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Harbor Campus

Business and Continuing
Education Division (BCED)
710 East Lombard Street
Baltimore, MD 21202-4047

Reisterstown Plaza Center

6764-A Reisterstown Road
Baltimore, MD 21215-9936

**Life Sciences Institute at the
University of Maryland BioPark**

801 West Baltimore Street
Baltimore, MD 21201-1109

**The Maryland Center for
Construction Technologies
(MCCT)**

901 North Milton Avenue
Baltimore, MD 21205-1316

**The National Weatherization
Training Center**

1819 East Preston Street
Baltimore, MD 21213-3131

August 30, 2012

Ms. Cathy Kramer
Department of Legislative Services
Office of Policy Analysis
Maryland General Assembly
90 State Circle
Annapolis, MD 21401

RE: JCR Session Year 2012; Page 121
BCCC – Use of Contractual Status Personnel Report

Dear Ms. Kramer:

Attached is Baltimore City Community College's JCR Report
on *Use of Contractual Status Personnel Report*.

Please contact me at cwilliams@bccc.edu, if you have any
questions or require additional information.

Sincerely,

Carolane Williams, Ph.D.
President



Report on Contractual Personnel

Due: September 1, 2012

**JCR Session Year 2012; Page 121
RC95C00 Baltimore City Community College**

Report on the Use of Contractual Status Personnel:

The budget committees are concerned about the increasing number of contractual employees at Baltimore City Community College (BCCC) . BCCC shall submit a report to the committee on the quality, job duties and length of employment for all contractual employees. Furthermore, BCCC shall discuss under what conditions it can convert existing contractual personnel to full-time regular status and a process for handling such conversions.

Submitted by Carolane Williams Ph.D., President

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BCCC shall submit to the committee a report on the quality, job duties and length of employment for all contractual employees

This report consists of a review of two (2) significant contractual personnel groups: 1) Adjuncts teaching at the College, and 2) Contractual personnel working as exempt and non-exempt administrators and staff.

Adjuncts teaching at the College

Like nearly every college and university, BCCC employs adjunct faculty to teach at the College. Adjuncts teach both credit and non-credit (continuing education) classes. The adjunct category also includes laboratory assistants and tutors. The following table provides a summary of classroom support from 2010 to 2012, based a fiscal year ending June 30, each year.

Summary of Classroom Support: Adjuncts, Laboratory Assistants and Tutors for credit and non-credit courses

	Years		
	2010	2011	2012
*Adjuncts teaching credit courses	452	481	448
*Adjuncts teaching non-credit (continuing education) courses	118	105	80
*Laboratory assistants and tutors supporting credit courses	141	106	114

* Includes fall, spring and summer sessions, hired one semester at a time, in a part-time capacity

Adjuncts are hired one semester at a time, with teaching, tutoring or laboratory support varying by student demand, courses offered, and other College scheduling requirements. Most adjuncts hold positions outside the College, bringing in relevant industry "real world" perspective.

The College encourages adjuncts to apply for full-time faculty positions for which they are qualified, and in which they have an interest. Since January 2011, seven (7) adjuncts have been hired through the competitive hiring process into full-time faculty PIN positions.

Contractual personnel at BCCC

Appendix A, Summary of Contractual Positions and Personnel provides a listing of the positions held by contractual personnel. It is important to note that positions marked by an asterisk refer to seasonal or peak needs, or demand for specialized services on an as-needed basis. Registration, testing and student outreach, which includes the call center, are examples of seasonal and peak needs, which are met using part-time personnel. Disability support and coordinator programs are examples of requirements for specialized expertise with individuals hired on a case-by-case basis as needed.

Job Duties

Appendix B is a listing with a brief, general description of job duties of both full-time and part-time contractual employees.

Length of service by full-time contractual personnel

In 2011/ 2012, the College employed 105 full-time contractual employees. The following table is a list of the length of service by contractual personnel. The College practice is to pay contractual employees at the rate of pay equivalent to that of PIN employees with similar duties, minus benefits.

