



Board of Trustees
Open Session
Wednesday
January 16, 2019
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
January 16, 2019
4 p.m.
Liberty Campus
Mini Conference Center

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

I. ADOPTION OF AGENDA

Approval of the January 16, 2019 Agenda.....TAB 1

II. NEW BUSINESS.....TAB 2

(INFORMATION)

A. UPDATE: Realignment Task Submission (Bryan Perry, Esq.)

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

A. Approval of the December 19, 2018 MinutesTAB 3
(ACTION)

B. College Contracts.....TAB 4

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

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

E. Faculty Senate Report..... (Dr. Chima Ugah).....TAB
7
(INFORMATION)

Action: Move to approve the Board Actions/Consent Agenda

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

None

V. PUBLIC PRESENTATIONS.....TAB 9

A. Cultural Diversity Report (IVP Sylvia Rochester).....(ACTION)

B. Request for Sabbatical Leave (Dr. Tonja Ringgold).....(ACTION)

VI. COLLEGE POLICIES.....TAB 10

VII. PRESIDENT'S REPORT (Dr. James H. Johnson, Jr.)..... TAB 11

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

B. Mayor's Scholars Program Report.....(INFORMATION)
(Ms. Barbara Poindexter Webb, Director of MSP)

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

VIII MOTION FOR ADJOURNMENT

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

IX. NEXT MEETING: Wednesday, February 20, 2019, Mini Conference Center

TAB 2

NEW BUSINESS

Realignment Tasks Update



BOARD AGENDA
TAB 2 – INFORMATION
JANUARY 16, 2019

REALIGNMENT TASKS UNDER HB1595

Realignment Update can be found the Chief of Staff report in
the President's Report to the Board.

TAB 3

Minutes



BOARD AGENDA
TAB 3 – INFORMATION
JANUARY 16, 2019

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

Board Members Present: Kurt L. Schmoke, Esq. (Chair); Dr. Rachel Pfeifer; Mr. Jason Perkins-Cohen; Mr. J. C. Weiss, III; Mr. Peter Nachtwey; Mr. John D. Lewis; Ms. Maricruz Abarca (Student Trustee)

Board Members Absent:

Maria Tildon, Esq.
Dr. Rosemary Gillett-Karam

Chair Schmoke brought the meeting to order.

I. APPROVAL OF THE AGENDA

The Board unanimously approved the December 19, 2018 agenda.

II. NEW BUSINESS

A. Realignment Task Update:

The Board inquired as to a status update of the submitted Realignment Task Report.

Chief of Staff, Bryan Perry, Esq., responded that the college received notification from the Department of Legislative Services that the final Realignment Task Plan was received and approved. The notification also recommended the release of \$500,000 back to the college's operating fund in the next session.

Mr. Perry stated that once the budget hearings begin, he is expecting to hear about additional monitoring of obligations BCCC has under the realignment. Mr. Perry stated that he is expecting yearly or semiannual updates to be submitted to ensure that all of our obligations are being adhered to.

The Board inquired as to if the hearing dates had been released and requested those dates be shared with the Board.

Mr. Perry responded that Director of Government Relations, Mr. James Knighton, Jr. would forward the hearing dates.

B. The Board invited Senator Barbara Robinson to the podium to present her presentation on Cyber Warrior Diversity Bill (SB 615). Senator Robinson requested that Mr. Lance Lucas, founder of the Cyber Warrior Diversity Program be permitted to present on her behalf. Mr. Lucas acknowledged Senator Robinson as the author of the Cyber Warrior Diversity Bill (SB 615). Mr. Lucas reported that the Cyber Warrior Diversity Program began in 2006 with a company he worked for, Digital City. Mr. Lance gave an oral overview of the program and the belief of the necessity of this program in higher education. He also shared his desire to work with Baltimore City Community College towards implementing his program in this institution.

The Board inquired as to exactly what Mr. Lucas and Senator Robinson were requesting from the Board of Trustees.

Mr. Lance responded that he wanted to give the history of the program and to work with Digital City in implementing this program in Baltimore City Community College.

The Board responded that his request would require the review and recommendation of Academic Affairs and Workforce Development Divisions to the Board.

The Board inquired with Senator Robinson as to if she had any additional remarks regarding this topic.

Senator Robinson responded that her purpose was to have Mr. Lucas present to the Board the history of the Cyber Warrior Diversity Program as well as an implementation of this program at Baltimore City Community College.

Dr. Johnson stated that we (BCCC) are aware of the Cyber Warrior Diversity Program opportunity that Mr. Lance presented, and a response would be forwarded after further discussion.

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

- A. Approval of the December 19, 2018 Minutes
- B. College Contracts
 - a) Achieving the Dream
 - b) Hartman Executive Advisors

VP Calvin Harris requested that the Board approve the above-listed contracts that would be presented to the Board of Public Works for approval.

The Board unanimously approved the Achieving the Dream and Hartman Executive Advisors contracts.

**The Board unanimously approved the December 19, 2018 consent agenda.*

IV. Enrollment Report

Dr. Johnson shared that BCCC is ahead of enrollment by 300 plus students ahead of the fall semester of last year. The Board inquired as to if this increase is due to the MSP students. Dr. Johnson responded that most of the increase is due to MSP.

CLOSING COMMENTS

Chair Schmoke stated that this would be the last Board of Trustees Meeting with Dr. Johnson as Interim President and the appreciation of his service. Chair Schmoke presented Dr. Johnson with citations from Mayor Catherine Pugh and a resolution from the President of the City Council on his exemplary leadership at Baltimore City Community College.

Chair Schmoke also presented a plaque to Dr. Johnson on behalf of the Board of Trustees and Baltimore City Community College for his leadership and service.

Dr. Johnson thanked the Board and the college for the recognition of his service. Dr. Johnson stated that "Do not wait for permission to do what you know is needed," he also encouraged the college to "continue moving forward in a responsible and respective way based on the positive things we are doing."

Chair Schmoke announced that Dr. Debra McCurdy would be on campus on January 7, 2019, to meet with various groups and individuals for discussions regarding the path forward leading to the pathway of a new President.

VI. MOTION FOR ADJOURNMENT

Chair Schmoke motioned to adjourn the meeting to reconvene into a closed session at 4:29 p.m.

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

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
Ms. Lyllis Green, Chief Internal Auditor
Ms. Michelle Williams, Director of Human Resources
Mr. Frank Anastasio, Interim Chief Information Officer

BCCC Staff Present:

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

Others Present:

Lance – Student

Dushawn Love – Student

Michael Scott – Student

CLOSED SESSION

The Board voted unanimously, under the Open Meeting Act, State Government Article, and Section 10-508, to convene in Closed Session on December 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 – INFORMATION
JANUARY 16, 2019



NO COLLEGE CONTRACTS

TAB 5

SGA REPORT



**Baltimore City Community College
Student Government Association
Board Report – January 2019**

**BOARD AGENDA
TAB 5 – INFORMATION
JANUARY 16, 2019**

December 7, 2018 – The SGA meeting was held in the Gaare Auditorium. The guest presenter was Josh Arinze of the TRUTH Initiative. Mr. Arinze spoke about the TRUTH program's focus on educating the community about profiling by big tobacco companies, of African-Americans, low-income neighborhoods, LGBTQ communities and those with mental illness to advertise their products. Mr. Arinze informed the audience that they are looking for students to assist with the program, which is based in the Student Support and Wellness Services Office.

Activities and Events

December 3, 2018 - CADD Club Meeting – The CADD Club hosted a meeting featuring a presentation by Taylor Guido and Emilie Killan, architectural and engineering job recruiters from Aerotek. Students got firsthand information on current job openings, the hiring process and how to apply for CADD jobs through Aerotek. The meeting was held in the CADD Lab from 5 - 6:30 p.m. There were 15 participants in attendance.



December 7, 2018 - Annual Kwanzaa Program - The Office of Student Life and Engagement in conjunction with the Student Government Association, the Anthropology and Sociology Club, the History Club, and the Social and Behavioral Sciences department held its annual Kwanzaa Celebration in the Mini Conference Center. It was a festive night with storytelling, traditional dancing, drumming, fashion, and food. The performers were the Lumalali Garifuna Drummers, Kwanzaa Mfume: Mr. Charles Dugger, New All Saints Catholic Church Sacred Dance Ministry, and alumna Crystal Santiful. The program included a collection of canned goods for the BCCC Pantry and Toys for the Kinderman Toy Drive. The event was well attended by 94 students, staff, faculty, and community guests.



December 12, 2018 – Pizza Party and Movie – The Environmental Science Club sponsored a pizza party and movie event in the Tranquility lounge. It was the club's end-of-the-semester social and the BCCC campus community was invited. There were 23 guests that attended the event.

December 14, 2018 - Latinx Uni2 Christmas Celebration - The LatinX Uni2 Club celebrated the upcoming holiday with food, fun, and special guest speaker Kala Fryman. A law student from the University of Baltimore. Ms. Fryman discussed how to apply to law school, and shared her experiences as a law student. The festivities were held in LSB room 261, from 12 to 3 p.m. There were 14 students in attendance.

TAB 6

AFSCME



BOARD AGENDA
TAB 6 – INFORMATION
JANUARY 16, 2019

AFSCME Local 1870 Presentation to the BCCC Board of Trustees Wednesday, January 16, 2019

LABOR-MANAGEMENT ISSUES:

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

At the November 2018 meeting with Dr. Johnson, Union leadership got assurances that HR's mandatory timesheet training for supervisors would address ongoing labor-management conflict. It was noted that there seems to be chronic problems in two areas, Student Affairs and WDCED, in the matter of supervisors changing employee leave codes (earned leave codes) without correctly informing the employee. Signing-off on hard copy would be the preferable way to resolve the issue since it would reflect that both parties are in agreement; it also serves as documentation for auditing purposes. Dr. Johnson agreed that it would be ideal if new managers attended HR training to learn about correct internal processes that the College uses to record electronic timesheet changes.

