional Technology, Human Resources, Workflow Automation, and Document Management will be addressed at a later date.

**Issues to highlight for Board of Trustees (3-5 bullet points):**

- Personnel
  - Director Enterprise Application Services resigned, recruitment is underway.
  - New CIO expected to start on February 13 decided not to take the position.
- MD Time
  - Decision made to continue to use MD Time until ERP platform replaced.

**Director of Government Relations, Mr. James Knighton, Esq. reports:**

- Manned an information table with BCCC's Admissions Coordinator for Mayor Catherine Pugh's annual "Baltimore Night in Annapolis" on February 4.
- Prepared the following documents in support of BCCC's legislation:
  - Verbal testimony for BCCC Chief of Staff and V.P of Administration & Finance
  - Official BCCC position letters supporting SB 253 and SB 254
  - Support letters for SB 253 and SB 254 from Baltimore Mayor, City Council President, and Greater Baltimore Committee.
  - Written and verbal testimony for Senator Antonio Hayes, sponsor of SB 253 and SB 254 for use at bill hearings.
- Supported BCCC executive staff at bill hearings for SB 253 and SB 254 on February 20 before the Senate Education, Health & Environmental Affairs Committee.
- Negotiated with the Department of Information Technology for an amendment to SB 253 to address an issue relating to the use of revenue from telecommunications infrastructure leases while preserving the exemption for BCCC as originally proposed in the bill.

- Attended BCCC Fiscal Year 2020 Operating Budget hearings.
- Prepared remarks for BCCC Chief of Staff for Baltimore City Senate Delegation meeting on February 7, at which the delegation voted unanimously to support SB 253 and SB 254.
- Prepared remarks for BCCC Chief of Staff's informational briefing on the College and Realignment for the City Senate Delegation on February 14.
- Successfully executed BCCC Day in Annapolis on February 28 with vital assistance from the Division of Advancement and Strategic Partnerships and the Division of Student Services. This was the first event BCCC hosted in Annapolis since 2011, and it was attended by approximately 200 legislative staff and dozens of elected officials.

**Respectfully submitted**

James Johnson, Jr., Ph.D., P.E.



**Baltimore City Community College  
President's Report to the  
Board of Trustees**

BOARD AGENDA  
TAB 11 – INFORMATION  
FEBRUARY 20, 2019

**The following denotes some of my meetings, activities, and new/enhanced partnerships since my January 16, 2018 report to the BCCC Board of Trustees.**

- January 28, 2019 – Interviewed candidates for Directorship of Mayors' Scholars Program.
- January 29, 2019 – Meeting with Speaker Mike Bush with Dr. McCurdy and Mr. James Knighton.
- February 4, 2019 – Participated in Congressman Elijah Cumming's Press Release to announce the introduction of FAFSA Fairness Act of 2019. The event was held in the Board Room at BCCC. Other attendees included Senators Cardin and Van Hollen and Congressmen Ruppertsberger and Sarbanes.
- February 7, 2019 – Attended the BCCC State of Maryland House Appropriations Committee, Education and Economic Development Subcommittee Budget Hearing.
- February 11, 2019 – Attended the BCCC State of Maryland Senate Appropriations Subcommittee on Education, Business and Administration Budget Hearing.
- February 11, 2019 – Attended Baltimore City State Senate Delegation meeting. Testimony provided on SB253, Major Information Technology Development Project Fund - Money Received by Baltimore City Community College - Exemption and SB254, Baltimore City Community College - Procurement Authority.
- February 14, 2019 – Attended Baltimore City State Senate Delegation meeting. An overview of BCCC's Educational activities was presented.
- February 15, 2019 – Discussion of transition items with Dr. McCurdy.

### **Chief of Staff/General Counsel, Bryan L. Perry, Esq., reports;**

- During this reporting period, I spent the majority of my time coordinating with Director of Government Affairs James Knighton and Vice President for Administration and Finance Calvin Harris on BCCC's legislative activities and leading the summer bridge workgroup for the Mayor's Scholars Program. I have also been working closely with the Regent financial aid implementation team. The team is working to ensure that Regent is implemented by the timeline required by our financial aid office.

