Board of Trustees
Open Session

Tuesday, June 24, 2014
4 P.M.

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

Board of Trustees

Dr. Rosemary Gillett-Karam, Chair

Dr. Mary E. Owens Southall, Vice Chair

Dr. Donald A. Gabriel

Mr. Jay Hutchins

Ms. Morgan McKie, Student Trustee

Ms. Pamela Paulk

Ms. Maria Harris Tildon

Dr. S. Todd Yeary
TAB 1
I. CALL TO ORDER (Dr. Rosemary Gillett-Karam, Chair)

II. ADOPTION OF AGENDA

III. PUBLIC PRESENTATIONS

IV. BOARD ACTIONS/CONSENT AGENDA (All actions requiring a vote.)
   A. Approval of the June 24, 2014, Agenda .......................................................... TAB 1
   B. Approval of the May 27, 2014, Minutes ................................................................. TAB 2
   C. College Contracts..................................................................................................... TAB 3
   D. Student Government Association (Mr. Olayiwola Bakare, President)............. TAB 4
   E. Faculty Senate (Dr. Katana Hall, President)............................................................ TAB 5
   F. AFSCME Local #1870 at BCCC (Ms. Charlene Gray, President)...................... TAB 6

   Action: Move to approve the Board Actions/Consent Agenda

V. COLLEGE POLICIES ..................................................................................................... TAB 7
   (Dr. Tonja Ringgold, Interim Vice President of Academic Affairs) (Action)
   • Transfer and Advance Standing
   • Library Fines and Fees

VI. COLLEGE DIVERSITY PLAN .................................................................................... TAB 8
    (Mr. Ron Smith, Vice President of Student Affairs) (Action)

VII. PRESIDENT'S REPORT (Dr. Carolyn Anderson, Interim President) .................... TAB 9
    A. Updates (Information)
       • Enrollment Report (Mr. Ron Smith)

    B. Active Search Listing ............................................................................................. TAB 10
       (Information)

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

IX. NEXT MEETING:
    Board of Trustees Retreat, Thursday, July 10, 2014 - Friday, July 11, 2014
    Mt. Washington Conference Center
TAB 2
I. PRELIMINARY PRESENTATIONS (Awards, recognitions, honors, etc.)
Chair Gillett-Karam recognized Dr. Katana Hall as the newly elected Faculty Senate President; Dr. Richard Bucher, Professor of Sociology, presented the Board with copies of his book *Diversity Consciousness;* and Ms. Sheryl Nelson and Ms. Rory Wallace, Department of Human Resources, presented the 2014 College Excellence Awards to Mr. Scott Saunders and Dr. Yun Liu, Professors of Mathematics; Dr. Malathi Radhakrishnan, Professor of Natural and Physical Sciences, Ms. Natalie Comas, Administrative Assistant in the TRIO/SSS-STAIRS Program; and Ms. Salita High, Administrative Assistant in the English, Humanities, Visual and Performing Arts Department.

II. PUBLIC PRESENTATIONS
N/A

III. BOARD ACTIONS/CONSENT AGENDA (All Actions requiring a vote.)
The Board voted unanimously to approve the April 22, 2014, consent agenda:
- May 27, 2014, Agenda
- April 22, 2014, Minutes

IV. ITEMS REMOVED FROM THE CONSENT AGENDA
None

V. FINANCE COMMITTEE RECOMMENDATIONS (Trustee Mary Owens Southall)
Trustee Owens Southall reported that the Finance Committee recommended approval of the College’s Operating Budget Request Overview, Capital Budget Request Overview, Proposal for Non-Credit Student Payment and the Tuition and Fees recommendation.

Action: The Board of Trustees approved the College’s Operating Budget Request Overview, Capital Budget Request Overview, Proposal for Non-Credit Student Payment and a State mandated $15 increase to out-of-state tuition. There is no increase in the base credit tuition rate for FY 2015.

VI. PRESIDENT’S REPORT
Please see the April 22, 2014 Board Book for the full President’s Report.

VII. CONTRACTUAL CONVERSIONS (Ms. Sheryl Nelson, executive director of Human Resources)
Ms. Nelson reported that the College converted four contractual employees to PIN positions.
VIII. **ENROLLMENT UPDATE** (Mr. Ron Smith, vice president of Student Affairs)
Mr. Smith reported that the FTEs are down by 6% and headcount is down by 6% for Summer I session. FTEs are down by 24% and headcount is down by 25% for the upcoming fall. Trustee Yeary recommended contacting other peer institutions facing similar enrollment challenges to seek advice on how they are addressing the issue. He also recommended targeting populations outside of the Baltimore City Public Schools, specifically veterans.

IX. **NEXT MEETING**
June 24, 2014, Business and Continuing Education Division

X. **ADJOURNMENT**
The Board of Trustees meeting adjourned at 5:11 p.m.

**ATTENDANCE:**
Dr. Carolyn Anderson, Interim President

**BCCC Staff Present:** Ms. Tope Aje, Ms. Nicole Cameron Becketts, Mr. Valerie McQueen Bey, Ms. Vera Brooks, Dr. Lesley Brown, Mr. Daniel Coleman, Ms. Jacqueline Colkey, Ms. Natalie Comas, Mr. Edward Ennels, Mr. Jamiel Farrar, Mr. Bill Fleming, Dr. Katana Hall, Mr. Tony Herrera, Mr. Joe Hutchins, Mr. Will Hug, Dr. Bob Iweha, Ms. Leslie Jackson, Mr. Nicholas Laureys, Dr. Anil Malaki, Ms. Tina Mosley, Dr. Malathi Radhakrishnan, Dr. Shanta Rao, Ms. Robin Scott, Ms. Sabina Silkowski, Mr. D. FitzGerald Smith, Dr. Daphne Snowden, Mr. Chima Ugah, Mr. Tom Wamalwa, Dr. Dennis Weeks, Ms. Meintje Westerbeek, Mr. Vincent Whitmore, Mr. Andre Williams, Ms. Virgie Williams, and Dr. Diana Zilberman

**Others Present:** Mr. Bryan Perry, Assistant Attorney General

**CLOSED SESSION**
The Board voted unanimously, under the Open Meeting Act, State Government Article, Section 10-508, to convene in Closed Session on May 27, 2014, in the President's Conference Room to discuss real estate, personnel and to obtain legal advice.

