

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

**Board of Trustees**  
**Open Session**  
**Wednesday**  
**December 19, 2018**  
**4 p.m.**  
**Liberty Campus**  
**Mini Conference Center**



**BALTIMORE CITY COMMUNITY COLLEGE**

**Board of Trustees**

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

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

**Ms. Maria Tildon**

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

**Mr. John D. Lewis**

**Mr. Peter Nachtwey**

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

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

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

TAB 1



BALTIMORE CITY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
UNAPPROVED OPEN SESSION AGENDA  
December 19, 2018  
3 p.m.  
Liberty Campus  
Mini Conference Center

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

**I. ADOPTION OF AGENDA**

Approval of the December 19, 2018 Agenda.....TAB 1

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

A. Senate Bill 615: Higher Education – Cyber Warrior Diversity Program –  
Established.....(Senator Barbara Robinson)

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

A. Approval of the November 21, 2018 Minutes .....TAB 3

B. College Contracts.....TAB 4  
(ACTION)

- a) Achieving the Dream (Ratification)
- b) Hartman Executive Advisors (Ratification)

C. Student Government Association (Mr. Victor Anokwuru (SGA)).....TAB 5

D. AFSCME Local # 1870 at BCCC ( Ms. Charlene Gray, President)...TAB 6

E. Faculty Senate Report.....TAB 7

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

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

None

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

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

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

(Dr. James H. Johnson, Jr., Interim President)

A. Enrollment Report..... (INFORMATION)  
(Ms. Sylvia Rochester, Interim VP Student Affairs)

B. Active Search Listing.....TAB 12

**IX. MOTION FOR ADJOURNMENT**

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

**X. NEXT MEETING:** Wednesday, January 16, 2019, Mini Conference Center

# TAB 2

**NEW BUSINESS**

**BARBARA A. ROBINSON**  
*Legislative District 40*  
Baltimore City

Education, Health, and Environmental  
Affairs Committee

*Chair Emeritus*  
Legislative Black Caucus of Maryland



**THE SENATE OF MARYLAND**  
ANNAPOLIS, MARYLAND 21401

*Annapolis Office*  
Miller Senate Office Building  
11 Bladen Street, Suite 401  
Annapolis, Maryland 21401  
410-841-3656 · 301-858-3656  
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Barbara.Robinson@senate.state.md.us

*District Office*  
2901 Druid Park Drive, Suite 210  
Baltimore, Maryland 21215  
410-225-3620 · *Fax* 410-225-3621

November 1, 2018

Dear Dr. Dow and Dr. Fielder,

It was a pleasure speaking with the both of you yesterday. Thank you for meeting with Delegate Glenn, Lance Lucas and myself about my bill. This material contains some modifications that should be included in the information you send to universities concerning SB 615. Please include in the trademark document Mr. Lucas gave to you in the meeting as an attachment to universities guidelines on SB615. The following are issues to be included in the guidelines:

Issues to address in Guidelines to Universities  
Cyber Warrior Diversity Guidelines MHEC

1. Open enrollment was not the intent of the SB 615 but it is acceptable to consider for students to just be enrolled in the Cyber Warrior Diversity Program and not the school.
2. The Cyber Warrior Diversity Program SB 615 was intended to duplicate and underwrite the current pre-existing program at Morgan State University and Coppin State University under the Department of Defense Mentor-Protege Agreement with Northrop Grumman and Digit All City.
3. The Guidelines to the universities to participate should include language that states "The Cyber Warrior Diversity Program is a licensed and trademarked program of Digit All City and MHEC strongly recommends working with DAC in the formation of programs.
4. The state funds for SB 615 are not to be used for clubs or any department, these funds are specifically for the execution of the goals of SB 615.
5. The cost per student should be \$10,000 dollars allocated per student distributed all at the same time upon enrollment fulfillment.
6. There shall be an exact deadline extension date set for schools to submit their enrollment.
7. The funding is Mandated in the governor's budget and the fund should be referred to as allocated already by law passage of SB 615.

I thank you for your assistance and corporation. If you have any questions, please contact Lance Lucas or me.

Sincerely,

A handwritten signature in cursive script that reads "Barbara H. Robinson".

Senator Barbara Robinson  
40th Legislative District

# SENATE BILL 615

F2

(8lr2233)

## ENROLLED BILL

— Education, Health, and Environmental Affairs/Appropriations —

Introduced by ~~Senator Robinson~~ Senators Robinson, Conway, Pinsky, Bates, Nathan-Pulliam, Salling, Simonaire, Waugh, and Young

Read and Examined by Proofreaders:

\_\_\_\_\_  
Proofreader.

\_\_\_\_\_  
Proofreader.

Sealed with the Great Seal and presented to the Governor, for his approval this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_ o'clock, \_\_\_\_\_ M.

\_\_\_\_\_  
President.

### CHAPTER \_\_\_\_\_

1 AN ACT concerning

2 ~~Coppin State University and Morgan State University~~ Higher Education – Cyber  
3 Warrior Diversity Program – Established

4 FOR the purpose of establishing the Cyber Warrior Diversity Program at ~~Coppin State~~  
5 ~~University and Morgan State University~~ Baltimore City Community College, Bowie  
6 State University, Coppin State University, Morgan State University, and the  
7 University of Maryland Eastern Shore; providing for the purpose of the Program;  
8 exempting the Program from a certain process for proposing a new program or a  
9 substantial modification of an existing program; requiring that certain governing  
10 entities are responsible for administering the Program; ~~prohibiting certain~~  
11 ~~institutions of postsecondary education from establishing programs broadly similar~~  
12 ~~to the Program; prohibiting the Maryland Higher Education Commission from~~  
13 ~~approving programs that are broadly similar to the Program at certain institutions;~~  
14 requiring the Program to provide students with training necessary to achieve certain

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#### EXPLANATION: CAPITALS INDICATE MATTER ADDED TO EXISTING LAW.

[Brackets] indicate matter deleted from existing law.

Underlining indicates amendments to bill.

~~Strike out~~ indicates matter stricken from the bill by amendment or deleted from the law by amendment.

*Italics indicate opposite chamber/conference committee amendments.*



1 certifications; requiring the Commission to compare successful completers of the  
 2 Program to similarly situated students with regard to certain characteristics;  
 3 requiring the Commission to report its findings to the Governor and the General  
 4 Assembly on or before a certain date; requiring the Governor, beginning in a certain  
 5 fiscal year, to include in the annual State operating budget an appropriation ~~from~~  
 6 ~~the General Fund of the State at least equal to a certain amount to certain~~  
 7 ~~institutions~~ *for the Commission to provide grants to institutions of higher education*  
 8 *for the Program*; requiring certain governing entities to provide certain information  
 9 to the Governor on or before a certain date each year; providing that certain funding  
 10 shall ~~be in addition to certain base funding appropriated to Coppin State University~~  
 11 ~~and Morgan State University certain institutions of higher education and requiring~~  
 12 ~~certain funding to be specified as a certain line item in each university's institution's~~  
 13 ~~budget;~~ *supplement and not supplant certain funds; requiring the Commission*  
 14 *annually to allocate certain funds to certain institutions of higher education on a*  
 15 *certain basis*; requiring ~~Coppin State University and Morgan State University~~  
 16 ~~certain institutions of higher education~~ to jointly hold a National Cyber Warrior  
 17 Diversity Conference ~~on their campuses~~ on or before a certain date; defining certain  
 18 terms; and generally relating to the Cyber Warrior Diversity Program ~~at Coppin~~  
 19 ~~State University and Morgan State University.~~

20 BY repealing and reenacting, with amendments,  
 21 Article – Education  
 22 Section 11–206(a)  
 23 Annotated Code of Maryland  
 24 (2014 Replacement Volume and 2017 Supplement)

25 BY adding to  
 26 Article – Education  
 27 Section 11–1401 through 11–1406 to be under the new subtitle “Subtitle 14. Cyber  
 28 Warrior Diversity Program”  
 29 Annotated Code of Maryland  
 30 (2014 Replacement Volume and 2017 Supplement)

31 SECTION 1. BE IT ENACTED BY THE GENERAL ASSEMBLY OF MARYLAND,  
 32 That the Laws of Maryland read as follows:

### 33 Article – Education

34 11–206.

35 (a) This section does not apply to:

36 (1) New programs proposed to be implemented by public and private  
 37 nonprofit institutions of higher education using existing program resources in accordance  
 38 with § 11–206.1 of this subtitle; [and]

1 (2) Programs offered by institutions of higher education that operate in the  
2 State without a certificate of approval in accordance with § 11-202.1(b) of this subtitle;  
3 **AND**

4 (3) **THE CYBER WARRIOR DIVERSITY PROGRAM ESTABLISHED**  
5 **UNDER SUBTITLE 14 OF THIS TITLE.**

6 **SUBTITLE 14. CYBER WARRIOR DIVERSITY PROGRAM.**

7 **11-1401.**

8 (A) **IN THIS SUBTITLE THE FOLLOWING WORDS HAVE THE MEANINGS**  
9 **INDICATED.**

10 (B) **“COMPTIA” MEANS THE COMPUTING TECHNOLOGY INDUSTRY**  
11 **ASSOCIATION.**

12 (C) **“GOVERNING ENTITY” MEANS:**

13 ~~(1) **THE PRESIDENT OF COPPIN STATE UNIVERSITY; AND**~~

14 ~~(2) **THE BOARD OF REGENTS OF MORGAN STATE UNIVERSITY.**~~

15 (1) **THE BOARD OF TRUSTEES OF BALTIMORE CITY COMMUNITY**  
16 **COLLEGE;**

17 (2) **THE PRESIDENT OF BOWIE STATE UNIVERSITY;**

18 (3) **THE PRESIDENT OF COPPIN STATE UNIVERSITY;**

19 (4) **THE BOARD OF REGENTS OF MORGAN STATE UNIVERSITY; AND**

20 (5) **THE PRESIDENT OF THE UNIVERSITY OF MARYLAND EASTERN**  
21 **SHORE.**

22 (D) **“PROGRAM” MEANS A CYBER WARRIOR DIVERSITY PROGRAM.**

23 (E) **“SUCCESSFUL COMPLETER” MEANS A STUDENT WHO ENROLLED IN AND**  
24 **SUCCESSFULLY COMPLETED THE PROGRAM.**

25 **11-1402.**

26 (A) **THERE IS A CYBER WARRIOR DIVERSITY PROGRAM AT:**

27 ~~(1) **COPPIN STATE UNIVERSITY; AND**~~

- 1           ~~(2) MORGAN STATE UNIVERSITY.~~
- 2           (1) BALTIMORE CITY COMMUNITY COLLEGE;
- 3           (2) BOWIE STATE UNIVERSITY;
- 4           (3) COPPIN STATE UNIVERSITY;
- 5           (4) MORGAN STATE UNIVERSITY; AND
- 6           (5) UNIVERSITY OF MARYLAND EASTERN SHORE.

7           (B) THE PURPOSE OF EACH PROGRAM IS TO TRAIN STUDENTS IN  
8 COMPUTER NETWORKING AND CYBERSECURITY.

9           (C) THE GOVERNING ENTITY AT EACH INSTITUTION IS RESPONSIBLE FOR  
10 ADMINISTERING THE PROGRAM AT THAT INSTITUTION.

11           ~~(D) (1) AN INSTITUTION OF POSTSECONDARY EDUCATION THAT IS  
12 CERTIFIED BY THE COMMISSION UNDER § 11-202 OF THIS TITLE OTHER THAN  
13 COPPIN STATE UNIVERSITY OR MORGAN STATE UNIVERSITY MAY NOT ESTABLISH  
14 A PROGRAM THAT IS BROADLY SIMILAR TO A PROGRAM ESTABLISHED UNDER THIS  
15 SUBTITLE.~~

16           ~~(2) THE COMMISSION MAY NOT APPROVE A PROGRAM THAT IS  
17 BROADLY SIMILAR TO A PROGRAM ESTABLISHED UNDER THIS SUBTITLE AT ANY  
18 INSTITUTION OF POSTSECONDARY EDUCATION.~~

19 11-1403.

20           EACH PROGRAM SHALL PROVIDE STUDENTS WITH THE TRAINING NECESSARY  
21 TO ACHIEVE THE FOLLOWING COMPTIA CERTIFICATIONS:

- 22           (1) COMPTIA A+;
- 23           (2) COMPTIA NETWORK+; AND
- 24           (3) COMPTIA SECURITY+.

25 11-1404.