2. MOU Violation in Public Safety Area: It was brought to HR's attention and to Dr. Johnson that recently

in the Public Safety area there are supervisors who 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 a 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.

3. 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. Priscilla Johnson has convened a Health and Safety Committee to discuss urgent matters and this committee will meet again in January 2019.

4. Renewal of Union's Memorandum of Understanding (MOU). Planned Negotiation for Early 2019:

Current MOUs will expire in June 2019 and the “intent to bargain” letter was accepted by the College. HR’s Executive Director Michelle Williams and Stuart Katzenberg, Chief Negotiator from Council 3/AFSCME have exchanged tentative dates in February and March 2019 so that negotiations for contract renewal can commence.

TAB 7

FACULTY SENATE REPORT



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

BOARD AGENDA
TAB 7-INFORMATION
JANUARY 16, 2019

January 16, 2019 Board Meeting

Welcome and happy New Year, 2019. This year will be another new beginning in the life of our College as we continue to move BCCC in a positive direction. Faculty Senate looks forward to welcoming Dr. Debra L. McCurdy as our incoming President and Chief Executive Officer. Also, the Faculty Senate is looking forward to a collaborative engagement with the new administration regarding shared governance of the College and faculty-related matters.

Since the last Faculty Senate reporting, the following activities have occurred:

- I. On December 13, 2018, the Faculty Senate's leadership participated in the College-wide Leadership Retreat. The retreat's focus was on "Communicating Better and Acting as a Team."
- II. On December 14, 2018, Dr. James H. Johnson, Jr. the Interim President, addressed faculty to close out the Faculty Senate's session on "The State of The College." Several key points emerged from his address:
 - A. The College is financially sound.
 - B. The College must regain the confidence of the State of Maryland and the City of Baltimore.
 - C. The College must stay focused on our mission and be responsible to our students.
 - D. The College is looking forward to hiring a company for deferred maintenance.
 - E. The College is looking forward to bringing an architectural firm on board to help determine where the next Bard Library and Allied Health buildings should be located.
 - F. The College is looking for creative ideas from faculty that must be consistent with the College's Strategic Plan.
 - G. Dr. Johnson identified the following as his accomplishments within the short period of his leadership at the College:
 - i. He created work groups responsible for accomplishing the Realignment Tasks, which were accepted by the State of Maryland. The one million dollars that was withheld was released to the College in a two payment distribution of \$500,000 each.
 - ii. He created a "Declaration" with the theme that consisted of collaboration, transparency, and communication.
 - iii. He consistently held leadership retreats that included Administrators, Deans, Associate Deans, Staff Leadership, and Faculty Senate Leadership. The three core values of the College were the focus, namely, Excellence, Integrity, and Professionalism.
 - iv. He created more transparent, open, and involved environment for the College, i.e., regularly providing updates regarding the issues with the Nursing Building.

- v. He involved faculty in the Realignment Tasks workshops and other events.
- H. Dr. Johnson stated that the Mayor's Scholars Program's initial startup was successful. However, there is a need for improvement, including hiring a new Director for the program.
- I. Dr. Johnson mentioned that there is an ongoing negotiation with a candidate for the Chief Information Officer (CIO).
- J. Dr. Johnson reported that there is an ongoing process to hire an Athletic Director. Moving forward, he expects faculty representation on every cabinet-level appointment.
- K. Dr. Jonson reported that the "Faculty Salary Equity Study" has been completed. The comparative study data was pulled from Maryland Association of Community Colleges (MACC) data book, which shows that BCCC faculty are ranked 14 out of 16 public community colleges in Maryland. He will eventually present his findings to the Board of Trustees, and to retain quality faculty, the College must adjust salaries. The recommendations to implement faculty salary adjustments will be passed on to Dr. McCurdy for action as one of the "To Do" items.
- L. Dr. Johnson was very gracious to answer faculty questions and address their concerns.

- III. On December 19, 2018, the Nursing pinning ceremony took place, celebrating the



accomplishments of 33 graduates of the BCCC Associate Degree in the Nursing Program. All 33 graduates have passed their NCLEX-RN Exams and are ready to practice as registered nurses. Those in attendance were inspired by the keynote speaker, Shannon Craig, RN, CNN, and a graduate of BCCC.



- IV. On January 3, 2019, Professor Tracy Leshan, Chair of Faculty Evaluation Committee provided a workshop on the revised faculty evaluation process.

Humbly submitted,

Dr. Chima Ugah, Senate President

TAB 8



BOARD AGENDA
TAB 8 – INFORMATION
JANUARY 16, 2019

**NO ITEMS
REMOVED FROM
AGENDA**

TAB 9

PUBLIC PRESENTATIONS

BALTIMORE CITY COMMUNITY COLLEGE

INSTITUTIONAL CULTURAL

DIVERSITY UPDATE REPORT

2017/2018



Preface

At Baltimore City Community College (BCCC), we believe in the power of diversity because each member of our College brings a unique background and life experience that add tremendous value to our learning community. Having a diverse community not only establishes us as a microcosm of the larger world around us, but also creates an environment that fosters innovation, collaboration, critical thinking, and creativity. It reinforces BCCC core values that define diversity as recognizing, accepting, appreciating, and supporting individual differences. Most importantly, a diverse community aligns with our mission and vision of educational access, and opportunity for a diverse population of students.

In a global society, embracing diversity is a conscious effort that is growing in importance every day. Baltimore City Community College is fortunate to attract and host a diverse population of students, faculty, and staff that represent and reflect global and cultural perspectives that expand our view of the world. We focus on the importance of diversity in all corners of the College: in our classrooms, in our workplace, in our common social settings, on the fields of athletic competition, and in the boardrooms.

This 2018-2019 Cultural Diversity Plan represents our continuing efforts to build a community that is open, welcoming, inclusive, tolerant, and supportive for all who come to learn and work at Baltimore City Community College. Your support of our plan is very much appreciated.

Office of the President

Cultural Diversity Plans Required by the Maryland Higher Education Commission

In accordance with state legislation, each Maryland public college and university is required to develop and implement a plan for a program of cultural diversity. Each year these institutions are required to submit an update on the progress on the implementation of the outlined plan.

The following is a summation of Baltimore City Community College's (BCCC) institutional plan and strategies for improving cultural diversity, increasing representation of underrepresented groups, creating positive interactions, and reporting hate-based crimes as required by federal law.

BCCC's Mission and Vision

Baltimore City Community College has approached inclusion and cultural diversity through a variety of avenues such as having courageous conversations about inclusion and diversity led by both students and staff; developing cultural sensitivity and awareness via seminars, trainings, and speaking engagements; and celebrating the energy and vibrancy that is often infused into learning experiences from the diversity within the college. Each of these strategies allows for cultural awareness to be infused into the experiences of students, faculty and staff, but to also align our approach to developing cultural awareness to the mission, vision, and values of the college.

Mission

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

Vision

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

Core Values:

BCCC's core values shape its day-to-day actions and identity. We hold ourselves accountable and responsible for adhering to these basic tenets as we seek to fulfill our vision and mission. In this spirit, BCCC commits itself to the shared community imperatives of:

- **Integrity** - Unwavering adherence to a strict moral or ethical code;
- **Respect** - Showing genuine concern and regard for the dignity of others;
- **Diversity** - Recognizing, accepting, appreciating and supporting individual differences;
- **Teaching** - Impacting knowledge, skills, and values that are essential to the success of the individual and growth of the community;
- **Learning** - Gaining knowledge, skills, and understanding that are useful to the individual and college community by promoting intellectual curiosity;
- **Leadership** - Empowering, nurturing and inspiring individuals to be leaders in their own sphere;
- **Excellence** - Providing excellent teaching, student services, customer services, and community engagement; and
- **Professionalism** - Adhering to the highest standard of customer service.

Summary of Institutional Cultural Diversity Plan

BCCC continues to build upon its efforts toward our three primary goals targeting cultural diversity throughout the institution.

Goal 1:Develop strategies in the Strategic Enrollment Management Recruitment (SEMR) Plan to recruit Latino/Hispanics and White residents in Baltimore City and the surrounding areas where under-represented groups within the campus community live and endeavor to increase their enrollment by ten percent by August 2018.

The recruitment and engagement of Latino students remains an important area of attention for BCCC, particularly within the current climate of the country. The college continues to use zone recruitment strategies to identify and engage with communities with high Latino members. Part of the zone recruitment strategy included identifying and contacting all of the English for Speakers of Other Languages (ESOL) counselors within area high schools and informing them of

the services and opportunities available at BCCC for students. This outreach campaign resulted in over a dozen informational sessions directly highlighting DREAM Act requirements, English Language Institute (ELI) services, and assistance with application complete. Attendance at area fairs and events that targeted Latinos and other underrepresented populations were increased as well.

In support of continuing zone recruitment, BCCC recognized and responded to the need for additional support necessary for Latino and non-English speaking students. First, the college has increased staff presence at the Liberty Campus and Harbor Campus to serve students. Staff from the English Language Institute (ELI) has established regular office hours at the Liberty Campus and the Harbor site and a bilingual Spanish recruiter is available to assist with inbound calls regarding ELI and Admissions services. Secondly, ELI now has several instructors on staff who speak Spanish or other languages, broadening the ability for the college to engage with non-English speaking students more effectively. Lastly, the Admissions Office and the Workforce Development and Continuing Education Division have focused on improving their partnership to strengthen the path from ELI to credit courses for students.

