



BALTIMORE CITY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
**APPROVED OPEN SESSION MINUTES**  
April 25, 2017  
4 p.m.  
Liberty Campus  
Mini Conference Center

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

**Board Members Absent:** Ms. Pamela Paulk, Mr. Jay Hutchins

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

- A. Adoption of the April 25, 2017 Agenda
- B. Approval of the March 30, 2017, 2016 Minutes
- C. College Contracts
- D. Student Government Association (SGA) (Mr. Devone Delly, President)
- E. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President)
- F. Faculty Senate (Professor Edward Ennels)

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

**II. PRESIDENT'S REPORT**

Dr. May stated that his report would stand as submitted, but requested to add additional items.

- Dr. May reported that Dr. Rosemary Gillett Karam received the American Association of Community Colleges (AACCC) highest award, Leadership Award and that the speech she rendered was amazing.
- The Math Awareness Week was celebrated on April 5, 2017 and the students were outstanding and are doing great work.
- The 2018-2022 BCCC Strategic Plan will be presented at the May 23, 2017 Open Session for information and discussion.
- The 2018-2022 BCCC Strategic Plan will be presented at the June 27, 2017 Open Session for discussion and action

- **ENROLLMENT REPORT**

Enrollment Report was given by Dean Sylvia Rochester on behalf of Dr. Marguerite Weber.

- ❖ Dean Rochester began with responses to previous inquiries regarding trend data and stated that the trend data from Spring of FY 2016 to Fall FY 2016 denotes that the numbers are leveling off; however, there is a difference of 197 students which is a 4.7 percent decrease.
- ❖ Dean Rochester then addressed the other inquiry regarding where BCCC is among the other community colleges and reported that the majority of enrollment is down throughout all community colleges which indicates that BCCC is within the average range for enrollment as compared to other community colleges as per preliminary data from MHEC.
- ❖ Dean Rochester reported on BCCC's student profile in which she reported that the majority of our students are aged 20 or older with nearly half of the population aged 20 – 29. Less than 10% of students are aged 19 or younger, which are the recent high school graduates. The average age has remained at 30 to 31 years. Typically, over two-thirds are enrolled part-time (less than 12 credits) and over one-third enroll in distance education courses. Data from the Community College Student Survey of Engagement have shown that approximately half of our credit students are employed more than 20 hours per week while taking courses. The proportions within the age and gender categories have remained stable with very little variances.
- ❖ Dean Rochester reported on the various strategies that Student Affairs are exploring and/or implementing to increase enrollment and retention.
  - **Strategies to increase number of applications**
    - Traditional Aged Students: Engagement in College and Career Readiness Network (ongoing collaboration with BCPSS and community-engaged partners)
    - Adult Learners: Comeback Panthers (tentatively scheduled for 9/9/2017)
    - Admissions presence at campus events: Financial literacy workshops, College Bound guidance counselors' training, etc.
    - Campus personal management workshops: Following up on financial literacy campus event for Baltimore community with wellness, family support, and work-life balance workshops that will bring community members on campus

- **Strategies to increase yield on applications**
  - Student Success Center process improvements and cross-training with the career center (increase efficiency of and satisfaction with initial advising)
  - Summer outreach to accepted students to maintain connection and collaborate on problem-solving
- **Strategies to increase retention**
  - Pilot program in the fall with Urban Alliance: Hard hand-off of UA-mentored students to BCCC Student Success Center advisors and staff mentors
  - Collaborative co-curriculum: Service-centered fall activities that bring BCCC students together with MICA and UMD students
  - Student Activities programming: Greater focus on connecting campus activities to developing student personal management and employability skills and to making college-career connections
  - Addressing food insecurity: Food Pantry opening this spring
  - Continuing to serve Year Up students: Post-completion advising and academic support
  - Career Center activities to grow internships and job opportunities: Dashboard of contacts that connect local employers to our students; revised job descriptions for new student success center advisors to cross-train with the career center to develop programming that connects our students to career exploration
  - Restorative justice rather than expulsion where appropriate
- Academic Affairs activities in progress that will have positive impact on enrollment:
  - Developmental studies redesign
  - Block scheduling
  - Growing Year Up
  - Stackable credits
- Discussion
  - Dr. Yearly inquired as to the number of students that cannot enroll due to prior debt to the college of \$250 or less.

Ms. Vera Brooks, Director of Financial Aid, responded that students can enroll if they make payment arrangements and/or have monies left

over they can use the monies (up to \$200 which is a federal standard) to pay a previous debt or put towards a future semester.

Ms. Brooks gave a scenario which depicted a student receiving a Pell grant but owes from a previous semester, she would not be able to post the grant to the student's account unless the majority of the bill is paid by the student and then she can only post \$200 towards that previous semester.

- Dr. Yeary suggested that a mechanism/framework should be developed to assist students to completion.
- Dr. Gillett Karam stated that most colleges have a fund, Presidential Scholarships, which could assist with payments; and inquired as to if BCCC has such a scholarship.

Dr. May stated that he would take the suggestion to the next MCCCCP meeting.

Dr. Southall stated that a student's financial aid could be reduced due to remedial courses.

