

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

**Board of Trustees**  
**Open Session**  
**Wednesday**  
**November 21, 2018**  
**3 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. Pfeifer (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  
November 21, 2018  
3 p.m.  
Liberty Campus  
Mini Conference Center

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

**I. ADOPTION OF AGENDA**

Approval of the November 21, 2018 Agenda.....TAB 1

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

A. Review of final draft of Realignment Tasks (Bryan Perry, Esq.)

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

A. Approval of the October 17, 2018 Minutes .....TAB 3

B. College Contracts.....TAB 4

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

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

E. Faculty Senate Report.....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**

A. Finance and Technology Committee Meeting Update (INFORMATION)  
(VP Calvin Harris, Jr.)

B. Legislative Action Plan and Structure.....(INFORMATION)  
(Director James Knighton)

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

A. Opioid Use and Opioid Drug Overdose Aid Policy (INFORMATION)  
(Bryan Perry, Esq.)

**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. Mayor's Scholar Program (MSP) Update Report

(Ms. Barbara Pointdexter Webb, MSP Director)

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

**IX. MOTION FOR ADJOURNMENT**

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

**X. NEXT MEETING:** Wednesday, December 19, 2018, Mini Conference Center

# TAB 2

## **NEW BUSINESS**

### **Realignment Tasks Update**



## **Baltimore City Community College's Implementation Plan**

### **Executive Summary**

#### **REALIGNMENT TASKS UNDER HB1595**

##### **Realignment Task Number 1**

Review and strategically align core course offerings of BCCC, consistent with accreditation requirements, and focused on the needs of students at BCCC and the workforce of Baltimore City.

- Based on enrollment data and employment outlook, begin to sunset low and under enrolled programs
- Focus resources on expanding the enrollment in to high demand programs such as allied health, and transfer programs.
- Expand enrollment capacity for other high demand areas such as robotics/mechatronics, biotechnology, and nursing.
- Review certificate offerings with program advisory boards, and begin to eliminate certificates that hold little value with employers.
- Better align its credit and non-credit pathways in employment growth areas

##### **Realignment Task Number 2**

Make workforce development and job placement top educational priorities of BCCC.

- Enhance BCCC's job and career advancement services
- Align workforce development programs to economic opportunity
- Eliminate barriers to success and establishing career pathways
- Expand Workforce Development Programs
- Expand Apprenticeships
- Maximize funding and grant opportunities to support workforce development initiatives
- Complete an inventory of existing contracts and MOUs
- Expand relationship with the Mayor's Office of Employment Development (MOED)

##### **Realignment Task Number 3**

Improve student pathways to success, including remedial education, attainment of a degree or postsecondary certificate, and transfer to four year institutions of higher education.

- Redesign of BCCC's developmental education model
- Accelerated developmental education learning
- Implementing Open Education Resources (OER)
- Exploring the creation of an OER degree pathway in General Studies
- Achieving The Dream
- Mayor's Scholars Program
- Increase the number of dual enrollment students



#### **Realignment Task Number 4**

Enter into memoranda of understanding in order to establish student pathways to success with the Baltimore City Public Schools (BCPSS), institutions of higher education, and employers.

- Increase partnerships with city high schools and institutions of higher education
- Develop more articulation agreements to help students seamlessly transfer from associate degree programs to four year institutions

#### **Realignment Task Number 5**

Align the budget of BCCC with realistic enrollment projections.

- BCCC utilizes a process to incorporate realistic enrollment projections into the College's budget planning processes.

#### **Realignment Task Number 6**

Engage in a comprehensive review of all positions, faculty, and staff at BCCC.

- Engage a qualified firm to conduct a comprehensive staffing audit of BCCC faculty, staff, and administration.

#### **Realignment Task Number 7**

Establish strong relationships with key stakeholders.

- Reengage and solidify partnership agreements with BCCC stakeholders

#### **Realignment Task Number 8**

Develop and market a brand for BCCC.

- Conduct a brand positioning workshop.
- Redesign the college website.
- Increase social media presence.

#### **Realignment Task Number 9**

Address the information technology (IT) and infrastructure needs of BCCC, including whether oversight by the Department of Information Technology is advisable.

- Address BCCC IT infrastructure.
- Begin strategic infrastructure refresh

#### **Realignment Task Number 10**

Develop or *sell* all unused or underutilized real estate, including the Inner Harbor site.

- Issue RFP for Bard redevelopment
- Select successful bidder and enter into a memorandum of understanding (MOU) on the financial terms and conditions to redevelop the Bard property.
- Negotiation of ground lease for the Bard property.
- Ensure that all BCCC owned or leased property is fully utilized



### **Realignment Task Number 11**

Identify 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.

- Address BCCC's limited procurement authority

### **Realignment Task Number 12**

The Board of Trustees shall review, and if necessary, revise the BCCC strategic plan.

- Review FY 2018-2022 strategic plan timeline; Board-approved mission and vision statements; draft goals and objectives with Board of Trustees

# TAB 3

**Minutes**



**BALTIMORE CITY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
UNAPPROVED OPEN SESSION MINUTES  
October 17, 2018  
4 p.m.  
Liberty Campus  
Mini-Conference Center**

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

**Board Members Absent:**

Maria Tildon, Esq.  
John D. Lewis  
Peter Nachtwey

***\*The Board unanimously approved the October 17, 2018 agenda.***

**Chair Schmoke called the meeting to order at 4:00 p.m.**

**I. Remarks**

- Chair Schmoke announced that the Board has been very active in the Presidential Search for the next Baltimore City Community College (BCCC) President and has appointed Dr. Debra McCurdy as the next President of Baltimore City Community College.
- Chair Schmoke read the resolution for Presidency, and the Board unanimously approved the appointment of Dr. McCurdy. Dr. McCurdy will join the BCCC Family in the spring of 2019 and will visit the campus within the next two weeks.

**II. NEW BUSINESS**

- A. Chief of Staff, Bryan Perry, Esq., presented highlights of the twelve realignment tasks.
- The majority of the twelve task have been 100% completed with an expectation of all 12 being completed by the November 21, 2018 Board Meeting.
  - The final document will be submitted to the Department of Budget Management (DBM) and the BCCC Board of Trustees on November 15, 2018, for review and feedback before final submission to the Legislators before or by November 30, 2018.

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

- A. Approval of June 20, 2018, Minutes (Minutes were corrected)
- 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**

- A. VP of Administration and Finance, Mr. Calvin Harris, Jr., apprised the Board of the recommendations of the Finance and Technology Committee in regards to the presentations from the auditors from Smith, Booker, & Company for the College's Fiscal 2018 Audit of financial statements and Clifton Larson Allen for the Foundation's Fiscal 2018 audit.
- B. VP Harris presented the Five-Year Information Technology plan for Board approval to meet the submission due date of November 1, 2018.
- C. VP Harris presented, along with a Hartman Executive Advisor, the IT Master Plan to the Board for approval.

***Action: The Board unanimously approved the recommendations of the Finance and Technology Committee and the Five-Year Information Technology Plan and the IT Master Plan.***

***Action: The Board voted and unanimously approved the 2018 Performance Accountability Report (PAR)***

**V. ITEMS REMOVED FROM THE AGENDA**

None

**VI. COLLEGE POLICIES**

None

**VII. PRESIDENT'S REPORT**

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

**Additional Items:**

**A. ENROLLMENT REPORT**

- Enrollment Report was acknowledged.

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

- Director Poindexter Webb presented a PowerPoint presentation highlighting MSP.
- In preparation for the 2019 cohort, BCCC's Director of Communication is working closely with the college and MSP partners on a new communication plan as well as new marketing materials to promote the Mayor's Scholar's Program.
- BridgeEdU provided support services to the MSP Scholars during the summer and, submitted their final report, which included the following highlights:
  - 91% of summer bridge participants indicated they had a favorable experience and the program helped them prepare for the fall
  - 85% of those who completed the summer bridge program registered for fall classes
  - 84% of summer students received at least two individual coaching sessions with a BridgeEdU Success Coach
- The Office of Institutional Research will be conducting a faculty survey this month for instructors in MSP specific courses to gather information about their experience with the MSP scholars during their first full academic semester.
- BCCC is piloting a new attendance monitoring system with MSP scholars.

## CLOSING COMMENTS

## **VI. MOTION FOR ADJOURNMENT**

Chair Schmoke motioned to adjourn the meeting to reconvene into a closed session at 4:58 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:**

Ola Akinkuowo, Tope Aje, Nicole Becketts, Elena Berrocal, Lorraine Brown, Pamela Ambush Burris, Towanda Carter, Dr. Maria Cazabon, Hsin Yuan Chen, Theron Coleman, Saverio Coletta, Quintin Davis, Patricia Edwards, Edward Ennels, Charlene Gray, , Nana Gyesie, Jeremy Harvey, Eileen Hawkins, Wendy Harris, Maurice Howell, Salita High, Will Hug, Shayla Hunter, Joseph M. Hutchins, Dr. Bob Iweha, Daniel Izume, David Xudong Jin, Leslie Jackson, Dr. Anil Malaki, Mary McCormick, Karen Mobley, T. O. Moore , Valerie Leverette, Brian O’Connell, Scott Olden, Wadson Pericles, Shaunta Rao, Dr. Carol Taylor, Elfagid Tekalgue, Gregory Tarver, Benita Scott, Dr. J. Searcy, Dr. Daphne Snowden, Chardae Stokes, Dr. Chima Ugah, Deborah Vines, Eileen Waitsman, Juanita Wingo, Jeff White, Leonard Willis, Brenda Wiley, Diana Zilberman.

