



Board of Trustees

Open Session

Tuesday,

May 23, 2017

4 P.M.

Liberty Campus

Mini Conference Center



BALTIMORE CITY COMMUNITY COLLEGE

Board of Trustees

Dr. S. Todd Yeary, Chair

Dr. Rosemary Gillett-Karam, Vice Chair

Dr. Donald A. Gabriel

Mr. Jay Hutchins

Ms. Pamela Paulk

Dr. Mary E. Owens Southall

Ms. Maria Harris Tildon

Ms. Olayeni Popoola, Student Trustee

TAB 1



BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
UNAPPROVED OPEN SESSION AGENDA
Tuesday, May 23, 2017, 4 p.m.
Liberty Campus
Mini Conference Center

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

- II. ADOPTION OF AGENDA**
Approval of the, May 23, 2017 Agenda.....[TAB 1](#)

- III. BOARD ACTIONS/CONSENT AGENDA** (All actions requiring a vote)
 - A. Approval of the April 25, 2017 Minutes.....[TAB 2](#)
 - B. College Contracts.....[TAB 3](#)
 - C. Student Government Association (Mr. Devone Delly, President).....[TAB 4](#)
 - D. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President).....[TAB 5](#)
 - E. Faculty Senate (Professor Edward Ennels, President).....[TAB 6](#)

Action: Move to approve the Board Actions/Consent Agenda

- IV. PUBLIC PRESENTATIONS**.....[TAB 7](#)
 - Excellence Awards Presentation (Mr. Saverio Coletta) **(INFORMATION)**

 - Finance Committee Update (VP Calvin Harris, Jr.)
 - Internal Financial Statements for College, Bookstore, and WBJC Radio as of March 31, 2017 **(INFORMATION)**
 - Operating Budget for Fiscal Year 2018 **(ACTION)**
 - Capital Budget for Fiscal Year 2018 **(ACTION)**

- V. COLLEGE POLICIES**.....[TAB 8](#) **(ACTION)**
 - BCCC Determination of Residents for Tuition Purposes Policy
BCCC Determination of Residents for Tuition Purposes Procedures
(Dr. Marguerite Weber)

- VI. NEW BUSINESS**.....[TAB 9](#)
 - FY 2018-2022 BCCC Strategic Plan Development **(INFORMATION)**
(Dr. Nassim Ebrahimi)

- VII. PRESIDENT’S REPORT** (Dr. Gordon F. May, President).....[TAB 10](#)
 - A. Updates **(INFORMATION)**

- Enrollment Report (Dr. Marguerite Weber)

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

VIII. MOTION FOR ADJOURNMENT

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

- IX. **NEXT MEETING:** Tuesday, **June 27, 2017**, Mini Conference Center, Liberty Campus, 2901 Liberty Heights Avenue, Baltimore, MD 21215.

TAB 2



BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
UNAPPROVED OPEN SESSION MINUTE - REVISED
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 four point seven 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 \$250.00 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 \$200.00 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 \$200.00 towards that previous semester.

- Dr. Yearly 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, business, non-profits, and government agencies.
- Goals of partnerships are to strengthen and expand existing partnerships and to develop new partnership 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 stated 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 Task Team.
 - 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,

Gordon F. May, PhD
President/CEO

TAB 3



BOARD AGENDA
TAB 3 – INFORMATION
MAY 23, 2017

NO COLLEGE CONTRACTS

TAB 4



**BOARD AGENDA
TAB 4 – INFORMATION
MAY 23, 2017**

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

April 19, 2017

Hidden Figures Movie – The Math Club (B2³ Divide and Conquer) sponsored Women in STEM Pizza Night. The movie shown was “Hidden Figures”. After the movie, there was a discussion led by members of the group and their advisor Professor Thao-Nhi Luu. More than 60 guests attended the movie. Light refreshments were served.

April 20, 2017

Book Author’s Series – The Bard Library/ Book Store Author’s Series, in conjunction with the Office of Student Life and Engagement and the Student Government Association, welcomed guest author and actress Liza Jesse Peterson to campus. She discussed her new Book “All Day: A Year of Love and Survival Teaching Incarcerated Kids at Rikers Island” that was just released on April 18, 2017. Ms. Peterson took the time to answer questions from the audience and sign her new book. The event was held in the Student Atrium and 59 guests attended this event.



April 20, 2017

Ethics and Values Day – Students from the Accounting & Business Club and the Ethics and Values Club co-sponsored the annual Ethics and Values Day. The event included student analysis of case studies and student presentations. Guest panelist and speakers included Vice President for Student Affairs, Marguerite Weber; Dean Dennis Weeks, Academic Affairs; Dean Bob Iweha, Academic Affairs; Professor Ed Jackson

(Criminal Justice), sponsored the recent annual Ethics Day Conference – a midday analysis of ethical case studies led by Dr. Kathleen Berlyn (Biology), Autumn Wallace (Legal Assistant), Brenda Overton (Nursing), Dr. Shiree Arvin (Nursing). The event was held in the Mini Conference room and over 200 guests were in attendance. The advisor for the Accounting and Business Club is Professor Brian Lazarus.

In addition, the Ethics and Values Club, sponsored a food drive for the homeless and House of Ruth Maryland and also raised \$255 toward the purchase of additional electronic tablets for kids in the Clarence W. Blount Center. The advisor of the Ethics and Values Club is Theodore Dr. Theodore Tchamala.



April 22, 2017

Math Conference – On April 22, 2017, six members of the BCCC Math Club (BC³ Divide and Conquer) participated in the Mathematical Mid-Atlantic Regional Tournament 2017. Although they did not win, the students valued the experience greatly and are more determined than ever to bring home the trophy next year.





April 24 – 28, 20217

April 24, 2017

Panther Pride Kick-Off and SGA Leadership Candidate Speeches – The Office of Student Life and Engagement, in conjunction with the Student Government Association, kicked off Panther Pride Week in the student atrium with music, balloons and the BCCC Panther. The day continued with speeches from the students that were running for the offices of president and vice-president of the SGA. The candidates were Kingsley Anokwuru and Thashanna Lyle, Allwell Obiyor and Alicia Archarrie, Lanseni Sogoba, Sujana Shrestha and Candice Wade and Bilal Tauheed. , This event was also held in the Student Atrium of the Main building.



April 25, 2017

An Art Affair – The Office of Student Life and Engagement, Student Support and Wellness Services in conjunction with the Student Government Association sponsored its first “Art Affair” event. Guests were able to view the creative pieces of art and photographs made by BCCC Alumni, students and community artists (Karimah Crum, Akiliah Radford, Kim Bradley, Michael Drake and Kwamie Void). Students were able to continue in the spirit of creativity by making their own jewelry. Angela Donn, from the Student Support and Wellness Services, taught the guests how to make their creative pieces. The event was held in the BCCC Game room and the Student Atrium on the Liberty Campus.



April 26, 2017

Panther Pride Day – The Office of Student Life and Engagement, in conjunction with the Student Government Association celebrated Panther Pride Day with music, giveaways, lunch of hotdogs, chips and a drink, karaoke and a photo booth. The Radio Station 92Q Live stopped by to broadcast from the campus and give away some freebies while vendors introduced the campus to their products and services. The events were held both 11am – 3pm and 4:40pm to 6:30pm in the upper and lower student atrium for our day and evening students.

April 26, 2017

Passport Leadership – The Office of Student Life and Engagement, in conjunction with the Business & Technology Department and the Student Government Association, held its sixth leadership session of the Passport Leadership/Entrepreneurship Program in the Mini Conference Center. The program was well attended by 51 guests. This was the last session of the year long program. Those students completing the program will be invited to the annual Honors and Awards Banquet scheduled for May, 24, 2017.

April 27, 2017

Meet and Greek – The Office of Student Life and Engagement, in conjunction with the Student Government Association sponsored its annual Meet and Greek in the Student Atrium 12 pm – 2 pm. Five of the nine Black Greek organizations were represented and set up table displays.. (Alpha Kappa Alpha Sorority Inc., Delta Sigma Theta Sorority Inc, Omega Psi Phi Fraternity Inc., Phi Beta Sigma Fraternity Inc. and Zeta Phi Beta Sorority Inc) Students got an opportunity to talk faculty and staff about their organizations displaying paraphernalia from the guest speaker with Naveed Ahmad, Lead Software Engineer at Microsoft Technologies, EPAM Systems. The event was held in Room 326 of the Main Building on the Liberty Campus... There were 46 guests in attendance at this event.

April 27, 2017

Computer Technology Club Workshop – The Computer Technology Club held a workshop entitled “Cloud Computing: Getting Started with Microsoft Azure” The guest speaker with Naveed Ahmad, Lead Software Engineer at Microsoft Technologies, EPAM Systems. The event was held in Room 326 of the Main Building on the Liberty Campus. There were 46 guests in attendance at this event.