1 (A) THE COMMISSION SHALL COMPARE SUCCESSFUL COMPLETERS OF  
 2 EACH PROGRAM TO SIMILARLY SITUATED STUDENTS WHO DID NOT ENROLL IN  
 3 EITHER PROGRAM WITH REGARD TO THE FOLLOWING CHARACTERISTICS:

- 4 (1) EMPLOYMENT RATE;
- 5 (2) WAGE EARNINGS; AND
- 6 (3) JOB RETENTION RATE.

7 (B) ON OR BEFORE DECEMBER 1, 2021, THE COMMISSION SHALL REPORT  
 8 ITS FINDINGS TO THE GOVERNOR AND, IN ACCORDANCE WITH § 2-1246 OF THE  
 9 STATE GOVERNMENT ARTICLE, THE GENERAL ASSEMBLY.

10 11-1405.

11 (A) FOR FISCAL YEAR 2020 AND EACH FISCAL YEAR THEREAFTER, THE  
 12 GOVERNOR SHALL INCLUDE IN THE ANNUAL STATE OPERATING BUDGET ~~FOR AN~~  
 13 ~~APPROPRIATION OF \$2,500,000 FOR THE COMMISSION TO PROVIDE GRANTS TO~~  
 14 ~~COPPIN STATE UNIVERSITY AND MORGAN STATE UNIVERSITY BALTIMORE CITY~~  
 15 ~~COMMUNITY COLLEGE, BOWIE STATE UNIVERSITY, COPPIN STATE UNIVERSITY,~~  
 16 ~~MORGAN STATE UNIVERSITY, AND THE UNIVERSITY OF MARYLAND EASTERN~~  
 17 ~~SHORE AN APPROPRIATION FROM THE GENERAL FUND OF THE STATE AT LEAST~~  
 18 ~~EQUAL TO THE PROGRAM FUNDS COPPIN STATE UNIVERSITY AND MORGAN STATE~~  
 19 ~~UNIVERSITY BALTIMORE CITY COMMUNITY COLLEGE, BOWIE STATE UNIVERSITY,~~  
 20 ~~COPPIN STATE UNIVERSITY, MORGAN STATE UNIVERSITY, AND THE UNIVERSITY~~  
 21 ~~OF MARYLAND EASTERN SHORE ESTIMATE TO SPEND ON THE PROGRAM DURING~~  
 22 ~~THAT FISCAL YEAR FOR THE PROGRAM ESTABLISHED UNDER THIS SECTION.~~

23 (B) ON OR BEFORE NOVEMBER 1, 2018, AND EACH NOVEMBER 1  
 24 THEREAFTER, THE GOVERNING ENTITIES SHALL NOTIFY THE ~~GOVERNOR OF THE~~  
 25 ~~AMOUNT OF GENERAL FUNDS REQUIRED UNDER SUBSECTION (A) OF THIS SECTION~~  
 26 ~~FOR THE UPCOMING FISCAL YEAR COMMISSION OF THE NUMBER OF STUDENTS~~  
 27 ~~ENROLLED IN EACH INSTITUTION'S PROGRAM FOR THE CURRENT ACADEMIC YEAR.~~

28 (C) (1) THE FUNDING PROVIDED IN EACH FISCAL YEAR IN ACCORDANCE  
 29 WITH THIS SECTION SHALL ~~BE IN ADDITION TO THE BASE FUNDS APPROPRIATED TO~~  
 30 ~~COPPIN STATE UNIVERSITY AND MORGAN STATE UNIVERSITY BALTIMORE CITY~~  
 31 ~~COMMUNITY COLLEGE, BOWIE STATE UNIVERSITY, COPPIN STATE UNIVERSITY,~~  
 32 ~~MORGAN STATE UNIVERSITY, AND THE UNIVERSITY OF MARYLAND EASTERN~~  
 33 ~~SHORE IN THE STATE BUDGET FOR THE PRIOR FISCAL YEAR.~~

34 (2) ~~COPPIN STATE UNIVERSITY AND MORGAN STATE UNIVERSITY~~  
 35 ~~BALTIMORE CITY COMMUNITY COLLEGE, BOWIE STATE UNIVERSITY, COPPIN~~

~~STATE UNIVERSITY, MORGAN STATE UNIVERSITY, AND THE UNIVERSITY OF MARYLAND EASTERN SHORE SHALL REPORT FUNDING PROVIDED IN ACCORDANCE WITH THIS SECTION AS A SEPARATE LINE ITEM IN EACH UNIVERSITY'S INSTITUTION'S BUDGET SUPPLEMENT, BUT NOT SUPPLANT, ANY FUNDS THAT WOULD OTHERWISE BE PROVIDED FOR EACH INSTITUTION.~~

(2) THE COMMISSION ANNUALLY SHALL ALLOCATE FUNDS TO BALTIMORE CITY COMMUNITY COLLEGE, BOWIE STATE UNIVERSITY, COPPIN STATE UNIVERSITY, MORGAN STATE UNIVERSITY, AND THE UNIVERSITY OF MARYLAND EASTERN SHORE ON A PRO RATA BASIS ACCORDING TO THE MOST RECENT ENROLLMENT DATA REQUIRED UNDER SUBSECTION (B) OF THIS SECTION.

11-1406.

THE GOVERNING ENTITIES MAY ADOPT POLICIES NECESSARY TO CARRY OUT THIS SUBTITLE.

SECTION 2. AND BE IT FURTHER ENACTED, That, on or before December 1, 2019, ~~Coppin State University and Morgan State University~~ Baltimore City Community College, Bowie State University, Coppin State University, Morgan State University, and the University of Maryland Eastern Shore shall ~~each~~ jointly hold a National Cyber Warrior Diversity Conference ~~on their campuses~~.

SECTION 3. AND BE IT FURTHER ENACTED, That this Act shall take effect July 1, 2018.

Approved:

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Governor.

---

President of the Senate.

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Speaker of the House of Delegates.



# STATE OF MARYLAND CYBER WARRIOR DIVERSITY PROGRAM

## Summary

**PARTICIPATING STUDENTS**  
**250**

**PARTICIPATING WOMEN**  
**125**

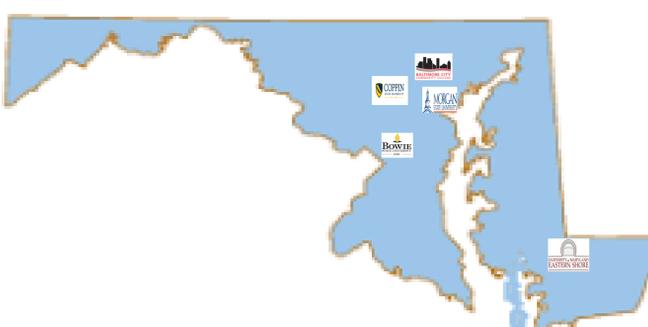
**PARTICIPATING MEN**  
**125**

**CUMULATIVE WORKFORCE**  
**200**

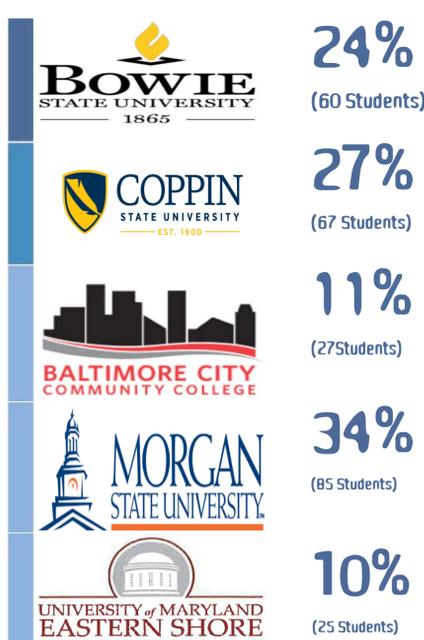
**% Cyber Warrior Employed/ Apprenticeship PARTICIPANTS**  
**80%**

