



BALTIMORE CITY
COMMUNITY COLLEGE

Board of Trustees

Open Session

Wednesday

April 17, 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
 April 17, 2019
 4 p.m.
 Liberty Campus
 Board of Trustees Room

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

I. ADOPTION OF AGENDA

Approval of the April 17, 2019 Agenda.....TAB 1

II. NEW BUSINESS.....TAB 2

- A. Professor Emeritus (Dr. Bob Iweha) (ACTION)
- B. Digital Marketing Program (INFORMATION)

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

- A. Approval of the March 20, 2019 MinutesTAB 3
- B. College Contracts.....TAB 4
- C. Student Government Association (Mr. Victor Anokwuru (SGA).....TAB 5
- D. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President)....TAB 6
- E. Faculty Senate Report..... (Dr. Chima Ugah).....TAB 7

Action: Move to approve the Board Actions/Consent Agenda

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

IV. PUBLIC PRESENTATIONS.....TAB 9

- A. Finance and Technology Committee Update- Flat Tuition Rate(ACTION)
(VP Calvin Harris, Jr.)
- B. Mayors Scholars Program Update.....(INFORMATION)
(Dr. James H. Johnson, Jr., Executive Consultant)
(Dr. Debora Johnson-Ross, Director of MSP)
- C. Cultural Diversity Report (IVP Sylvia Rochester) (INFORMATION)

VI. COLLEGE POLICIES.....TAB 10

VII. PRESIDENT’S REPORT TAB 11

- A. President’s Leadership Staff Reports (INFORMATION)
(Dr. James H. Johnson, Jr., Executive Consultant)
- B. Enrollment Report..... (INFORMATION)
(IVP Sylvia Rochester)
- C. Active Search Listing.....TAB 12

IX. MOTION FOR ADJOURNMENT

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

X. NEXT MEETING: Wednesday, May 15, 2019, Board Conference Room

TAB 2

NEW BUSINESS



BOARD AGENDA
TAB 2 – INFORMATION
APRIL 17, 2019

- A. Professor Emeritus**
- B. Digital Marketing Program**

BALTIMORE CITY COMMUNITY COLLEGE
RECOMMENDATION TO PROFESSOR EMERITUS RANK

TRACKING SHEET

(MUST BE INCLUDED IN FOLDER HOLDING NOMINATION MATERIALS)

NAME OF NOMINEE Linda Benjamin

RANK AND DEPARTMENT NOMINEE AT BCCC Professor - Business; Technology

NAME OF NOMINATOR Karen Shallenberger

POSITION OF NOMINATOR Professor

DATE NOMINATION SUBMITTED TO SEC 2/13/2019

RECOMMENDATIONS SUBMITTED BY:

- (1) Quintin Davis Associate of Business and Technology
- (2) Yokaness Weldgiorgis Professor of CAD
- (3) Eileen Hawkins, Director of Institutional Research
- (4) Kathleen Berlyn Associate Professor of Microbiology

DATE OF ENDORSEMENT BY SEC February 15, 2019

DATE OF ENDORSEMENT BY FACULTY SENATE March 1, 2019

SIGNATURE OF PRESIDENT OF FACULTY SENATE [Signature]

SIGNATURE OF SECRETARY OF FACULTY SENATE [Signature] VP SEC

RECOMMENDED BY VICE PRESIDENT OF ACADEMIC AFFAIRS:

[Signature] signature 3/8/19 date

RECOMMENDED BY PRESIDENT OF BCCC:

[Signature] signature 3/10/19 date

APPROVAL BY BOARD OF TRUSTEES:

Signature of Chairman _____
date

BALTIMORE CITY COMMUNITY COLLEGE

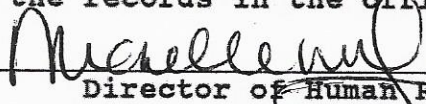
NOMINATION FOR RANK OF PROFESSOR EMERITUS

1. Name of nominee Linda Benjamin
2. Retirement date from BCCC* 6/30/2018
3. Last rank and department at BCCC Professor Business and Technology ✓

4. Employment history at BCCC (list positions in order from earliest to last, indicating when promotion in rank was achieved.)

| Dates | Position |
|-----------|---------------------|
| 9/6/2000 | Assistant Professor |
| 8/13/2008 | Associate Professor |
| 8/19/2015 | Professor |

I certify that the information in items 2 - 4 is in accord with that in the records in the Office of Human Resources.


Director of Human Resources

2/13/19
Date

5. Indicate below the names and positions of four individuals who are supporting this nomination with letters of recommendation.

- (1) Quintin Davis, Associate Dean of Business and Technology ✓
- (2) Yohannes Weidgiorgis, Professor of CADD
- (3) Eileen Hawkins, Director of Institutional Research
- (4) Kathleen Berlyn, Associate Professor of Microbiology **

6. Karen Shallenberger, Professor of Psychology 2/13/2019

Name of Nominator **Date**
Letter of nomination is attached indicating the areas of excellence that warrant conferring the rank of emeritus status on the nominee.

Because Professor Benjamin's influence and contributions were broad, the following have submitted additional letters of recommendation: Paul Long, Associate Professor of English; Bob Iweha, Dean of Business, Science, Technology, Engineering and Mathematics;

* For purposes of this document BCCC means BCCC and any of its predecessor institutions.

George Andrews, Professor of Human Services; Darlene Godwin, Professor of Early Childhood Education; Daniel Izume, Assistant Professor of Business; Terry Doty, Associate Professor of Dental Health

Linda Benjamin

Education

B.A. – Liberal Arts: Psychology/Sociology University of California, Santa Barbara

MBA – Business Administration California Lutheran University

Professor Benjamin started attending college part-time at a community college in southern California when she was 24 years old. She went to school part-time for thirteen years to complete her work at the community college, the University of California at Santa Barbara and an MBA from California Lutheran University. She has a graduate certificate in Online Teaching from UMUC and multiple courses towards a second masters in Creative Leadership from Buffalo State University.

Prior to employment at Baltimore City Community College, Professor Benjamin taught at the same community college system that she had attended fifteen years earlier. Prior to that she was employed at Procter and Gamble Paper Products where she moved from General Ledger Accountant, to Financial Analyst, to Information Systems development and Training. She started teaching at BCCC part-time in the fall of 1995 after she relocated from California.

In the fall of 2000 Professor Benjamin accepted a full-time position at BCCC in the Business department. Since that time, she has been a Program Coordinator (Accounting), CIC Chair, General Education Coordinator, ACBSP Champion, and Faculty Co-Chair to the Middle States Self-Study 2012 – 2014. She has been on or chaired countless committees; addressing planning, assessment and curriculum over the years. Professor Benjamin developed the curriculum of the BUAD112 course (Introduction to Computers for Business) to be standardized in delivery and assessment regardless of who taught the course and most recently revised the BUAD100 course (Introduction to Business) to be standardized and offered in the OER format.

As Gen Ed Coordinator Professor Benjamin made sure that the five-year assessment schedule was maintained, completed a study to make sure students do achieve all eight Core Competencies within a degree program and created a second five-year cycle to maintain assessment as required by Middle States. She presented GE/CC training at Faculty Development Days and worked to make the year-end Assessment Day a worthwhile activity for faculty and staff.

Professor Benjamin's goal has always been the same. She wants to help students obtain the education that will change their lives; because it changed hers. As a final quote from Professor Benjamin... *"Students deserve our best efforts in all aspects of the teaching paradigm; program development, course development, course presentation, and course and program assessment. They deserve faculty resources who are interested in their success and willing to help them attain it."*

LINDA BENJAMIN

Email · ms.linda.benjamin@gmail.com

My goal is to continue using both my practical and educational experience to teach students within the Business and Technology department's programs.

EXPERIENCE

1995 – 2018

PROFESSOR, BUSINESS, Baltimore City community college

Faculty. Taught BUAD100, BUAD112, MGMT222, MGMT217

EDUCATION

JUNE 1988

MBA, California Lutheran university

Masters of Business degree with an emphasis in Organizational Development

SKILLS

- Teaching online, Canvas, Blackboard
- Communication

ACTIVITIES

With 18 years of full-time teaching experience, during which I achieved the rank of Full Professor, I believe I am eminently qualified to continue teaching courses online.



April 11, 2019

2901 Liberty Heights Ave.
Baltimore, Maryland 21215-7893
410-462-8300
www.bccc.edu

TO: BCCC Board of Trustees

FROM: James H. Johnson, Jr.
Executive Consultant

SUBJECT: Recommendation of Professor Linda Benjamin
to the Rank of Professor Emeritus

Lawrence J. Hogan, Jr.
Governor State of Maryland

Board of Trustees

Kurt L. Schmoke, Esq.
Chair

Rosemary Gillett-Karam, Ph.D.
Vice Chair

Maria Harris Tildon, J.D.

John C. Weiss, III

John D. Lewis

Peter H. Nachtwey

Dr. Rachel Y. Pfeiffer (Ex-Officio)

Jason Perkins-Cohen (Ex-Officio)

Maricruz Abarca
Student Trustee

I have reviewed the college's policy for designation of faculty emeritus.

- Nomination by four or more colleagues of peers including two from the nominees branch documenting excellence in teaching and service to the college;
- Ten or more years of service to BCCC
- Retirement from the college
- Nomination of candidate within three years of retirement.

Professor Linda Benjamin has satisfied all the above requirements and has received the endorsement of the Faculty Senate and recommendation of the Vice President of Academic Affairs. Hence, I recommend Professor Linda Benjamin for appointment of the rank Professor Emeritus and the following motion:

“Professor Linda Benjamin be conferred to the rank of Professor Emeritus at the June 2019 Commencement with all the, benefits articulated in the Professor Emeritus Policy.”

Respectfully,



**BALTIMORE CITY
COMMUNITY COLLEGE**

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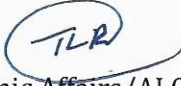
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MEMORANDUM

From The Office of the Vice President

Date: April 1, 2019

To: Dr. James H. Johnson, Jr.
CEO

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

Subject: Nomination of Professor Emeritus for Linda Benjamin

I join with the Baltimore City Community College Faculty Senate in the full endorsement of the nomination of Linda Benjamin, for the rank of Professor Emeritus. Professor Benjamin was a faculty member in excellent standing at BCCC until her retirement in June 2018. She has served the BCCC students and the community for over 18 years in the department of Business and Technology.

Throughout her tenure at BCCC, Professor Benjamin has distinguished herself through service on numerous faculty senate and college-wide committees. More recently and up til her retirement, she served with excellence as the college's General Education Coordinator and Co-Chair of the College Wide Assessment Council (CWAC). As General Education Coordinator, Professor Benjamin ensured that new courses were added to the Emerging Issues category. The addition of these courses provided needed flexibility for students seeking to fulfil their General Education requirements for their degree. Professor Benjamin also created and implemented the college's first Assessment Day for faculty where she conducted training on the use of TracDat. TracDat is a software system that is designed to help report and track the assessments of academic programs. Professor Benjamin was a staunch supporter for including assessment into all learning processes.

Professor Benjamin also distinguished herself as an ACBSP Champion during the reaccreditation process for the Accreditation Council for Business Schools and Programs (ACBSP) and the Co-Chair for the Middle States Self-Study team. In these demanding roles, which occurred back to back within the same year, Professor Benjamin demonstrated her commitment and expertise. Her love for education and students are reflected in her pedagogy and in her student advocacy.

Because of her countless notable accomplishments and excellence in teaching and mentoring, I fully support and highly recommend Professor Linda Benjamin to you for the distinction as Professor Emeritus.



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To: Senate President Chima Ugah and the 2019 Faculty Senate Executive Committee

From: Karen Shallenberger, Professor of Psychology

Date: February 13, 2019

Re: The nomination of Linda O. Benjamin for the honorable distinction of Professor Emeritus

Here are a few quotes both written and heard about Linda Benjamin:

"Linda is one of a kind." An associate dean

"We would not exist without the work of Linda." A faculty member

"Linda Benjamin has done a tremendous job at leaving a blueprint for a successor to follow. She championed the undertaking for the college during some critical times to get us here and left a legacy behind to continue." The new general education coordinator

This last quote sums up the approach that Linda Benjamin took during her tenure at Baltimore City Community College. Her work wasn't for a moment, or a time, or for herself or to secure the rank of Professor. Her systemic, process oriented thinking and her willingness to take on challenges even when she was uncertain if she could succeed, led to an indelible mark on Baltimore City Community College and its students, faculty and administrators.

Because of this, I nominate Linda O. Benjamin to be honored with the high distinction of Professor Emeritus at Baltimore Community College.

From the time Professor Benjamin arrived at the college she was dedicated to excellence. With her last 7 years being an explosion of excellence that helped the college move forward particularly as it relates to the demands of Middle States accreditation, student learning outcomes assessment, general education development and assessment, and processes of curriculum development. Only the newest faculty member would not know the name of Linda Benjamin and the processes she has created.



She started her work at BCCC dedicating herself to excellence with students and this continued until she retired. Professor Benjamin continuously worked on improving her courses and helping students to succeed. She would meet with students at any time they could meet, often coming in early in the morning or at night even if she did not have classes or meetings at that time. Besides helping her students learn, she also wanted to help students by lowering their book cost and, therefore, with then adjunct faculty Daniel Izume, she used OERs for the Introduction to Business course which saved students substantial book related costs.