BCCC has initiated additional opportunities to address the needs of Latino students in other areas.

- The establishment of the LatinX Uni2 Club offers students a platform to share their experiences and stories with the college community.
- Exploratory conversations have begun for improving data collection and sharing between the Admissions Office, Testing Center, and Student Success Center for better student advisement through the transition from ELI to degree program completion.
- The collaboration between ELI and the Admissions Office was integral in identifying support services for students in the Mayor's Scholars Program

Each of these strategies of outreach to the Latino community has provided a foundation of trust and given momentum to increased engagement and enrollment. BCCC fully expects to see the results of these efforts reflected in the future.

Goal 2: Establish an interdisciplinary team which will include members of the institution's top administrative levels who will evaluate at regular intervals the data, programs, and services to assess institutional progress towards creating a diverse campus community.

Over the last year, several transitions of key personnel had a significant impact on the membership of the BCCC Cultural Diversity Team. However, despite the changes, the college continued many of the programs and services that supported an inclusionary environment, such

as offering diversity and civility trainings to new employees; the recognition of Women's History Month, Hispanic Heritage Month, and Black History Month; continuous support of the Refugee Youth Project; and highlighting various cultures through book readings, art and artifact displays, lecture series, and a host of other events on campus. The effectiveness of the college's diversity efforts were reflected via attendance at events, reinforcement of messages in classroom discussion, and increased interest by students and staff in similar programming.

Goal 3: Add a course on cultural diversity to the menu of professional development offerings available for BCCC faculty and staff.

In alignment with our core values, BCCC continues to offer professional development opportunities for staff that focus on respect, diversity and civility:

- Bridging the Generational Gap
- Creating Safe Spaces for LGBTQIA
- Emotional Intelligence
- Equal Employment Opportunity
- Reasonable Accommodations
- Sexual Harassment

Over the course of the year, a total of over 400 faculty and staff attended a diversity themed workshop.

Goal 4: Conduct a cultural diversity audit at the College and identify where efforts need to focus and work needs to be done to improve the quality of the college community.

With the establishment of the institutional strategic plan, the needs to reinforce and support cultural diversity within the college will also be reviewed.

Efforts to increase numerical representation of traditionally underrepresented groups

Students

As outlined in our strategy, much effort has been placed in outreach and recruitment within the Latino community. We established communication with counselors and representatives within the high schools, and instituted collaboration with internal and external partners to better

support prospective and current students. The college invested resources human and otherwise to expand outreach efforts.

Similar efforts were made to recruit and retain students in other underrepresented groups:

Targeted recruitment

- BCCC's free Citizenship Preparation program is the largest such program in Maryland. Multilevel citizenship classes prepare students with the English-language skills and knowledge in U.S. civics, history, and government needed to pass the federal naturalization exam. Tabling events hosted by the Department of Public Safety
- Attended college fairs hosted by THREAD for underperforming high school students
- Participation in Latino Community Fairs
- Participation in Elijah Cummings "How to Pay for College" fair
- Recruitment at Woodstock Job Corps Center
- Participation in GEAR Up college preparatory events

Collaborative Efforts

- Collaboration with the several divisions in the Mayor's Office, particularly in the rollout of the Mayor's Scholars Program
- Engagement with We Are CASA, an organization focused on supporting the needs of immigrants.
- Standing partnership with Year Up, to recruit and enroll students into their program who complete courses at BCCC
- Collaboration with Truman State University and Conversa to offer a study abroad opportunity Granville T. Woods Scholars in Costa Rica
- Support from local chapters of the National Pan Hellenic Council on events on and off campus, services, and student engagement opportunities.

In addition, the college has begun revisions to marketing and recruitment materials and strategies. Potential changes include increasing visibility in targeted neighborhoods, changing imaging on printed materials to be more reflective of the college population, and developing materials in other languages.

Staff and Faculty

BCCC uses a variety of strategies to recruit faculty and staff in efforts to select the most qualified individuals:

- Positions are posted on numerous websites including Marylanddiversity.com, diversejobs.net, CCjobsnow.com, indeed.com, higheredjobs.com, insidehighered.com and others
- Hiring events are conducted at Maryland Workforce Exchange locations.
- HR representatives participate in numerous job fairs including those at the Afro-American Newspaper and Morgan State University

Baltimore City Community College Fall 2017 Full-Time Faculty and Staff: Gender and Ethnic Background / Race								
	Total	Hispanic	White	African American	Asian	American Indian / Native Alaskan	Native Hawaiian / Pacific Islander	Other / Unknown
Faculty								
Men	44	0	10	27	6	0	1	0
Women	59	0	14	42	3	0	0	0
<i>Total</i>	<i>103</i>	<i>0</i>	<i>24</i>	<i>69</i>	<i>9</i>	<i>0</i>	<i>1</i>	<i>0</i>
Administrators								
Men	26	0	6	18	2	0	0	0
Women	33	1	7	23	1	1	0	0
<i>Total</i>	<i>59</i>	<i>1</i>	<i>13</i>	<i>41</i>	<i>3</i>	<i>1</i>	<i>0</i>	<i>0</i>
Other Professional Staff								
Men	50	1	17	29	1	1	1	0
Women	84	2	19	59	3	0	1	0
<i>Total</i>	<i>134</i>	<i>3</i>	<i>36</i>	<i>88</i>	<i>4</i>	<i>1</i>	<i>2</i>	<i>0</i>
Support Staff								
Men	40	0	7	33	0	0	0	0
Women	66	0	2	63	0	1	0	0
<i>Total</i>	<i>106</i>	<i>0</i>	<i>9</i>	<i>96</i>	<i>0</i>	<i>1</i>	<i>0</i>	<i>0</i>
All Full-Time Employees	402	4	82	294	16	3	3	0

Source: Fall 2017 BCCC Employee Data System file prepared for MHEC by the Offices of Institutional Research, Human Resources, and Information Technology Services.

Baltimore City Community College								
Distribution of Fall 2017 Full-Time Faculty and Staff: Gender and Ethnic Background / Race								
	Total	Hispanic	White	African American	Asian	American Indian/ Native Alaskan	Native Hawaiian/ Pacific Islander	Other/ Unknown
Faculty								
Men	10.9%	0.0%	2.5%	6.7%	1.5%	0.0%	0.2%	0.0%
Women	14.7%	0.0%	3.5%	10.4%	0.7%	0.0%	0.0%	0.0%
<i>Total</i>	25.6%	0.0%	6.0%	17.2%	2.2%	0.0%	0.2%	0.0%
Administrators								
Men	6.5%	0.0%	1.5%	4.5%	0.5%	0.0%	0.0%	0.0%
Women	8.2%	0.2%	1.7%	5.7%	0.2%	0.2%	0.0%	0.0%
<i>Total</i>	14.7%	0.2%	3.2%	10.2%	0.7%	0.2%	0.0%	0.0%
Other Professional Staff								
Men	12.4%	0.2%	4.2%	7.2%	0.2%	0.2%	0.2%	0.0%
Women	20.9%	0.5%	4.7%	14.7%	0.7%	0.0%	0.2%	0.0%
<i>Total</i>	33.3%	0.7%	9.0%	21.9%	1.0%	0.2%	0.5%	0.0%
Support Staff								
Men	10.0%	0.0%	1.7%	8.2%	0.0%	0.0%	0.0%	0.0%
Women	16.4%	0.0%	0.5%	15.7%	0.0%	0.2%	0.0%	0.0%
<i>Total</i>	26.4%	0.0%	2.2%	23.9%	0.0%	0.2%	0.0%	0.0%
All Full-Time Employees	100.0%	1.0%	20.4%	73.1%	4.0%	0.7%	0.7%	0.0%

Source: Fall 2017 BCCC Employee Data System file prepared for MHEC by the Offices of Institutional Research, Human Resources, and Information Technology Services. Percentages use all full-time employees as denominator.

Positive Interactions and Cultural Awareness on Campus

Students

The student body of BCCC play a large role in the efforts to provide cultural diversity within the college. There are several student clubs and organizations established that highlight the diversity on campus such as:

- Anthropology and Sociology Club
- Ascenders Club
- B.R.O.S. (Brothers, Respectful, Organized and Successful)
- International Students Club
- LatinX Uni2 Club
- Veterans Club

These clubs and organizations, along with approximately a dozen other student clubs, hosted events and activities to highlight cultural diversity on campus throughout the year:

- LatinX Uni2 Club provided Spanish lessons to the children at the Clarence W. Blount Child Development Center on campus twice a month
- The Anthropology and Sociology Club, in conjunction with the Office of Student Life and Engagement, sponsored their annual Latino Heritage Month program, offering the college community valuable information about Hispanic and Latino communities and contributions to American culture and society.
- The Ascenders Club served dinner to the homeless at the Franciscan Center in Baltimore four times during the year, as well as organized a *Blankets of Love Drive*, which donated 25 blankets to the center.
- The Math Club and the LatinX Uni2 Club hosted a movie night showing of *Coco*, an animated movie showcasing Mexican traditions, to over 70 students and staff.

Student and engagement hosts an annual Honors and Awards ceremony that celebrates students for the academic achievement, student engagement, campus involvement, and school spirit. This year, an ESL Pathways Award was presented to an immigrant student that successfully transitioned from the ELI program into Workforce Development training program.