**CUMULATIVE CYBER RESUME**  
**250**

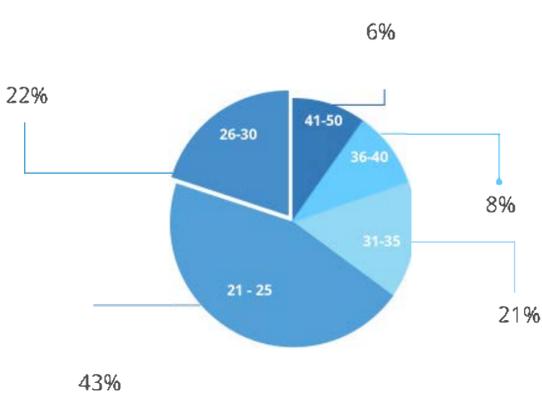
## Map View



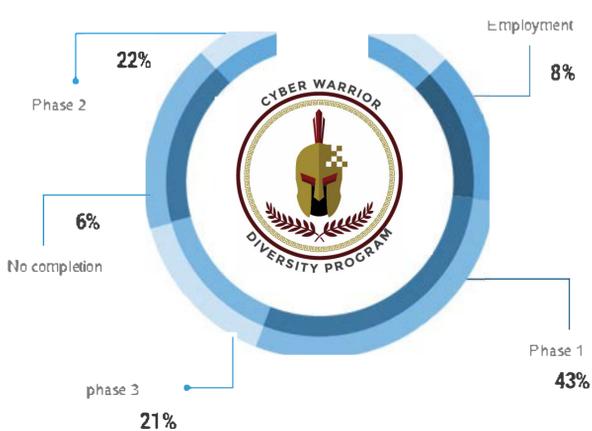
### % Cyber Warrior Participants



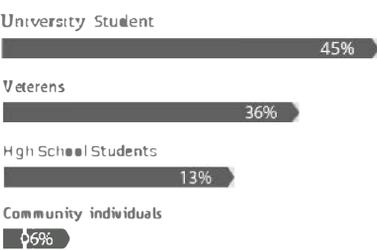
## CWDP Users By Age



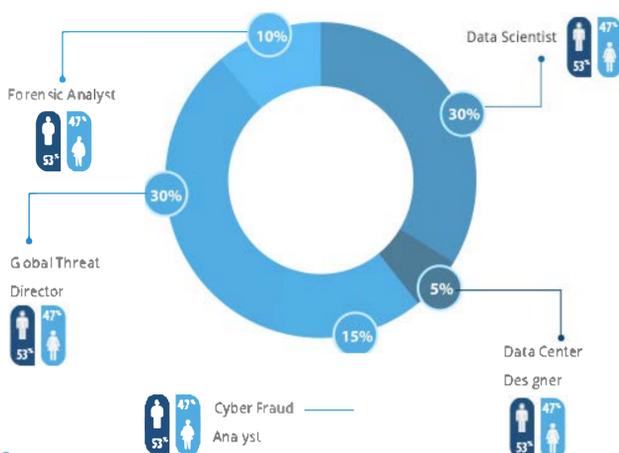
## % Phases Completed



## Top Cyber Warrior User Types



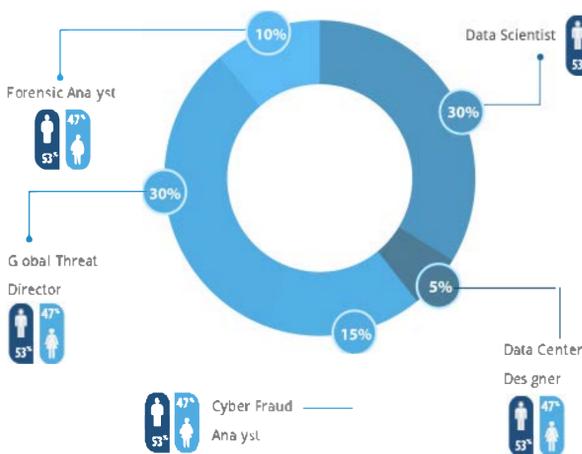
## Top Selected Simulations



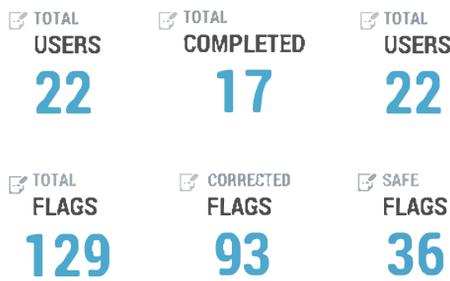
## Top 4 Careers Chosen



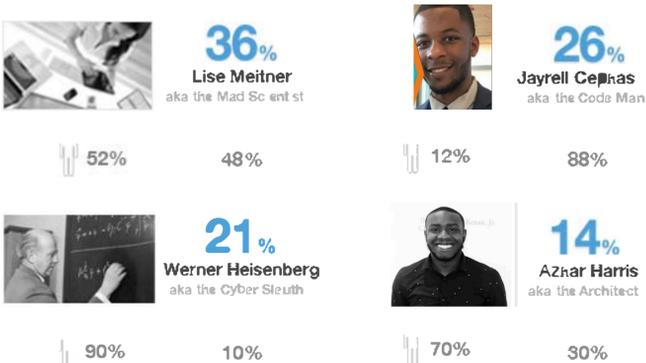
## Top Selected Journeys



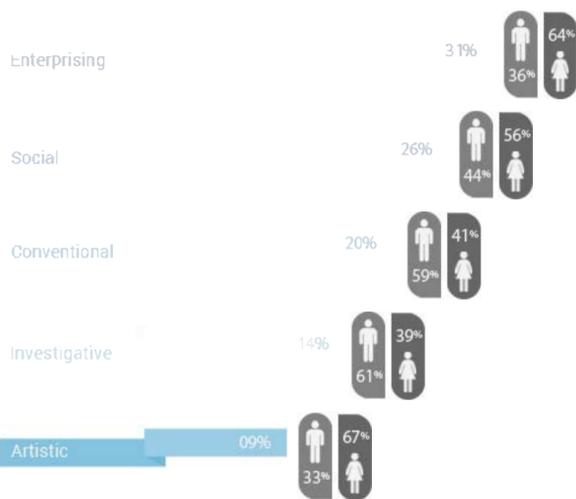
## Featured Field Trip



## Top 5 Mentors



## Top Stem Tendencies



# Learning Topics

CompTIA A+ IT Technician

CompTIA Security +

CompTIA Network +

Security Clearance

Penetration testing in secure setting

Secure Operations Center SOP

In The Real World simulations

Amazon Web Services

Cyber Security Software Works

**STUDENTS WILL BE TESTED AT Authorized Testing Center for**

COMPTIA Pearson Vue

[www.mycyberwarriors.com](http://www.mycyberwarriors.com)

(443) 927-7171

89 Mellor AVE | Baltimore, MD 21228

Small Disadvantaged Business

NAICS Codes

561311	EMPLOYMENT PLACEMENT AGENCIES
611420	COMPUTER TRAINING
611699	ALL OTHER MISCELLANEOUS SCHOOLS AND INSTRUCTION
624310	VOCATIONAL REHABILITATION SERVICES

Digit All City Inc. | DUNS: 080369063 | CAGE Code: 7QRT4



# Maryland Cyber Warrior Diversity Program



# Cyber Warrior Diversity Program Phases

## Phase 1

- Cyber tools, Cyber Software, Intro to Secret Clearance, -CompTIA A+ training
- BEYA conference for internships and jobs
- Cyber Warrior Diversity Program launch in Annapolis State House

## Phase 2

- Secure Operations Centers, Cyber Ranges, intermediate lessons on Secret Clearance
- CompTIA Network + training
- Cyber Warrior Diversity Program national conference for internships and jobs
- Cyber Warrior Diversity Program Job Fair

## Phase 3

- SCHIFF management, Cyber Penetration, Cyber site visits,
- CompTIA Security + training
- Cyber Warrior Diversity Program launch in Annapolis State House



The Cyber Warrior Diversity Program is the primer method of diversifying the Cyber Security workforce and meeting the Department of Defense's mandatory *8570 Information Assurance Workforce Improvement Program* providing Cyber Security computer training. In the spirit of Tuskegee Airmen, Buffalo Soldiers and Hidden Figures .

### 1. What is Cyber Warrior Diversity Program?

The CWDP is a 3-semester cyber security-training course that provides no cost certification testing for students enrolled at the university.

### 2. How much time must I dedicate to courses?

3 hours a week

### 3. Who is the class for?

Any major and any level year student enrolled at the university have an opportunity to participate in the Cyber Warrior Diversity Program. You do not need a previous background in technology or computers. A student should have passion to learn more about cyber security.

### 4. Why should I enroll in this Cyber Warrior Diversity course?

Maryland is in the top 3 largest cyber employers as a state. The industry needs workers for high paying careers. The CWDP courses offer the hard and soft skills needed to work in this industry. The Department of Defense has now mandated that Cyber Security workers obtain CompTIA certifications to work in their facilities or for any contractors as well. It is called DOD 8570.

## BENEFITS

### Corporations

- Compliance with DOD 8570 for certifications to all employees
- Train and certified diverse workforce
- Enhanced competitiveness for more affordable salaries with high skill US citizen workforce

### Schools

- Attract and retain students
- Open students to cyber security job market
- Allows certification trainings on campus
- Cyber Testing center on campus



# TAB 3

Minutes



**BALTIMORE CITY COMMUNITY COLLEGE**  
**BOARD OF TRUSTEES**  
**UNAPPROVED OPEN SESSION MINUTES**  
**November 21, 2018**  
**4 p.m.**  
**Liberty Campus**  
**Mini-Conference Center**

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

**Board Members Absent:**  
None

*\*The Board unanimously approved the November 21, 2018 agenda.*

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

**I. Remarks**

**II. NEW BUSINESS**

A. Director James Knighton, Esq., presented a PowerPoint presentation of BCCC's Legislative Action Plan and Structure.

- **Purpose:**
  - Establish a clear, rational, efficient, and standardized process for communicating with elected officials at the state, local, and federal levels.
- **Core Team**
  - The President/CEO is supported by a core team consisting of the Chief of Staff, the Vice President of Administration and Finance, and the Director of Government Relations.
  - At formally scheduled meetings with elected officials, the President/CEO should be accompanied by at least one member of the core team. The President/CEO and the core team are the primary conduits of information and communications to elected officials and their staff, as well as staff members of the Department of Legislative Services (DLS) and budget analysts at the Maryland Department of Budget and Management (DBM).

- **Procedures during the Maryland General Assembly Annual Legislative Session**
  - The Maryland General Assembly’s annual legislative session begins on the second Wednesday of each January and lasts for 90 days, adjourning on the second Monday of April. During this three-month period, the Office of Government Relations maintains certain processes that keep the President/CEO, the core team, and the President’s Staff informed of legislative developments at set times during each week.
  
- **Baltimore City Community College 2019 Legislative Agenda**
  - In the 2019 Maryland General Assembly session, BCCC is promoting its agenda with two pieces of legislation.
    - “Baltimore City Community College—Procurement Authority”
    - “Baltimore City Community College—Broadcasting Infrastructure-- Use of Revenue”
  
- **Procurement Authority**
  - This bill would grant BCCC similar procurement authority to that of Morgan State University, St. Mary’s College of Maryland, and the higher education institutions comprising the University System of Maryland. It would require BCCC’s Board of Trustees to develop procurement policies and procedures and would then require those policies and procedures to be approved by the Board of Public Works and the Administrative, Executive and Legislative Review Committee of the General Assembly.

It would also require BCCC to develop an information technology plan. This bill would also make BCCC exempt from most of the provisions of Division II of the State Finance and Procurement Article, which would in turn allow it to conduct most procurements independently of the Departments of Budget and Management (DBM), General Services (DGS), and Information Technology (DoIT). The bill would require approval of the Board of Public Works for BCCC contracts exceeding \$500,000 in value.

Approval levels (based on contract value)

- Below \$50,000: approval by BCCC procurement staff
- Between \$50,001 and \$100,000: approval by BCCC President/CEO
- Over \$100,000: approval by BCCC Board
- Over \$500,000: approval by BCCC Board, then Board of Public Works

- **Role of BCCC Board**
  - Procurement policies and procedures will be submitted to the Board for approval before Board of Public Works (BPW) and Administrative, Executive, and Legislative Review (AELR) Committee review.
  
  - They will be patterned after policies adopted by Morgan State and St. Mary’s College boards as part of their procurement legislation in 2004 and

2006.

- **Broadcasting Infrastructure--Use of Revenue**

- This proposed bill would exempt revenue received by BCCC for the use of WBJC's radio tower, i.e., Verizon, etc., from provisions of law that require funds earned by State agencies from leasing telecommunications or broadcasting infrastructure to private-sector entities to be paid into the Major Information Technology Development Project Fund. The bill would put BCCC in the same status as the Maryland Department of Transportation (MDOT) and the Public Broadcasting Commission.

Allows BCCC to retain any revenue derived from the lease of WBJC's radio tower to third parties. Creates an exemption to the requirement in current law that all such revenue generated by State-owned broadcasting infrastructure be dedicated to the Dept. of Information Technology's Major IT Projects Fund. Similar exemptions exist for infrastructure owned by Maryland Public Television and Maryland Department of Transportation

WBJC's radio tower was built with investment from Baltimore City, the Corporation for Public Broadcasting, and private donations. There is no State investment in the infrastructure, and the Major Information Technology Project Fund was established to pay for State agency IT projects.

The Department of Information Technology had never requested or collected the revenue from BCCC until a 2017 Legislative Audit of "Resource Sharing Agreements" disclosed that it should have been doing so. In calendar year 2018, the revenue amounts to roughly \$70,000.

**Discussion:**

- The Board inquired as to how the request for a change in BCCC's procurement authority is related to the other community colleges' procurement authority.

Director Knighton responded that this legislation would make BCCC compatible with other institutions.

- The Board inquired as to how often BCCC has a procurement valued at \$ 500,000.

VP Calvin Harris responded that BCCC usually has one per year which is related to IT matters. COS Perry added that VP Harris, and Director Knighton have been working with Senator Antonio Hayes, who will sponsor our bill, as well as other city delegation. Dr. Johnson added that MACC supports this bill as well.

- The Board inquired as to if the procurement thresholds of other community colleges were known.

Director Knighton responded that he did not know this information but would find out and report back to the Board.

- The Board inquired about the WBJC Tower revenue.

Director Knighton responded that the revenue from WBJC Tower usage would allow the college to recap the revenue opposed to the revenue being paid into the Major Information Technology Development Project Fund.

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

- A. Approval of October 17, 2018, Minutes
- B. College Contracts
- C. Student Government Association (SGA) (Mr. Victor Anokwuru, President)
- D. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President)
- E. Faculty Senate (Dr. Chima Ugah)

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

### **IV. PUBLIC PRESENTATIONS**

#### **Finance & Technology Committee Meeting**

- A. Committee Chair, Mr. J. C. Weiss, III called the Finance & Technology Meeting to order.
- B. Meeting Actions
  - November 21, 2018 Agenda
  - Approval of the May 16, 2018 and October 17, 2018 Minutes

***Action: The Board unanimously approved the November 21, 2018 agenda and above listed minutes.***

- C. VP of Administration and Finance, Mr. Calvin Harris, Jr., reported on the BCCC first quarter year-to-date for;
  - a. Financial statements and fund balance
  - b. Bookstore
  - c. WBJC
  - d. Technology update

### **V. ITEMS REMOVED FROM THE AGENDA**

None

### **VI. COLLEGE POLICIES**

#### **A. Opioid Use and Opioid Drug Overdose Aid Policy**

Chief of Staff (COS), Bryan Perry, Esq., presented the Opioid Use and Opioid Drug Overdose Aid Policy for consideration of approval.

- Governor Lawrence J. Hogan declared a State of Emergency in response to

the opioid epidemic. A law was passed that all colleges and universities must have a policy addressing opioid abuse.

- Governor Hogan and Lt. Governor Boyd F. Rutherford announced that \$50 million in new funding to address the crisis will be instilled in the State's budget and appointed the Governor's senior emergency management advisor Clay Stamp to lead the state's coordinated effort to combat the crisis.
- BCCC recognizes that one of its most important obligations is to maintain a completely alcohol- and drug-free campus; therefore, BCCC would like to implement a policy regarding opioids. Therefore, the following will be the language used in the policy that strictly prohibits:
  - The illegal use of opioids on campus by students, employees or visitors to any BCCC property.
  - Being under the influence of drugs or illegal prescription drugs on any BCCC property.
  - The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on college property.
  - Any student who violates any portion of this policy will be subject to disciplinary action, up to and including suspension or expulsion, under the BCCC Student Code of Conduct. Any employee who violates any portion of this policy will be subject to disciplinary action up to and including discharge under the appropriate disciplinary procedures.
  - The College reserves the right to include completion of an appropriate rehabilitation program.