Professor Benjamin understood that supporting the student comes in many forms, not only in teaching but also in administrative work and leadership at the department, division, and College level. She served as coordinator of the accounting program, mentoring adjunct faculty, and then focused her energy on her BUAD 112 course which she often used to demonstrate to others how outcomes assessment can be conducted, from collecting data to the improvement of the course and to the impact on students. She was never one who created processes and expected others to use them without using them herself- often using her work as an example to others.

Professor Benjamin successfully led the business department in its self-study for accreditation twice, as well as, guiding new curriculum development in the department. She not only led the department in curriculum development, for years she was the chair of The Curriculum and Instruction Committee for the Faculty Senate. In this position she updated processes and had an open door policy for those needing assistance and guidance in curriculum development. This openness lasted until the time she retired.

One of Professor Benjamin's gifts that allowed her to make great contributions to the College was her ability to think in terms of systems and processes. Because of those skills, her contributions as Co-chair for the Middle States Accreditation Self Study and the writing of follow-up reports to assure our accreditation are



unmatched. To help meet the Middle States of Higher Education Commission standards, her willingness to become the first General Education Coordinator led to the development of a system to assess general education outcomes. A system that will have long term positive implications as it is carried forward.

Linda worked on the initial student learning outcomes committee and a more recent committee designed to assess the present assessment process at the College. She led the committee to a revision of the SLOA process and handbook including developing the annual Assessment Day. As a part of this process and as General Education Coordinator she worked with Jeremy Harvey to create systems in Canvas to help faculty with the collection of data making it easier for faculty to assess their courses. In addition, Linda co-chaired CWAC which examined College wide assessment processes.

Linda kept integrity at the center of her work. She not only maintained personal integrity but she upheld standards by creating processes that could last after she retired. As the new general education coordinator said, Linda "left a legacy behind to continue" the work that would move us forward.

Without a doubt, Professor Benjamin meets the criteria for the high distinction of Professor Emeritus and therefore I nominate her for this honor. The extraordinary work that she accomplished during her tenure is unmatched. In the letters that follow, faculty and administrators speak to their experience with Linda and the legacy she left behind. Although 4 recommendation letters are requested for the nomination process, due to the broad influence and impact Professor Benjamin had on the College, I have included many more, each highly recommending that she be honored with the designation of Professor Emeritus, as do I.

Karen Shallenberger
Professor of Psychology



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February 13, 2019

To Whom It May Concern:

It is my pleasure to recommend Linda Benjamin as an Emeritus candidate. I can't think of a more reflective way to honor her distinguished tenure while employed at Baltimore City Community College.

Just to mention are a few of her contributions and accomplishments included but are limited to her regular teaching obligations:

- The establishment the college's first Open Education Resource course, which utilizes materials for instruction via an online platform to facilitate a course.
- The coordination and delivery of Assessment of our student learning outcomes. This data collected assists the college in understanding and improving student learning.
- Facilitated the development of the ACBSP bi-annual reporting.
- Co-committee member that developed the AAS and Certificate for the Transportation and Supply Chain Management Program.

Linda Benjamin was one of the dedicated Professors and demonstrated a fitting for such a high honor.

Sincerely,

Quintin Davis, CPA, MST
Associate Dean for Business and Technology Department



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February 12, 2019

To: Senate Executive Committee Members

Subject: Letter of support for Prof. Linda Benjamin nomination to rank of Professor Emeritus

It is my privilege to write this letter of support to promote Prof. Linda Benjamin to the rank of Professor Emeritus.

I have known Linda Benjamin as a colleague from the same department of Business and Technology (B&T) for over 17 years. Before retiring in 2018 from Baltimore City Community College (BCCC) Prof. Benjamin worked tirelessly with BCCC students as their business professor, mentor and advisor. Her commitment to students was evidenced by the fact that she has faithfully served the college and retired with the rank of full professor.

During her tenure at BCCC Prof. Benjamin played a major role by taking leadership positions: serving as chair of the Curriculum and Instruction Committee (CIC), Middle State self-study groups, serving as Champion in the accreditation of B&T programs with the Accreditation Council for Business Schools and Programs (ACBSP), and serving as general education coordinator.

She was very active in the B&T department activities with dedicated service preparing and submitting ACBSP quality assurance reports. For her dedicated service to the department she received the B&T department's outstanding faculty of semester award. Most recently in spring 2018 she served as one of the team members in the development and MHEC approval of the new Transportation and Supply Chain Management AAS degree and certificate programs at BCCC.

During her tenure at BCCC Prof. Linda Benjamin demonstrated competence, reliability, and compassion in performing the duties of an outstanding faculty member. I reiterate that I totally support Prof. Benjamin being promoted to the rank of professor emeritus.

Sincerely,

Johannes Wehler, Ph.D.



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Dr. Yohannes Weldegiorgis

Professor and CADD Program Coordinator

Baltimore City Community College

Business and Technology Department

410-462-8522

Yweldegiorgis@bccc.edu

A decorative wavy banner at the bottom of the page, featuring a blue and white checkered pattern. The banner is curved and tapers at both ends.

CHANGING LIVES...BUILDING COMMUNITIES

February 13, 2019

Eileen F. Hawkins
Director of Institutional Research
Baltimore City Community College (BCCC)
2901 Liberty Heights Avenue - West Pavilion 303
Baltimore, MD 21215

RE: Professor Linda Benjamin

Dear BCCC Senate Executive Committee,

It my absolute privilege and pleasure to support the nomination of Ms. Linda Benjamin for the designation of Professor Emeritus.

In the spring of 2013, as the College's (then) Senior Research Analyst, I was appointed to the Steering Committee for the 2013 – 2014 Self-Study for the reaccreditation with the Middle States Commission on Higher Education (MSCHE). In the fall, I was unexpectedly assigned the additional role of being the leader of the writing team for the Self-Study Report. During the four-month period from my assignment through the report submission in February 2014, I spent endless hours working intensely with various members of the College community, in particular the Self-Study co-chairs: Professor Linda Benjamin and Dean Nicole Cameron. As the time drew closer to the submission date, more of the workload fell on our shoulders. To say that we worked well together would be a gross understatement. Professor Benjamin is the consummate BCCC team player and advocate for our students. She brought a dedicated and expert faculty lens to the entire process. Her experience as former Chair of the College's Curriculum and Instruction Committee provided great insight and detail regarding course and program approval processes. Despite the incredibly long hours required for the Self-Study, she never lost sight of her chief responsibility to her students. She tirelessly provided instruction, office hours, advising sessions, and, quite often, snacks to her students. Professor Benjamin and I led the preparation of three subsequent monitoring and progress reports to MSCHE. Others might have tired; her commitment to the College and our students seemed to grow even more.

Since that time, Professor Benjamin engaged in more and more responsibilities at the College while always remaining committed to her students. She took on the new role of General Education Coordinator and made it meaningful and impactful. Her commitment to ensuring that the College utilizes student learning outcomes to improve our students' success was infused into this role. She engaged my office's services to implement the Core Competencies Surveys as one means to inform decisions that needed to be made. She created and implemented "Assessment Day" for faculty where she conducted training on how to use TracDat to create usable information for any course. She led two of these days in her tenure and both were well-attended and received favorable results on the satisfaction survey. The satisfaction survey was just one more example of her commitment to infusing assessment into all processes.

The Business and Technology (B&T) Department had a vacancy in the Associate Dean position for an extended period. During that time, the College was due to complete a reaccreditation process for the Accreditation Council for Business Schools and Programs (ACBSP). Professor Benjamin took on this role and led her entire department through the collection and reporting process. She collaborated with my office to utilize program review and evaluation data, enrollment and graduation trend data, and implement the necessary surveys. She compiled information from across the department and the College to ensure a comprehensive and accurate submission. The College came through this and a subsequent ACBSP reporting cycle that she spearheaded with flying colors thanks to her leadership and hard work.

Throughout these demanding processes, Professor Benjamin never lost one ounce of her dedication to her students. Plain and simple, she is a teacher. She taught her students, her B&T colleagues, faculty throughout the College, and anyone with whom she's ever worked. I have learned so much from her and witnessed others do the same. She is teacher above all else and should always be known as "Professor Benjamin."

Professor Benjamin told me many times that Commencement is the greatest day of the year. It would be utterly perfect for her to be acknowledged with this well-deserved honor and distinction at the 2019 Commencement. I know that her students and all those that she has served at BCCC would agree.

Please let me know if I can provide any further information.

Thank you,


Eileen F. Hawkins



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February 12, 2019

To: Dr. Chima Ugah and the Faculty Senate Executive Committee

Re: Nomination of Professor Linda Benjamin for Emeritus

Please accept this letter in support of Professor Linda Benjamin to be considered for Professor Emeritus. Professor Benjamin was a dedicated faculty member at BCCC for over 20 years. Her dedication to the college was seen in everything she did and her contributions were tremendous. As a course coordinator she designed, facilitated and assessed student learning outcomes in her business courses to keep them relevant to the workforce. She was an early adopter and leader in curating an OER (Open Educational Resources) course which was then disseminated to the all faculty teaching her business courses. In addition, she was instrumental in developing the newly approved Transportation and Supply Chain Program and Certificate which required working with a team of faculty to create six new courses, designing educational plans for the program and certificate and shepherding them through the approval process from presenting to the CIC and CIC to the assisting the VPAA in presenting to the Board of Trustees.

Linda's leadership in her department is the beginning of her contributions to the college which are evident in the various leadership roles she had throughout her tenure including chairing the CIC, co-chairing the most recent Self Study for Middle States accreditation, serving as general education coordinator and chairing the general education committee. She spearheaded and worked closely with the Student Learning Outcomes Assessment committee to establish Assessment Day. This event occurs at the end of academic year and has been highly attended by faculty to encourage best practices in assessment and analysis of data in order to improve teaching and learning in the classroom.

Linda's contributions are seemingly infinite as she was actively involved in so many projects, committees, initiatives and task forces across the college which I hope have been better captured by other references. My personal experience of Linda has also been incredible. She became my mentor and guided me in becoming the CIC chair. Her support, encouragement and willingness to share her expertise in all aspects of the college have been invaluable to me. She is someone who was always ready to help and answer questions. Her institutional knowledge and understanding of processes from all aspects was helpful in my own understanding of how to perform my duties.

Because of Linda, I am better at doing my job and have a clearer understanding of how best to serve the college. She always came with a positive attitude which was infectious. Her character and dedication continue to inspire me as I go about my duties at the college. When I am in doubt, I sometimes will ask the rhetorical 'what would Linda do?' and I know if I really need advice she is still willing to offer it.

I cannot think of anyone more deserving of the honor of Professor Emeritus than Linda Benjamin as she embodies all the ideals of leadership, excellence, education, and integrity that an Emeritus should have. If you have any questions or require any additional information, please do not hesitate to contact me.

Regards,

Kathleen A. Berlyn, Ph.D.
Associate Professor of Microbiology
410 462 7648
KBerlyn@BCCC.edu

Baltimore City Community College



Changing Lives...Building Communities

Date: August 1, 2007

Title of Proposed Procedures: Emeritus Designation

Applies to (check all that apply):

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

Topic/Issue:

To honor retiring faculty and staff with designation of emeritus.

Background to Issue/Rationale for Procedure:

(Cite appropriate approved College Policy addressed)

Emeritus Designation Policy

State/Federal Regulatory Requirements (cite if applicable):

N/A

Proposed Procedural Language:

Process for Faculty

- Nomination to Faculty Senate Executive Committee by President, Vice President, Academic Dean, Department Chair, or Faculty member (by December 1 of an academic year). (Official nomination form obtained from the Office of the Vice President of Academic Affairs Office should be used.)
- Senate Executive Committee (as committee of the whole) reviews nominations and votes to endorse or not endorse each nomination. (By February 1 of an academic year).

- Faculty Senate endorses recommended candidates by majority vote of those in attendance at an advertised meeting. (By March 1) The recommendation of the Faculty Senate is forwarded to the Vice President of Academic Affairs within a week.
- The Vice President of Academic Affairs endorses the recommendation, after review, (by March 15) and forwards the recommendation to the President.
- The President endorses recommendation for Professor Emeritus and makes recommendation to the Board of Trustees for their consideration, no later than the April meeting of the Board.
- Rank of Professor Emeritus will be conferred at the next commencement, convocation or special event, following Board approval.

Process for Administrators

- Colleagues and peers of the retiring administrator may nominate or recommend the administrator for emeriti designation as President Emeritus, Vice President Emeritus, Dean Emeritus or other senior level non-academic administrator.
- The nomination or recommendation must be submitted to the administrator's immediate supervisor who will in turn make a recommendation to the branch vice president.
- The branch vice president will make a recommendation to the President.
- Recommendations may also be initiated by the President and approved with the concurrence of the President's Staff. Based on documentation, if the president deems the administrator eligible, he/she will bring the recommendation to the Board of Trustees for final approval.
- The Board of Trustees recommends and approves emeritus status for retiring Presidents.
- Recommendations are due to the Board of Trustees for approval no later than the April Board Meeting (or two months prior to the award).
- Rank of Emeritus will be conferred at the next commencement, convocation or special event following Board approval.