Length of Service of Full-time Contractual Personnel

0 to 4 years of service	58
5-10 years of service	39
10+ years of service	8
Total	105

Conditions under which the College can convert current contractual personnel to full-time regular status and a process for handling such conversions

Current contractual employees, including adjuncts, have the option to apply for open PIN positions and to pursue such openings on a competitive basis. Since January 2011, the College has had twenty-seven (27) contractual employees hired into PIN positions out of seventy-two (72) successful recruitments, a 37.5% conversion rate.

In order for the College to convert contractual personnel to regular PIN positions, the College would first need budgetary increases to cover the conversion and additional PIN positions. **It is important to note that the College has lost 112 PIN positions over the past five (5) years.**

**Appendix A: Summary of Contractual Positions and Personnel
FY 2012**

Position	Number of people	Part-time	Full-time
ACCOUNTING CLERK	13	7	6
ADMINISTRATIVE ASSISTANT	26	17	9
APEX	4	3	1
LIBRARIAN ASSISTANT	6	6	0
ASSISTANT LIBRARIAN	3	3	0
ASSISTANT PROJECT MANAGER	2	0	2
AUDIO VISUAL TECHNICIAN II	2	0	2
BUILDING GUARD	28	0	28
CASHIER	9	8	1
* COORDINATOR PROGRAM	20	16	4
DAY CARE ASST TEACHER	3	2	1
DIRECTOR, INTERCOLLEGIATE ATHL	1	1	0
* DISABILITY SUPPORT SPECIALIST	14	14	0
ENVIRONMENTAL SERVICE WORKER	26	2	24
FLEET MANAGER (PT)	1	1	0
HEAD COACH	4	3	1
HELPDESK SUPPORT	1	0	1
HUMAN RESOURCES GENERALIST	2	2	0
INSTRUCTIONAL SPECIALIST-BCEC	2	0	2
MAIL HANDLER	1	1	0
MAINTENANCE ENGINEER I	3	0	3
MATERIAL MANAGEMENT TECH	13	10	3
OFFICE ASSISTANT / Clerk	9	7	2
* Outreach/ Registration/Test Center	52	44	7
PAYROLL CLERK	2	0	2
PROJECT MANAGER	3	2	1
PROPERTY TECHNICIAN	2	2	0
RECEPTIONIST	1	1	0
REGISTRATION (ACE)	1	0	1
SHIPPING/RECEIVING CLERK	3	3	0
STAFF ACCOUNTANT	4	3	1
STATIONARY ENGINEER	2	2	0
STUDENT TRANSITIONAL SPECIALIST	1	1	0
TECHNICIAN CITS	6	4	2
TELECOMMUNICATION DATA/TECH	1	0	1
Number of contractual personnel	271		
Number of contractual part-time		165	
Number of contractual working full-time			105

*Seasonal/ peak demand or specialized services as needed

Appendix B: Job Duties of Contractual Employees

ACCOUNTING CLERK

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

ADMINISTRATIVE ASSISTANT, COORDINATOR

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

APEX

Provide services and support for the alternative high school and diploma program APEX Learning Credit Recovery Program for under-credited learners to earn Maryland state high school diplomas. Provides review of materials in preparation for diploma exams. Designed and implement diploma prep courses to review, recall and redefine forgotten concepts and focus on the major items that the diploma exam routinely tests. Implement processes and procedures to consistently maintain high class averages on Diploma Exams.

ASSISTANT LIBRARIAN and or LIBRARIAN ASSISTANT:

Assist librarians by helping readers in the use of library catalogs, databases, and indexes to locate books and other materials; and by answering questions that require only brief consultation of standard reference. Compile records; sort and shelf books; remove or repair damaged books; register patrons; check materials in and out of the circulation process. Replace materials in shelving area (stacks) or files.

ASSISTANT PROJECT MANAGER:

Plan, direct, coordinate, or budget, usually through subordinate supervisory personnel, activities concerned with the construction and maintenance of structures, facilities, and systems. Participate in the conceptual development of a construction project and oversee its organization, scheduling, and implementation. Include specialized construction fields, such as carpentry or plumbing. Include general superintendents, project managers, and constructors who manage, coordinate, and supervise the construction process.

AUDIO VISUAL TECHNICIAN:

Set up or set up and operate audio and video equipment including microphones, sound speakers, video screens, projectors, video monitors, recording equipment, connecting wires and cables, sound and mixing boards, and related electronic equipment for concerts, sports events, meetings and conventions, presentations, and news

conferences. May also set up and operate associated spotlights and other custom lighting systems.

