

Baltimore City Community College

Dr. Debra L. McCurdy
President

Board of Trustees Open Session

Mr. Kurt L. Schmoke
Chair

WEDNESDAY | FEBRUARY 19, 2025

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 1 | Approval of the February 19, 2025 Agenda

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda | 4:00pm February 19, 2025 (Virtual Zoom Meeting)

Meeting Link: <https://bccc-edu.zoom.us/j/98767455910>

- I. Call to Order Mr. Kurt L. Schmoke, *Chair*
 - a. Adoption of Agenda **(Vote)**
 - i. Approval of the February 19, 2025 Agenda (Tab 1) Mr. Kurt L. Schmoke, *Chair*

- II. Board Actions/Consent Agenda **(Vote)** Mr. Kurt L. Schmoke, *Chair*
 - a. December 18, 2024 Open Session Meeting Minutes (Tab 2)
 - b. December 18, 2024 Closed Session Meeting Summary (Tab 2)
 - c. February 13, 2025 Finance/Audit Committee Meeting Minutes (Tab 2)
 - d. Student Government Association (Tab 3)

- III. Items Removed from the Agenda (Tab 6) Mr. Kurt L. Schmoke, *Chair*
 - a. AFSCME Local #1870 at BCCC Comments (Tab 4)
 - b. Faculty Senate Comments (Tab 5)

- IV. New Business (Tab 7)
 - a. Finance/Audit Committee Meeting February 13, 2025 Mr. Kurt L. Schmoke, *Chair*
Dr. Debra McCurdy, *President*
Mr. Michael Thomas, *VP Workforce*
Ms. Anna Lansaw, *ED Procurement*
Mr. Richard Walsh, *Sr. Analyst*
Ms. Eileen Waitsman, *Controller*
 - i. Procurement Policies & Procedures **(Information)**
 - ii. Procurements Exceeding \$25,000 to \$99,999 **(Information)**
 - a. 25Live (CollegeNet) \$61,237.54
 - b. Microsoft Unified (Microsoft Corporation) \$51,195.00
 - c. Access Codes (Vital Sources) \$38,551.31
 - d. Trio Bound – New York Trip
(Green Light Tour and Travel) \$33,495.00
 - e. Access Codes (McGraw Hill Education Inc) \$28,500.00
 - f. STEM Programs (Let’s Go Boys & Girls) \$27,000.00
 - g. Physical Education Roof Design
(Noelker & Hull) \$44,577.00
 - h. Computer Towers (Dell) \$29,400.00
 - iii. Procurement(s) exceeding \$100,000 **(Vote)**
 - a. Auditing Services (SB & Company) \$ 173,148.44
 - b. Main Building Bathroom Renovations \$1,671,732.39
 - 4 bathrooms on the Ground Floor
 - 4 Bathrooms on the 1st Floor
 - 4 Bathrooms on the 2nd Floor
 - 2 Bathrooms on the 3rd Floor
 - iv. Financial Monthly Performance Report **(Information)**

- V. College Policies (Tab 8) Mr. Kurt L. Schmoke, *Chair*
 - a. None

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|-------|---|-------------------------------------|
| VI. | Presentations (Tab 9) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| | a. Enrollment Update | Dr. Debra McCurdy, <i>President</i> |
| | | Ms. Donna Thomas, <i>Interim VP</i> |
| | | <i>Student Affairs</i> |
| | b. ERP Update | Dr. Debra McCurdy, <i>President</i> |
| | | Mr. Ishwor Aryal, <i>Director</i> |
| | | <i>Enterprise Applications</i> |
| VII. | President's Report (Tab 10) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| | a. Legislative Budget Hearings (House & Senate) | Dr. Debra McCurdy, <i>President</i> |
| | b. 2025-2028 Strategic Plan Framework (Draft) | |
| | c. Human Resources Changes | |
| | d. Life Science Building Fire & Renovations | |
| VIII. | Active Search Listing (Tab 11) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| IX. | Motion for Adjournment (Vote) | Mr. Kurt L. Schmoke, <i>Chair</i> |

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

BOARD ACTIONS / CONSENT AGENDA

TAB 2 | December 18, 2024 Minutes

TAB 2 | December 18, 2024 Closed Session Meeting Summary

TAB 2 | February 13, 2025 Finance/Audit Committee Meeting Minutes

TAB 3 | Student Government Association Report/Comments

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm December 18, 2024 (Virtual Zoom Meeting)

Board Members Present: Chairman Kurt L. Schmoke, Trustee Ms. Tanya Terrell, Trustee Mr. John C. Weiss, Trustee Dr. Roger Ward, Trustee Ms. MacKenzie Garvin, and Trustee Ms. Lelia Parker

Also Present: President Debra L. McCurdy

Board Members Absent: Trustee Ms. Lenor Blum

- I. Chairman Schmoke called the meeting to order at 4:05pm on December 18, 2024.
- II. The Chairman asked for a typo correction (the “A” had been inadvertently left off of AFSCME) and the Consent Agenda, which did not include comments from either AFSCME or the Faculty Senate, was unanimously approved upon a motion by Trustee Dr. Ward, seconded by Trustee Weiss.
- III. The Trustees were shown the following procurements ranging from \$25,000 to \$99,999 for informational purposes only since they fall under the \$100,000 threshold:

Access Codes (Jones & Bartlett Learning)	\$61,825.68
Access Codes (EC – Council of Academia)	\$40,829.55
Donor Gifts (Forest Incentives, Inc.)	\$43,041.57
STEM Programs (Let’s Go Boys & Girls, Inc.)	\$27,000.00

The Trustees were asked to approve a procurement exceeding \$100,000, as follows:

- a. Carpet Replacement & Installation \$150,000.00
 - Mohawk, Inc.
 - Centennial Contractors Group LLC
 - Milliken Floorcovering

It was explained by VP Michael Thomas that the carpet replacement and installation entails replacing the carpet on the several floors of the main administration building; the carpet is twenty plus years old. When EVS comes in to clean there is often an odor from the moisture after cleaning. Installation will take place mostly while staff are on break and will be completed by mid-January 2025.