Staff

Staff also offer programming for students to expand their exposure to other cultures and experiences:

- TRIO/SSS- Stairs hosted a tour of the National African American Museum, enhancing participants' awareness of slavery and the accomplishments of African Americans
- Student Support and Wellness Services partnered with Social Workers Unraveling Racism and the Maryland Chapter of the National Association of Social Workers to offer "The People's Supper". This is a movement that invites a diverse group of people to share a meal while learning about each other's experiences as an effort to repair interpersonal relationships. Nine students ate lunch together and engaged in challenging and meaningful conversations.
- The Advisors of the LatinX Uni2 Club along with club officers participated in a Latino Community Leadership roundtable with Senator Ben Cardin to discuss issues in the Latino Community
- The Office of Admissions, Student Life and Engagement, Student Success, Student Support and Wellness Services, and the English Language Institute (ELI) sponsored and

informational session to offer immigrant students support and to provide information about valuable community and campus resources and scholarship opportunities.

Faculty

There is active engagement by faculty both on and off campus in topics related to culture, inclusion, and diversity:

- The Dental Hygiene program offered their annual “Oral Assessment Week”, open to elderly members of Baltimore City.
- Professor Autumn Wallace volunteers for the Pro-Bono Program with the Maryland Legal Aid Community Lawyering Clinic, providing legal advice to local residents and assisting with expungement petitions.
- Professor Ja Hon Vance hosted “A Historical Overview of Black Policing in Baltimore, MD,” where Police Officer Robert Horne was a featured presenter.
- Professor Zak Kondo presented a lecture on “Understanding and Appreciating Womanism” as part of his Keeping It Real series.
- The faculty of the English department partnered with the Criminal Justice Club in the 8th Annual Women’s History Month Celebration.
- Professor Angela Jones was invited to present on Healthy Sexual Practices within the LGBT community by Kappa Xi Omega Sorority, Incorporated. The organization is service-based organization specializing in outreach to women, underprivileged or disadvantaged children and the elderly.

Reporting Hate-Based Crimes

Baltimore City Community College (BCCC) is committed to creating and maintaining a welcoming and inclusive campus community. Every individual is valued and should feel welcomed and included as a member of this community. BCCC uses the FBI’s Hate Crime Data College Guidelines as its source for definitions of bias.

BCCC has instituted the Panther CARE Team, which serves to make sure ALL people at BCCC feel safe to be themselves. Incidents reported are investigated by the Panther CARE Team who then determine the appropriate response approach and follow up. To date there have been zero reported incidences of hate-based crimes within the college.

B. SABBATICAL LEAVE REQUEST



BOARD AGENDA
TAB 9b – ACTION
January 16, 2019

FACULTY REQUEST FOR SABBATICAL LEAVE

Dr. Tonja L. Ringgold, Vice President for Academic Affairs/ALO

The following request for sabbatical leave is on behalf of Professor Latonia Moss. Pertinent information relating to this request is below:

Name of Applicant: Latonia V. Moss

Date Hired: August 17, 2005

Department: English, Humanities, Visual, and Performing Arts

Teaching Area: English and Speech

Degrees Earned: MA – Towson University
MFA – University of Baltimore

Occupational Experience: Teaching

Start and Completion Dates for Sabbatical Request: August 1, 2019 to January 31, 2020

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

RECOMMENDATION:

It is recommended that the Board of Trustees approve Professor Moss' request for sabbatical for the period of August 1, 2019 to January 31, 2020.



BALTIMORE CITY COMMUNITY COLLEGE

Request for Sabbatical Leave Form

Office of the
Vice President for Academic Affairs

BALTIMORE CITY COMMUNITY COLLEGE

REQUEST FOR SABBATICAL LEAVE

Please complete, sign, and submit to your Associate Dean no later than **November 1**.

Name: Latonia V. Moss Date Hired: August 17, 2005

Department: English Humanities Visual and Performing Arts Department

In which areas are you qualified to teach? English and speech

Degrees Earned	School	Date
MA	Towson University	1996
MFA	University of Baltimore	2010

Occupational Experience

Skill Area: Teaching

Months of full-time experience: 180 months

For which period of time do you want this leave? Give starting and completion dates?

From: August 2019 to January 2020
Month Year Month Year

1. What do you propose to do and accomplish during the sabbatical leave?

During this sabbatical leave I will work on my dissertation portion of a degree towards
Doctoral in Education in Community College Leadership

2. If your goal is to continue your academic studies, please complete the following.

A. Have you already applied and been accepted into a specific program?
Yes No _____

1) If yes, identify the program and the degree you desire. Also, list the number of credits you must earn to achieve this degree and when you propose to complete all work for this degree.

Community College Leadership Program. 57 credits finished towards the completion of a doctoral degree in education. All coursework towards the degree has been completed with the dissertation proposal and defense remaining.

2) If no, what are your plans?

3. If your goal is to acquire more occupational experience, have you already made arrangements to work with a specific firm or firms? Yes _____ No _____

A. If yes, name the firm or firms.

B. If no, at what firm or firms are you contemplating seeking employment?

C. Describe your proposed job description at the firm or firms?

4. How will this sabbatical leave improve your teaching skill in your present assignment?

The coursework in the Community College Leadership Program has already improved my teaching skills as I have gained a thorough understanding of the mission of the community college, the completion agenda, and the student engagement theories. Thus, completing this degree will continue my journey as a community college leader.

5. Will this sabbatical leave enable you to be retrained for other teaching assignments?

There is a possibility that I would be able to teach in the education discipline. I have multiple degrees that allow me to teach within two disciplines in my department. As research indicates that terminal degrees may become a requirement in the community college sector, this degree is a move in the right direction.

6. Specifically, how will this sabbatical leave benefit students at BCCC?

Students, particularly African-American females, will benefit from a study examining the way in which they persist at the community college. As a significant population of students attending community colleges, it is important to conduct studies that examine them as a marginalized group and how they utilize the community college sectors or upward mobility. Although there are African-American male initiatives, there are not many such initiatives that speak to their counterparts in the same manner. Although African-American females attend in mass, many leave the community college without completion of their degree programs.

7. Specifically how will this sabbatical leave benefit your department?

A better understanding of student engagement, persistence, and barriers to degree attainment could be taught as professional development to other faculty members. Best practices and research that can strengthen our initiatives as a department could also be provided to the faculty.

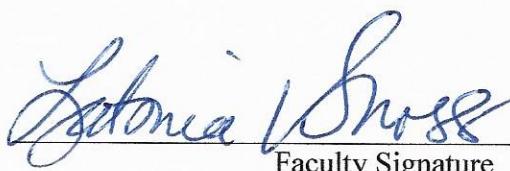
8. Specifically, what long-term benefits will accrue to the College because of this sabbatical leave?

In my acquiring of a doctoral degree, the college will benefit by having another faculty member with a terminal degree as the trend is leading toward more education for community college professors. In addition, the leadership skills that this particular doctoral degree offers have proven noteworthy thus far and will allow me to continue in that vein with the degree completion. In addition, the attainment of the degree prepares me for leadership opportunities within the BCCC community.

LETTER OF AGREEMENT

I, Latonia V. Moss, if granted a sabbatical leave, agree to:

- a. If enrolled in an academic program, successfully complete 12 credits per semester or what the number of credit hours necessary to be a full time student.
- b. If employed in a work study program, reimburse to the district any earning exceeding the total annual salary that I would ordinarily receive at BCCC.
- c. Provide a status report at the end of the first semester of my sabbatical leave.
- d. Provide transcripts and/or certified resume of accomplishments accruing performance consistent with the answers I have given in this request.
- e. Refund my sabbatical leave pay if I do not complete the academic or occupational tasks I have given in this request.
- f. Return to BCCC for at least one (1) year of full time employment, or refund my sabbatical leave pay.

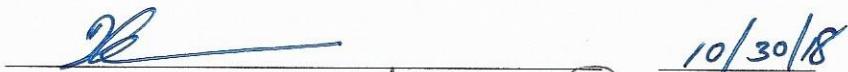


Latonia V. Moss
Faculty Signature

10-30-2018
Date

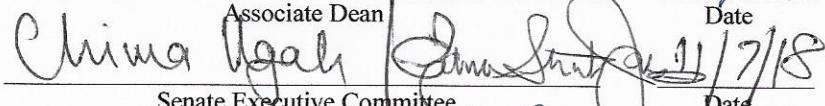
RECOMMENDATIONS

No Yes ✓



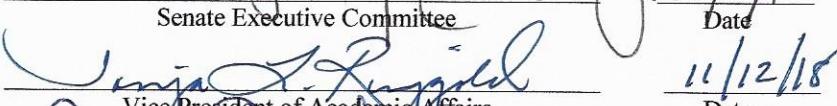
Associate Dean
10/30/18
Date

No Yes ✓



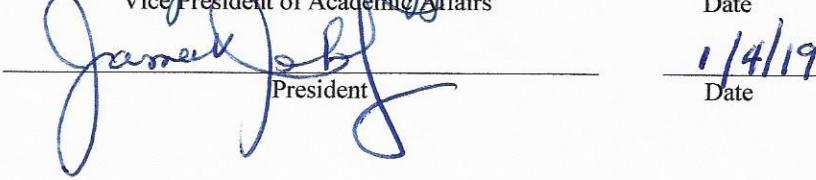
Senate Executive Committee
11/7/18
Date

No Yes ✓



Vice President of Academic Affairs
11/12/18
Date

No Yes ✓



President
1/4/19
Date

Copies to: Employee, Associate Dean, VP Academic Affairs, Faculty Senate Executive Committee
Updated: 10-16-18 tlr



Baltimore City Community College

1. Sabbatical Leave Policy - Board Approved December 16, 1992

Procedure

1. The program evaluation data is organized and the evaluation documents prepared by the Chair. After review of data and worksheets of the twenty evaluation criteria by the Program Evaluation Committee, recommendations for the program are prepared.
2. Committee's recommendations are discussed with the Chair responsible for the program and a course of action is developed. The Director of Institutional Research and other Committee members may be involved in this discussion.
3. The recommendations and course of action are then sent to the Vice President for Academic Affairs for review.
4. An annual summary report is prepared for the President for review.
5. A final report is prepared and distributed to the BCCC Board of Trustees, administration, faculty, and staff.