**Discussion:**

- The Board inquired as to the section of the policy stating that Police Officers and Building Security would carry and administer the antidote Narcan.

COS Perry responded that internal procedures are being reviewed, i.e., other colleges and universities, and may broaden the authorization of others to administer the antidote.

- The Board inquired as to if a conversation with the City Health Department had taken place in regards to opioid treatment and training.

COS Perry responded that discussions have been had regarding having the Health Department come to campus and provide the 30-minute training on administering Narcan.

**VII. PRESIDENT'S REPORT**

- Dr. Johnson stated that his report would stand as is.

**A. ENROLLMENT REPORT**

- Enrollment Report was acknowledged.

## **B. MAYORS SCHOLARS PROGRAM (MSP)**

Director Barbara Poindexter Webb reported the following regarding MSP.

- Mid-term grades are beginning to come in and are being reviewed by MSP staff and coaches to identify students that may not be successful thus far.
- Planning for the 2019 cohort, along with BCCC faculty, to design a cohort of classes that can maximize student success.
- Mayor Pugh gave students, as a reward, tickets to a Travis Scott concert.
- MSP continues to work with Workforce Development to promote available options for students who may not be faring well on the academic side.
- Academic Success Plans are being designed to assist in ensuring success for the MSP students.
- Second Chance is a pilot program that is being considered for MSP students who are enrolled and who may need to fulfill a small number of requirements for a passing grade. The Second Chance classes are for developmental English and Math.

### **Discussion:**

- The Board inquired as to if there any trends in any institutional interventions that reflect the students may have used to achieve better grades.

Director Webb stated that faculty did comment that students have reached out and requested assistance to achieve better grades.

- The Board inquired as to if the pass-rate reported in the brochure of 95% represented all MSP students.

Director Webb responded that yes, they were all MSP students. Director Hawkins responded that the pass-rate for developmental courses are stable for all students MSP and non-MSP student.

- In an effort to keep the students engaged, MSP has partnered with other organizations, i.e., Year Up, and Bro's hosted a men's rap that gave the opportunity to talk with other professional men for support. Free haircuts were also provided.
- Approximately 605 students are currently enrolled
- Three proposals for the RFP for a support vendors and will meet on Monday for a discussion regarding the three proposals.
- Dr. Johnson is considering a developing a partnership with Amazon, as most of the MSP students are employed at Amazon.
- The Board inquired as to the students who are failing RENG 92 know who or where to go for an advisor they need to see in order to achieve a better grade.

Director Webb responded that they are continuing to work with faculty and advisors to identify students who are close to failing. One of the barriers is that the student may not know who his/her advisor is.

## CLOSING COMMENTS

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

Chair Schmoke motioned to adjourn the meeting to reconvene into a closed session at 3:57 p.m.

### **VII. NEXT MEETING Wednesday, November 21, 2018**

#### **ATTENDANCE:**

Dr. James H. Johnson, Jr., Interim President  
Bryan Perry, Esq., Chief of Staff/General Counsel  
Dr. Tonja Ringgold, VP of Academic Affairs  
Ms. Sylvia Rochester, Interim VP of Student Affairs  
James Knighton, Esq., Director of Governmental Relations  
Mr. Calvin Harris, Jr., VP of Business & Finance  
Ms. Dawn Kirstaetter, VP of Advancement & Strategic Partnerships  
Mr. Michael Thomas, VP of Workforce Development & Continuing Education  
Ms. Lyllis Green, Chief Internal Auditor  
Ms. Michelle Williams, Director of Human Resources  
Barbara Poindexter Webb – Director of Mayor’s Scholars Program

#### **BCCC Staff Present:**

Charlene Gray; James Green; Wendy Harris; Joe Hutchins; Dr. Bob Iweha; John T. McCoy, III; Valerie Leverette, Brian O’Connell; Shaunta Rao; Gregory Tarver, Dr. Chima Ugah; Leonard Willis, Brenda Wiley, Diana Zilberman.

***\*Please note that the above listed persons signed the sign-in sheets; however, there were more staff that attended this meeting.***

#### **Others Present:**

### **CLOSED SESSION**

The Board voted unanimously, under the Open Meeting Act, State Government Article, and Section 10-508, to convene in Closed Session on November 19, 2018 in the President’s Conference Room to discuss real estate, personnel and to obtain legal advice.

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

Respectfully submitted,

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

# TAB 4

**College Contracts**



**BOARD AGENDA  
TAB 4 - ACTION  
DECEMBER 19, 2018**

**College Contracts**

**A. Achieving the Dream**

**B. Hartman Executive Advisors, Inc.**

# TAB 5

SGA REPORT



**Baltimore City Community  
College  
Student Government  
Association  
Board Report – December  
2018**

BOARD AGENDA  
TAB 5 – INFORMATION  
DECEMBER 19, 2018

**SGA meeting** was held on Friday, **November 2, 2018** in the Gaare Auditorium. The guest presenter was Debra Vines of Bellevue University. Ms. Vines discussed available scholarships and some of the programs that Bellevue University offers.

**SGA Student Leaders Retreat** was held on Friday, **November 9, 2018** in the Gaare Auditorium. Twenty-three students were in attendance. Presenters were:

- Ms. Dacia Robertson, a member of the National Association of Parliamentarians, gave an excellent presentation on how to run your meetings using parliamentary procedures. Information was also given on creating and amending constitutions and bylaws for student clubs and organizations.
- Ms. Valerie Grays, Student Life Advisor, presented on “Learning your Leadership Personality Style” and “The Nuts and Bolts of Programming”. The Leadership Personality presentation included having the students take a short assessment tool and watching videos on the different personality types. Lunch was provided and afterwards, a round table discussion took place on how to be successful as club leaders and other miscellaneous topics requested by attendees.
- The SGA Executive Board members lead several ice-breaker sessions during the retreat.



**NCSL Conference November 14 – 17, 2018** - Eight student leaders and two staff (Jeff White and Michele Spears) attended the National Conference on Student Leadership held in Orlando, Florida. Students attended educational sessions and connected with other students from around the country.



**Meeting with Dr. McCurdy November 16, 2018** - Student clubs and organization leaders and senators who did not attend the NCSL conference got an opportunity to meet with the new incoming President, Dr. McCurdy, in the new Administration Building. Twelve students shared their BCCC experiences with Dr. McCurdy.

### **Activities and Events**

**November 1 – 6, 2018 - 6<sup>th</sup> Annual Biotech Symposium: Innovations in Biosciences** BCCC's 6th Annual Biotech Symposium was held under the leadership of Dr. Amrita Madabushi, Associate Professor, Biotechnology, Natural and Physical Sciences Department. The Symposium was held in the Life Sciences Institute of BioPark and drew more than 125 attendees. The attendees were BCCC faculty and students, academics from the University of Maryland (UM), professionals from UM BioPark, 10 students and faculty from Hagerstown Community College, and 25 students from Edmondson-Westside High School. The Symposium was a part of the MD STEM festival and showcased the Biotech program at BCCC. It included a career panel of BCCC Biotech alumni, poster presentations by Biotech students, and a keynote talk entitled, "Microtubules as Novel Therapeutic Targets in Muscular Dystrophy", by Dr. Chris Ward of the University of Maryland.

The career panel was led by BCCC's Biotech alumni Louison Y. Kougang (Development Technician in Biotech company, Pathsensors Inc), Anna Grinityana (School of Dentistry, University of Maryland, Baltimore), and Serena Edwards (Lab technician, Hussman Institute for Autism) who talked about their career pathways since graduating from BCCC. Current students presented diverse scientific posters on topics like Biofuel engineering, salamander regeneration, and neuroscience research done through internships, as well as in-house projects like anti-cancer drug effect on lung cancer cells and nematode genetics. The symposium was an excellent platform for current students to network with alumni and learn about professional opportunities at the University of Maryland and Biotech companies.

**OUTREACH ACTIVITY:** This program involved outreach to 25 students from Edmondson- Westside High School many of whom are included in this picture below.



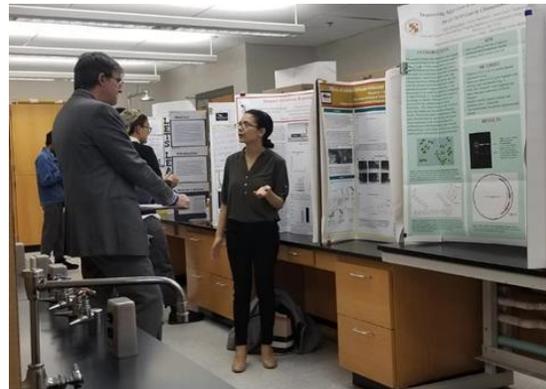
**November 2, 2018 - Latinx Uni2 fundraising letters** - During this event, LatinX UNI2 club members sent letters to various potential donors to raise money for the LatinX UNI2 scholarship to assist Latino students. This scholarship will help pay for books, fees, and tuition. The event took place in the Life Sciences Building from 1:30 – 3 p.m.

**November 7, 2018 - BombaYo!** - The Anthropology and Sociology Club, History Club, and the Office of Student Life and Engagement sponsored two Latino Heritage Workshops. Organizers of Bomba Yo! from NYC facilitated an interactive workshop on community building through Afro-Latin@ music and dance traditions, namely those of Puerto Rico as part of the Bomba tradition there. This segment was based upon their academic background in anthropology community organizing, their work at the Puerto Rican Studies Center at Hunter College, NYC. They formally presented on the creation and components of their Cultural Ambassador's certificate program and the ongoing research being conducted on post-Hurricane Maria, demonstrating ongoing discrimination and inequality. There were two sessions held in the Student Atrium, one in the morning and one in the evening for our late-night students. Students were given the opportunity to dance and sing along with live Bomba drumming, and were able to ask questions during and after each session. There were 72 participants at the program.



**November 8, 2018 - 7<sup>th</sup> Annual BCCC STEM Symposium** - BCCC's 7th Annual STEM Symposium was held on the Liberty Campus. Biotech Club took part in a number of activities to raise awareness for STEM education. See below:

1. Biotech students presented twelve posters at the Symposium.
2. Biotech students set up an information table to raise awareness of the club.
3. **OUTREACH ACTIVITY:** This program involved outreach to 125 students from various high schools (Edmondson-Westside High School, Western High School, and ACCE Career Academy).



**November 8, 2018 - CADD Club and the 7th Annual BCCC STEM Symposium** - The CADD club participated in the BCCC annual STEM Symposium. Club officers and members shared club/program information to high school and BCCC students.

**November 8, 2018 - BCCC Science Club and the 7th Annual BCCC STEM Symposium** - The Science Club participated and volunteered at the STEM Symposium. They presented an experiment on slime/mold to both high school and college students who came to the symposium.

**November 8, 2018 - Math Club and the 7<sup>th</sup> Annual BCCC STEM Symposium** – The Math Club presented some of their math-related projects. Members also answered questions and talked to high school students about what the BCCC community has to offer.

**November 12-15, 2018 - Annual International Education Week** - The International Students' Club, History Club, LatinX Uni2 Student Club, Sociology & Anthropology Club, Admissions Office, and the Office of Student Life and Engagement worked together to co-sponsor the annual International Education Week.

- **Annual Geography Bee** -This event featured an interactive trivia game, testing participants' knowledge of world and USA geography. Forty people signed in to participate in the game. The participants were students, staff, faculty, and visitors. The event was held on November 12, 2018 in the Student Atrium from 12 – 2 p.m.
- **International Student Transfer Fair** - This event featured 20 four-year institutions, with general transfer information, but also specific information for students on the F-1 visa. These students expressed appreciation for being able to have their specific visa-related, admissions/transfer questions answered. BCCC was the first community college in Maryland to create this fair, which can serve general students and international students alike. The event was held on November 13, 2018 in the Student Atrium from 2 – 4 p.m., with approximately eighty participants.
- **Annual International Film Festival** - This event featured four films, focused on the themes of being an outsider and crossing borders. Students chose the films to watch: 1) "Ali", 2) "Gandhi," and 3) "Spanglish". Brief, ten-minute discussions were held after each film, covering the themes of the festival and other points as well. There were fifty participants and the event was held on November 14, 2018 from 10 a.m. – 6 p.m. in the Tranquility Lounge.
- **International Student Panel** - This event was to feature students on the F-1 visa discussing their experiences in the USA and at BCCC; however, due to inclement weather only one student participated: Emmanuel Siaw, the Vice-President of the International Students' Club. The club's advisor, Will Hug, interviewed Mr. Siaw, and took questions from staff, faculty, and students. The event was held on November 15, 2018 in the Student Atrium and there were

eight participants.