Respectfully submitted,

Carolyn Anderson, Ed.D.
Interim President

*Full report on file in the President’s Office*
TAB 3
NO COLLEGE CONTRACTS
TAB 4
“Panther Pride Week”- Game day
May 2, 2014
Game day was the last official event of “Panther Pride Week” where the fun was taken outdoors to a beautiful, warm spring afternoon of activities. Events such as the dunk tank, where a few brave students and faculty took their place on the dunk tank “hot seat.” Students, staff, family and friends hurled baseballs at the target to give them a good cool dunk in the pool. This event was part of the fundraising efforts of the Anthropology and Sociology Club to raise funds for a study abroad project to Belize. The T.R.U.T.H.S.S. Club sponsored a pie-eating event where the winner of the contest won a PC and a laptop computer. There was also a large bounce house and obstacle course, where participants could traverse the obstacles culminating a large slide down the formidable course. “Panther Pride Week,” (PPW) as with the past “PPW’s” are a fun and exciting way to relax before spring semester finals. Those in attendance had a great time!

Stogie Kenyatta in “The World Is My Home – The Life of Paul Robeson”
May 16, 2014
Acclaimed stage and screen actor, Stogie Kenyatta performed his one-man stage show chronicling the life times of legendary actor, Paul Robeson. It was a moving and inspirational depiction of different points of Mr. Robeson’s life. All who were in attendance walked away with a highly entertaining history lesson on his life.

“Laugh Your Stress Away” Stand-up Comedy Show
May 16, 2014
After the Stogie Kenyatta play, students and staff was treated to a stand-up comedy show hosted by Larry Lancaster. Eight comedians were featured on this night of stress-free entertainment. This was the perfect activity to relax and have fun before the beginning of final exam week.

“Fitness can be Fun Games”
May 17, 2014
Members of the Student Government Association participated in the “Fitness Can Be Fun Games.” They had a very energetic team that competed in the various games and activities. This event was sponsored by the Physical Therapy Assistant Program in partnership with the Office of Student Life and other campus departments and community programs. The day was full of fun activities and games with the focus on health and wellness. There was also a silent auction and vendor fair. The goal of the event was to bring awareness and financial support to Mount Washington Pediatric Hospital Weigh Smart® program. The Weigh Smart® program helps educate children and their families
about healthy living and lifestyle changes to reduce and prevent childhood obesity. The event was very successful and everyone is looking forward to the games next year.

May 27, 2014

The T.R.U.T.H.S.S. Club held its first Awards Program in the Faculty Staff Lounge. The club recognized its members as well as faculty and staff that they felt supported them throughout the academic year. The program was well organized with a student speaker, music and dance. The program was emotional at times for the members as they felt really good about all of their accomplishments. They were elected as the “Outstanding Club and Organization” of the year and their president (Carmalita Tchouake) was voted as the Outstanding Club Member of the Year. At the end of the formal program there was a wonderful slide show and reception. This was a truly an outstanding student event
The following information records selected activities of the members of the BCCC Academy of Faculty, Faculty Senate, Senate Executive Committee Leadership and SEC President from May 15, 2014 until June 11, 2014:

On May 15\textsuperscript{th} members of the Senate Executive Committee met with Presidential Candidate #3 from 1:35 pm until 2:20 pm in MNB 164D. Following the meeting we synthesized our assessment of the candidate’s strengths and weaknesses and forwarded that information to Ms. Lemon to deliver to the Board of Trustees, as requested. Faculty Members who attended the Open Public Forum queried the candidate in the Fine Arts Theatre on the Liberty Campus. Later that evening, the Faculty Affairs Retirement Dinner honoring retirees Richard Danforth, Lynn Kerr, Tibor Ostreicher, Warren Turner and Cynthia Webb was well attended by faculty, administrators, staff and friends of the retirees. It was a celebratory evening with “unique” entertainment provided by faculty, administrators and staff.

On May 16\textsuperscript{th} a meeting of the full Faculty Senate was convened at 1:00 pm in the Gaare Auditorium

On May 29\textsuperscript{th} Members of the Senate Executive Committee met with Presidential Candidate #4 from 1:15 pm until 2:00 pm in MNB 233E. Following the meeting we synthesized our assessment of the candidate’s strengths and weaknesses and forwarded that information to Ms. Lemon to deliver to the Board of Trustees, as requested. Faculty queried the candidate during the Open Public Forum held in the Gaare Auditorium on the Liberty Campus. Later that afternoon, a Surprise Retirement Luncheon was held for Dr. Brad Lyman (who announced his retirement, quietly, earlier that week. The event was attended by faculty, staff and administrators. Remarks were offered by Dr. Anderson, Dr. Ringgold, Dr. Weeks, Professor Webb, Professor Ennels, Dr. Hall and Dr. Lyman.