APPROVED: BOARD OF TRUSTEES, NOVEMBER 18, 1992

B 13: Definition and Goals of General Education

This policy was approved by the Board of Trustees on December 16, 1992 and revised on December 17, 1997. The revised (current) policy is Item B 27 in this document.

B 14: Faculty Sabbatical Leave Policy

1. Sabbatical Leave is an assignment of a full-time faculty member to an activity other than his or her regular assignment and has as its purpose the enhancement of the faculty member's professional effectiveness and value to the College. The purposes of Sabbatical Leave shall be educational advancement, curriculum development, research, or other activities approved by the Board of Trustees.

CRITERIA FOR SABBATICAL LEAVES

- A. Specific needs of the College
- B. Direct benefit to students
- C. Improvement of Instruction
 - (1) Improvement through education (higher degree/certification)
 - (2) Improvement by working in job related to teaching assignment
- D. Number of Sabbatical Leaves received previously
- E. Number of years of service to the College

The College reserves the right to modify the criteria each year; however, the criteria shall be established prior to the call for applications (May 1).

2. A faculty member may apply for one of the following options:
 - A. a full year of Sabbatical Leave on the basis of one-half of the employee's full contractual salary;
 - B. a one-half year Sabbatical Leave on the basis of the employee's full contractual salary; or
 - C. a full year Sabbatical Leave on the basis of three-quarters of the employee's full contractual salary for both the year of the sabbatical and the year when the individual returns to duty.
3. The number of Sabbatical Leaves granted each year by the Board of Trustees is subject to the availability of funds.
4. A faculty member shall be eligible for Sabbatical Leave after he or she has served seven full consecutive years of service at the Community College of Baltimore, or the New Community College of Baltimore, or the Baltimore City Community College. Approved college leaves without pay will not constitute a break in service nor will they be credited towards the requisite seven full consecutive years. In addition, the term of the Sabbatical Leave will not be credited toward the seven full consecutive years required for subsequent leaves. The academic year immediately following the sabbatical will count as the first year to be credited toward the time of service required for subsequent Sabbatical Leaves.
5. Granting of a Sabbatical Leave will be based on the following process:
 - A. The faculty member must submit a written application, along with his/her Department Chair's comments, to the President of the Faculty Senate by November 1 of the academic year preceding the academic year for which the request is being made. (Forms will be available in the Office of the Vice President for Academic Affairs.) The Department Chair may meet with the faculty member to discuss the application and make appropriate suggestions for the improvement of the application.
 - B. The applications will be reviewed by the Senate Executive Committee, and the Senate Executive Committee will recommend a list of candidates to the Vice President for Academic Affairs by November 30.
 - C. The Vice President for Academic Affairs will review the list and forward to the President of the College, by December 20, a list of candidates with his recommendation. (Priority shall be given to proposals which are intended to enhance the quality of instruction, or add to the credentials and/or scholarship of the proposer.)

- D. The President of the College will submit his recommendation to the Board of Trustees for discussion in January and for action in February.
 - E. The Board will discuss and act on the recommendation(s) of the President.
 - F. The Vice President for Academic Affairs will notify all applicants of the status of their application once the Board has taken action.
6. Faculty on Sabbatical Leave are eligible for all benefits which accrue during the period of leave, and vacation benefits, where applicable, will be accrued at the full-time rate. Vacation accruals earned during the Sabbatical must be utilized during the Sabbatical period.
7. Remuneration for employment outside of the College during a Sabbatical Leave may be accepted if the employment is an approved part of the project or does not interfere with the approved project. When external remuneration is involved, the President shall reserve the right to modify the College's financial contribution to the Sabbatical stipend.
8. Any faculty member to whom Sabbatical Leave is granted shall be required, as a condition of the Leave, to return to the service of the College for at least one full academic year following the expiration of the Leave. If the employee does not return to service for one year, the employee will be required to refund the salary earned from the College during the Sabbatical Leave. Exceptions to this policy can only be made by the College President, with the approval of the Board of Trustees.
9. A written report of the Sabbatical Leave is due in the Vice President for Academic Affairs office within twenty working days of the second semester after the employee returns from Sabbatical Leave. Copies of the report will be distributed to the College's Board of Trustees at its next meeting; the employee may be asked to present his or her report orally to the Board.

Sabbatical Leave Timetable

Announcement of the request for Sabbatical Proposals	May 1
Last Date for the Receipt of Proposals	November 1
Review of Applications by SEC	November 30
Vice President's Review	December 20
President's Approval	January
Board Confirmation	February



Baltimore City Community College

2. Sabbatical Leave and Terminal Leave

From the BCCC Faculty Handbook

2.6 Sabbatical Leave and Terminal Leave

- Criteria for sabbatical leave - Faculty applying for a sabbatical leave shall submit forms to the SEC for approval which will include the following:
 - Specific needs of the College
 - Direct benefit to students
 - Improvement of Instruction
 - Improvement through education (higher degree/certification)
 - Improvement by working in job related to teaching assignment
 - Number of Sabbatical Leaves received previously
 - Number of years of service to the College
- Sabbatical Leaves Options

A faculty member may apply for one of the following options:

- A full year of Sabbatical Leave on the basis of one-half of the employee's full contractual salary;
- A one-half year Sabbatical Leave on the basis of the employee's full contractual salary; or
- A full year Sabbatical Leave on the basis of three-quarter of the employee's full contractual salary for both the year of the sabbatical and the year when the individual returns to duty.

The number of Sabbatical Leaves granted each year by the Board of Trustees is subject to the availability of funds.

- Eligibility

A faculty member shall be eligible for Sabbatical Leave after he or she has accumulated seven full consecutive years of service at the College. Approved college leaves without pay will not constitute a break in service nor will they be credited towards the requisite seven full-consecutive years. In addition, the term of the Sabbatical Leave will not be credited toward the seven full consecutive years required for subsequent leaves. The academic year immediately following the sabbatical will count as the first year to be credited toward the time of service required for subsequent Sabbatical Leaves.

- Sabbatical Leave Process

Granting of a Sabbatical Leave will be based on the following process:

The faculty member must submit a written application, along with his/her Associate Dean's comments, to the President of the Faculty Senate by **November 1** of the academic year preceding the academic year for which the request is being made. (Forms will be available in the Office of the Vice President for Academic Affairs.) The Associate Dean may meet with the faculty member to discuss the application and make appropriate suggestions for the improvement of the application.

The applications will be reviewed by the Senate Executive Committee, and the Senate Executive Committee will recommend a list of candidates to the Vice President for Academic Affairs by November 30.

The Vice President for Academic Affairs will review the list and forward to the President of the College, by **December 20**, a list of candidates with his recommendation. (Priority shall be given

to proposals intended to enhance the quality of instruction, or add to the credentials and/or scholarship of the proposer.)

The President of the College will submit his recommendation to the Board of Trustees for discussion in January and for action in February.

The Board will discuss and act on the recommendation(s) of the President.

The Vice President for Academic Affairs will notify all applicants of the status of their application once the Board has taken action.

- Additional Information/Guidelines

Faculty on Sabbatical Leave are eligible for all benefits which accrue during the period of leave, and vacation benefits, where applicable, will be accrued at the full-time rate. Vacation accruals earned during the Sabbatical must be utilized during the Sabbatical period.

Remuneration for employment outside the College during a Sabbatical Leave may be accepted if the employment is an approved part of the project or does not interfere with the approved project. When external remuneration is involved, the President shall reserve the right to modify the College's financial contribution to the Sabbatical stipend.

Any faculty member to whom Sabbatical Leave is granted shall be required, as a condition of the Leave, to return to the service of the College for at least one full academic year following the expiration of the Leave. If the employee does not return to service for one year, the employee will be required to refund the salary earned from the College during the Sabbatical Leave. Only the College President, with the approval of the Board of Trustees, can make exceptions to this policy.

A written report of the Sabbatical Leave is due in the Vice President for Academic Affairs office within 20 working days of the second semester after the employee returns from Sabbatical Leave. Copies of the report will be distributed to the College's Board of Trustees at its next meeting; the employee may be asked to present his or her report orally to the Board.

- Sabbatical Leave Timetable

ACTIVITY	DATE
Announcement of the request for Sabbatical Proposals	May 1
Last Date for the Receipt of Proposals	November 1
Review of Applications by SEC	November 30
Vice President's Review	December 20
President's Approval	January
Board Confirmation	February

(Approved by the Board of Trustees: December 16, 1992)

TAB 10

BOARD AGENDA
TAB 10- INFORMATION
JANUARY 16, 2019



NO COLLEGE POLICIES



TAB 11

PRESIDENT'S REPORT



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

**BOARD AGENDA
TAB 11 – INFORMATION
JANUARY 16, 2019**

The following denotes some of my meetings, activities, and new/enhanced partnerships since my December 19, 2018 report to the BCCC Board of Trustees.