BUILDING GUARD:

Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.

CASHIER:

Receive and disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment. Often involved in processing credit or debit card transactions and validating checks.

Coordinator Programs

Programmatic support on special programs or contract enrollment, such as Quest Program, English as a Second Language, citizenship, refugee programs, or workforce solutions.

DAY CARE ASST TEACHER:

Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

DIRECTOR, INTERCOLLEGIATE ATHLETICS:

Directs and provides leadership and vision for all athletics and intramural programs with personal integrity, honesty, and ethics. Provide short and long term administrative leadership and planning in the following areas: personnel, budgeting, policy and procedures, National Junior College Athletics Association (NJCAA) compliance and reporting, maintenance of equipment and fields, game day operations, athletics advancement activities, and marketing and promotions of the Department of Athletics.

DISABILITY SUPPORT SPECIALIST:

Compile, process, and maintain medical records of disabilities for students in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements to support student success in a higher educational institute requirements and standards

ENVIRONMENTAL SERVICE WORKER:

Perform any combination of light cleaning duties to maintain commercial establishments in a clean and orderly manner. Duties include making, cleaning rooms and halls, and vacuuming.

FLEET MANAGER (PT):

Drive automobiles, vans, or limousines to transport passengers. May occasionally carry cargo, mail and special packages.

HEAD COACH:

Provide training direction, encouragement, motivation, and nutritional advice to prepare student athletes for games, competitive events, or tours. Evaluate athletes' performance

to improve technique and prepare for competition. Plan, organize, and conduct practice sessions. Scout for new players, evaluating athletes' strengths and weaknesses as possible recruits. Keep abreast of changing rules, techniques, technologies, and philosophies relevant to the sport.

HELPDESK SUPPORT:

Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients in person, via telephone or from remote location. May provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems.

HUMAN RESOURCES GENERALIST:

Plan, direct, and coordinate human resource management activities of an organization to maximize the strategic use of human resources and maintain functions such as employee compensation, recruitment, personnel policies, and regulatory compliance.

INSTRUCTIONAL SPECIALIST:

Serve as a resource for non-credit instructional staff ensuring quality instruction of learners within non-credit adult and continuing education programs. Facilitate instructional effectiveness in support of student success by developing, evaluating and enhancing curricula and instructional resources; identifying staff development needs and planning and implementing training and development activities; mentoring instructional staff; and teaching select courses as needed.

MAIL HANDLER:

Prepare incoming and outgoing mail for distribution. Sort and route mail; operate mail processing machinery and maintain shipping and receiving records.

MAINTENANCE ENGINEER I:

Perform entry level work in repairing and maintaining the facilities, systems, grounds and equipment. Perform varied general maintenance tasks related to construction, preventative maintenance, grounds keeping, improvements and repair; may perform specialized tasks in one of the trades.

MATERIAL MANAGEMENT TECHNICIAN:

Loads/unloads stores and distributes supplies and materials in central receiving and warehouses. Operates shipping, receiving and transport equipment including forklift vehicles, pallet jacks, handcarts, freight elevators, and delivery trucks. Also ensure the proper receipt and documentation of delivery of all goods and supplies.

OFFICE ASSISTANT / CLERK:

Perform varied administrative and secretarial duties to assist in office operations. Provide general support to ensure efficient and effective office workflow; and provide customer service to employees, students and other office visitors.

OUTREACH / REGISTRATION //TEST CENTER:

Perform intake and referral of students enrolling in credit and or non-credit courses or adult and community education programs. Assist in promoting programs and/or services to targeted current and potential student audiences. Administer, grade and interpret placement tests to incoming students and assign students to appropriate class(es). Counsel students regarding test scores, program options and available college support services.

PAYROLL CLERK:

Assist with the daily Payroll Office operations to ensure efficient and effective delivery of services including oversight responsibility for payment to all full-time and contractual employees. Ensure timely and accurate payment in compliance with Federal, state and BCCC guidelines; ensure full implementation of all payroll policies and procedures. Assist with preparation of interim payroll checks, check cancellations, payroll recoveries, and forged signature affidavits. Assist with contractual time sheets data entry and calculation and ensure proper coding of payroll expenditures.