Privileges (Benefits)

- A Board resolution naming and honoring the individual as Faculty/Administrator Emeriti; Privilege to use title
- Listing in the College Catalog
- Library privileges; Admission pass to athletic events
- Lifetime membership in Faculty Senate (faculty only)
- Full participation in College commencements and convocations
- A lapel pin that signifies the status of Emeritus

(The Professor Emeritus Policy approved by the Board of Trustees on April 19, 1995 has been incorporated into this Emeritus Status Policy)

Proposed Implementation Date: October 19, 2007

Originator/Division: President's Office

Reformatted: August 4, 2008



Changing Lives...Building Communities

Title of Policy: Emeritus Designation Policy

Applies to (check all that apply):

Faculty Administrators Staff Students
Division/Department College

Topic/Issue:

Revise the Faculty Emeritus Policy to include the entire College.

Background to Issue/Rationale for Policy or Procedure:

(For procedures, cite appropriate approved College Policy addressed)

To honor distinguished faculty and administrators who gave highly meritorious service, in recognition of their scholarly and professional contributions before retirement from the College.

State/Federal Regulatory Requirements (cite if applicable):

None

Policy Language:

It is the policy of Baltimore City Community College to award emeritus status to deserving candidates recommended by the President of the College and approved by the Board of Trustees. The College seeks to honor distinguished faculty and administrators who gave highly meritorious service to the College, in recognition of their scholarly and/or professional contributions before retirement from the College. The emeritus title may be awarded to retiring faculty, president, vice president for academic affairs, and academic and non-academic administrators of the College at the rank of dean or higher for meritorious achievements and service. Emeritus status is the highest accolade the College can bestow on an individual who has retired from the College. It is given to honor an individual who has demonstrated exceptional commitment and contributions to the College in his or her role within the institution, exemplifying the highest standards of personal and professional integrity, civic responsibility, vision and leadership.

The criteria for awarding the rank of Professor Emeritus to retired faculty shall be:

- Recommendations by four (4) other faculty or professional/administrative staff including two (2) from nominee's department documenting excellence in teaching and outstanding college and/or community service.
- Ten or more years of service to BCCC (or its predecessor institutions)
- Retirement from the College
- Nomination of candidate within 3 years of his/her retirement (this requirement may be waived for faculty who retired between 1985 and 1994, when no emeritus professor status was granted).

The criteria for awarding President Emeritus, Vice President Emeritus or Dean Emeritus status to retired administrators shall be:

- Nominations or recommendations by four (4) or more colleagues or peers, including two (2) from the nominee's branch documenting excellence in service to the College.
- Recommendations for emeritus status must include a description of the administrator's contributions to the College, during her or his career in one or more of the following areas: college and community service, leadership and the fulfillment of professional responsibilities.
- Ten or more years of service to Baltimore City Community College (BCCC) or its predecessor institutions, or as otherwise determined by the Board of Trustees
- Retirement from the College
- Significant achievement as a leader at Baltimore City Community College

The principles enumerated in this section are in part derived from: Baltimore City Community College Board of Trustees Professor Emeritus Policy approved April 19, 1995.

Approved by the Board of Trustees: April 19, 1995

Amended by the Board of Trustees: October 19, 2007

Originator/Division: President's Office

Reformatted: August 4, 2008



**New Certificate: Digital Marketing
Tonja L. Ringgold, Ed.D.
Academic Affairs Division (AA)**

The division of Academic Affairs presents for informational review a new proposal for a “Digital Marketing” Certificate that is stackable to the existing Business Marketing AAS degree. This “Certificate” is created in partnership with Facebook.

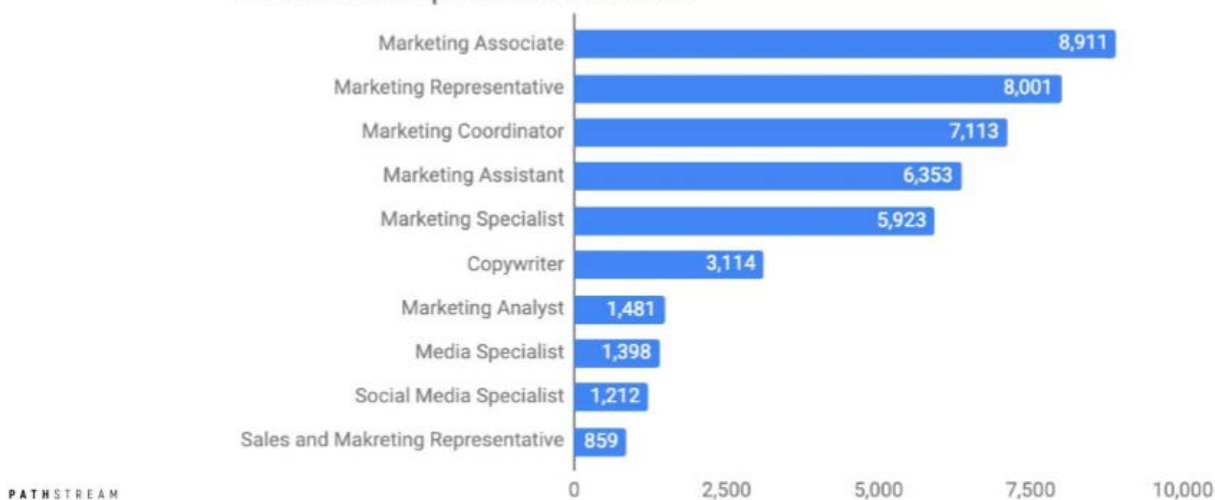
Proposal Rationale

Digital skills are central to the jobs of the future, yet they are in short supply. Eighty percent of middle skills jobs require digital skills. Sixty-four percent of companies lack the talent they need for digital transformation. The BCCC Digital Marketing Certificate will provide the needed credentials that will lead to immediate employment. As it relates to job prospects, advertising, promotions, and marketing manager positions are highly desirable and are often sought by experienced professionals. With internet-based advertising becoming increasingly more critical to organizations, advertising managers who can navigate the digital world will have an advantage and the best prospects.

| Occupational Title | Employment 2016 | Projected Employment 2026 | Change 2016 - 2026 | |
|--|--------------------|------------------------------|--------------------|---------|
| | | | Percent | Numeric |
| Advertising, Promotions, and Marketing Managers | 249,600 | 273,400 | 10 | 23,800 |
| Advertising and Promotions Managers | 31,300 | 33,000 | 5 | 1,700 |
| Marketing Managers | 218,400 | 240,400 | 10 | 22,100 |

Digital marketing job titles

Top 10 job titles for entry-level digital marketing roles with no bachelor's requirement in 2018



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

Facebook Partnership Background

In 2018, Facebook launched **Facebook Community Boost** to visit **50** cities in with digital skills training for small businesses, non-profits and community leaders. At a select number (20) of these cities, Baltimore being one, Facebook announced a core element of the Community Boost initiative, which was to create lasting impact through increased access to digital skills training for in-demand careers, by working in close partnership with community college partners. The goal of these partnerships is to increase programmatic offerings at community colleges for the important and growing field of Digital Marketing. Baltimore City Community College was selected as a college partner, which was announced at the Baltimore Facebook Community Boost event on November 11, 2018

Facebook Support of BCCC Partnership

Facebook will provide ongoing support to the BCCC partnership by:

- Providing six (6) new Digital Marketing courses (3credits each / 18 credit-hours), curriculum which will be made available to all community college partners for free, at their election. The curriculum is development by Facebook partner Entangled Group, an education consulting firm. The curriculum also includes faculty training materials and support.
- Donating in-kind Facebook ad credits for each student to use in a course capstone in which students create and run a real Facebook Ad campaign on behalf of a local business.
- Donating in-kind Facebook ad credits to community college partners for advertising the new Digital Marketing program offerings.
- Providing potential scholarship opportunities, particularly for needs-based students in a non-credit program offering.

Recommendation:

The Board of Trustees are asked to review the “Digital Marketing Certificate” for informational purposes. This matter will return to the Board as an ACTION item in May 2019.

TAB 3

Minutes



**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
APPROVED OPEN SESSION MINUTES
March 20, 2019
4 p.m.
Liberty Campus
Board of Trustees
Board Room
Administration Building 140**

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

Board Members Absent:

Mr. Peter Nachtwey
Mr. John D. Lewis

Chair Schmoke brought the meeting to order.

I. APPROVAL OF THE AGENDA

The Board unanimously approved the March 20, 2019 agenda.

II. NEW BUSINESS

Dr. James Johnson requested to make an announcement before the start of the meeting of the honor bestowed to BCCC's Board of Trustees Chair, Kurt L. Schmoke, Esq., as the recipient of the Baltimore Sun's 2019 Business and Civic Hall of Fame. Chair Schmoke joins other local luminaries, such as Senator Paul Sarbanes, Abell Foundation President Robert Embry, and director and author John Waters in receiving this honor.

A. Finance and Technology Committee Presentation & Recommendations

- VP Calvin Harris reported on the second quarter financial information for BCCC;
 - No numbers in the 2nd quarter financial information was unusually high or low compared to prior years. There are some financial numbers that were higher than 50% and some that were lower than 50%. Overall there is nothing that has him concerned.

FISCAL YEAR 2019 FINANCIAL UPDATE (2ND QUARTER)

College Second Quarter Highlights

- Revenue = \$39,507,575 (46.5% of budget)
 - Tuition and Fees (68.5% of budget)
 - Investment Income (57.6% of budget)
 - Grant, Subsidies & Contributions (38.6% of budget)
- Expenditure = \$36,696,776 (43.2% of budget)
 - Permanent (“PIN”) Salaries & Fringe (41.3% of budget)
 - Contractual Employee Salaries & Fringe (77.6% of budget)
 - Equipment – Replacement (line 26; 111.9% of budget)

WBJC Radio Second Quarter Highlights

- Revenue = \$700,424 (43.8% of budget)
- Expenditure = \$639,562 (40.0% of budget)

- VP Harris reported on the multi-year financial projections – expenditures and revenues
 - Funds that are restricted come from an external source and are designated for a specific cause.
 - Unrestricted funds are internally designated and can be designated for spending.
 - WBJC is restricted
 - Facility Capital Fee is restricted
 - Lockwood reserve is designated
 - The Board may designate or undesignate funds

| <i>EXHIBIT 1 Revenue Summary (In Millions \$)</i> | <i>FY 2023 Projected</i> | <i>FY 2022 Projected</i> | <i>FY 2021 Projected</i> | <i>FY 2020 Request</i> | <i>FY 2019 Budget</i> |
|--|---------------------------------|---------------------------------|---------------------------------|-------------------------------|------------------------------|
| Unrestricted Revenues | \$66.1 | \$64.7 | \$62.5 | \$65.6 | \$64.7 |
| Restricted Revenues | \$22.9 | \$22.5 | \$20.7 | \$19.3 | \$20.2 |
| TOTAL Revenues | \$89.0 | \$87.2 | \$83.2 | \$84.9 | \$84.9 |

| EXHIBIT 2 Expenditures Summary (In Millions \$) | <i>FY 2023</i> <i>Projected</i> | <i>FY 2022</i> <i>Projected</i> | <i>FY 2021</i> <i>Projected</i> | <i>FY 2020</i> <i>Request</i> | <i>FY 2019</i> <i>Budget</i> |
|--|------------------------------------|------------------------------------|------------------------------------|----------------------------------|---------------------------------|
| Instruction | \$25.3 | \$24.9 | \$24.0 | \$22.6 | \$23.9 |
| Research | - | - | - | - | - |
| Public Service | 1.8 | 1.7 | 1.7 | 1.7 | 1.6 |
| Academic Support | 7.1 | 6.9 | 6.7 | 6.5 | 5.1 |
| Student Services | 7.3 | 7.1 | 7.0 | 6.7 | 6.9 |
| Institutional Support | 17.9 | 17.6 | 17.2 | 21.6 | 20.5 |
| Operation & Maint of Plant | 9.8 | 9.4 | 8.9 | 8.6 | 8.6 |
| Scholarship & Fellowship | 16.7 | 16.4 | 14.7 | 14.1 | 14.5 |
| Auxiliary Enterprises | 3.1 | 3.1 | 3.1 | 3.3 | 3.9 |
| TOTAL Expenditures | \$89.0 | \$87.1 | \$83.2 | \$84.9 | \$84.9 |

