Board of Trustees
Open Session

Tuesday, April 23, 2013
4 P.M.

Business and Continuing Education Division
Corporate Training Room
BALTIMORE CITY COMMUNITY COLLEGE

Board of Trustees

Dr. Rosemary Gillett-Karam, Chair
Mr. Craig Thompson, Esq., Vice Chair
Dr. Donald A. Gabriel
Mr. Jay Hutchins
Dr. Mary E. Owens Southall
Ms. Pamela Paulk
Ms. Shelley Payne, Student Trustee
Dr. Gary Rodwell
Ms. Maria Harris Tildon
I. CALL TO ORDER (Dr. Rosemary Gillett-Karam, Chair)

II. ADOPTION OF AGENDA

III. AWARDS, RECOGNITIONS, HONORS, ETC.

IV. BOARD ACTIONS/CONSENT AGENDA (All actions requiring a vote.)
   A. Approval of the April 23, 2013, Agenda..................................................TAB 1
   B. Approval of the March 26, 2013, Minutes....................................................TAB 2

   Action: Move to approve the Board Actions/Consent Agenda

V. COLLEGE CONTRACTS ..................................................................................................TAB 3
   (Action)

VI. POLICIES ..................................................................................................................TAB 4
    (Action)

VII. ASSOCIATE OF SCIENCE IN ENGINEERING-ELECTRICAL ENGINEERING
     PROPOSAL (Dr. Peggy Bradford, vice president of Academic Affairs).............TAB 5
     (Information)

VIII. COLLEGE REPORTS
   A. Student Government Association (Ms. Tony-Rose Guiriba, President)............TAB 6
       (Information)
   B. Faculty Senate (Dr. Brad Lyman, President)....................................................TAB 7
       (Information)
   C. AFSCME Local 1870 at BCCC (Ms. Charlene Gray, President)......................TAB 8
       (Information)

IX. PRESIDENT’S REPORT (Dr. Carolyn Hull Anderson, President)....................TAB 9
    A. Updates ....................................................................................................................TAB 9
       (Information)
       • Enrollment Report (Ms. Kathleen Styles, assistant executive director of Records and Registration)
       • Legislative Wrap Up (Mr. Christopher Falkenhagen, director of Legislative Affairs and Government Relations)

    B. Vacancy Report....................................................................................................TAB 10
       (Information)

X. TRUSTEES REPORT (Board Members)

XI. ADJOURNMENT

XII. NEXT MEETING:
    Tuesday, May 28, 2013, Liberty Campus

*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.*
TAB 2
Board Members Present: Dr. Rosemary Gillett-Karam (Chair), Mr. Craig Thompson (Vice Chair), Dr. Donald Gabriel, Mr. Jay Hutchins, Ms. Maria Harris Tildon, Ms. Pamela Paulk, Dr. Gary Rodwell, and Dr. Mary Owens Southall

Board Members Absent: Ms. Shelley Payne, Student Trustee

CLOSED SESSION
The Board voted unanimously, under the Open Meeting Act, State Government Article, Section 10-508, to convene in Closed Session on March 26, 2013, in the President’s Conference Room to discuss real estate, personnel and to obtain legal advice.

I. PRELIMINARY PRESENTATIONS (Awards, recognitions, honors, etc.)
Chair Gillett-Karam announced that Dr. Alicia Harvey-Smith, vice president of Student Affairs, will be leaving the College to become president at River Valley Community College. Mr. Ron Smith, dean of Student Development, advised the Board that the Granville T. Woods (GTW) Scholars traveled to Ghana and hoped to have the opportunity to share thoughts of that experience with the Board.

II. PUBLIC PRESENTATIONS
None

III. BOARD ACTIONS/CONSENT AGENDA (All Actions requiring a vote.)
The Board voted unanimously to approve the March 26, 2013, consent agenda:
- March 26, 2013, Agenda
- February 26, 2013, Minutes

IV. ITEMS REMOVED FROM THE CONSENT AGENDA
None

V. COLLEGE CONTRACTS
None

VI. POLICIES
None

VII. COLLEGE REPORTS
A. Student Governance Association* (Ms. Tony-Rose Guiriba)
Please see the March 26, 2013, Board of Trustees Open Session Board Book for the full SGA report.

B. Faculty Senate * (Professor Cynthia Webb, Vice President)
Vice Chair Thompson asked for clarity on the portion of the Faculty Senate report that referred to the College’s adoption of old attitudes and practices that the Senate considers counterproductive to a strong academic program. He asked if Board action was required to address any policy issues and if the Board could get a copy of the draft Faculty Handbook. Professor Webb stated that the faculty have
addressed a number of issues in a various position papers. She added that the Professional Development Policy needs to be addressed by the Board. Professor Webb stated that she can provide a list of all academic policies with an explanation of each and a draft Faculty Handbook by the next Board meeting.

Please see the March 26, 2013, Board of Trustees Open Session Board Book for the full Faculty Senate report.