#### Highlights

- Testified before the education subcommittee of the House of Delegates on behalf of BCCC at the College's operating budget hearings.
- Testified before the Baltimore City Senate Delegation on BCCC's proposed procurement legislation.
- Testified before the education subcommittee of the Maryland Senate on BCCC's operating budget.
- Led several meetings of the MSP summer bridge workgroup.

### **Vice President of Academic Affairs, Dr. Tonja Ringgold reports;**

- The BCCC and Bowie State University Articulation Agreement is in the final stages and we are in the process of solidifying a signing date and time.
- Spring 2019 Transfer Day is scheduled for March 26, 2019, 10 a.m. to 1 p.m. in the Student Atrium.
- We have initiated and launched the Prior Learning Assessment Task Force, which is designed to formularize and enhance PLA resources for BCCC students. To date, we have a draft handbook manual (working document), have visited Frederick Community College (FCC), spoken with representatives from CCBC and held multiple meetings at BCCC. We have agreed to use the FCC PLA Handbook as a template for the design of the BCCC handbook.
- Adjunct Faculty Academy was held on January 12, 2019. More than 80 adjunct faculty attended this professional development event. Keynote speaker Dr. Mary E. Robinson from Montgomery College and other presenters included the faculty who attended and made presentations at the Maryland Professional Adjunct Faculty Conference in October 2018.
- January 25, 2019, six new students were inducted into the BCCC STEM Scholars program.
- On January 18, 2019, Year Up celebrated the Cohort 15 graduation, and 54 students graduated with IT Basic Skills, Cybersecurity and Business Certificates.

Some of the students are employed by the corporate partners as they continue with BCCC for their associate degrees in Cybersecurity, Computer Information System and Business. Fourteen students achieved a 4.0-grade point average.

- BCCC will be hosting the 5<sup>th</sup> Maryland Colleges STEM Conference on April 27, 2019, at the Liberty campus of BCCC.
- The Natural and Physical Sciences department enrolled 18 students from Edmonson High School through the \$41,602 CTE grant; the students are interested in the BCCC Lab Animal Science Certificate. The students will start the first 12-week course Feb. 22, 2019.
- ESBS met with the Mayor's Office to realign the Law Enforcement and Corrections Administration Program with the BCPD Cadet Training Academy
- The EMS program will host its second cohort of students in collaboration with WDCED. The scholarship, received by WDCED, provides funding and support for students at risk to obtain an EMT license upon completion of the course on the Liberty campus.
- BCCC's Arts and Science Transfer degree in Actuarial Science was approved by MHEC on February 8, 2019. We now have 18 lower Division Certificates and 39 Associate Degree programs.

**Interim Vice President of Student Affairs, Ms. Sylvia Rochester, reports:**

**INTERCOLLEGIATE ATHLETICS**

The men's and women's basketball teams are finishing the regular season in a winning fashion.

- The Lady Panthers are currently riding a four-game win streak and are in third place in the Maryland Junior College Athletic Conference with a record of 9 wins, and two losses in the conference and 15 wins, and nine losses overall.
- The men's team is in first place after defeating conference rival Allegany College of Maryland 87 – 86 in a tough battle that came down to the last few seconds last Wednesday night. Thanks to that win, the team will be seeded first in the upcoming regional tournament. Their record is 11-2 in the conference and 18 - 2 overall.
- Both the men's and women's teams are now preparing for the Midco conference championships to be held in Hagerstown Maryland February 15 - 17.

## JUDICIAL AFFAIRS AND TITLE IX

- January 24, 2019, from 11 a.m. to 2 p.m., Judicial Affairs participated in the Welcome Week Resource Fair. During the Fair, they spoke with students, faculty, and staff about the resources available through the Office of Judicial Affairs and Title IX for:
  - Sexual Assault
  - Behavior Concerns
  - Code of Conduct Issues
  - Hate Bias
  - Bullying
- On January 31, 2019, Judicial Affairs facilitated an committee membership interest meetings for both the Title IX Committee and the New Panther CARE Team, formally the BIT Team. Both committees lost a considerable amount of membership over the last year. As a result of the interest meetings, both committees had an adequate interest in membership.