**Others Present:**

Victor Anokwuru - SGA  
Madelle Djomou – SGA  
Crisaly Delossantos - Student (Latinx Uni2)

**CLOSED SESSION**

The Board voted unanimously, under the Open Meeting Act, State Government Article, and Section 10-508, to convene in Closed Session on October 17, 2018 in the IT 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**



# NO COLLEGE CONTRACTS

# TAB 5

SGA REPORT



## Student Government Association Board Report – November 2018

### SGA Meetings

**October 5, 2018** – SGA meeting was held in the Gaare Auditorium where twenty five students/faculty and staff were in attendance. Guest Presenters were:

- Mr. André J. Williams, Director of Judicial Affairs and Title XI, talked on the topics of Hate-Bias and Hazing. He explained what they mean, penalties resulting from such crimes, and how to stay safe. He encouraged students to report such activities to him through an email or office visit.
- Rubeena Ismail and Daviedra Sauldsberry - Advancement and Strategic Partnerships Division, introduced a new platform called single sign-on, which lets students have access to multiple application such as canvas, student portal, email, financial aid, and so on through a single log in. They provided a survey to the students to get their opinion about single sign-on.
- Imuetinyan Ugiagbe - Journalist/Producer, invited everyone to join her events about the discussion on the disparities between Africans and African Americans, which will be held on October 14th at Loch Raven Library. Further information was distributed on the flyer.

New SGA senator Adaeze Anokwuru and auxiliary member Latonya N. Lee were installed at this meeting, and the new SGA parliamentarian Dianne Eboh was introduced to the student body. Twelve clubs were sanctioned: They are as follows: Anthropology and Sociology Club, B.R.O.S. Club, BC# Divide & Conquer Math Club, Biotech Student Society (B2S2), BCCC Science Club, CADD Club, Environmental Science Club, Ethics and Values Club, History Club, International Students Club, LatinX Uni2 Student Club, and Panthers Inc. Mu Alpha Theta Mathematics Honor Society and Phi Theta Kappa Honor Society are active clubs but are not sanctioned with a budget at this time.

**October 19, 2018** - SGA meeting in the Gaare Auditorium where thirty three students/faculty and staff were in attendance. Guest presenters were members from BCCC Alumni Association:

- Marie Hinton - Manager of Alumni, Community Relations, and Events
- Virgie Williams – BCCC Alumni Treasurer
- Dr. Chima Ugah – BCCC Alumni President.

They discussed the importance of becoming members of the alumni Association and giving back. Some students were able to fill out alumni application as the meeting. Also Maria Cervantes, the new senator/historian, was sworn in immediately after the formal meeting.

## Activities and Events

**October 1 – October 5, 2018 - Senior Staff Challenge-** The Latinx Uni2 Student Club hosted a Senior Staff Fundraiser challenge to raise money for their scholarship. They were able to raise \$700 with the support of six senior staff members (Dr. James Johnson Jr., Calvin Harris, Dawn Kirstaetter, Sylvia Rochester, Michael Tomas, Bryan Perry, and a private \$100 donation.)

**October 5, 2018 - Hispanic Heritage Event –** The LatinX Uni2 Student Club sponsored a Hispanic Heritage event in celebration of Hispanic Heritage Month. The event was held in the Mini Conference Center from 5-7pm. There were several community resource providers at the event that hosted tables (Esperanza Center, House of Ruth, We are CASA, Citizenship and Latino Racial Justice Circle.) There was also a DJ and Mexican food provided for all. There were 125 guests that attended this event.



**October 10, 2018 - Voter Registration –** The Student Government Association and the Office of Student Life and Engagement continued with the Voter Registration Drive in

collaboration with the League of Women Voters of Baltimore City on October 10, 11am – 1pm in the Student Atrium. There were seventeen new people registered to vote on this date. This is a continued partnership with the League of Women Voters of Baltimore City.



**October 12, 2018 - BCCC Library Lecture Series-Dr. Carla Chavez Moreno** – The Office of Student Life and Engagement, in conjunction with the Bard Library/Book Store series, the BCCC Alumni Foundation, the LatinX Uni2 Student Club and the Student Government Association, hosted Dr. Carla Chavez Moreno. Dr. Chavez Moreno discussed the life of the Chilean author Isabel Allende. The event was held in the Student Atrium from 2-3pm. There were 31 students who participated in this event.

**In Celebration of  
Hispanic Heritage Month**



Baltimore City Community College LatinX Uni2 Student Club, Office of Student Life and Engagement and the Student Government Association  
in Partnership with the Bard Library / Bookstore Author's Series and the BCCC Alumni Association  
PRESENT  
**DR. CARLA CHAVEZ MORENO**  
*Educator, Medical Interpreter and Translator*

Friday, October 12, 2018  
2 - 3 PM  
Student Atrium, Liberty Campus

**A Discussion on the  
Life of Isabel Allende  
Biography and Literary Work**  
Chilean author Isabel Allende is renowned for writing international best-sellers including 'The House of Spirits,' 'City of the Beasts,' 'Inés of My Soul' and 'Paula,' a memoir about the life and death of her daughter.



Baltimore City Community College makes every effort to accommodate individuals with disabilities. Participants who need special accommodations should contact the campus Disability Support Services Center (410-482-8585 or DSSC@bcccc.edu) within 14 working days prior to attending a scheduled event. ASL interpreter requests may be made by emailing DSSC@bcccc.edu at least four weeks prior to attending a scheduled event.

 **BALTIMORE CITY  
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**October 15, 2018 - Voter Registration** - The Student Government Association and the Office of Student Life and Engagement continued with the Voter Registration Drive in collaboration with the League of Women Voters of Baltimore City on October 15th 11am – 1pm in the Student Atrium. There were twelve new people registered to vote on this date.

**October 17, 2018 - Math Competition** The B3 Divide and Conquer Math Club held a Math Competition. The event was held from 12:15 to 12:55pm in the Life Sciences Bldg. Room 241. There were nine attendees at this event.

**October 18, 2018 - Kombilesa Mi: Race & Racism Across the Americas** - The Anthropology and Sociology Club traveled to Towson University for the Afro-Latino presentation by Afro-Columbians of Palenque. This event was co-sponsored by Towson U and the African Diaspora Alliance of Baltimore. Live Afro-Latino Hip Hop music was featured. Twelve members of the (ASC) attended and the event concluded with a discussion on Race and racism in Colombia.



**October 19, 2018 - Washington DC Smithsonian Museums Program** - The Anthropology and Sociology Club (ASC) and the History Club traveled to Washington, DC for their annual trip to the Smithsonian Museums. This trip is designed to help students of all disciplines learn about culture, history and society beyond the campus and classrooms and understanding our fossilized roots. Students visited the U.S. Capitol, Museum of the Native American, African and Asian Museums, and the Museum of Natural History. There were forty nine students and faculty who participated in this event.





**October 24, 2018 - I Stand with Immigrants Program** -This event was co-sponsored by LatinX Uni2 Student Club and co-sponsored by the Student Government Association, the Anthropology and Sociology Club, the International Students Club and the Office of Student Life and Engagement. Local agencies and offices that provide services to immigrants shared the current context of immigration in the nation and in Baltimore City. The event concluded with a powerful panel discussion concerning experiences of BCCC students who are immigrants was featured on the national day of Colleges & Universities across the country to help foster a more positive and accurate portrayal of immigrants in US history.



**October 24, 2018 - Passport Leadership** - The Office of Student Life and Engagement, in conjunction with the Business & Technology Department and the Student Government Association, held its second session of the Passport Leadership/Entrepreneurship Program. Tonia McCoy from Small Business Administration was the guest presenter. Ms. McCoy gave an overview on the Small Business Administration and how it can help those wanting to start a business. The session was held in the Mini Conference Center and was attended by 82 guests. The next session is scheduled for November 28, 2018 at 12 p.m. in the Mini Conference Center.



**October 25, 2018 – Panthers Inc. and SGA Halloween Party** – The Panthers Inc. Step Team and the Student Government Association co-sponsored a Halloween Party as a community service project. The price of admission was a donation of socks or footwear. The socks are being donated to the Helping uUp Mission in Baltimore. The event was held in the campus cafeteria. There were over 130 participants at this event. There was music, dancing, lots of candy, and everyone received a hot meal.

**October 26, 2018 MCCADA Student Leadership Conference** – Each year, the Maryland Community College Activities Directors Association (MCCADA) sponsors a one day student leadership conference for the student leaders of all sixteen Maryland Community Colleges. This year’s MCCADA event was held at the College of Southern Maryland, La Plata campus, and the theme was “Let’s Connect our Community”. Those that attended the conference included the Student Government Association leadership, staff from the Office of Student Life and Engagement and student representatives from various clubs and



organizations. The leadership conference provided an opportunity for student leaders to gain knowledge and acquire new skills in preparation for their various leadership roles on campus. BCCC students engaged with many students from the different colleges, and stated that they're looking forward to bringing back new ideas to the campus.