- **VP Harris reported on Fund Balance projections**
 - Accumulated surpluses over the years
 - Accumulated fund balances

| | FY 2023 Projected | FY 2022 Projected | FY 2021 Projected | FY 2020 Projected | FY 2019 |
|---|------------------------------------|------------------------------------|------------------------------------|------------------------------------|-----------------------|
| Beginning Fund Balance (fiscal 2019 from audit) | (\$7,087,793) | (\$7,818,235) | (\$8,516,761) | (\$4,127,647) | \$5,263 |
| <i>GASB 68 Adjustment</i> | <i>\$28,900,999</i> | <i>\$28,900,999</i> | <i>\$28,900,999</i> | <i>\$28,900,999</i> | <i>\$28,900,999</i> |
| Adjusted Beginning Fund Balance | \$21,813,206 | \$21,082,764 | \$20,384,238 | \$24,773,352 | \$28,906,262 |
| Fund Balance Restrictions & Board Designations: | | | | | |
| WBJC Fund Balance Reserve | 1,619,866 | 1,619,866 | 1,619,866 | 1,619,866 | 1,619,866 |
| Facilities Capital Fee | 1,850,225 | 1,850,225 | 1,850,225 | 1,850,225 | 1,721,696 |
| Lockwood Reserves | 7,802,160 | 7,071,718 | 6,373,192 | 5,762,306 | 5,113,058 |
| Non State Aid - Bookstore | 1,875,069 | 1,875,069 | 1,875,069 | 1,875,069 | 1,875,069 |
| State Appropriations | 2,040,700 | 2,040,700 | 2,040,700 | 2,040,700 | 2,040,700 |
| Total Fund Balance Restrictions/Designations | \$15,188,020 | \$14,457,577 | \$13,759,051 | \$13,148,165 | \$12,370,368 |
| Unrestricted/Undesignated Fund Balance - before Other Reserves | \$6,625,186 | \$6,625,187 | \$6,625,187 | \$11,625,187 | \$16,535,874 |
| Other Fund Balance Reserves: | | | | | |
| ERP System | 0 | 0 | 0 | (4,814,994) | (9,814,994) |
| Strategic Reserves (incl Realignment) | (6,028,045) | (6,028,046) | (6,028,046) | (6,028,046) | (3,330,880) |
| IT Infrastructure | (1,597,141) | (1,597,141) | (1,597,141) | (1,782,147) | (1,782,147) |
| Total Other Fund Balance Reserves | (\$7,625,186) | (\$7,625,187) | (\$7,625,187) | (\$12,625,187) | (\$14,928,021) |
| <i>End of Prior Fiscal Year Encumbrances</i> | <i>1,000,000</i> | <i>1,000,000</i> | <i>1,000,000</i> | <i>1,000,000</i> | <i>(1,607,853)</i> |
| Remaining Unrestricted Fund Balance | \$ - | \$ - | \$ - | \$ - | \$ - |

- VP Harris recommends an increase in tuition and fees
- Baltimore City Community College is the most affordable of all of the 16 Community Colleges.
- The technology fees, that are a part of the consolidated fees, have not been designated to technology for students, e.g., purchasing student facing software
- The recommendation is to remove the technology fee from the consolidated fees as a stand-alone new fee of ten dollars, then specifically designated it to IT to make the needed software purchases. This would reduce the consolidation fees by three dollars.

**TUITION AND FEES RECOMMENDATION
BCCC - MOST AFFORDABLE COMMUNITY COLLEGE IN AREA**

| | | | | | | | | | | |
|---------------------------------------|--|--------|-------|--------|--------|-------|--------|--------|-------|--------|
| Allegheny College of Maryland | Allegheny County | \$ 119 | \$ 12 | \$ 131 | \$ 229 | \$ 12 | \$ 241 | \$ 275 | \$ 12 | \$ 287 |
| Anne Arundel Community College | Anne Arundel County | 110 | 27 | 137 | 212 | 27 | 239 | 374 | 27 | 401 |
| Baltimore City Community College | Baltimore City | 110 | 23 | 133 | 110 | 23 | 133 | 280 | 23 | 303 |
| Community College of Baltimore County | Baltimore County | 120 | 34 | 154 | 226 | 44 | 270 | 343 | 54 | 397 |
| Carroll Community College | Carroll County | 134 | 29 | 163 | 195 | 41 | 236 | 273 | 57 | 330 |
| Cecil College | Cecil County | 109 | 13 | 122 | 203 | 13 | 216 | 251 | 13 | 264 |
| Chesapeake College | Caroline, Dorchester, Kent, Queen Anne's and Talbot Counties | 122 | 37 | 159 | 190 | 38 | 228 | 267 | 38 | 305 |
| College of Southern Maryland | Charles, St. Mary's and Calvert Counties | 125 | 29 | 154 | 217 | 50 | 267 | 280 | 64 | 344 |
| Frederick Community College | Frederick County | 120 | 26 | 146 | 262 | 26 | 288 | 355 | 26 | 381 |
| Garrett College | Garrett County | 105 | 36 | 141 | 230 | 36 | 266 | 270 | 36 | 306 |
| Hagerstown Community College | Washington County | 119 | 14 | 133 | 183 | 14 | 197 | 246 | 14 | 260 |
| Harford Community College | Harford County | 126 | 25 | 151 | 215 | 25 | 241 | 304 | 25 | 329 |
| Howard Community College | Howard County | 136 | 26 | 162 | 219 | 26 | 245 | 264 | 26 | 290 |
| Montgomery College | Montgomery County | 124 | 42 | 166 | 253 | 68 | 321 | 350 | 87 | 437 |
| Prince George's Community College | Prince George's County | 107 | 50 | 157 | 202 | 50 | 252 | 304 | 50 | 354 |
| Wor-Wic Community College | Somerset, Wicomico and Worcester Counties | 108 | 17 | 125 | 241 | 17 | 258 | 297 | 17 | 314 |
| Systemwide Average | | \$ 118 | \$ 27 | \$ 146 | \$ 212 | \$ 32 | \$ 243 | \$ 296 | \$ 35 | \$ 331 |

TUITION AND FEES RECOMMENDATIONS

- Hold tuition levels at \$110 In-State and \$280 Out-of-State tuition for fiscal 2020.
- New Technology Fee, at \$10 per credit hour for fiscal year 2020, beginning with fall semester 2019. This fee would be internally restricted to support student-serving technology.
- Reduction to the Consolidated Fee by \$3 per credit hour for fiscal year 2020, beginning with fall semester 2019.
- 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 fiscal year 2020, beginning with fall semester 2019.

Discussions:

- The Board inquired as to if the operating budget has been consistently between 70-90 million was a "good thing". VP Harris stated that it depended upon perspective, of which he would identify as the three primary sources of revenue; Capital Budget, Operating Budget, and Fund Balance. The Capital Budget has been close to non-existent, Operating Budget has been static, and the Fund Balance has been low; however, overall, he feels that the Fund Balance should be higher.

The Board inquired about travel and professional development expenditures that were close to 70%, and if processes for those items have been reviewed to save money. VP Harris responded that travel and professional development were not of great concern however, funding is set aside for professional development and processes and approval are required on all travel requests. Overall, those two items were not of great concern, but we have an opportunity to do better, by reviewing current processes for consideration of implementing tighter spending in those areas.

The Board inquired if consideration has been given to all of the concessions that were hoped to be imminent from past, present, and future in the terms of the areas Trustee Tildon referred to, and if it is connected to the reduction of summer income. VP Harris responded that in this case, the reference would be in the area of tuition and fees, whereas the expectation of an even number is not anticipated.

The Board inquired if the legislation has asked for additional money. VP Harris responded that there has been no request for additional money.

The Board inquired about the ERP and infrastructure status. VP Harris responded that the ERP has not been abandoned but put on hold until the overall infrastructure was updated.

The Board inquired if students would be impacted by the increase in the technology fee, and if this increase recommended increase has been discussed with the Student Government Association (SGA). VP Harris responded that the impact would be minimal and that he would meet with the SGA for feedback on the recommendation.

The Board inquired if this information was shared with Dr. McCurdy. VP Harris responded that he had spoken with Dr. McCurdy regarding the recommendations.

The Board requested a report on the communication plan and the roll-out for the tuition and fees to students. VP Harris responded that he would send the communication plan as soon as it is completed.

The Board approved the recommendations of the technology fee and tuition matters.

B. House Operating Budget Hearing and Senate Capital Budget Hearing Updates;

- Chief of Staff, Bryan Perry, Esq., reported that there are no financial restrictions for this upcoming fiscal year on the House side of the legislature. However, there are specific reports that are due;
 - Update on IT infrastructure Plan by July 1
 - Remaining Realignment Task Plans by November 1
 - Enrollment Management Plan related to the MSP by December 1
- VP Harris reported on the Senate Capital Budget Hearings;
 - Loop road is scheduled for construction in April 2020
 - Library is scheduled for demolition and reconstruction in 2023 and 2024
 - Engaged an external firm to assess the facilities that was referred to us by DMB.

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

A. Approval of the January 16, 2019 Minutes

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

IV. ITEMS REMOVED FROM THE AGENDA

No items were removed from the agenda

V. PUBLIC PRESENTATIONS

A. Mayor's Scholars Program

- Dr. Johnson introduced the new Director of the Mayor's Scholars Program, Dr. Debra Johnson-Ross.
- MSP is fully staffed with academic advisors, success coaches, and financial aid counselors to accommodate current and future cohorts.
- MSP has been divided into four workgroups to consistently monitor the program;
 - Spring Implementation
 - Summer Bridge
 - Admission
 - Related BCCC programs
- MSP Campaigns
 - Student Support Model: Student-Focused Campaigns
 - Student Support: Spring 2019 Attendance Campaign
 - Student Support Model: Engagement and Additional Supports
 - 2019 Admissions Workgroup
- Workgroup recommendations include;
 - Revise the student needs analysis form for incoming students to determine potential interventions and services needed.
 - Advise students on a caseload basis and create a data tracking method.
 - Develop a tutoring services referral form; integrate CCA Services to create mandatory tutoring for students through MSP advisors.
 - Create a Progress Report form that requires students to approach their professors at the three-week mark and report back to advisors.
 - Advise students into programs with additional resources, such as CCB.
 - Create two mentoring programs. A faculty/staff mentoring program for at-risk students, and a peer mentoring program for high-achieving MSP students for new cohorts.
 - Include library orientation sessions into Summer Bridge.
 - Implement Panther Workforce career exploratory tools during Summer Bridge.
 - Increase intervention during Summer Bridge for low-level ESL students

****A full report can be found in the President's Office***

B. Achieving the Dream Update

Dr. Tonja Ringgold gave an update on Achieving the Dream (AtD).

- Progress Made
 - BCCC formed ATD Council with three current teams: Core Team, Data Team, and Communications Team.
 - BCCC has hosted four Coaches Visits and administered the ICAT in fall 2017 and fall 2018.
 - Team members attend annual DREAM conference, Data & Analytics Summits, and various webinars.
 - Steady, organized, and inclusive leadership approach.
 - The way in which BCCC has aligned the 12 realignment tasks in a framework that integrates student success goals with ATD's institutional capacities.
 - Transparency with College data and engaging various College constituencies in discussing the information around enrollment and student outcome measures.
 - The work to establish student pathways with the K-12 system, four-year institutions, and employers.

- Next Steps for AtD
 - BCCC AtD Council members attending annual AtD DREAM conference; February 19 - 22.
 - Coaches' Visit on March 25 – 26 to include “Advisement Data and “Data Summit.”
 - Focus groups with faculty and staff to further explore ICAT results.
 - Focus groups with faculty, staff, and students to further explore various survey results related to advising.
 - Continued work with The Hatcher Group for market research and rebranding efforts.

C. Enrollment and Dual Enrollment Update

Director Kijaffa Butler, provided an update and data on the various strategies being used to recruit and the retention of students.

- Recruitment
 - Info Sessions/ Community Engagement/ Campus Tours
 - Engagement with community partners
 - On campus admissions advisement
- Application
 - Email/ Robo call communications
 - On campus engagement/ orientations/ advisement
- Registration
 - Email communications
 - Welcome messages
- Retention
 - Early alert communications
 - Pre-100 classroom outreach
- On campus student success workshops

▪ **Enrollment by Ethnic Background**

| Fall Credit Enrollment Distribution by Ethnic Background / Race | Fall 2013 | | Fall 2014 | | Fall 2015 | | Fall 2016 | | Fall 2017 | |
|---|-----------|--------|-----------|--------|-----------|--------|-----------|--------|-----------|--------|
| | # | % | # | % | # | % | # | % | # | % |
| a. Hispanic or Hispanic Multi-race (Excluding White) | 112 | 2.1% | 143 | 2.7% | 124 | 2.6% | 116 | 2.6% | 103 | 2.5% |
| b. White or White Multi-Race (Excluding Hispanic) | 512 | 9.5% | 458 | 8.7% | 427 | 9.0% | 425 | 9.6% | 347 | 8.3% |
| c. Hispanic-and-White or Hispanic-and-White with Other Races | 27 | 0.5% | 30 | 0.6% | 31 | 0.7% | 26 | 0.6% | 28 | 0.7% |
| d. African American Only | 4,334 | 80.7% | 4,297 | 81.6% | 3,779 | 80.0% | 3,455 | 78.4% | 3,314 | 79.1% |
| e. Asian Only | 222 | 4.1% | 180 | 3.4% | 210 | 4.4% | 242 | 5.5% | 244 | 5.8% |
| f. American Indian Only | 11 | 0.2% | 0 | 0.0% | 9 | 0.2% | 5 | 0.1% | 7 | 0.2% |
| g. Native Hawaiian/Pacific Islander Only | 14 | 0.3% | 2 | 0.0% | 6 | 0.1% | 5 | 0.1% | 4 | 0.1% |
| h. Multi-race (Other than with Hispanic or White) | 21 | 0.4% | 33 | 0.6% | 37 | 0.8% | 31 | 0.7% | 35 | 0.8% |
| i. Other/Unknown | 118 | 2.2% | 126 | 2.4% | 103 | 2.2% | 104 | 2.4% | 106 | 2.5% |
| <i>Total</i> | 5,371 | 100.0% | 5,269 | 100.0% | 4,726 | 100.0% | 4,409 | 100.0% | 4,188 | 100.0% |

Source: BCCC fall Enrollment Information System (EIS) files prepared for the Maryland Higher Education Commission annually in November, in accordance with State guidelines. Students are categorized by Hispanic/Hispanic-multi-race first, White/White-multi-race second, other multi-race third, and all other races.
BCCC OIR - April 2018

The Board inquired about the diversity of the instructors.