## STUDENT SUCCESS CENTER

- Approximately 1,562 students checked in for service at the Student Success Center, while 1,322 students checked in for services in the General Registration advising area this month.
- Through HOBSON, the Student Success Center and Information Technology Services office have made students aware of their updated academic status based on the Fall 2018 semester.
- Several members of the team have been taking advantage of the various Professional Development opportunities on campus. Four advisors are scheduled to attend the National Academic Advising Association's (NACADA) Region 2 conference in Atlantic City next month. Nana Gyesie will attend the Advising Affinity group meeting on February 8, 2019.

## TRIO STUDENT SUPPORT SERVICES

- Nineteen (19) TRIO Student Support Services program participants received a total of \$5,460.00 in book scholarships.
- Fifteen (15) eligible students were recruited into the TRIO Student Support Services program.

## UPWARD BOUND MATH & SCIENCE

- The BCCC- UBMS program has completed the search for an additional program counselor and computer science instructor. Both new hires began their employment and started their work with our program participants on Saturday, January 12, 2019.
- The UBMS – 4H Robotics club participated in the Hopkins Robotics Cup competition that was held on the Johns Hopkins University Campus on January 12, 2019.

### **Vice President of Workforce Development and Continuing Education, Mr. Michael Thomas reports;**

For the first half of FY 2019, the WDCE Division served a total of **4,071** students (unduplicated headcount). This includes 1,248 in ABE classes, 1,540 in ELS courses and 1,283 in Community and Workforce Development programs. A few programs and on-going initiatives are highlighted for January 2019.

- WDCED received final approval and funding through the **Baltimore Children and Youth Fund (BCYF) Grant** for \$220,000. The first cohort of BCYF students enrolled in BCCC on January 28, 2019. Four students are completing *Construction Pre-Apprenticeship*, and 14 students are completing the *Diesel Technician* program.
- In January, the college was awarded the first installment of MHEC funds (\$31,250) to support the newly established **Workforce Development Sequence Scholarship**. WDCED will submit a listing of targeted workforce training programs eligible for the fund in April 2019. The college may be award up to \$2,000 per student for workforce program.
- The college launched the **Cyber Warrior Program @ BCCC** for the 2018-2019 academic year. This will provide MHEC funding to support up to 100 students with opportunities in cyber-awareness and training, including access to industry certification exams. The first group of students will enroll in CompTIA A+ certification prep starting February 26, 2019.
- The second cohort of students completed the CVS/Goodwill partnership program for **Certified Pharmacy Technician**. Based on this success, the college amended the agreement with Goodwill to run a total of 6 cohorts (estimated 105 students) through 2019.
- Four cohorts of students have completed the *Warehouse Logistics* program thorough a partnership with **Baltimore City Department of Social Services (BCDSS)**. All students receive training funds through BCDSS (for a total of

\$85,750). This partnership is expanding with a fifth group completing the *Construction Pre-Apprenticeship* program in March.

- The ***FirstGroup/Greyhound Partnership*** has led to the launching of the first of several proposed transportation-related programs, including:
  - ✓ Diesel Technician (4-6 month training) – first class started Jan. 28<sup>th</sup>
  - ✓ Service Lane Technician (6-9 month)
  - ✓ Diesel Mechanic (10-12 month)
  - ✓ Commercial Drivers Licensing (CDL-multiple levels)

**Vice President of Administration and Finance, Mr. Calvin Harris, Jr. reports;**

▪ **Vice President / Division-wide**

- With the convening of the General Assembly on January 9, coordinated administrative and finance related preparation for various legislative hearings. On January 22, attended Joint Audit Committee hearing (regarding shared revenue), but was not required to testify.

▪ **Facilities / Real Estate**

- Moved selected departments into the renovated Administrative Wing in January.
- Continued negotiation with the Cordish Companies on long-term land lease for the downtown Bard Building site. The focus is on lease approval between College and Cordish Companies, followed by the State Board of Public Works approval. Final business terms are currently under consideration.

▪ **Controller / Finance**

- Bursar's Office (part of the Controller's Office) and Information Technology are upgrading the student online portal to once again allow students to pay online. Following an upgrade through PayPal, the function was lost, requiring an internal (manual) work-around process.