April 28, 2017

SGA Election Results – The Office of Student Life and Engagement and the Student Government Association announced the results of the SGA President and Vice Presidential Elections. Eight hundred and three students used the canvas portal to vote. The newly elected 2017-2018 President is Kingsley C. Anokwuru and the Vice President is Thashanna Lyle.



April 29, 2017

STEM Conference – The BCCC Biotech Student Society and B2³ Divide and Conquer club attended the Maryland Collegiate STEM Conference at Carroll Community College. Twenty-five members of the club were able to participate in this annual conference. BCCC also had two student presenters at the conference.





April 2017

Volunteer Income Tax Assistance Program (VITA) – Four members of the Accounting and Business Club volunteered during the months of March and April along with their peers from Coppin University to prepare taxes for lower income members of the community. The student partnership was made possible by the collaborative efforts of Professor Brian Lazarus (BCCC) and Professor Hyacinth Ezeka (Coppin University). The students prepared a total of 750 tax returns.



Upcoming Events

Thursday, May 2nd

4pm – 5:30pm	“So you want to be an Engineer?”	Sponsored by the CADD Club	LSB Room 244
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Thursday, May 11th

12:30pm-1:30pm	Exploration of Careers in Marketing	Sponsored by the Accounting and Business Club	Main Bldg. Room 230
3:30pm – 4:30pm	Networking Workshop	Sponsored by the Computer Technology Club	Main Bldg. Room 326

Thursday, May 18th

6pm – 8:30pm	Art in the Culture Gallery Exhibit and Artist talk	Sponsored by Student Life and Engagement, the department of English, Humanities, Visual & Performing Arts, Associate Dean Melvin Brooks and Professor Tamara Payne	Main Bldg. Student Affairs Atrium (lower and upper)
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Wednesday, May 24th

6pm – 10pm	Annual Honors and Awards Banquet	Sponsored by the Office of Student Life and Engagement and the Student Government Association	Martin’s West
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TAB 5



AFSCME Local 1870 Presentation to the BCCC Board of Trustees
Tuesday, May 23, 2017

1. **Uniforms for Bargaining Unit Employees in the Public Safety Department:** It appears that our Public Safety Department staff will not get uniform replacements for their worn out, old uniforms. It turns out that Public Safety did not have funds for this purchase so they await budget for the next fiscal year, FY '18. The Director of Facilities reported at our recent Labor Management Committee that the correct color uniform shirts will be ordered in FY '18.
2. **Equity Study Needed for Bargaining Unit Employee Positions:** This is a matter of grave concern to Union leadership and to employees at the College. Over the past many months the College has been advertising for unit-positions (e.g., Sworn Police Officers, Building Guards, Retention Specialist; Advisors; Administrative Assistant; Coordinators; Budget Specialists; etc.) at classification and pay grades that are substantially higher than similar jobs done by current long-time employees at the college; there also appears to be a lowering of credential requirements for several positions. Rather than collect random instances of job postings to give as “proof” to Dr. May, Union leadership is suggesting a more efficient way to verify allegations of such problematic hiring practices. We are requesting that an internal audit be conducted based on HR produced reports on hiring details over the past 24 months. Factual data would include new hire remuneration, classification, job experience, credentials, work-area of the college, etc. If irregularities come to light, Union is willing to work with HR to find a solution to the problem.
3. **Anonymous Supervisor Evaluation (ASE) :** Union and HR will work together to ensure that this ASE is properly disseminated to Bargaining Unit employees of the college and collected so that the report produced can be submitted to the President to share with his Executive Leadership team. We agreed that ASE would be rolled out in June 2017. The process as previously approved in Labor Management Committee will be followed.
4. **Occupational Health and Safety Committee:** At the Labor Management Committee there was agreement that the Occupational Health & Safety Committee will be in place by summer 2017.
It will be along the guidelines laid out by our MOU:

A. The purposes for which the Committee shall be formed are:

1. Establishing a collaborative relationship to improve the health and safety of the College, its employees, students and visitors;

Respectfully submitted by Charlene Gray on May 11, 2017

2. Reviewing safety and health inspection reports issued by any state, local, or federal agency or BCCC's staff, to assist in correction of identified unsafe practices, procedures, situations or environments;
3. Evaluating health and safety related investigations conducted since the last meeting to determine whether the causes of the unsafe acts or unsafe conditions that were properly identified and corrected;
4. Evaluating accident and illness prevention programs, including recommendations for policies and procedures to improve the programs;
5. Developing and maintaining a health and safety manual.
6. In the event of a workplace incident that involves College health and safety, the President or his or her designee will appoint staff or an outside consultant, depending upon the expertise desired for the appropriate investigation, to make an investigative report to present to the Committee. The Committee shall make recommendations regarding their findings relating to these matters to the Campus Safety Officer and/or to the College Council.
7. Identifying and recommending training opportunities for the College community.
8. Members of the Occupational Health and Safety Committee shall survey the College's three locations (Liberty, Harbor and RPC) on a semiannual basis for the purpose of examining the physical conditions of the workplace and shall make recommendations regarding their findings to the Risk Manager and/or to the College Council. The surveys shall be conducted in a reasonable manner as it relates to the location under review.

Section 6. The Committee shall be comprised of members of the College Community, including one representative from each of the following groups: Facilities, Public Safety, BCED, Human Resources, Student Affairs, Communications/Research/Development and Academic Affairs. The President or his or her designee shall appoint the Facilities, Public Safety, BCED, Human Resources, Student Affairs, Communications/Research/Development, and Academic Affairs members.

There shall be two faculty and two student members on this Committee who will be appointed to the Committee by the respective faculty and student governing bodies. The Union shall have the right to appoint and be represented by seven employee representatives. The Union shall determine how the bargaining unit members shall be appointed. Each Committee Member shall serve for a period of one year, unless reappointed by the President or by the Union. There shall be Committee Co-Chairs (one for the College and one for the Union) who will manage the Committee, its meetings, and the Committee's work. The President or his or her designee will select the College Co-Chair. The Union shall select the Union Co-Chair. The Committee Co-Chairs shall ensure that the Committee performs its duties set forth under this Article in a manner that ensures the purposes of this Article are effectuated in keeping with College committee practices. The Committee Co-Chairs shall ensure that minutes of any Committee meetings are created and maintained. Any member of the Committee shall have a workplace safety-related matter discussed at a Committee meeting by so informing a committee Co-Chair in writing in advance of the meeting. Meetings of the Committee shall be conducted when four (4) members from the College and four (4) members from the Union are in attendance. The Committee Co-chairs may mutually agree to waive this requirement. During the first six months, the Committee shall meet not less than once per month and then not less than quarterly thereafter. Meetings shall be limited to two hours in length, unless there is mutual agreement otherwise. BCCC shall appoint campus-wide representatives to represent all of the stakeholders in the College's health and safety, in an effort to promote a safe work environment.

TAB 6



**BALTIMORE CITY COMMUNITY COLLEGE
Report of the Faculty Senate to the Board of Trustees**

May 23, 2017

Good Day, Board Members. I am dedicating my final Board report to the highly talented, committed, hardworking, dynamic, and outstanding faculty of Baltimore City Community College. It has been my esteemed honor and privilege to serve them as Faculty Senate President this past year and I look forward to even greater in my second year. Below is a compilation of significant professional accomplishments submitted by our exemplary and highly degreed faculty, which includes achieving a degree, authoring a new book, speaking engagements, grant awards, community projects related to their field, cross discipline collaborations, major student achievements as a result of faculty mentorship, and so on. It is with great pride and pleasure that I present to you on behalf of the Faculty Senate **Major Faculty Accomplishments during Academic Year 2016 – 2017.**

I am pleased to announce following retired faculty members will be conferred the rank of **Professor Emeritus** during the upcoming commencement ceremony on Saturday, June 3, 2017:

- **Bradford Lyman**
- **Catherine Ritter**
- **Carlton Leverette**

These individuals have demonstrated exceptional commitment and contribution to the College, exemplifying the highest standards of personal and professional integrity, civic responsibility, vision and leadership.

During the Spring 2017 Faculty Academy, one of the major highlights was the “Open Education Resource.” Our guest speaker Dr. Herbert Muse, Associate Director for E-Learning at Montgomery Community College provided an overview and supporting data for this new initiative and which has gone global. The data showed that Open Education Resources not only save students money on textbooks but has also help to increase enrollment in college courses and improve student learning, I am pleased that that Baltimore City Community College has instituted an Open Education Resource Task Force. I would like to again publicly congratulate **Prof. Linda Benjamin, Dr. Carole Quine, Dr. Kathleen Berlyn, Dr. Petal Sumner Prof. Paul Long, Dr. Karen Shallenberger, Dr. Elissa Abod, Dr. Malathi Radhakrishnan, and Ms. Patricia Edwards** for taking the time to submit a mini-grant application to USMD’s Kirwan Center. There were 66 applications from all the community colleges and universities in Maryland. The recipients for the Kirwan Center OER mini-grant from BCCC are the following:

- **Ms. Patricia Edwards - \$2500**

- **Drs. Karen Shallenberger and Elissa Abod- \$1400**
- **Dr. Malathi Radhakrishnan - \$2500**

You have proven to be a leader in your department and your field! I am sure there will be other opportunities in the future for OER grants for which I encourage all faculty to research and apply. We are definitely on our way to implementing OERs at the College for the great benefit of our students! Congratulations to all of the grant recipients and to Dr. Zilberman for leading this initiative.

