

BALTIMORE CITY
COMMUNITY COLLEGE
CHANGING LIVES...BUILDING COMMUNITIES

Board of Trustees
Open Session
Wednesday
February 20, 2019
4 p.m.
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. Pfeiffer (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
February 20
4 p.m.
Liberty Campus
Board of Trustees Room

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

I. ADOPTION OF AGENDA

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

**II. NEW BUSINESS.....TAB 2
(INFORMATION)**

A. UPDATE:

- House Budget Hearing Update (Bryan Perry, Esq.)
- Senate Budget Hearing Update

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

- A. Approval of the January 16, 2018 MinutesTAB 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

**Finance Report deferred until the March 20, 2019 meeting.*

IV. PUBLIC PRESENTATIONS.....TAB 9

- A. Mayors Scholars Program Update (INFORMATION)
(Dr. James H. Johnson, Jr., Executive Consultant)
- B. Achieving the Dream Update
- C. Enrollment and Dual Enrollment Update
- D. Workforce Development Achievements Update
- E. WBJC Update *Plans for the future of the station

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, March 20, 2019, Mini Conference Center

TAB 2

NEW BUSINESS

Realignment Tasks Update



REALIGNMENT TASKS UNDER HB1595

Realignment Plan Status Update:

Baltimore City Community College (BCCC) submitted its final institutional realignment implementation plan in December 2018. This realignment plan, with completion due dates for implementation tasks and tactics, identified when and how certain institutional realignment tasks would be completed. The budget committees have requested a report on the institutional realignment plan that further documents progress toward completion of the realignment plan's objectives. The report is due by October 1, 2019 and there are no proposed budgetary restrictions associated with the report.

TAB 3

Minutes



**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 and receive what 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 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
Admissions Applications	5725	7815
Registered	1540	1965
Conversion	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
P-Tech	72	136	89%
Year Up	78	118	52%
Mayor's Scholars	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.

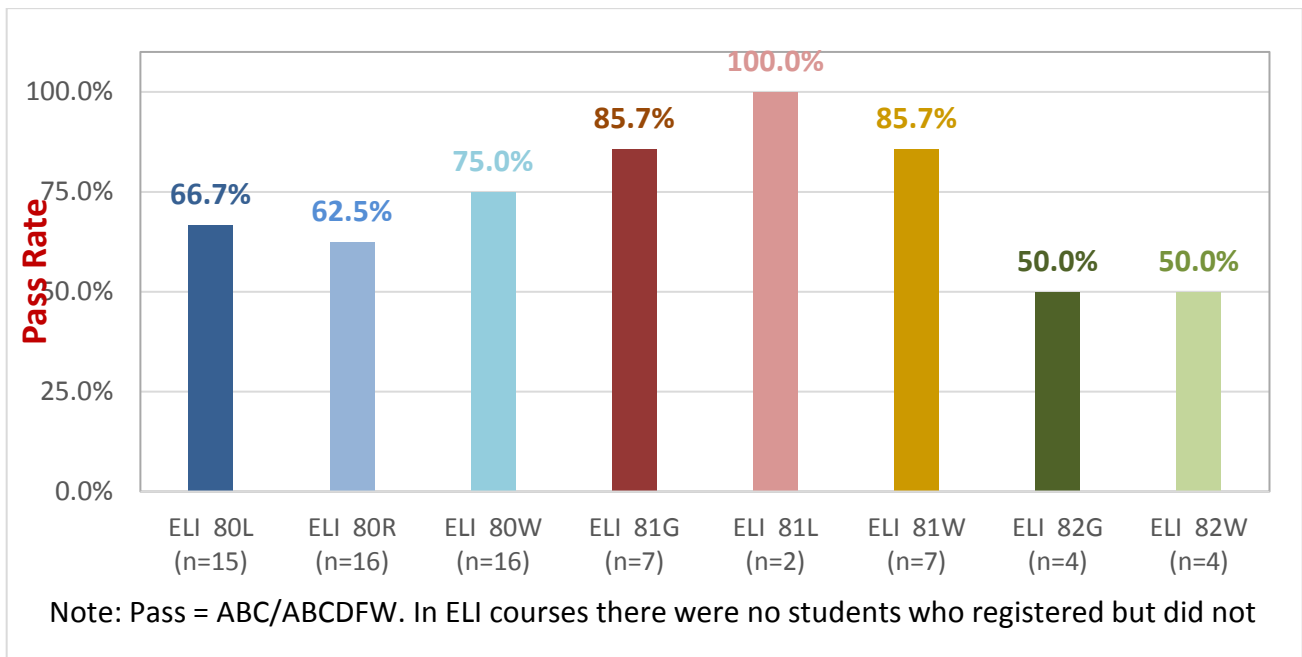
Discussion:

- 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.

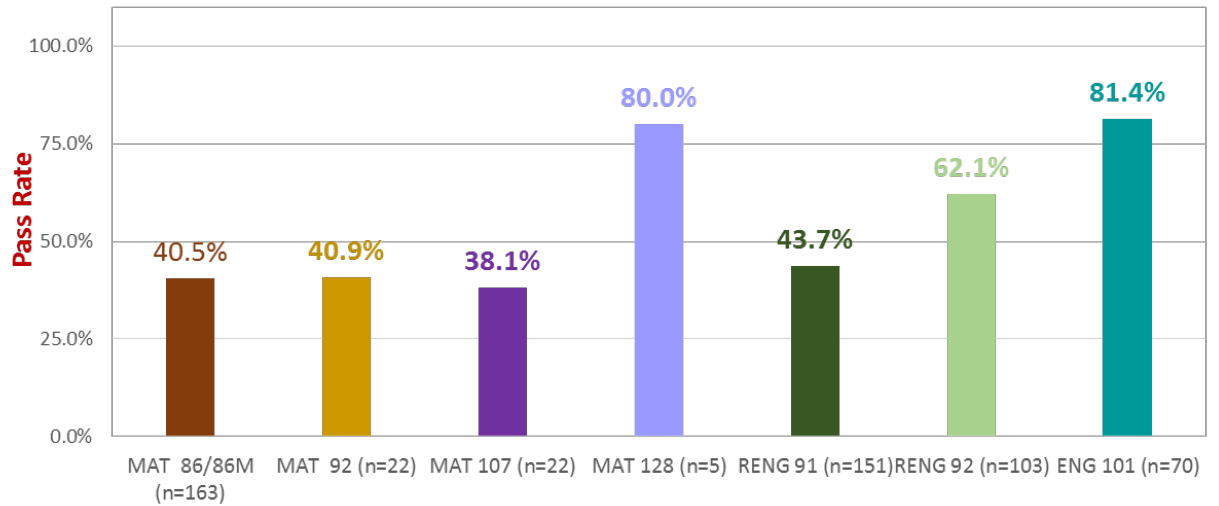
IVP Rochester reported that students that are impacted by the federal furloughs would be allowed to register and apply for the payment plan and pay a fee of \$50 that would hold their classes until April. A communication plan is being developed to address how students will be informed.

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 as 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 of 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

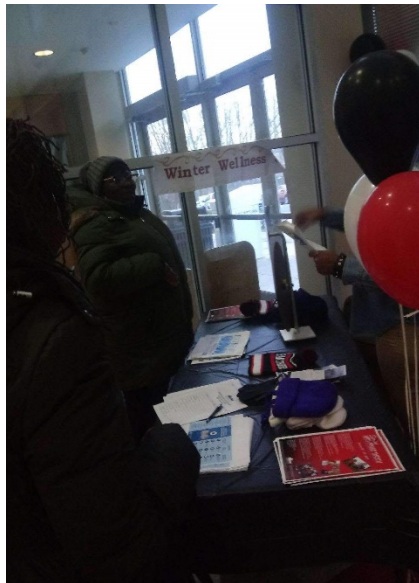
Student Government Association

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, 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
February 20, 2019 Board Meeting

Through collaboration and by engaging faculty in College-wide meetings and activities, the Faculty Senate reports incremental movements positive direction with College 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 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 problem 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 29th 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



January 2019 Full-Time Faculty Academy

Mini Conference Center

Wednesday, January 9, 2019

8:30 A.M. to 4:30 P. M.