C. AFSCME Local at BCCC* (Ms. Charlene Gray, President)
Ms. Gray reported that there have been no MOU negotiations since the departure of the previous executive director of Human Resources. However, Dr. Anderson agreed that negotiations should proceed and informed the Union that Ms. Sheryl Nelson has been appointed as the College’s chief negotiator. The Union also spoke with Dr. Anderson regarding conducting a compensation study for all College employees. The last study was conducted in 2004. Dr. Anderson informed the Union that the College plans to develop an RFP to find an outside vendor to conduct the study for all employees including faculty. Ms. Gray said the Union has also had conversations with Dr. Anderson about a Human Resources issues concerning the treatment of some groups of employees. This has been a pattern over the last several months and has negatively impacted labor relations. Dr. Anderson assured the Union that the new executive director of Human Resources would take steps to address the matter.

Please see the March 26, 2013, Board of Trustees Open Session Board Book for the full AFSCME report.

VIII. CYBER SECURITY AND ASSURANCE PROGRAM* (Information)
Dr. Peggy Bradford, vice president of Academic Affairs, Mr. Chima Ugah, professor of Computer Information Systems, and Dr. Bob Iweha, dean of Business, Science, Technology, Engineering, and Mathematics department, presented the Cyber Security and Assurance Program for the Board’s review. Dr. Bradford indicated that pending MHEC approval, the proposed implementation date is fall 2013.

IX. ENROLLMENT UPDATE* (Dr. Alicia Harvey-Smith, vice president of Student Affairs)
Dr. Harvey-Smith reported that there is an action plan and framework to look at short term and long term strategies to address enrollment. She provided a summary of the initiatives the College is instituting, including mailing and calling campaigns. Vice Chair Thompson suggested that a Board member be involved on the Enrollment Management Committee.

X. DREAM ACT* (Dr. Alicia Harvey-Smith and Ms. Deneen Dangerfield, director of Recruitment, Admissions and Registration)
Dr. Alicia Harvey-Smith and Ms. Deneen Dangerfield, director of Recruitment, Admissions and Registration, discussed the Maryland DREAM Act and its impact on FTE enrollment and on the College.

XI. COLLAPSED AND DELETED PROGRAMS* (Dr. Peggy Bradford, vice president of Academic Affairs)
Dr. Bradford provided a summary of how the programs were approved for deletion and/or combined into other academic disciplines; indicated the total number of students impacted; and, reported on the efforts the College made to move students to other disciplines and reconnect with the students that did not re-enroll. Chair Gillett-Karam stated that she understands that a study was conducted in July 2011 to explain why the programs were collapsed and/or deleted. The Board will need additional time to review the study. Dr. Bradford added that a total of 87 students were impacted by the program closures and
some programs have continued to struggle with enrollment declines even after the collapse/deletion process. However, the Academic division is reviewing ways to improve the program and also looking at new programs. Trustee Hutchins asked if other institutions are also experiencing similar declines in enrollments. Dr. Bradford stated most institutions are looking at degrees and certificates that directly transfer to active employment opportunities for students.

XII. **ONLINE LEARNING PROGRAM**
Dr. Diana Zilberman, director of E-Learning

Dr. Zilberman provided an overview of the E-Learning department. Vice Chair Thompson commended the College for providing the E-Learning option. Trustee Hutchins asked what percent of BCCC students are strictly online. Dr. Zilberman indicated that approximately 60% of students take a combination of in-person and online courses, but she can provide more comprehensive data at a later date. Trustee Paulk asked if international students attending the college on a VISA are restricted to a limited number of courses that they can take online. Dr. Zilberman responded yes. International students must first establish residency.

XIII. **PRESIDENT’S REPORT**
Dr. Carolyn Anderson, interim president

Please see the March 26, 2013, Board of Trustees Open Session Board Book for the full President’s Report.

XIV. **BOARD COMMENTS**
Chair Gillett-Karam introduced several doctoral students from the Morgan State Community College Leadership Program. Trustee Gabriel commented that during the last Finance Committee meeting, due to the limited time frame, three questions were given to VP Niehoff for follow up. These questions will be addressed in detail at the next Finance Committee meeting. He added that the Foundation Board is undergoing aggressive fundraising efforts. Trustee Harris Tildon and Paulk thanked the faculty and staff for attending the meeting during Spring Recess. Trustee Paulk provided positive comments on the Listening Tours conducted by Dr. Anderson and congratulated those employees leaving the College for career advancements. Trustee Rodwell commended the Quest Program for its accomplishments. Vice Chair Thompson encouraged everyone to continue working together positively. Trustee Hutchins thanked everyone for their hard work.