STEM team Prof. Michael Kaye, Prof. Marianna Gleger, Dr. Ye Liu, Dr. Petal Sumner, Dr. Yun Liu, and Associate Dean Scott Saunders achieved the following:

1. Grants:
 - Successfully completed a NSF ATE grant (\$880K) with high remarks from the funding agency – the National Science Foundation.
 - Continue the NSF S-STEM grant (\$600k). More than \$550,000 has been distributed to BCCC STEM students as scholarship since 2013.
 - Continue the newly funded NASA grant (\$750k) for revising STEM curriculums and enhancing students’ academic support services.
2. Enhancement of Students’ Academic Preparation
 - Accuplacer preparation via MyMathTest platform.
 - Smart Mathematics Innovative Learning Experience (SMILE)
3. Students Internships:
 - Three students got prestige 2017 NASA Summer internship at Goddard Space Flight Center
 - Three more students received the research payed internship offers in STEM areas at JHU, UMBC, and NIH.
 - Two STEM scholars received full time jobs after attending BEYA 2017 conference in DC, been interviewed at the Job Fair.
 - In the Spring 2017 STEM program consisted from 50 scholars, the biggest cohort in years.
4. Students Achievement
 - All robotics students graduated after 2014 got promoted at Amazon Plant in Baltimore, some of them are making more than \$64000 plus full benefit.
 - Many engineering/robotics students are applying/transferring to JHU, UMCP, UMBC, Morgan, and Capitol this coming Fall 2017.
5. Partnership Developed/Maintained
 - UMBC

- Morgan State
- Capitol College
- Coppin
- JHU
- Lockheed Martin
- Juxtopia
- National Society of Black Engineer
- Amazon/JLL
- Berry Plastic
- USPS at Capitol Hill Office
- Maryland Center for Veterans Education and Training
- NASA Goddard Space Flight Center

Dr. Yohannes Weldegiorgis serves as Co-Principal Investigator on two NSF Grants: S-STEM and NSF ATE grants in collaboration with BCCC STEM team. He recruits STEM scholars from the Business and Technology department CADD and CIS programs; assist with students transfer to four year schools and/or for employment; and worked on BCCC annual STEM community day activities including 3D printer demonstration to the community. A STEM scholar from CADD got accepted to the 2017 NASA Summer internship at Goddard Space Flight Center. Dr. Weldegiorgis arranged Augusta Fells Savage high school students visit to BCCC CADD and Robotics labs in the Spring 2017 Semester. For five years, he made BCCC STEM programs presentation to high school juniors/seniors at Mergenthaler Vocational Technical school, Patterson, Carver, Augusta Fells Savage, and Edmondson west side high schools. Kirenia Sera, CADD graduate and current Morgan State University student majoring in Architecture, was one of the student speakers at the 4th BCCC annual STEM community day. Kirenia was also featured in the Dec. 2 story in the Baltimore Times entitled "Three Baltimore Women Propelled to the Top by BCCC STEM Program"

Dr. Solomon Iyobosa Omo- Osagie sabbatical leave for the period of August 2017 to December 2017 was approved by the Board of Trustees. While on sabbatical, Dr. Omo-Osagie will be conducting research on a new book tentatively entitled "While in the Wilderness: Essays on Empowerment, Perseverance, and Hope. The skills acquired during his sabbatical leave will also help his department in developing new and improved curriculum for the up and coming AAS Degree and Certificate in Religious Studies and Religious Studies/Philosophy Certificate.

Dr. Katana L. Hall was the featured presenter at the 8th Annual Women's History Month Celebration at BCCC. Dr. Hall has her own production company entitled Leap of Faith Productions. She also wrote, produced, and directed the inaugural production of the BCCC Players (a BCCC theater ensemble) entitled *Campin' Out: In*, with talented husband Keith L. Banks. *Campin' Out: In*, presented in the technique of Reader's Theatre, depicts the story of family patriarch David Harris who wants his family to gather annually in a cell phone and social media free zone. Camping 'city style' is a Harris family tradition, and this year's event forces hands, reveals secrets and challenges they must face. In the end, the promise of new beginnings, faith, and the love of family overcomes all. The School of Arts and Social Sciences; English, Humanities, Visual and Performing Arts Department hosted the event Friday, 5 May 2017, at 8:00 P.M., in the Mini Conference Center. Nearly 80 people attended the event.

Dr. Genevieve Dibua presented a paper at the “Forging Linguistic Identities” International Conference held at Towson University, Towson, Maryland from March 16 to March 18, 2017. She was invited to serve on the Literacy Educators of Maryland Committee. The committee is a special interest group of the State of Maryland International Reading Association Council. One of the committee’s goals is to recommend strategies for improving literacy in the state of Maryland.

Dr. Amrita Madabushi was awarded “National Role Model Faculty Mentor Award” for “Exemplary Achievements in Motivating, Counseling & Guiding Others” at 17th National Role Model Conference, Washington DC (2016). She organized and led successfully the Biotechnology Symposium with 100+ attendees, on Nov 1 2016 for Dept. of Natural & Physical Sciences. Dr. Madabushi served as Steering Committee member (2016-17) for the Maryland Collegiate STEM conference held on April 29, 2017 where all Maryland Community Colleges met and presented their work. She is a Steering committee member and newly awarded NSF (RCN-UBE) Collaboration with Dr. David Rivers, Loyola University & Dr. Mike Tangrea, Sinai hospital to upstart a bigger collaborative NSF grant. (2016)

Prof. Angela T. Jones-Ramirez flew to Tampa, FL in March and spoke at a Kappa Xi Omega Sorority, Inc. event pertaining to Women and Healthy Human Sexuality. On April 23, 2017, she was elected as Settled Senior Pastor of Vision of Hope, MCC in Mountville, PA (putting her second Master’s Degree in Divinity in use which is significant since the College is preparing to begin a program in Religious Studies.)

Prof. Jà Hon Vance was a visiting professor at Winona State University during the Summer of 2016 and was the featured presenter at the 2016 Ruffalo and Noel Levitz Annual Conference on Student Retention. Prof. Vance conducted a Leadership Workshop at the Pentagon during Fall 2016 and he served as a guest presenter for the University of Minnesota and co-hosted the 14th Annual Males of Color Empowerment and Retention Conference in Pikesville, Maryland. In Spring 2017, Prof. Vance was the featured presenter for the Maryland Department of Labor, Licensing and Regulations.

Dr. Natalia Reznichenko, in March of 2017, while attending the International Conference of Society for Information Technology & Teacher Education, was elected as the incoming co-chair for the Special Interest Group (SIG) in Mathematics Education (ME) from among its 400 members. Among the responsibilities of this leadership position is establishing directions for the future research conducted by and selection of presentations submitted under the ME banner for future conferences. As an educator, Dr. Reznichenko savors the challenges associated with refining instructional delivery methods. She was recently awarded the “Quality Matters” course design approval for MAT 210: Advanced Calculus. In April, she presented her case at EXTI’s *Faculty Showcase Quality Matters Recognized Courses*. Dr. Reznichenko served as a mentor to 10 teams of the students from developmental to credit mathematics during the Mathematics Department’s Annual Mathematics Awareness Week (MAW). The teams of her students consistently have the best presentations and are rewarded for them.

Dr. Carole Quine, in cooperation with Associate Dean Brooks, proposed and developed the EHVPA Weekenders Program. Dr. Quine recruited students and taught in the program during the

Spring 2017 Semester, which was the program's inaugural term. . Prof. Naesea Price, Prof. Tonya Brown, and Dr. Quine proposed, developed, marketed, and ran two EHVPA Student Orientations--one in the Summer 2016 (in preparation for the Fall 2016 Semester) and one in the Fall 2016 (in preparation for the Spring 2017 Semester). The next orientation will take place just before the Fall 2017 Semester. Dr. Quine received a second bachelor's (psychology) in the Fall 2016 Semester. She completed the degree at UMUC, where she is now pursuing a third bachelor's in social sciences in preparation to complete a third master's--this one in social psychology.