Theme: *Faculty Engagement with Technology in Teaching and Learning*

Moderators: Professors Shannon Stiffler and Laura Pope

Program Agenda

- 8:30 – 9 A.M. **Continental Breakfast**
- 9 – 9:05 A.M. **Welcome:** Dr. Chima Ugah, Faculty Senate President
- 9:05 – 9:50 A.M. **Department Updates (10 minutes each):**
1. Academic Operations & Services.....Dr. Daphne Snowden
 2. School of Business, Science, Technology, Engineering, & Mathematics.....Dr. Enyinnaya “Bob” Iweha
 3. School of Nursing & Health Professions....Dean Scott Olden
 4. School of Arts & Social Sciences.....Dean Melvin Brooks
- 9:55 – 10 A.M. **Introduction of the Guest Speaker:** Professor Fred Paraskevoudakis, Vice President, Faculty Senate
- 10:05 – 10:50 A.M. **Guest Speaker:** Dr. M.J. Bishop, Associate Vice Chancellor and Director of William E. Kirwan Center for Academic Innovation, University Systems of Maryland
- 10:50 – 11:05 A.M. **Brief Break**
- 11:05 A.M. – Noon **Faculty Committee Updates**
- Professor Tracy Leshan, Faculty Evaluation Committee
 - Professor Edward Ennels, Ethics and Integrity Ad-hoc Committee
 - Dr. Carole Quine, Multi-Generational Teaching and Learning
 - Dr. Chima Ugah, Update on Faculty Salary and Equity Review
- Noon – 12:50 P.M. **Lunch:** Faculty Senate Meeting: Visionaries Needed

Faculty are required to attend sessions in Concurrent Workshops I, II, and III categories to receive Professional Development (PD) Hours

1 – 2 P.M.

Concurrent Workshops I*

- A. Mayor's Scholars Program Focus Group (restricted to MSP Faculty only), Mrs. Barbara Poindexter – Webb (MNB312 Computer Lab)
- B. E-Learning: Introduction to Open Education Resources (OER) and Are Your Documents Accessible? Mr. Scott Saunders, Associate Dean for Math and Engineering (MNB326 Computer Lab)
- C. Shared Governance Focus Group, Dr. Chima Ugah (MNB318)

2:05 – 3:15 P.M.

Concurrent Workshops II*

- D. Program Advisory Committee (restricted to Program Coordinators only), Professor Ed Ennels (MNB310)
- E. E-Learning: Canvas New Features and Updates, Mr. Jeremy Harvey, BCCC Instructional Technologist (Room MNB328 Computer Lab)
- F. Utilizing Animated Characters to Enhance Learning in the Classroom: A Hands-On Approach, Dr. James Dyett (MNB302 Computer Lab)

3:20 – 4:30 P.M.

Concurrent Workshops III*

- G. Shared Governance Focus Group, Dr. Chima Ugah (MNB318)
- H. E-Learning: Canvas New Features and Updates, Mr. Jeremy Harvey, Instructional Technologist (MNB 328 Computer Lab)
- I. Utilizing Animated Characters to Enhance Learning in the Classroom: A Hands-On Approach, Dr. James Dyett (MNB302 Computer Lab)

Pre-Animation Workshop Assignment from Dr. James Dyett

In an effort to save time during the hands-on segment of the animation workshop, faculty are highly encouraged to develop a script for their animated character, which should include: their faculty title, their program and departmental affiliation, one spring course code and title, and a brief description of that course. The use of phonetic spelling is recommended for better character pronunciation. Faculty must be able to access their script via email, or storage drive, in a MS Word file. **(Special Note: Storage space will only allow for 600 characters or less, which includes spaces and punctuation)**

Sample Script:

Greetings! My name is Dr. James Dyett. I am the Program Coordinator and an Associate Professor of the PTA Program in the School of Nursing and Health Professions at BCCC. During the spring semester, I teach PTT 150: Physical Therapist Assistant Procedures II. This course is listed as the second of a four-part clinical sequence of physical therapy functions and modality courses in which students are required to demonstrate academic proficiency, clinical competency and six full-day clinical experiences in patient care, prior to the progression to their next clinical course.