On May 30\textsuperscript{th} SEC President Hall met with SEC Standing Committee Chairs and Co-Chairs. The materials requested by Dr. Hall were: 1) 2013-2014 Individual Committee Goals, 2) Chair’s Self-Assessment of 2013-2014 Goals and 3) Committee Year-End reports. There are seven (7) SEC Standing Committees: Curriculum Instruction Committee (CIC) Faculty Affairs, Faculty Evaluation, Working Conditions, Academic Rank and Promotions Committee (ARPC), Grievance, and Program Review and Evaluation Committee (PREC). The information collected generates supporting evidence in the preparation of SEC’s 2013-2014 Self-Assessment of Goals document. Later that afternoon, the Senate Executive Committee (SEC) met to conduct actionable business at 1:00 p.m. Following the SEC meeting, members of the SEC 2013-2014 Goals and Self-Assessment Committee met to solidify their charge, clarify assignments, share updates, report new action steps and/or identify documents needed for the final report. They met from 4-6 p.m.
On the morning of June 6th the SEC President scheduled meetings with all Faculty Liaisons, Committee Chairs and/or Co-Chairs to College-Wide Committees. The materials requested by Dr. Hall of each Committee Chair and/or Co-Chair were: 1) 2013-2014 Individual Committee Goals, 2) Chair’s and/or Co-Chair’s Self-Assessment of 2013-2014 Goals and 3) Committee Year-End reports. There are seven (7) active Committees and/or Task Forces that have faculty members serving as a Liaison, Chair and/or Co-Chair appointed by the SEC President for the 2013-2014 term. They are: Academic Master Plan (AMP), Institutional Student Learning Outcomes and General Education Student Learning Outcome Committee (ISLO/GenEd); Developmental Education Task Force (DevEd); Student Learning Outcomes (SLOA) Task Force; Maryland Higher Education Commission’s Faculty Advisory Committee (MHEC-FAC); The Adjunct Faculty Committee(AFC); and The Faculty Agreements Task Force (FA). Again, the information solicited was required by Dr. Hall to effectively prepare SEC’s 2013-2014 Self-Assessment of Goals document. Later that afternoon, the Senate Executive Committee (SEC) met to conduct actionable business.

On June 7th members of the Baltimore City Community College Academy of Faculty served as volunteers, in addition to attending BCCC’s 65th Commencement Services: Reflection and Promise at the Lyric Theatre.

On June 11th the SEC President met with Dr. Tonja L. Ringgold, Vice-President of Academic Affairs to discuss eleven (11) items. Six (6) of those items were resolved or will be resolved within a seventy-two (72) hour period. Three (3) of the five (5) remaining items can be resolved within the next thirty (30) days and two (2) items will require more time as they involve acquiring feedback from multiple sources, data collection, verification, and assessment. Later that afternoon, an impromptu meeting with Dr. Carolyn H. Anderson occurred immediately following the College Council meeting. SEC Vice-President Ennels and SEC President Hall were in attendance with President Anderson. Three (3) items were discussed. Two of those items were already on the “To Do List” of the SEC for 2014-2015 and one new was added to the list. A fourth and fifth item originally on the SEC agenda for a meeting with the President were both addressed in the College Council Updates provided by President Anderson.

Respectfully Submitted,

Katana L. Hall, Ph.D.
Faculty Senate President
1. **Labor Management Committee (LMC) in progress:**

   Agenda items for the May 22 LMC was:

   1) **Anonymous Supervisor Evaluation (ASE)**

   2) **Overtime Form.** Agreement needs to be reached between labor and management on the form that the college is using so that there is consistency. We agreed that the OT form needs to accurately reflect MOU agreements.

2. **Dissemination & Collection of Anonymous Supervisor Evaluation (ASE) from Bargaining Unit Employees:**

   A total of 108 completed forms were delivered by Union leadership to HR on Thursday, June 5th. That is a questionnaire response rate of over 50%. As the next step, HR will report out on data from these surveys and present to President’s staff; and also present results of the survey at the Labor Management Committee. It is hoped that these ASEs will serve as a helpful tool to improve the workplace.

3. **Other:**
Title of Policy: Transfer and Advance Standing Policy

Policy (check one): New ______ Revised _____ X _____ Reformatted _____

Applies to (check all that apply):

Faculty _____ Staff _____ Students _____ X _____
Division/Department _____ College _____

Topic/Issue:
Transfer of credit and determination of advance standing.

Background to Issue/Rationale for Policy:
The Board of Trustees shall adopt and publish in the college catalog or other public documents a policy governing the transfer and acceptance of credits from other colleges, universities, and other approved agencies for the purpose of advance standing.

State/Federal Regulatory Requirements (cite if applicable):

Middle States Commission on Higher Education Policy - Transfer Credit, Prior Learning, and Articulation
Code of Maryland Regulations – COMAR 13B.02.02.16L

Policy Language:
It is the policy of Baltimore City Community College that students who have successfully completed college level courses at a regionally accredited college or university will receive credit toward an associate degree or certificate. In addition, exemption from relevant placement tests will be granted. The total number of credits that may be allocated toward an associate degree is 45. The credits awarded for a certificate is half of the total required hours. Students can earn up to 30 of these transfer hours through transfer of nontraditional credit.

BCCC may award transfer credit from regionally accredited institutions and from institutions that are candidates for regional accreditation. Course work completed at degree-granting and non-degree-granting higher education institutions that are not regionally accredited but hold national or specialized accreditation recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation may be considered for transfer credit on a case-by-case basis.
Reverse Transfer

Students registered at a four-year college or university can take applicable course work and transfer that work back to Baltimore City Community College (BCCC) in accordance with BCCC’s transfer policy.

Implementation Date: Upon Board Approval

Proposed by: Tonja L. Ringgold, Ed.D., Interim Vice President for Academic Affairs and Ron H. Smith, Vice President for Student Affairs

Originator/Division: Academic Affairs and Student Affairs

*This policy once approved by the Board of Trustees supersedes all other policies.*
Title of Policy:  Library Fines and Fees Policy

Policy (check one):  New  x  Revised  _________  Reformatted  ___

Applies to (check all that apply):

Faculty  ____  Staff  ____  Students  ____
Division/Department  ____  College  x  

Topic/Issue:
This policy is intended to outline Library fines and fees at Baltimore City Community College.

Background to Issue/Rationale for Policy:
The purpose of this policy is to:
  • Ensure that library resources lent to Students, Faculty and Staff are returned promptly so that they are available to other members of the BCCC community.
  • Generate funds for the replacement of unreturned or damaged resources.
  • Charge realistic replacement costs for expensive textbook resources.

Of the 12,462 resources (books and media) borrowed in the last two years, from fall 2011 to spring 2013, 318 Items were never returned. The lost rate was 0.25%. Currently, students are charged a maximum of $60.00 per item for unreturned materials. The average cost of an academic book as listed in the Library and Book Trade Almanac, 2012 was $90.00. In 2012, the average price for a new paper textbook was over $82, up from $57 in 2006. Many texts exceed the average price, especially in the areas of science and allied health. Fines paid for overdue materials and lost book fees are returned to the Library in the following fiscal year and used to purchase replacement items.