Chairman Schmoke noted that the Finance Committee recommended approval. Upon a motion by Trustee Terrell, seconded by Trustee Ward, all members of the Board voted in favor.

The Trustees were informed by Anna Lansaw, Director of Procurement, about the following procurements, which are exempt from BOT approval because they are for curricular materials:

b. Access Codes (Pearson Education Inc.)	\$256,118.03
c. Access Codes (Vital Sources)	\$117,181.15
d. Access Codes (McGraw-Hill Education Inc.)	\$223,171.65
e. Access Codes (Cengage Learning Inc.)	\$174,215.42
f. Textbooks (MBS Direct)	\$172,250.72

Chairman Schmoke asked how the shift to access codes (vs. physical textbooks) impact the cost to students. Dr. McCurdy replied that it was probably less expensive but that the real cost savings would come with the the partnership with the bookstore vendor (Barnes and Noble) and the implementation of the First Day Complete.

- IV. Richard Walsh, Senior Analyst, provided a Financial Monthly Performance Snapshot Report for Appropriation Year 2025 that he had earlier provided to the Finance Committee.

Revenue Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	31,143,382	\$ 33,684,046	33,597,669	86,377
Restricted	21,610,084	8,925,233	\$ 12,474,155	10,424,879	2,049,276
Total Revenue AY25	86,508,631	40,068,615	46,158,201	44,022,548	2,135,653

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	31,143,382	\$ 20,159,377	20,506,638	-347,261
Restricted	21,610,084	8,925,233	\$ 7,424,616	9,985,447	-2,560,831
Total Expenses	86,508,631	40,068,615	27,583,994	30,492,085	-2,908,091

Total Revenue by Appropriated Fund

Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
0	0	18,574,207	13,530,463	5,043,744

Year-over-Year (YoY) Revenue Comparison

Revenue Sources	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
Unrestricted Revenues	65,088,071	31,143,382	33,684,046	33,597,669	86,376
Board of Estimates - Unrestricted	600,000	250,000	0	600,000	-600,000
Bookstore Revenue	935,232	389,680	750,912	526,260	224,652
Consolidated Fees	1,050,559	437,733	479,760	511,833	-32,073
Credit Tuition	9,251,716	3,854,882	4,749,320	4,221,502	527,818
Facilities Capital Fees	109,971	45,821	50,259	49,742	517
Investment Income	514,604	214,418	923,436	819,899	103,537
Local Contract	189,524	78,968	189,524	0	189,524
Non-Credit Fee Revenue	420,610	175,254	747,490	269,636	477,854
Non-Credit Tuition	750,000	312,500	591,156	326,960	264,196
Other Fee Revenue	0	0	15,439	4,763	10,676
Other Revenue	0	0	-24,418	3,246	-27,664
Parking and Transportation	34,719	14,466	5,010	5,874	-864
Real Estate Lease Income	1,569,908	654,128	531,702	838,576	-306,874
Registration Fee	299,995	124,998	158,730	108,836	49,894
State Appropriation	48,280,224	24,140,112	24,140,112	24,912,357	-772,245
Technology Fees	700,000	291,667	319,840	315,714	4,126
Tower Rental Income	131,092	54,622	35,616	65,519	-29,903
Transcripts	39,084	16,285	14,815	14,380	435
Vending Machine Commission	0	0	5,343	2,573	2,771
WBJC Asset Agreement	210,833	87,847	0	0	0
Restricted Revenues	21,420,560	8,925,233	12,474,155	10,424,879	2,049,276
Deferred Maintenance	0	0	0	2,091,702	-2,091,702
COVID Relief	0	0	0	0	0
Federal Grants	14,266,708	5,944,462	7,150,616	5,005,822	2,144,794
Indirect Cost - Other	117,800	49,083	0	0	0
Other Restricted Revenue	0	0	42,497	4,180	38,317
Private Gifts, Grants & Contracts	495,167	206,320	0	0	0
RYP - Artworks	0	0	0	3,500	0
State and Local Grants	4,874,323	2,030,968	2,201,545	2,389,827	-188,281
Student Activities	0	0	25	0	25
WBJC	1,666,562	694,401	3,079,471	929,848	2,149,623
Total Revenue AY25	86,508,631	40,068,615	46,158,201	44,022,549	2,135,652

Net Surplus

**Monthly Financial Performance Snapshot Report
Appropriation Year 2025
as of December 2024**

Description	Object	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Labor: PIN Salaries	01	12,581,279	12,349,741	231,537	1.9%
Labor: Contractual Employees	02	3,616,020	3,078,248	537,772	17.5%
Communications	03	13,469	33,859	-20,390	-60.2%
Travel	04	122,982	100,567	22,415	22.3%
Utilities	06	617,891	623,773	-5,882	-0.9%
Motor Vehicle	07	38,020	74,642	-36,622	-49.1%
Contractual Services	08	2,166,879	2,119,193	47,686	2.3%
Supplies	09	2,515,563	1,783,565	731,999	41.0%
Replacement Equipment	10	22,362	904,019	-881,658	-97.5%
New Equipment	11	74,601	602,387	-527,786	-87.6%
Scholarships and Fellowships	12	5,246,494	6,637,384	-1,390,890	-21.0%
Fixed Expenses	13	567,424	1,169,989	-602,566	-51.5%
Deferred Maintenance	14	1,009	1,014,717	-1,013,708	-99.9%
Total Expenses AY25		27,583,994	30,492,085	-2,908,091	-9.5%