- As a team building exercise, the President's Leadership Team (PLT) was given the book *Dare to Lead*, by Brené Brown, to read during the holiday. The theme of the book were briefly discussed at the January PLT weekly meeting. The major theme was courage, i.e., to show up when you can't predict or control the outcome. Courage is defined as the collection of four skills sets that can be taught:
 - Rambling with vulnerability
 - Living into our values
 - BRAVING Trust
 - Learning to rise after a failure

The next facilitated team building session is currently being planned. Topics under consideration include leading during times of change, trust as a pathway to greater collaboration, and translation of the college's values to college-wide behaviors.

- Week of January 1, 2019, I had the pleasure of calling several Mayor's Scholars Students to discuss their preparedness for the Winter and Spring semesters. The students were pleased to have been contacted and had completed registration or were knowledgeable about the next steps to complete the process.
- On January 3, 2019, attended the Quarterly Business Review with Hartman and Associates to review progress to date per existing contract and identify additional action items in preparation of the on-boarding of the new CIO in February 2019.
- On January 4, 2019, I submitted a letter report to the co-chairs of the Workforce Development Taskforce, (Diane Bell-McKoy and Jason Perkins-Cohen). The next step is to activate internal workgroups to address the Taskforce's overall and sub-taskforces recommendations of:
 - Setting targets and accountability
 - Aligning Programs

- Establishing strong partnerships
- Supporting student success.

Each workgroup will further engage the Taskforce members as appropriate.

- During the January 7-9, 2019 visit of incoming President, Dr. Debra McCurdy, we discussed the current state of the college and near term priorities. In addition Dr. McCurdy attended the January 9, 2019 President's Leadership Staff Meeting and briefly attended the Fulltime Faculty Academy.
- 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/General Counsel, Bryan L. Perry, Esq., reports:

- During this reporting period, I spent the majority of my time coordinating with Director of Government Affairs James Knighton and Vice President for Administration and Finance Calvin Harris on BCCC's legislative agenda. I also continued my work with the office of institutional research and ensuring that all state mandated reports for 2018 were submitted. Now that the realignment plan has been submitted, I have been able to take on a more active role with the Regent financial aid implementation team. The team is working to ensure that Regent is implemented in accordance with the timeline required by our financial aid office.

Highlights

- Finalizing draft of proposed procurement legislation.
- Met with IT consultants for a quarterly business review and to discuss the onboarding of the new CIO.
- Coordinating legislative visits to discuss questions and concerns regarding the final realignment plan and the DLS recommendation to release \$1 million dollars in operating funds back to BCCC.

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

- Dr. Madabushi – Assoc. Prof. Biotechnology applied for a CTE Grant for Dual enrollment with Edmonson High School. The grant (\$ 41,000) has been approved, currently 15 students have qualified to start the Biotech/Lab Animal Science Certificate Program. Students will start taking courses effective Spring 2019.

- On January 8, 2019, SNHP offered the second of three workshops on equity and inclusion for all faculty, staff and guests in SNHP. As part of 2018 MHEC NSP II grant funding, these workshops are designed to develop strategies and identify opportunities when working with the emerging P-TECH and Mayor's Scholars student population impacting BCCC. Dr. Durant and Dr. Williams are outside consultants conducting the workshops.
- 33 nursing students successfully completed the program and were pinned on December 12, 2018. This is the largest graduating class since 2012.
- ESBS' Criminal Justice Program is collaborating with BCPD to align courses for their Cadet Training Academy.
- Clarence Blount Daycare Center received and used Perkins Funding to installed security cameras around and inside the facility, creating a safer environment.
- Offering Z-courses using Open Educational Resources has provided students with textbook savings close to \$1 million, between the fall 2017 semester and now.
- Online tutoring is available for BCCC students through eTutoring, integrated with Canvas for the following subjects: Writing, Math, Calculus I & II, Statistics, Accounting, Business Accounting, Business Law, Financial Accounting, Cost Accounting, Biology, Anatomy & Physiology, Chemistry, Nursing, Biochemistry, Pathology, Research Methods and Information Literacy, Computer Science, covering C++, Java and Computer Programming 1 & 2.

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

- JUDICIAL AFFAIRS AND TITLE IX

In an effort to increase the availability of information related to the BCCC Student Code of Conduct and associated BCCC policies that relate to students, a training video was filmed on December 10th in association with the Media Services Department. Areas covered in the video included:

Title IX

- Behavioral Intervention
- Civility and the College's Standard of Behavior
- Grade Grievance Process
- Incident Management Hearings
- Possible Sanctions if found responsible for a violation of the Code

This will be a complement to the current in-person presentations afforded most first-year students who attend Preparation for Academic Achievement (Pre-100). The plan is to have the video link on CANVAS, on the College's website on a

Judicial Affairs and Title IX page and available on a DVD for faculty who wish to have a copy for their classes. The video is currently being edited but should be available by the start of the upcoming semester.

- TESTING

For final exams, the Test Center extended their hours and opened up an additional 240 appointment slots (Dec 10-17). We tested approximately 362 students during this time, with the peak.

TRIO STUDENT SUPPORT SERVICES

- Five (5) students were recruited for the Program
- Leveraged technology to improve a business process: the Call Center made our calls to potential participants leaving us more time for other program services.
- Continued work on the Student Information System Decomposition regarding Advising. In collaboration with Steve Nugent and other colleagues work has begun to develop a more comprehensive student profile (outside the current Student Information Management System – SIMS) that will assist in retention. In addition to demographic and academic data on students, the profile will include risk factors that those working with students can begin to address at the front end.

UPWARD BOUND MATH & SCIENCE

- The UBMS-4H ROBOTICS club has entered the VRC Mentor League and participated in a competition at Poly High school on December 8th
- The UBMS program was awarded a \$40,000 grant in October to expand its programming reach into the computer science area. The interview process to hire additional staff for this important program component continues.
- The UBMS director has developed a partnership with the college's Computer Science Department and a local minority owned tech company to enhance the new UBMS computer science component.

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

- To provide on-going support for current ESL Mayor's Scholars, the WDCED developed a specialized tutoring program for those at-risk of not completing their current courses. This targeted support is designed to increase student advancement into credit-bearing English courses.
- The WDCED has participated in several community meetings and college recruitment efforts as we target the Class of 2019 Mayor's Scholars and include workforce development program options. The updated MSP brochures and

website information includes more detailed information about workforce program options for these students.

- In partnership with the Academic Affairs Division, WDCED submitted to MHEC the Cyber Warrior Program @ BCCC. This provides additional state funding for enhancement activities and industry certification through CompTIA for current BCCC students in Information Technology and Cybersecurity.
- Several contract training cohorts completed workforce training programs in December including; a second cohort in Certified Pharmacy Technician (Goodwill/CVS partnership), Warehouse Logistics (Maryland New Direction partnership), Pre-Cybersecurity (Baltimore Cyber Range partnership), Court Reporting (with Gore Brothers), and Public Safety (with Maryland Department of Corrections).

Mayor's Scholars Program Director, Mrs. Barbara Poindexter Webb reports:

- There were 294 scholars who completed the program, including 13 students in workforce development.
- Students' grades for the fall semester are being reviewed and evaluated so that the data can be used to assist students for the spring semester as well as incorporating appropriate interventions for students who were academically less successful than others.
- MSP staff and faculty met on 1/9/19 to discuss the spring semester and collaborate on initiatives to better support students.
- To date 129 students have registered for the spring semester; remaining students are being asked to wait until they receive intrusive advising support and intervention through workshops and coaching.
- A transfer fair is scheduled for 1/25/19 as a part of the program's retention efforts. It is designed to give students the opportunity to learn more about the workforce development track and subsequently transfer to this program if they desire.
- 235 students have been helped with recertifying FAFSA applications in preparation for the 2019-2020 school year.
- The new MSP application is operational on the BCCC site and there have been 118 applications thus far. Additionally, 836 eligible applicants have been contacted, as they applied prior to the MSP option application becoming available.

- The RFP for the support services vendor has been withdrawn allowing the college to re-evaluate the services and costs as well as allowing the incoming college President and Program Director to have input in the selection.

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

Issues to highlight for Board of Trustees

(Various major accomplishments for various departments):

Facilities

- Continued campus improvement, through replacement and repair of various sidewalks.
- Modernizing the student Cafe' to reflect the current trends. The updates will include repainting the facility and changing the café' furniture.
- Replaces existing carpet in West Pavilion with vinyl composition tile (VCT) throughout first floor of building.
 - Why this is Significant: Various “curb appeal” adjustments enhance the campus environment.*

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.
 - Why this is Significant: work-around solutions allow students to make online payments, while new systems are implemented for long-term usage.*

Public Safety

- Continued update of Policy and Procedures. Public Safety is updating various “General Orders” to ensure its internal practices are current and appropriate for future consideration of fully equipping BCCC Sworn Police Officers.
 - Why this is Significant: work-around solutions allow students to make online payments, while new systems are implemented for long-term usage*

Status of Divisional activities related to SB1127 BCCC Realignment Bill

(No Division-specific activity as task is Not Directly Applicable to Administration and Finance.)

- Align the budget of BCCC with realistic enrollment projections.
 - DONE** – The realignment language has “realistic” based on the Schaefer Report, which defines “realistic enrollment projections” as less than 3,000 credit FTE students. As the current fiscal 2019, future fiscal 2020, and prior

fiscal 2015-2018 budgets were all based on less than 3,000 credit FTE students, this realignment task is completed.