XV. **NEXT MEETING**
April 23, 2013, Business and Continuing Education Division

XVI. **ADJOURNMENT**
The Board of Trustees meeting adjourned at 6 p.m.

Respectfully submitted,

Carolyn Anderson, Ed.D.
Interim President

*Full report on file in the President’s Office*
ATTENDANCE:
Dr. Carolyn Anderson, Interim President

BCCC Staff Present:  Dr. Peggy Bradford, Ms. Lesley Brown, Mr. Daniel Coleman, Ms. Mary Coombs, Ms. Patricia Edwards, Mr. Edward Ennels, Mr. Christopher Falkenhagen, Ms. Charlene Gray, Ms. Lyllis Green, Dr. Yolanda Harris-Robinson, Dr. Dena Hasty, Dr. Alicia Harvey-Smith, Mr. Tony Herrera, Ms. Aisha Heyward, Dr. Dorothy Holley, Mr. Will Hug, Mr. Joe Hutchins, Dr. Bob Iweha, Ms. Annie Jackson, Mr. Nicholas Laureys, Dr. Anil Malaki, Ms. Nemeka Mason, Ms. Valerie McQueen-Bey, Mr. Patrick Onley, Mr. Jerry Reichenberg, Mr. Duane Reid, Ms. Stephanie Reidy, Ms. Sylvia Rochester, Ms. Daviedra Sauldsberry, Mr. Scott Saunders, Ms. Kathy Styles, Mr. Chima Ugah, Dr. Sophia Ward, Dr. Dennis Weeks, Ms. Meintje Westerbeek, Dr. Sheila White-Daniels, Mr. Andre Williams, Ms. Juanita Wingo, Mr. Marvin Wise

Others Present: Ms. Tiffany Walker and Mr. Solomon Williams, Morgan State University Doctoral Students and Mr. Bryan Perry, Office of the Attorney General
# COLLEGE CONTRACTS

<table>
<thead>
<tr>
<th>CONTRACT#</th>
<th>TITLE</th>
<th>CONTRACTOR</th>
<th>AMOUNT</th>
<th>TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>College Compensation Study</td>
<td>TBD</td>
<td>$125,000.00**</td>
<td>1 YEAR</td>
</tr>
</tbody>
</table>

**DESCRIPTION:** College intends to conduct a study to review the competitiveness of its staff compensation program this would include methods of compensating employees for their performance as well as competitive market considerations, locally, regionally and nationally. The plan will also include review of BCCC’s classification system, salary grade/range system, individual position analysis to determine internal equity and job evaluation system.

**This is an estimate of the cost and will be presented in the resulting contract as “Not to Exceed”**
NO COLLEGE POLICIES
Associate of Science in Engineering – Electrical Engineering Program Proposal

Adequacy of financial resources with documentation:

The proposed Associate of Science in Engineering – Electrical Engineering Program is expected to generate revenue in excess of expenses from the first year.

<table>
<thead>
<tr>
<th>Resource Categories</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reallocated Funds</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>2. Tuition/Fee Revenue (c+g below)</td>
<td>$44,790</td>
<td>$57,100</td>
<td>$69,410</td>
<td>$101,890</td>
<td>$138,820</td>
</tr>
<tr>
<td>a. Number of F/T Students</td>
<td>15</td>
<td>20</td>
<td>25</td>
<td>35</td>
<td>50</td>
</tr>
<tr>
<td>b. Annual Tuition/Fee Rate</td>
<td>$2,462</td>
<td>$2,462</td>
<td>$2,462</td>
<td>$2,462</td>
<td>$2,462</td>
</tr>
<tr>
<td>c. Total F/T Revenue (a x b)</td>
<td>$36,930</td>
<td>$49,240</td>
<td>$61,550</td>
<td>$86,170</td>
<td>$123,100</td>
</tr>
<tr>
<td>d. Number of P/T Students</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>e. Credit Hr. Rate</td>
<td>$131</td>
<td>$131</td>
<td>$131</td>
<td>$131</td>
<td>$131</td>
</tr>
<tr>
<td>f. Annual Credit Hrs.</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
</tr>
<tr>
<td>g. Total P/T Revenue (d x e x f)</td>
<td>$7,860</td>
<td>$7,860</td>
<td>$7,860</td>
<td>$15,720</td>
<td>$15,720</td>
</tr>
<tr>
<td>3. Grants, Contracts, &amp; Other External Sources</td>
<td>$150,000</td>
<td>$150,000</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>4. Other Sources</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>TOTAL (Add 1 – 4)</td>
<td>$194,790</td>
<td>$207,100</td>
<td>$69,410</td>
<td>$101,890</td>
<td>$138,820</td>
</tr>
</tbody>
</table>
# TABLE 2: EXPENDITURES

<table>
<thead>
<tr>
<th>Expenditure Categories</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Faculty</td>
<td>$72,195 (NSF Grant)</td>
<td>$73,639 (NSF Grant)</td>
<td>$75,112</td>
<td>$76,613</td>
<td>$78,147</td>
</tr>
<tr>
<td>(b + c below)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. # FTE</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
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<tr>
<td>b. Total Salary</td>
<td>$50,000</td>
<td>$51,000</td>
<td>$52,020</td>
<td>$53,060</td>
<td>$54,122</td>
</tr>
<tr>
<td>c. Total Benefits</td>
<td>$22,195</td>
<td>$22,639</td>
<td>$23,092</td>
<td>$23,553</td>
<td>$24,025</td>
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<tr>
<td>2. Admin. Staff</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>(b+c below)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. # FTE</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>b. Total Salary</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>c. Total Benefits</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>3. Support Staff</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>(b+c below)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. # FTE</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>b. Total Salary</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>c. Total Benefits</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>4. Equipment</td>
<td>$35,000 (NSF Grant)</td>
<td>$16,000 (NSF Grant)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>5. Library</td>
<td>$400</td>
<td>$800</td>
<td>$800</td>
<td>$800</td>
<td>$800</td>
</tr>
<tr>
<td>6. New or Renovated</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Space</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Other Expenses</td>
<td>$4,000 (Lab Supply-NSF Grant)</td>
<td>$4,000 (Lab Supply-NSF Grant)</td>
<td>$4,000 (Lab Supply) $3,000 (Travel)</td>
<td>$4,000 (Lab Supply) $3,000 (Travel)</td>
<td>$4,000 (Lab Supply) $3,000 (Travel)</td>
</tr>
<tr>
<td>8. TOTAL</td>
<td>$114,595 Where $114,195 came from NSF Grant.</td>
<td>$97,439 Where $96,639 came from NSF Grant.</td>
<td>$82,912</td>
<td>$84,413</td>
<td>$85,947</td>
</tr>
</tbody>
</table>
ASSOCIATE OF SCIENCE IN ENGINEERING
ELECTRICAL ENGINEERING
(ASE-EE)