**October 27, 2018- In Service Cleanup - Perring Loch Covenant Community** – The official event was cancelled due to rain but a few students showed up despite the inclement weather to clean the tot lot located in the rear of the 1600 block of Woodbourne Avenue.



**October 30, 2018 - Halloween Movie Night** the BROS club held a Halloween Movie Night for the student community in the Tranquility Lounge. The movie shown was “The First Purge” to go along with the Halloween Theme. Students enjoyed candy, pizza, and popcorn as they watched the movie. There were 25 participants at this event.

**October 31, 2018 – Candy Treats** the Student Government Association made bags of treats for the children of the Clarence Blount Child Development Center. The students came by and visited the SGA office on Halloween.

**October 31, 2018 – SGA Hotdog Sale** The Student Government Association held a hotdog sale in the Student Atrium from 12 – 2pm. This was a fundraiser to generate money to purchase items for their adopted Thanksgiving family. Each year, a local family is selected to be the recipient of a Thanksgiving meal provided by the SGA. There will be another hotdog sale on November 8, 2018 from 12:30 – 2pm in the Student Atrium.

**October 31, 2018 - International Students Club Recruitment/Information Table.** The purpose of this event was to give out candy, and to get students to interact with club representatives using an international geography game. Students of all backgrounds, ISC members, new members, and non-members identified countries on a world map and won candy. Approximately 100 people that participated. The event was held at 11am in the Upper Student Atrium in the Main Building.

# TAB 6

AFSCME



## **AFSCME Local 1870 Presentation to the BCCC Board of Trustees** **Wednesday, November 21, 2018**

### **LABOR-MANAGEMENT ISSUES:**

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

Union is aware of cases where supervisors are “modifying” timesheets to remove or replace leave codes and comp time codes on Bargaining Unit employee timesheets after these have been submitted. It is problematic when employees are not informed about such changes in a timely fashion and when there is no recourse for fair consideration of employee getting compensated for work that has been done for students and programs. Therefore we are requesting HR accountability in fair treatment of employees by supervisors college-wide.

2. **Request for HR Report of Reclassification Changes (completed and currently in progress) & Changes to Bargaining Unit Employee’s Job Description.**

This issue has been brought up repeatedly at Labor Management Committee and in meetings with HR. If an internal report on such HR business cannot be produced, Union is requesting that an outside audit be conducted so that there is accurate reporting on the high number of reclassification changes and changes to bargaining unit job descriptions that have been done college-wide. Union is aware of the “work in progress” draft of a new classification and compensation chart for BCCC since it is generally acknowledged that the current scales are “out of whack” with resultant problems in inequity of salaries of unit employees.

3. **Health and Safety Concerns:** Our MOU does stipulate a Health & Safety committee to investigate such issues on all college properties. In the meanwhile, HR’s Ms. Johnson has put together a Health & Safety committee that is scheduled to meet again the second week of November. In the recent first meeting, the committee considered health risks of mold in the Nursing building and remediation steps to control the mold. The committee also discussed fire drills as well as ADA compliance of doors and elevators in

buildings. Union agreed that it is critical that the Director of Facilities attend these meetings with updates on steps taken to be in compliance with ADA regulations. Especially with regard to the spurt of car break-ins in the Liberty campus area, Union emphasized that timely communication to the college community is needed otherwise it is not assuring safety of the community.

4. Union Bulletin Board: Dr. Johnson and Union discussed how a space might be found in the newly remodeled Administration building for a union bulletin board to replace the board that was in the old building.

# TAB 7

FACULTY SENATE REPORT



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

November 21, 2018 Board Meeting

BCCC Faculty continue to engage in the College-wide activities by collaborating with administrators, students, and staff. Faculty promote their own professional development with self-enhancement activities while promoting student scholarship activities. The followings are recent highlights of faculty activities:

- I. On October 12, 2018, Dr. James H. Johnson, Jr., Interim President, met with the Faculty Senate leadership. Dr. Johnson, Jr. provided the following updates since our last meeting in September.
  - i. Mayor's Scholars Program (MSP):
    - a. The College should have a clear picture and understanding on where the students are academically by using leading indicators of failure and success, such as the use of tutoring services and regular class attendance.
    - b. Moving forward, the College will need continuous feedback from our faculty in terms of student behavior and to notify the MSP Coordinator or a Counselor of behavioral concerns.
    - c. The College should determine through an assessment tool any necessary needs for faculty to be able to work successfully with the students. As a result of this assessment, faculty training will be required as a Summer 2019 initiative.
    - d. The College is exploring the possibility of providing a transportation stipend to students to get to the College.
    - e. Some students are having challenges with completing their assignments from home that required an Internet connection to the College's computer services. The College is making arrangements with Comcast/Xfinity to provide Internet connections from home for a flat rate of ten dollars (\$10.00).
  - ii. Realignment Tasks: Dr. Johnson, Jr. stated that Task #1 is almost complete and the rest of the tasks are on point to be completed by the deadline.
  - iii. Deferred Maintenance:
    - a. Status of mold remediation in the Nursing building: Dr. Johnson, Jr. informed Faculty Senate leadership that the building has been remediated and it will be reopened soon. An independent group has

been hired to test and assess the quality of the air in the Nursing building before faculty and staff can return to their offices.

b. Life Sciences Building ventilation issues are being addressed. The College is looking forward to mitigating future occurrences through equipment replacements and a maintenance contract.

iv. Status of the Chief Information Officer (CIO) Position: Dr. Johnson, Jr. informed the Faculty Senate leadership that three finalist will be interviewed. Questions received from different constituents will be collapsed and summarized for the final questions. Currently, the Hartman Group will backfill the areas that resulted from Dr. Burnett's transition.

v. Other updates:

a. Dr. Johnson, Jr. stated that additional security cameras were purchased and are awaiting installation pending the IT infrastructure upgrade.

b. The stairway mirrors by the gym have been installed and are working properly.

c. The possibilities to add a campus-wide siren and emergency evacuation plan are being explored. Dr. Johnson, Jr. informed the Faculty Senate leadership that an alert system could be implemented at this moment through marquee messages scrolling on every individual computer monitor without waiting for the IT infrastructure upgrade.

d. Dr. Johnson, Jr. encouraged the IT/Cyber Security Program to implement a live Cyber Lab rather than relying on the existing simulated lab. He encouraged the program to investigate how other community colleges implemented their Cyber labs, such as Howard Community College and Prince George's Community College.

II. On October 12, 2018, selected faculty and staff members of the Instructional Technology Committee visited Coppin State University for best practices on how technologies are implemented for teaching and learning. Dr. Ahmed El-Haggan, CIO and Vice President of Information Technology at Coppin State University provided the tour. In attendance from BCCC were Dr. Chima Ugah, Faculty Senate President; Mr. Jeremy Harvey, Instructional Technologist; and Mr. David-Xudong Jin, the Director of Library Services.



From left to right: Mr. Harvey, Dr. El-Haggan, Dr. Ugah, and Mr. Jin

- III. On October 16, 2018, Faculty Senate leadership met with Dr. Tonja Ringgold, Vice President of Academic Affairs. The scheduled monthly meeting agenda covered several areas within Academic Affairs.
- i. Faculty Senate leadership requested a copy of any proposed reorganization plan of Academic Affairs that may have been proposed by the edBridge consulting firm. Dr. Ringgold stated that the organizational structure of Academic Affairs is still the same as of this meeting because Academic Affairs have consistently reorganized for continual improvement of our processes.
  - ii. Dr. Ringgold stated that Achieving The Dream (ATD) has a new coach, Dr. Eileen Baccus, who replaced Dr. Christine McPhail. Dr. Baccus will be present on campus from November 19 through November 20, 2018, and her meeting schedule will be made available in the near future that will include a meeting with our faculty group. The ATD assessment tool, which is the Institutional Capacity Assessment Tool (ICAT) will be used to send out a survey. BCCC faculty and staff are encouraged to participate in the survey. The results of this assessment will be used to develop a comprehensive picture of the College and provide insight into the College's strengths and areas of needed improvement.
  - iii. The Academic Master Plan (AMP) will expire in this Academic Year. Dr. Ringgold stated that there is a need to set up AMP Committee to review the existing AMP and possibly modify or develop a new one. A faculty co-chair for this committee will be required.
  - iv. On the rumors that administration might be retiring some academic programs, Dr. Ringgold mentioned that the rumors, to some extent might be factual, and Faculty Senate Committees such as Programs Review and Evaluation

Committee (PREC) and Curriculum and Instruction Committee (CIC) will be engaged during the process to sunset unproductive programs. However, the list of planned programs for deletions does not exist at this moment. Dr. Ringgold provided the list of active academic programs in Maryland Higher Education Commission's (MHEC) inventory, and stated that only one certificate in Transportation and Supply Chain Management is awaiting approval by MHEC.