Current Expenses by Division

Division	Budget	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Academic Affairs	21,410,964	6,832,939	7,594,640	-761,701	-10.0%
Administration & Finance	17,400,053	6,708,150	6,779,011	-70,861	-1.0%
Advancement & Strategic Partners	2,152,726	370,861	323,422	47,439	14.7%
College Wide	5,705,541	243,597	2,805,776	-2,562,178	-91.3%
Information Technology	4,800,389	1,924,432	1,346,808	577,624	42.9%
Institutional Research & Strategic Priorities	878,455	308,622	317,848	-9,226	-2.9%
President's Office (Executive)	1,443,433	464,510	439,100	25,410	5.8%
Student Affairs	18,635,851	7,478,975	8,283,110	-804,135	-9.7%
WBJC	2,075,968	477,445	403,592	73,853	18.3%
WDCED	12,645,251	2,774,463	2,198,777	575,685	26.2%
Total Expenditures	86,508,631	27,583,994	30,492,085	-2,908,091	-9.5%

Walsh explained that differences between now and the amounts shown at this time last year are largely attributable to timing. He did note, however, that the College's expenditures did increase as a result of our engagement with Ellucian Advisory Services.

- V. Eileen Waitsman, Controller, provided a 2023 Audit Summary that included audits of the College, WBJC, and the completed Community College-4 (CC-4). It is an audit requirement by MHEC to report the financial and enrollment statistics.

She noted that the auditors had issued unqualified opinions for all three which is "as good as it



BCCC WBJC 6.30.23



BCCC_Audited



BCCC_Final

gets." The reports are attached here:

Audited Financial StFinancial Statement: CC4_6.30.23.pdf

- VI. Donna Thomas, IVP of Student Affairs, provided an enrollment update. She presented the following data:

The Fall 2024 headcount was 4,375, which is 11.1% above the Fall 2023 headcount (3,939).

Similarly, the estimated eligible credit FTEs for Fall 2024 are 920, which is an increase over the 891 Fall 2023 eligible credit FTEs.

Dual enrollment increased from 234 students in Fall 2023 to 367 students in Fall 2024.

Winter enrollment increased from 402 for winter 2024 to 646 for Winter 2025 as of December 14, 2024.

- VII. The Trustees received an ERP Update from Mr. Ishwor Aryal, Director of Enterprise Applications. Mr. Aryal told the Board that the ERP maintained a green status and noted that the College is working with Ellucian Advisory Services in the areas of Student Services, Recruitment, Financial Aid, Student Accounting, Finance, Human Resources, and Information Technology.
- VIII. VP Michael Thomas presented the organization chart for WDCE and the functional areas: Adult Basic Education (ABE); English Language Services (ESL); Workforce Training and highlighted some of the other functions. Chairman Schmoke asked about employer partners and Mr. Thomas gave examples – Amazon and Johns Hopkins. Trustee Terrell asked about a program and partnership with a bio-tech entity and the credits. Mr. Thomas provided information that showed the number of students enrolled and the classes offered through WDCE, which includes workforce training (made up of the following):
- Certified Nursing Assistant
 - Certified Medicine Aide
 - Certified Medicine Aide Update
 - Community Health Worker
 - Venipuncture
 - Pharmacy Technician
 - Emergency Medical Technician
 - Emergency Medical Responder
 - Patient Care Technician
 - Commercial Driver's License (B)
 - Warehouse and Logistics
 - Diesel Technician
 - Construction Core
 - Childcare
 - Court reporting
 - Pre-Cybersecurity/A+
 - Network+
 - Security +
 - Administrative Support Services
 - Customer Service

English Language Services, made up of:

- Community ESL
- Refugee Assistance Program (RAP)
- Service to Older Refugees (SOR)
- USCIS (Citizenship)
- Refugee Youth Project
- English Language Instruction – Academic Credit

and Adult Basic Education, comprised of

- GED prep classes for adults who are 18+ years of age.
- Assisting students with earning their Maryland high school diploma by preparing them to take four GED exams: Reasoning through Language Arts

(RLA), Mathematical Reasoning (Math), Social Studies, and Science.

A total of 3,547 students participated in continuing education classes in FY 2024, a 30.9% increase over the prior fiscal year. Of that number, 1,192 students enrolled in courses leading to certification/licensure – an increase of 47.3% over the prior year.

Students in English classes for speakers of other languages totaled 1,691 in FY 2024 (25% over the FY 2023 total).

Trustee Garvin suggested it would be helpful for the Trustees to receive some disaggregated data that also includes job placement and credentialing.

Trustee Schmoke asked about the impact of COVID on the workforce division and Mr. Thomas replied that COVID had a huge impact and the division is still recovering from the enrollment and some of the partnerships.

In response to a question from Trustee Terrell asking how the Trustees can be helpful, Mr. Thomas stated that the College sorely needs advocates. Trustee Terrell agreed that employers need to know that the College is available to train their workforce. Trustee Schmoke commented that the Trustees need to spread the message that BCCC “is back.”

Dr. McCurdy commented that Zeke Cohen will be visiting the College early in 2025 to strengthen Baltimore City’s partnership with BCCC.

Dr. McCurdy suggested that an update about workforce courses and programs would be more regular.

IX. Dr. McCurdy gave the President’s Report. She began by noting that the College had just received word that its business program had been re-accredited by the Accreditation Council for Business Schools and Programs, and she thanked Mr. Quintin Davis and Dr. Bob Iweha, Ms. Aundrea Wheeler, and Ms. Eileen Hawkins.