- **STRATEGIC PARTNERSHIPS**

- Interim Vice President, Dawn Kirstaetter presented a PowerPoint presentation on the current status of partnerships that BCCC currently has.
- IVP Kirstaetter offered a working definition of what Partnership means, which is a strategic alliance between BCCC and other organizations, businesses, non-profits, and government agencies.
- Goals of partnerships are to strengthen and expand existing partnerships and to develop new partnerships that help advance BCCC's mission and strategic priorities.
- IVP Kirstaetter thanked the Year Up Program for being a strong partner.
- Diane Bell McKoy, President of Associated Black Charities and Jason Perkins-Cohen, Director of the Mayor's Office of Employment Development, have agreed to co-chair a BCCC Workforce Development Taskforce. The taskforce will include local business leaders and workforce development experts who will review our workforce program, growth sectors, best practices and provide recommendations that will inform the strategic direction of BCCC's workforce development division. Members of the taskforce will be cultivated as donor prospects as well as potential partners for workforce training opportunities.
- Using recommendations from the Workforce Development Taskforce, the new BCED VP will work closely with VP for Strategic Partnerships and the

Development Director to establish strong partnerships with local businesses.

- The development team has reviewed lists from the BBJ's Book of Lists, Chamber of Commerce, GBC and others in an effort to cultivate prospective corporate donors. Upon recommendations from Advancement professionals and feedback from corporate partners, we have had limited fundraising conversations with businesses given pending legislation and developing taskforce.
  
- IVP Kirstaetter identified partnerships that are in development
  - Amazon
  - Associated Black Charities
  - Baltimore City Health Department
  - Baltimore City Mayor's Office of Employment Development (MOED)
  - Baltimore Fire Department
  - Baltimore Police Department
  - Department of Public Works – develop a curriculum
  - Innovation Village
  - Goodwill Industries
  - Digital Marketing Institute
  - Boys & Girls Clubs of Metropolitan Baltimore
  
- IVP Kirstaetter shared that Mayor Catherine Pugh stated that she would like to see BCCC as the pipeline for jobs in Baltimore City.
  - Discussion
    - Dr. Yeary inquired about the Refugee Project, as to if there is an adverse impact or disruption to the program due to the conversations regarding immigration enforcements.

IVP Kirstaetter responded that as per the Development Office funding has increased.

IVP Whitmore responded that there has not been an impact in regards to Refugee students; however, BCED is awaiting on pending legislation.
    - Trustee Tildon inquired as to if the top 100 businesses in the city and region have been cross referenced with opportunities.

IVP Kirstaetter responded that cross referencing has not been done; however, Ms. Diane Bell Mckoy has agreed to assist in the development of a Workforce Development Taskforce.
    - Trustee Tildon suggested that a Pitch Packet should be developed to use strategically when meeting potential partners.

### **III. CLOSING COMMENTS**

Dr. Yeary reiterated that the 2018-2022 BCCC Strategic Plan will be presented at the May 23, 2017 Open Session for information and discussion and the 2018-2022 BCCC Strategic Plan will be presented at the June 27, 2017 Open Session for discussion and action to ensure that there are no gaps.

Dr. May reported that the End of the Year Celebration and Retirement Dinner will be held on Friday, May 12, 2017 at the Sheraton Columbia Town Center in Columbia Maryland.

Dr. Yeary thanked all retirees, faculty, and staff for their service to the college.

Dr. Yeary reported that he had a conversation with Mr. Keiffer Mitchell in regards to the signing of HB1595 and SB1127 which have not been signed; however, there are two additional signing dates. Board Meetings will continue to be scheduled until otherwise noted rather it is this Board or a new Board.

Dr. Yeary adjourned the meeting.

### **IV. MOTION FOR ADJOURNMENT**

The Board of Trustees meeting adjourned at 4:56 p.m.

### **IX. NEXT MEETING**

May 23, 2017, Liberty Heights Campus, Mini Conference Center

### **ATTENDANCE:**

Dr. Gordon F. May, President

### **BCCC Staff Present:**

Tope Aje, Ola Akinkuowo, Dr. Ray Barghi Nicole Becketts, Vanessa Bell, Linda Benjamin, Vera Brooks, Leslie Brown, , Hsin-Yuan Chen, Deneen Dangerfield, Angela Donn, Dr. Nassim Ebrahimi, Patricia Edwards, Edward Ennels, Charlene Gray, Lyllis Green, Nana Gyesie, Calvin Harris, Wendy Harris, Eileen Hawkins, Kemberly Henderson, Jean Henry, Marcus Howell, Shayla Hunter, Joseph M. Hutchins, Dr. Bob Iweha, Leslie Jackson, David Xudong Jin, Priscilla Johnson, Dawn Kirstaetter, Brian O'Connell, Anil Malaki, Betsy Mackey, Karen McClaskey, John T. McCoy, III., Valerie McQueen-Bey, Latonia V. Moss, Shaunta Rao, James Revis, Dr. Tonja Ringgold, Kadijat Richmond, Sylvia Rochester, Khadijat Sanusi, Scott Saunders, Daviedra Sauldsberry, Benita Scott, William Shipley, D. Fitzgerald Smith, Daphne Snowden, Chardai Stokes, Edna Street-Jones, Chima Ugah, Eileen Waitsman, Tom Wamalwa, Dennis Weeks, Vincent Whitmore, Brenda Wiley, Leonard Willis, Diana Zilberman,

**Others Present:**


Michael Scott – Student  
Sheryl Nelson – Community  
Kathy Styles – Retiree  
Garret Halbach - DLS

**CLOSED SESSION**

The Board voted unanimously, under the Open Meeting Act, State Government Article, and Section 10-508, to convene in Closed Session on March 30, 2017, in the President's Conference Room to discuss real estate, personnel and to obtain legal advice.

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

Respectfully submitted,

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

Gordon F. May, PhD  
President/CEO