Professor Michael Kaye
Dr. Yun Liu

Department of Mathematics and Engineering
Associate Dean: Scott Saunders
School of Business, Science, Engineering and Mathematics
Dean: Dr. Enyinnaya Iweha
Division of Academic Affairs
Peggy F. J. Bradford, J.D., Ed.D.
Vice President for Academic Affairs and Chief Academic Officer

RATIONALE FOR THE ASE-EE PROGRAM

- The ASE-EE Program is being developed as a part of the $861,694 National Science Foundation (NSF) Advanced Technological Education grant that BCCC was awarded in September 2012.
- The ASE-EE Program will benefit BCCC in the following ways:
  - **Increased enrollment**: The ASE-EE Program is expected to enroll 50+ students per year by 2015.
  - **Increased retention**: Students in the ASE-EE Program who find the math requirements too difficult can easily switch to the less math intensive Robotics/Mechatronics Program without delaying their graduation.
  - **Increased graduation/transfer rates**: The ASE-EE Program is being developed as a part of a statewide effort that allows graduates of an ASE-EE Program to seamlessly transfer (with Junior status) to a four-year university in the State of Maryland offering a Bachelor's Degree in Electrical Engineering.
ASSOCIATE OF SCIENCE IN ENGINEERING ELECTRICAL ENGINEERING (ASE-EE)

- **Baltimore City Community College's Mission:**
  The ASE-EE Program aligns with BCCC's institutional mission and Academic Master Plan that are responsive to the changing needs of its stakeholders and the community it serves. Computers, electronic devices, and wireless communication have revolutionized our society in recent years and will continue do so as we move into the future. These technologies, along with many others, are designed and developed by electrical engineers.

- **BCCC's Strategic Plan:**
  The ASE-EE Program will help BCCC achieve the following goals listed in the college's Strategic Plan for 2013-2018:
  - Goal 1-2: Raise the number of degrees and certificates awarded.
  - Goal 2-2: Develop at least ten new programs that are relevant and meet business and industry needs.
  - Goal 2-3: Ensure the quality and relevance of programs and services.
  - Goal 3-4: Increase credit and noncredit enrollment.

**Education Plan for: Associate of Science in Engineering – Electrical Engineering**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRE 100</td>
<td>Preparation for Academic Achievement</td>
<td>1</td>
</tr>
<tr>
<td>CHE 101</td>
<td>General Chemistry I</td>
<td>4</td>
</tr>
<tr>
<td>EG E 101</td>
<td>Engineering Graphics</td>
<td>3</td>
</tr>
<tr>
<td>ELC 120</td>
<td>DC Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>MAT 140</td>
<td>Calculus I</td>
<td>4</td>
</tr>
<tr>
<td>SP 101</td>
<td>Fundamentals of Speech Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**2nd Semester**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHE 102</td>
<td>General Chemistry II</td>
<td>4</td>
</tr>
<tr>
<td>CSC 108</td>
<td>Programming in C</td>
<td>3</td>
</tr>
<tr>
<td>ELC 120</td>
<td>AC Circuit Analysis</td>
<td>3</td>
</tr>
<tr>
<td>HLF Elective</td>
<td>Health and Life Fitness</td>
<td>1</td>
</tr>
<tr>
<td>MAT 141</td>
<td>Calculus II</td>
<td>4</td>
</tr>
<tr>
<td>ENG 101</td>
<td>English Writing</td>
<td>3</td>
</tr>
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</table>

**3rd Semester**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELC 256</td>
<td>Digital Fundamentals and Circuits</td>
<td>3</td>
</tr>
<tr>
<td>ENG Elective</td>
<td>General Electric, Arts &amp; Humanities</td>
<td>3</td>
</tr>
<tr>
<td>HLF Elective</td>
<td>Health and Life Fitness</td>
<td>1</td>
</tr>
<tr>
<td>MAT 210</td>
<td>Advanced Calculus</td>
<td>4</td>
</tr>
<tr>
<td>PHY 203</td>
<td>General Physics II</td>
<td>5</td>
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</tbody>
</table>