Prof. Rebecca Johns-Hackett is the Principal Researcher for upcoming book entitled, *A Taste of History: 100 Years of Recipes and Oral History from the Jones and Sharp Family Traditions* by Tonya Davis. She was awarded a Certificate of Recognition delivered by Senator Joan Carter Conway by the Maryland Senate and Legislative Body for "25 years of Community Service." Prof. Johns-Hackett was also awarded a Certificate of Recognition as President of Perring Loch Covenant Association from Catherine E. Pugh, Mayor of Baltimore City. She is a Commissioner on Truth and Reconciliation for the Episcopal Diocese of Maryland

Dr. Karen Shallenberger and Dr. Elissa Abod received a High Impact OER Grant to develop the use of open educational resources for PSY 101 courses.

Prof. Naesea S. Price is currently enrolled in the Doctorate in Community College Leadership at Morgan State University. She completed and passed her comprehensive exams in February.

Prof. Sofya Kerzhner provided four Professional Development workshops during Math Awareness week in April 2017.

Prof. Laura Pope earned a 2nd MA's degree. It is a Master's of English (Summa Cum Laude) from Indiana University, Richmond, Indiana (Dec. 12, 2016).

Professor Brian R. Lazarus (Accounting) and Prof. Theodore Tchamala (Philosophy) organized a very successful BCCC Ethics Day 2017 where about 282 students attended along with a distinguished, cross discipline, faculty panel. Professor Lazarus oversees the BCCC-Coppin VITA(Volunteer Income Tax Assistance program administered through the IRS) collaborative venture where BCCC students serve the community and gain valuable job ready skills through a partnership established by Professor Lazarus(BCCC) and Professor Ezeka (Coppin). Students from the Income Tax Accounting class (ACCT 265) taught by Professor Davis and the Accounting & Business Club have to pass IRS administered exams and then serve the community through preparation of tax returns. BCCC Students put in around 200 hours at the VITA center at Coppin where a record 750 tax returns were prepared this tax season. Professor Lazarus recruits, expands, nurtures and manages a very dynamic and active Accounting Program Advisory Board that includes luminaries such as

- Baltimore City Comptroller Joan Pratt
- Mr. Tony King, CPA, Partner of King & King Associates, a firm founded by his father, Mr. Benjamin King, Maryland's first African American Certified Public Accountant

- Mr. Arnold Williams, Managing Partner of Abram, Williams, Noles and Foster, one of the largest CPA minority firms in Maryland.

Professor Lazarus manages a very active Accounting & Business club providing students with numerous opportunities to develop leadership skills. Additionally, students have the opportunity to listen to accomplished guest speakers thereby exposing them to useful and relevant information broadening their educational experience at BCCC. BCCC's Accounting program has been ranked as one of the top 40 Accounting online programs nationwide among two year colleges by Affordable College Community.org. It is the only Maryland community college accounting program to have achieved a ranking in the top 40.

Dr. Malathi Radhakrishnan received the International Life Sciences Award from Global Health & Pharma (GHP), 2016; Outstanding and Exemplary Educator Award from BCCC, Nov. 2016; was recipient of Women's Achievement Award from BCCC, 2017. Her leadership roles this year have included Science Symposium Committee Co-chair; Supervisor of the green house providing plants for college wide events like Veterans Day, Science Symposium, and STEM Community Day. Dr. Radhakrishnan was awarded a \$2,500 'OER Grant for High Impact Courses. She was an External Examiner to evaluate one Doctoral Thesis – in 2017 entitled “Pharmacognostical, Phytochemical and Pharmacological attributes with DNA barcoding of ethno medicinal Plant, *Hydrocotyle javanica* Thunb.(Apiaceae) inhabiting the Nilgiris, the Western Ghats, India”- 2017; Paper Reviewer of journal article in 2016 – 2017: **Title:** GC-MS Profiling of Ethnomedicinal Plant *Hydrocotyle javanica* Thunb and Journal: *Oriental Journal of Chemistry, April, 2017*; Manuscript Reviewer (One) in 2016 Title : Fossil fruit of *Mangifera* (Mango) from Late Tertiary sediments of Mahuadanr Valley, Jharkhand and its phytogeographical implications. Journal: *Phytomorphology*, Sep. 2016. She gave presentation on ‘Path to STEM Success ‘- Success Story of the Faculty in 3rd Maryland Collegiate STEM Conference (MCSC) on 29th April 2017. She is in the process of writing and publishing a book titled ‘Indian Medicinal Plants’ and has authored and revised BCCC's Bio 102 Lab Manual which generated royalty of thousands of dollars to BCCC Foundation to provide scholarship for deserving student.

Respectfully Submitted,

Prof. Edward Ennels
President of the Faculty Senate

TAB 7



BOARD AGENDA
TAB 7 – INFORMATION
MAY 23, 2017

PUBLIC PRESENTATIONS

A. EXCELLENCE AWARD PRESENTATIONS

B. FINANCE COMMITTEE UPDATES



A. BCCC FY 2017 EXCELLENCE AWARDS

CATEGORIES

- **Administrative Professionals**
- **Career Service Professionals
(skilled service, full or part-time)**
- **Full-time Faculty**
- **Adjunct Faculty**



B. FINANCE COMMITTEE UPDATES

- a) Internal Financial Statements for College, Bookstore, and WBJC Radio as of March 31, 2017 (INFORMATION)**

- b) Operating Budget for Fiscal Year 2018 (ACTION)**

- c) Capital Budget for Fiscal Year 2018 (ACTION)**



**Operating Budget Request Overview
Vice President Calvin Henry Harris Jr.
Business and Finance Division**

Please allow me to provide a fiscal year 2018 Operating Budget overview for BCCC.

At prior meetings, the Board and Finance Committee reviewed multi-year financial projections. Providing this information is indicative of the fiscal oversight that currently exists at the College, with a focus on past, present and future financial concerns.

As a reminder, please note the State authorizes two distinct budgets for BCCC – an operating budget and a capital budget. These two budget sources, along with accumulated fund balance amounts, create a “funding tripod” that finances the College.

Operating budgetary funds cover most the College’s spending needs, apart from major renovations (such as the Administrative Building) and other construction. The operating budget is the funded by state appropriations, federal funds, tuition and fees, outside grants and various other sources of revenue. All areas of the College are involved in the operating budget managed through various departments of Business and Finance Division, and especially the Budget and Controller’s Offices.

Capital budgetary funds cover costs related to the construction of new facilities and major renovations. Though the projects in the capital budget affect the entire College, the direct involvement in this budget is limited to the Controller’s and Budget Offices and Facilities (though areas such as Information Technology also are commonly involved). Projects funded by the capital budget are typically planned years in advance and capital budget funds are prohibited from being used for any other purpose.

Fund balance represents the accumulated unspent operating budget amounts from prior years. In various cases, portions of the fund balance for specific initiatives (such as Board designations and reserves required by outside groups or agencies). In other instances, fund balance is reserved for major projects such as the ERP implementation.

While there are often no requirements for how fund balance amounts may be spent, I strongly encourage these amounts to only finance major one-time initiatives.

For this meeting, we are presenting the fiscal year 2018 operating budget request for the approval of the Finance Committee. The operating budget is based on what was originally forwarded to the Department of Budget and Management in summer 2016, presented to Legislative Subcommittees in March 2017, approved by the Legislature and Governor, and considers the effect of enrollment and tuition levels on revenue.

The College's current approved fiscal 2017 budget is presented herein, along with the proposed fiscal 2018 budget, which is presented for Committee approval.

Exhibit 1 – Budgeted Revenues

<u>Budgeted Revenue</u>	FY 2017 Approved	FY 2018 Proposed
Tuition and Fees	\$ 10,953,111	\$ 12,193,665
State Appropriation	40,673,875	40,602,171
Auxiliary - Bookstore	4,000,000	3,073,288
Auxiliary - Other	1,928,461	1,974,061
Other Revenues	2,177,126	2,447,585
Fund Balance Draws	5,223,994	4,193,588
Total Unrestricted Revenue	<u>64,956,567</u>	<u>64,484,358</u>
Public Service - WBJC	1,525,000	1,550,000
Federal, State and Local Grants and Contracts	22,476,279	18,785,961
Total Restricted Revenue	<u>24,001,279</u>	<u>20,335,961</u>
Total Revenue	<u>\$ 88,957,846</u>	<u>\$ 84,820,319</u>

For revenues, the areas that change between fiscal year 2017 and proposed fiscal year 2018 budget include the following:

- Tuition and fees – budgetary increase of approximately \$1.2 million.
- State appropriation – anticipated reduction of approximately \$71,000.
- Other revenues – anticipated increase of approximately \$270,000.
- Grants and contracts – anticipated decrease of approximately \$3.7 million.