Dr. McCurdy then focused on the reaccreditation site visit and evaluation of the Middle States Commission on Higher Education. She was assisted by Ms. Becky Burrell, VP Institutional Effectiveness, Research and Planning.

Dr. McCurdy discussed each of the 7 reaccreditation standards. The Middle States Commission on Higher Education accreditation team had three options at its disposal by way of feedback and evaluation: Requirements, Recommendations and Collegial Advice. They gave the College no Requirements and recommended that the College be re-accredited without any required changes.

They indicated two Recommendations as follows:

The College should provide further evidence of a completed annual independent audit confirming financial viability with evidence of follow-up on any cited concerns for FY 2023 and 2020-2022.

And

To build upon BCCC’s culture of Academic and Student Affairs assessment, the team suggests that the College create a similar schedule of governance and administrative assessment activities and institutional outcomes, including college-wide discussion of assessment findings and use of results. This could

include the use of campus climate surveys, 360 evaluations, and other assessment tools to inform the decision-making process.

Dr. McCurdy noted that the recommendation concerning the Colleges' 2023 Institutional Audit had already been completed and released to the State. She stated that the Collegial Advice offered by the visiting accreditation team was advice regarding efforts that the College already planned to put into effect; they did not offer suggestions which the College had not already begun to implement or plan on carrying out. The team offered the following Collegial Advice:

- Continue to refine the mission statement to better reflect current practices in preparation for the next Strategic Plan (2024-2029).
- Continue to strengthen the focus on increasing enrollment and retention and on expanding collaboration with area high school students through dual enrollment and creation of online degree programs.
- Continue to strengthen the student transfer process to four-year colleges and universities.
- Consider improving or expanding upon collaboration with Workforce Development and Continuing Education to increase enrollment at the college.
- Include an implementation timeline with all new plans, such as the Website Development Plan.
- Streamline how the faculty evaluation process is presented and ensure that the written processes are put into practice consistently.
- Formalize the approval process for third-party providers.
- Review the Curriculum Guide, last revised in 2015.
- Standardize the onboarding experience of new faculty through the development of an official mentor program. Document and distribute to faculty the process for accessing professional development funds.
- Involve faculty in planning for the Center for Teaching, Learning, and Innovation through focus groups and surveys.
- Implement faculty/staff celebrations for years of service, excellence in teaching, excellence in academic advising, and excellence in assessment of student learning.
- Adopt assessment practices used for credit programs for workforce offerings; and review the website to ensure up-to-date information and forms.
- Increase the number of counselors in Student Wellness programs.
- Implement college-wide discussion of assessment findings and use them in a systematic way to better inform decision making and planning.
- Follow its own advice to model non-academic assessment on their academic assessment framework. Consider developing a formal succession plan.
- Establish a clear timeline for the completion of all outdated plans mentioned within the Self-Study, with completion of the Strategic Plan being a priority.
- Develop multi-year financial planning tied to the Strategic and Enrollment plans to ensure fiscal sustainability and resource allocation
- Openly communicate the reasons for the audit delay with the Board of Trustees and establish a clear plan to expedite the audit process, ensuring accuracy and compliance with accounting standards.
- Develop internal mechanisms for cross-training and succession planning to ease any difficulties due to staff turnover.
- Building upon BCCC's culture of Academic and Student Affairs assessment, the College should create a similar schedule of governance and administrative assessment activities and institutional outcomes, including college-wide discussion of

assessment findings and use of results. This could include the use of campus climate surveys, 360 evaluations, and other assessment tools to inform the decision-making process.

The College will not undergo a reaccreditation site-visit by Middle States again until 2031-32. Dr. McCurdy commented that “the work is ongoing and continues” however because the College has to meet the requirements for many accrediting bodies. Chairman Schmoke commented that it is “all good news.”

X. Chairman Schmoke read the following closing statement:

The open session meeting of the Board of Trustees has concluded. Pursuant to the General Provisions Article, Sections 3-305(b) (1), (7), (8), and (9), the meeting will move into closed session so that the Board can:

- Discuss the employment, onboarding, separation, compensation and discipline of specific College employees;
- Consult with counsel to obtain legal advice;
- Discuss strategy, merits, and legal advice regarding pending litigation and administrative complaints involving the College; and
- Discuss matters related to collective bargaining.

Upon a Motion for Adjournment made by Trustee Weiss and seconded by Trustee Garvin, the Board voted unanimously at 6:04 PM to adjourn and reconvene in closed session.

Attendees/Participants

Kurt Schmoke, Esq. - Chair
MacKenzie Garvin, Esq.
Lelia Parker, Esq.
Tanya Terrell
Dr. Roger Ward, Esq.
J.C. Weiss
Debra L. McCurdy - President
Gussener Augustus
Eric Benjamin
Becky Burrell
Lyllis M. Green
Maria E. Rodriguez, Esq.
Donna Thomas
Michael D. Thomas
Ishwor Aryal
Nicole Carter
Anna Lansaw
Richard Walsh
Eileen Waitsman

BCCC Faculty/Staff Attendees

Da'Nyjae Anderson
Dawna Attig
Michael Berends
Stanley Cavouras
Christina Carter
Jamie Cofield
Rasheedah Evans
Patricia Fisher
D. Fitzgerald Smith
Saleemah Franklin
Phil Gatling Jr.
Noah Grant
Marshall Goodwin
Wendy Harris
Eileen F. Hawkins
Dr. Denise Holland

William Johnson

Keenan Jones
Chris Jordan
Brett King
Nena Kutniewski
Dee Mooring
Dr. Bryan Miller
Ashley Peck
Alesa Robinson
Shawnette Shearin
Theresa Tunstall
Wanda Walker
Aundrea Wheeler
Cynthia Wilson

Non-BCCC Attendees

Kristin McFarlane



BOARD OF TRUSTEES BALTIMORE CITY COMMUNITY COLLEGE

Closed Session Summary | December 18, 2024 (Virtual Zoom Meeting)

Board Members Present: Chairman Kurt L. Schmoke; Ms. MacKenzie Garvin, Esq.; Ms. Leila Parker, Esq.; Ms. Tanya Terrell; Dr. Roger Ward, Esq. and Mr. John C. Weiss.