**November 13, 2018 - Keeping It Real Series** - The Anthropology and Sociology Club, History Club, and Student Life and Engagement sponsored the first session of the "Keeping It Real" Series. Professor Zak Kondo spoke on the topic of Black traitors in history. The lecture gave highlights on traitors in the Black community who conspired to tear down prominent African American leaders. There were 49 Students and seven staff that participated in the program. The event was held from 11 a.m.-12:30 p.m., in the Main Building.

**November 14 and 21, 2018 - Mock Math Competition** - The Math Club held two mock competitions to practice for the math competition coming up in April, 2019. The students went over practice problems from various years to test their skills and knowledge. They also discussed sending practice problems every week to get more practice at home. The practice sessions were held in the Life Sciences Building from 12:15 to 1 p.m. The first session had ten participants (eight students, two advisors) and the second session had six participants in attendance (five students and one advisor).

**November 19, 2018 - 10th NIH Community College Day** - The National Institutes of Health (NIH) held its 10th Community College (CC) Day. This provided Community Colleges of Maryland and Virginia an excellent opportunity to visit the NIH campus and learn about careers and training opportunities in Biomedical and Health care fields. About fifty students and four faculty from Baltimore City Community College attended this annual event, including representation from the Biotechnology and Allied Health Programs. There were twenty students from the BCCC Biotech Student Society (B2S2 Club).

The NIH CC Day keynote talk was delivered by Dr. Erica Barr, Director NIH CC Programs and Dr. Sharon Milgram, Director, Office of Intramural Training and Education. Following the talk, there were breakout sessions on Careers in Research, Medicine, Dentistry, Nursing, Veterinary Medicine, Allied Health, Behavioral Sciences, etc. Each session had a panel of professionals who shared their expert advice in specific careers. The second breakout session focused on topics such as resume writing, networking, personal statements, and transferring to a four-year college. This was a full day event from 7 a.m. to 5 p.m.



**November 28, 2018 - Passport Leadership** - The Office of Student Life and Engagement, in conjunction with the Business & Technology Department and the Student Government Association, held its third session of the Passport Leadership Entrepreneurship Program. The guest presenter was Mr. Omar Muhammad, Director of the Entrepreneurial Development and Assistance Center (EDAC) of Morgan State University's Earl G. Graves School of Business and Management. Mr. Muhammad spoke on how to start the entrepreneurial process and gave general information on becoming a successful entrepreneur. Students were able to ask questions during and after the presentation. The session was held in the Mini Conference Center and was well attended by sixty guests. This was the last session of the fall semester. The next session will be in February 2019.



**November 30, 2018 - Ethics Day** - The Ethics and Value Club held their annual Ethics Day where they evaluated the seven core values of Baltimore City Community College. The event included both BCCC college professors and special guests on a panel. They each explained their profession and why following the ethical codes and conducts will promote a successful and thriving career and life. Our panel was comprised of Professor Anthony Johnakin, Professor Autumn Wallace, Professor Brenda Overton, RN, Professor Zak Kondo and Professor Mitzi Bass, RN. Our guest speaker was Edward Jackson, a former professor and now Baltimore, Maryland's Inspector General. At the end of the program, there was a question and answer session for the audience. Afterwards, the students were treated to pizza, chips and drinks. The event was held in the Mini Conference Center and there were 140 guests in attendance.

# TAB 6

AFSCME



**AFSCME Local 1870 Presentation to the BCCC Board of Trustees**  
**Wednesday, December 19, 2018**

**LABOR-MANAGEMENT ISSUES:**

1. Human Resources (HR) Process for Electronic Timesheet Correction:

In the 1:1 meeting in November with Union leadership, Dr. Johnson assured the Union that he would suggest that HR conduct mandatory timesheet training for supervisors in the two (2) areas in which supervisors consistently change earned leave codes on employee timesheets without informing the employee. Currently the two areas in which this seems to occur is Student Affairs and WDCED. Dr. Johnson recommended that all new managers who sign off on subordinate timesheets get training on the correct internal process to make changes to an electronic timesheet.

2. HR Report on Re-Classification Changes & Job Description Changes Needed:

In the 1:1 meeting (November) with Union leadership, Dr. Johnson agreed to follow up to see why we are not receiving updated personnel-related changes at BCCC. The MOUs clearly require that the Union is to be informed when such changes are made to employees who belong to the Bargaining Unit.

3. MOU Violation in Public Safety Area:

It was brought to the attention of HR and Dr. Johnson that some Public Safety supervisors are not following process with regard to employee requests to use earned and personnel time leave. For example, employees are incorrectly being told that prior approval of their supervisor is needed for use of personnel leave; it is also a violation of labor laws when employees are not permitted by supervisors to use their two (2) fifteen (15) minute breaks during the 8-hour work shift. Union is requesting that employees in all areas of the college be treated in a manner that is consistent with fair labor practices and MOU agreements.

4. Health and Safety Concerns:

Despite the MOU stipulation that there be a Health & Safety committee with Labor and Management representatives to investigate pertinent issues on College properties, we do not

have such a committee. HR's Ms. Johnson has convened a Health and Safety Committee to discuss urgent matters and this committee will meet again in January 2019.

5. Union Bulletin Board:

Dr. Johnson and the Union agreed to identify an appropriate space to put up the Union bulletin board in the newly remodeled Administration building.

Thank you!

**TAB 7**  
**FACULTY**  
**SENATE**



**Faculty Senate Report to Board of Trustees  
Prepared by Dr. Chima Ugah, Senate President**

**December 19, 2018 Board Meeting**

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The followings are recent highlights of faculty activities:

- I. On November 8, 2018, the Science, Technology, Engineering and Mathematics (STEM) programs hosted the 7<sup>th</sup> Annual STEM Symposium at the College with the theme “Shaping Our Future Through STEM.” Featured programs included the Biotech, Robotics, Cyber Security and Assurance, Computer Information Systems, Computer Aided Drafting and Design (CADD), Mathematics, and Engineering programs event. The STEM Symposium included poster presentations, model demonstrations, experiment demonstrations, and breakout sessions.



- II. On November 9, 2018, Faculty Senate leadership met with Dr. James H. Johnson Jr., Interim President. The monthly scheduled meeting highlighted recent developments since our October, 2018 meeting. Dr. Johnson, Jr. provided the following updates:
  - i. **Hard to Hire Faculty:** The current salary study may resolve the hard-to-hire issues. Existing public data on salary study from Maryland Association of Community Colleges (MACC) are being reviewed by the President’s cabinet. Also, funding sources for the salary disparity have to be identified. The State of Maryland will not provide additional funding to support any increase in salary scale stemming from disparities in pay between BCCC faculty and other community college faculty. Monies have to be freed up from multiple sources such as unfilled PINs. IT upgrade to the ERP system will possibly eliminate some jobs to free up the needed dollars to fund salary increases. The College is examining the staffing audit that was mandated in the Schaeffer Report. The

College must:

- a. Recognize the problem,
- b. Define the process, and
- c. Determine the resources to implement the process.

Dr. Johnson, Jr. reported that he is in touch with Ms. Michelle Williams, Executive Director of Human Resources, concerning the hard-to-hire matter.

- ii. Board of Trustees Membership for Faculty: Dr. Johnson, Jr. stated that the constitution of Board of Trustees is a legislative issue and recommendations must be submitted to the Governor. In the State of Maryland higher education, there are three different constitutions of the Board of Trustees, such as Boards with term limits, Boards without term limits, and the one specific to Baltimore City Community College. Dr. Johnson stated that it is not uncommon for the Board of Trustees to have faculty representation as we continued to have student representation, especially in the era of a shared governance paradigm shift. Faculty will bring an added value to the Board. Dr. Ugah, Faculty Senate President, stated that BCCC used to have faculty representation on the Board many years ago when the College was under the city of Baltimore charter. It will be a positive movement to include faculty on the Board of Trustees if the College wants to deliver on shared governance. Dr. James H. Johnson, Jr., Interim President, indicated that we should consider the fact that the College was under the City of Baltimore charter at the time, and now the College is under the State of Maryland as an agency of the State.
- iii. Shared Governance: Dr. Johnson, Jr. mentioned that this is an institutional process that should involve everyone, but he would like the faculty to drive the process. The Board of Trustees have to have a document outlining the policy, procedure, and communication plan on shared governance within a certain time frame. The shared governance document should be our primary focus before the Faculty Senate takes the next step to have a faculty representation on the Board of Trustees. Dr. Ugah, Faculty Senate President, stated that shared governance is embedded in Middle States Commission on Higher Education's (MSCHE) "Characteristics of Excellence in Higher Education" in the standard's subsection. These appear in the MSCHE's previous 14 standards under Standard 4: Leadership and Governance, and in the Middle States' updated standards under Standard 7: Governance, Leadership, and Administration. The College does not have any governance document published on our website, Dr. Ugah stated.
- iv. Security Issues: Faculty Senate leadership expressed concerns that each time there is a national incident of an active shooter, the level of security concerns increase at the College. Dr. Johnson, Jr., Interim President,

mentioned that efforts are being made behind the scenes to mitigate any major incident. Also, the College is aware of the lighting issues around the campus. The College is taking the following security measures:

- a. High shrubs that lessen visibility at night are going to be trimmed.
  - b. Concave mirrors will be placed at the bottom of steps located close to the Physical Education building that leads to Liberty Heights Avenue.
  - c. Security escorts from Public Safety are available to faculty.
- v. Memorandum of Understanding (MOUs): Faculty Senate expressed concerns about many partnerships with external constituents, but the MOUs are not public. The College should place all MOUs on the Intranet for easy access. The MOUs with YearUP, P-Tech, Mayor's Scholars Program, the Class Act Catering Services, our cafeteria contractor, New Era Academy, and rental agreements with business incubators occupying BCCC property should be stored on our Intranet. Dr. Johnson, Jr. stated that MOUs for the use of property that BCCC owns and the rental agreements are under the jurisdiction of Ms. Towanda Carter, Associate VP of Administration and Finance.
- vi. Chief Information Officer (CIO): Dr. Johnson, Jr. informed Faculty Senate leadership that an offer was made to a candidate for the position. The College is waiting for the candidate to accept or decline the offer.
- III. On November 13, 2018, Faculty Senate leadership met with Dr. Tonya Ringgold, Vice President for Academic Affairs for a scheduled monthly meeting.
- i. On the topic of General Education Core Competencies Coordinator, Professor Latonia Moss has accepted to Chair the Committee. Dr. Ugah, Faculty Senate President stated that several faculty have signed up for the Committee. Professor Latonia Moss is waiting to have a formal conversation with VP of Academic Affairs to determine how to proceed.
  - ii. On the topic of Sabbatical leave, two applications were received and the Senate Executive Committee approved one applicant on November 2, 2018 during Senate meeting. Faculty Senators could not justify approval of the second candidate from the completed application. Dr. Ringgold, VPAA, mentioned that the approved faculty has to defend their application for Sabbatical leave before the Board of Trustees.
  - iii. On the topic of the Academic Master Plan, Dr. Ugah mentioned that the list of faculty members from all Academic Affairs Departments to serve on the AMP Committee has been submitted to the Vice President of Academic Affairs office. A total of 14 faculty will be serving; however, Senate Executive Committee has

- not identified a faculty co-chair. An Academic Affairs administrator co-chair will be required to work along with faculty co-chair. Academic Affairs is looking forward to identifying the co-chairs before AMP's first meeting on November 27, 2018.
- iv. On the topic of Achieving the Dream Coach visit on November 19 and 20, 2018, Dr. Ringgold informed Faculty Senate leadership that the schedule for the two days has been formalized. The second "World Café" of Achieving the Dream is centered on the College's continuous movement towards student-focused culture that promotes student success.
  - v. On the concerns that administrators who teach classes at the College in the evenings: these administrators should follow the same requirements as faculty to complete their students learning outcome assessment (SLOA) in TracDat. Since faculty are held to the required standards, the classes that the administrators teach in the respective Departments should be assessed. Moving forward, program coordinators should not be required to schedule administrators for classes without assessing prior semesters' classes. On the Academic Affairs side, Deans and Associate Deans have the options to teach a course after 5:00 p.m. to stay connected with activities in the classroom. College administrators teaching courses at the College are considered adjunct faculty and should be held to the same standard required of faculty.
  - vi. On the issue of release time for faculty club advisors, Dr. Ringgold stated that there is no past evidence of faculty being given release time, which is a budgetary issue. However, faculty should consider the latent benefits as club advisors, such enhancements in promotion packages, resumes, and other extracurricular activities for the College. The School Deans will be involved in further discussions on this issue of giving release time to faculty club advisors.
  - vii. On the funding for instructional needs to support Mayor's Scholars Program (MSP), Dr. Ringgold stated that all faculty classroom needs should be made known to her. Faculty funding requests must be specific and a wish list should be made to address the needs. Currently, the Mayor's Office provides last dollar support, which means that after all the financial aid has been exhausted, any remaining balance on the student's account will be paid by the Mayor's Office. Also, the MSP pays for the embedded tutors.
  - viii. On the travel budget accommodations for faculty, Dr. Ringgold stated that all travel requests should be processed through Human Resources (HR) professional development. Dr. Ringgold indicated that she has a restricted travel budget earmarked for Middle States- and Achieving The Dream-related travels. Faculty who intend to attend the 29<sup>th</sup> Annual Conference for the

Association of Faculties for the Advancement of Community College Teaching (AFACCT) at Cecil College on January 10-11, 2019 should consider going through BCCC's Professional Development process with HR to cover their conference registrations and other pertinent costs.