Exhibit 2 – Budgeted Expenditures

<u>Budgeted Expenditures</u>	<u>FY 2017 Approved</u>	<u>FY 2018 Proposed</u>
Academic Affairs	\$ 21,352,166	\$ 21,632,024
BCED	4,305,971	4,084,698
Student Affairs	6,339,765	6,365,225
Business & Finance	3,152,735	3,073,090
Plant Operations	5,653,213	5,860,755
Public Safety	2,575,315	2,574,181
President's Office	1,265,773	1,243,379
ITS	3,683,324	3,865,329
Human Resources	1,274,204	1,278,885
IAMR	2,176,921	2,307,822
Auxiliary - Bookstore	3,066,644	3,065,054
Facilities Cap, Lockwood , Tower Rental	776,006	806,412
Real Estate	1,104,100	1,105,100
Institutional	2,230,430	2,222,404
ERP	6,000,000	5,000,000
<u>Total Unrestricted Expenditures</u>	<u>64,956,567</u>	<u>64,484,358</u>
Public Service- WBJC	1,525,000	1,550,000
Federal, State and Local Grants and Contracts	22,476,279	18,785,961
<u>Total Restricted Expenditures</u>	<u>24,001,279</u>	<u>20,335,961</u>
Total Expenditures	<u>\$ 88,957,846</u>	<u>\$ 84,820,319</u>

Unrestricted expenditures include the required spending reductions by division. Additional discussion may occur internally on the nature of specific reductions, but the total unrestricted expenditures would not change. Restricted expenditures, such as WBJC radio and grants, are not affected by spending reductions as they are not funded by unrestricted revenues such as tuition and fees or State appropriations.

Recommendation:

The Vice President of Business and Finance recommends the approval of the fiscal year 2018 Operating Budget as noted herein.

The President recommends the Finance Committee approve the FY2018 Operating Budget for submission to the Board of Trustees.



Capital Budget Request Overview
Vice President Calvin Henry Harris Jr.
Business and Finance Division

Please allow me to provide a fiscal year 2018 Capital Budget overview for BCCC.

As a reminder, the State authorizes two distinct budgets for the College – an operating budget and a capital budget. The capital budget finances construction of new facilities and major renovations, with those funds prohibited from being used for any other purpose. The College’s current capital budget is heavily based on prior Capital Improvement Plans and the updated Facilities Master Plan.

For fiscal 2018, the Capital Budget for the College includes spending funds that were included in the fiscal 2017 budget, but were postponed State-wide. *Therefore, these items were previously Board approved.* Please note that recently restarted construction on the Administrative Building was previously funded and is not included herein.

Loop Road, Main Street and Entrance Improvement

This critical life-safety construction project includes various infrastructure and site improvements for the roadways of the Liberty Campus. Improvements include:

- Widen the main vehicular entrance at Liberty Heights Avenue which will reduce queuing for traffic and provide for more efficient vehicular circulation.
- Create of a perimeter loop road surrounding Liberty Campus. This will provide safer entrance and exit for all vehicles and more access for emergency vehicles.
- Improved disabled accessibility routes, signage, and pedestrian connections.

The Loop Road project enters its design phase in fiscal 2018. Design is expected to continue in fiscal 2019 and construction is expected to begin by fiscal 2020. This is a significant step for the College, as the project had been delayed for many years. The College is working directly with the State Department of Budget and Management and Department of General Services to help this project commence in fiscal 2018.

The State has approved \$248,000 in general obligation bonds to fund the fiscal 2018 design work for the Loop Road Project.

Another major college project is not funded for fiscal 2018, but remains listed in the State Capital Budget for future funding, the Library Learning Resource Center.

Learning Resource Center (LRC), Liberty Campus

Renovation and expansion of the Library as a Learning Resource Center will allow the College to better support the total intellectual experience of the community of learners, and provide a coordinated multi-use facility for teaching, learning, trainings, conferencing, meetings, workshops and community events. This space renovation will include additional group and individual study rooms as well as provide centralized, accessible, and improved student and faculty learning space in which to perform research or have group meetings.

Currently, the College is working with Department of General Services (DGS) and Department of Budget and Management (DBM) to establish design and construction periods for the LRC project. The College is also actively considering and viewing library designs that have been favorably accepted by DGS and DBM. Despite these on-going efforts, no capital funds are currently budgeted for this project in fiscal 2018.

The Business and Finance area, through the Integrated Facilities Master Plan, continues evaluating the facilities of the College, and recognizes its needs far exceed the two projects slated for future usage. We will continue the pursuit of additional capital funds, particularly as those needs align with various strategic plans, to better support the College community and its needs.

Recommendation:

The Vice President of Business and Finance recommends the approval of the fiscal year 2018 capital budget as follows:

- Spending of \$248,000, funded by Maryland General Obligation bonds, for design work on the College Loop Road Project.

The President recommends the Finance Committee approve the FY2018 Capital Budget for submission to the Board of Trustees.

TAB 8



Policy No: 6008

Title of Policy: Determination of Residence for Tuition Purposes

Policy (check one): New _____ Revised _____

Applies to (check all that apply):

Faculty _____ **Staff** _____ **Students** _____

Division /Department _____ **College** _____

Topic/Issue:

The determination of Maryland residence for tuition purposes, relative to whether a student meets the criteria for Maryland tuition rates at Baltimore City Community College.

Background to Issue/Rationale for Policy:

A college's Board of Trustees shall adopt and publish in the college catalog or other public documents a policy governing classification of students by domicile for tuition purposes.

State/Federal Regulatory Requirements (cite if applicable):

COMAR 13B.07.02.03

Annotated Code 16-103

Annotated Code 16-310

Education Article '§ 15-106.8(c) *Maryland Dream Act of 2011* Public Law 113-146, Veterans Access,

Choice and Accountability Act of 2014 ("Choice Act")

Sections 702, In-State Tuition Rate for Veterans

Public Law 114-315, Amended, 38 U.S.C.3679(c) (NEW)

Proposed Policy Language:

It is the policy of Baltimore City Community College to permit students who have been domiciled in Maryland for at least three consecutive months prior to the start of classes to pay in-state tuition. Domicile shall be considered as a "person's permanent place of abode, where physical presence and possessions are maintained and where he/she intends to remain indefinitely."

Implementation Date: July 1, 2017

Proposed by: Marguerite Weber
Vice President/Senior Staff Member

Approved by the Board of Trustees:

Originator/Division: Student Affairs Division

**This policy once approved by the Board of Trustees supersedes all other policies.*



**BOARD AGENDA
TAB 8 - ACTION
MAY 23, 2017**

Policy No:6008

Date: 04/18/2017

Title of Procedures: BCCC Determination of Residence for Tuition Purposes

Procedures (check one): New _____ Revised X Reformatted _____

Applies to (check all that apply):

Faculty _____ Staff _____ Students X

Division/Department: _____ **College** _____

Topic/Issue:

The determination of Maryland residence for tuition purposes, relative to whether a student meets the criteria for Maryland or out-of-state tuition rates at Baltimore City Community College.

Background to Issue/Rationale for Procedure:

A college's Board of Trustees shall adopt and publish in the college catalog or other public documents a policy governing classification of students by domicile for tuition purposes.

State/Federal Regulatory Requirements (cite if applicable):

COMAR 13B.07.02.03
Annotated Code 16-103
Annotated Code 16-310
Education Article '§ 15-106.8(c) *Maryland Dream Act of 2011* Public Law 113-146, Veterans Access, Choice and Accountability Act of 2014 ("Choice Act")
Sections 702, In-State Tuition Rate for Veterans
Public Law 114-315, Amended, 38 U.S.C.3679(c)

Proposed Procedural Language:

The determination of residency for tuition purposes will adhere to the following procedures.

- I. Credit Students
 - A. Students attending Baltimore City Community College (BCCC) will pay tuition according to their residency and shall be determined to be:

1. Resident of Maryland
 2. Out- of –State residents; or
 3. International students
- B. To qualify for tuition as a Maryland resident, a legal domicile must have been maintained for a period of not less than three consecutive months prior to the first regularly scheduled class for the semester.
- C. In establishing the domicile of a person enrolling in a credit course at BCCC, the following procedures shall prevail:
1. Domicile shall be considered as “person’s permanent place of abode, where physical presence and possessions are maintained and where he/she intends to remain indefinitely. The domicile of a person who received more than one-half of his/her financial support from others in the most recently completed year is the domicile of the person contributing the greatest proportion of support, without regard to whether the parties are related by blood or marriage.”
 2. At the time of admission to or initial enrollment in any credit course at BCCC, each student shall sign a statement affirming domicile and provide evidence of the factual basis for claim of domicile.
 3. At the time of each subsequent enrollment, each student shall indicate whether his/her domicile is the same or different from that affirmed for the last semester in attendance. If facts indicate the domicile has changed, the student shall complete a new statement of residence.
 4. In determining the adequacy of the factual basis for domicile provided by the student, the College will consider any of the following factors and request evidence for substantiation:
 - Possession of a valid Maryland driver’s license or Identification card, with local address specified,
 - Registration to vote in the State of Maryland,
 - Registration of a motor vehicle in the State of Maryland, with a local address specified, if the student owns or uses such vehicle,
 - Payment of Maryland State and local income taxes on all taxable income earned, including all taxable income earned outside the State.
 - Home mortgage or rental agreement
 - Substantially uninterrupted physical presence including the months when the student is not in attendance at College
 - Maintenance in Maryland of substantially all, of the student’s possessions
 - Graduation from a Maryland High School within the academic year of enrollment at the College.
- D. A domicile in Maryland is lost when a new domicile is established for a period of three months at a location outside the State.
- E. In addition to general requirements above, the following provisions apply to the specific categories of students indicated:
1. Active Duty Military and National Guard personnel and their dependents who were residents of Maryland at the time of entrance into the armed forces and who are stationed outside the State may retain Maryland residence as long as they do not establish domicile elsewhere.

