



Board of Trustees

Open Session

Wednesday

May 15, 2019

4 p.m.

Board of Trustees

Board Room

Administration Wing

MNB 140

Liberty Campus



BALTIMORE CITY COMMUNITY COLLEGE

Board of Trustees

Kurt L. Schmoke, Esq. (Chair)

Dr. Rosemary Gillett-Karam (Vice Chair)

Ms. Maria Tildon

Mr. J. C. Weiss, III

Mr. John D. Lewis

Mr. Peter Nachtwey

Dr. Rachel Y. Pfeifer (Ex-Officio)

Mr. Jason Perkins-Cohen (Ex-Officio)

Ms. Maricruz Abarca (Student Trustee)

TAB 1



**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
UNAPPROVED OPEN SESSION AGENDA
May 15, 2019
4 p.m.
Liberty Campus**

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

I. ADOPTION OF AGENDA

Approval of the May 15, 2019 Agenda.....TAB 1

II. NEW BUSINESS.....TAB 2

A. Realignment Task Update (COS Bryan Perry)

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

A. Approval of the April 17, 2019 MinutesTAB 3

B. College Contracts.....TAB 4

C. Professor Emeritus Resolution.....TAB 5

D. Student Government Association (Mr. Victor Anokwuru (SGA)).....TAB 6

E. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President).....TAB 7

F. Faculty Senate Report..... (Dr. Chima Ugah).....TAB 8

Action: Move to approve the Board Actions/Consent Agenda

IV. ITEMS REMOVED FROM THE AGENDA.....TAB 9

College Contracts

V. PUBLIC PRESENTATIONS.....TAB 10

A. Excellence Awards (Mr. Saverio Coletta) (INFORMATION)

B. Mayors Scholars Program Update.....(INFORMATION)
(Dr. Debora Johnson-Ross, Director of MSP)

VI. COLLEGE POLICIES.....TAB 11

VII. PRESIDENT'S REPORT TAB 12

A. President's Leadership Staff Reports (For April 2019)(INFORMATION)

B. Enrollment Report..... (INFORMATION)
(IVP Sylvia Rochester)

C. Active Search Listing.....TAB 13

IX. MOTION FOR ADJOURNMENT

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

X. NEXT MEETING: Wednesday, June 19, 2019, Board Conference Room

TAB 2

NEW BUSINESS

Realignment Tasks Update



BOARD AGENDA
TAB 2 – INFORMATION
MAY 15, 2019

Realignment Update May 2019
Baltimore City Community College

The General Assembly has requested that Baltimore City Community College (BCCC) report on the institutional realignment plan that further documents progress toward completion of the realignment plan's objectives. The report is due to the General Assembly no later than October 1, 2019. The realignment workgroups are being reconvened to review the December submission to continue work on the remaining tasks, as well as set benchmarks and outcomes for the tasks.

TAB 3

Minutes



**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
APPROVED OPEN SESSION MINUTES**

**April 17, 2019
4 p.m.**

**Liberty Campus
Board of Trustees
Board Room
Administration Building 140**

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

Board Members Absent:

Dr. Rosemary Gillett-Karam (Vice Chair)
Mr. John D. Lewis

Chair Schmoke brought the meeting to order.

I. APPROVAL OF THE AGENDA

The Board unanimously approved the April 17, 2019 agenda with corrections to the March 20, 2019 agenda.

II. NEW BUSINESS

A. Professor Emeritus (Dr. Tonja Ringgold)

Dr. Ringgold presented, for Board approval, the recommendation for Professor Linda Benjamin as Professor Emeritus for 2019. Dr. Ringgold presented the criteria for nomination which includes;

- Recommendations of four faculty or professional administrative staff including two from nominee's department documenting excellence in teaching and outstanding college or community service.
- Ten or more years of service to BCCC
- Retirement from BCCC
- The nomination of the candidate within three years of their retirement
- Professor Benjamin was recommended by four faculty administrators from her department and seven from other departments. Professor Benjamin has served BCCC for eighteen years and retired in June 2018.
- The Vice President of Academic Affairs endorsed the recommendation and forwarded the recommendation to the President for his review and recommendation to the Board.
- If Board approved, privileges for Professor Benjamin as Professor Emeritus would encompass;

- A Board Resolution, naming and honoring her as Professor Emeritus
- Professor Emeriti will be listed in the College Catalog under that designation
- Permanent library privileges and admissions pass to all BCCC athletic events
- Lifetime membership in the Faculty Senate
- Full participation in College commencements and convocations
- A lapel pin that signifies the status of Emeritus.

The Board inquired if Professor Benjamin would have voting privileges in the Faculty Senate. Dr. Ringgold replied that she would not have voting privileges but could attend meetings.

The Board stated that they were very impressed by the recommendation and letters of and for Professor Benjamin and unanimously approved the recommendation of Professor Emeritus to Professor Linda Benjamin 2019.

A resolution will be presented at the May 15, 2019 meeting for the Board to sign and will be given to Professor Benjamin at the June 1, 2019, Commencement Ceremony.

B. Digital Marketing Certificate Proposal

Dr. Ringgold introduced a proposal for the Digital Marketing Certificate which is a stackable program to the existing Business Marketing AAS degree. Dr. Ringgold reported that this certificate is created in partnership with Facebook/Path stream and the rationale as central to jobs of the future that are in short supply. Eighty percent of middle-skills jobs require digital skills.

Dr. Ringgold presented, via a PowerPoint presentation of, the sequences for a digital marketing certificate for the Board's review for approval at the May 15, 2019 Board of Trustees Meeting.

The Digital Marketing Certificate is 28 credits and consist of six (6) new Digital Marketing courses. The program sequence is below:

Digital Marketing Sequence:

Course ID	Credits	Course Name	Course Pre-Requisite / Co-Requisite
Semester 1			
PRE 100	1	Preparation for Academic Achievement	None
ENG 101	3	English Writing	ENG 82 or RENG 92
BUAD 112	3	Computers for Business Management	
MAT 107	3	Modern Elementary Statistics	MAT 86 or MAT 86M or MAT 91 or MAT 92
*DMKT 101	3	Foundations and Strategy of Marketing	ENG 101
	<u>13</u>		
Semester 2			
*DMKT 102	3	Marketing Content Strategy and Branding	DMKT 101, ENG 101
*DMKT 200	3	Marketing Analytics and Performance Optimization	DMKT 101, ENG 101, MAT 107
	<u>6</u>		
Semester 3			
*DMKT 201	3	Social Media Marketing	DMKT 101, 102, 200, ENG 101, MAT 107
*DMKT 202	3	Search and Display Advertising	DMKT 101, 102, 200, ENG 101, MAT 107
*DMKT 203	3	Email Marketing	DMKT 101, 102, 200, ENG 101, MAT 107
	<u>9</u>		
Total Credits	<u>28</u>		

**New Digital Marketing Course*

Dr. Ringgold stated that digital skills are central to good jobs of the future, yet they are desperately in short supply. The below denotes potential earnings of an individual who completes this program.

Job-aligned Certificates are highly effective for career & economic mobility



Job-aligned, accredited certificates provide students with focused and efficient pathways to good jobs.

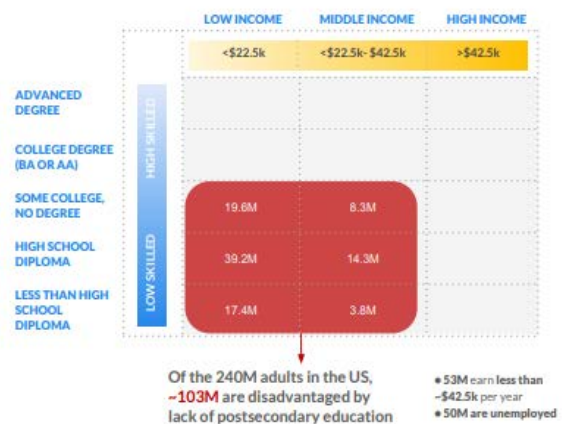
Certificate holders:

Earn 20% more than high school graduates without any postsecondary education.

Nearly the same as the median Associate's degree holder (only 4% less) when they work in the field of their degree.

Earn more than 50% of those with Associate's or Bachelor's degrees when they hold an accredited Certificate in a tech-related field.

US adult population by educational attainment and income level



PATHSTREAM

Dr. Ringgold stated Facebook has launched a national community partnership network and selected twenty colleges to work with and BCCC is one of the selected colleges. Facebook

wants to promote digital marketing skills and have pledged to train 1 million people on the digital skills needed to compete in today's workplace.

The Board inquired if we promoted this into our marketing plan.

Dr. Ringgold responded no that she would go into more depth when she resubmits this program as an action item at the May 15, 2019 Board of Trustees meeting.

The Board inquired if this program offered any internship opportunities and if so, who would recruit employers. The Board also inquired if Facebook would be providing instruction.

Dr. Ringgold responded that these internship opportunities are built into the program and that Facebook would recruit employers and assist with the marketing. Dr. Ringgold also stated that BCCC faculty would provide the instructions for this program.

The Board inquired if research had been completed to ascertain student's interest in this program to ensure that the program would be available.