Board Members Absent: Ms. Leonor Blum

Also Present: Dr. Debra L. McCurdy.

Also in Attendance: Ms. Maria E. Rodriguez, Esq.; Ms. Kirstin McFarlane, Esq; and Ms. Nicole Carter, Assistant Vice-President of Human Resources.

Chairman Schmoke brought the closed session meeting to order at 6:09 PM.

Upon a motion brought by Trustee Weiss and seconded by Trustee Parker, the trustees unanimously approved the consent agenda and the attached closed session materials.

The trustees were introduced to the newly hired AVP of Human Resources, Nicole Carter, and asked her about her background in working with labor unions. She and Dr. McCurdy explained what her role would be going forward at the College. Ms. Carter has not yet met with AFSCME leadership but plans to do so.

The trustees sought legal advice regarding Board of Trustee Bylaws, which will be further discussed at the next closed session Board meeting.

The Board voted unanimously to adjourn the meeting at 6:34 PM.

Respectfully submitted,

Debra L. McCurdy

**BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE
FINANCE COMMITTEE****MINUTES | 8:00 AM February 13, 2025 (Virtual Zoom Meeting)**

Attendees: Chair Kurt Schmoke
Trustee J. C. Weiss
Trustee Roger Ward
Dr. Debra McCurdy, President

Mr. Michael Thomas, Vice President, WDCE
Ms. Eileen Waitsman, Controller
Mr. Richard Walsh, Senior Budget Analyst
Ms. Becky Burrell, VP, IER & Planning
Mr. Ishwor Aryal, Director, ERP
Ms. Anna Lansaw, Dir. Procure/Auxiliaries

I. Call to Order

At 8:01 am, Chair Kurt Schmoke called the meeting to order of the Finance Committee of the Board of Trustees.

II. Procurement Policies and Procedures

Nothing reported under the Procurement Policies and Procedures.

III. Procurements Exceeding \$25,000 to \$99,999

a.	25Live (CollegeNet)	\$61,237.54
b.	Microsoft Unified (Microsoft Corporation)	\$51,195.00
c.	Access Codes (Vital Sources)	\$38,551.31
d.	TRIO Bound – New York Trip (Green Light Tour & Travel)	\$33,495.00
e.	Access Codes (McGraw Hill Education Inc)	\$28,500.00
f.	STEM Programs (Let's Go Boys & Girls)	\$27,000.00
g.	Physical Education Roof Design (Noelker & Hull)	\$44,577.00
h.	Computer Towers (Dell)	\$29,400.00

Chair Schmoke inquired if there were any questions regarding the information items. Trustee Roger Ward requested further details about the TRIO Bound – New York Trip. President McCurdy clarified that the funding for this trip, which must be utilized by the end of August, comes from a federal grant. The trip, designed for TRIO students, includes a comprehensive three-day itinerary of educational and cultural events for 20+ students in addition to staff. Dr. Ward commented on his familiarity with TRIO programs where students are provided opportunities to visit geographical settings and engage in experiences that were normally out of their reach. A copy of the itinerary will be provided to the Board members.

IV. Procurement(s) exceeding \$100,000

a.	Auditing Services (SB & Company)	\$ 173,148.44
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Ms. Eileen Waitsman informed the Board that the current auditing contract with CLA Group is ending. The state has awarded a new contract to SB & Company, who will handle the audits for both the College and WBJC radio station for the next five years. She noted that the state changes auditing companies every five years, and SB & Company previously served as the College's auditor from 2014 to 2019. Trustee Weiss indicated the previous relationship with the College and their audit work.

Chair Schmoke inquired whether SB & Company would also cover the Foundation’s audits. Ms. Waitsman clarified that the Foundation’s audits will continue to be managed by CLA Group until the Foundation decides otherwise.

Chair Schmoke called for a motion to approve the new contract. Trustee J.C. Weiss moved for approval, and Trustee Ward seconded the motion. The motion was unanimously approved.

- b. Main Building Bathroom Renovations \$1,617,732.39
 - 4 bathrooms on the Ground Floor
 - 4 Bathrooms on the 1st Floor
 - 4 Bathrooms on the 2nd Floor
 - 2 Bathrooms on the 3rd Floor

Vice President Michael Thomas provided an overview of the project, explaining that the building's bathrooms have not been updated, except for the toilets, which were upgraded from manual to automatic flushing mechanisms. He further explained that the bathrooms are not compliant with current ADA requirements and codes. Dr. McCurdy added that the College receives numerous complaints about the condition of the bathrooms and the renovation work is a part of our deferred maintenance schedule.

Chair Schmoke called for a motion to approve the project. Trustee Ward moved for approval, and Trustee Weiss seconded the motion. The motion was unanimously approved.

V. Finance Update

Mr. Richard Walsh provided an overview of the College's financial status, detailing current revenues and expenditures, including both unrestricted and restricted funds. He highlighted specific revenues and expenditures, noting a timing issue with the posting of BOE funding and other revenues that have not yet been received.