Currently, Faculty and Staff may borrow materials for the semester unless they are reserve items. We are not charging Faculty and Staff for overdue or lost items. In the last two years, Faculty and Staff have borrowed 138 items that were not returned. In consultation with Financial Services, there is a process for charging Faculty and Staff for lost materials.

State/Federal Regulatory Requirements (cite if applicable):
§13B02.02.18-A (2) (a) of the Maryland Higher Education Commission, Annotated Code of Maryland “A library/learning resources center's program and services shall: Be available to students, faculty and the community, as appropriate”
**Policy Language:**
It is the policy of Baltimore City Community College to charge appropriate Library charges to Students, Faculty and Staff for overdue resources and for replacement costs of unreturned or damaged items.

Library privileges will be suspended if a patron has overdue materials past the due date and grace period.

Overdue fines and lost or damaged item fees incurred by students will be reported to the Bursar office (Student Accounting.) Lost or damaged fees incurred by Faculty and Staff will be reported to Financial Services. College policies and procedures for collecting debts will be followed.

**Proposed Implementation Date:** Upon Board Approval

**Proposed by:** Dr Tonja Ringgold  Interim Vice President for Academic Affairs

**Approved by the Board of Trustees:**

**Originator/Division:** Academic Affairs

*This policy once approved by the Board of Trustees supersedes all other policies.*
TAB 8
INSTITUTIONAL CULTURAL DIVERSITY UPDATE REPORT
2013/2014
**President’s Message**

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

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

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

Carolyn H. Anderson, Ed.D.

Interim President
Institutional Cultural Diversity Plan

Introduction

State law charges every higher education institution in Maryland with the responsibility for developing a plan for promoting cultural diversity on our campuses. In 2008, the Maryland General Assembly added their voice to the call regarding the need for diversity by the enactment of legislation requiring cultural diversity plans. Before enacting Education Article, § 11-406, higher education institutions were not statutorily obligated to develop or maintain a diversity plan.

Maryland lawmakers feel that the time is right for every higher education institution to promote campuses as being diverse places. As the Supreme court points out in its 2003 Grutter decision:

\[
\text{[E]ducation is the very foundation of good citizenship...[and, as a result,] the diffusion of knowledge and opportunity through public institutions of higher education must be accessible to all individuals regardless of race or ethnicity...Effective participation by members of all racial and ethnic groups in the civic life of our Nation is essential if one Nation, indivisible, is to be realized.}
\]


The legislation defines “cultural diversity” to mean “the inclusion of those racial and ethnic groups and individuals that are or have been under-represented in higher education.” However, the Maryland Attorney General in Strengthening Diversity on Maryland Colleges and Universities: A Legal Roadmap asserts, “In order to be consistent with the Grutter principles, campus diversity plans should embrace an expansive definition that is consistent with the institution’s educational mission, the kinds of student backgrounds and experiences that would enhance the achievement of that mission, and the means the institution determines are appropriate to achieve its goal”.

Cultural Diversity Plans Required by Maryland Law

The law requires that the cultural diversity plans must include an implementation strategy and timeline for meeting the goals within the plan. Additionally, the law requires that the following elements be included:
• A description of the way the institution addresses cultural diversity among its students, faculty and staff populations;
• A description of how the institution plans to enhance cultural diversity, if improvement is needed;
• A process for reporting campus-based hate crimes;
• A summary of resources needed to effectively recruit and retain a culturally diverse student body; and
• The enhancement of cultural diversity programming and sensitivity to cultural diversity through instruction and training of the student body, faculty, and staff of the institution.

Each year by May 1, each public institution must submit the plan to its governing board for its review. From that point forward, the governing board must submit a progress report on the institution’s implementation of the plan to the Maryland Higher Education Commission (MHEC) by August 1.

MHEC will review the progress report and monitor compliance with the diversity goals and the State Plan for Higher Education.

**BCCC’s Vision, Mission and Values**

**Vision:**

Baltimore City Community College is an innovator in providing quality education for a diverse population of students to meet the challenges in an ever-changing competitive workforce and environment.

**Mission:**

Baltimore City Community College provides quality, affordable, and accessible educational opportunities with comprehensive programs that meet the professional and personal goals of students while improving communities in the greater Baltimore area.

**Core Values:**

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

**Integrity**

• unwavering adherence to a strict moral or ethical code;
Respect

- Showing genuine concern and regard for the dignity of others;

Diversity

- Recognizing, accepting, appreciating and supporting individual differences;

Teaching

- Impacting knowledge skills, and values that are essential to the success of the individual and growth of the community;

Learning

- Gaining knowledge, skills and understanding that are useful to the individual and college community by promoting intellectual curiosity;

Leadership

- Empowering, nurturing and inspiring individuals to be leaders in their own sphere.

Excellence

- Providing excellent teaching, student services, customer services and community engagement;

Professionalism

- Adhering to the highest standard of customer service.

Summary of Institutional Plan

Progress on Institutional Goals

1. Develop strategies for recruitment of Latino/Hispanics and White residents in Baltimore City and the surrounding areas where under-represented groups within the campus community live and endeavor to increase their enrollment by ten percent by August 1, 2010.

Recently, enrollment declined significantly at the College. The impact of the enrollment decline resulted in sharp budget cutting measures. Consequently, the Spanish-speaking recruiter has not been hired. However, to assist with providing
information to Hispanic enrollment prospects, we hired a part-time Spanish-speaking student ambassador in the summer of 2013 and he continues to work in that role in the Office of Admissions.

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

Due to personnel changes, the membership of the BCCC Cultural Diversity Team has changed accordingly.