- ix. On the concerns from adjunct faculty about receiving academic support services during evenings and weekends, Dr. Ringgold mentioned that academic support services are available to the adjunct faculty on scheduled days during the week. Adjunct faculty can contact Dr. Diane Zilberman, Associate Dean for Academic Resources, or they can go to the College's website to peruse the availability of service dates and time.
- x. Dr. Ugah mentioned that the Information Technology Programs are expanding in leaps and bounds due to external interests with industrial partners, specifically YearUp, P-Tech, Mayor's Scholars Program, and the New Era Academy. We have to consider the growth of our regular BCCC students. Academic Affairs Division should consider adding an instructional lab at the minimum, and a live Cyber Lab rather than the current lab that relies on access to our publishers simulated lab environment. Dr. Ringgold agreed that we will need our own real Cyber Lab, and to revisit the possibility of converting MNB 318 classroom into another computer lab to accommodate the expansion of IT programs.

IV. On November 16, 2018, BCCC celebrated the American Education Week in honor of our faculty. The following faculty were honored for their outstanding contributions to the College: Dr. Kathleen Berlyn, Professor Lorraine Brown, Dr. James Dyett, Professor Edward Ennels, Professor Tiloy Gilyard, Professor Charles Hayes, Dr. Ye Liu, Professor Thomas Lucadomo, Professor Latonia Moss, Professor Frederick Paraskevoudakis, Dr. William Shipley, Dr. Elfagid Tekaligne, Dr. Chima Ugah, and Professor Jà Hon Vance. Dr. Tonya Ringgold, VP for Academic Affairs, and Dr. James H. Johnson, Jr., Interim President were in attendance.

V. On November 16, 2018, Faculty Senate leadership met with Dr. Debra McCurdy, our incoming President. The conversation with Dr. McCurdy covered several issues affecting the College and faculty's role in her administration to shape the future of the College and to drive the success of our students. The addressed areas in the conversation include:

- i. College Governance: Dr. McCurdy stated that a shared governance model must exist as a College-wide effort at the institutional level. Establishing shared governance policy will be her first priority upon assuming full responsibility in Spring 2019. Faculty Senate leadership informed Dr. McCurdy that faculty are ready to initiate the process to formulate the document on shared governance to include the policy, procedures, and communication plan. Dr. McCurdy expressed her interest to be a part of the process on the administrative side

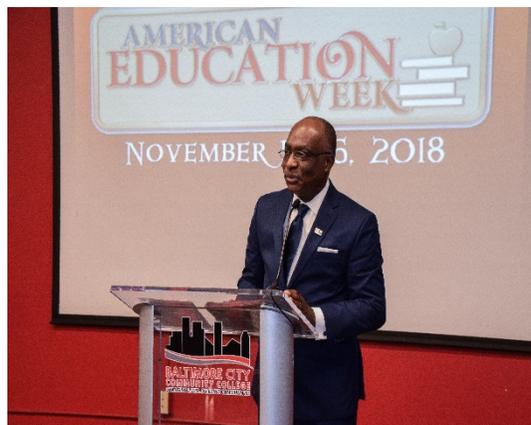
- since this will be a College-wide exercise and should include all constituents at the College. The document will require Board of Trustees' approval.
- ii. **Academic Programs:** Dr. McCurdy expressed interest in how the College grows its academic programs. "If the industry no longer has the need for a program, how do we shift to new program development?" Dr. McCurdy asked. Faculty Senate leaders explained the roles of two major committees within the Senate, namely Curriculum and Instruction Committee (CIC), and Programs Review and Evaluation Committee (PREC). Both Faculty Senate Committees are very active and PREC has implemented a model of evaluating programs every year. Each academic program is evaluated every five years to ensure validity with documented evidence of assessment, to identify areas within the curriculum that may need improvement, to provide data on graduation rates and entrance of graduates into the workforce. The PREC model was approved by Maryland Higher Education Commission (MHEC). Dr. McCurdy was informed that the PREC established the list of new program initiatives to support workforce development.
  - iii. **BCCC Organizational Structure:** Dr. McCurdy expressed her interest in the development of the organization and the people through engagement and transparency. For the College to assess human capital, there is no way of knowing where to make changes until her arrival, Dr. McCurdy stated. She is aware of several reports, including JCR that expressed concerns that the institutional staffing is top-heavy without adequate resources in teaching and learning in the classroom. Dr. Ugah, Faculty Senate President, mentioned the staff audit report that was completed by edBridge consulting firm has not been made available to the Faculty Senate.
  - iv. **Student Learning Outcome Assessment (SLOA):** Dr. McCurdy asked how the SLOA is handled at the College. Dr. Ugah, Faculty Senate President, informed Dr. McCurdy that Faculty Senate has an active Committee that focuses on Student Learning Outcomes. Faculty drove the formation of institutional assessment, called College-wide Assessment Council (CWAC), which included the cabinet-level administrators and other college constituents. The Faculty Senate facilitated the establishment of the assessment office. The office was staffed with two full-time administrators, the Director of Assessment and the Coordinator of Assessment. The intent was to expand the office into a continuous active operation to provide continuous support to faculty on assessment. At the moment, the Office of Assessment has only one staff member, the Director of Assessment. Faculty felt that the director is overworked, and the office is not properly serving the needs of faculty to assess courses and programs. Dr. McCurdy stated that in her current College, there is an entire staff operation that work with faculty to handle the assessment of the College's student. She is in favor of reorganizing the Office of Assessment and fully staffing it to ensure successful SLOA and help with accreditation.
  - v. **Faculty Senate President as part of College President's Cabinet:** Dr. McCurdy stated that she has to give it more thought when she arrives, and recommended

- open dialog with the Faculty Senate. There may be certain issues that will require cabinet-level administrators to address, and she may not be comfortable with faculty representation in the cabinet meeting. However, she is open to inviting Faculty Senate President to the table during some meetings, but not to be a part of College President's cabinet.
- vi. **Hard to Hire Faculty:** The question was posed to Dr. McCurdy on how to resolve hard-to-hire concerns and faculty salary equity compared with other area community colleges in Maryland. She was informed that Dr. Johnson, Jr., Interim President, has initiated the study of faculty salary equity. Dr. McCurdy stated that she will evaluate the study and hard-to-hire faculty in certain programs have to be reviewed on a case-by-case basis.
  - vii. **Resources for Teaching and Learning:** Dr. McCurdy was informed of several studies conducted on the College, and every report has pointed out that there are inadequate resources to support classroom activities in teaching and learning. Dr. McCurdy indicated that she planned on inviting all areas to the table to discuss budgetary concerns. It will be an opportunity to hear from all areas and look at how money is being allocated to programs and resources to support teaching and learning.
  - viii. **Capital Projects:** The mold issues with the Nursing and Life Science Buildings were discussed extensively. Mold is a major challenge because it affects our teaching and learning process when a large of number of classes have to be relocated to areas without the resources to teach, especially in the STEM programs with active instructional labs. Faculty Senate was informed without discussion on the planned capital projects for Campus Loop Road, the library, and the nursing building. Faculty would prefer the order of the planned capital projects changed to prioritize the nursing building. The new allied health building should have a provision for the library while the new Bard Library building is being constructed. Dr. McCurdy agreed that the presence of mold is a serious issue, but rearranging the order of capital projects may prolong the completion dates because it takes a number of years to bring major projects of this magnitude to fruition. Faculty Senate leaders asked Dr. McCurdy to add Information Technology (IT) infrastructure to the top of her project list.
  - ix. **Dr. McCurdy's Start Date with the College:** Faculty Senate Leadership asked Dr. McCurdy when she planned on relocating to Baltimore to assume her role as the President and CEO of BCCC. Dr. McCurdy replied that somewhere around the middle of Spring 2019 is when she will relocate to Baltimore. Making the transition is a process between concluding her current responsibilities at her college in Ohio while transitioning to Baltimore. However, she planned to split her time commuting between her current location and Baltimore until she could fully relocate to Baltimore City. Faculty Senate leadership expressed their appreciation for meeting with them and mentioned that the Faculty Senate is looking forward to working collaboratively with Dr. McCurdy and her administration to advance the College.

VI. Our Faculty On The Move: On January 10 and 11, 2019, over 20 faculty members will be participating in the 29<sup>th</sup> Annual Association for Advancement of Community College Teaching (AFACCT) Conference at Cecil College. The Conference is a collaborative engagement among Maryland’s 16 community colleges to share and improve on best practices in teaching and learning among Maryland faculty. The theme for this Conference is “Learning for Life and Critical Thinking in the 3.0 Era.” BCCC faculty members will be part of different focus groups. BCCC Faculty presenting at the Conference are:

- i. Dr. Chima Ugah (Business and Technology Department) on the topic “**College Governance: Faculty Matter.**”

**Abstract:** The governance structure of each Maryland community college is unique. Currently, the governance of the community colleges are challenged because of the effects of dynamic population shifts and the influence of technological changes in education. Consequently, each Boards of Trustees is calling for good governance based on the current trends in higher education and the State of Maryland’s Academic Programs’ policies. Our faculties are in the forefront of this change and, being experts in their respective fields, have roles to play in their institutional governance. The attendees of this session will examine the faculty roles in institutional governance and discuss ways in which they can affect their institution’s governance structure.



- ii. Dr. Katana Hall (English, Humanities, Visual and Performing Arts Department) on the topic “**Flip the Script: Incorporating Student Cell Phone Use Into Course Activities.**”



**Abstract:** Do you want your students to stop reaching for that cell phone inappropriately during class lectures? Simply flip the script. Incorporate the use of their personal technology into course activities on a regular basis. You will find in a very short time that students are adept at posting blurbs, hashtags, and selfies onto their social media accounts, but don’t ask them to locate how to cite a lecture using MLA formatting rules on that same device. When it comes to locating critical research data on their cell phones many students still struggle. Don’t despair; I’ve got seven creative activities that stimulate information literacy acumen effectively. By the end of the presentation the attendees will know how to: 1) design constructive activities for personal cell phones in the classroom to supplement instruction; 2) assess how effectively

students use technology to answer simple research questions; and 3) identify ineffective student choices made while conducting research using the cell phone.

- iii. Dr. Malathi Radhakrishnan (Natural and Physical Sciences Department) with Co-Presenter: Jeremy Harvey (BCCC Instructional Technologist) on the topic



**“Open Educational Resources 3.0: OER + Personalized Learning Tech = Student Success.”**

**Abstract:** To date the Open Educational Resources (OERs) "movement" has been focused primarily on saving students money by reducing textbook costs. More recently, work in this space has begun to shift to

combining OERs with personalized learning technologies as means to reduce cost while at the same time improve student academic success. This presentation will share examples and lessons learned from the "OER 3.0" work taking place at Baltimore City Community College through the Maryland Open Source Textbook (M.O.S.T.) initiative. Technology will be demonstrated and initial student impact research findings shared with Questions & Answers to follow. Attendees at this session will leave being able to: 1) explain the benefits and challenges of combining personalized learning technologies with Open Educational Resources; and, 2) locate OER-based courses being supported by the Maryland Open Source Textbook initiative.