Dr. Ringgold responded that this is an on-line program that Facebook will assist in the marketing of and that students could enroll in this program from around the world.

Facebook's national community college partnership network



+20 HigherEd System Partners



PATHSTREAM

1

- III. BOARD ACTIONS / CONSENT AGENDA (All actions requiring a vote)**
 - A. Approval of the March 20, 2019 Minutes – Corrections Requested**
 - B. College Contracts**
 - C. Student Government Association (Mr. Victor Anokwuru (SGA).....TAB 5**

- D. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President)...TAB 6
- E. Faculty Senate Report..... (Dr. Chima Ugah).....TAB 7

The Board unanimously approved the consent agenda with corrections to the March 20, 2019 Minutes regarding Board Member attendance and next meeting date.

IV. ITEMS REMOVED FROM THE AGENDA

- College Contracts were removed from the agenda.

V. PUBLIC PRESENTATIONS

A. Tuition Adjustment (VP Calvin Harris, Jr.)

VP Harris recommended the elimination of the "flat" tuition option, whereby credit students taking more than 12 hours per semester pay the same tuition amount as a student taking 12 hours for the fiscal year 2020, beginning with the fall 2019 semester.

VP Harris referred back to his presentation to the Board on March 20, 2019, regarding the recommendation of the Finance and Technology Committee to eliminate the flat fee tuition which would increase the tuition for students taking more than 12 credit hours.

The Board approved the recommendation with the request to have a discussion with student leadership regarding this recommendation.

The Board inquired if this matter had been discussed with students and what was heard from the students. The Board also inquired if the percentage of students that were taking 15+ credits was known.

VP Harris responded that the conversation yielded the student's concerns about the cost this increase would bring. VP Harris responded that he did not know the percentage but would find out and report at the next meeting.

Dr. Johnson responded that conversations were had with student leadership and it was found that this recommendation would indeed increase the cost of tuition to students taking more than 12 credit hours.

VP Harris requested that the Board rescind its approval of the recommendation of the March 20, 2019 approval.

The Board inquired if Dr. McCurdy was made aware of this matter.

Dr. Johnson responded that he has spoken with Dr. McCurdy and she is aware of this recommendation to rescind the flat tuition.

The Board suggested that an asterisk be placed against this topic in the March 20, 2019 minutes to reflect that the motion to approve was rescinded in the April 17, 2019 Board Meeting. All Board members agreed that this should be reflected in the minutes.

The Board unanimously agreed to rescind the March 20, 2019 approval of the elimination of the flat fee option and reinstate the following tuition fee structure.

- Reinstatement of the “flat” tuition option, whereby credit students taking more than 12 hours per semester pay the same tuition amount as a student taking 12 hours.

B. Mayors Scholars Program

Dr. Debora Johnson-Ross reported updates of the Mayor’s Scholars Program.

Dr. Johnson-Ross reported that she has been visiting everyone on campus to ensure that she has a good understanding of the functional areas and to get an understanding of how these areas fit into MSP.

She stated that she discovered that the coaches, advisors, and others outside of the MSP program did not have a cohesive vision for what the goals of the program were. She has implemented a weekly professional development meeting for her staff that addresses best practices, study skills, and ensuring that all MSP staff are on the same page and have a clear understanding of what the MSP goals are. This will ensure success for the program and students.

Dr. Johnson-Ross reported that the Middendorf Foundation had awarded a \$25,000 grant for textbooks.

Dr. Johnson-Ross’s presented a PowerPoint presentation that denoted data of the 2019 Spring semester as well as plans for the 2019 fall semester.

Goal

- Retain as many students as possible from Spring 2019 to Summer 2019/Fall2019

Scope

- Develop & implement enhancements
 - Student support model
 - Faculty partnership
 - Use of data
- Assist Students with Summer 2019 plans
- “Close out” the semester

Workforce:

- First MSP Workforce Completers on 3/15
 - 2 in Construction Apprenticeship – **both are now working**
 - Three scheduled to complete A+ Cybersecurity certification on April 25; and they will continue to Network (pt 2) and Security (pt 3) certification
 - Example of stackable credentials
- Registration permitted through June 4 for current MSP participants that would like to move to the workforce. **Page 6 of 11**

251 MSP Students registered

- For credit: 230

Dr. Johnson-Ross reported on the current semester midterm grades for all MSP students with Ds & Fs and students that are on academic warning. The below charts lets us know the students that are not doing well and require additional attention.

All MSP Students with Midterm Ds & Fs

Number of Ds or Fs	Number of MSP Students
1	85
2	37
3	9
4	2

Academic Warning MSP Students with Midterm Ds & Fs

Number of Ds or Fs	Number of Students on Academic Warning
0	8
1	52
2	14
3	5
4	2
Total	81

The chart above denote students who were already on academic warning and where they are at the midterm period.

Dr. Johnson-Ross reported that no pattern between chronic absences and midterm grades were found. The numbers are not complete because there is not 100% reporting on absences. Of the courses that are MSP cohort about sixty-three percent of faculty are reporting absences and of non-MSP cohorts, about thirty percent of faculty are reporting attendance.

The Board inquired if attendance reporting was required by faculty.

Dr. Johnson-Ross responded that it is strongly suggested. Dr. Johnson responded that all MSP classes were required to take attendance. Classes that have MSP students are required; however, classes that have non-MSP students are not required to take attendance.

Dr. Johnson-Ross reported that the Summer Bridge Program could have been improved with

an intentional career assessment process. Planning updates for the Summer Bridge program are shown below.

- Orientation sessions will be held in May and early June
 - Purpose – ensure that MSP enrollment requirements are completed before the program start
 - Students will also
 - Be introduced to program requirements and expectations
 - Take BCCC ID photos
 - Create Canvas and e-Learning profiles
 - Attend a Student Services Meet and Greet
 - Parents will attend a parent-only session to create understanding and buy-in

The Board inquired who was the liaison of the MSP program in the Mayor's Office. Trustee Jason Perkins-Cohen responded that Mr. Matt Garbett and Ms. Navarro of the Mayor's office.

C. Cultural Diversity Report (Mr. Andre Williams, Director of Judicial Affairs & Title IX, Co-Chair of the Diversity Equity and Inclusion Committee.)

Mr. Williams reported the college had established a Diversity, Equity, and Inclusion Committee to ensure the timely reporting and requirements. This committee has established five strategic goals to assist in efforts to move towards setting a high standard and model for other organizations.

GOAL 1 - Cultivate and sustain a diverse and multicultural student body that is reflective of a global community by recruiting, retaining, and graduating ethnic minority students that are under-represented in higher education.

GOAL 2 - To weave the principles of diversity, equity, and inclusion into all aspects of College life.

GOAL 3 - To identify impediments to creating a diverse and inclusive environment, propose solutions to overcome those impediments, and measure our progress at all levels of the College infrastructure.

GOAL 4 - Increase the recruitment of under-represented and minority faculty at all levels, including leadership positions through diversified hiring strategies.

GOAL 5 - Provide a supportive and nurturing learning environment to prepare students to collaborate with diverse communities locally and globally in a culturally sensitive manner.

Dr. Johnson reported that the Cultural Diversity Report would be presented for Board approval at the May 15, 2019 meeting and will be submitted to the Maryland Higher Education Commission (MHEC) by July 1, 2019, due date. Mr. Williams also added that BCCC would host the Maryland Community College Diversity Roundtable on May 10, 2019, on campus.

The Board inquires who were other members of this committee.

Mr. Williams responded that the committee was comprised of about 30 current members from across the college. The committee will usher the Cultural Diversity agenda forward to ensure the report is submitted promptly.

The Board inquired if the committee is also looking at data based on socioeconomic differences as well as other data, e.g., enrollment, age, gender, nationality, etc.

Mr. Williams responded that the committee would be looking at to collect data in all aspects.

The Board inquired what other population of students will the committee focus on and if so has this been communicated with the students.

Mr. Williams responded that the committee would work with and continue to recruit and work with students from all aspects

The Board added another report of the update of the Realignment Tasks and referred to Mr. Bryan Perry for an update.

Mr. Perry reported that we made it out of the last legislative session without any budget restrictions; however, there are several mandated reports.

- October 1, 2019 – Update of the status of the unfinished realignment tasks items.
- Review of the academic program offerings
- More clarity to the Workforce to academic pathways
- Procurement realignment task

The Board inquired if the SB254 Baltimore City Community College - Procurement Authority was heard.

Mr. Perry responded that the bill did get to a vote; however, it was not passed but will be resubmitted next session based upon the Governor's recommendation to have all state procurement go through General Services.

VII. PRESIDENT'S REPORT

- A. Dr. Johnson stated that his report would stand as is and if there are no questions, he motioned to move to the enrollment report.
- B. Enrollment Report (IVP Sylvia Rochester)

IVP Rochester reported an increase of 0.3 percent (12 students) from spring 2018.

The Board inquired if this increase was due to MSP students.

IVP Rochester responded not entirely, as the average age of BCCC students is still at 29 years of age; however, the MSP program has contributed to the overall enrollment.