**Update on Goal #2**

**BCCC CULTURAL DIVERSITY TEAM**

<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Mr. Ronald H. Smith, co-chair</td>
<td>Vice President of Student Affairs - Interim</td>
</tr>
<tr>
<td>2</td>
<td>Dr. Tonja Ringgold, co-chair</td>
<td>Interim Vice President of Academic Affairs</td>
</tr>
<tr>
<td>3</td>
<td>Ms. Sheryl Nelson</td>
<td>Executive Director of Human Resources</td>
</tr>
<tr>
<td>4</td>
<td>Ms. Maureen Corneal</td>
<td>Vice President of Institutional Advancement and Research</td>
</tr>
<tr>
<td>5</td>
<td>Mr. Gregory Mason</td>
<td>Vice President of Business and Continuing Education</td>
</tr>
<tr>
<td>6</td>
<td>Calvin Harris</td>
<td>Interim Vice President of Business and Finance</td>
</tr>
<tr>
<td>7</td>
<td>Dr. Bob Iweha</td>
<td>Dean of Business, Science, Technology, Engineering and Mathematics</td>
</tr>
<tr>
<td>8</td>
<td>Dr. Dennis Weeks</td>
<td>Dean of Arts and Social Sciences</td>
</tr>
<tr>
<td>9</td>
<td>Mrs. Robin Washington-Scott</td>
<td>Dean of Enrollment Management</td>
</tr>
<tr>
<td>10</td>
<td>Mrs. Nicole Becketts</td>
<td>Dean of Student Development</td>
</tr>
<tr>
<td>11</td>
<td>Antonio Herrera</td>
<td>Chief Information Officer</td>
</tr>
<tr>
<td>12</td>
<td>Ms. Charlene Gray</td>
<td>AFSCME Local Representative at BCCC</td>
</tr>
<tr>
<td>13</td>
<td>Olayiwola Bakare</td>
<td>President of the Student Governance Association</td>
</tr>
<tr>
<td>14</td>
<td>William Hug</td>
<td>Coordinator of Recruitment and Admissions of International Students</td>
</tr>
</tbody>
</table>

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

The Office of Professional Development made available to all faculty, staff and administrators via Skillsoft (online training portal) *Diversity on the job: The Importance of Diversity and the Changing Workplace*, this is a one-hour training
session that discusses the barriers and challenges that must be overcome in order to create a diversified working environment.

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

Over the last year, (2014) the Human Resources Office has offered training classes for Faculty/Staff pertaining to Cultural Diversity Awareness, EEO Training for Directors, Managers and Supervisors as well as affording employees the opportunity to attend external trainings focusing on diversity such as Women in Higher Education Leadership Summit, Leading, Strengthening and Educating Multi-Cultural Communities and more.

Again, Human Resources are committed to ensuring a fair and equitable work environment that fosters diversity and inclusion. There will be new diversity initiatives identified and implemented for the upcoming fiscal year.

**Efforts to Increase Numerical Representation of Traditionally Underrepresented Groups**

**Students**

- Representatives from Business and Continuing Education Division (BCED) and the Office of Recruitment and Admissions staffed an information table at the annual 2014 Cinco de Mayo Festival in the Fells Point community. During the two-day event BCED staff collected dozens of interest cards and distributed information about ESL, GED, credit programs and financial aid.

- The Refugee Youth Program hosted their second annual gala entitled Culture Clash: A Celebration of International Fusion on Friday, February 21, 2014 at the AME Zion Church located in Baltimore, MD. The fund raising event featured international cuisine, live performances and commemoration. Over 140 people attended the event, which helped raise more than $5,000 to support general programming and field trips.

- *Interweaving Traditions: Bookbinding Across Cultures*, a unique book arts exhibition celebrating the cultures of refugee youth, opened at the Reginald F. Lewis Museum of Maryland African American History & Culture (RFLM). The show featured work by Baltimore City Community College’s Refugee Youth Project (RYP) high school students utilizing creative bookbinding methods and non-traditional materials.
- Flower Mart – The RYP program participated in the Annual Baltimore Flower Mart held May 2nd in the Mt. Vernon neighborhood. RYP staff sold unique items made by RYP youths to raise money to support program activities.
- English Language Services partnered with the Office of Recruitment and Admissions to make presentations about credit and ESL services to high school students in the Baltimore City Public School System, where these targeted high schools offer ESL classes.

<table>
<thead>
<tr>
<th>Student racial/ethnic distribution</th>
<th>Fall 2011</th>
<th>Fall 2012</th>
<th>Fall 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. African American</td>
<td>75.5%</td>
<td>74.7%</td>
<td>80.6%</td>
</tr>
<tr>
<td>b. Asian, Pacific Islander</td>
<td>1.5%</td>
<td>1.9%</td>
<td>3.1%</td>
</tr>
<tr>
<td>c. Hispanic</td>
<td>1.2%</td>
<td>1.5%</td>
<td>1.0%</td>
</tr>
<tr>
<td>d. American Indian/Alaskan</td>
<td>0.1%</td>
<td>0.1%</td>
<td>0.8%</td>
</tr>
<tr>
<td>e. Native Hawaiian/Pacific Islander</td>
<td>0.2%</td>
<td>0.2%</td>
<td>0.3%</td>
</tr>
<tr>
<td>f. White</td>
<td>8.3%</td>
<td>8.2%</td>
<td>8.2%</td>
</tr>
<tr>
<td>g. Multi-Race</td>
<td>0.6%</td>
<td>0.8%</td>
<td>1.2%</td>
</tr>
<tr>
<td>h. Foreign/Non-Resident Alien</td>
<td>10.6%</td>
<td>11.2%</td>
<td>4.6%</td>
</tr>
<tr>
<td>i. Unknown</td>
<td>1.9%</td>
<td>1.4%</td>
<td>0.1%</td>
</tr>
</tbody>
</table>

When compared to last year’s data, we see an 0.7% increase in the number of non-African American students who enrolled at BCCC by fall 2013.

**Faculty**

Minorities constitute 66% of full-time faculty and 73% of full-time administrators and 69% of other full-time professional staff. The College advertises for vacant or newly created positions via many venues to recruit a diverse candidate pool for hiring including the Chronicle of Higher Education, Monster.com, Hispanic Outlook, Women’s Chamber of Commerce, Diverse Issues in Higher Education, Highered.com, Hispanic Chamber of Commerce, and the BCCC website. The Human Resources Office also participates in job fairs held in Baltimore City in order to promote recruitment of minorities for job openings.