▪ **Operational Effectiveness**

- Continued analysis of Enterprise Resource Program ("ERP") activities, as noted in the Information Technology Master Plan. Current activities include a review of existing ERP spending plan, review of remaining ERP budget and continued planning for the fiscal year 2020.



### **Chief Internal Auditor, Ms. Lyllis M. Green, reports:**

- Met with president-elect Dr. Debra McCurdy on January 8, 2019, and shared some of the activities of the Office of Internal Audits.
  - European Union's General Data Protection Regulations (GDPR) – The regulations require that all organizations doing business with EU Data Subjects comply with GDPR effective May 25, 2018. The College is in the process of developing policies and procedures to comply with GDPR.
- The College's Risk Assessment continued during January.
  - Five divisions would require interviews due to their estimated risk assessment score being  $\geq 70$ . Four of the five interviews are complete, and the remaining one is scheduled.

Next Step: Complete interviews and discuss the risk assessment outcomes with the President and recommend an audit plan.

- Revenue Sharing Audit – Attended the Joint Audit Committee (JAC) on January 22, 2019, with COS Bryan Perry, Jim Knighton, Director of Government Relations and VP Calvin Harris. The briefing hearing included the Legislative Auditors testimony on the status of audit findings and recommendations contained in their August 2018 performance audit of certain telecommunications resource sharing agreements. The College was cited for non-payment of tower rental revenue to the State's general fund, and having expired tower rental leases. The College's response testimony was included in the packet submitted to the committee, and no verbal testimony was required on our part.

### **Vice President of Advancement and Strategic Partnerships, Ms. Dawn Kirstaetter reports:**

on increasing the College's presence on various popular social media platforms to help crease visibility, recruitment.

#### **Communications**

- A Digital Media Coordinator was hired and has been focused on increasing the College's presence on various popular social media platforms to help increase visibility, and recruitment.
- Our social media audience is most engaged with the content depicting students and school successes and events. Photographs have led to the most engagements for our pages, followed by links then videos. The communications department will actively seek out more photo and video content to engage our audience based on the data from January.

The consistent posting had garnered more interactions and engagements on the BCCC Facebook profile. The top post had the most impressions

but little engagements. The post was important news like weather-related delays and closings. These seem to be more important for most of our audience as these posts have garnered the most impressions.

- The top Facebook post for January was the Diesel Technician course post on January 28, 2019, with 1.7k reach and the MSP post on January 28, 2019, with 1.6k reach.

## **Marketing**

- The Marketing Department is continuing to work with rebranding consultants Hatcher Group and Opinion Works. Staff is actively focused on website edits, Campus beautification including new exterior and interior signage, murals and room design and publishing new marketing materials for various departments as well as a combined credit and non-credit viewbook.
- An advertising campaign is wrapping up. BCCC was featured on public transportation, billboards, and radio.
- Upcoming sponsorships include B'more Healthy and Associated Black Charities gala.

## **Development/ Foundation**

- The Foundation is hosting a Scholarship Breakfast on April 24, 2019 and is actively seeking sponsorships ranging from \$2,000- \$10,000. Individual tickets are \$60.

## **Interim Chief Information Officer, Mr. Frank Anastasio reports:**

- Focus on the Financial Aid Management project continues and is on schedule. While still classified as Yellow (project on schedule but at risk) the risk outlook continues to improve. The internal team is focusing on the creation of operational guides. Regent has indicated that at the current run rate the number of hours planned for the initiative will not be enough. Discussions are underway between the Regent and BCCC teams.
- Single Sign-On (SSO) for students has been released. The release could have been better managed and executed. Issues resulted from poor communication to stakeholders before the release and releasing this new capability to students on the first day of classes.

## **Critical Project Status**

- Financial Aid:
  - Remains a high priority for ITS and the Financial Aid office.
  - The Regent Award (new FAM system) project is underway in support of the financial aid process in 2019-2020. The project is currently on

schedule as noted above, and additional actions are being taken to ensure successful completion.