2. Active Duty Military personnel stationed in Maryland who were not Maryland residents at the time of entrance into the armed forces and their dependents may be considered a resident for tuition purposes.
3. A Veteran using educational assistance under either Chapter 30 (Montgomery G.I. Bill- Active Duty Program) or Chapter 33 (Post 9/11 G.I. Bill), title 38, United States Code, who lives in Maryland while attending a school located in Maryland (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
4. Anyone using transferred Post 9/11 benefits (38 U.S.C. § 3319) who lives in Maryland while attending a school located in Maryland (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
5. Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three year period following discharge or release as described above and must be using educational benefits under either Chapter 30 or Chapter 33, of title 38 United States Code.
6. Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311 (b)(9)) who lives in Maryland while attending a school located in Maryland(regardless of his/her formal State of residence)
7. Anyone using transferred Post 9/11 G.I. Bill benefits (38 U.S.C. § 3319) who lives in Maryland while attending a school located in Maryland (regardless of his/her formal state of residence) and the transferor is a member of the uniformed service who is serving on active duty.
8. An individual qualifies under the Maryland Dream ACT, which provides the opportunity for some non-U.S. citizens who attended high school in Maryland to receive in-state tuition. In order to qualify for this exemption, students must meet the following requirements: (1) Provides official high school transcripts indicating attendance at a public or nonpublic high school in Maryland for at least 3 academic years not earlier than the 2005-2006 school year; (2) Graduated from a public or nonpublic high school in Maryland or receiving the equivalent of a high school diploma from the State not earlier than the 2007-2008 school year (official transcript indicating date of graduation is required); (3) Enrolls in the college within four years after graduating from a public or nonpublic secondary school in the State or receiving the equivalent of a high school diploma in the State; (4) Provides documentation that the individual, or the individual's parent or legal guardian has filed a Maryland income tax return, annually for the 3 years that coincide with the individual's attendance at a public or nonpublic secondary school in the State (home schooled students are subject to this requirement in the same manner); b. Annually each year between secondary school attendance and enrolling at the college, and c. annually while attending a community college; (5) Provides an affidavit stating that the individual will file an application to become a permanent resident within 30 days after the individual becomes eligible to do so; (6) Provides proof that the individual has registered with the selective service system. (This currently applies to all males 18 – 25. Proof of selective service registration can be obtained by filing with the Post Office and returning a receipt to the college that shows proof of registration or by providing a selective service card.). Once you are determined to be eligible for the exemption, you will continue to receive it as long

as you fulfill the eligibility requirements or until the college no longer offers this exemption. The exemption permits undocumented individuals to pay the in-state tuition rate based on the location of your high school. If you have received a GED, the tuition rate would be based on where you most recently attended high school. To determine eligibility students must complete and submit the BCCC Dream Act Student Affidavit with all required documentation to the Admissions Office. Applying for the exemption does not alter your responsibility to pay by the college deadline any nonresident tuition and associated fees that may be due before your eligibility is determined.

9. A person is provided the opportunity to request a change in residency classification or to appeal current classification by the third week of classes or twenty percent of enrollment date for the current semester/session. Appeals for change of residency classification must be accompanied by evidence justifying such changes and must be processed prior to the end of the third week of classes or twenty percent of enrollment date for the current semester/session of enrollment. Any changes processed after the third week of classes or twenty percent of enrollment date will be effective the following semester. Appeal shall be submitted in writing to the College Director of Recruitment and Admissions.

II. Non-credit Students

In establishing the domicile of a person enrolling in a non-credit continuing education course, that person shall indicate on a signed registration document affirming whether he/she is a resident of Maryland. That student must then adhere to the same criteria for proof of residence as a credit student at Baltimore City Community College.

III. Contracted Education Training

Baltimore City Community College may enter into contract with any public or private sector employer or non-profit organization that maintains facilities, operates or does business in the State to provide education or training for public or private sector employees or members for a set contractual fee in place of payment of tuition and fees under the following conditions:

- A. The employee or member is enrolled in credit or non-credit courses which will benefit the employer;
- B. The employer or non-profit organization pays the fees charged by the College;
- C. The fee reasonably reflects the usual cost borne by the students in the same or similar courses;
- D. The employees or members enrolled under this program shall be treated as any other students in accordance with the Baltimore City Community College policies and procedures and the general policies of the Board of Trustees with the exception of payment of tuition.
- E. Contractual arrangements under this section may include customized training as well as employer paid tuition and tuition reimbursement

Proposed Implementation Date: July 1, 2017

Proposed by: Dr. Marguerite Weber
Vice President/Senior Staff Member

Approved by the Board of Trustees:

Originator/Division: Student Affairs Division

TAB 9



BOARD AGENDA
TAB 9 - **INFORMATION**
MAY 23, 2017

FY 2018-2022

BCCC STRATEGIC PLAN

DEVELOPMENT



Strategic Plan Update May 2017

BCCC's FY 2018-2022 Strategic Plan Development Process

In June 2016, the Board of Trustees approved of the “sunsetting” of the FY 2013-2018 Strategic Plan in FY 2017. Since then, Baltimore City Community College’s (BCCC) Strategic Planning (SPC) and College-wide Assessment (CWAC) Councils have engaged the college community in a Strategic Plan development process, beginning with the review of its mission and vision statements. In fall 2016, the Board of Trustees approved the revised statements that will go into effect in FY 2018 with the new Strategic Plan:

Mission Statement:

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

Vision Statement:

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

In spring 2017, the Executive Committee of the SPC, led by Dr. Gordon F. May, utilized the revised statements to guide the development of the FY 2018-2022 Strategic Plan, beginning with the drafting of strategic directions. The strategic directions went to the full SPC, comprised of members from across the College, and CWAC for feedback and were intended to be used to draft goals and objectives. However, the full SPC and CWAC recommended to the Executive Committee that the process would benefit from a more comprehensive approach, underscoring the value of shared governance and community engagement in the strategic planning process. Upon approval from the President, members of the SPC drafted a new timeline with this approach in mind which was shared, along with the strategic directions, with the college community for feedback from May 8-15. The updated tentative timeline is below:

- May 5 – Meet with Faculty Senate Executive Committee to shared updated process
- May 8-15 – Send electronic survey out to faculty, staff, and Board of Trustees to obtain their input for the proposed Strategic Directions and timeline. Paper surveys will also be provided for areas that do not readily have access to computers (e.g. Public Safety, facilities, etc.).
- May 17-19 – Feedback results processed and shared with SPC and CWAC
- May 19 – Meet with Faculty Senate Executive Committee to share feedback results
- May 23 – Share progress and process with Board of Trustees
- May 22-May 31 – SPC and CWAC review feedback and formulate draft goals and objectives

- June 1-6 – Engage college community in feedback session(s) on draft goals and objectives
- June – SPC and CWAC review feedback on draft goals and objectives
- June-July – engage external college community in providing feedback
- August – college community provides feedback on draft goals and objectives at start of Fall semester
- September – Strategic Plan goals and objectives to Board of Trustees
- Fall 2017 – CWAC and SPC to finalize key performance indicators

TAB 10



**Baltimore City Community College (BCCC)
2901 Liberty Heights Ave. Baltimore, Maryland 21215
President's Board Report ... May 23, 2017**

Although hardly an exhaustive list, the items below represent some of my meetings, activities, and initiatives since my April Report to the BCCC Board of Trustees. I have also included some informational items from President's Staff members.

- a) Attended the Faculty Showcase on April 26, 2017, bringing greetings.
- b) Participated in the launch of the BCCC Food Pantry on April 27, 2017. This launch represented the community service project for the Alpha Kappa Alpha (AKA) Sorority, Inc., as they kicked-off their North Atlantic Regional Conference in Baltimore. During the food drive by the 5,200 conference attendees, over 6,000 food items were collected for the BCCC Food Pantry which will directly benefit our students. Fox 45 TV covered this wonderful event.
- c) Along with BCCC Trustees, Dr. Rosemary Gillett-Karam and Dr. Mary Owens Southall, attended the Alpha Kappa Alpha Public Reception and Meeting at the Baltimore Convention Center on April 26, 2017.
- d) Attended the AKA Gala Awards Dinner on Saturday, April 28, 2017. It was announced that this was the largest sit-down dinner in history for the Baltimore Convention Center with over 5,200 in attendance.