- iv. Dr. Kathleen Berlyn (Natural and Physical Sciences Department) with **panel discussion on OER!** Learn from the experiences of



faculty from several Maryland Community Colleges who have adopted and implemented OER. The classroom session explores some of the pros and cons as well as the challenges and opportunities involved with transitioning to lower cost, mostly digital materials.

Humbly Submitted,

Dr. Chima Ugah,  
Faculty Senate President

TAB 8



BOARD AGENDA  
TAB 8 - INFORMATION  
DECEMBER 19, 2018

**NO ITEMS  
REMOVED FROM  
AGENDA**

TAB 9

**PUBLIC  
PRESENTATIONS**



BOARD AGENDA  
TAB 9- INFORMATION  
DECEMBER 19, 2018

# NO PUBLIC PRESENTATIONS



BOARD AGENDA  
TAB 10- INFORMATION  
DECEMBER 19, 2018

# NO COLLEGE POLICIES



# NO COLLEGE POLICIES



# TAB 11

# PRESIDENT'S REPORT



**Baltimore City Community College  
President's Report to the  
Board of Trustees  
November 2018**

BOARD AGENDA  
TAB 11 – INFORMATION  
DECEMBER 19, 2018

**A. The following denotes some of my meetings, activities, and new/enhanced partnerships since my November 21, 2018 report to the BCCC Board of Trustees.**

**Senior Leadership Team**

- The President's Leadership Staff (PLS) discussed two chapters of "The Anatomy of Peace", the suggested sequel to "Leadership and Self-Deception." In addition, the PLS participated in a workshop on vulnerability facilitated by Ms. Arianne Rice and John Frisch.
- The College-wide Leadership Staff participated in a workshop on trust, the workshop was also facilitated by Ms. Rice and Mr. Frisch.
- Final interviews and reference checks for the candidates for the AD position have been completed by the Interim Vice President for Student Affairs and me where the top candidate was identified

**B. The items below represent external meetings and activities I have participated since the last Board of Trustees meeting.**

- On November 20, 2018, I attended and presented at the Mayor's Breakfast with the Higher Education President's Breakfast. The presentation contained an overview of the Mayor's Scholars Program.
- November 28-30, 2018, I attended the 2018 Middle States Commission on Higher Education in Washington, DC.
- On December 7, 2018, I attended the Maryland Association of Community Colleges 9th Annual Completion Summit hosted at the Community College of Baltimore County (CCBC).

**C. The following is comprised of highlights of various projects that are completed and/or on-going as reported by the President's Leadership Team.**

**Chief of Staff and General Counsel, Bryan Perry, Esq., reports:**

- On November 29, 2018, the College submitted its final Realignment Implementation Plan to the Chairs of the Senate Budget and Taxation Committee and the House Appropriation Committee. On December 3, 2018, the director of

the Department of Legislative Services indicated the plan confirmed that the realignment tasks and implantation tactics were in accordance with the Schaefer Center Report and Chapter 847 and 848 of 2017. As a result, the Department of Legislative Services recommended the release of the remaining \$500,000 of the college's appropriation.

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

- The 6<sup>th</sup> Annual Biotechnology Symposium on Innovation in Biotechnology was held on November 1, 2018, at the Life Sciences Conference Center at BioPark in Baltimore. Over 160 students were in attendance.
- The 7<sup>th</sup> Annual BCCC STEM Symposium was held on November 8, 2018. There were several student exhibitions on Science, Cyber Security, Robotics/Mechatronic, Mathematics and Computer Aided Design and Drafting. Over 250 Baltimore City High school and BCCC students, staff, and faculty were in attendance.
- The department of Education, Social and Behavioral Science held its Annual Ethics and Values Day Program on Thursday, November 29, 2018, in the Mini Conference Center. Baltimore City Inspector General Edward Jackson (former professor of Criminal Justice at BCCC) was the guest speaker.
- Academic Affairs launched the "Quality Matters @ BCCC" initiative. The goal is to have all online courses Quality Matters (QM) certified by June 2020. Sixteen faculty members have committed to participate in the initial cycle for course design. In January 2019 the faculty will attend a QM training to familiarize themselves with the 42 QM standards and start preparing their courses for review.
- MHEC approved BCCC's Transportation and Supply Chain Management lower division certificate.

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

Test Center

- Effective January 2, 2019, students needing to complete the Accuplacer test will be seated on a walk-in basis.

Student Life and Engagement

- Highlights are reflected in the BOT report.

Student Support and Wellness Services

- We conducted 17 wellness workshops and classroom presentations, including collaborations with the Center for Academic Achievement, GTW, Blunt Child Care Development Center, the English Department, and Veterans Affairs.

## Upward Bound Math & Science (UBMS) Program

- The BCCC- UBMS program continues to interview potential candidates to staff a supplemental program for UBMS participants interested in computer science. We seeking to hire a part-time professional counselor and a computer science instructor for this newly awarded grant.
- The program's 4-H Robotics club once again competed in the Baltimore City Mentor League Robotics Competition on November 17, 2018 at the Patterson Park Middle School. The program fielded two teams. This was our students' second competition this season.
- UBMS Saturday instructional sessions were held on November 10<sup>th</sup> and November 17<sup>th</sup> for 43 students. Class instruction and individual tutoring sessions were held for the following academic areas”
  - Math – Geometry, Algebra 1& 2, Pre-Calculus
  - Physics and Robotics Lab
  - Basic Science (Biology)
  - English Composition and Literature
  - Biotechnology Instruction and Lab

## **Vice President of Workforce Development, Continuing Education Division (WDCED) reports:**

- To facilitate student transition from Adult Basic Education to Workforce training programs, students will have the option to co-enroll in ***Integrated Education and Training (IET)*** classes based on the Career Pathway of their choice, including Healthcare, Information Technology, Construction, and Business.
- In partnership with City Schools and industry partners for ***P-TECH at Dunbar***, the College is working with the University of Maryland (UM) School of Nursing as part of the NSP-II grant. This will provide support for BCCC Nursing graduates to articulate into the BSN program at UM.
- A new partnership is under development with the ***Baltimore Collegiate School for Boys***. This school serves students in grades 4-8 in a college-preparatory curriculum. The school would like to partner with BCCC/WDCED to work with parents and community members who have expressed an interest in GED courses and workforce training programs.
- The WDCED Leadership Team participated in a two-day professional development and strategic planning session to update and align work plans for each department.

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

### **IT Highlights**

- The restructuring of the Hartman Executive Advisors leadership team continues. Frank J. Anastasio continues to come up to speed on critical initiatives, issues, and activities. Jim Tierney has stepped into the role of overseeing the Regent Award project, the Project Management Office, and the Enterprise Application Services team. The full transition of these two individuals is expected to be complete by next month's report.
- Focus on the Financial Aid Management project continues. The project has moved from Red (project not on schedule) to Yellow (project on schedule but at risk) – a significant improvement. Additional actions including a second week of onsite testing and validation by the combined BCCC and Regent team (week of Dec. 10) and the implementation of thrice weekly project team stand up meetings have been implemented to drive additional improvement in the overall project status.
- Two other projects, Single Sign On (SSO) and Mayor's Scholarship Program (MSP) Application integration with the BCCC main application are at risk due to issues with BCCC's legacy applications and infrastructure. Security and data privacy issues associated with SSO were identified. A way forward has been identified that significantly reduces the risk associated with SSO. Implementation requires the reallocation of an existing resource, which is underway. The MSP application integration issue is associated with the legacy environment and the lack of an internal resource that understands the legacy environment. We are working with several staffing agencies to locate the appropriate resource to resolve the challenge.

We continue to identify and mitigate risks associated with single points of failure in systems, processes, and personnel.

- In addition to the above, ITS is conducting activities related to:
  - Financial Aid
  - Administration Wing
  - Infrastructure Modernization
  - Audit concerns
  - Core Business System

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

### **November highlights include:**

Marketing:

- Updated the College's Fact Sheet (At a Glance)
- Created Career Pathways and Strategic Framework brochures
- Observed Focus Group Sessions (through Hatcher & Opinion Works)
- Media Buys/Paid Advertisement Placements (see chart below)
- MSP/General Application Upgrade Process
- Reformatted MSP Brochure and FAQs (to include copy updates)

Communications:

**Media mentions:**

November's traditional media coverage garnered the College 350 mentions with a total reach of 223 million and a total publicity value of \$257,000. Examples are listed below;

1. How a Baltimore resident is taking the city's dirt bike culture and turning it into STEM education for youths. Article featuring alumna Brittany Young. The article was published by the Baltimore Times Online June 28, 2018 and has been run more than 28 times both locally and nationally since then. The last publication was Nov. 30,2018  
[https://www.theeagle.com/news/nation/how-a-baltimore-resident-is-taking-the-city-s-dirt/article\\_2dc8f92c-d0ee-544e-82a1-ac80af976e1f.html](https://www.theeagle.com/news/nation/how-a-baltimore-resident-is-taking-the-city-s-dirt/article_2dc8f92c-d0ee-544e-82a1-ac80af976e1f.html)
2. I Lost My Kids Because I Was Addicted To Drugs. Here's How I Got Them Back. Story highlighting Ann Marie Neeper, a woman who recovered from addiction and regained custody of her children. Neeper received her GED after taking courses at BCCC. Romper.com Nov 28, 2018
3. Mayor Catherine Pugh was the guest on Steve Harvey's talk show, "Steve" and announces she's made college tuition free at BCCC. Aired nationally. Nov. 21, 2018
4. Dawn Kirstaetter, Vice President of Advancement and Strategic Partnerships at Baltimore City Community College (Maryland) has been appointed to a three-year post on the Sinai Hospital board of directors. CCWeek Nov. 6, 2018 <http://ccweek.com/article-5949-professional-notes.html>
5. Student resource website ranks top college programs for medical billing and coding. Becker's Hospital Review Online Nov. 1, 2018  
<https://www.beckershospitalreview.com/finance/student-resource-website-ranks-top-college-programs-for-medical-billing-and-coding.html>

## **Newsletters:**

1. Communications published four BCCC News in November:
  - a. 11/06/18 Announcing Facebook Partnership and STEM Symposium. Open rate 12%
  - b. 11/13/18 Facebook Community Boost. Open rate 11%
  - c. 11/21/18 Food Pantry. Open Rate 8%
  - d. 11/28/18 Z Courses. Open Rate 7 %
2. Communications also prepared a BCCC Agenda which was published the second week of December. This edition is currently awaiting approval by Dr. Johnson and Bryan Perry.

\*Open rates for BCCC News have been dismally low, but our own email system may have been filtering these emails from some faculty and staff accounts. We are working with ITS to remove any filters for the email address from which BCCC News is delivered.

- **Social media overview:**
  - The College's Facebook and Twitter social media accounts had 110,000 total impressions, which was a slight decline from October.
- **Other highlights:**
  - The Communications team played an integral role in the Achieving the Dream coaches visit on Nov. 21-22. On the first day during the World Café, the Director of Communications facilitated two tables where discussions were held around communications and strategic planning. The Director of Communications also gave two presentations during the visit; one on the communications efforts in general, the second on the Advancement and Strategic Partnership's efforts on the Realignment Tasks.
  - Paid advertising were made on the following radio stations,
    - WERQ – FM, 92.0;
    - WWIN – FM,
    - MAGIC 95.9;
    - WPRS – Praise, 106
    - WZFT – FM 104.3
    - WEAA – FM, 88.9

Advertising displays are also on MTA buses, Mondawmin Mall, The Gallery at Harbor Mall, billboards, and the Baltimore Sun.

- **Development:**

- **Panther Family Giving Campaign Goal: \$35,000**

- President's Staff **\$11,000 pledged**
    - Foundation Board **\$6,000 pledged (100% Giving)**
    - The Maryland Charity Campaign: Goal: \$4,704.00

- YTD Campaign Results: \$5,674.04 as of 12/6/18 120.6% of Goal

- Giving Tuesday successfully implemented on Tuesday 11/27/18: Campaign Results: \$2,146.33, [31 individuals actually made a donation].
    - Sent appeals to 8,888 individual email accounts = 62,216 touches to (Faculty, staff, constituents, elected officials, foundation board members, and alumni).