<table>
<thead>
<tr>
<th>Faculty and Staff Diversity</th>
<th>Fall 2008</th>
<th>Fall 2009</th>
<th>Fall 2010</th>
<th>Fall 2011</th>
<th>Fall 2012</th>
<th>Fall 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Percent minorities of full-time faculty</td>
<td>62%</td>
<td>61%</td>
<td>59%</td>
<td>59%</td>
<td>63%</td>
<td>66%</td>
</tr>
<tr>
<td>Percent minorities of full-time administrators</td>
<td>72%</td>
<td>73%</td>
<td>73%</td>
<td>78%</td>
<td>71%</td>
<td>73%</td>
</tr>
</tbody>
</table>
Percent minorities of full-time administrative and professional staff

<table>
<thead>
<tr>
<th></th>
<th>69%</th>
<th>72%</th>
<th>71%</th>
<th>70%</th>
<th>67%</th>
<th>69%</th>
</tr>
</thead>
</table>

Note: As per State and federal guidelines, categories of staff have been changed beginning with fall 2013.

Efforts Designed to Create Positive Interactions and Cultural Awareness on Campus

Business and Continuing Education

- On March 14, 2014, BCED staff and Chief of Public Safety, William Booth hosted the China Career Education and Campus Safety Delegation. The Chinese group of 15, led by Mr. Cai Zhaoli, Deputy Director General, Department of Education of Shaanxi Provincial People’s Government, consisted mainly of public safety directors from 12 Chinese universities with several educational officers. After an overview of BCED basic skills and workforce training programs, BCED staff and Chief Booth answered wide-ranging questions about workforce training, GED preparation, student demographics, transitions within BCCC, and transfer.

- On May 16th, BCED staff hosted a delegation from Ilisimatusarfik University in Greenland. The visitors’ goal was to gain insight into improving education in Greenland, furthering international and cultural exchanges and gaining insight into adult education programs. The Department of State wanted the delegation to be introduced to Baltimore City Community College’s English Language Services to explore its outreach to marginalized populations and efforts to develop inclusive education programs, with a focus on excellence in English language skills-building, and faculty development.

Student Affairs

- BCCC staff and students helped organize the 3rd annual Pan-African Festival in Silver Spring, MD on September 21, 2013.

- The International Students Club held its annual International Students Thanksgiving Feast, on November 26, 2013, raising $500 for the International Students Scholarship Fund, a student-generated fund established to assist international students.
• On December 11, 2013, the College held its second Human Trafficking Symposium, with community and national experts in the field of law enforcement and victim services, and human trafficking intervention and prevention.

• The History Club and Sociology & Anthropology Club collaborated with the Office of Student Life and held an event during Black History Month to explore the connections between African & Latino cultures historically in the Americas. BCCC professors, Dr. Servio-Mariano and Dr. Johns-Hackett presented.

• On March 28-30, 2014, the International Students Club in conjunction with the Office of Student Life organized a trip by 12 students and 2 staff chaperones to attend the annual International Student Leadership Conference, which focuses on leadership and diversity. The College has attended 10 of the conference's 12 years, as sometimes the only community college. BCCC students were able to interact with national and international speakers, hundreds of students from around the world.

• On April 2, 2014, Dr. Sampson Davis, New York Times best-selling author, spoke about how he and two other doctors had succeeded as African American men, after growing up in the inner city, overcoming an environment of fragmented families and rampant illicit drug use. Dr. Davis is previous winner of the Essence Lifetime Achievement award. The event was well-attended and sponsored by the Library and the Bookstore.

• April 9, 2014, Prof. Richard Bucher gave talk on autism, “Lessons Learned from our Son Jimmy: Living with Autism.”

• On April 29, 2014, the College celebrated its 6th annual International Heritage Day, which explores the culture of a particular country. This year’s China Day featured traditional Chinese lion dancers from Washington, DC, a fashion show, kung fu demonstrations, a BCCC faculty guest speaker, authentic Chinese food, and more. Admissions Office staff who work with international students coordinated the event in collaboration with the Office of Student Life, the Student Government Association, and faculty, staff and student volunteers. A local elementary school specializing in Chinese language and culture participated.

• On May 1, 2014, the College held its fourth annual Civility, Sensitivity and Diversity Conference, entitled "R.E.S.P.E.C.T. - Unlocking Matters of the Heart." The conference included a keynote presentation by Traciana Graves, speaker, trainer and "America’s go-to strategist for creating cohesive workplaces and safe colleges," as well as sessions on dating and domestic violence, healthy relationships across all
sexual orientations, gender roles and a discussion of lesbian, gay, bisexual, transgender and questioning (LGBTQ) issues. Workshops were conducted by BCCC faculty and staff as well as off-campus experts from Family and Children's Services of Central Maryland, Inc. and Chase Brexton Health Care.

- In this past academic year students formed many new clubs, including a Muslim Student Association, and an LGBTQ club.

- Sign language interpretation was provided at campus-wide and community events on an as-needed basis, including a job training event held by a large local employer (Horseshoe Casino).

- On May 1, 2014, members from the Disability Support Services Office attended an annual review about disability issues in higher education, sponsored by Capital Area Association on Higher Education and Disabilities, held at Loyola University. A BCCC staff member provided interpreting services.

- Students from the newly formed Sociology & Anthropology Club raised money for an inaugural study abroad trip to Belize, which will explore issues of Afro-Caribbean cultures.

**Human Resources**

Professional Development Council (PDC) In-house Training:

- African Americans’ Midlevel Administrators in Community College (3 attendees from Student Affairs, Academic Affairs and Business and continuing Education division) – October 2013

- (Un)Changing Institutions: Work, Family, Gender, in the New Economy (1 faculty attendee from Academic Affairs) – March 2014


- Leading, Strengthening and Educating Multi-Cultural Communities (1 attendee from Institutional Advancement, Marketing and Research Division) – April 2014

- National Council on Black American Affairs (1 attendee from the President’s Office) – April 2014
Cultural Diversity Awareness Workshop sponsored by BCCC Professional Development Office and held on site – May 2014

This session examined the fact that present trends in immigration and birth rates are making the workforce more culturally diverse. The training allowed participants the opportunity to explore patterns of cross-cultural communications, common causes of misunderstanding and appreciation of cultural differences as a positive aspect of our multi-cultural society.