CLOSING COMMENTS

Dr. Johnson shared his thanks to the Board and BCCC Faculty and Staff and stated that this would be his final Board meeting. Chair Schmoke thanked Dr. Johnson for his flexibility and leadership to the college when needed.

VI. MOTION FOR ADJOURNMENT

Chair Schmoke motioned to adjourn the meeting to reconvene into a closed session at 5:01 p.m.

VII. NEXT MEETING *Wednesday, May 15, 2019*

ATTENDANCE:

Dr. James H. Johnson, Jr., Interim President
Bryan Perry, Esq., Chief of Staff/General Counsel
Dr. Tonja Ringgold, VP of Academic Affairs
James Knighton, Esq., Director of Governmental Relations
Mr. Calvin Harris, Jr., VP of Business & Finance
Ms. Dawn Kirstaetter, VP of Advancement & Strategic Partnerships
Ms. Lyllis Green, Chief Internal Auditor
Ms. Michelle Williams, Director of Human Resources
Dr. Debora Johnson-Ross, Director of Mayor's Scholars Program

BCCC Staff Present:

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

Others Present:

CLOSED SESSION

The Board voted unanimously, under the Open Meeting Act, State Government

Article, and Section 10-508, to convene in Closed Session on April 17, 2019, in the President's Conference Room, to discuss real estate, personnel and to obtain legal advice.

****Full report on file in the President's Office***

Respectfully submitted,

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

TAB 4

College Contracts



BOARD AGENDA
TAB 4 – INFORMATION
MAY 15, 2019

NO COLLEGE CONTRACTS

TAB 5

Professor Emeritus Resolution



Nomination for Emeriti Faculty
Tonja L. Ringgold, Ed.D.
Academic Affairs Division (AA)

At the April 17, 2019 Board of Trustees meeting, the Board unanimously voted to approve the designation of Professor Emeritus for Linda Benjamin. In accordance with the Emeritus Designation Policy (policy no. 1008), once approval is granted a Board resolution naming and honoring the individual as Professor Emeritus is drafted and presented.

Following is a draft of the Emeritus resolution to be presented to Professor Linda Benjamin during the 2019 BCCC Commencement exercises.

Recommendation:

It is recommended that the Board of Trustees vote favorably on the resolution to be presented to Professor Linda Benjamin for the distinction as “Professor Emeritus.”



Resolution to Confer Emeritus Status

WHEREAS, Linda Benjamin, served with distinction during her 18 years of employment at Baltimore City Community College as a Business professor, and provided exemplary service in all roles until her retirement from the College on June 30, 2018; and

WHEREAS, Professor Benjamin was held in high regard by her students and colleagues for exceptional teaching, coaching, mentoring, advising, and dedication in Business courses, all qualities for which she was honored by BCCC; and

WHEREAS, Linda Benjamin earned and cherished the support and respect of her colleagues through active participation in the Faculty Senate, the Senate Executive Committee, and through service as Curriculum Instruction Committee Chair, ACBSP Champion, and Middle States Self-Study Co-Chair; and

NOW, THEREFORE, BE IT RESOLVED that The Board of Trustees of Baltimore City Community College, at its regular meeting on April 17, 2019, and by unanimous recommendation of the Faculty Senate and full endorsement by the Vice President for Academic Affairs and BCCC President, approved and voted unanimously to confer to Linda Benjamin designation as **Professor Emeritus**, all in recognition of her contribution as an educator and leader who promoted and exhibited excellence to the benefit of the scholastic community, and the citizens of the City of Baltimore and the State of Maryland.

BE IT FURTHER RESOLVED that this **RESOLUTION** was established in the permanent minutes of this Board, and that a copy of it be given to Professor Linda Benjamin. **ADOPTED** by the Baltimore City Community College Board of Trustees in its regular meeting, April 17, 2019.

Kurt Schmoke, JD
Chair, BCCC Board of Trustees

Debra L. McCurdy, PhD
President/CEO

TAB 6

SGA REPORT



**Baltimore City Community College
Student Government Association
Board Report
May 2019**

April 12, 2019

SGA meeting: The SGA meeting for the month of April was held in the Gaare Auditorium at noon. Major highlights from the meeting are as follows:

- SGA President, Victor Anokwuru shared that after his meeting with senior staff, the proposal of the complete elimination of flat tuition fee was canceled and now the flat fee will be for 12-15 credits and the student concern of the Campus Wi-Fi was also addressed.
- SGA President, Victor Anokwuru shared that at his meeting with Public Safety, they talked about the malfunction of the accessibility door in front of the Main Building. He further informed attendees that he would be raising the issue with Vice President Calvin Harris.

Events

April 3, 2019

Bard Library/Book Store Lecture Series - Dr. Richard Bucher & Pat Bucher:

In recognition of Autism Awareness Month, the Bard Library/Book Store Author's Series in conjunction with the Office of Student Life and Engagement, Alumni Affairs and the Student Government Association hosted former BCCC professor Dr. Richard D. Bucher and his wife Pat. He is the Author of "A Mommy, a Daddy, Two Sisters, and a Jimmy: Autism and the Difference it Makes." The event was held in the Tranquility Lounge and was well attended with 40 participants.



April 6, 2019

Latino Racial Justice Circle Fun Day: The Latinx Uni2 officers, club advisors, and members volunteered at the Fun Day/ Resource Fair at the Sacred Heart of Jesus Catholic Church. The event was from 11 a.m. until 5 p.m. During the event, the Latino Racial Justice Circle awarded the Latinx Uni2 Student Club a \$1000 dollar check to go to towards the club's scholarship fund.



April 10, 2019

Student Hygiene Kits Give-a-way: The PTK club purchased 96 hygiene kits. The club distributed 65 of the kits to students at the Student Support and Wellness Obstacle Courser event held on April 10, 2019, outside the Nursing Building from 12:15 – 2 p.m. This project was done as a community service for BCCC students. A portion of the remaining kits was given to the campus pantry for students.

April 12, 2019

Student Annual Soccer Match: The Student Government Association and the International Student Club held its 2nd Annual soccer match in the P.E Center. There were 3 teams and seven players per team. Students and family members watched and cheered on the players during the game. Students enjoyed hot dogs, popcorn, drinks, and music. The winning team of the event was given a trophy and gold medals. Second place winners received silver medals



April 23, 2019

Annual Honors and Awards Banquet: The Division of Student Affairs, the Office of Student Life and Engagement and the Student Government Association held its Annual Honors and Awards Banquet on April 23, 2019, at Martin's West. This annual program is held to honor students for achievement in academics, leadership development, and athletic excellence and for significant contributions and services to the College. The room was filled with 643 guests that celebrated the theme of the banquet "Celebrating Greatness." The guest speaker was art activist and former NFL player, Aaron Maybin. At the banquet, the college's first participants and graduates of the Mayor's Scholars Program were recognized.





April 27, 2019

5th Maryland Collegiate STEM Conference: The BCCC Biotech Student Society Club played an important part in the 5th Maryland Collegiate STEM Conference on April 27, 2019, which BCCC hosted. Lt. Gov. Boyd Rutherford attended the event and gave opening remarks. Student club members helped with set up, breakdown, presentations and set up information tables to make the event a success. The club sponsored 50 of its members' registration fee.



TAB 7

AFSCME



AFSCME Local 1870 Presentation to the BCCC Board of Trustees
Wednesday, May 15, 2019

LABOR-MANAGEMENT COMMITTEE (LMC):

Parties mutually agreed to “put on hold” the LMC committee meetings for the duration of Memorandum of Understanding (MOU) negotiations between Labor and Management.

Pending

Of concern to Union are MOU violations in the Facilities and Public Safety areas. Contrary to the MOU, unit employees are being told by Director Howell and Chief Willis (in respective work areas) that the seniority list is no longer a consideration when PIN staff are needed for additional shifts, shift changes, etc. Especially since these supervisors are on the negotiating team that has been meeting regularly, Union leadership believes that there is no excuse for such routine disregard for the process as it is spelled out in the current MOU. A resolution would include that managers be in compliance with the MOU process to ensure fair and respectful treatment of workers at the College.

MOU NEGOTIATION UPDATE:

Both sides have been meeting since February 2019 to go over proposals to negotiate the MOU renewals. We have tentatively agreed to several articles and are making good progress. We hope to conclude the negotiation process before the expiration date of our current MOUs on June 21, 2019. The new MOUs must be ratified by unit employees before they go to the Board of Trustees for approval.

TAB 8

FACULTY SENATE REPORT



Faculty Senate Welcomes Dr. Debra L. McCurdy to BCCC

The Faculty Senate sincerely welcomes Dr. Debra L. McCurdy as our President to Baltimore City Community College. We thank you for choosing BCCC to exemplify your proven and strong higher education leadership skills. The Faculty Senate trusts that your experiences and skills will help implement the twelve realignment tasks as mandated by the State of Maryland legislature, and lead to major accomplishments at BCCC.