- v. Faculty Senate leadership requested that Dr. Ringgold should consider hiring a General Education Coordinator to fill the void created as a result of retired Professor Linda Benjamin. There is no available PIN (Personnel Identification Number) to fill any vacancy, Dr. Ringgold stated but we should find a faculty member to chair the General Education Core Competencies Committee. Faculty Senate leadership requested for the names of recently promoted faculty as they will be asked to serve on the Committee.

IV. On October 18, 2018, Dr. Hsin-Yuan Chen, the Director of Assessment conducted a workshop on curriculum mapping, program mapping, and course mapping using TracDat. Faculty were appreciative of Dr. Chen for the workshop as a good refresher exercise on assessment.

V. On October 19, 2018, VP Calvin Harris, the Vice President for Administration and Finance, visited the Faculty Senate to share and update the activities in his area. He stated BCCC Administration and Finance Division continues to make substantial progress and he identified the following areas for change:

- i. Ms. Towanda Carter came on board with the Division as the Associate Vice President of Administration and Finance. In the absence of VP Calvin Harris, Associate VP Carter will assume all responsibilities.
- ii. With the realignment tasks under VP Harris jurisdiction, the tasks to align BCCC's budget with realistic enrollment projections have been completed. Also completed is the subtask to engage in comprehensive review of all positions, faculty and staff.
- iii. VP Harris identified the following subtasks of BCCC realignment tasks as in progress:
  - a. To develop or sell all unused or underutilized real estate.
  - b. To identify any barriers in the State or local laws or regulations that may impede the ability of BCCC to operate efficiently and effectively, including procurement and capital construction projects.
  - c. To address IT Infrastructure needs of the College, a timeline is required, and if it is advisable to have Department of Information Technology (DoIT) as an oversight agency.
- iv. VP Harris identified major capital projects that are in progress for implementation, such as loop road, Bard Library, and Nursing Building.

Parking, that will always be a great challenge because the State of Maryland does not fund any car parking project which falls under auxiliary monies.

- VI. On October 19, 2018, Mrs. Eileen Hawkins, the Director of Institutional Research, and Mr. James Green, Coordinator for Mayor's Scholars Program addressed the Faculty Senate Executive Committee. Mrs. Hawkins and Mr. Green stated that a total of 310 students are currently enrolled for MSP Fall 2018. The following were the areas faculty could collaborate with MSP:
  - i. Faculty should alert the MSP Coordinator on students who are not performing well in their classes.
  - ii. Faculty should feel free to express their views (especially in the areas that require improvement).
  - iii. Faculty should participate in a focus group session for about a half-hour to be scheduled between 10/29/2018 and 11/6/2018.
- VII. Dr. Chima Ugah, Faculty Senate President, announced that Dr. James H. Johnson, Jr., our Interim President, will address the Faculty Senate session for Fall 2018 on December 14, 2018. Dr. Johnson was given a topic, "The State of The College": Where Was The College When He Took Office, Where We Are Now, And What Is In The Bucket." Dr. Ugah asked faculty to be present to show our support and appreciation to Dr. Johnson, Jr. for excellent leadership.
- VIII. On November 2, 2018, VP Dawn Kirstaetter, Vice President for Advancement and Strategic Partnerships, addressed the Faculty Senate Executive Committee on "Rebranding and Marketing BCCC." She covered several areas including campus beautification with rebranding signs, radio advertisements, new signs on the city buses, and signs in strategic locations within the City of Baltimore. VP Kirstaetter unveiled the new logo that showed BCCC partnership with Mayor's Scholars Program.
- IX. Our Faculty Are Making A Difference:
  - i. Professor Darlene Godwin received a \$85,000 grant from Maryland State Department of Education for two consecutive academic years. The Child Care Career and Professional Development Fund (CCPDF) grant provides tuition assistance to students who attend the College to obtain a degree in Early Childhood Education. The CCPDF pays for tuition, books, and fees. Currently, 21 students are registered in the program.
  - ii. On November 1, 2018, Faculty from Natural and Physical Sciences Department led by Dr. Amrita Madabushi, Associate Professor sponsored the BCCC's 6<sup>th</sup> Annual Biotech Symposium. The symposium was held at the Life Sciences Institute in BioPark with over 125 attendees. The Symposium showcased the

Biotech program at BCCC, and the keynote speaker, Dr. Chris Ward of the University of Maryland, spoke on “Microtubules as Novel Therapeutic Targets in Muscular Dystrophy.” Faculty and students from Hagerstown Community College and Edmondson-Westside High School were also in attendance.



Dr. Chris Ward presenting before the audience and attendees viewing students' display.



Dr. Ugah and Dr. Madabushi

Humbly Submitted,

Dr. Chima Ugah, Senate President

TAB 8



BOARD AGENDA  
TAB 8 - INFORMATION  
NOVEMBER 21, 2018

**NO ITEMS  
REMOVED FROM  
AGENDA**

TAB 9

**PUBLIC  
PRESENTATIONS**



BOARD AGENDA  
TAB 9- INFORMATION  
NOVEMBER 21, 2018

**A. VP Calvin Harris, Jr. will give an overview of the Finance and Technology Committee meeting.**

**B. Director James Knighton will give highlights of the colleges Legislative Action Plan and Structure**



## Baltimore City Community College Legislative Action Plan and Structure

### **I. Purpose**

Baltimore City Community College (BCCC) has developed this Legislative Action Plan and associated structure to establish a clear, rational, efficient, and standardized process for communicating with elected officials at the State, local, and federal levels. This Plan serves as a framework for articulating the College's priorities and concerns, as applicable, for the President/CEO, President's Staff, subject matter experts (SMEs), and other personnel. It also ensures that communications with elected officials are unified and as positive as possible.

### **II. State and Federal Legislative Relations**

#### **A. Core Team**

The BCCC President/CEO is naturally the lead spokesperson for the College with elected officials at all levels. 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. The members of the core team communicate frequently with each other regarding contacts with elected officials, "intelligence" gathered at legislative meetings, briefings, or other less formal settings. The core team also has basically the same level of knowledge about BCCC's legislative priorities, major initiatives, and topics likely to be of interest to elected officials. 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).

#### **B. Subject Matter Experts**

The core team is supported by subject matter experts (SMEs) who can speak with detailed knowledge and a high degree of competence about specific programs and initiatives in which the College is engaged. They are also able to speak in depth and answer questions at committee briefings or hearings about BCCC's legislative priorities. When formal meetings are scheduled with legislators or staff on specific topics, the SME for that topic will accompany the President/CEO and member(s) of the core team to the meeting. During the annual General Assembly session, SMEs will maintain enough flexibility in their schedules to travel to Annapolis and testify at bill hearings or at briefings. The SMEs are as follows:

- For workforce, job training, apprenticeship, and Career Technology Education (CTE) issues, the Vice President of Workforce Development and Continuing Education (WDCED);
- For academic issues, the Vice President of Academic Affairs;

- For the Mayors Scholars Program, the Mayors Scholars Program Director;
- For technology issues, the Chief Information Officer;
- For statistical reporting and data, the Director of the Office of Institutional Research and Planning.

Certain subject matter areas will be addressed directly by members of the core team. The Vice President of Administration and Finance is the SME for budgetary, facilities, and operational matters. The Chief of Staff and General Counsel is the SME on legal, policy, and all other issues as assigned by the President/CEO. The Director of Government Relations is the SME on BCCC's legislative agenda including bills filed in Annapolis on behalf of the College, laws affecting BCCC including the realignment statute, and other policy areas as assigned by the President/CEO and Chief of Staff.

### **III. Relations with Baltimore City Council and Mayor**

The framework for legislative relations at the City Council level is the same as at the state and federal level, with one major distinction. At the city level, the President/CEO is supported primarily by the Vice President for Advancement and Strategic Partnerships (VP/ASP). This position works directly with many City government departments, the Mayor's Office, and members of the City Council as part of its regular responsibilities and therefore is uniquely well-suited to guide the College's legislative efforts locally. Although the President/CEO is always the chief spokesperson for the College, the VP/ASP accompanies the President at meetings, briefings, or events involving City Council members and the Mayor of Baltimore. The Director of Government Relations in this instance acts in support of the VP/ASP.

### **IV. 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.

On Monday afternoons the Maryland Association of Community Colleges (MACC) Legislative Committee meets to discuss bills that have been introduced, budgetary issues, and other topics. The Director attends those meetings and informs the President/CEO and Chief of Staff of the substance of the discussions, including MACC's recommendations for positions on legislation and any follow-up questions or information needed from BCCC to help determine MACC's position. On Friday evenings, the Director sends the President/CEO and President's staff a detailed email communication that summarizes the week's activities in Annapolis, including: a summary of legislation introduced that could affect BCCC, with a recommendation for position (or to abstain from taking a position); conversations with legislators on issues pertaining to BCCC; concerns or complaints raised by legislators, third-party lobbyists, or other agency legislative liaisons; the status of BCCC's legislative initiatives and budget request, including upcoming hearings for the following two weeks; and a summary of discussions and presentations at the weekly meetings of the Baltimore City Legislative Delegation. The Director also communicates with the President/CEO, core team members, and SMEs on a more frequent basis as needed to apprise them of major developments or items of interest.