Dr. Tonja Ringgold serves as President of the Epsilon Omega chapter of AKA in Baltimore City. She was largely responsible for the BCCC participation in this history-making event and the spotlight on the College throughout this AKA Regional Conference.

- e) Hosted my monthly meeting with Senate President Professor Edward Ennels and Senate Vice President Professor Fred Paraskevoudaki on April 27, 2017.
- f) Attended the Maryland Higher Education Commission's (MHEC) Forum on College Completion at St. Johns College in Annapolis on May 2, 2017.
- g) Offered greetings at the 11th Annual 40th District End of Session Wrap Up in the GAARE Auditorium. Senator Barbara Robinson, Delegate Antonio Hayes, and Delegate Nick Mosby facilitated this annual meeting following the Legislative Session.
- h) Participated in the 23rd Annual All-Maryland Community College Recognition Event at Turf Valley Conference Center on May 3, 2017. I introduced BCCC

student Aaron Laciny as one of the 32 students on the Maryland All-Academic Team (from Maryland's 16 community colleges). Mr. Laciny, with his 4.0 GPA at BCCC, was recognized as a member of the First Team.

- i) Attended a lunch meeting with Ms. Diane Bell-McKoy, CEO of Associated Black Charities, to discuss workforce development.
- j) Hosted my monthly meeting with AFSCME local 1870 leadership on May 16, 2017.
- k) Hosted my monthly meeting with Student Trustee Olayeni Popoola on May 18, 2017.
- l) Hosted my monthly meeting with Student Government Association (SGA) President Devone Delly on May 18, 2017.
- m) Attended the Investiture of Dr. Diana Phillips at Harford Community College on May 22, 2107.
- n) Attended the inaugural Thurgood Marshall Legacy Day Luncheon, sponsored by Historic Frederick Douglass High School, Law and Leadership Institute. This event was held at Coppin State University on May 17, 2017.
- o) Attended the Spring Concert, hosted by The School of Arts and Social Sciences Department of English, Humanities, Visual, and Performing Arts on May 16, 2017.
- p) Attended the Year Up "The Next Generation of Talent" event at Horseshoe Casino on May 17, 2017.

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

- 1) Vice President of Student Affairs, Dr. Marguerite Weber, made a presentation to faculty on Ethics Day, connecting leadership and ethics with the student experience at BCCC.

Student Affairs is working on a human-centered design to work processes in the Student Success Center (SSC). The goal is to make the SSC a model workplace that aligns staff skills with tasks that uses technology to support and scale staff effort that aligns resources with goals and outcomes.

Through the Career Center, Student Success Center, and the Office of Student Engagement, Student Affairs is tasked with collaborating on identifying tools and experiences intended to reinforce employability skill sets and to establish a

process to connect graduates seeking employment as well as our near-graduates planning for post-graduation employment to those resources.

The coaching staff has been recruiting prospective student-athletes for the 2017-2018 academic year. Both the Men's and Women's Basketball Teams have hosted on-campus visits for several prospective student athletes. To-date, Coach Owens and Coach Maczko have added five student-athletes to next season's roster. Additionally, (for Women's Basketball), Donasja Scott has signed a full scholarship with Savannah State University and Brittany Hinton has signed a scholarship to attend Lincoln University. On the men's side, Joe Hugley was named Honorable Mention to the MJCAA Division I Men's Basketball All-American Team. Mr. Hugley has accepted a full scholarship to attend Central Connecticut State University.

On Thursday, April 6, 2017, the Health Professions Career Fair hosted 42 students and alumni who engaged 16 health care employees about opportunities at their respective companies.

- 2) Interim Vice President of Advancement and Strategic Partnerships, Ms. Dawn Kirstaetter, reports a total of \$37,531 was donated to the BCCC Foundation in April 2017. Of this total, \$36,045 were targeted to restricted programs (with \$1,485 unrestricted).

Director of Development, Ms. Vanessa Bell and full-time Construction Supervision Program student, Wendy Douglass made a presentation to the Navigator Management Partner (NMP), on April 28, 2017. Ms. Douglass was one of twenty-one students who benefitted from NMP's donation of \$6,000 to the Completion Assistance Program (through the BCCC Foundation).

Foundation donor, Armed Forces Communication Electronics Association (AFCEA), who initiated \$50,000 in an Endowed Scholarship Fund during FY16, held its scholarship Awards Night on May 4, 2017. BCCC recipients, John Frendo and Delon Blanding and other local college students were honored that evening.

The BCCC Foundation has raised \$443,430 in FY 17 compared to \$130,429 in FY 16 for a 240% improvement.

The Workforce Development Task Force is being finalized and will launch this summer with a reception.

- 3) Chief of Staff and General Counsel, Mr. Bryan Perry, Esq., is currently leading the Human Resources Department during the (soon-to-be finalized) search for the Executive Director of Human Resources.

There are currently 21 active PIN searches and 11 active contractual searches.

A total of 18 Professional Development (PD) workshops were attended by 54 employees. Currently, 216 employees have satisfied their requirement of 20 PD hours.

Ms. Pricilla Johnson was appointed to the HR Compliance Coordinator position effective March 29, 2017.

There were 112 visitors to the Office of Human Resources in April 2017 compared to 230 in April 2016.

Chief of Staff (COS) Perry has facilitated two operational President's Staff Retreats. Non-Credit to Credit Program Pathways was identified as a top priority. Pathways are to be developed for the follow programs and included in the Institutional Strategic Plan for FY 2018-2022.

1. Healthcare
2. Information Technology / Cyber Security/ Telecommunications
3. Energy Efficiencies
4. Supply Chain
5. English as a Second Language (ESL)
6. Adult Basic Education (ABE / GED)
7. Science, Technology, Engineering, and Math (STEM)
8. Business

- 4) Chief Information Officer, Dr. Ray Barghi, reports that systems staff awarded leftover Federal Supplemental Educational Opportunity Grants (FSEOG), Maryland Part Time State Grants, and Campus-Based Educational Assistance Grants (EA), funds to students.

*A Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant for undergraduate students with exceptional financial need.

*Maryland Higher Education Commission Office of Student Financial Assistance are the sponsors of the Maryland Part Time State Grants.

*Campus-based Educational Assistance (EA) Grant is a need-based grant awarded by the institution.

The ERP Deliverable Audit was completed.

Completed the annual BrightWork Licenses Audit (users for FY 16).

*BrightWork is a project and portfolio management solution running on the Microsoft SharePoint platform. Enterprises and businesses that chose the collaborative platform can now easily have the right tool to manage their projects. Spreadsheets and emails can be used only so far, but when a company has a real need for greater project visibility and control, it is time

to use a capable and flexible solution. Whatever SharePoint version a business uses, a BrightWork solution exists for them.

ERP Project Update/Status has been shared with 392 stakeholders in FY 17 including ERP meetings with the BCCC Community, BCCC Board of Trustees, President's Update, President's Staff, DoIT oversight, DoIT Quarterly meetings in Annapolis and others.

- 5) Interim Vice President of IAMR, Dr. Nassim Ebrahimi, facilitated strategic planning processes with Executive Strategic Planning Committee, Strategic Planning Committee, and the College-wide Assessment Committee members.

Participated in the Achieving the Dream Core Team meetings.

Grants Development for FY 2017 (July 1, 2016 through April 26, 2017) netted a total of \$ 5,553,804 in new and continuation/renewal awards combined. Continuation/renewal grants and applications awarded totaled \$4,901,278 while new awards totaled \$652,526.

Institutional Research (IR) collaborated with the Dean of Enrollment Management, Financial Aid, and Information Technology Services to develop financial aid data in response to request from the Maryland Community Colleges President's Group.

IR completed the annual Student Right to Know requirement and collaborated with the BCCC webmaster for posting on the website.

Public Relations reports that media coverage for 22 events in April had a publicity/advertisement value of \$46,589.

- 6) Interim VP of Business & Continuing Education, Mr. Vincent Whitmore, reports that 93.14% of the BCED FTE goal has been reached for FY 17 (amounting to 1,820 FTE's).

Collaborated with private industry partners on submission of EARN grant for Cyber Security Program.

Met with Baltimore City Fire Department and the City Department of Public Works to discuss training partnerships.

- 7) Chief Internal Auditor, Ms. Lyllis Green, developed Key Administrator Reviews for four positions that were vacated during April 2017.

Continues to assist the Office of Legislative Auditors (OLA) in their triennial fiscal compliance audit of the College.