Our Faculty Senate is looking forward to your team's leadership as we move the College forward and occupy our rightful place among Maryland community colleges. We are looking forward to a collaborative, inclusive, and transparent governance where everyone will be accountable with measurable outcomes. The current Faculty Senate theme for this FY 2018/2019 is "Faculty Engagement," as the underlining tone for our activities. As we transition to the next academic year for FY 2020, our emphasis will be on the theme "Faculty Partnership," which is paramount to improving student's success. The Faculty Senate is looking forward to working with you on your institutional vision aligned with the twelve realignment tasks as well as the following items:

- Shared governance Plan, Policy and Procedures
- Organizational Plan
- A Comprehensive Communication Plan, Policy and Procedures
- Academic Master Plan
- Facilities Master Plan
- Marketing Master Plan
- Enrollment Management Master Plan
- Information Technology Master Plan
- Institutional Assessment Master Plan
- Public Safety Master Plan
- Improving our programming in teaching and learning for credits and non-credits
- Revitalization of Harbor Campus (Bard Building) with BCCC presence
- Revitalization of Liberty-West as an extension of Main Campus

Welcome and thanks again for choosing BCCC. We look forward to working in partnership with you and your cabinet for the common good of the College.

Sincerely,
Chimé Ugah

Dr. Chima Ugah,
Faculty Senate President

Faculty Senate Report to the Board of Trustees

May 15, 2019 Board Meeting

The Faculty Senate sincerely appreciates Dr. James H. Johnson, Jr. for his leadership and services to Baltimore City Community College as the Interim President. Dr. Johnson, we value your inclusiveness of Faculty Senate to contribute to the welfare of the College during your tenure. The last meeting with Dr. Johnson and the Faculty Senate Leadership was held on April 11, 2019. The meeting highlighted several areas that will require attention under President Dr. Debra L. McCurdy.

- On April 5, 2019, Ms. Kijaffa Butler, Director of Admissions vetted proposed policy and procedures on Priority Registration for Active Military, Veterans, and Military Dependents. After extensive deliberation, Faculty Senate Executive Committee approved both the policy and procedures.

- On April 23, 2019, during BCCC awards Banquet, Paragon Bioservices, Inc. was awarded BCCC's 2019 Community Partnership Award. Paragon Bioservices has provided unparalleled support to BCCC's STEM programs and especially to The Biotech programs, with training sessions that benefitted more than 40 students, tours for 15 students, and the donation of supplies. Paragon had supported the STEM symposium and other science activities with donations totaling more than \$5000. They were also silver sponsors for the statewide 5th Maryland Collegiate STEM Conference. Paragon Bioservices Inc.'s Chief Technology Officer, Bill Thomas and Senior Director, Jonathan Van Meter accepted the 2019 BCCC Partnership Award at the Annual Awards Banquet.



- On April 23, 2019, Professor Cortez Walker received the Unsung Hero Community Service Award. Professor Walker is one of those who does the right thing for the right reason; because virtue is its own reward. He gives his services and resources above and beyond to make the world a better place and does so without fanfare. Professor Cortez Walker inspires the rest of us to give selflessly.



- On April 25, 2019, the Dental Hygiene Program and the Nursing Program held the third annual Free Oral Cancer Screening Event. There were 76 screenings, 8 medical referrals mostly for hypertension with a few for tonsil related issues, and 14 dental referrals, as well as a few suspicious lesions that resembled oral cancer.

- On April 27, 2019, BCCC hosted the 5th Maryland Collegiate STEM Conference on Drs. Anil Malaki, Amrita Madabushi, Kathleen Berlyn, Malathi Radhakrishnan, and Professor Paraskevoudakis served on the organizing committee for the conference. More than 500 participants from across the college registered for the event which was kicked off by Lt. Governor Boyd Rutherford. A total of 40 faculty and 176 BCCC students participated. There were keynote speeches, breakout sessions, and poster sessions throughout the day which highlighted STEM at Community Colleges throughout the state. Special thanks to all in the BCCC community for all the support to make this event such a success.



- Please join me in congratulating our faculty who are this year's Maryland Open Source Textbook (M.O.S.T.) Mini-Grant recipients. M.O.S.T. initiative awards 29 Mini-Grants to 18 Maryland public higher education institutions. This is a high-impact Open Education Resources (OER) grants that represent a mix of high-enrollment courses in mathematics, the sciences, the arts, and humanities at 2- and 4-year institutions, with a potential to save approximately 6,500 students over \$1.2 million in Fall 2018 alone. The University of Maryland's (USM) William Kirwan Center of Academic Innovation announced the recipients. The intent of the grant

is for faculty to engage directly and collaboratively in the development of learning materials that can save students money and also have the potential to improve the student learning experience and outcome. With our faculty's talent and dedication, we provide Z-courses for our students, and we advance BCCC's reputation throughout the State! Again, congratulations! M.O.S.T.

Mini-grants faculty recipients in April 2019 are:

Faculty Name	Department	Course
Lance Mauck	Education, Social and Behavioral Sciences	HLF 201
Zak Condo and Rebecca Hackett	Education, Social and Behavioral Sciences	H 111
Nataliya Reznichenko and Marianna Gleger	Math and Engineering	MAT 128 and MAT 129
Brandon Myers	Math and Engineering	MAT 92
Carole Quine	English, Humanities, Visual and Performing Arts	RENG 92
Malathi Radhakrishnan	Natural and Physical Sciences	BIO 103
Kathleen Berlyn and Frederick Paraskevoudakis	Natural and Physical Sciences	BIO 212L

- On May 3, 2019, Mr. Josh Arinze and Ms. Tamia Brown, students from Student Governing Association (SGA) vetted Tobacco-Free BCCC policy with the Faculty Senate Executive Committee. The policy generated extensive deliberations with the Senate Executive Committee (SEC). The students addressed faculty concerns. SEC requested that the students should make changes to the policy by modifying the actions to reprimand those who violated the policy. The policy, which required supervisors to reprimand subordinates with specific guidelines may be unevenly applied and discriminatory. The asked the students to consider transferring the enforcement of the policy to Public Safety. Also, the students were asked to conduct and provide an environmental scan of smokers by speaking to the smokers on their perception of a tobacco-free College with no designated areas for smoking. The students were encouraged by the SEC to finish up the policy process and bring it back with corrections for consideration.
- On May 3, 2019, the Faculty Senate Executive Committee (SEC) presented their concern about the state of BCCC's Information Technology (IT) infrastructure and security. The committee's concern originated from the abrupt termination of the Hartman Executive Advisors' contract, which resulted in the loss of six IT team members including the interim CIO. The loss left ITS in disarray. Past Faculty Senate administration has repeatedly asked for accountability with respect to the College's IT infrastructure, but without satisfactory resolution. Dr. Ugah, Faculty

Senate President, promised to follow through with a report on the state of the College's IT Infrastructure. Dr. Ugah said he would begin by revisiting a recent report by the Ad-Hoc Ethics Committee and Institutional Integrity on the state of the College's IT Infrastructure.

Faculty Senate Committee Report

Program Review and Evaluation at Baltimore City Community College

The program review process is a key institutional oversight function delegated by the Faculty Senate to the Program Review & Evaluation Committee (PREC). Programs are currently reviewed on a five-year cycle. The purposes of the internal review are to:

- Document evidence of assessment and improved student learning in program evaluation
- Assess whether the program is in substantial compliance with the current standard, specialty program requirements
- Assess whether the program has adequate resources to carry out its educational mission
- Identify aspects of the curriculum which may need improvement
- Assist the program coordinator in his/her efforts by providing relevant information and assessment data, resources, and outcomes
- Adhere to state guidelines as established by the Maryland Higher Education Commission (MHEC), Code of Maryland (COMAR), and Middle States Commission on Higher Education (MSCHE) of projected workforce needs identified by the City of Baltimore, the State of Maryland, and the nation as reflected in the Maryland Plan for Post-Secondary Education
- Document validation of student learning outcomes by practitioners serving on Program Advisory Committees (PAC), where applicable
- Assess the program's contribution to the College Mission
- Assess the program for appropriate use and/or allocation of fiscal resources
- Make recommendations based on Program Review and Evaluation Assessment Outcomes

The program review cycle should be regarded as a positive assessment process and/or intervention. The Program Review Procedures are used to identify steps necessary to ensure programs meet standards for relevance, viability, and cost-effectiveness. We base our criteria on MHEC, COMAR, MSCHE standards. This institutional assessment process supports the College and program goals of retention, graduation, and student learning outcomes.

Cycle 2- Year 2

2018-2019

Programs	Program Coordinators	Associate Deans	Deans	PREC Committee Member Assigned
Engineering Transfer	Professor Michael Kaye	Mr. Scott Saunders	Dr. Enyinnaya Iweha	Dr. Natalya Reznichenko
Robotics Technology/ Mechatronics	Dr. Yun Liu	Mr. Scott Saunders	Dr. Enyinnaya Iweha	Professor Fred Paraskevoudakis
Cyber Security and Assurance	Dr. Denise Holland	Mr. Quintin Davis	Dr. Enyinnaya Iweha	Dr. Petal Sumner
Paramedicine	Professor Trudy Booker	Dr. Mary McCormick	Mr. Scott Olden	Dr. Adewale Laditan

Outcomes and Recommendations

Engineering Transfer	Program Continuance
Robotics Technology/ Mechatronics	Program Continuance
Cyber Security and Assurance	Program Continuance with Moderate Changes
Paramedicine	Non-compliant- Phase I Worksheet not submitted

Cycle 2- Year 1

2018-2019

Post-Quality Review Outcomes

Nursing	Program Continuance with Minimal changes
---------	--

Key:

Based on the criteria established, the following recommendation is presented to the Faculty Senate Executive Committee on behalf of the Program Review and Evaluation Committee for this program.