## **V. Essential Legislative Contacts for BCCC President/CEO**

When a new President/CEO takes office, it is essential for that person to make contact with key legislators as soon as possible and in no event more than 30 days after taking office. If a new College President takes office during a General Assembly session, these initial meetings should happen sooner than within 30 days. In the interest of providing full context, I have added the names of the incumbents of these positions as of Fall 2018. The names may change depending on the outcome of the November 6, 2018 general election.

The essential meetings are as follows:

1. Governor of Maryland
  - Incumbent: Lawrence J. “Larry” Hogan, Jr.
2. Legislative Branch Leadership
  - Speaker of the House of Delegates
    - Incumbent: Del. Michael Busch, Anne Arundel County
  - President of the Senate
    - Incumbent: Thomas V. “Mike” Miller, Calvert County
3. Budget Committee Leadership and Members
  - Chair, House Appropriations Committee
    - Incumbent: Del. Maggie McIntosh, Baltimore City
  - Chair, Appropriations Subcommittee on Education
    - Incumbent: Del. Adrienne Jones, Baltimore County
  - Chair, Appropriations Subcommittee on Capital Budget
    - Incumbent: Del. Adrienne Jones, Baltimore County
  - Appropriations Committee Members representing Baltimore City
    - Incumbents: Del. Keith Haynes, Del. Brooke Lierman
  - Chair, Senate Budget and Taxation (B&T) Committee
    - Designated for 2019: Sen. Nancy King, Montgomery County (*incumbent chair is retiring after 2018 term*)
  - Chair, B&T Subcommittee on Education
    - Incumbent: Sen. Nancy King, Montgomery County
  - Chair, B&T Subcommittee on Capital Budget
    - Incumbent: Sen. Ed DeGrange, Anne Arundel County (*retiring after 2018 term*)
  - B&T Members representing Baltimore City
    - Sen. Bill Ferguson (*designated as Vice-Chair for 2019*)
    - Sen. Nathaniel McFadden (*leaving office after 2018 term; will be replaced by Del. Cory McCray*)
4. Policy Committee Leadership and Members
  - Chair, Senate Education, Health and Environmental Affairs (EHE) Committee

- Designated for 2019: Senator Paul Pinsky, Prince George’s County (*incumbent leaving office after 2018 term*)
- Vice-Chair, EHE Committee
  - Designated for 2019: Senator Shirley Nathan-Pulliam, Baltimore County (*incumbent will be elevated to Chair. Sen. Nathan-Pulliam is a BCCC alumna*)
- Chair, EHE Subcommittee on Education
  - Incumbent: Sen. Paul Pinsky
- EHE members representing Baltimore City
  - Incumbent: Senator Barbara Robinson (*leaving office after 2018 term; likely will be replaced by Del. Mary Washington*)

(In the House of Delegates, the Appropriations Committee is also the main education policy committee so the contacts are the same as noted above.)

#### 5. Members of the Baltimore City Legislative Delegation

- Chair, City Delegation
  - Incumbent: Del. Cheryl Glenn
- Delegates and Senators from the 40<sup>th</sup> and 41<sup>st</sup> Legislative Districts (BCCC is located in the 40<sup>th</sup> District and adjoins the 41<sup>st</sup>.)
  - Incumbents: 40<sup>th</sup> District—Sen. Barbara Robinson (*will be succeeded by Del. Antonio Hayes*), Dels. Frank Conaway, Antonio Hayes, and Nick Mosby (*Del. Hayes will be succeeded by Melissa Wells*). 41<sup>st</sup> District—Sen. Jill Carter, Dels. Samuel Rosenberg, Bilal Ali, and Angela Gibson (*Dels. Ali and Gibson will be succeeded by Tony Bridges and Dalya Attar*).
- Any Delegate or Senator who is a BCCC graduate or has other ties to the College.
  - Sen. Shirley Nathan-Pulliam, Baltimore County (already mentioned above)
  - Del. Cory McCray, Baltimore City

Other legislative meetings should occur early in a new President’s tenure, but are not as urgent as the state-level meetings. These other meetings are as follows:

#### 1. Federal legislative staff

- House Minority Whip and Education Policy Lead in Minority Whip’s Office
  - Incumbent: Congressman Steny H. Hoyer
  - Education Policy Lead: Ms. Rachael Snyder
- Community Liaison and Education Policy Lead for U.S. Senator Benjamin Cardin
  - Community Liaison: Rev. Jerome Stephens
  - Education Policy Lead: Mr. Mike Thomas
- Community Liaison and Education Policy Lead for U.S. Senator Christopher Van Hollen
  - Community Liaison: Mr. Bart Kennedy
  - Education Policy Lead: Ms. Sarah Schenning
- Community Liaison and Education Policy Lead for Congressman Elijah Cummings
  - Community Liaison: Mr. Vernon Simms
  - Education Policy Lead: Mr. Marc Broady

#### 2. City Elected Officials

- Mayor of Baltimore

- Incumbent: Catherine Pugh
- Baltimore City Council President
  - Incumbent: Bernard “Jack” Young
- City Council Member for the Seventh District (district which includes BCCC)
  - Incumbent: Councilman Leon Pinkett
- Chair, City Council Education Committee
  - Incumbent: Councilman Zeke Cohen.

## **VI. Baltimore City Community College 2019 Legislative Agenda**

In the 2019 Maryland General Assembly session, BCCC is promoting its agenda with three pieces of legislation. A summary of each legislative proposal follows.

### 1. “Baltimore City Community College—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.

### 2. “Baltimore City Community College—Broadcasting Infrastructure--Use of Revenue”

This bill would exempt revenue received by BCCC for the use of WBJC’s radio tower 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.



**BOARD AGENDA  
TAB 10- INFORMATION  
NOVEMBER 21, 2018**

# COLLEGE POLICIES



**Policy No:**

**Date: November 11, 2018**

**Title of Policy: Opioid Use and Opioid Drug Overdose Aid Policy**

**Policy (check one): New  Revised  Reformatted**

**Applies to (check all that apply):**

**Faculty  Staff  Students**

**Division/Department  College**

**Topic/Issue:**

The purpose of this policy is to establish guidelines for proper use and administration of Naloxone (Narcan®) to effectively treat and reduce the fatalities associated with Opioid overdoses.

Opioids are a class of drug formulated to replicate the pain reducing properties of opium. These drugs include heroin and prescription pain relievers (i.e. oxycodone, morphine and fentanyl).

**Background to Issue/Rationale for Policy:**

There were more than 63,000 overdose deaths in the United States in 2016. Of these 63,000 deaths, 42,249 (or 66.4%) of these overdoses involved opioids; that's an average of 115 opioid-related overdose deaths each day for the year in 2016. In the first half of 2017 (January through July), 1,029 opioid-related deaths were reported in Maryland, more than triple the number for the same period of time in 2012. The larger issue in Maryland seems to be fentanyl and carfentanil, synthetic opioids that are 50 and 100 times more powerful than heroin, respectively. While deaths from heroin and prescription opioids seemed to level off in the first half of 2017, Maryland saw a sharp spike in fentanyl-related deaths during that same period. In the first quarter alone, the state reported 372 fentanyl-related deaths; but by June that number had more than doubled to 799 deaths.

Governor Lawrence J. Hogan declared a State of Emergency in response to the epidemic, making him the first governor in the nation to do so. The declaration activated the Governor's emergency management authority and enabled increased and more rapid coordination between state agencies and local jurisdictions. Governor Hogan and Lt. Governor Boyd F. Rutherford announced at the time \$50 million in new funding to address the crisis and appointed the Governor's senior emergency management advisor Clay



**Policy No:**

Stamp to lead the state's coordinated effort to combat the crisis. Stamp is the head of the Opioid Operational Command Center (OCCC), which is an effort to bring together state and local partners to support prevention, treatment and enforcement efforts combating the heroin and opioid crisis in Maryland.

**State/Federal Regulatory Requirements (cite if applicable):**

Volume Dealer Law, Maryland Annotated Code, Criminal Law Article, §5-612

**Policy Language:**

Baltimore City Community College provides a safe, healthy, and welcoming environment for students, employees and the community. Therefore, BCCC recognizes that one of its most important obligations is to maintain a completely alcohol- and drug-free campus.

Therefore, the following are strictly prohibited:

- 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.

Further, it is the **policy** of the Baltimore City Community College to aid persons suffering from opioid drug overdoses by having trained Police Officers and Building Security Officers carry and administer Narcan®. Uniformed members of the BCCC Public Safety Department may administer Narcan® whenever they, based on their training and experience, reasonably believe that a person is the victim of an opioid drug overdose.