**4th Semester**

<table>
<thead>
<tr>
<th>Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECO 201</td>
<td>Microeconomics Theory</td>
<td>3</td>
</tr>
<tr>
<td>EG E 205</td>
<td>Selected Topics in Electrical Engineering</td>
<td>1</td>
</tr>
<tr>
<td>HIST 101 OR 151</td>
<td>History of American Civilization I or World History I</td>
<td>3</td>
</tr>
<tr>
<td>MAT 211</td>
<td>Differential Equations</td>
<td>4</td>
</tr>
<tr>
<td>PHY 204</td>
<td>Physics II</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total Credits:** 48
RESOURCES & EXPENDITURES

- The ASE-EE Program is expected to generate revenue in excess of its expenses from the first year. (See Table 1 and 2 – attached)
- The National Science Foundation (NSF) grant will cover the following expenditures for the first two years of the program:
  - New faculty member: A new faculty member will be hired to teach in the ASE-EE Program. The NSF grant will pay the new faculty's salary and benefits for two years. After two years, the new faculty member will become a PIN employee.
  - Equipment: The NSF grant will purchase all new lab equipment (hardware and software) required by the ASE-EE Program.
- Perkins funds will support the ASE-EE Program beginning in 2015.
- BCCC will pursue a Phase II grant from the NSF for continuous funding.
SGA Community Service, Bridge Park Nursing Home
March 8

After the MLK community service event held in January, the Student Government Association planned another visit to the Bridge Park Nursing Home. The day’s event was very productive as a team of 15 students shared their time and talents with the elderly residents of the facility. The SGA members led a worship service and shared some inspirational passages. Coordinators of the nursing home were delighted to have the students come in, and they extended an invitation for another visit. The event ended with a small social between the students and the elders, and in conclusion, the Student Government Association planned to visit the nursing home on a monthly basis.

Press Your Luck: Irish History Trivia Game
March 11

In celebration of Irish History Month, students tested their knowledge in a game show-fashioned Irish Trivia Contest. The event, made possible by the Office of Student Life and the Student Government Association, was facilitated by a professional entertainment host. Monetary prizes were awarded to the top three teams who competed. There were approximately 60 students in attendance who found the activity to be fun and informative.

Real Talk Series: Sexual Misconduct Awareness and Prevention
March 13

In an effort to cultivate a healthy learning community for our students, faculty and staff, the Student Government Association, Office of Judicial Affairs and Office of Student Life held the second Real Talk Series of the semester entitled, “Sexual Misconduct Awareness and Prevention.” The session was geared at encouraging sexual respect and educating students about the extent of sexual misconduct, as well as, precautionary measures that they can take to avoid such situations. Ms. Nicole Webb from Human Resources facilitated the discussion after showing a clip about sexual misconduct.

Student Clubs and Organizations Team Building
March 15

Student clubs and organizations have been very active this academic year. In an effort to bring even closer team interaction and effective organizational communications, the Student Government Association and the Office of Student Life, arranged a Team Building Activity for all student leaders. The session, which lasted for two hours, proved to be very informative and interactive as it engaged students in leadership and team strengthening activities.
Respect the Craft
March 19

The Office of Student Life, Student Government Association, and the DEFinition club sponsored another open-mic event held in the Fine Arts Theater. The event hosted by DEFinition president, Theodore Edwards, was themed in accordance with the celebration of Women’s History month. The showcase of talents was a success with participation of several women who exhibited talent through poetry and songs. A special feature was also presented by BGV's, one of the great performing groups from Morgan State University.

Passport Leadership Session V: Entrepreneurship (Local Guest Speaker)
March 20

As future leaders of society, participants of the Passport Leadership program are trained to be well-rounded and diverse individuals that will be productive contributors in their communities. In the fifth session of the program, an entrepreneur from Salon L, Ms. Tanielle Winstead, came by to share her insights on starting a business. Ms. Winstead discussed her journey as an entrepreneur, and she welcomed questions from the students who were considering a future career in business.

The Marketplace Experience: Finding the Other Woman Inside of You
March 22

To celebrate Women’s History Month, the English and Visual Arts department, Office of Student Life, and the Student Government Association partnered to bring a very special event that catered to the female population of BCCC and beyond. The event, participated by empowered and talented women was kicked-off with an evening social over “mocktinis” and appetizers. It was followed by a round-table discussion led by Professor JaHon Vance regarding the successful business ventures that our female vendors have taken. A number of artists also serenaded the women as they performed and celebrated womanhood. The program was brought to a close with keynote speakers from our very own English department, Professor Theron Coleman, Professor Latonia Moss, and Professor Naeshea Price. There were approximately 120 women in attendance.

Biotechnology and Physics Joint Lecture
March 22

The Biopark Biotechnology Student Society, in collaboration with the Society of Physics Students, worked together in hosting a Science Joint Lecture. The cross-disciplinary lecture on life and physical science led by Dr. Amrita Madabushi, advisor of the Biotech club, and Dr. Thomas Langley, advisor of the Physics Club, was aimed at sparking student’s interest in science. The two topics discussed were: The Challenges of Human Space Travel; and Einstein’s General Relativity and Black Hole Thermodynamics. There were approximately 50 students who attended the event who they described as being “out of this world.”
TAB 7
Faculty Senate Report to the Board of Trustees  
April 2013

The Faculty Senate continues to advocate for the academic integrity, shared governance and transparency. Senate President Lyman and Vice President Webb have met every two weeks with President Anderson on a variety of issues.