- Program Continuance - Continue program in the present form with the next review scheduled in five years
- Program Continuance with Minimal Changes – Minor revisions and changes must be made by the Program Coordinator in consultation with program faculty, Associate Deans and Deans. A written Action Plan with timelines delineating steps for improving the program in areas such as teaching, student learning outcomes, retention, and graduation should be submitted with recommendations to the chair of the Program Review and Evaluation Committee. The Program must report out on the status of their implemented Action Plan the following semester to the PREC Chair.
- Program Continuance with Moderate Changes – Several revisions and changes must be made by the Program Coordinator in consultation with program faculty, Associate Deans and Deans. An impactful written Action Plan with timelines delineating steps for improving the program in areas wanting such as teaching, student learning outcomes, retention, graduation, etc. should be submitted with a recommendation to the chair of the Program Review and Evaluation Committee. The Program must report out on the status of their implemented Action Plan the following two semesters (if needed). If needed the Program may be slated for a Follow-up Review in two years.
- Program Continuance with Significant Changes – Substantial revisions and changes must be made by the Program Coordinator in consultation with program faculty, Associate Deans and Deans. A detailed and rigorous Action Plan with timelines delineating steps for improving the program in areas wanting such as teaching, student learning outcomes, retention, and graduation should be submitted with a recommendation to the chair of the Program Review and Evaluation Committee. The Program must report out on the status of their implemented Action Plan the following four semesters. The Program will be slated for a Follow-up Review in one year.

Update:**PREC Presentation: April 23, 2019**

Dr. Katana Hall was asked by the Education and Special Education Advisory Board to provide the processes and status of the program review and evaluation outcomes for the Education and Special Education programs at BCCC on April 24, 2019, at 5:30 p.m. in MNB 233E. The Program Coordinator, Professor Lorraine Brown, facilitated the meeting. The board members stated that BCCC missed the April 1, 2019 deadline to

complete a Memorandum of Understanding (MOU) with Baltimore Public School System (BCPS) and the Baltimore Teachers Union (BTU) so that we could be considered as one of the institutions willing to provide coursework to BCPS paraprofessionals. They noted that four other institutions of higher education currently have MOUs on the table. The initial cohort would be 20 paraprofessionals with more added each year. The paraprofessionals need 7-week credit-level courses and anticipate students taking 12 credits per session. The budget was approved on April 23, 2019, for paraprofessionals. I was told by members of the Advisory Board that most of the paraprofessionals prefer attending classes in the city, but are very reluctant to come back to BCCC based on 1) past failures to execute MOU terms effectively, 2) improper fiscal oversight, 3) inability to meet deadlines 4) the garnishing of individual paraprofessional student tax returns, without notice, because of errors in the College's registration monitoring/accountability processes.

I found it encouraging that the members of the Advisory Board (BCPS administrators, teachers, and BTU leadership) are still interested in working with us. We should be concerned about the status of the paraprofessional students enrolled at Baltimore City Community College. These students can become our best or worst critics and recruiters.

Respectfully,

Katana L. Hall, Ph.D.
2018-19 PREC Chair

Humbly submitted,

Chima Ugah

Dr. Chima Ugah,
Faculty Senate President

TAB 9

**ITEMS REMOVED FROM THE CONSENT
AGENDA**



**College Contracts
were removed from the consent agenda.**

TAB 10

PUBLIC PRESENTATIONS



BOARD AGENDA
TAB **10** - INFORMATION
MAY 15, 2019

- A. Excellence Awards**
- B. Mayor's Scholars Program**



EXCELLENCE AWARDS

The Excellence Awards is an opportunity for peers to nominate colleagues based on the established criteria listed below. The committee is comprised of the previous winners from last year and they review and vote on the current nominations received by Human Resources, to choose the winners for the current year. Recipients of the Excellence Award will receive \$500, a plaque, campus publicity, and an award letter for their personnel file.

The winners for 2019 are:

Administrative Professional	<i>Angela Donn</i>
Career Service Professional	<i>Ricky Pierce</i>
Full-time Faculty	<i>Michael Kaye</i>

Four recipients (one from each employee group) are eligible to receive the Excellence Award:

- Administrative Professionals
- Career Service Professionals (skilled service) (full or part-time)
- Full-time Faculty
- Adjunct Faculty (*No nominee's for 2019*)

An employee is eligible subject to the following criteria:

- **Administrative Professionals** must have completed two years of service at BCCC
- **Career Service Professionals** must work at least 30 hours or more per week and have completed two years of service at BCCC
- **Full-time faculty** must have completed 3 years of full-time employment and have received an “Excellent” performance evaluation rating.
- **Adjunct faculty** must have completed teaching 6 courses within a 3-year period and have received either an “Exceeds Standards” or “Outstanding” performance rating over the past two evaluation cycles
- **All nominees** are not to have won any prior College Excellence Award within the previous five years

B. Mayor's Scholars Program Update
Dr. Debora Johnson-Ross



BCCC
MAYOR'S
SCHOLARS PROGRAM
UPDATE

Debora Johnson-Ross, Ph.D.

Director, Mayor's Scholars Program

BALTIMORE CITY COMMUNITY COLLEGE

MAY 15, 2019

Summer Bridge Enrollment Projections

	2019		2018	
Total Applicants (5.6.19)	798		1050	
Confirmations (5.6.19)	286	(36% of applicants)	541	(52% of applicants)
	Projection			
Summer Enrollment (Yield)	360	(est 45%)	387	(37% of applicants)
YOUTHWORKS and CASA				
Youthworks (5.6.19)	273		304	
CASA (5.1.19)	32		34	
Total receiving compensation	305		338	
* We are using 360 as a planning number.				
Outreach continues to non-confirmed students and GED outreach has begun.				



Summer Bridge Program

Goal

To increase college readiness for the 2019 MSP Cohort through academic and co-curricular activities.

Scope

- 6 week summer bridge boot camp to coincide with the 5-week YouthWorks summer program plus an additional week (July 1 – Aug 9)
- Students will earn one college credit by successfully completing a course similar to Pre-100 which is mandatory for all BCCC students.
- The curriculum will include English, math and college success skills and is designed to strengthen college readiness for the fall semester.



Events

- MSP Orientations for incoming class
 - May 14, May 15, May 21, May 22

- Making the Grade (Study Halls) Monday – Thursday through end of semester
- End of Year and Awards Celebration May 16, 2019

- Workforce Information Sessions were held on May 1 and May 8





Mayor's Scholar Program

Debora Johnson-Ross, Ph.D.

Director, Mayor's Scholars Program

BALTIMORE CITY COMMUNITY COLLEGE



BALTIMORE CITY
COMMUNITY COLLEGE

TAB 11

COLLEGE POLICIES



BOARD AGENDA
TAB 11- INFORMATION
MAY 15, 2019

NO COLLEGE POLICIES

TAB 12

PRESIDENT'S REPORT



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

BOARD AGENDA
TAB 12 – INFORMATION
MAY 15, 2019

The following consist of divisional highlights from the President's Leadership Staff.

I. Chief of Staff/General Counsel, Bryan L. Perry, Esq., reports;

- Continued working with BCCC's IT and Student Affairs divisions on the successful implementation of the new financial aid system.
- Resumed attending the ERP Research team meetings.
- Attended a briefing with VP Harris on BCCC's upcoming capital budget hearings and deferred maintenance needs.
- Attended follow up meetings with the capital budget staff from the Maryland Higher Education Committee (MHEC) and the Department of Budget and Management (DBM).
- Attended a joint meeting with City Schools to discuss how BCCC's current offerings are meeting mandated career and college readiness needs.

Highlights

- Attended the American Association of Community College annual meeting.
- Attended the Maryland Association of Community Colleges legislative dinner and session wrap up.

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

- Drs. Ringgold and Snowden, along with Professor JáHon Vance attended the Middle States Peer Evaluators Orientation on Monday, April 29, 2019.
- Spring Student Art Exhibit will be Tuesday, 14 May 2019, at 5:30 P.M., in the Mini Conference Center. Professor Tamara Payne is coordinating this event with her students, both art and non-art majors.
- The Paramedicine Program (EMS) installed an ambulance simulator, in the Main Building, that was purchased through 2019 Perkins funds.
- The Dental Hygiene Department conducted their Annual Oral Cancer Screening for community residents and BCCC employees on April 9, 2019.

- Baltimore City Community College School of BSTEM hosted the 5th Maryland Collegiate STEM conference on April 27, 2019. The conference was attended by over 500 registered faculty, student and staff from the 16 colleges in Maryland. Maryland State lieutenant Governor was the keynote speaker. Several students research poster presentations were exhibited.