2. Engage in a comprehensive review of all positions, faculty and staff.
 - **DONE** – The College engaged an outside firm to complete this comprehensive review, which included College-wide interviews. This report has been received and is being analyzed by the College for potential implementation. Therefore, this realignment task is completed.
3. Address the IT and infrastructure needs of BCCC
 - **IN PROCESS** – The College engaged an outside IT expert firm to assess the information technology infrastructure of BCCC.
 - The Legislature has accepted a five-year IT Master Plan submitted by the College. Major IT infrastructure is being implemented over the next two fiscal years, with ER planning during this fiscal year. Therefore, this task is in-process and on schedule.
4. Develop or sell all unused or underutilized real estate, including the Inner Harbor site.
 - **IN PROCESS** – A lease for the downtown Inner Harbor (Bard Building) site is currently in active negotiation, following the successful completion of a project redevelopment Request for Proposals (“RFP”), developer selection (The Cordish Companies), Memorandum of Understanding (“MOU”), and environmental analysis. Final negotiations are on-going.
5. Identify any barriers in State or local laws or regulations that impede the ability of BCCC to operate efficiently and effectively, including procurement and capital construction projects.
 - **IN PROCESS** – The College is evaluating various regulations, including those that could become legislative adjustments. Draft legislation has been created internally, that would have BCCC similar to other State institutions, such as Morgan State University. As new thresholds and/or legislation have not yet been approved, this realignment task is in-process and on schedule.

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

- In December 2018 Director of Government Relations James L. Knighton: Prepared sets of talking points for incoming President McCurdy for initial meetings with State legislators on the following topics: Mayors Scholars Program, P-TECH Programs with City Schools, the Statewide Community College Promise Program, BCCC’s FY2020 Budget Request, an Update on Realignment, and the work of the Kirwan Commission on Innovation and Excellence in Education.

- Represented BCCC along with representatives of the Admissions Office at the Coppin Heights Community Development Corporation's Resource Fair on December 13, 2018 at Leonard Hicks Community Center.
- Gave a presentation on BCCC's legislative agenda to the members of the Baltimore City Senate Delegation at their public Town Hall meeting on December 15, 2018 at Coppin University.
- Represented BCCC at the Annual Board Meeting of the Greater Mondawmin Coordinating Council on December 18, 2018.

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

The College's Risk Assessment that began in November of 2018 is still in progress. To date the following activities have been completed:

- Risk Assessment process presentation to President's Staff on 11/21/18
- The College's previous Risk Assessment was distributed to President Staff members as well as their prior individual division's assessment and a template.
- President staff members were instructed to complete a current assessment with assistance from their staff. Completed risk assessments were due on 12/7/18.
- Risk Assessment Interviews are in progress. It was noted that five divisions would require interviews due to their estimated risk assessment score being \leq 70. Two of the five interviews are complete, one is scheduled for 1/08/2018 and the remaining two need to be scheduled.

Next Step: Discuss the risk assessment outcomes with the President and recommend an audit plan.

- Revenue Sharing Audit – The College received notification from the Joint Audit Committee (JAC) that the Legislative Auditor's will brief the JAC at its Tuesday, January 22, 2019 meeting. The briefing hearing will include the status of audit findings and recommendations contained in the August 2018 performance audit of certain telecommunications resource sharing agreements. It should be noted that the College was cited for non-payment of tower rental revenue to the State's general fund, and having expired tower rental leases. Staff are preparing a draft response testimony that will be available on January 9, 2019, which is one week before its submission due date of January 16.

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

- Marketing
 - Launched winter/ spring ad campaign featuring bus ads, billboards and radio spots for enrollment push and general awareness.

- Continued research phase of rebranding project with The Hatcher Group and Opinion Work.
- Continued design and production of program cards.
- Successfully updated MSP publications with clarifying language for Latino students.
- Successfully graphically revised college application, including MSP language, to be mobile-friendly and user-friendly. Project submitted to ITS for programming design for integration with SIMS.
- Successfully collaborated with ITS for communication strategy around rollout of Skype for Business, the College's new phone system; provide copy and design revisions to communication pieces.

Communications

- In December there was no news or television coverage for the College. However, the College did receive a mention in the Washington Post and Baltimore Sun regarding BCCC alum and staff member Brittany Young and her dirt bike program.
- We secured placement for the WYPR radio show *Out of the Blocks*. We are looking at hosting a live version of the show at the Liberty Campus this spring that will include 8 interviewees from the College community.
- The Communications Department produced three editions of the BCCC News and one edition of BCCC Agenda. The open rates for BCCC News continue to have below average open rates, hovering around 10%. BCCC Agenda has an open rate of 35%, which is above the average open rates for that type of publication.
- Social media overview: On Facebook, there were 41 posts, a reach of 31,295 and 70,171 impressions. There are currently 4,735 Likes of the Facebook Page. On Twitter, we had 23 Tweets, 12,000 Tweet impressions, 1,016 profile visits, and 21 Mentions. There are currently 1,138 followers of our Twitter account.

Fundraising for December

- End of Year Appeal- Individual Donations = \$7,427.00
- Refugee Youth Project Scholarship Donations= \$4,401.00
- Corporate Donations= \$5,100.00
- MD Combined Charity Campaign = \$5,674.04 (As of 12-6-18)

Interim Chief Information Officer, Mr. Frank Anastasio reports:

- The restructuring of the Hartman Executive Advisors leadership team is complete. Frank J. Anastasio is fully engaged as the Interim CIO and Jim Tierney is fully engaged into the role of overseeing the Regent Award project, the Project Management Office and the Enterprise Application Services team.
- Focus on the Financial Aid Management project continues. The project schedule outlook continues to improve. While still classified as Yellow (project on schedule but at risk) the risk outlook continues to improve. The second week of onsite testing and validation by the combined BCCC and Regent team was completed.
- Progress has been made on both the Single Sign On (SSO) and Mayor's Scholarship Program (MSP) Application projects. A prototype for SSO has been developed and is being reviewed by the team. There is a high level of confidence that the prototype will be acceptable. A contract resource has been identified and the procurement process is underway. We expect this resource to be onboard and engaged in January.
- Held Quarterly Business Review to identify progress to date and identify additional action items including the need to develop transition plan as the permanent CIO joins the team.

Critical Project Status

- Financial Aid:
 - The project is currently on schedule as noted above and additional actions are being taken to ensure successful completion.
- Admin Wing
 - Local Area Network (LAN) implementation is complete.
 - Wireless Network (WiFi) implementation on schedule. (Tgt: 1/15/2019)
 - Computer and phone installation is underway. (Tgt: 1/18/2019)
- Infrastructure Modernization
 - All tasks are on schedule or completed.
- Audit concerns
 - Data Classification Policy: under review
 - Cyber Security Policy: pending
- Core Business System
 - Research and preparation in progress (Tgt: June 2019)
 - RFP process for evaluation and selection of solutions planned to start FY Q1 2020. Digital Pedagogy/Instructional Technology, Human Resources, Workflow Automation and Document Management will be addressed at later date.

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

- Personnel
 - Concerns with competency and capability of several IT team member are being addressed.
 - Developing transition plan and approach for on-boarding of new CIO.
- MD Time
 - Evaluation underway (Tgt: 1/15/2019)

Respectfully submitted

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



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

BOARD AGENDA
TAB 11 – INFORMATION
JANUARY 16, 2019

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

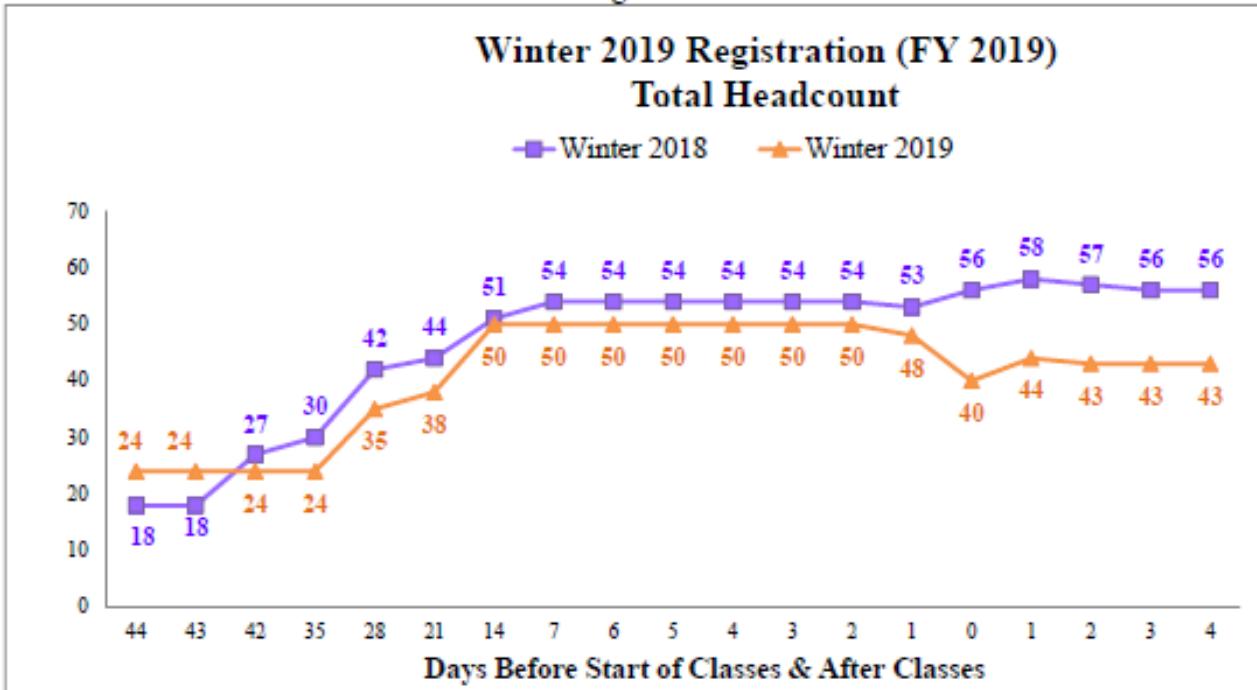
- Early Registration began November 19, 2018 for all of the included sessions/terms.
- Winter is the first session of FY 2019 and classes began on January 2nd.
- Spring classes begin on January 22nd for 16-week and Accelerated I; February 18th for 12-week, and March 18th for Accelerated.