- Admin Wing
  - Local Area Network (LAN) implementation is complete.
  - Wireless Network (WiFi) implementation on schedule. The Guest wireless network is configured and in operation.
  - Computer and phone installations are complete
- MSP
  - Working to finalize the integration of MSP application and BCCC general application.
- Infrastructure Modernization
  - Transition to Managed Firewall Services provided by the state is underway and targeted for completion by the end of the month.
  - Campus network refresh on a schedule
  - Fiber WAN Replacement on schedule
- Audit concerns
  - Data Classification Policy: under review
  - Cyber Security Policy: pending
  - Separation of Duties: Difficult to implement given staffing. Considering the approach that will maintain current authorizations but require regular review of system logs to verify appropriate use.
- Core Business System
  - Research and preparation in progress (Tgt: June 2019)
  - RFP process for evaluation and selection of solutions planned to start FY Q1 2020. Digital Pedagogy/Instructional Technology, Human Resources, Workflow Automation, and Document Management will be addressed at a later date.

**Issues to highlight for Board of Trustees:**

- Personnel
  - Director Enterprise Application Services resigned, recruitment is underway.
  - New CIO was expected to start 2/13/2019, transition plan developed and under review.
  - Developed proposed near-term and in the process of developing mid- and long-term organizational design.
- MD Time
  - Current time and attendance system contract ends June 2019

**Director of Human Resources, Ms. Michelle Williams reports:**

- This month's accomplishments include completion of the COLA's for 1/1/2019 completed, salary scale updated with the changes
- HR served as host for Maryland Commission on Civil Rights (MCCR) Train the Trainer course-Sexual Harassment Prevention in the workplace on Jan. 17 and 18, 2019. There was a total of 26 attendees, consisting of HR and EEO Professionals from across the State of Maryland
- Preparations begin for 2019-2021 MOU for all 3 Bargaining Union (Non-Exempt, Exempt and SPO's)

**Director of Government Relations, Mr. James Knighton, Esq. reports:**

- In his capacity as BCCC's representative on the Board of the Coppin Heights Community Development Corporation, attended Governor Hogan's announcement on January 4 of the Executive Order and related legislation to establish Opportunity Zones and job-creation tax credits in Maryland.
- Worked with Senator Antonio Hayes to introduce BCCC's legislative package:
  - Senate Bill 253, "Major Information Technology Development Project Fund - Money Received by Baltimore City Community College – Exemption"
  - Senate Bill 254, "Baltimore City Community College—Procurement Authority"
- Prepared talking points and other supporting material for SB 253 and SB 254.
- Represented weekly meetings of the Maryland Chamber of Commerce Legislative Committee and the Maryland Association of Community Colleges Legislative Committee.
- Supported Executive Consultant Johnson and incoming President McCurdy in meeting with House Speaker Michael Busch on BCCC legislation.
- Began preparations for "BCCC Day in Annapolis" scheduled for February 28, 2019.
- Successfully worked with Senator Bill Ferguson to waive the appearance of Trustee Nachtwey before the Executive Nominations Committee and prepared Student Trustee Abarca for her Executive Nominations appearance scheduled for February 11, 2019.

- I have provided policy background material for executive staff in advance of Congressman Cummings' announcement of the "FAFSA Forward Act" at BCCC on February 4, 2019.

**Respectfully submitted**

James Johnson, Jr., Ph.D., P.E.

BOARD AGENDA  
TAB 11 – INFORMATION  
MARCH 20, 2019

**Baltimore City Community College (BCCC)**  
**2901 Liberty Heights Ave. Baltimore, Maryland 21215**  
**President's Board Report ... September 19, 2018**



## Enrollment Report

Sylvia Rochester

Interim Vice President of Student Affairs – Student Affairs Division

Below is the credit enrollment update as of March 4th for Spring 2019 (which includes the 16-week, Accelerated I, 12-week, and Accelerated II sessions).