Upon completing this workshop, participants were expected to be able to:

- Develop a Better understanding Of Individual Differences within the Workplace and How to Use These Differences to Benefit BCCC’s Mission.
- Learn Effective Skills To Manage Diversity That Exists Among Groups
- Review And Reiterate The Federal And State Guidelines And Policies That Govern Us From Day To Day.
- Learn The Organizational Benefits Derived From Appropriate Acceptable Behavior And The Possible Consequences From Inappropriate And Unacceptable Behavior

Professional Development Council funded Conferences and Workshops for faculty and staff:

- (Un)Changing Institutions: Work, Family, Gender, in the New Economy (1 faculty attendee from Academic Affairs) – March 2014
- Leading, Strengthening and Educating Multi-Cultural Communities (1 attendee from Institutional Advancement, Marketing and Research Division) – April 2014
- National Council on Black American Affairs (1 attendee from the President’s Office) – April 2014
- NISOD International Conference on Teaching and Leadership Excellence (3 attendees from Academic Affairs ) – May 2014
- Women in Higher Education Leadership Summit (1 attendee from Student Affairs) – June 2014
Academic Affairs

- English Professors Theron Coleman and Latonia Moss, made presentations for Women’s History Month.
- Professor Leverette Carlton, Art, gave a retrospective of his ceramics work. His work appears in such private collections as the late Cab Calloway. Professor Leverette explained his work, as an African American artist, creating mainstream artifacts.
- March 2014, Professor Jà Hon Vance, English, hosted the “Real Men Stand” Lecture Series during Black History month in February and a Celebration of Women.
- Professor Vance, in collaboration with Melvin Brooks, Associate Dean of EHVP, and Student Affairs, hosted the Fourth Annual QUEST Conference with approximately 135 participants from around the country.
- In February and March 2014, Professor Zak Kondo, History, conducted a speakers’ series in which he presented, throughout Black History Month and presented on Black Women and Feminism during Women’s History Month.
- Dr. Rebecca Johns-Hackett, History, is working with the Eastern Shore Maryland community as well as with BCCC students to facilitate the production of authentic historical experiences that shed light on Black history in this region.

Other Initiatives that are Central to the Cultural Diversity Plan

The Business and Continuing Education Division (BCED) contributes to institutional diversity, as demonstrated in its course offerings and student population. More specifically, BCED offers distinct programming to include English as a Second Language (ESL), Community ESL, and English Language Instruction (ELI) programming. The ESL program is designed to offer a variety of English language learning curricula to meet diverse language needs. BCED solicits students from various backgrounds, immigrants, refugees, those seeking political asylum, and other foreign students. BCED enrolls over 2,500 ESL students annually in day, evening, and weekend courses. Furthermore, BCED offers workplace general language development and customized workplace ESL training. The programming offered at BCED includes a number of other features that support our diversity efforts, including the following:

- Citizenship Preparation is a language and civics program accessible in Baltimore and adjacent counties. The ESL program classes are either free or tuition-based.

- Workplace ESL meets the employment language needs of refugees with limited English proficiency. BCCC contracts with employers to provide on-site language and cultural training via a workplace specific curriculum.
• The Refugee Program offers free English language training for persons 16 years of age or older that has refugee or political asylum status. In addition, it provides acculturation and intensive employment preparation seminars to new arrivals.

• The Refugee Youth Project (RYP) helps refugee children develop the knowledge and skills required for academic success and positive acculturation. Offered in conjunction with the Baltimore City Public Schools, the program meets year–round after school, in the summer, and on weekends. Incorporating arts enrichment with education, RYP counts among its partners, the Walters Art Museum.

• Refugee Employment Training helps refugee learners upgrade or develop new job skills for better employment opportunities and career advancement. Occupational skills training are supported by English for Special Purposes instruction.

• Citizenship Preparation offers free English and Citizenship classes for immigrants and refugees seeking citizenship. Instruction prepares beginning and intermediate students for the United States Customs and Immigration Services (USCIS) naturalization interview, dictation, and written exam.

• With the support of the Department of Labor, Licensing, and Regulation (DLLR) Adult Basic Education Grant, BCED currently employs two Student Transition Support Specialists, one each in the Adult Basic Education (GED preparation) and in the English as a Second Language area. These positions serve to assist students in transitioning to other credit and non-credit courses and certificate programs. These specialists hold quarterly career fairs to assist our immigrant, refugee, and basic education students in pursuing educational and career opportunities.

• In March 2014, two ESL program managers, the ESL Instructional Specialist, and several ESL Adjunct Faculty members attended the International TESOL conference in Philadelphia, PA, to research best practices in ESL Instruction and to network with other programs around the country. Upon their return, a TESOL Instructor Share event was held to ensure that all instructors in our ESL programs are meeting the needs of the English Language Learners taking advantage of the best practices in the industry.

• In April 2014 hand-bound art-books created by young refugee students from the RYP program were featured as part of the Interweaving Traditions: Bookbinding across Cultures exhibit at the Reginald F Lewis Museum.

• In May 2014 representatives from BCED participated in Baltimore’s Cinco de Mayo Celebration distributed college literature and recruited students from among the city’s Latino population.
• In May 2014 the college’s work with refugee youths through its RYP program was featured on the Comcast Newsmakers Internet news program.

• The Granville T. Woods Scholars Program within the Student Affairs Division will travel to Buenos Aires, Argentina during the summer session. The GTW scholars will study Spanish in an intensive immersion program. They will be provided an opportunity to experience another culture from a lived perspective. The learning will occur both inside and outside the classroom. They will go on excursions and see first-hand, historical monuments, works of art and experience the academic system of another culture/country. When you study abroad your education grows exponentially faster than if you stay home and you learn to appreciate differences. You live and learn in your host culture 24/7. Their experience will also translate into tangible benefits later in life.