The Senate has prepared position papers on Developmental Education and Academic Organization. On April 5, 2013, the Senate Executive Committee (SEC) had a lengthy discussion on the responses provided by the Vice President for Academic Affairs. These issues are scheduled for discussion at the Academic Council in April and May. The SEC is pleased the VPAA accepted the Senate proposal on Faculty credential review.

The Senate Executive Committee approved the Curriculum and Instruction Committee (CIC) recommendation to modify several Engineering courses and to approve the Associate in Electrical Engineering degree. The SEC also accepted an emergency report from the CIC on a rarely offered course.

The SEC continues to work through revisions to a number of Academic Policies, including revisions to the Faculty Handbook.

Dr. Lyman has modified the AAUP document entitled “Recommended Institutional Regulations on Academic Freedom and Tenure” to fit the BCCC contract system. We are working on a draft faculty contract that contains language providing the “on the record hearing before an elected body of faculty peers” required to remove AAUP censure. The College Wide Assessment Council (CWAC) is moving quickly toward becoming operational. The CWAC provides oversight of assessment activities across all College divisions.

The Middle States Self Study workgroups are diligently collecting and analyzing data on their respective topics.

Faculty members have completed their annual self-assessments and those seeking promotion will be submitting their applications to the Academic Rank and Promotion Committee in early May.

The Faculty Affairs Committee will hold the Faculty Retirement Dinner on May 9, 2013 at 6:30 p.m. at the DoubleTree by Hilton Baltimore North-Pikesville. As always the Faculty Senate leadership is available to answer your questions.

Respectfully submitted
Brad Lyman, Ph.D.
President of the Faculty Senate

*There are no approved Faculty Senate minutes available for this meeting
TAB 8
1. LMC and Human Resources Meetings- Under discussion/in progress
   - Negotiations Update
   - Contractual Staff at BCCC
   - Professional Development
   - Evaluations
   - Teaching Load (Pre-100) for Bargaining Unit Staff

2. Other – Under discussion/in progress
   - Other
TAB 9
Highlights in this month’s report include good news for the College regarding the FY 2014 budget, state-wide activity that continues to focus on the completion agenda, and BCCC Matters that are under review.

**MHEC – “Complete College America” (CCA) Project**
Baltimore City Community College has been invited by the Maryland Higher Education Commission (MHEC) to participate in a multi-city strategy which focuses on significantly increasing educational attainment rates in major cities throughout the country. The project will begin in three cities: Baltimore, Washington, DC, and Philadelphia.

**BCCC Budget**
Governor O'Malley’s proposed 3.1% increase in State General Funds ($41,828,437) for BCCC over last year’s allocation ($40,564,700) has been fully funded by the Senate and the House.

Attendance at the Governor’s Sine Die reception at Government House allowed us the opportunity to interact with the governor, many legislators, and Department heads who have been integral to the forward movement of the College in Annapolis.

**Maryland Council of Community College Presidents (MCCCP)**

**Common Core State Standards (CCSS).** Major discussion ensued regarding Common Core State Standards that were adopted by Maryland in June 2010. This project re-emphasizes the State’s focus on alignment of efforts to ensure readiness of students graduating from high school with college readiness and/or preparation for success in the work force. The P-20 Council is the oversight body for this project. Referenced national data indicate that the longer students remain in college, the less likely they are to finish. Therefore, focus is on three areas of concentration: English language, math, and teacher readiness. See attachment for timeline for implementation. … *This project appears to be in alignment with other projects in Maryland, e.g., the Maryland Longitudinal Data System (MLDS-P20W) scheduled to be operational by start of FY 2014.*

**Core Principles for Transforming Remedial Education.** A joint statement issued by Complete College America, Inc., Education Commission of the States, Jobs for the Future, and Charles A. Dana Center has been made that will have an impact on our understanding of strategies that can have an immediate and profound impact on student success rates.

**Affordable Health Care Act.** Careful research must be conducted to determine the possible impact of federal regulations related to the Affordable Health Care Act that goes into effect in January 2014. It may create significant financial obligations for AACC member institutions.
BCCC Matters

Compensation Study: A proposal has been forwarded to the Board for posting of a Request For Proposals for a comprehensive compensation study that will examine the competitiveness of the BCCC staff compensation program, which would include methods of compensating employees for their performance as well as competitive market considerations locally, regionally, and nationally. The plan may also include review of BCCC’s classification system, salary grade/range systems, and individual position analysis to determine internal equity and the College’s job evaluation system.

Contractual Employee Review: Much progress has been made on the review of the status of current full-time eligible contractual employees who work in comparable PIN positions. A new major component of the review is the possible implications of the federal Affordable Health Care Act on contractual as well as adjunct faculty employees that will become effective in January 2014. Consultation with our health care provider will help to provide meaningful answers so that a recommendation can be forwarded for Board consideration and College action.