**Proposed Implementation Date:**      **When approved by the Board of Trustees.**

**Proposed by:**      **Bryan Perry, Chief of Staff and General Counsel**



Policy No:

**Approved by the Board of Trustees:**           TBD

**Originator/Division:**   Student Affairs and the Department of Public Safety

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

DRAFT



# TAB 11

# PRESIDENT'S REPORT



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

BOARD AGENDA  
TAB 11 – INFORMATION  
NOVEMBER 21, 2018

**A. The following denotes some of my meetings, activities, and new/enhanced partnerships since my October 17, 2018 report to the BCCC Board of Trustees.**

**Senior Leadership Team**

- During the last 12 weeks the President's Leadership staff has been reading and discussing "Leadership and Self-Deception: getting out of the box" by the Arbinger Institute. The book has been used for leadership and team building and accountability and responsibility. When discussing leadership, the book says "the degree one is in the box toward others has huge implications about the person's ability to cooperate and lead others." In the case of accountability and taking responsibility "once out of the box there is no need to blame or shirk responsibility." The bottom line is that in order to actually experience it, accountability and responsibility taking has to start with the leader. The leader must be holding themselves more accountable than all.
- The final interviews and reference checks have been completed by the Chief of Staff and me, and a job offer has been made for the position of Chief Information Officer.

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

1. October 15, 2018 – Attended the Washington's Center Annual Scholarship Dinner
2. October 18, 2018 – Attended the Downtown Partnership of Baltimore Annual Meeting.
3. October 24, 2018 – Attended the BCCC Community Resource Fair.
4. November 1, 2018 – Attended the Baltimore City Chamber of Commerce Breakfast with the Mayor.
5. November 1, 2018 – Attended the BCCC 6<sup>th</sup> Annual Biotech Symposium.
6. November 9, 2018 – Attended the Maryland Black Caucus Foundation 23<sup>rd</sup> Annual Legislative Weekend.
7. November 12, 2018 – Provided remarks at the Facebook Community Boost/Baltimore,

**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;**

- The BCCC Information Technology infrastructure plan was successfully submitted to the Department of Budget and Management. This submission of the IT infrastructure plan satisfies a legislative requirement and is the first step in satisfying realignment task number 9 - Address the information technology (IT) and infrastructure needs of BCCC, including whether oversight by the Department of Information Technology is advisable.
- On November 5th, 2018, the BCCC team of COS Bryan Perry, VP Calvin Harris Jr., and Director of Government Relations James Knighton met with Delegate Antonio Hayes, who has agreed to sponsor BCCC's procurement legislation. The meeting was to review the legislation and for Delegate Hayes to make some recommended additions.

Introducing procurement legislation, along with documented occurrences of where BCCC's limited procurement authority affected college operations, satisfies realignment task number 11 – Identify 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.

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

- The Business and Technology Department successfully hosted the Passport Leadership/Entrepreneurship Program with over 70 students, faculty and staff participating on October 25, 2018. The topic: An Entrepreneur's Guide to the U.S. Small Business Administration, Programs and Services was delivered by Ms. Tonia R. McCoy, Lead Economic Development Specialist.
- On 10/29/18, the Cyber Range provided an introduction to their Advance Cyber Security Training Program. Five students will be participating in this demonstration and will be provided with an opportunity for internships and job placement.
- BCCC has been confirmed to host the 5<sup>th</sup> Annual Maryland STEM Conference for Maryland Association of Community Colleges (MACC). This is a huge event open to the 16 community colleges in Maryland.
- The Natural and Physical Sciences Department was invited to the NIH Baltimore Fellows Symposium 2018 – National Institute of Ageing, Biomedical Research Center. Bayview Blvd. Baltimore. Dr. Anil Malaki and Dr. Amrita Madabushi attended and presented on teaching opportunities in Biotechnology Program for Post-Doctoral fellows.
- October 22, 2018 the office of Articulation and Transfer Services successfully hosted its Fall Transfer Day with (27) 4-year and universities present; 485 students participated representing a 27.3% increase from last fall. Top visited schools include: Morgan-55 students, UMBC- 26 students, Towson- 26 students, Bowie- 25 students, Coppin- 22 students and UB-21 students.

- The School for Nursing and Health Professions was awarded a CareFirst grant in the amount of \$186K. Funding will strengthen the ability to provide quality instruction to SNHP students by utilizing the most current bio-medical and simulation technology available. Simulation and bio-medical technology equipment with accessories packages (including software, licenses, installation, and extended warranty) will be purchased to enhance instruction. The goal is to increase the capacity of BCCC across all nursing and allied health programs.
- On 11/12/18 BCCC Facebook announced its partnership with BCCC at its Baltimore Community Boost. BCCC will be partnering with Facebook and Entangled in the creation of a new "**Digital Marketing**" certificate. This program will contain six 3 credit courses for a total of 18 credits. Instruction will be delivered by online and face-to-face. Facebook will collaborate with BCCC to structure courses so they reflect digital skill needs expressed by Baltimore job seekers, managers, and local businesses.
- BCCC will become 1 of 20 Community Colleges in the nation that will be involved in this project. The Mayor's office referred Facebook to us. This is extremely exciting!!

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

- Judicial Affairs and Title IX
  - 10/5/18 – Presented to SGA and student representatives from all BCCC student clubs and organizations about hate-bias and hazing. Students were told about initiatives coming soon that will focus on awareness and prevention of the aforementioned topics.
- Student Success Center
  - Nana Gyesie attended NACADA annual conference and four advisors (Jasmine Fleming, Rasheedah Jones, Justin Young and Tracey Holmes also attended a NACADA Drive-In at Virginia Tech. The team brought back resources of best practice in advising and plan to incorporate the various tools in our work to aid with student success.
  - The SSC team is gearing up for early registration that being on November 19, 2018. As part of the campaign for early registration, the SSC office will be using some memes to engage our students whose attention span is very short. These memes will be posted around campus and on CANVAS.
- Student Support and Wellness Services
  - The 3<sup>rd</sup> Annual Community Resource Fair was held on October 24, 2018. Sixteen community organizations participated offering a wide range of services including family supports, disability services, veteran's services, and health care. Seven BCCC departments also informed students about on-campus supports. The three workshops

offered by our community partners were money management, healthy eating, and meditation. The Dental Hygiene Program ran table clinics, the Women’s League of Voters registered people to vote, and Chase Brexton provided free HIV testing. Panthers Inc. (our step team) also performed. It was an engaging day for student’s staff and faculty!

▪ Upward Bound Math & Science Program

- \*The program was awarded a supplemental grant of \$40,000 to develop a year-long intensive instructional and experiential learning opportunity for eligible program participants in the area of computer science. The program is designed to increase students understanding and skill in the areas of Computer Information Systems, Computer-Aided Drafting and Design and Cyber-Security and Assurance. In addition to 16 Saturday academic sessions, students will engage in an intensive six-week academic and residential “boot camp” during the summer of 2019. This sub-component of the project’s standard STEM pre-college program will operate in partnership with the **BCCC’s Computer Science Division** and **BITHGROUP Technologies, Inc.**, a minority owned Technology Company based here in Baltimore City.

▪ Student Life and Engagement

- **October 10, 2018 - First Year Experience Social** – The Office of Student Life and Engagement and the Student Success Office co-sponsored a First Year Social in the Upper Atrium. The purpose of the event was to provide information to our first year students allowing them to learn about various campus resources, connect with student clubs and organizations and to meet faculty and staff. There were 118 attendees at the event on October 10<sup>th</sup>.

▪ **October 25, 2018- Cancer Awareness Day**

SPONSORED BY PROMISE ACADEMY, THE NURSING LEARNING COMMUNITY AND THE OFFICE OF STUDENT LIFE AND ENGAGEMENT

## Cancer Awareness Day

Thursday, October 25, 2018 • 11 a.m. -2 p.m.  
Student Atrium, Main Building

**Make time for awareness**

Join us to learn about the different types of cancer.

**Guest Speakers:** Dr. Ruth Travis, a breast cancer survivor and Ms. Jessie Johnson, colon cancer survivor

- Discussion on five different forms of cancer – Breast, Lung, Ovarian, Pancreatic and Colon
- Participate in awareness quizzes to know more
- All proceeds from the event will go to the American Cancer Society

For more information  
Contact Patricia Edwards at [pedwards@bccc.edu](mailto:pedwards@bccc.edu)

    **BCCC.EDU**

  
Dr. Ruth Travis  
Breast cancer survivor

  
Ms. Jessie Johnson  
Breast & colon cancer survivor

  
**BALTIMORE CITY  
COMMUNITY COLLEGE**

10/18

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

- On October 11, 2018, BCCC Celebrated the Grand Opening of the CVS/Goodwill Mock Pharmacy and the graduation of the first cohort of BCCC Certified Pharmacy Technician. Based on this success, a second cohort of 16 students started the program on Oct. 15, 2018.
- In partnership with the National Cyber Watch Center, WDCED participated in the Maryland Consortium application for the Skill-up to Scale-Up Apprenticeship program. If funded, this will support new apprenticeship training in advanced cyber security for 15 incumbent workers and five entry-level apprentices in Baltimore City.
- The college is initiating the Cyber Warrior Diversity Program @ BCCC for the 2018-2019 academic year. This will provide current students with additional opportunities in cyber-awareness and training, including access to industry certification exams, expanded Cyber Club activities and competitions, as well as internship experiences.
- WDCED and the Grants Office submitted application for Metallica Scholars Application to support the establishment of a Training Fund Account at BCCC. This fund will allow 100 students to participate in workforce training programs at BCCC.