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

ATHLETICS

- The Athletics program is looking forward to the graduation of seven of its student athletes this month. Three have accepted scholarship offers from four-year schools including Men's Basketball Team member Kobby Ayetey who will be attending NCAA Division I, North Carolina Central State University in the fall. NCCU has won their (MEAC) conference championship for the past three years and participated in the NCAA Division I Men's Basketball Championship Tournament each of those championship years.
- The department is also working to develop alternative housing options for those student athletes who receive a housing scholarship.
- Plans are underway to partner with the Baltimore Orioles for "BCCC Day" at the Orioles Stadium on August 23, 2019. Stay tuned for a special ticket offering soon.
- The Athletics Department is conducting a sports interest survey. The survey which will be administered to the student population will help the department in its planning process.

DISABILITY SUPPORT SERVICES

- Conducted approximately 10 student intakes
- Proctored testing for approximately 6 students
- Conducted Student conferences with approximately 15 students and 2 parents
- Conducted meetings with 7 faculty members
- Attended Maryland AHEAD Conference
- Actively participated on the Diversity, Equality and Inclusion; and Public Safety College committees
- Contacted Executive/Co-founder of the Delta Alpha Pi-to reestablish Honor Society Program for DSSC
- Convene Search Committees and facilitated interview for both new pin positions
- Soft offered to prospective candidate for Advisor position

JUDICIAL AFFAIRS AND TITLE IX

- **Cultural Diversity Report** – The report deadline of April 8th was met, and the report was presented to the BCCC Board of Trustees on April 17th as an information item.
- **Diversity, Equity and, Inclusion Committee** – The committee currently has more than 30 members and has established specific strategic and SMART goals for the current calendar year. The goals are as follows:
 - Cultivate and sustain a diverse and multicultural student body that is reflective of a global community by recruiting, retaining, and graduating ethnic minority students that are under-represented in higher education.
 - To weave the principles of diversity, equity and inclusion into all aspects of College life.
 - To identify impediments to creating a diverse and inclusive environment, propose solutions to overcome those impediments, and measure our progress at all levels of the College infrastructure.
 - Ensure a variety of channels are utilized to attract and retain a diverse, qualified, and competitive applicant pool of faculty and staff.
 - Provide a supportive and nurturing learning environment to prepare students to collaborate with diverse communities locally and globally in a culturally sensitive manner.
- **Academic Integrity Training and Consultation with Nursing Department** – Met with the Dean, Associate Dean and program faculty for Nursing to discuss the College's policy for academic integrity and the processes the Code of Conduct has for addressing any potential academic integrity violations.
- **Public Safety Professional Development and Training** – Once a year during Spring Break, the office of Judicial Affairs and Title IX provides training to Public Safety Building Security Officers (BSO's) in the following:
 - The Clery Act and the responsibilities of proper and time reporting
 - Title IX Guidance and New Regulations
 - Responsible Employees
 - Sexual Misconduct (Including sexual harassment and sexual assault)
- **Commencement Volunteer Training** - Call for volunteers was made and over 40 BCCC faculty and staff have agree to assist with the 2019 Commencement Exercise. Trainings have been scheduled to ensure that volunteers have a good understanding of duties and expectations.
- **Presentation to new PIN employees** - The main objective of this session is to inform new employees about sexual harassment and Title IX in hopes that

awareness of this issue(s) may help prevent incidences. By the end of the session, employees should be able to:

- Recognize sexual harassment;
 - Differentiate between the two main kinds of harassment;
 - Understand Title IX and follow workplace policy regarding sexual harassment;
 - Report incidents and cooperate in investigations of sexual harassment; and
 - Help promote and maintain a comfortable, productive school and work environment.
- **Title IX and Clery Act Training and Professional Development** – In an effort to educate BCCC faculty and staff, trainings are facilitated by Judicial Affairs and Title IX and offered through the professional development program. The focus for this training included but was not limited to:
 - The Clery Act
 - Title IX (Guidance and new regulations)
 - Consent
 - Sexual Misconduct (Including sexual harassment and sexual assault)
 - Reporting procedures

STUDENT SUPPORT SERVICES

- The Program's Transfer Specialist took two program participants on a college visit to Morgan State University – April 12
- Twenty-three (23) program participants were selected to receive the TRIO/SSS-STAIRS Program Award at the 2019 Honors and Awards Banquet - April 23
- The Program's Administrative Assistant attended the Administrative Professional Luncheon on April 24

STUDENT SUPPORT AND WELLNESS SERVICES

- Student Support and Wellness Services offered 14 wellness workshops on topics including marijuana use, mental health, communication, stress, and yoga. Five of those workshops were requested classroom presentations.
- Our office also partnered with the Black Mental Health Alliance and the Baltimore City Department of health for two events. Three student support groups (anxiety and substance abuse) were conducted with good attendance.

- Our office continues to receive new students weekly for individual counseling services.

UPWARD BOUND MATH AND SCIENCE

- UBMS Saturday instructional session was held on April 6th for 37 students. Class instruction and individual tutoring sessions were held for the following academic areas.
 - Math – Geometry, Algebra 1 & 2, Pre-Calculus
 - Engineering/Physics and Robotics Lab
 - Basic Science (Biology)
 - Biotechnology Instruction and Lab
 - Computer Science
 - Career and College Seminar

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

- The Adult Basic Education (ABE) Department has finalized plans for hosting the **GED Graduation Ceremony on June 8, 2019**. More than 45 students have completed requirements for the GED this academic year.
- The **English Language Services (ELS) Department** has realigned the work of the associate director to increase focus on the updating of the Basic English courses (non-academic) including the C-ESL, RAP, and Citizenship programs. The focus of this project is to align schedules in programming with a special focus in transitions to ELI, IET/IELCE, and WF programs.
- The ELS Department led a series of **Financial Literacy Workshops** with Mayor's Office of Immigrant Affairs. This partnership with MIMA, CAP, and Charm TV, was highlighted at a press conference at the Harbor Campus in April. The next session of workshops will begin in September 2019.
- By the April 20th deadline for the **Mayor's Scholars Program**, 85 ELI students were recruited. Of those 85, 49 have been tested with ESL Accuplacer resulting in 2 referrals to regular Accuplacer and 47 prospective students for FY20 MSP ELI.
- Ongoing coordination and support for the 3 **P-TECH** schools included P-TECH Orientation sessions for the incoming 9th grade students (Cohort #4) at each high school. In addition, a presentation regarding all P-TECH programs was given as part of the WDCED Monthly Staff Meeting in April.

- The new **Workforce Development Sequence Scholarship** provides a total of \$56,500 in funding for targeted workforce training programs (up to \$2,000 per student). Funding was awarded in April 2019 for 5 specific training programs.

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

- Controller / Finance
 - Various areas working to **implement CashNet (online portal)**, which would enhance student ability to make online payments. Ability to pay online was negatively affected following a PayPal technology upgrade. Go “live” occurred in late April.
 - *Why this is Significant: current student payment options involve batch processing, which is less customer friendly for students, and more cumbersome for staff. This upgrade will improve student support and experience. It also allows faculty and staff to make certain payments on-line.*
- Operational Effectiveness
 - **Creating an updated Enterprise Resource Planning (ERP) Framework**, a matrix of prioritized ERP tasks. Current information is being updated to increase readability and include clear research of the other Maryland community colleges.
 - *Why this is Significant: while the College has numerous projects in various stages of activity, the ERP is of prime benefit to the College. Available resources often limit the number of projects that can be effectively managed simultaneously.*
- Facilities / Real Estate
 - Continued **Facilities Planning and Assessment project**, continuing work begun by a strategic facility planning firm. Based on their work, over \$50 million is needed for facilities infrastructure and modernization. Current activities include strategic prioritization of needs, by building location. Follow-up meetings were held with State oversight agencies (DGS, DBM, MHEC) to discuss the ideal process forward.
 - *Why this is Significant: this strategic facilities planning represents the first broad comprehensive facilities analysis in at least ten years.*

VI. Director of Mayor’s Scholars Program, Dr. Debora Johnson-Ross reports:

- The Mayor’s Scholars Program expects to exceed its goal of 250 students in the Summer Bridge. As of **May 6**, confirmations were at 286. The projected enrollment for the summer is 360. This projection is based on:

Youthworks confirmations	273
CASA confirmations	32

Outreach, MD HS diploma holders	45
Total	350

- Planning is underway for the Summer Bridge Program which begins on July 1 and ends on August 9, 2019. The Summer Bridge curriculum will include English, Math and college success skills building designed to strengthen college readiness.
- MSP-specific orientations will be held on May 14th, May 15th, May 21st and May 22nd. These orientations will be supported by Student Support Services, Financial Aid, Student Support and Wellness, Library Services and Others. Students will receive an overview of the MSP, Youthworks and CASA. There will be a student panel and a breakout session for parents.
- Workforce Information sessions were held on May 1st and May 8th.
- The Mayor’s Scholars Program End of the Year Celebration will be held on May 16th at noon.