VI. Motion for Adjournment

Chair Schmoke motioned to adjourn the meeting. Trustee Weiss seconded the motion. The motion was unanimously approved, and the meeting was adjourned at 8:24 am.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 2 | December 18, 2024 Minutes

TAB 2 | December 18, 2024 Closed Session Meeting Summary

TAB 2 | February 13, 2025 Finance/Audit Committee Meeting Minutes

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 3 | Student Government Association Report

Baltimore City Community College

CABINET UPDATE

Board of Trustees, February 19, 2025

Student Affairs

STUDENT GOVERNMENT ASSOCIATION

December 2024

SGA Monthly Meeting – The SGA leadership team held their fourth general meeting of the 2024-2025 academic year. The meeting was held on December 6, 2024, in person and virtually via Zoom. The SGA leadership followed up on previous items presented at the last general meeting. In addition to clubs and organization updates and administrative reminders, two topics were discussed at this meeting. They were developing a process to name the renovated student center/game room and the naming of the college mascot. The student leadership wants as much input as possible from the college community and in a timely manner. It was decided that a survey would be developed and completed in January of the upcoming spring semester. The next general meeting is scheduled to be held on February 5, 2024 in person and via Zoom.

Monthly Meeting with Dr. McCurdy – Members of the SGA leadership team met with Dr. McCurdy on December 16, 2024. The following officers were at the meeting: Rachel Hundertmark (president), and Cindy Allsup (vice president). VP Michael Thomas and IVP Donna Thomas were in attendance as well. This meeting was held to look at the cleaned and painted music room spaces and to also see the updated quiet room areas. The Student Leadership team was pleased with the upgrades and now will go back with the staff of Student Life and Engagement to develop policies for usage of these areas. Monthly meetings with Dr. McCurdy will continue in the Spring Semester with the first one schedule for January 22, 2025.

Activities and Events

Below are SGA and Clubs and Organizations sponsored events and or activities. It may also include activities in which members of the SGA team/ Clubs and Orgs participated in and or volunteered.

Rock Da Mic: One Mic, One Cause Recognizing World Aids Day – December 5, 2024 – In recognition of World Aid’s Day the Office of Student Life and Engagement and several local community partners sponsored an afternoon of information, open mic performances, live music, refreshments, free HIV and STI testing, presentations and prizes. The community partners co-sponsoring this event were: Park West Health System, the John G. Bartlett Specialty Practice, Baltimore Alumnae Chapter of Delta Sigma Theta Sorority, Inc. and the Pride Center of Baltimore. Members of the Student Government Association and several clubs and organizations volunteered at this event to make it a success. The program was held in the Atrium of the Main Building on the Liberty Campus from 12:00 – 3:00 pm.

Annual Kwanzaa Celebration – December 6, 2024 - The Annual Kwanzaa event was held on Friday, December 6, 2024. It was a full house with participants enjoying, food, cultural drumming, poetry and learning about the Kwanzaa principals. Mr. Charles Dugger was the special guest presenter for the Kwanzaa principals and lighting of the candles. The Lumalali Garifuna

Drummers from Brooklyn, New York were the musical performers. The event was co-sponsored by the Anthropology and Sociology Club, History Club, Student Government Association, and the Office of Student Life and Engagement. The event was held in the BCCC Cafeteria in the Main Building from 6:00 – 8:30 pm.

A Winter Wonderland– December 11, 2024 – The Student Leadership Club held a holiday event to celebrate the traditions of Christmas. Participants were able to play games, win prizes, do fun activities like building and decorating a cookie house along with singing and enjoying refreshments. This was the club’s second year in sponsoring this event and it was a popular program last year. It was held in the Mini Conference Center on the Liberty Campus from 4:00 – 6:00 pm.

Make It Take It Thursday Don’t Let Your Stress Snowball – December 12, 2024 – The Student Government Association decided to have a [pop up event to help students distress and a break in their busy exam schedule. They walked around campus and passed out stress relieving snacks during finals. The students were very appreciative of this event as there were a lot of smiles as they received their snacks. The event was held from 12:00 – 1:00 pm throughout the campus community.

January 2025

SGA Monthly Meeting – The SGA leadership team did not hold a general body meeting during the month of January 2025. The first meeting is scheduled for February 5, 2025, via Zoom and in person in the Mini Conference Center on the Liberty Campus. They did meet as a board to plan for the upcoming meeting and other events and projects for the Spring 2025 semester.

Monthly Meeting with Dr. McCurdy – Members of the SGA leadership team met with Dr. McCurdy on January 29, 2025. The following officers were at the meeting: Rachel Hundertmark (president), and Cindy Allsup (vice president). VP Michael Thomas and IVP Donna Thomas were as well as VP Becky Burrell and Ms. Eileen Hawkins. This meeting was held to get updates on outstanding projects presented in previous meetings and to provide feedback from recent activities and upcoming projects. The SGA leadership wanted to acknowledge the success of each cabinet member providing cupcakes to the students during Welcome Week. It was one of the highlights of the week and the thought is that it should be done again in the Spring semester.

Activities and Events

Below are SGA and Clubs and Organizations sponsored events and/or activities. It may also include activities in which members of the SGA team/ Clubs and Organizations participated in and or volunteered.

Welcome Week Events:

Welcome Back Day: First Day of Classes – January 13, 2025 - The Student Government Association supported the First Day of Class event sponsored by the Office of Student Life and Engagement by volunteering at the check in table, distributing snacks and providing general information for new and returning students. The event was held in the Atrium of the Main Building on the Liberty Campus. The times were 8:00 - 10:00 am and 4:00 - 6:00 pm.