***Concurrent Workshops:**

Please check your login access to the Intranet and Canvas for hands-on exercises. Do not wait until the day of our Faculty Academy to work on your login account. Thanks.

TAB 8



BOARD AGENDA
TAB 8 – INFORMATION
FEBRUARY 20, 2019

The Finance Report was removed from the agenda as it was deferred to the March 20, 2019 meeting.

TAB 9

**PUBLIC
PRESENTATIONS**



BOARD AGENDA
TAB 9- INFORMATION
FEBRUARY 20, 2019

PUBLIC PRESENTATIONS

- A. MSP Update**
- B. Achieving the Dream Update**
- C. Enrollment and Dual Enrollment Update**
- D. Workforce Development Achievements Updates**
- E. WBJC Update *Plans for the future of the station**



BOARD AGENDA
TAB 10- INFORMATION
FEBRUARY 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
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 5th 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. 28th
 - ✓ 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 ≥ 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
FEBRUARY 20, 2019

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



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).

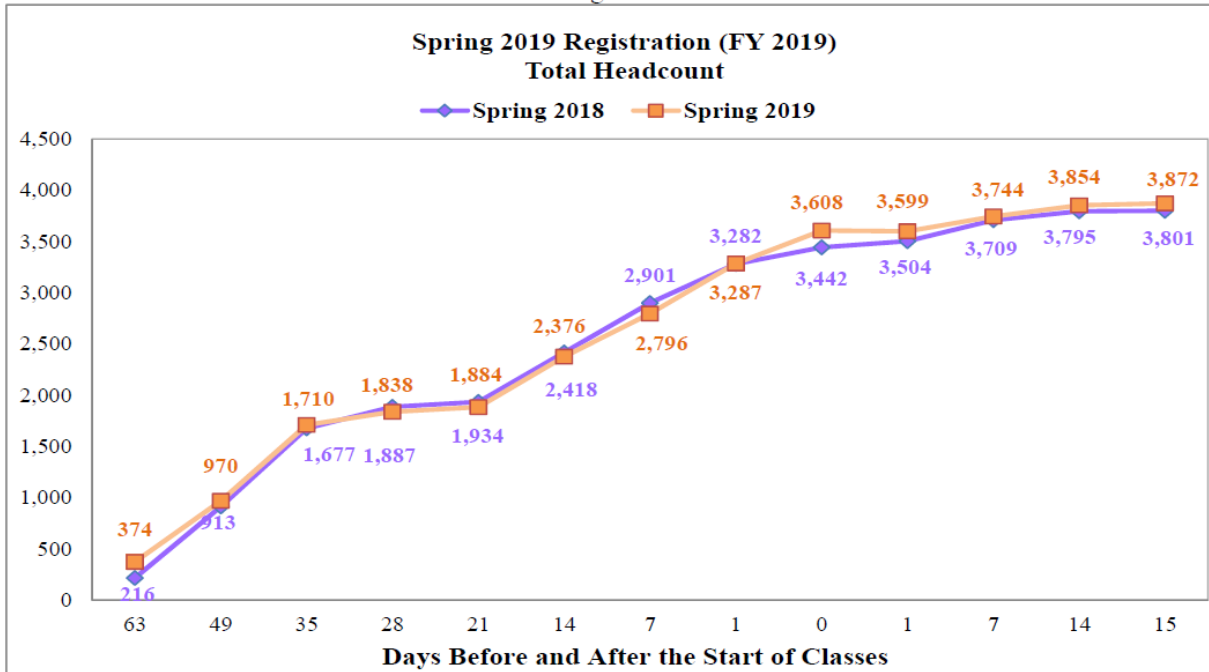
- Early registration began for Spring session on November 19, 2018.
- General registration for the Spring session began January 3, 2019.
- The first day of classes for the 16-week and Accelerated 1 (8-week) sessions was January 22, 2019.
- The 12-week session begins on February 18 and Accelerated II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