▪ **Dual Enrollment**

**Number of Students Dually Enrolled under the College and Career Readiness Act of 2013
As reported to Maryland Association of Community Colleges**

| Spring 2015 | Fall 2015 | Spring 2016 | Fall 2016 | Spring 2017 | Fall 2018 | Spring 2018 | Fall 2018 |
|-------------|-----------|-------------|-----------|-------------|-----------|-------------|-----------|
| 33 | 28 | 54 | 38 | 43 | 34 | 47 | 46 |

▪ **Barriers and Opportunities**

| Challenges | Opportunities |
|--------------------------|---|
| College Readiness | <input type="checkbox"/> Using 3.0 GPA for 10 th and 11 th graders. <input type="checkbox"/> Instituting a model that includes developmental work before the start of college classes. |
| Outreach | <input type="checkbox"/> Partnership with University of Baltimore under B-Power initiative. <input type="checkbox"/> Expanding course offerings in the high schools. |
| Continuous Participation | <input type="checkbox"/> Creating dual enrollment “pathways” using CTE and dual credit courses. |

D. Workforce Development Achievements Update

- VP Michael Thomas gave a presentation on the accomplishments of WDCED

A. Renewed Grant and Contract Funding for FY19

DLLR Grant for ABE/ELS (\$916,058)

Renewed contract classes for ABE

Strengthened Partnerships for ABE Classes

Working with 25+ Community Sites (newest is Lesbian & Gay Community Center)

City Schools partnership – Judy Centers

Approval for the South Baltimore Adult High School

Program Improvements

Expanded access to national curriculum & on-line resources

Increased professional development for faculty and staff

Three new Integrated Education and Training (IET) classes

▪ Workforce Programs

- Increased Funding for Workforce Programs
- Baltimore Children & Youth Fund Grant (\$220,000)
- Baltimore's Promise Grant for Class of 2018 (\$94,000) Class of 2019 (\$82,500)
- MHEC *Cyber Warrior Program* (\$56,000 estimate)
- MHEC Workforce Development Sequence Scholarship (\$70,000 estimate)
- DLLR/WIOA Workforce Training Funds (\$96,769)
- DSS Training Scholarship and DHR/SNAP Funds (\$136,000+)

▪ Expanded Partnerships for Contract and Partner Training

- CVS/Goodwill for *Certified Pharmacy Technician* (\$36,000+)
- BCFD for *Emergency Medical Technician (EMT)* (\$123,000)
- *Cybersecurity College Consortium and EARNII* (\$46,000)
- *Diesel Technician & Mechanic* (2 major partners)
- MyCAA (DOD) for Military Spouses (\$63,250)
- Other Contract Training (e.g. Court Reporting) Total (\$70,000+)

▪ New Registered Apprenticeship and Training

- MOED -- *Industrial Maintenance Mechanic*
- DPW – *Water Distribution and Treatment*
- BCPD – *Police Cadet* Apprenticeship
- MD Cyber – Computer Programming (Point 3 Security-pending)

▪ New Workforce Development Programs

- Transportation: *Diesel Technician & Mechanic*
- IT/Computer Science: *Pre-Cybersecurity (Foundations)*
- Hospitality & Tourism: *Customer Service & Culinary Arts*
- Baltimore City Schools – Multiple program areas

- WDCED Moving Forward
 - Increasing articulation of *BCCC Career Pathway Program Sequences*
 - Strengthening *Career Development and Job Placement Support* for Students
 - Expanding *Business and Community Partner Support* for Programs
 - Developing *New Workforce Programs* in Key Industry Sectors
 - Continue to *Leverage Resources* for Workforce Development

E. WBJC Update

VP Calvin Harris gave an update on the future of WBJC.

- Since the 1980's the radio station has been self-sufficient
- Has a strong and seasoned staff

Discussion

- The Board inquired as to the future of the radio station. VP Harris responded that it he has been asked questions regarding future adjustments to WBJC; however, there is nothing pending to make any adjustments at this point.
- The Board inquired about any possibilities of partnerships. VP Harris responded that there were not.

VII. PRESIDENT'S REPORT

- A. Dr. Johnson made recognitions of other new hires to Baltimore City Community College;
 - a. Dr. Brian Miller, Director of Disability and Student Support
 - b. Ms. Renata Allen, Director of Scheduling and Event
 - c. Dr. Darryl Pope, Director of Athletics

- B. Registrar Ms. Wendy Harris gave a report on Enrollment:

- Early registration began for Spring session on November 19, 2018.
- General registration for the Spring session began January 3.
- The first day of classes for the 16-week and Accelerated 1 (8-week) sessions was January 22, 2019.
- The 12-week session began February 18 and Accelerated II (8-week) begins on March 18.

Spring 2019 Enrollment Information

- The below information reflects enrollment/registration activity for Spring 2019 as of March 6, 2019.
- 4,013 credit students are currently enrolled compared to 3,941 (+2%) in Spring 2018 (Figure 1).
- There was not a purge for no payment plans for Spring 2019; there was a purge on the equivalent day in 2018.

- **Communication Plan**

Spring Registration

- Fall-to-Spring Registration – 4,664 emails were sent to remind students who had not registered for the spring semester that registration for the 12-week and Accelerated II sessions was still open.

Early Registration for Summer/Fall 2019

- Spring to Fall Registration – communications will begin on April 1st encouraging currently enrolled students to register for the summer and fall 2019 sessions.
- Potential Graduates/Near Completers (stop out) - communications will begin on April 1st encouraging previously enrolled students to update their applications, get an updated degree audit, and meet with an advisor so that they can register for the summer and fall 2019 sessions.

CLOSING COMMENTS

VI. MOTION FOR ADJOURNMENT

Chair Schmoke motioned to adjourn the meeting to reconvene into a closed session at 6:19 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
Mr. Frank Anastasio, Interim Chief Information Officer
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 March 20, 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
APRIL 17, 2019**

NO COLLEGE CONTRACTS

TAB 5

SGA REPORT



Baltimore City Community College
Student Government Association
Board Report
April 2019

SGA

March 8, 2019

SGA meeting: The SGA meeting for the month of March was held in the Gaare Auditorium at noon. The Veterans' Club was sanctioned at this meeting. Also, it was announced that applications are still being accepted for the vacant senator positions.

March 22, 2019

SGA meeting: The second SGA meeting for the month of March was held in the Gaare Auditorium at noon. The Construction Supervision Club was sanctioned at this meeting. There were two special guests in attendance: Brittany Henderson, Coordinator of Special Populations and Brian O'Connell, Chief Budget Officer. Ms. Henderson spoke about the recent passing of a bill that requires the college to offer priority registration to our veteran students. Mr. O'Connell spoke about the changes in the tuition fee structure that recently passed at the March 20, Board of Trustees meeting. The SGA leadership and students presented many questions and had concerns about these changes.

Events

March 13, 2019

Women's History Month Movie Nights: The Office of Student Life and Engagement, BCCC Alumni Association and the Student Government Association sponsored a movie night for Women's History Month. The movie shown was "Winnie Mandela", from 5 – 7 p.m. in the Tranquility Lounge, on the Liberty Campus. Popcorn and drinks were served. There were 13 participants.

March 14, 2019

Meeting with Dr. McCurdy: Members of the SGA and clubs and organizations leadership met and had lunch with Dr. McCurdy on March 14, 2019, at 12:30 p.m. The meeting was held in the Conference Room in the President's Suite. The event was an opportunity for students to meet with the incoming President to share their experiences and vision for BCCC.



March 14, 2019

Chat and Chips for Women’s History Month: The Office of Student Life and Engagement, BCCC Alumni Association and the Student Government Association sponsored a “Chat and Chips”, where guests were able to listen to women speakers from the PBS Series “To the Contrary.” The event was part of the Women Thought Leaders Series and featured journalist Bonnie Erbe, Karine Jean-Pierre, National Spokesperson for MoveOn.Org and former staff member of President Obama’s Administration. There were eight participants.

March 14, 2019

The Biotech Network Series: The Biotech Student Society Club sponsored a career series event entitled Navigating Career Pathways - Biotech Industry to University: Career series RJ Peroutka, a graduate student at the University of Maryland was the special guest presenter. Mr. Peroutka spoke about his experience working in the biotech industry and is scheduled to complete his Ph.D. at the University of Maryland, in the Center for Vascular and Inflammatory Diseases. Students learned the value of having work and volunteer research experience before pursuing their advanced degrees. The session was held at BioPark from 11:45 a.m. – 12:30 p.m. There were 16 guests in attendance.



March 14, 2019

Growing and Clean Room Basics:

The Biotech Student Society Club held a session for students to learn about clean room basics and gowning in the biotech industry. The presenters were Dr. Bill Thomas and Ms. Shanon Biles from Paragon Bioservices, Inc. The event was held at the BioPark from 2 – 4 p.m. There were 11 participants.



March 15, 2019

St. Patrick's Day Give-A-Way: The Office of Student Life and Engagement and the Student Government Association sponsored a refreshment break in celebration of St. Patrick's Day. Guests stopped by the green decorated table to get snacks and give-aways. The BCCC community was encouraged to wear their green and a group photo was taken. The event was held from 11 a.m. – 12:30 p.m. There were 71 participants.

March 21, 2019

The Biotech Network Series: The Biotech Student Society Club sponsored a career series event entitled "Internships at the National Aquarium". The guest presenter was Symone Johnson, Program Manager at National Aquarium. The students learned about internship opportunities in Marine Biology, where they can study microbes in the Inner Harbor waters and assist middle school students in understanding general Inner Harbor and Chesapeake Bay health. There were 20 students that attended this session. The event was held at the BioPark from 11:45 a.m. – 12:30 p.m.



March 23, 2019

Educators and Immigrant Youth Summit: Members of the LatinX UNI2 Club and BCCC staff attended the Youth Summit at Montgomery Community College to learn and discuss the factors that are affecting immigrant students pursuing higher education. Various workshops and roundtable discussions were held that informed both students and faculty about better ways to assist immigrant students. There were twelve participants from BCCC. The event was from 8:30 a.m. – 5 p.m.



March 26, 2019

Panthers Inc., Fundraiser: The Panther's Inc. club kicked off their Krispy Kreme donut sale fundraiser at the college's Transfer Day. Funds are being raised to support the Baltimore City Child Care Resource Center. The club members also performed a Step Team Flash Mob dance.

March 27, 2019

A Conversation with the Major: The History Club, Anthropology and Sociology Club, Student Government Association and the Office of Student Life and Engagement sponsored a program featuring guest speaker Major Natalie Preston. Major Preston is a BCCC alumni and the first female commander in the North East Police District. Major Preston gave a detailed talk about her life and career experiences as a student in the Baltimore City Public School system, as a BCCC student and a Baltimore City Police officer. The event was held in the Mini Conference Center, on the Liberty



campus from 10:45 – 11:45 a.m. There were 63 guests in attendance.

March 27, 2019

Passport leadership: The fifth and second spring sessions of the Passport Leadership Program was held in the Mini Conference Center, on the Liberty Campus. There were 41 participants at the event. The presenter was Omar Muhammad from Morgan State University. Students were provided a light lunch of pizza, drinks, and chips.

March 29, 2019

The Marketplace Experience II - The Office of Student Life and Engagement, the Student Government Association, in collaboration with the English, Humanities, Visual and Performing Arts department and the TRIO/SSS STAIRs program sponsored an evening of networking, music and a panel discussion. This event was in celebration of Women's History Month and the title was "The Marketplace Experience II, Shattering the Myth of Superwoman: Creating a Personal Plan for Success. There was a panel of four BCCC faculty and staff (Leslie Jackson, Academic Coordinator, Teara Moore, Transfer Specialist, Shayla Hunter, Coordinator of Academic Affairs and Tonya Brown, Associate Professor. The event was held on ,in the Mini Conference Center. There were 75 guests in attendance, which included 14 women community vendors.



TAB 6

AFSCME



AFSCME Local 1870 Presentation to the BCCC Board of Trustees
Wednesday, April 24, 2019

LABOR-MANAGEMENT COMMITTEE (LMC):

Mutual agreement to “put on hold” the LMC committee for the duration of Memorandum of Understanding (MOU) Negotiations between Labor and Management

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 we are making good progress. At our next negotiation meeting on April 28, we will be agreeing on meeting dates in May 2019. We hope to conclude the negotiation process before the expiration date of our current MOUs before June 21, 2019. The new MOUs will be ratified by unit employees before it goes to the Board of Trustees for approval.