2013 Legislative Report. On May 14th, the College will host Senator Catherine Pugh, Delegates Frank Conaway, Jr., Barbara Robinson, and Shawn Tarrant for their annual end-of-session Report Back to the Community. All members of the college community are invited.

April Listening Tour: Student Affairs Division, BCCC College Council, National Organization of Black Law Enforcement (N.O.B.L.E.), Year Up students, International Students Organization, 100 Black Men Organization
Strategic Enrollment Management and Retention Committee Update

As of the 79th day, April 16, 2013 since classes began, Student headcount (excluding students who have withdrawn from all classes) was 5361, 13 percent less than the 6,173 enrolled the same time last year.

The Strategic Enrollment Management and Retention Committee meets regularly to review enrollment goals, institute strategies and monitor results. Building upon the Strategic Enrollment Management and Retention Plan and in anticipation of the upcoming registration periods, the committee drafted an action plan targeted at improving summer and fall 2013 enrollment.

Key Updates

1. BCCC transient courses are being regularly advertised in April/May editions of student newspapers at four-year institutions statewide. Ads will target students coming home to the Baltimore area for the summer and promote affordability and accessibility of summer session course offerings.

2. The enrollment management department has expanded its calling / mailing campaign through May 31, 2013, to promote early and re-enrollment to the following student groups:
   - applied, not tested
   - applied, tested, did not enroll
   - applied, tested, awarded but not enrolled
   - currently enrolled
   - stop outs from fall 2011

3. The college is completing the programming to support implementation of NELNET financial system. Completion is anticipated by May 31, 2013. A campaign to promote the new deferment plan for Fall 2013 is being launched urging students to enroll early, with expanded payment options.

4. Targeted high schools are in the process of completing the established high school student survey targeting 9th through 12th graders in Baltimore City and surrounding counties. The focus is to identify prospective students’ educational and vocational interests and match their interests to our current program offerings. This effort began in April 2013 and will continue through June 2013, data will be available July 2013.
5. In a targeted recruitment effort the Admissions department is collaborating with Academic Affairs to host a spring 2013 Fashion Open House, on April 24, 2013. We are anticipating over forty students from five Baltimore City Public Schools. Presentations will include Admissions, Fashion Design and a campus tour.

6. Recruiters will present at the State of Maryland, Department of Human Resources, Constituent Services Offices events, throughout the summer. There will be approximately 25 events in total targeting state employees, their families, and community members.

7. Expand and formalize early college partnerships with Baltimore City Public Schools and Faith-Based organizations. The goal is to increase partnerships from two to five by Fall 2014.

The Strategic Enrollment Management and Retention Committee continues to work at an accelerated pace to develop and implement strengthening strategies to improve enrollment at Baltimore City Community College.

Strengthening goals include:

<table>
<thead>
<tr>
<th>Item</th>
<th>Discussion / Action Steps</th>
</tr>
</thead>
</table>
| A.) Re-establish Academic Affairs and Student Affairs Bi-weekly Leadership Team Meetings, and add BCED to begin attending the meetings immediately. Each group is expected to come to the meeting with ideas for change that could impact enrollment. | 1. Get by-in from Vice President’s from Academic Affairs/ Student Affairs/ BCED  
2. Identify participants from each area.  
3. Draft change for the group and identify roles. |
| B.) Establish joint recruitment strategies to begin to work on college-wide recruitment activities to target special populations. (A reasonable data-driven number that we can work with.) | 1. Identify connections between credit/non-credit programs and support services.  
2. Develop a list for the last year identifying where the yield is coming from (targeted groups).  
3. Implement Hobson’s to manage constituent relationships.  
4. Draft a college-wide recruitment calendar. |
| C.) Identify 5-7 key partnerships to engage in relationship building. | 1. Develop a list of current, external organizations where relationships already exist or may be created. Construct a purpose for relationship. |
2. Joint outreach between credit/non-credit for recruitment/early intervention at targeted high schools.
3. Clarify current efforts with faith-based institutions and include new efforts with non-profits.
4. Develop relationships with corrections system.
5. Develop relationship with military installations. (re-entering McVETS)
6. Develop relationship with State agencies and BCPSS teachers.
7. Develop plan for employees without an Associate’s degree, certificate or GED.

<table>
<thead>
<tr>
<th>Strengthen Retention and Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.) Revisit, revise, and develop strategies and action steps for retention plan.</strong></td>
</tr>
<tr>
<td>1. Revisit last version of Retention Plan.</td>
</tr>
<tr>
<td>2. Revise Retention Plan.</td>
</tr>
<tr>
<td>3. Develop strategies and action steps for goals.</td>
</tr>
<tr>
<td><strong>B.) Explore and develop articulation opportunities between credit and non-credit.</strong></td>
</tr>
<tr>
<td>1. Update ARTSYS – statewide articulation system.</td>
</tr>
<tr>
<td>2. Explore expansion of fast track pathways to certify for degree.</td>
</tr>
<tr>
<td><strong>C.) Investigate impediments to BCCC student completion and develop a plan for eliminating such impediments.</strong></td>
</tr>
</tbody>
</table>

The Strategic Enrollment Management and Retention Committee’s Proposed Framework and Action Plan are available upon request.
2013 LEGISLATIVE WRAP UP

2013 General Assembly Session

- Baltimore City Community College’s budget as proposed by Governor O’Malley on January 16, 2013, remained intact. The budget included an additional 3.1% funding for the College and was upheld completely by a conference committee of the Senate Budget and Taxation Committee and the House Appropriations Committee by the end of the General Assembly Session.