BCCC Gives Back: The Panther Corner - January 14, 2025 - The Office of Student Life and Engagement sponsored a clothes and shoes giveaway. During the Fall 2024 semester a clothes drive was held. Those items collected were separated and put out for students, faculty and staff to buy with free panther bucks. Each person signed in and received 10 panther bucks to shop. Members of the SGA helped organize the items and distribute the clothes and shoes. This was a very successful event. The SGA is partnering with Student Life and Engagement to have at least two more Panther Corner events in the Spring semester. This event was held from 12:00 - 2:00pm in the Atrium of the Main Building on the Liberty Campus.

Welcome Back Bash - January 15, 2025 - The annual Spring Welcome Back Bash was held in the upper and lower Atrium of the Main Building on the Liberty Campus. The Campus community was able to enjoy music, giveaways, food, bingo, an inflatable game and special cupcake treats from Dr. McCurdy and her cabinet members. The cabinet members competed to see who had the best cupcake and the winner was Dr. Eric Benjamin, Vice President of Academic Affairs. The event was held from 12:00 - 2:00 pm and the members of the Student Government Association worked with the event set up/break down, food distribution and check in throughout the event.

Involvement Fair - January 16, 2025 - The SGA and the Office of Student Life and Engagement held their annual Spring Welcome Week Involvement Fair. The SGA along with other clubs and organizations set up information tables. Other Campus service offices also participated in this successful labeling event. It was held in the upper and lower Atrium of the Main Building on the Liberty Campus.

A Call for Action: An MLK Community Service Event - January 16, 2025 – The Office of Student Life and Engagement representing BCCC was selected again this year to receive a grant for community engagement from Transform Mid-Atlantic. In celebration of Martin Luther King Day and with the grant, BCCC was able to provide a hot meal, care packages and community resource information for 100 participants. The program was held in the BCCC Café from 6:00 – 8:00 pm. In addition to Transform Mid-Atlantic, community partners for this event were Park West Health System, AmeriCorps, and Baltimore Alumnae Chapter of Delta Sigma Theta Sorority, Inc. Members of the BCCC community including, Student Government Association, student, staff and faculty volunteers worked together to make this program a success.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 4 | AFSCME Local #1870 at BCCC Report/Comments

- None

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 5 | Faculty Senate Report/Comments

- None

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 6 | Items Removed from the Agenda

- AFSCME Local #1870 at BCCC Report/Comments (Tab 4)
- Faculty Senate Report/Comments (Tab 5)

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 7 | New Business

- I. Procurement Policies and Procedures (Overview)**
- II. Procurements Exceeding \$25,000 to \$99,999 (Informational)**
 - a. 25Live (CollegeNet) \$61,237.54
 - b. Microsoft Unified (Microsoft Corporation) \$51,195.00
 - c. Access Codes (Vital Sources) \$38,551.31
 - d. Trio Bound – New York Trip
(Green Light Tour and Travel) \$33,495.00
 - e. Access Codes (McGraw Hill Education Inc) \$28,500.00
 - f. STEM Programs (Let’s Go Boys & Girls) \$27,000.00
 - g. Physical Education Roof Design
(Noelker & Hull) \$44,577.00
 - h. Computer Towers (Dell) \$29,400.00
- III. Procurement(s) exceeding \$100,000 (Vote)**
 - a. Auditing Services (SB & Company) \$ 173,148.44
 - b. Main Building Bathroom Renovations \$1,671,732.39
 - 4 bathrooms on the Ground Floor
 - 4 Bathrooms on the 1st Floor
 - 4 Bathrooms on the 2nd Floor
 - 2 Bathrooms on the 3rd Floor
- IV. Finance Update (Informational)**

PROCUREMENT AWARDS
Contracts, Modifications, and Renewals Options
\$25,000 to \$99,999

Contract No. / Contract Title	R95B5600017 25Live (CollegeNet)		
Description/Remarks: This is a continuous software maintenance contract for two-and-a-half-years for 25Live. 25Live is a management and scheduling program that allows staff to manage events at the College. It allows users to post class and event data to designate specific classrooms. CollegeNet is the only manufacturer and distributor of this product. This software is the only product of its kind that is compatible with the Banner system and has already been integrated into the College's ERP system.			
Procurement Method:	Sole Source	Category:	IT Services
Award Amount:	\$61,237.54	Contract Term:	01/01/2025 – 06/30/2027
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Information Technology Services	Fund Source:	06618 / 0852

Contract No. / Contract Title	R95P5600231 Microsoft Unified (Microsoft Corporation)		
Description/Remarks: This is for Microsoft Unified support services. It includes defined 24/7 technical support and service level agreements, escalation management, IT Health, Advisory Support, and Technical Training for any Microsoft products that BCCC licenses. This service supports all BCCC's infrastructure (servers, authentication, email, telephony) that runs on Microsoft services, and without a support agreement. This is through the Maryland Educational Enterprise Consortium.			
Procurement Method:	ICPA – MEEC	Category:	IT Services
Award Amount:	\$51,195.00	Contract Term:	12/19/2024 – 12/18/2025
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Information Technology Services	Fund Source:	06618/0852

Contract No. / Contract Title	R95P5600238 Access Codes (Vital Sources LLC)		
Description/Remarks: Access codes needed for the Spring 2025 semester. Textbooks are exempt from a formal procurement process as these are for retail purposes.			
Procurement Method:	Exempt	Category:	Commodities
Award Amount:	\$38,551.31	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Finance & Administration	Fund Source:	08801 / 0951

PROCUREMENT AWARDS
Contracts, Modifications, and Renewals Options
\$25,000 to \$99,999

Contract No. / Contract Title	R95P5600245 TRIO – Trip to New York (Green Light Tour and Travel, LLC)		
Description/Remarks: This is a grant funded trip provided to the students enrolled in TRIO. This trip is excluded from a formal procurement process as it falls under curriculum activities for students.			
Procurement Method:	Exempt	Category:	Services
Award Amount:	\$33,495.00	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Student Affairs	Fund Source:	03352/0916