• BCCC will staff a booth at the Latino Festival (June 21-22) as well as the African American Heritage Festival (June 21-22).
During this end-of-the-academic-year period, the College has focused on completion of student, faculty, and staff assessments and course, program, and unit evaluations. The College awaits with great expectation the Middle States decision regarding accreditation status. In the meantime, all units are making data-informed decisions regarding the implications of continued FY 2015 budget cuts on operations. This document highlights progress on BCCC Core Business and Operations matters. If there are other items about which you wish information, do not hesitate to contact Nikita Lemon, and information will be made available.

BCCC Core Business Matters

BCCC College Commencement on June 7, 2014. A total of 597 degrees and certificates were awarded to students. This represents an 11 percent increase over the number of graduates last year.

BCED Adult Education Programs Commencement on June 14, 2014. One hundred forty-six dedicated students passed the GED test and were awarded their high school diplomas. This represents a 22 percent increase over the number of graduates last year.

Middle States Commission on Higher Education (MSCHE). The BCCC Middle States Visiting Team Chair presented an oral report to the MSCHE Evaluation Reports Committee on June 3, 2014. When the full Commission meets on June 26, 2014, a decision will be rendered on the accreditation status of the institution. The College community continues to be involved in providing responses and action plans to address the concerns, suggestions, recommendations, and requirements reflected in the Exit Report.

BCCC Business Operations Matters

FY 2015 Operating Budget. In May 2014, the Governor’s FY 2015 budget allotment of $41,831,621 was adjusted by the reduction of two PIN positions and a $79,000 rebate to the State Department of Budget and Management. In June, the budget was adjusted additionally by $835k.

Welcome Aboard. The College welcomes to the BCCC senior leadership team the following new employees:

Ms. Maureen Corneal, Vice President for Institutional Advancement, Marketing and Research

Mr. Calvin Harris, Jr., Interim Vice President for Business and Finance
TAB 10
<table>
<thead>
<tr>
<th>Div</th>
<th>PIN #</th>
<th>Position</th>
<th>Date(s) posted</th>
<th>Advertised</th>
<th>Current Status/Updates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AA</td>
<td>Manager, Prescriptive Tutor</td>
<td>11/18/2013</td>
<td>socials, HEJ, HERC, Beyond, Careerbuilder, MD Job Network</td>
<td>2nd Interview</td>
</tr>
<tr>
<td>2</td>
<td>AA</td>
<td>Assistant Professor of Education</td>
<td>12/3/2013 &amp; 05/7/14</td>
<td>socials, HEJ, HERC, Beyond, Careerbuilder, MD Job Network</td>
<td>Search Committee Reviewing</td>
</tr>
<tr>
<td>3</td>
<td>AA</td>
<td>Assistant Professor of Fashion Design</td>
<td>5/6/2014</td>
<td>Socials, Beyond, HEJ</td>
<td>Search Committee Reviewing</td>
</tr>
<tr>
<td>4</td>
<td>AA</td>
<td>Dean of Special Projects</td>
<td>5/9/2014</td>
<td>Socials, HEJ, HERC, Beyond, Careerbuilder, Admission</td>
<td>Search Committee Reviewing</td>
</tr>
<tr>
<td>5</td>
<td>B &amp; F</td>
<td>Procurement Specialist II</td>
<td>1/14/2014</td>
<td>CB,HERC,HEJ, Chronicle, MD Job Network, Beyond, socials</td>
<td>Search Re-opened</td>
</tr>
<tr>
<td>6</td>
<td>B &amp; F</td>
<td>VP of Business &amp; Finance</td>
<td>5/16/2014</td>
<td>socials, Career Builders, HEJ, HERC, Beyond, Diversity and VIP in Higher ED</td>
<td>Screening Applications</td>
</tr>
<tr>
<td>7</td>
<td>B &amp; F</td>
<td>Director of Facilities</td>
<td>6/16/2014</td>
<td>socials, Career Builders, HEJ, HERC, Beyond, Diversity</td>
<td>Re-opening</td>
</tr>
<tr>
<td>8</td>
<td>B &amp; F</td>
<td>Accounts Receivables Clerk</td>
<td>5/16/2014</td>
<td>socials, Career Builders, HEJ, HERC, Beyond</td>
<td>Search Committee Reviewing</td>
</tr>
<tr>
<td>9</td>
<td>BCED</td>
<td>Non-Credit Healthcare Manager</td>
<td>3/19/2014</td>
<td>Socials, Advance Nursing, Academic Careers</td>
<td>Search Committee Reviewing</td>
</tr>
<tr>
<td>10</td>
<td>IAMR</td>
<td>Accountant I</td>
<td>4/9/2014</td>
<td>socials, HEJ, HERC, Beyond, Careerbuilder, MD Job Network</td>
<td>1st Interviews Scheduled</td>
</tr>
<tr>
<td>11</td>
<td>PO-HR</td>
<td>Professional Development Coordinator</td>
<td>3/11/2014</td>
<td>socials, HEJ, HERC, Beyond, Careerbuilder, MD Job Network</td>
<td>Screening Applicants</td>
</tr>
<tr>
<td>12</td>
<td>PO-CITS</td>
<td>Manager, Infrastructure, Systems, Telecommunications</td>
<td>11/9/2012, 12/13/2013</td>
<td>HEJ, ISHEJ, HERC, DICE, CB, Socials</td>
<td>Re-opening</td>
</tr>
<tr>
<td>13</td>
<td>PO-HR</td>
<td>Talent Acquisition</td>
<td>3/21/2014</td>
<td>socials, HEJ, HERC, Beyond, Careerbuilder, MD Job Network</td>
<td>Search Committee Reviewing</td>
</tr>
<tr>
<td>14</td>
<td>SA</td>
<td>Admissions Specialist</td>
<td>3/12/2014</td>
<td>socials, HEJ, HERC, Beyond, Careerbuilder, MD Job Network</td>
<td>1st Interviews Scheduled</td>
</tr>
</tbody>
</table>