TAB 7

FACULTY SENATE REPORT



Faculty Senate Report to the Board of Trustees
April 17, 2019 Board Meeting

The Faculty Senate Executive Committee continues to address areas for improvement that will create a more conducive teaching and learning environment for the faculty and the students. The primary focus has been on overcrowding in certain courses that will require reducing the class sizes and hiring additional faculty to provide coverage for these courses. Academic programs with continuous growth that support the Mayor's Scholars Program (MSP), P-Tech, YearUp, New Era Academy, etc. will require additional faculty PINs to serve the students. Faculty are very optimistic and looking forward to working with Ms. Renata Allen, Director of Scheduling and Events. Other areas of concerns include:

1. Disability waivers provided to students with documented disabilities in courses.
 2. Co-enrollment by integrating our regular BCCC students with cohort-specific classes such as P-Tech, MSP, and YearUp, etc.
 3. Disruptive behavior of some MSP and Youthworks students.
 4. Students who failed to complete prerequisite courses being allowed to proceed to the next level of courses.
 5. The College computer system permitting students with no-prerequisite to register for classes online.
- I. On March 14, 2019, the Faculty Senate Leadership met with Dr. Tonja Ringgold, Vice President for Academic Affairs. The following were the outcomes of the meeting:
1. On overcrowded classes, Dr. Ringgold will look into the data to address the issue with the assistance of Ms. Renata Allen, the Director of Scheduling and Events.
 2. On allocating faculty PINs to new and growing programs, such as CIS/Cyber Security, Criminal Justice, Transportation and Supply Chain Management, and several courses in Natural and Physical Sciences Department, Dr. Ringgold stated that she will make a request for the data to substantiate the need for faculty PINs.
 3. On the issue of co-enrollment of BCCC students with YearUp, MSP, and P-Tech students to optimize faculty class coverages, Dr. Ringgold stated that it will be challenging with the YearUp students because they are a cohort-specific group, but she has no reservation with the P-Tech group. Since the MSP reporting structure is to the President, this concern should be addressed by the President.
 4. On the issue of disability waiver for courses that are required as part of the educational plan, Dr. Ringgold stated that only the Board of Trustees can waive anything, and we should be having the conversation with Dr. Bryan Miller, Director of Disability Support

Services and Student Development to make sure we are in compliance with COMAR regulations.

5. On students who failed to meet the prerequisite requirements but are registering for higher level courses, Dr. Ringgold mentioned that this would require a computer fix.
6. The courses approved by the Curriculum and Instruction Committee of the Faculty Senate to satisfy the Gen. Ed. Core Competencies in Informational and Technological Literacy will be added under Category VI: Interdisciplinary and Emerging Issues. The courses are BUAD 112: Computers for Business Management, and CISS 109: Principles of Computer Information Systems.

II. On March 14, 2019, Faculty Senate Leadership met with Dr. James H. Johnson, Jr., Interim President for a regularly scheduled monthly meeting. The following were the outcomes of the meeting:

1. On the College-Wide Assessment Council (CWAC), Dr. McCurdy, President will appoint a co-chair to work with faculty co-chair.
2. On deferred maintenance, Dr. Johnson stated that an outside consultant completed the deferred maintenance required work at the College. It is estimated that it will cost the College approximately \$50 million to complete all the necessary deferred maintenance, including modernization projects. The deferred maintenance has to be prioritized.
3. On MSP, Dr. Johnson, Jr. informed Faculty Senate Leadership that Dr. Deborah Johnson-Ross was hired as the new Director of the Mayor's Scholars Program. The Director will report directly to the President. The number of student applicants is over 600 candidates for the Summer Bridge Program. Four work groups were established that consisted of:
 - a. Retention and Success workgroup led by Ms. Christina Lopez, Special Assistant to the President on MSP, who will be responsible for looking at ways to assist the student throughout the semester.
 - b. Admissions workgroup led by Ms. Nicole Cameron, Dean of Student Development to assist applicants with completing the FAFSA application.
 - c. Summer Bridge Program workgroup led by Mr. Bryan Perry, Counsel and Chief of Staff to the President, who has the primary responsibility of reviewing and revising of PRE100.
 - d. Existing Program workgroup led by Mr. Paul Shivley, Director of English Language Services and Basic Skills who will be examining best practices that are needed for students to succeed.
4. On the issues of expired critical master plans that provide governance guidelines, and academic roadmap into the future, Dr. Johnson stated that different committees are in progress and will continue their work when Dr. McCurdy arrives. However, faculty should expect the realignment task #9: Address the IT Infrastructure, which was mandated by the State of Maryland Legislature may serve as the IT Master Plan for the College.
5. On the budget, the 2019 hearing in Annapolis went well.

III. On March 15, 2019, Ms. Wendy Harris, Registrar, presented a proposed policy on Posthumous Degrees at Senate Executive Committee meeting. The policy was vetted, and

she addressed faculty senators' questions. All faculty Senators voted in favor of Posthumous Degree policy with one abstention.

- IV. Senate Executive Committee approved a new math course called MAT 112: Mathematics for Liberal Arts in Gen. Ed. Matrix in Category IV. Also approved is the Digital Marketing Certificate aligned with Facebook Path stream curriculum in partnership with Facebook Corporation, and Basic Management Skills Certificate. The programs are ready to proceed to the Maryland Higher Education Commission (MHEC) for approval. Also, extensive modifications were made to Lab Animal Science Certificate and Biotechnology Lab Science Certificate that will require approval from MHEC.
- V. On March 15, 2019, Dr. James Dyett, Associate Professor and Program Coordinator of the Physical Therapist Assistant Program, presented at the 2019 Capital PKAL Regional Network Conference titled "A Call to Action for Diversity and Inclusion in STEM" at Bowie State University. The title of his workshop presentation was "Utilizing Animated Characters to Enhance Learning in the Classroom: A Hands-On Approach."
- VI. On March 15, 2019, Professor Dr. Kathleen Kennedy, and Associate Professor Dr. Amrita Madabushi hosted a tour of the BioPark facility for Dr. Debra McCurdy, President, and Dr. James H. Johnson, Jr., Interim President. Dr. Celine Planchez from the Hussman Institute for Autism provided the analysis of the Biotech program and internships.
- VII. On March 22 and 23, 2019, faculty, administrators and staff attended NCBAA (National Council on Black American Affairs) Northeast Region Conference held at Morgan State University. Professor Dr. Kathleen Berlyn, and Associate Dean of Natural and Physical Sciences Dr. Anil Malaki, presented on "Creating Equity in Adult Learners by encouraging a Growth Mindset." Also, faculty members from Nursing and Allied Health School presented at the NCBAA Conference.

Humbly Submitted,

Dr. Chima Ugah,
Faculty Senate President

TAB 8



BOARD AGENDA
TAB 8 - INFORMATION
APRIL 17, 2019

**NO ITEMS
REMOVED FROM
AGENDA**

TAB 9



Public Presentations

A. Flat Fee Rate Revised Recommendation

(VP Calvin Harris, Jr.)

B. Mayor's Scholars Program

(Dr. Debora Johnson-Ross, Dr. James H. Johnson, Jr.)

C. Cultural Diversity Report

(Mr. Andre Williams)

Baltimore City Community College

Executive Summary: 2018-2019 Cultural Diversity Report

Diversity is a core value of Baltimore City Community College (BCCC). It is an extremely important component in building and maintaining a dynamic teaching and learning environment. BCCC's Cultural Diversity Plan emphasizes the communities desire to embrace and enhance diversity in a formalized and organized way. The five strategic goals have been established to assist in our efforts to move towards setting a



high standard and a model for other organizations traveling this path.

Strategic 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.

Many BCCC faculty, staff and students understand that diversity is a core value and contribute at some level to enhancing the campus culture of understanding, respect, support, and advancement of diversity. Statements promoting diversity and diversity-related activities are common. As delineated in the report, there are many opportunities for members of the community to participate in diversity-focused trainings, events and activities. BCCC can also improve the centralization of information related to diversity for the purpose of expanding such opportunities. We believe the newly formed Diversity, Equity and Inclusion committee will greatly assist in this area.

Strategic Goal 2: To weave the principles of diversity, equity and inclusion into all aspects of College life.

The creation of a toolkit will greatly assist in standardizing the way we think about diversity during the conception of program, event and activity planning.

Strategic 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.

Continuous collection and analysis of data is critical to measure success and achievement under this strategic goal. Many academic departments, the Office for Student Life and Engagement and student clubs and organizations host speakers, organize activities, and provide curricula which contributes to educating and preparing students to thrive in a multicultural society. BCCC can improve in providing opportunities for faculty to participate in co-curricular programming and workshops that focus on integrating diversity into the curriculum.

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

We will examine and implement additional successful strategies for recruiting and retaining a diverse student body, faculty and staff. Data is also important for the analysis of the workforce at BCCC.

Strategic 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.

The five strategic goals delineated above will be achieved by implementing cultural, environmental, and structural changes throughout the College. It is these broad categories that will be targeted over the next five years. It is important to note that this plan is for the entire College community. It should not be viewed as limited to any particular group. Many of the recommendations will benefit all and are not tailored to traditional “diversity” considerations. Transforming the College is a shared responsibility, and this plan reflects that belief. Lastly, accountability measures will be developed by the committee charged with overseeing the plan’s implementation.

Finally, the College is very serious about ensuring that the learning environment is safe and secure for everyone. Any report of Hate-bias, discrimination or retaliation will be investigated promptly and equitably.





BALTIMORE CITY
COMMUNITY COLLEGE
CHANGING LIVES...BUILDING COMMUNITIES

Executive Summary: 2018-2019

Cultural Diversity Report

2901 Liberty Heights Avenue • Baltimore, Maryland 21215 • Phone: 410-462-8300 • www.bccc.edu

Cultural Diversity at BCCC



2901 Liberty Heights Avenue • Baltimore, Maryland 21215 • Phone: 410-462-8300 • www.bccc.edu

Introduction

Diversity is a core value of Baltimore City Community College (BCCC). It is an extremely important component in building and maintaining a dynamic teaching and learning environment.

BCCC's Cultural Diversity Plan emphasizes the communities desire to embrace and enhance diversity in a formalized and organized way. The five strategic goals have been established to assist in our efforts to move towards setting a high standard and a model for other organizations traveling this path.

Strategic 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.

Many BCCC faculty, staff and students understand that diversity is a core value and contribute at some level to enhancing the campus culture of understanding, respect, support, and advancement of diversity. Statements promoting diversity and diversity-related activities are common. As delineated in the report, there are many opportunities for members of the community to participate in diversity-focused trainings, events and activities. BCCC can also improve the centralization of information related to diversity for the purpose of expanding such opportunities. We believe the newly formed Diversity, Equity and Inclusion committee will greatly assist in this area.

Strategic Goal 2

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

Strategic 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.

Continuous collection and analysis of data is critical to measure success and achievement under this strategic goal. Many academic departments, the Office for Student Life and Engagement and student clubs and organizations host speakers, organize activities, and provide curricula which contributes to educating and preparing students to thrive in a multicultural society. BCCC can improve in providing opportunities for faculty to participate in co-curricular programming and workshops that focus on integrating diversity into the curriculum.

Strategic Goal 4

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

Strategic 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.

Conclusion

The five strategic goals delineated above will be achieved by implementing cultural, environmental, and structural changes throughout the College. It is these broad categories that will be targeted over the next five years. It is important to note that this plan is for the entire College community. It should not be viewed as limited to any particular group.

Many of the recommendations will benefit all and are not tailored to traditional “diversity” considerations. Transforming the College is a shared responsibility, and this plan reflects that belief. Lastly, accountability measures will be developed by the committee charged with overseeing the plan’s implementation.

Finally, the College is very serious about ensuring that the learning environment is safe and secure for everyone. Any report of Hate-bias, discrimination or retaliation will be investigated promptly and equitably.



BOARD AGENDA
TAB 10- INFORMATION
APRIL 17, 2019

NO COLLEGE POLICIES



NO COLLEGE POLICIES



TAB 11

PRESIDENT'S REPORT



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

BOARD AGENDA
TAB 11 – INFORMATION
APRIL 17, 2019

The following denotes some of my meetings, activities, and new/enhanced partnerships since my March 20, 2019 report to the BCCC Board of Trustees.

- Held daily conference call meetings with members of the President's Leadership Team.
- Facilitated weekly President's Leadership Staff meetings.
In addition to an update of the activities in each division, this staff has begun discussion of the recommendations articulated in the June 2018 edBridge final report.
- March 26, 2019 – Met with the AtD Coaches
- Held weekly MSP update meetings with group leaders
- April 1, 2019 – Met with Student Trustee for the monthly one-on-one meeting
- April 1, 2019 – Met with VP Harris and SGA President and Vice President
- April 4, 2019 – Attended the 4th Annual Courting Art Exhibit and Competition with BCPSS
- April 11, 2019 – Met with Faculty Senate President, Vice President, and Secretary for the monthly meeting

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

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

During this reporting period, met with the Department of Information Technology about BCCC's SB 254 (Procurement legislation). Met with the vice president for academic affairs to discuss revising BCCC's Pre-100 (first-year orientation) for the MSP summer bridge to incorporate the skill building work of the boot camps. Continued working with BCCC's IT and Student Affairs divisions on the successful implementation of the new financial aid system. I met with the director of admissions to discuss the B Power dual enrollment initiative and creating a FERPA release form for the MSP.