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

Below is a list of fundraising efforts and ongoing projects related to Realignment Task #8 – Develop and Market a Brand for BCCC.

**BCCC Action**

Brand Repositioning, Brand Unification

- **Fundraising Campaigns:**
  - Panther Family Giving Campaign: Leadership Giving Coordination & Faculty and Staff solicitation package – 10/11
    - ❖ The communication for this campaign should have taken place in October at the weekly leadership meeting and then rolled down by the Deans and Directors
  - Panther Family Giving Campaign: Letter to the board members from Dr. Brothers – 10/28
  - The Maryland Charity Campaign 2018: Successful Campus-wide Kick-off: 10/10
  - Preparation for Giving Tuesday underway [database/platform chosen/messaging drafted] – *decided not to use the GiveCampus platform*
  - Preparation for April 2019-Scholarship Awards Event in the spring of 2019: Event at the PE Center/ Networking/Heavy Hors d'oeuvres with light drinks /Opportunity to showcase the campus for donors/Easy access for students/Classic Catering

- Also completed through the grant development office: a year-end appeal for the LatinxUNI2 Club.
- **Individual and Corporate donations received: \$32,022**
- **Grants Awarded (almost!):**
  - CTE Biotechnology pending – as long as BCPSS sends letter of support we will be awarded \$41,602.
  - The School for Nursing and Health Professions was awarded a CareFirst grant in the amount of \$186K to support the purchase of current bio-medical and simulation technology.

**Submitted:**

- Wolstencroft Family Foundation - \$250,000 NEW
- Judy and Josh Weston Foundation - \$250,000 NEW
- The Townsend Foundation - \$250,000 NEW
- Metallica Scholars Initiative– \$100,000 NEW
- MECU Community Event grant - \$5,000 NEW
- Charlesmead Foundation – \$2,500 NEW
- Bunting Family Foundation – \$2,500 NEW
- Gladding Foundation – \$2,500 NEW
- Nathan and Suzanne Cohen Foundation - \$2,500 NEW

**Alumni, Community Relations & Events**

- Alumni Association:
  - Conducted a Survey Monkey for the Alumni to find out what type of affair they would like to attend or be a part of most results were jazz and wine sip.
  - Attended the Maryland Charity Campaign (MCC) Kick-Off Ceremony on Oct. 9, 2018, which runs until December 18, 2018.
  - Distributed Maryland Charity Campaign (MCC) pledge sheets college-wide for request to have staff participate in the annual giving campaign.
  - Attended Student Transfer Day, October 22, 2018.
  - Partnered with the Library Series & Student Life for Hispanic Heritage Month with the author, Dr. Carla Chavez Moreno and a discussion about the Life of Isabel Allende.
  - Received donations in excess of \$3,600.
  - Attended the Greater Mondawmin Coordinating Council Leadership (GMCC) Retreat with the ability to network with the surrounding associations within the Mondawmin corridor.

**Communications/ PR**

- We had two big media pushes. The first was the opening of the Mock Pharmacy on Oct. 10. The Mock Pharmacy was completed in partnership with Goodwill Industries of the Chesapeake and CVS Health. The media material was completed and distributed with all

three organizations and garnered media coverage in both print and television, including a front-page photo in the Baltimore Sun.

- The second event that garnered significant media coverage was the announcement of Dr. Debra L. McCurdy as BCCC's next president. BCCC received both print and television coverage of the announcement. Hatcher Group was integral in the creation of the media material for the event and a concerted effort ensured coverage in both traditional and social media.
- October's traditional media coverage garnered the College 552 mentions with a total reach of 203.7 million and a total publicity value of \$140,200.
- The College's Facebook and Twitter social media accounts had 135,145 total impressions, up 24 percent from September.

### **Rebranding Highlights**

- The Hatcher Group continues to work with ASP on priority needs and projects (IN PROGRESS).
- Opinion Works held initial interest sessions with faculty, staff and students.
- Hatcher met individually with Marketing and Communication Team Members.
- Weekly Hatcher Group check-in meetings (Tuesdays at 11 a.m.).

### **Programmatic Highlights**

- Production of Collateral Materials to Support College Initiatives, Programs, Sponsorships and Events Flyers (images below), including 38 credit program cards, and panther card die-cut.

### **Future projects include:**

1. Exterior sign project
2. Redesign of cafeteria, games room and tranquility lounge
3. Hatcher to provide support with executive summary to support final realignment report to General Assembly
4. College wide view book
5. Individual program cluster brochures, based on career pathways
6. Revised branding style guide, phase one

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

- Division-wide
  - Held day-long Administration and Finance Leadership Retreat on November 2, 2018. Division retreats, offsite, allows the focus to be on leadership and communication, with intent to foster stronger collaboration within and outside of division.

- Facilities
  - Reacquired North Pavilion property on Towanda Avenue from Bon Secours. Previously building was leased-back to Bon Secours for their usage. Initial assessment of the property by State Department of General Services indicates significant and costly issues to the facility, raising doubts on the College's ability to immediately use the building. As various programs were slated for that property, and the cost to rehabilitate the building to an acceptable level may exceed the long-term benefit of such efforts. Discussions are on-going with DGS on future usage options.
- 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. Work-around solutions, such as this, will allow students to make online payments, while new systems are implemented for long-term usage.
- Procurement
  - Continued day-long customized training for departments around campus as training allows for real-time question and answer with departments, with the goal of enhanced processing.

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

- A presentation to the President's Staff was given to help the executive leadership prepare for the 2019 General Assembly session. It consisted of a substantive overview of the Maryland legislative process, an explanation of the internal process for reviewing and commenting on legislation affecting the College, and recommendations on what to expect and how to prepare when testifying at committee hearings in Annapolis. This presentation will be included in the Government Relations package for the incoming new President.
- On October 18, 2018, the Director attended the Annual Meeting of the Downtown Partnership of Baltimore, along with Dr. Johnson and other members of the Presidents' staff. Also in October the Director represented BCCC at meetings of the Greater Mondawmin Coordinating Council Strategic Planning Committee and the Coppin Heights Community Development Corporation.
- Also in preparation for the transition to a new President and CEO for BCCC, the Director in consultation with Dr. Johnson and Chief of Staff Perry prepared a Legislative Action Plan and Structure which rationalizes and provide clear direction for the College's interaction with elected officials during the 2019 General Assembly

session. A copy of the plan is included for review and comment, under tab 9, as part of the Board's November meeting materials.

**Interim Chief Information Officer, Mr. Frank Anastasio reports;**

**IT Highlights**

- Overview:
  - We are currently restructuring the Hartman Executive Advisors leadership team because of the passing of Dr. Garry Burnett. Frank J. Anastasio is taking on the Interim CIO responsibilities.
  - The team successfully completed the implementation of FreshService (IT Service Desk Ticketing and Management system) to support our helpdesk services.
  - Engaging DoIT has resulted in positive outcomes including the design of Phase 1 of infrastructure modernization and the engagement of Skyline Technologies.
  - The IT roadmap was submitted to the State one day ahead of schedule.
- Financial Aid:
  - Remains a high priority for ITS and the Financial Aid office.
  - Legacy system (Carbon) project was completed in support of financial aid processing in 2018-2019.
  - The Regen Award (new FAM system) project is underway in support of the financial aid process in 2019 -2020. The project outlook recently improved from Red to Yellow due to actions taken by the Hartman Executive Advisors project manager. The team expects to continue to improve the overall project status (move from Yellow to Green) over the next two months.
- Infrastructure modernization
  - Phase 1 underway, scope includes network infrastructure (LAN< WAN, VoIP phone system, WiFi, Administration Building) underway (Tgt: FY Q419).
  - Leveraging DoIT's approved engineering firm (Skyline Technologies).
- Service Desk Solution
  - FreshService implementation completed.
- Audit concerns
  - Data Classification Policy: under review

- Cyber Security Policy: pending

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

- Communication is in process with the Mayor’s Office, M.O.E.D. and the Mayor’s Office of Immigrant Affairs regarding the 2019 Summer Bridge Program and the components thereof.
- Several new promotional documents have been produced for MSP by the Hatcher group to be used for 2019 recruitment, including a new document for Workforce Development.
- Workforce Development and the Office of Admissions have partnered to provide joint presentations to potential students at City schools.
- RFP solicitation for Support Services partner is moving forward as planned; Proposals are due 11/13/18.
- Student’s grades are being reported and appropriate interventions are being implemented; as a result of grades reported thus far, adjustments are being made to the spring 2019 schedule to maximize student success.
- Faculty focus groups, administered through the Office of Institutional Research, are planned for the week of 11/5 and 11/12 to gain information on how students have performed this fall and to gain additional insight on how to better assist MSP students moving forward.
- A “last chance” program is being considered for MSP students who are enrolled in in math and English and who are close to passing a course but may need to fulfill a small number of requirements to obtain the passing grade. The program would be implemented during the winter break.