- **Alumni Donor Cultivation:**

- **Alumni Survey Results**

- 236 Responses as of Nov. 2
      - 4,820 total emails were sent
      - 26 have opted out of our emails
      - 24% emails bounced backed

- **Individual donations received: \$1,787**

- **Corporate donations received: None**

**Grants Awarded: Total: \$186,700**

- CareFirst: 186,000 - Nursing and Allied Health: Equipment Upgrade
  - MECU: \$700 - Neighborhood Event Grant: HBCU Fair

**Director of the Mayor's Scholarship Program (MSP), Ms. Barbara Poindexter Webb reports:**

- Support Services proposals have been received and evaluated. The solicitation is in the process of being canceled because the cost is considered not to be sustainable and some of the services are duplicative of services currently provided by the Promise Academy and Complete College Baltimore programs.
- MSP staff are working with the Associate Dean of Learning Resources to explore Open Educational Resources for some MSP classes in the spring to mitigate costs associated with purchasing books.
- The Second Chance program for MSP has been approved for English and math and is scheduled for 1/2-1/15/19. Students will have an opportunity to receive passing grades for fall courses

- Professional Development is being planned for faculty teaching MSP courses in the spring to ensure fidelity to model and consistency with critical program elements, such as daily attendance and entering grades
- Communication is being generated for the 900+ students who have already applied to BCCC and may have an interest in the Mayor's Scholars Program. This will be in addition to a communications campaign targeted toward school counselors now that collateral and the BCCC website has been updated to reflect information for 2019.
- A transfer fair is being planned for MSP students who have an interest in transferring from the academic track to the workforce track.

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

- Compiled and distributed to the President's Staff a post-election guide to the Baltimore City Legislative Delegation.
- Met with Senator-Elect Antonio Hayes, (40<sup>th</sup> Legislative District) about sponsorship and support for BCCC's proposed 2019 legislation to expand the College's procurement authority.
- Attended "members only" sessions hosted by the Maryland Government Relations Association and the Greater Baltimore Committee to assess results of the 2018 General Election and preview General Assembly committee assignments and high-profile policy issues for 2019.
- Spoke as a guest lecturer to Associate Professor Laura Pope's English Composition (ENG101) class on the connection between written and verbal communication skills and successful advocacy of public policy issues.

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

- Attended Middle States Commission for Higher Education conference in Washington, DC, on November 28-29. Conference focused on best practices and updates to help ensure Division is adequately prepared for accreditation-related activities.
- As Vice Chair of affiliate group, attended Maryland Association of Community College Business Officers (MACCBO) meeting at Cecil College on November 30. Meeting with other community college business officers provides mutual opportunity to learn and discuss best practices.

## **Facilities / Real Estate**

- Continued negotiation with the Cordish Companies on long-term land lease for the downtown Bard Building site. Focus is on lease approval between College and Cordish Companies in December, 2018 and State Board of Public Works approval in January, 2019. Memorandum of Understanding between College and Cordish Companies was extended to January 31, 2019 to accommodate this timing.
  - Downtown property is a Realignment Task, and would resolve status of a building dormant and vacant since 2010.
- Obtained State BPW approval of a formal lease for the Innovation Village Districts, Inc., which has a business incubator on the College campus.
  - This is the first lease of various future leases needed for all outside entities that occupy office space on campus. Creating formal leases confirms understanding of all parties, minimizes risk, and ensures that College needs receive priority. Formal lease creation was a commitment the College made to the State.

## **Controller / Finance**

- Analyzed and finalized short-term solution for online student payments PayPal, while starting process for long-term solution for online payments through CashNet. This work-around solution allows students to make online payments, while new systems are implemented for long-term usage.

## **Procurement**

- Prepared contracts for Board of Trustees approval that are expected to obtain State BPW approval in December, 2018 or January, 2019: Achieving the Dream; Navigator; Hartman Executive Advisors.

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

During the month of November, the Office of Internal Audits' activities included the following items:

- **Internal Audit Activities that may be of interest to the Board:**
  - The College's Risk Assessment began in November. To date the following activities have been completed:
    - Risk Assessment process presentation to President's Staff on November 21, 2018.
    - The College's previous Risk Assessment was distributed to President's staff members as well as their prior individual division's assessment and a template.

- President's staff members were instructed to complete a current assessment with assistance from their staff. Completed risk assessments are due on December 7, 2018.
  - Next Step: Interviews with each President's Staff member will be scheduled and a final meeting with the President to assess the College-wide risks.
- Office of Legislative Audit 2010-2013 Report Findings and Resolution – The College received 7 findings of which 5 are resolved. There are 2 findings that are mitigated by compensating controls and appear on the following OLA Report for the period 2013-2016. During the month of October it was noted that firewall logs (Finding #1a, 2010-2013) from June, July, August, and September had not been received for review after several requests were made. Considering the recent loss of the previous interim CIO, subsequent requests scheduled for October were delayed two weeks. Notification was made to the Interim CIO on November 13, 2018, and the requested information is expected on December 5, 2018. Additionally, the quarterly submission of back-up tapes (Finding #1c 2010-2013) was not made for the months of July, August, and September 2018. The absence of these reviews and supporting documents obscures the current status of this previously resolved finding.
- As of November 30, 2018 the OLA findings from 2013-2016 show 4/8 findings fully implemented, 2/8 findings partially implemented being mitigated with compensating controls and 2/6 findings' resolution are in progress.

Respectfully submitted,

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

**Student Affairs Enrollment Report**



### Enrollment Report

Sylvia Rochester

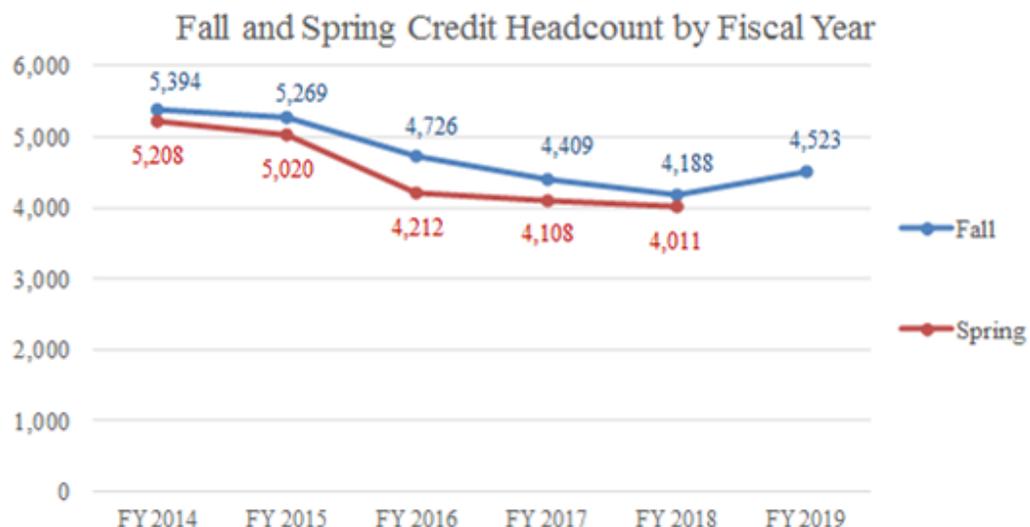
Interim Vice President of Student Affairs – Student Affairs Division

From BCCC's Office of Institutional Research (OIR): OIR prepared the fall 2018 Enrollment Information System (EIS) file for the Maryland Higher Education Commission (MHEC), in accordance with State guidelines. The EIS serves as the source for the College's final fall 2018 credit enrollment data and will be used to respond to any related internal and external requests. **The final fall 2018 credit headcount is 4,523 – an increase of 8.0% (335 students) from fall 2017**, as seen in Figure 1.

Figure 1

Baltimore City Community College  
 Fall and Spring Credit Headcount  
 FY 2014 - FY 2019

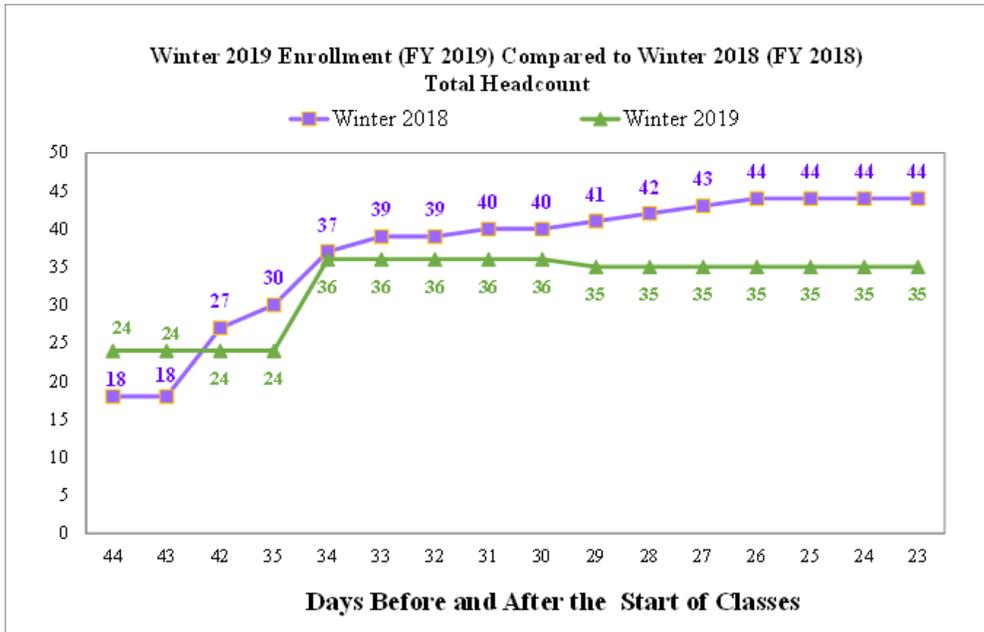
	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019
Fall	5,394	5,269	4,726	4,409	4,188	4,523
Spring	5,208	5,020	4,212	4,108	4,011	
Fall % Change		-2.3%	-10.3%	-6.7%	-5.0%	8.0%
Spring % Change		-3.6%	-16.1%	-2.5%	-2.4%	



Source: BCCC fall and spring Enrollment Information System (EIS) files submitted to MHEC in November and April, in accordance with State guidelines.  
 BCCC Office of Institutional Research - November 2018

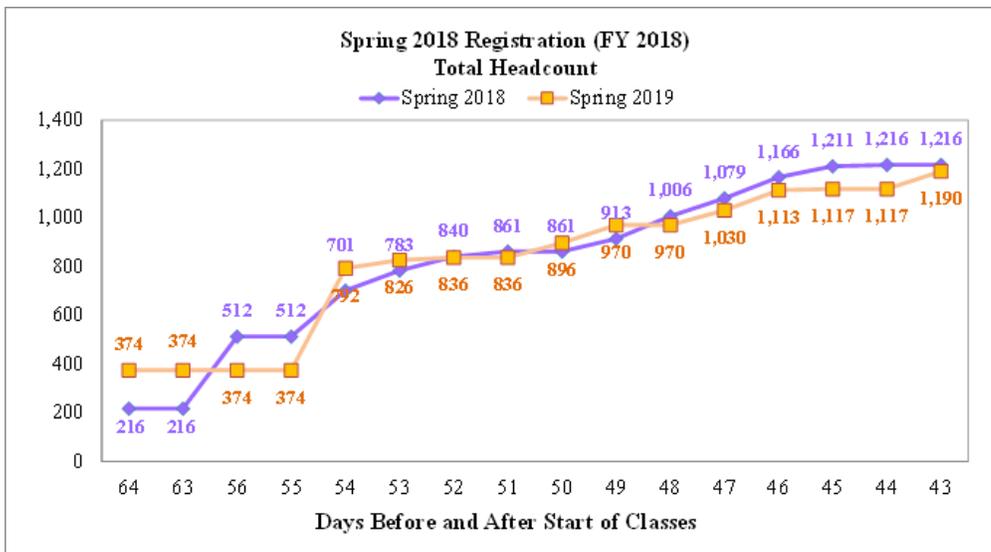
## Winter 2019 Enrollment Information

- We have enrolled 44 students for Winter 2019, a 20% decline (9 students) from the same point in time last year.



## Spring 2019 Enrollment Information

- We have enrolled 1,190 students for Spring 2019, a 2% decline (26 students) from the same point in time last year.



## **Hobson's Communication Outreach**

### **Early Registration Winter/Spring 2019:**

- Continue to send out weekly early registration emails through December to encourage student to register for the Winter/Spring 2019 semester.

### **Near Completers Winter/Spring 2019:**

- Continue to send out weekly early registration emails through December to stop outs encouraging them to check their status and to enroll for the spring semester to complete their degree.

### **Student Accounting:**

- Send out emails reminding students to make payment arrangements for the Winter/Spring 2019 semester.

TAB 12