Highlights

- Testified at the BCCC Senate capital budget hearing.
- Attended the House of Delegates Health and Government Operation committee hearing on SB 253.
- Selected as a Peer Evaluator for the Middle States Commission on Higher Education.

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

- The 4th Annual Courting Art Baltimore Reception/Exhibition (BCCC partnership with the Eastside District Court and Baltimore City Public School System) took place on Thursday, April 4 2019, at 6:30 p.m., in the Fine Arts Conference Center. The top five students each received a \$7500 scholarship to a Maryland college/university of choice. Additionally, the top two students each received a summer studio apprenticeship at the Maryland Institute College of Art (MICA).
- Multi-Generational Panel Discussion will take place on Wednesday, April 10, 2019, at noon in Gaare Auditorium
- Applications for STEM scholarship is open between March 15 and April 15, 2019. Eligible students can receive up to a full scholarship depending on financial qualification.
- The Summer/Fall 2019 Course Schedule will be completed before the start of the early registration, which is April 22, 2019.
- Maryland STEM Conference on Saturday, April 27. More than 400 people have registered. The conference provides students, faculty and staff of community colleges a common platform for professional development, showcasing undergraduate research work, creating STEM awareness and opportunities to network with others. Lt. Governor Boyd Rutherford will officially open the 5th Conference and will deliver his brief remarks on the value of STEM in higher education in the State of Maryland.
- Spring Concert will take place Thursday, May 9, 2019, at 7 p.m. in the Fine Arts Theater.
- Student Art Exhibit will be held on Tuesday, May 14, 2019, at 5:30 p.m. in the Fine Arts Conference Center.

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

DISABILITY SUPPORT SERVICES

- Conducted approximately 20 student intakes
- Proctored testing for approximately eight students
- Conducted student conferences with approximately 11 students and five parents
- Conducted meetings with five faculty members
- Actively participated in the Diversity, Equality, and Inclusion, and Public Safety College committees
- Served as a workshop facilitator on behalf of the Granville T. Woods Scholars
- Assisted with the substitution request on behalf of two of our program's graduating seniors

FINANCIAL AID

- The Financial Office highlight is finishing the implementation of Regent Award, e.g., the Financial Aid Management System.

JUDICIAL AFFAIRS

- The Office of Judicial Affairs facilitated six presentations to Pre-100 classes. The presentations topics were the BCCC Student Code of Conduct and how it governs behavior for all students, Title IX, behaviors of concern and how to report them, and the Incident Management Advisory Committee process. Approximately 96 students were trained.
- The Diversity Committee is in the process of preparing the MHEC Annual Diversity Report. The final draft is scheduled to be completed by April 8 by close of business.

STUDENT SUCCESS CENTER

- Approximately 526 students checked in for service at the Student Success Center this month.
- The Student Success Center team advised students and assisted students with schedule building for Accelerated II courses. Outreach continues for students identified through the PAIS (Performance Alert Intervention System). HOBSONS has been utilized to contact students.
- The Student Success Center team actively utilized HOBSON as part of the Performance Alert Intervention System (PAIS) to notify students that their instructors have identified a concern. Student Success Advisors are also reaching out to students identified through PAIS and engaging and offering success strategies to students.
- All members of the team participated in the professional development Customer Service Workshop and most participated in the Safe Space Workshop. The rest of the team will attend the Safe Space workshop scheduled on March 15, 2019.

TRIO/STUDENT SUPPORT SERVICES

- More than 70 students and staff participated in the programs annual Clothing Swap and Giveaway. This fun and innovative event teaches students eco-friendly and economically savvy ways to build wardrobes for interviews, internships and the workplace. Gently used, clean and new seasonal clothing items, shoes, and accessories were donated by members of the BCCC community. Student volunteers from the STAIRS Program and volunteers from the Office of Student Support and Wellness Services and the Department of Fashion Design helped make this a very successful event.
- Program staff participated in several events on and off campus including:
 - Achieving the Dream (ATD) Advisor Retreat.
 - The ATD Data Summit
 - Transfer Affinity Group meeting (hosted by BCCC).
 - The annual conference of the TRIO regional association, the Mid-Eastern Association of Educational Opportunity Programs Personnel (MEAEOPP)
 - Center for Transfer Day
 - The Marketplace Experience II: Shattering the Myth of the Superwoman: Creating a Personal Plan for Success
 - The Project Director, Ms. Tope Aje, was honored as a Past President of the TRIO state association, Maryland Executive Council of Educational

Opportunity (MECEO) at its annual conference celebrating 50 years of TRIO Student Support Services.

- The Academic Coordinator, Ms. Leslie Jackson was a presenter at the annual regional conference of the National Council on Black American Affairs (NCBAA). Her topic was “Shattering Myths and Misconceptions: Enriching the Black Woman’s College Experience.

STUDENT SUPPORT AND WELLNESS SERVICES

- Student Support and Wellness Services offered 11 wellness workshops on topics such as time management, grief and loss, and marijuana use. We partnered with the Mayor's Scholars Program for two of our workshops. Our office also partnered with the Black Mental Health Alliance, B'More for Healthy Babies, and Community Action Partnership to offer needed outside community resources. We started two successful support groups this month on overcoming social anxiety and a substance abuse support group partnering with YearUp. The Truth Initiative has had three events including a Town Hall meeting. Our office held five presentations in PRE100 classes. Counselors also had 80 individual counseling sessions with students. Our bi-lingual counselor presented at a LatinX meeting and has translated one of our services flyers to Spanish.

UPWARD BOUND MATH & SCIENCE

- UBMS –Saturday sessions – March 2, 9 and 23rd for 37 students – Classes in Math- Geometry, Algebra 1 and 2, Pre-Calculus, Engineering/Robotics, Science, English Composition, Biotech Lab, and Computer Science.
- Summer Program planning sessions have begun for the academic and residential program to begin in June. Program participants will once again be residing on the campus of Towson University for five weeks.
- The annual College Tour orientation was held on March 23 at the Heritage United Church of Christ for program participants and their parents. Heritage is a long-time community partner.
- On April 15, fifteen UBMS students will participate in the annual College Tour and will travel to the following Universities: Lincoln University, Villanova University, Temple University, Delaware State University, Salisbury University, University of Maryland Eastern Shore, and Bowie State University.

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

- The ABE/GED Department has incorporated new instructor resources focused on support for students struggling with mathematics. Instructors work with a math tutor to address specific student needs and schedules. The ABE/GED team is also preparing for this year's GED Graduation Ceremony scheduled for June 8, 2019.
- New instructional resources are being incorporated into ESL classes, including Burlington English in the advanced level class. Also, the ESL/ELI team is working with the ESOL Director for City Schools and other community partners to support

the transition of students into the college and develop targeted Summer Bridge programming to better meet the needs of this group of students.

- Workforce Development programs with new cohorts of students starting in March included *Warehouse Logistics Associate*, *Certified Pharmacy Technician*, and *Certified Nursing Assistant (CNA/GNA)*. Also in March, 45 students completed workforce training programs in *Information Technology*, *Pharmacy Tech.*, and *Construction*.
- The Workforce Development and Business Development Directors attended the LERN Conference in Chicago. LERN is the world's largest association in continuing education and lifelong learning, offering information and consulting expertise to providers of continuing education and customized training. WDCED staff identified best practices for program improvement and expansion, especially in the area of contract training.
- In March three additional Mayor's Scholars Program (MSP) students enrolled in the *Multi-Skilled Medical Technician* Workforce Development program to continue their studies at BCCC. This brings the total number of MSP students in workforce training to 19 for the 2018-2019 academic year.

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

- As Chief Financial Officer of College-provided testimony at House of Delegates and Senate Subcommittee hearings in support of the fiscal year 2020 Capital Budget in Annapolis. State of Maryland capital funds represents funding for major renovations and construction, such as the pending "Loop Road" construction project and the planned "Library Learning Resource Center" renovation. Given the significant need for capital investment throughout the College, legislative hearing presentations help ensure College will continue to receive State capital funds.
- With the prior Chair unable to complete his term, named Chair of Maryland Association of Community College Business Officers ("MACCBO") affiliate group. Meeting with other community college business officers provides a mutual opportunity to learn and discuss best practices.

Controller / Finance

- Various areas are working to implement CashNet (online portal), which would enhance student's ability to make online payments. Ability to pay online was negatively affected following a PayPal technology upgrade. Go "live" date currently scheduled for late April.

Operational Effectiveness

- Creating a "Project Portfolio Management Framework", a matrix of prioritized projects, focusing on those with the greatest strategic benefit to student achievement and success.

Facilities / Real Estate

- Began Phase 2 of Facilities Planning and Assessment project, continuing work began by a strategic facility planning firm. Based on initial assessments, more than \$55 million is needed for facilities infrastructure and modernization, including \$31 million for the next three years. Current activities include strategic prioritization of needs, by building location. This strategic facilities planning represents the first broad, comprehensive facilities analysis in at least ten years. Next steps include an external meeting in April with oversight agencies (DGS, DBM, MHEC) for additional planning.

Director of Mayor's Scholars Program, Dr. Debora Johnson-Ross

- The new director has held listening sessions with most of the functional areas on campus, including attending MSP working group meetings and departmental faculty meetings. She is developing a strategic plan for the program.
- MSP hosted a team from Coppin State University's Admissions and Financial Aid offices who explained requirements of the Finish4Free program to MSP scholars (April 3, 2019). The event was well-attended and received with a great deal of excitement.
- A study hall, Making the Grade, focused on MSP scholars began at midterm. English and Math faculty and Math tutors are volunteering time for academic intervention targeting specific classes and assignments. All scholars are welcome to participate. However, those who are in danger of failing have been receiving targeted communications from success coaches and advisors.
- Applications for Fall 2019 are at 609. MSP is working with Admissions, Financial Aid, English Language Services and others to support applicants in completing the process. The soft deadline for applications is April 20.
- Fall to Spring retention = 82% [Of 304 students who completed the Fall 2018 semester, 250 are registered in Spring 2019.]
- FAFSA completion = 77% [192 of the 250 registered 2018-2019 MSP scholars have completed the FAFSA for the 2019-2020 academic year.]

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

FOUNDATION

INDIVIDUAL DONATIONS RECEIVED

- Month to Date Individual donations received: \$4,443.00
[Does not include contributions made through the MD Combined Charities Campaign]
- Year to Date Individual donations received: \$22,198.75
[Does not include contributions made through the MD Combined Charities Campaign]
- Month to Date Corporate & Foundation donations received: \$26,735.00

Middendorf Foundation: Disbursement received on March 22, 2019, in the amount of \$25,000

- Year to Date Corporate & Foundation donations received: \$419,410.64
- Scholarship Funds:
 - Paul J. Beckham, Sr. Scholarship Fund Balance: \$6,573
 - Dorothy Turner: Women of Strength Scholarship Fund Balance: \$920 Replenished
 - Zeta Phi Beta-Amicae Fund Balance: monies being transferred-\$2,000 Re-engaged

PENDING GRANT APPLICATIONS

- **NASA – Estimated Sub-Award - \$179,671 Yun Liu, Ph.D., The Morgan State University Grant**
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).
- **NIH – Towson: Estimated Sub-Award - \$20,516, renewable for four 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 biomedical research careers.
- **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.

ALUMNI

- The Alumni Association along with Workforce Development & Continuing Education division held it's first "Meet & Greet" session in the Student Atrium on February 27, 2019, from 10 a.m.-noon. The Association connected with staff and alumni to navigate students to find services that BCCC offers. Information was distributed, promotional items were given out, such as lunch bags and lanyards.

COMMUNICATIONS

- The College received a combined 80 media hits and media mentions with a combined total reach of 496,000 and total publicity value of \$227,000.
- The College's addition of a Digital Media Coordinator has spurred steady growth over all the College's social media platforms. Impressions grew 77% over the last quarter of 2018.

Media Hits:

- 8 Media hits connected BCCC events
- 65 Media mentions:
- 7 Media hits or mentions related to BCCC sports

Website Content

Announcements:

- The Financial Aid Department has launched its New Financial Aid Portal
- Online Transcript Processing Now Available

Newsletters

- Communications produced four editions (weekly on Wednesdays) of the BCCC News and one edition of BCCC Agenda. The open rates for BCCC News have slowly grown to more than 15%.
- BCCC Agenda the College's newsletter for legislators and public officials published on March 20 has an open rate of 46%, which is above the average open rates for that type of publication.