Winter 2019 Enrollment Information

The information below reflects enrollment/registration activity as of January 6th.

- The enrollment for last year does reflect purge activity.
- 43 credit students are currently enrolled compared to 56 (-23%) in Winter 2018 (Figure 1).

Figure 1

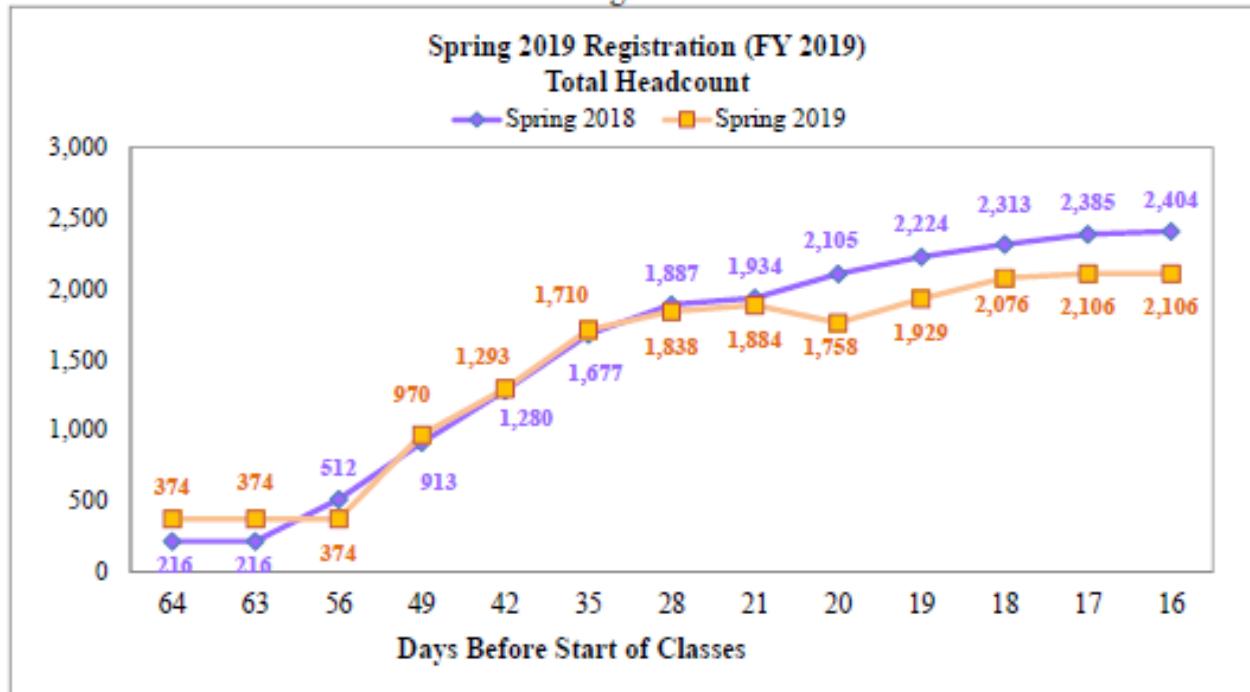


Spring 2019 Enrollment Information

The information below reflects enrollment/registration activity as of January 6th.

- 2,106 credit students are currently enrolled compared to 2,404 (-12%) in Spring 2018 (Figure 1).

Figure 1



Enrollment-related Activity Highlights for January 2019

- For Spring 2019, the Registrar's Office initiated a General Registration Communication Plan that began on November 19, 2018.
 - Currently enrolled students are receiving weekly emails about their registration status.
 - There is an interactive survey attached to the weekly emails that provides the college with updated information about the student's registration status.
 - Student Accounting is sending out emails reminding students to make payment arrangements for the Spring 2019 semester.



BOARD AGENDA
TAB 11 – INFORMATION
JANUARY 16, 2019

Mayor's Scholars Program Report-
January 2019

Prepared by Barbara Poindexter Webb

2019 Programming

The MSP team is in the process of extensive outreach for Mayor's Scholars, as we are in the middle of the winter break and want to ensure that students are engaged and informed about what they can expect for the spring semester. There are mandatory student success workshops scheduled during the winter break, which will serve as a prerequisite for spring registration for students who were placed on academic warning as a result of their performance during the fall semester.

In addition to keeping active students engaged we also want to assess the level of attrition and provide encouragement and support to scholars who may be unsure of their futures with MSP. To ensure scholars are provided with options for continuing their education, a transfer fair will be held 1/25/19 to introduce them to the options available through the workforce development track. The workforce development programs are not congruent with the academic calendar, consequently, offering hesitant students a chance to still return to MSP after the start of the academic semester.

BCCC faculty will continue to be engaged with the program and the MSP team will work closely with them to provide supportive, comprehensive services. Faculty have invited the MSP team to join the faculty academy professional development event scheduled for 1/9/19, where MSP staff and faculty will discuss expectations, challenges, and successes and continue to develop best practices for the upcoming semester and summer bridge program.

MSP will look to integrate services with other existing BCCC programs such as the Promise Academy and Complete College Baltimore, as these programs serve similar populations and allow MSP students to benefit from the breadth of services and support programs already available to them. A work group has been assigned to explore the best practices of existing programs to determine how best to integrate the components of their models in a way that will be most beneficial to the Mayor's Scholars.

To date there have been 118 applicants for the 2019 Mayor's Scholars Program; an additional 836 applicants have been contacted to assess their interest in MSP as they applied to BCCC prior to the MSP application becoming available.

RFP- Support Services Vendor

The RFP for the support services vendor has been withdrawn by the college in an effort to re-evaluate the services and potential costs associated with securing a contract of this magnitude. In addition, the retraction allows the incoming college President and Program Director to reassess the overall need and subsequently have input in the selection if the plan is to move forward with securing support services through this vehicle. In the interim, BCCC plans to hire three Success Coaches to serve the students throughout the spring and potentially into the summer to work with the new cohort.

Fall Student Update

Student Progress

Students grades for the fall semester are being reviewed and evaluated and activities are being put into place such as the mandatory workshops and intrusive advising for students who appear to require intensive guidance, support, and intervention so that they may continue to be enrolled in the MSP.

At the close of the fall semester, 292 academic plans were completed by academic advisors and success coaches, as well as 727 coaching sessions. Academic success plans will be utilized in the upcoming semester to assist students with identifying their academic goals and potential barriers to success. To date, 129 students have registered for the spring semester. The remaining students will continue to be registered as they attend mandatory workshops, meet individually with their advisors, or attend the block registration event scheduled during the third week in January.

FAFSA

There continues to be a focus on assisting students with completing and recertifying FAFSA applications and at the end of the fall semester 235 students had been helped with recertifying applications in preparation for the 2019-2020 school year. It is the plan to have a dedicated financial aid staff member available to assist incoming and existing MSP students.

TAB 12



**BOARD AGENDA
TAB 12 - INFORMATION
JANUARY 16, 2019**

BALTIMORE CITY
COMMUNITY COLLEGE
CHANGING LIVES. BUILDING COMMUNITIES.

HR Active Search List As of January 2nd, 2019

	Div	PIN #	Position	Search Committee Chair	Date(s) posted	Status 12/11/18	Status 1/2/19
1	AA	78507	Program Coordinator & Assistant Professor in Surgical Technology	Dorothy Holley	2/12/2018	Search Committee is Screening	Search is Open
2	AA	66821	Assistant Professor of Cyber Security	Chima Ugah	8/10/2018	1st Round of Interviews Scheduled	2nd Round of Interviews to be Scheduled
3	AA	73961	Assistant Professor of Dental Hygiene	Dorothy Holley	6/14/2018	Search Committee is Screening	Search is Open
4	AA	66977	Catalog Management Specialist	Elena Berrocal	10/25/2018	1st Round of Interviews Being Scheduled	2nd Round of Interviews to be Scheduled
5	AA	66770	Assistant Professor of Mathematics	Dariush Kochesfahani	12/19/2018	N/A	Search is Open
6	AA	81691	Director of Scheduling & Events	Michelle Williams	11/21/2018	Search Committee is Screening	Search Committee is Screening
7	A&F	88496	Contract Administrator	Corelethia Braxton	12/6/2018	Search is Open	Search is Open
8	A&F	76596	Senior Accountant	Vashti Hayletts	12/17/2019	N/A	Search is Open
9	SA	76590	Director of Disability Support Services	Angela Donn	11/26/2018	2nd Round of Interviews to be Scheduled	2nd Round of Interviews to be Scheduled
10	PO	66676	Staff Internal Auditor	Eileen Waitsman	9/14/2018	2nd Round of Interviews to be Scheduled	2nd Round of Interviews to be Scheduled
11	PO	66667	Helpdesk Specialist Lead	Stacy Sewell	11/9/2018	Search Committee is Screening	Search Committee is Screening
12	PO	tba	Director of Mayor's Scholar's Program	Michelle Williams	11/26/2018	Search Committee is Screening	1st Round of Interviews Scheduled