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

COMMUNICATIONS

- In April the College received a combined 39 media hits and media mentions with a combined total reach of 87.9 million and total publicity value of \$98,000. The College’s social media outreach has grown considerably with 201,000 social media impressions, an increase of nearly 200% percent year over year.
- Media Hits for the month of April:
 - Journalist Ryan to speak at BCCC commencement
Daily Record, 4/3/2019
 - Debora Johnson-Ross Named Director of Mayor’s Scholars Program
The Daily Record (print), April 8, 2019
 - Debora Johnson-Ross Named Director of Mayor’s Scholars Program
Daily Record Online, April 8, 2019
 - Front page photo and cutline of Acting Mayor Bernard “Jack” Youngs attendance at the ELS Financial Literacy Program media event,
Baltimore Sun April 24, 2019
 - English Language Learners also Learn About Financial Programs,
WBAL-TV 11 News at 6, April 23, 2019

- Free Oral Cancer Screening at BCCC
WBAL-TV 11 News at 5, Apr 24, 2019
- Free Oral Cancer Screening at BCCC
Daily Record. The (Online), April 24, 2019

- **MARKETING**

Created the following in anticipation of the arrival of new president.

- FAQs, Talking Points
- Copy for website posting for Dr. McCurdy
- Q&A with Dr. McCurdy
- Press release
- Welcome reception

Logo Redesign Project

- Continued working with Hatcher Group on logo design. The Hatcher Group presented fourth round of logos for internal review by ASP/Marketing
- Delayed student testing– late spring/early summer to complete internal logos and Hatcher updates
- Message Development in progress
- Presented pillars of messaging along with possible themes (draft form)
- Branding Roll Out and Communications Timeline developed

Website Maintenance

- Actively working on webpage content review and edits including:
- Staff/faculty contact details- department, designation, address and phone numbers
- Externally linked URLs on a webpages and broken links
- Deletion of outdated content, such as old flyers or PDF links not relevant to the current academic year
- Spell check and minor content edits
- (Major content rewrites not part of scope)
- 200 webpages and web content sections reviewed and edited:
- Student Services and Support
- Workforce Development
- Faculty and Staff (partially complete)
- 400 pages remain for review, approximately

Website Analytics

- Where are Users Coming From?
- 41% of users come from organic searches through Google, YAHOO and BING search engines
- 22% is referral traffic, redirected from:
- OKTA server
- Maryland.gov

- 36% is direct traffic, when users directly type the URL, use a bookmarked webpage or through an unrecognized source
- 0.62% is traffic from social media

Acquisition Overview of the “APPLY NOW” Page

(Acquisition refers to behavior of the user)

○ Using “Apply Now” webpage to measure, track and monitor prospective student’s engagement, and track patterns associated with promotion pushes, both media and website/billboard, social media, and other sources to garner brand interest

- Page Views: 3,805
- New Users: 1,476
- Repeat Users: 2,329
- Over all bounce Rate: 61.25%
- Average time spent: 1 minute 59 seconds
- Ranks 7th on our website according to Google Analytics
- Acquisition Overview of the “MSP” Page
- Page views: 1,140
- New Users: 574
- Average Time Spent : 2 minutes 4 seconds
- Ranks 27th on our website according to Google Analytics

Commencement

- Provided publications support, through graphic design for:
- Program book
- Save the Date
- Student Invitations and Announcements
- VIP Invitations
- Provide logistical support at venue
- Signage needs, both interior and exterior

Maryland STEM Collegiate Conference April 27

- Provided graphic design support in these areas for:
- Banners
- Program book
- Lawn directional signs

Student Photoshoot

- 2 casting calls were held for students at the Liberty Heights Campus
- Coordinated with Hatcher Group to review shot list
- Assembled props to include caps and gowns, BCCC branded clothes, and laptops and tablets
- Completed logistics to include room reservations
- Both days of the photoshoot rendered about 3000 images which the marketing team will now go over to select those the Photographer will optimize.

- **DEVELOPMENT**

- **PENDING GRANTS**

- **NASA** – Estimated Sub-Award - \$179,671 Yun Liu, Ph.D.
Morgan State University (MSU), Cornell University (CU), and Baltimore City Community College (BCCC) propose a shared goal of enhancing student knowledge and skills in NASA-related research through a three-pronged approach of curriculum enhancement, redesign, and development of courses, NASA internships, and open educational resources (OER). Course enhancements in 1st and 2nd year engineering courses at our institutions with targeted emphasis in Engineering Freshman Orientation, Introduction to Engineering, Engineering Graphics, Special Topics in Electrical Engineering, Computer Assisted Manufacturing, Robotics Applications and Programmable Logic Controllers, Mechatronics: Principles and Applications, and General Physics courses.
- **NIH** – Towson: Estimated Sub-Award - \$20,516, renewable for 4 years, Kathleen Berlyn, Ph.D.
Bridges to Baccalaureate
This project targets the transition of URM students from Baltimore City Community College (BCCC) and the Community College of Baltimore County (CCBC) to facilitate baccalaureate degree completion in the biomedical sciences at TU or other four-year institutions and to increase student competitiveness for graduate education and/or biomedical research careers. This renewal built upon past success and implements new strategies to empower and motivate participating students.
- **NSF** – Estimated Award - \$649,757 over five years, Yun Liu, Ph.D.
Baltimore City Community College's (BCCC) proposed project, the BCCC Engineering Elites Project, will increase the number of underrepresented students (e.g., females and racial/ethnic minorities, particularly African Americans), who: 1) earn associate degrees in Engineering/Technology (ET); 2) transfer to four-year colleges or universities in ET majors; and (3) secure ET-related internships and employment.

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

- IT Audits and Follow-up – The IT auditor identified the following:
 - Firewall and Malware update: The VIPRE report system has not been fully resolved to satisfy OLA finding as of 04/30/2019. Consequently, the college's IT division has put in place some internal controls to mitigate any threats or attacks posted to disrupt the college's critical operations. The following are some of the mitigation processes in place to maintain safety:
 - There is MS-ERT scanned in place software to maintain safety. This is a Microsoft safety scanner designed to find and remove malware from

windows computers. This tool is capable of quarantine or removal of any infected files through flash drives.

- A review of the April VIPRE patch management summary shows that the college has renewed its software license agreement with VIPRE, and the next renewal date is 4/12/2020.

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

- Prepared advocacy materials for, and met with members of, General Assembly conference committee to successfully resolve final amendments to Senate Bill 253, “Major Information Technology Project Development Fund—Money Retained by Baltimore City Community College—Exemption”.
 - The conference committee report on SB 253 passed the Senate by a vote of 43-0 and the House by a vote of 136-0.
- Drafted post-session thank-you letters to 72 members of the General Assembly, including House and Senate leadership, members of Budget Committees, and members of committees that heard and voted on BCCC legislation.
- Prepared and disseminated a Preliminary Implementation Report for President’s Staff on legislation that passed in the 2019 General Assembly session. It covered legislation in the following subject areas:
 - Community colleges
 - Institutions of higher education
 - State agencies/state government administration and processes.
- Invited state and federal elected officials to Maryland Collegiate STEM Conference on April 27.
- As part of a new assignment to assist the BCCC Procurement Office, facilitated a meeting with Secretary Michael Leahy of the Department of Information Technology (DoIT) and Senior DoIT Staff to discuss BCCC’s contract with Hartman Executive Advisors and drafted a letter to DoIT outlining next steps and overall process for resolving issues with Hartman contract.

- **Director of Human Resources, Ms. Michelle Williams reports:**

- Continued **MOU Negotiations for the three Bargaining Union Units**. The current memorandum of understanding needs to be renewed for through 2021.
 - *Why this is Significant: the current MOU sets the expectations for union-based staffing and benefits and expires during 2019.*
- Tuition Remission Re-engineering project begins for BCCC, testing and pilot to start for Fall 2019 semester and official start date Spring semester 2020

- Adjunct Online New Hire Orientation has been implemented
- Completion of ACALOG with new hires/terminations and title changes
- 2018-19 Electronic Performance Evaluation roll-out

Respectfully submitted

Debra L. McCurdy
President

Enrollment Report

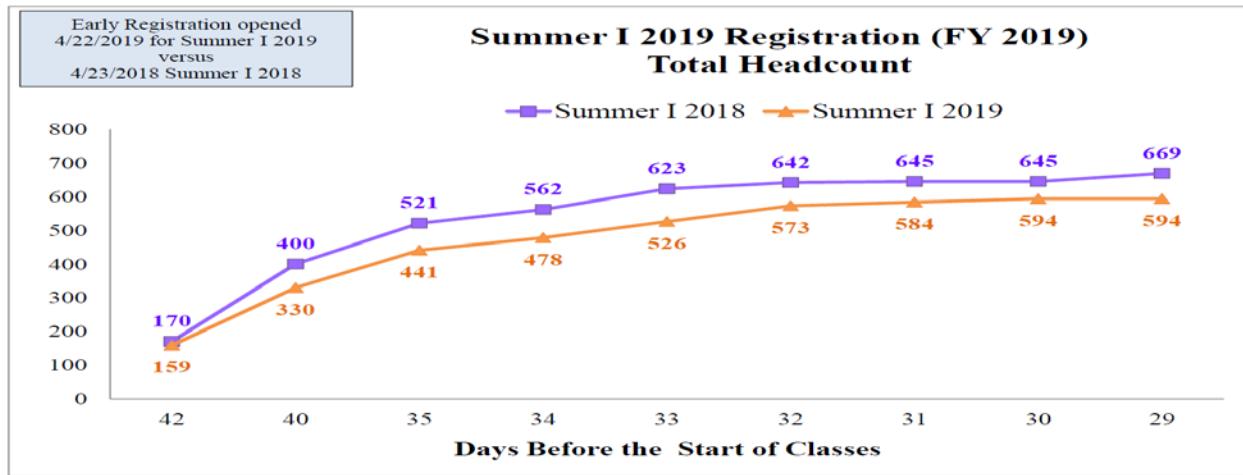
Sylvia Rochester

Interim Vice President of Student Affairs – Student Affairs Division

The below information reflects enrollment/registration activity for **Summer I 2019** as of May 6, 2019.