- During the Session, the House Appropriations Education and Economic Development Subcommittee cut BCCC’s budget by $308,763 and this cut was approved by the full Appropriations Committee. The Senate Budget and Taxation Committee’s Education, Business and Administration Subcommittee reduced that cut to just $16,468 a few days after the House action was approved by the full committee.

- Members of the Senate and House fully funded the governor’s State allotment to the College to $41,828,437. Last year’s allotment was $40,564,700 so we received an additional $1,263,737 over last year.

- The College benefitted from House Bill 964, which increases the limit on grants to students enrolled in English for Speakers of Other Languages Programs (or ESOL) from $1 million to $1,333,000. While the College has not met that cap yet, the division of Business and Finance projects that we will by FY 2016. As introduced, House Bill 964, and its companion bill, Senate Bill 410, did not include BCCC. After conferring with sponsors of both of the bills, they immediately amended the bill to include BCCC after realizing it was simply an oversight that the College was not included. This oversight by the sponsors occurred because the College falls under a different funding formula than the Cade formula which funds Maryland’s other 15 local or regional community colleges.

- Another substantial piece of legislation that BCCC can benefit from is the Maryland Employment Advancement Right Now (EARN) Program (SB 278/HB 227). This Administration bill establishes the (EARN) Program in the Department of Labor, Licensing, and Regulation (DLLR). DLLR must establish and administer the program in consultation with the Department of Business and Economic Development (DBED) and the Governor’s Workforce Investment Board (GWIB) to provide competitive grants for specified industry partnerships and training programs. The College is currently exploring opportunities to receive grants through this program.
The College was present at several meetings to add suggestions and amendments to Senate Bill 740 – a comprehensive omnibus bill that deals with college readiness and completion. This ambitious bill, which passed on the final day of the Session, includes numerous provisions to better prepare high school students for college that have not existed in the past. This was arguably the most important higher education bill that passed this year as it affects all P-20 segments of education in Maryland.
# PIN Recruitment Vacancy Listing

**As of April 8, 2013**

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<tr>
<th>Div</th>
<th>PIN #</th>
<th>Position</th>
<th>Date(s) posted</th>
<th>Advertised</th>
<th>Current Status/Updates</th>
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<tr>
<td>1</td>
<td>AA</td>
<td>Assoc. Prof. of Electrical Engineering and Mechatronics</td>
<td>3/21/2013</td>
<td>HEJ, ISHEJ, HERC, Chron. TW, Linkin, FB</td>
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<td>2</td>
<td>AA</td>
<td>Asst Professor of Psychology</td>
<td>12/11/2012</td>
<td>HEJ, ISHEJ, HERC</td>
<td>PAR Pending-VP</td>
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<tr>
<td>3</td>
<td>AA</td>
<td>Assoc. Prof. of Nursing</td>
<td>4/2/2013</td>
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<td>4</td>
<td>AA</td>
<td>Assoc. Prof. of Nursing</td>
<td>4/2/2013</td>
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<td>5</td>
<td>PO-CITS</td>
<td>Manager, Infrastructure, Systems, Telecommunications</td>
<td>11/9/2012</td>
<td>HEJ, ISHEJ, HERC, DICE, CB</td>
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<td>6</td>
<td>PO-CITS</td>
<td>Director, Enterprise Resource Program (ERP)</td>
<td>11/27/2012</td>
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<td>7</td>
<td>BCED</td>
<td>Manager, Non Credit Healthcare</td>
<td>10/8/2012</td>
<td>HEJ, HERC, ISHEJ, Nurse Spectrum and Nurse.com 11/5, Balto Sun 1/13/13</td>
<td>Search open</td>
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<tr>
<td>8</td>
<td>BCED</td>
<td>Refugee Training Coordinator</td>
<td>2/6/2013</td>
<td>HEJ, ISHEJ</td>
<td>PAR Pending-VP</td>
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<td>9</td>
<td>SA</td>
<td>Dean of Enrollment Mgmt</td>
<td>8/28/2012</td>
<td>HEJ, ISHEJ, HERC, Chron 10/12; AACC 12/14; Chron 1/13/13, AACRAO 1/8/13</td>
<td>PAR Pending- VP</td>
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<td>10</td>
<td>IAMR</td>
<td>VP, IAMR</td>
<td>3/1/2013</td>
<td>HEJ, ISHEJ, Chronicle 3/15</td>
<td>Search open</td>
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<tr>
<td>11</td>
<td>IAMR</td>
<td>Grants Specialist</td>
<td>12/19/2012</td>
<td>HEJ, ISHEJ, WP, Ccjobs, AA, Chron 1/11/13</td>
<td>1st interviews scheduled for week of 4/15/13</td>
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<th>Notes</th>
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<td>Search committee reviewing</td>
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<td>Search closed; screening</td>
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