**Chief Internal Auditor, Ms. Lyllis Green reports;**

- During the month of October, the Office of Internal Audits’ activities included the following items:
  - On November 8, 2018: the Office of Internal Audits welcomed our new administrative assistant, Ms. Sinithia Drake.
  - The Realignment Task #11 Workgroup completed the task, invited the Legislative Liaison, Jim Knighton to our meetings and shared examples of regulatory barriers that hinder the College’s operations. The Chief Internal Auditor was the facilitator for the Realignment Task #11 Workgroup.
- **Internal Audit Activities that may interest the Board:**
  - Office of Legislative Audit (OLA) 2010-2013 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.

- As of October 31, 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.

## **A. ENROLLMENT REPORT**



### Enrollment Report

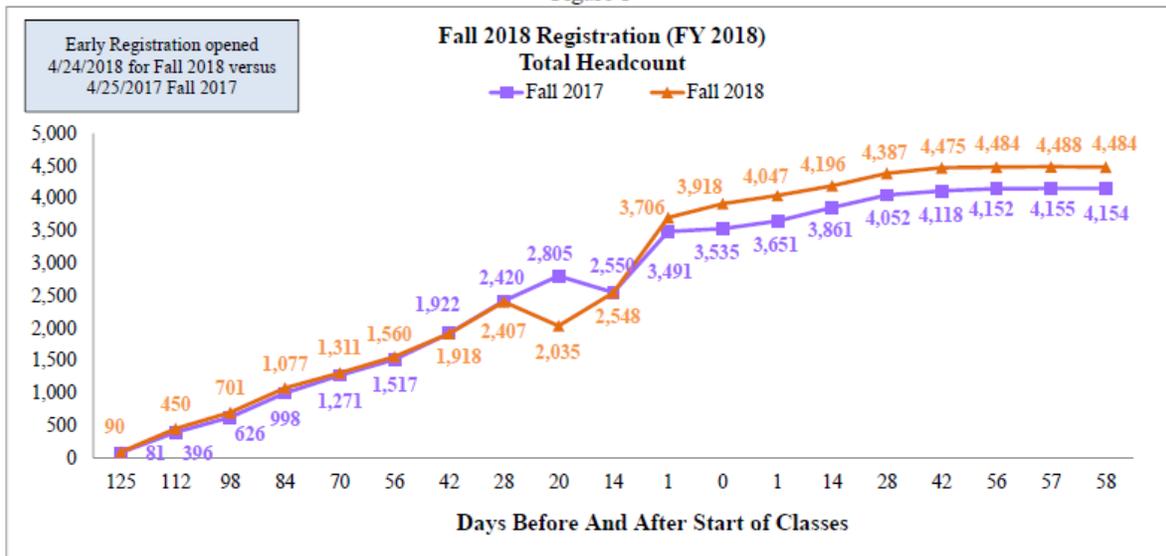
Sylvia Rochester

Interim Vice President of Student Affairs – Student Affairs Division

The below information reflects enrollment/registration activity for **Fall 2018** as of October 24, 2018.

- 4,484 credit students are currently enrolled compared to 4,154 (+8%) in Fall 2017 (Figure 1).

Figure 1



The Accelerated II 8-week session began on October 22. The add/drop period concluded October 24. As a reminder, the data reported in the Credit Enrollment Updates are preliminary.

### Hobson’s Communication Outreach for Spring 2019

- Emails for informing students of early registration will begin on November 19, 2018 and sent weekly through December 10, 2018
- Emails will be sent weekly over the holiday break (December 17, 24, 31)
- An email will be sent on January 2, 2019 informing students that it is the last day of early registration and general registration starts on January 3, 2019
- Weekly emails to stop out students will begin on November 12, 2018

## **B. MAYOR'S SCHOLARS PROGRAM REPORT**

Mayor's Scholars Program Report- November 2018

Prepared by Barbara Poindexter Webb

**Program Updates**

▪ **2019 Planning**

The MSP team is working closely with the Baltimore City Community College faculty to design a cohort of classes that can maximize student success. Early data has indicated that courses lasting fewer than sixteen-weeks (e.g.: Accelerated eight-week courses), don't provide students with the opportunity to take full advantage of the academic and other supports available that will aid in their successful completion of a given course. As a result, accelerated courses will be limited for MSP students in the spring and we will continue to analyze the data moving forward and make adjustments accordingly.

Communication is ongoing with the Mayor's Office, the Mayor's Office of Employment Development (MOED) and the Mayor's Office of Immigrant Affairs regarding the Summer Bridge Program. The Mayor has provided her input regarding the requirements of the program and we are working on developing a summer experience that incorporates many of the successful elements like YouthWorks while reexamining components such as academic course offerings, daily schedules and training for faculty. In a recent meeting with MOED staff, discussions have begun concerning better coordination of the YouthWorks program such as aligning dates with the MSP Summer Bridge Program as well as planning a joint registration event at the College this spring. The design of the summer program will also incorporate input from the 2018 Summer Bridge Program participants and faculty who taught the inaugural cohort and will also include a pre-summer component that provides orientation and training for students, staff and faculty prior to the full start of the program.

▪ **MSP and Workforce Development**

In an effort to promote the breadth of options available for the Mayor's Scholars, the division of Workforce Development and the Office of Admissions have partnered to provide joint presentations to potential students at Baltimore City schools. The Mayor's Scholars Program believes there is an opportunity to promote the offerings available through workforce development more comprehensively than was done with the current cohort. To further promote the possibilities that may be available for MSP students, specific workforce development collateral is being developed to help students understand their options for entering the Mayor's Scholars Program as well as ensuring that they

understand the prospects for transitioning into the Associate's Degree track if a coordinating certificate is first earned through workforce.

- **Ph.D. Research Project**

The Ph.D. research project has been suspended and as a result we are working with internal staff and external consultants to gather and analyze data that will help guide and improve the work of the MSP program.

## **Fall Student Activity**

- **Student Grades**

Student's grades are now being reported for midterms as well as final grades for accelerated eight-week courses and there continue to be ongoing interventions to support students and encourage their successful course completion. Students continue to be referred for tutoring, success coaching and academic advising. Additionally, students are in the process of completing academic success plans which will assist them in identifying their academic targets and potential barriers while simultaneously holding them accountable for participation in achieving their education goals by following through with tasks associated with the identified plans. Students who earned grades of A or B in any course during the accelerated eight-week semester were rewarded with concert tickets, courtesy of Mayor Pugh.

A *Second Chance* pilot program is being considered for MSP students who are enrolled in developmental English classes and who are close to passing the course but may need to fulfill a small number of requirements to obtain a passing grade; this program would be implemented during the winter break. The program currently exists in the mathematics department and will be offered to MSP students who are eligible.

- **FAFSA**

There continues to be a concentrated effort on assisting students with completing and recertifying FAFSA applications. Several BCCC staff, including MSP staff, are members of the *FAFSA Forward* working group, an extension of the Baltimore City Public Schools' College and Career Readiness Network (CCRN) where strategies are discussed on how to better assist students and their parents in understanding and completing the FAFSA. In addition, success coaches continue to meet regularly with MSP students to assist them with recertifying applications in preparation for the 2019-2020 school year. To date, 160 students have been awarded for the 2018-1019 academic year.

TAB 12



BOARD AGENDA  
 TAB 12 - INFORMATION  
 NOVEMBER 21, 2018

**HR Active Search List As of November 7, 2018**

	Div	PIN #	Position	Search Committee Chair	Date(s) posted	Status 10/1/2018	Status 11/7/18
1	AA	78507	Program Coordinator & Assistant Professor in Surgical Technology	Dorothy Holley	2/12/2018	Search is Open	Search Committee is Screening
2	AA	66821	Assistant Professor of Cyber Security	Chima Ugah	8/10/2018	Search is Open	Search Committee is Screening
3	AA	73961	Assistant Professor of Dental Hygiene	Dorothy Holley	6/14/2018	Search is Open	Search is Open
4	AA	66977	Catalog Management Specialist	Elena Berrocal	10/25/2018	N/A	Search Committee is Screening
5	A&F	66976	Maintenance Mechanic	Kijaffa Butler	10/4/2018	N/A	2nd Round of Interviews to be Scheduled
6	A&F	76596	Senior Accountant	Vashti Hayletts	11/2/2018	N/A	Search is Open
7	ASP	66975	Digital Media Coordinator	William Fleming	10/9/2018	N/A	1st Round of Interviews Scheduled
8	ASP	67013	Senior Staff Accountant	Paul Beckham	10/19/2018	N/A	Search Committee is Screening
9	SA	66831	Associate Director of Financial Aid	Jeff White	9/14/2018	Search Committee is Screening	1st Round of Interviews to be Scheduled
10	SA	66922	Administrative Assistant III	Linda Robinson	10/1/2018	Search is Open	2nd Round of Interviews to be Scheduled
11	SA	66656	Athletic Director	Nicole Cameron	10/8/2018	N/A	1st Round of Interviews Scheduled
12	SA	66733	Recruitment & Admissions Operations Coordinator	Wendy Harris	10/16/2018	N/A	Search Committee is Screening
13	PO	66802	Chief Information Officer	Calvin Harris	8/9/2018	2nd Round of Interviews Scheduled	Awaiting Selection
14	PO	66676	Staff Internal Auditor	Eileen Waitsman	9/14/2018	Search Committee is Screening	Search Committee is Screening