8) Academic Affairs VP, Dr. Tonja Ringgold, offers the following:

- The P-TECH Summer Orientation at BCCC was held on April 20, 2017 for the 100 ninth graders moving to the tenth grade this summer
- The Director of the Center for Academic Achievement and Retention Specialist for Vocational Support Services continued meetings with Career and Technical Education (CTE) department leaders to discuss the services of Vocational Support and CTE student support.
- Articulation agreements have been executed for Baltimore City Public School Systems (CTE), Excelsior (Financial Aid consortium) and Morgan State University (AA Degree with Psychology concentration to MSU BS Degree in Psychology).
- At Spring Transfer Day on March 28, 2017 283 students were able to meet and ask questions to the 47 colleges and universities present on campus.
- Dr. Lesley Brown moved into the Associate Dean for Health Professions on March 27, 2017.
- Dr. Kennedy and Mr. Madabushi hosted the April Mid-Atlantic Biology Research and Career (MABRC) meeting of the National Science Foundation (NSF), Research Coordination Networks (RCN), Undergraduate Biology Education (UBE) Grant with Loyola University and Sinai Research Incubator.
- Dr. Iweha wrote and obtained an Educators Equity STEM Academy professional development award through the National Alliance for Partnerships in Education.

9) VP of Business and Finance, Mr. Calvin Harris, Jr. welcomed new Director of Facilities, Mr. Maurice Howell, to the BCCC Team.

Managed transitions in key division roles of Controller and Director of Procurement by naming Ms. Eileen Waitsman as Interim Controller and Ms. Benita Scott as Interim Director of Procurement.

Met with State Department of Budget and Management (DBM) and Department of General Services (DGS) to discuss capital budget needs.

Continued management of downtown Bard Building redevelopment project. The meeting focused on status of Loop Road and Library Learning Center projects and the College's Capital Budget hearing in July 2017.

During April 2017, the College Bookstore served over 2,435 customers with a majority representing student customers.

WBJC Radio Station continues to provide BCCC approximately \$15,000 to \$18,000 in free on-air promotional spots per month a total yearly value of approximately \$200,000.

Respectfully submitted,

Gordon F. May, PhD



May, 2017
Enrollment Management Report
Dr. Marguerite Weber, VP of Student Affairs

The usual snapshot of current enrollment data will not be available until we have enrollment data leading into the fall semester, which will be in early August. Therefore, I will use this space to address some of the actions we’re undertaking to support enrollment and retention for the coming year.

Summer outreach messaging. One of the best practices we learned at Achieve the Dream (ATD) was following up in a personal way with accepted students during the interim period before the start of the semester. This practice not only helps students to start strong, but it also improves retention of students through high melt periods. Under Dean Rochester’s leadership, and using our new Hobson’s technology, we are undertaking such an outreach process throughout the summer. In the fall, we’ll be able to report the scope of the contact, the resources involved, and the impact on melt.

Student Success Center (SSC). An essential component of students’ persistence behaviors is their perception of the connections among academic opportunities, the student experience, and career goals. To this end, we redesigned the job descriptions of the two vacancies in the SSC to make them more complementary with career services and to provide the capacity for cross-training and multiplying resources at no additional cost. Interviews are complete, and we should have the new advisors in place within a few weeks.

Career Center/SSC dashboards. The Career Center has been tasked with maintaining and moving forward on a dashboard to expand the opportunities for internships and job placements. We have begun with a list of Baltimore-area employers, and career center staff are working hard to move each “0” to a “1” by May 2018. Similarly, we have targets to move each “1” to a “2”, and to similarly escalate each remaining category.

0	1	2	3	4	5
No contact made with a local employer with a business connected to one of our pathways.	Actionable research completed to link both the academic preparation and the employability skills of our graduates to the qualities the employer seeks (in cooperation and with guidance from Academic Affairs)	Communicated the information with the employer.	MOU for internships and job placements in process.	MOU signed.	Students are being placed at the site.

To connect this work to enrollment management and retention, the designated Student Success Center (SSC) advisors discussed above, career center staff, and academic affairs faculty and staff will collaborate on the actionable research, and the SSC advisors will be responsible for taking what they learn, especially concerning the “soft” employability skills highly valued, back to other SSC advisors to incorporate into their practice through professional development activities and to the Student Engagement Programming Workgroup described below to develop student activities, workshops, and co-curricular learning experiences that prompt students to make meaningful connections between their academic development and their future goals. The intention is to align the dashboard above for ranking our expanding connections with local employers with a progressive model for student success:

0	1	2	3	4	5
The student has not formed clear, actionable plans for personal management, academic completion, or career attainment.	The student is engaged in co-curricular activities to clarify academic and career goals that connect to a BCCC pathway.	The student has a personal management plan for attention, wellness, and financial management.	The student has developed academic success skills and strategies to access needed support and has a clearly articulated credential attainment plan.	The student has developed career literacy and employability skills and has a clearly articulated career/transfer attainment plan	The student is a credential completer and a strong BCCC ambassador at the transfer institution or in the workplace.

Such a model for connecting the activities and resources across Student Affairs and academic coursework, and for addressing performance gaps in crucial populations (i.e., part-time, online, developmental students, etc.), moves us forward in achieving our enrollment management, college completion, and workforce readiness goals.

Student Engagement Programming Workgroup. To provide more coordination and coherence to co-curricular programming, in July, Student Affairs is forming a Student Engagement Programming Workgroup, consisting of the directors from both Student Development and Enrollment Management and coordinating with students, faculty, academic program coordinators, and our IMR office. We will create a semester long calendar of activities so that more students and more types of students will connect to a transformative co-curriculum. Priority will be given to programs and services that promote student personal management (time management, financial literacy, wellness, learning mindset) and commitment to degree completion and career attainment.

Follow up from BOT questions at April’s Report

At last month’s BOT meeting, the board asked a question about the number of students with relatively low balances being obstructed from re-registration. Thanks to Richard Walsh, Eileen Waitsman, and Dean Sylvia Rochester, we have the answer below.

On April 26th, there were 618 students with a balance less than \$250.00, and we are invoicing them. With the College Affordability Act the students could register for future semesters if they setup a payment plan to pay off their balance. The student could also contact the Financial Aid Office to determine if they can use \$200.00 of their future aid, and they are informed of this through the invoicing processes.

TAB 11



HR Active Search List As of May 12, 2017

**BOARD AGENDA
TAB 11 - INFORMATION
MAY 23, 2017**

	Div	PIN #	Position	Search Committee Chair	Date(s) posted	Status 4/19/2017	Status 5/12/17
1	AA	66821	Assistant Professor, Cyber Security	Dr. Yohannes Weldegiorgis	07/21/2016	Search Committee is Screening	Search is Reopened
2	AA	76584	Associate Dean of Business and Technology	Melvin Brooks	3/31/2017	Search Committee is Screening	2nd Interviews Being Scheduled
3	AA	66845	Assistant Professor of Dental Hygiene	Annette Russell	3/2/2016	Search is Open	Search is Open
4	AA	66715	Associate Dean of SASS	Karen Shallenberger	1/12/2017	1st Interviews Scheduled	2nd Interviews Scheduled
5	B&F	66986	Sr. Budget Analyst	Michelle Williams	1/8/2016	Search is Open	Search Committee is Screening
6	B&F	66978	Sr. Grants Accountant	Dr. Michelle Towson	10/26/2015	PAR Processing	Search is Reopened
7	B&F	66688	Deputy Director of Public Safety	Freddie Degraffinried	4/20/2017	N/A	Search Committee is Screening
8	B&F	81698	Police Supervisor	Freddie Degraffinried	4/20/2017	N/A	Search Committee is Screening
9	B&F	66861	Maintenance Supervisor	Freddie Degraffinried	5/1/2017	N/A	Search Committee is Screening
10	IAMR	66665	Grants Specialist	Dr. Kwame Karikari	9/16/2016	Search is Open	Search is Open
11	IAMR	66946	Senior Research Analyst	Diana Zilberman	12/2/2016	Search Committee is Screening	1st Interviews Being Scheduled
12	IAMR	88494	Research Assistant	Charles Wilson	2/27/2017	2nd Interviews Being Scheduled	PAR Processing
13	SA	66918	Student Success Advisor	Nana Gyesie	2/27/2017	2nd Interviews Being Scheduled	PAR Processing
14	SA	66850	Student Success Advisor	Nana Gyesie	2/27/2017	2nd Interviews Being Scheduled	PAR Processing
15	SA	66689	Coordinator of Special Populations	Chris Oguaman	4/5/2017	Search Committee is Screening	1st Interviews Scheduled
16	BCED	66687	ABE Coordinator (Coordinator of Basic Skills)	Douglas Weimer	4/17/2017	Search is Open	Search Committee is Screening
17	PO	76592	IT Specialist/Multimedia Supervisor	Jaime Cofield	4/17/2017	Search is Open	1st Interviews Scheduled
18	PO	72349	Director of Human Resources	Bryan Perry	2/1/2017	2nd Interviews Complete; Awaiting PAR	PAR Processing
19	PO	66667	Senior Technical Lead	Tom Wamalwa	2/6/2017	Search is Open	Search is Open