- 594 credit students are currently enrolled compared to 669 (-11%) in Summer I 2018 (Figure 1).

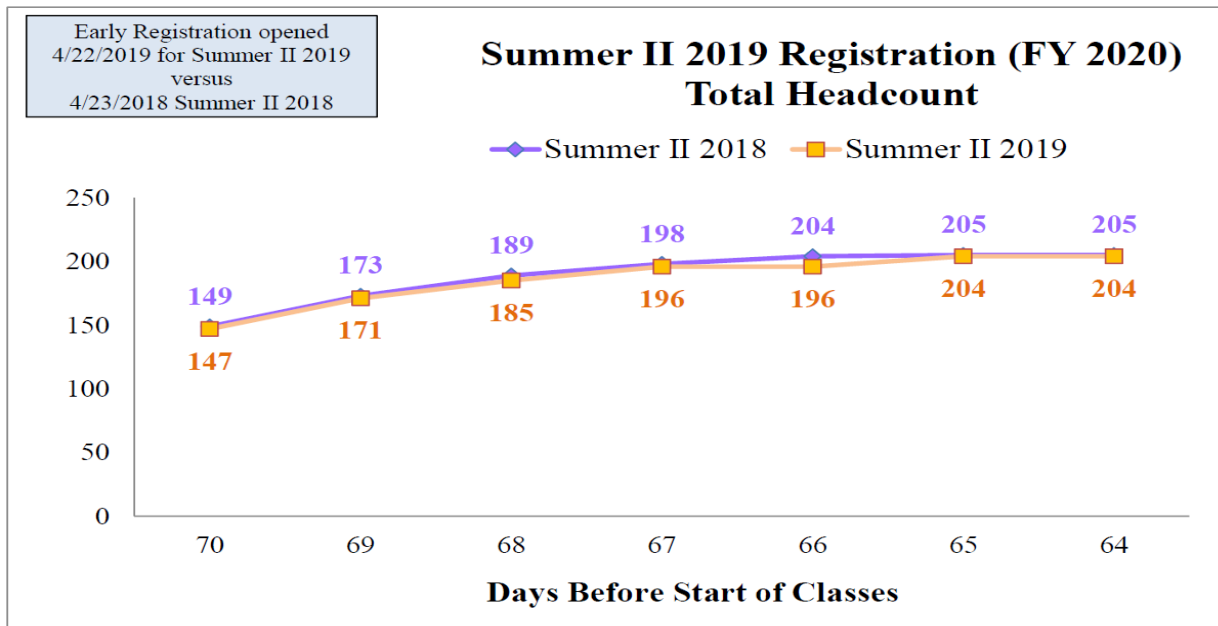
Figure 1



The below information reflects enrollment/registration activity for **Summer II 2019** as of May 6, 2019.

- 204 credit students currently enrolled compared to 205 (-1%) in Summer II 2018 (Figure 2).

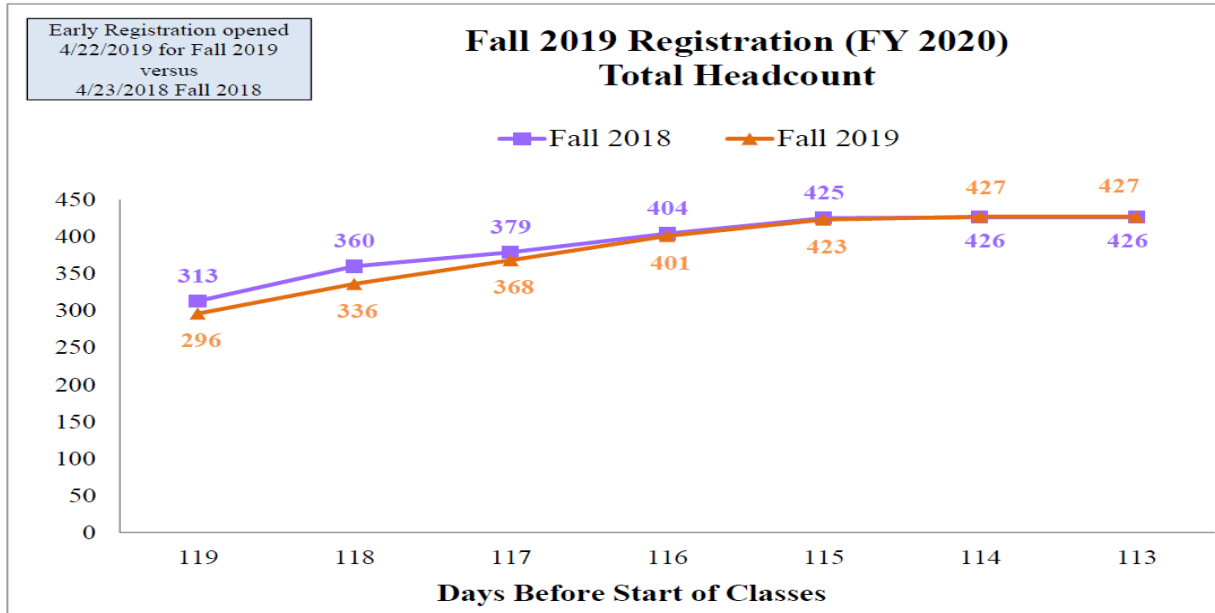
Figure 2



The below information reflects enrollment/registration activity for **Fall 2019** as of May 6, 2019.

- 427 credit students are currently enrolled compared to 426 (+1%) in Summer I 2018 (Figure 3).

Figure 3



Source: BCCC Office of Institutional Research May 6, 2019

Communication Plan

Summer 2019 Early Registration

- Emails will go out weekly beginning May 3, 2019 ending on May 27, 2019 for summer registration
- Weekly emails reminding students who have not arranged a method of payment will begin on May 20, 2019

Fall 2019 Early Registration

- Emails will go out weekly beginning May 3, 2019 ending on July 9, 2019 for fall registration
- Email will go out weekly beginning July 5, 2019 ending on August 2, 2019 to all students registered for the fall semester that they need to pay the balance in full by August 5, 2019.

Fall 2019 General Registration

- Weekly emails will begin on July 15, 2019 for fall registration
- Emails have been queued to be sent weekly to remind students to register for the Fall 2019 12-week and Accelerated II sessions

TAB 13

**BOARD AGENDA
TAB 13 -INFORMATION
MAY 15, 2019**



HR Active Search List As of May 10th, 2019

	Div	PIN #	Position	Search Committee Chair	Date(s) posted	Status 4/2/19	Status 5/10/19
1	AA	73961	Assistant Professor of Dental Hygiene	Dorothy Holley	6/14/2018	Search is Open	On Hold
2	AA	78507	Clinical Coordinator/Instructor for EMS	Trudy Booker	4/22/2019	N/A	On Hold
3	A&F	73966	Director of Procurement	Eileen Waitsman	5/2/2019	N/A	Search Committee is Screening
4	A&F	88496	Contract Administrator	Corelethia Braxton	12/6/2018	Search is Open	On Hold
5	WDCE	66976	Associate Director of Information Technology	Otilio Baez	2/6/2019	Search Re-Opened	On Hold
6	WDCE	76577	Associate Director of Construction & Manufacturing	Stacy Rowlett	2/6/2019	Search is Open	On Hold
7	ASP	TBD	Director of Grant Development	Paul Beckham	4/26/2019	N/A	On Hold
8	SA	66760	Vocational Rehabilitation Counselor	Bryan Miller	3/25/2019	Search Committee is Screening	On Hold
9	SA	66813	Financial Aid Specialist	Linda Williams-Robinson	3/28/2019	Search is Open	On Hold
10	PO	73960	Director of Enterprise Application Services	Maria Cazabon	2/21/2019	Search Committee is Screening	On Hold
11	PO	TBD	Executive Assistant to the President	TBD	4/26/2019	N/A	Search Committee is Screening
12	PO	TBD	Vice President of Student Affairs	TBD	4/30/2019	N/A	Search Committee is Screening
13	PO	66802	Chief Information Officer	Calvin Harris	5/10/2019	N/A	Search is Open