PROJECT MANAGER:

Oversee all aspects of complex, sensitive projects in advance planning, environmental planning and capital improvement planning. Direct a variety of construction project administrative and technical duties, including specification development, bid award and construction supervision. Review specifications and drawings submitted by architect/engineering firms and recommend changes necessary to assure compliance with established codes and Department of General Services regulations.

PROPERTY TECHNICIAN:

Perform a variety of administrative and control tasks to process and track college inventory and surplus according to college, state and federal regulations.

RECEPTIONIST:

Greet, direct, provide information to and respond to inquiries from students, employees, the general public, customers, and visitors regarding contact information, directions, location of departments, offices, and employees within the organization, and other general information.

REGISTRATION (ACE):

Advise new students of the college's adult and continuing education programs. Connect current students to advisors and other resources and services and assist with registration processing and administration.

SHIPPING/RECEIVING CLERK:

Verify and maintain records on incoming and outgoing shipments. Prepare items for shipment. Assemble, address, stamp, and ship merchandise or material. Receive, unpack, verify and record incoming merchandise or material.

STAFF ACCOUNTANT:

Analyze financial transactions and prepares documentation, financial statements and reports to control and account for funds and to analyze and project financial data for programs or funds.

STATIONARY ENGINEER:

Operate and maintain stationary engines, boilers and other mechanical equipment to provide utilities for buildings and industrial processes.

STUDENT TRANSITIONAL SPECIALIST:

Coordinate the intake and transition of special populations of students from high school to higher education. Implement agreements, contracts, and grants and works with agencies in the community to ensure student's academic success

Develops, promotes and monitors service plans for post-secondary students

Assists students in identifying and obtaining appropriate, available services transitioning from high school to college and educates them regarding post-secondary options and services. Provide support and advocate for students as they navigate through multiple transitions.

TECHNICIAN CITS:

Analyze data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, and problems to automate or improve existing systems and review computer system capabilities, workflow, and scheduling limitations. May analyze or recommend commercially available software.

TELECOMMUNICATION DATA/TECH:

Provide data entry and database management services to assure the accuracy of information necessary for the management of telecommunications systems. Develop procedures to increase the accuracy and efficiency of database related information. Assist in the containment of telephone usage costs by continuous monitoring of call costs and call accounting reports. Input and monitor telecommunications requisitions. Organize and implement telecommunications billing processes and procedures. Assign long distance and authorization codes. Administer voice mail passwords.

* 1

Committee Narrative

Institutional Aid by Expected Family Contribution Category: The committees request that data be submitted for Baltimore City Community College's (BCCC) institutional aid (scholarship) awards. The data should include the number of institutional aid awards and average award size by expected family contribution (EFC) for institutional grants, institutional athletic scholarships, and other institutional scholarships as reported to the Maryland Higher Education Commission for fiscal 2012. The data in the response should distinguish between need-based and merit aid (scholarships). Data should also include the number of institutional aid awards and average award size by EFC for tuition waivers/remissions of fees to employees and dependents for fiscal 2012.

Information Request	Author	Due Date
Report of institutional aid by EFC category	BCCC	December 14, 2012

Loan Data by Expected Family Contribution: In order to more fully understand all of the types of aid available to students, the committees request that undergraduate loan data be reported. The data should include, by expected family contribution (EFC), the number of loans and average loan size of federal subsidized and unsubsidized loans and loans from private sources as reported to the Maryland Higher Education Commission for fiscal 2012. Additionally, data should be provided on Pell Grants including the number and average award size by EFC for fiscal 2012.

* 2

Information Request	Author	Due Date
Loan data by EFC	Baltimore City Community College	December 14, 2012

Report on the Use of Contractual Status Personnel: The budget committees are concerned about the increasing number of contractual employees on the Baltimore City Community College (BCCC) campus. BCCC shall submit a report to the committees on the quantity, job duties, and length of employment for all contractual employees. Furthermore, BCCC shall discuss under what conditions it can convert existing contractual personnel to full-time regular status and a process for handling such conversions.

* 3

Information Request	Author	Due Date
Report on contractual personnel	BCCC	September 1, 2012