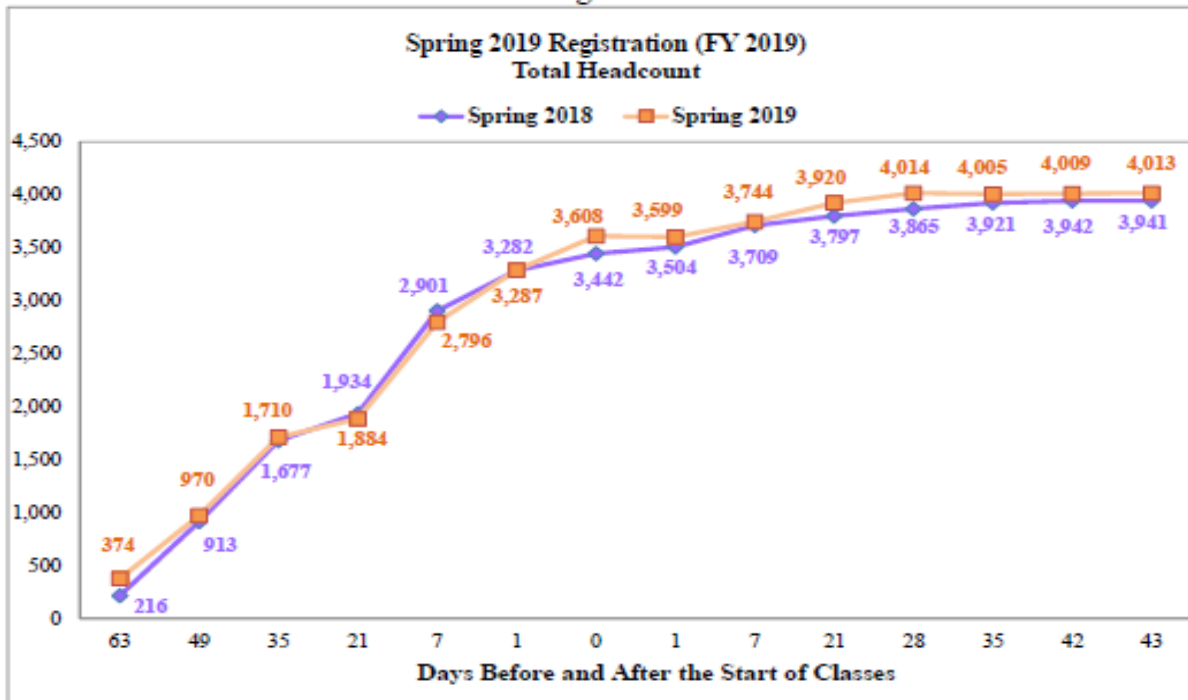
- Early registration began for Spring session on November 19, 2018.
- General registration for the Spring session began January 3.
- The first day of classes for the 16-week and Accelerated 1 (8-week) sessions was January 22, 2019.
- The 12-week session began February 18 and Accelerated II (8-week) begins on March 18.

### **Spring 2019 Enrollment Information**

The below information reflects enrollment/registration activity for **Spring 2019** as of March 6, 2019.

- 4,013 credit students are currently enrolled compared to 3,941 **(+2%)** in Spring 2018 (Figure 1).
- There was not a purge for no payment plans for Spring 2019; there was a purge on the equivalent day in 2018.

Figure 1



## Enrollment-related Activity Highlights for March 2019

### Communication Plan

#### Spring Registration

- **Fall-to-Spring Registration** – 4,664 emails were sent to remind students who had not registered for the spring semester that registration for the 12-week and Accelerated II sessions was still open.

#### Early Registration for Summer/Fall 2019

- **Spring to Fall Registration** – communications will begin on April 1<sup>st</sup> encouraging currently enrolled students to register for the summer and fall 2019 sessions.
- **Potential Graduates/Near Completers (stop out)** - communications will begin on April 1<sup>st</sup> encouraging previously enrolled students to update their applications, get an updated degree audit, and meet with an advisor so that they can register for the summer and fall 2019 sessions.



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

Below is the credit enrollment update as of February 6, 2019 for Spring 2019 (which includes the 16-week, Accelerated I, 12-week, and Accelerated II sessions).