Upcoming Events and Media Campaigns for April 2019:

- BCCC Announces new Director of MSP
- ESL Financial Literacy Program Event 4/18/2019
- A new partnership at Baltimore City Community College (BCCC) is bringing a Biotech Certificate program to Edmondson Westside High School
- Commencement 2019, June 1, 2019
- Awards and Honors Ceremony, April 23, 2019
- MCSC (Maryland College Stem Conference) April 26, 2019
- Foundation Breakfast TBD

Interim Chief Information Officer, Mr. Frank Anastasio reports:

- Regent Award, the Financial Aid Management system went live on April 1, 2019. Regent and BCCC reached agreement on a change order to add additional hours and related cost to the project. We expect to review with the appropriate state agencies later in April for their approval.

The infrastructure upgrade project remains on schedule. Important accomplishments in March include:

- Migration to Firewall-as-a-Service
- Network upgrades (wired and WiFi) completed in the Admin building, the Life Sciences building, and the Gym on the Liberty Heights campus and the Preston Street facility
- Migration to O365 mail
- Migration to Skype for Business in the Admin Wing
- Migration from R25 (on-premise legacy version) to 25Live (SaaS version) delayed due to resource constraints with Regent Award project. The project now active, a target for completion June 2019.

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

- Completed a review of one OLA fraud hotline allegation.
- March 1, 2019 - Attended the President's Staff Retreat
- March 14, 2019, All Office of Internal Audits staff participated in two 60-minute online Master Classes on Retaliation: Navigating the Federal Statutes and Ethics Beyond Compliance: Retaliation.
- March 26, 2019 – Participated in the Academic Affairs session and table top exercises for Achieving the Dream coach's visit.
- March 28, 2019 - Participated in the Grants Office Risk Assessment Workgroup meeting. This is the first in a series of meetings under the auspices of the Governor's Grants Office. The goal is to develop a statewide Risk Assessment tool that can be used by State agencies to perform or assist with performing sub-recipient risk assessments.

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

- Assisted the Division of Student Affairs with activities for BCCC students who participated in the Maryland Association of Community Colleges' Advocacy Day on March 5.
- Prepared briefing materials and assisted with scheduling meeting on March 15 for Dr. Debra McCurdy and Delegate Nick Mosby of West Baltimore's 40th Legislative District.
- Successfully supported the "crossover" of Senate Bill 253, "Major Information Technology Project Development Fund—Money Retained by Baltimore City Community College—Exemption" from the Senate to the House of Delegates on March 13.
 - SB 253 passed the Senate by a vote of 46-0.
- Prepared the following documents for SB 253's hearing in the House Health & Government Operations Committee on March 26:
 - Verbal testimony for BCCC Chief of Staff and VP of Administration & Finance
 - Official BCCC position letter supporting SB 253
 - Support letters from Baltimore Mayor and City Council President.

- I have written and verbal testimony for Senator Antonio Hayes, sponsor of SB 253.
- Successfully supported SB 253 through a unanimous favorable vote (23-0) in the House Committee on March 28 and House floor vote (136-0 in favor) on April 1.
- Attended BCCC Fiscal Year 2020 Capital Budget hearings.
- Attended, and support staff from BCCC Admissions Office and Division of Workforce Development and Continuing Education at, Councilman Leon Pinkett's community meeting on "Comprehensive Solutions for a Safer and Healthier West Baltimore" on March 27.
 - BCCC Trustee Jason Perkins-Cohen was a featured speaker at the event.
- Attended the Greater Mondawmin Coordinating Council's Annual Breakfast Fundraiser on March 30.
- In his capacity as BCCC's representative on the Board of the Coppin Heights Community Development Corporation, prepared the CHCDC Spring 2019 newsletter.

Director of Human Resources, Ms. Michelle Williams reports:

- 2019-2021 MOU Negotiations for all 3 Bargaining Union (Non-Exempt, Exempt and SPO's) in progress
- Took part of Team Building Retreat with President Staff
- Attended 2019 Labor Law Conference which included various Arbitration Training
- HR represented BCCC at the Veterans Job Fair at Morgan State University

Respectfully submitted

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



BOARD AGENDA
TAB 11- INFORMATION
APRIL 17, 2019

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

Enrollment Report

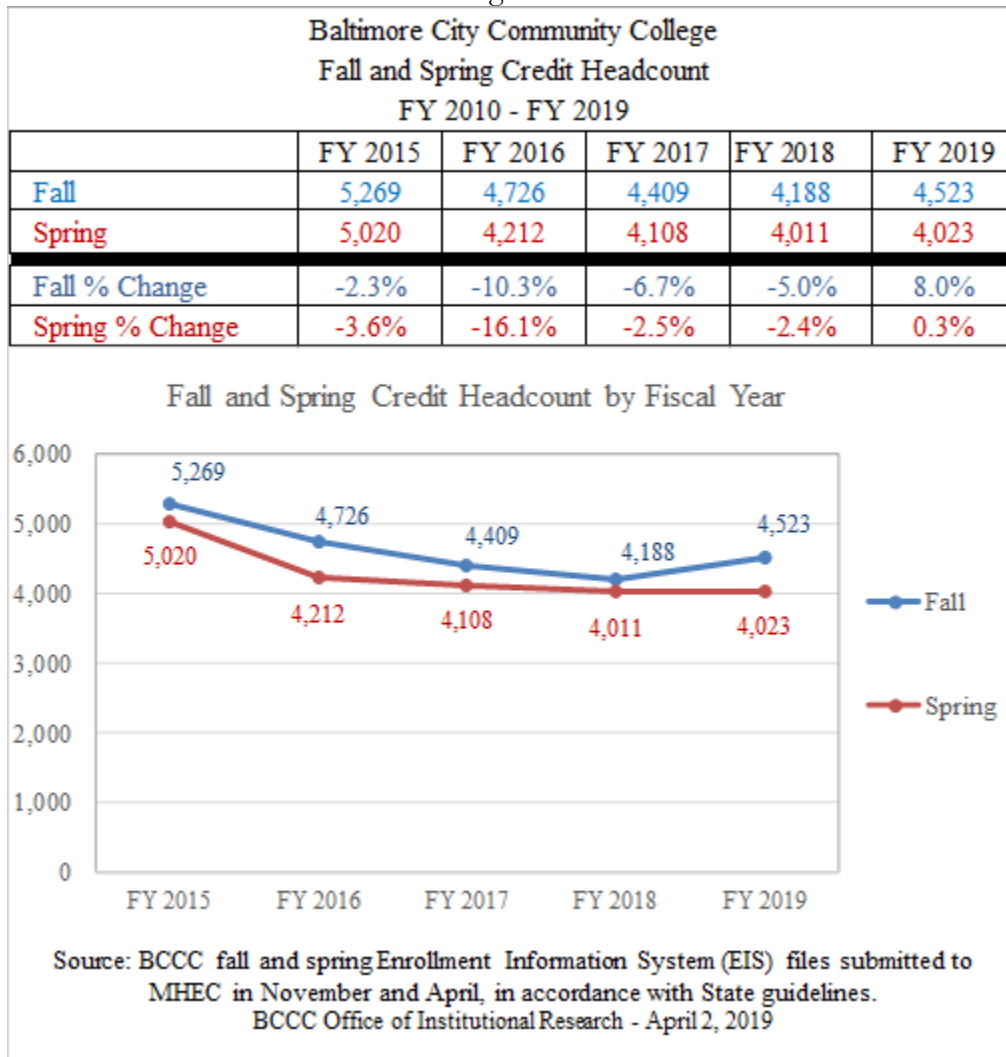
Sylvia Rochester

Interim Vice President of Student Affairs – Student Affairs Division

Update from the Office Institutional Research

This week the Office of Institutional Research (OIR) prepared the spring 2019 Enrollment Information System (EIS) file for the Maryland Higher Education Commission (MHEC), in accordance with State guidelines. The EIS serves as the source for the College’s final spring 2019 credit enrollment data and will be used to respond to any related internal and external requests. **Our final spring 2019 credit headcount is 4,023 – an increase of 0.3% (12 students) from spring 2018**, as seen in Figure 1.

Figure 1



Communication Outreach for Summer/Fall 2019

Near Completers/ Stop Outs

- Email was sent to stop outs on 3/26/19 inviting them to Near Completers Day on April 16, 2019

Summer/Fall 2019 Early Registration

- Initial emails will go out April 8, 2019 and April 15, 2018 reminding students that early registration for the summer and fall sessions begins on April 22, 2019

Summer 2019 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 Registration

- Weekly emails will begin on July 15, 2019 for fall registration
- Once the drop happens on August 6, 2019, an email will be sent that day to students who had been dropped and after each weekly drop
- Emails have been queued to be sent weekly to remind students to register for the Fall 2019 12-week and Accelerated II sessions

Final Spring 2019 Enrollment Report
April 16, 2019



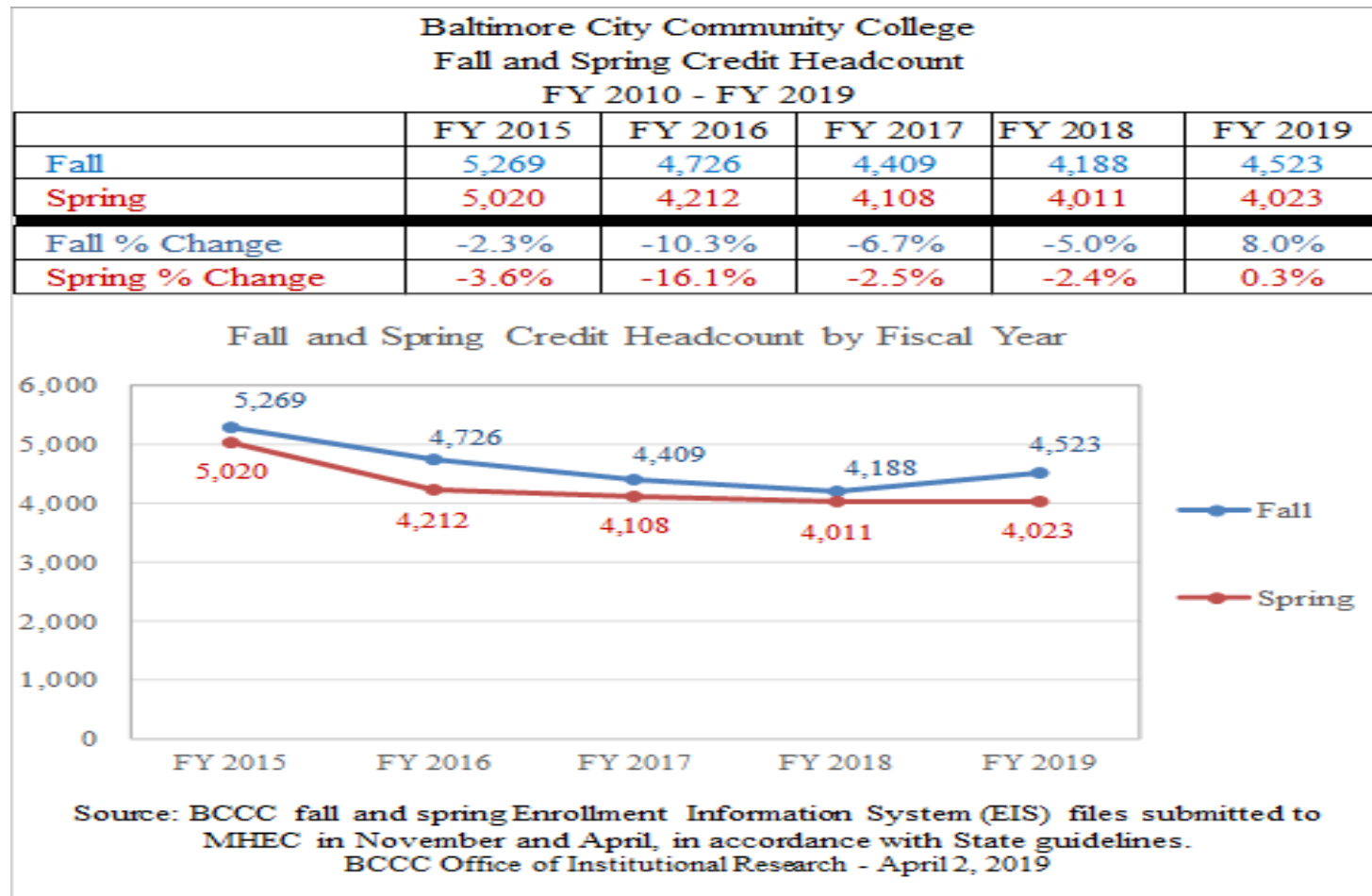
BALTIMORE CITY
COMMUNITY COLLEGE
CHANGING LIVES...BUILDING COMMUNITIES

Sylvia Rochester, Interim Vice President of Student Affairs

Final Spring 2019 Enrollment

From the Office of Institutional Research (OIR) prepared the spring 2019 Enrollment Information System (EIS) file for the Maryland Higher Education Commission (MHEC), in accordance with State guidelines. The EIS serves as the source for the College's final spring 2019 credit enrollment data and will be used to respond to any related internal and external requests.

Our final spring 2019 credit headcount is 4,023 – an increase of 0.3% (12 students) from spring 2018





Thank you

Sylvia Rochester
Interim Vice President of Student Affairs
BALTIMORE CITY COMMUNITY COLLEGE

TAB 12