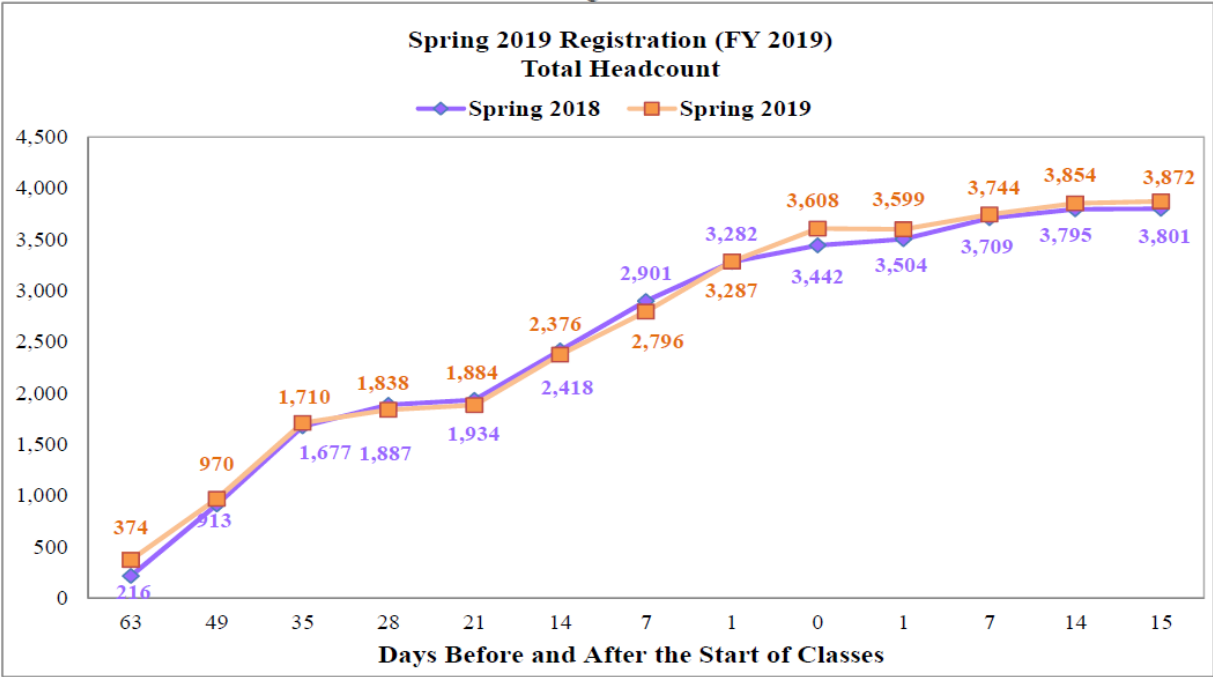
- Early registration began for Spring session on November 19, 2018.
- General registration for the Spring session began January 3, 2019.
- The first day of classes for the 16-week and Accelerated 1 (8-week) sessions was January 22, 2019.
- The 12-week session begins on February 18 and Accelerated II (8-week) begins on March 18, 2019.

**Spring 2019 Enrollment Information**

The below information reflects enrollment/registration activity for **Spring 2019** as of February 6, 2019.

- 3,872 credit students are currently enrolled compared to 3,801 (+2%) in Spring 2018 (Figure 1).
- There was no purge for no payment plans for Spring 2019; there was a purge on the equivalent day in 2018.

Figure 1



## Enrollment-related Activity Highlights for February 2019

### Communication Plan

- **Fall-to-Spring Registration:** 13 different communications pertaining to class registration targeted students enrolled last fall that had not yet registered for spring including
  - 44,731 emails sent, as of February 8, 2019
- **Drops for Non-payment:** 14 different communications providing information on the risk of being dropped, payment options, and steps to re-register targeted registered students at risk of being dropped or were dropped for not identifying a payment method
  - 3,088 emails sent, as of February 8, 2019
  - The counts of dropped students were significantly reduced compared to this time last year. Students are only required to put down \$50.00 to setup a deferred payment plan to hold their classes. This has caused an increase of payments.
- **Potential Graduates/Near Completers (stop out):** A communication was sent to targeted students who had earned over 50 credits and had not yet registered for the current spring semester
  - 1371 emails sent February 6, 2019
- **Student Engagement and Retention:** Communicated to all currently enrolled students the importance of class attendance, availability of campus resources, and providing them with the ability to provide feedback for improvement for each session
  - 6,366 emails were sent
  - Sent at the end of the first week and second week of classes for each session (16-week and 8-week Accelerated 1)

TAB 12