Contract No. / Contract Title	R95P5600233 Access Codes (McGraw-Hill Education Inc)		
Description/Remarks: Access codes needed for the Spring 2025 semester. Textbooks are exempt from a formal procurement process as these are for retail purposes.			
Procurement Method:	Exempt	Category:	Commodities
Award Amount:	\$28,500.00	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Finance & Administration	Fund Source:	08801 / 0951

Contract No. / Contract Title	R95P5600218 STEM Programs (Let's Go Boys & Girls)		
Description/Remarks: Contract is to provide STEM programs for refugee youth programs under the various MORA grants that have been provided to the College. Contractor is pre-approved to provide these programs.			
Procurement Method:	Sole Source	Category:	Services
Award Amount:	\$27,000.00	Contract Term:	10/01/2024-09/30/2025
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	WDCE	Fund Source:	E9065/E9081 - 0812



PROCUREMENT AWARDS
Contracts, Modifications, and Renewals Options
\$25,000 to \$99,999

Contract No. / Contract Title	R95P5600279 Design Services for Physical Education Roof Replacement (Noelker and Hall)		
Description/Remarks: This is assigned task order under the Architectural and Engineering contract for design services to replace the roof on the Physical Education building			
Procurement Method:	Task Order	Category:	A & E
Award Amount:	\$44,577.00	Contract Term:	3-month
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Facilities	Fund Source:	07706/ 0873

Contract No. / Contract Title	R95P5600282 Computer Towers (Dell)		
Description/Remarks: Ordering 21 computer towers to replace the ones damaged in the LSB Fire. These are being ordered through Maryland Educational Enterprise Consortium (MEEC) hardware contract.			
Procurement Method:	ICPA	Category:	Commodity
Award Amount:	\$29,400	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Information Technologies Services	Fund Source:	06618 / 1134



BALTIMORE CITY COMMUNITY COLLEGE SSS TOUR
NEW YORK CITY

PROPOSAL & INCLUSIONS- UPDATED 11/12/2024

Your Awesome trip Proposal to New York City

Destination: New York City

Trip Dates: April 14 - 16, 2025

SSS Only Passengers: 25 students (double occupancy) + 4 staff (single occupancy)

Total Price: \$33,495.00

Transportation

Deluxe Motorcoach to/ from New York City

Accommodations

2 Nights at a Student Friendly Hotel- Hilton Newark Airport (or similar if no longer available at time of booking)

Meals

2 Breakfasts (Hotel)

3 Lunches (\$20 Jassby Debit Card)

3 Dinners (2 Restaurants & 1 Jassby Debit Card (en route home))

Campus Visits Pending Availability

Fashion Institute or Parson's School of Design Campus Tour

Columbia University Campus Visit

Attractions (pending confirmation)

African Burial Ground National Monument

Today Show

Central Park

Rockefeller Center

Summit One

NYC Neighborhoods & Boroughs

Broadway Show

Harlem Market

Apollo Theatre

GL Travel Benefits

Professional Full Time Tour Director/ Guide with your Group

Nighttime Security at the Hotel

24/7 Emergency Service and Phone Number on Lanyards

Health/Accident Insurance

General Liability Insurance

Customer Trust to Protect your Investment

Dedicated Tour Liaison Assigned to your Tour- Top Customer Service!

Member of SYTA and ABA

Your Awesome Itinerary to New York City

Day 1: Monday, April 14, 2025:

Breakfast on own (or from home)
8:00AM Depart for NYC
12:00PM Arrive NYC
Meet GL Travel Tour Director/ Guide who will be with the group though out your entire stay in New York.
Lunch with \$20 Jassby Debit Card
Guided tour of Central Park
Explore Rockefeller Center (exterior)
African Burial Grounds National Monument
Dinner at Sbarros
Summit One Experience
9:00PM Hotel Check in- Hilton Newark Airport (or similar if no longer available at time of booking)
Nighttime Security (each evening)

Day 2: Tuesday, April 15, 2025

Breakfast at Hotel
The TODAY Show
Guided Tour of Lower Manhattan
Neighborhoods -Soho, Little Italy, Chinatown, Greenwich, East Village
Lunch with \$20 Jassby Debit Card
Fashion Institute of Technology or Parson's School of Design
Guided Tour of Midtown
Dinner at Hard Rock Café
Broadway Show- Requesting Hell's Kitchen or MJ the Musical
Return to Hotel

Day 3: Wednesday, April 16, 2025.

Breakfast at Hotel
Guided Tour of Upper Manhattan
Neighborhoods
11:00AM Apollo Theatre Tour
Lunch with \$20 Jassby Debit Card at the Harlem Market
2:00PM Columbia University (or other)
GL Travel Tour Departs
3:30PM Depart for home
Dinner with \$25 Jassby Debit Card
8:00 PM Arrive home- W

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE – FINANCE COMMITTEE
ACTION ITEM
February 13, 2025**

Contract ID: R95B5600018
Auditing Services (Statewide Contract)

Contract Description: This contract provides the College with auditing services established under the statewide audit contract for all state agencies including the higher education.

Awardee: SB & Company, LLP; Owings Mills, MD
(MBE) (Certified Small Business)

Contract Award: \$173,148.44

Contract Term: 03/01/2025 - 02/28/2030

Procurement Method: Task Order (Statewide Contract)

MBE Goal: 35%

Requesting Remarks: The Comptroller’s General Accounting Division is responsible for maintaining the State’s accounting records and producing the Annual Comprehensive Financial Report. An audit of the State’s financial reports must be conducted each year by an independent accounting firm and an opinion must be provided by the independent auditor as to whether the financial statements were prepared in accordance with Generally Accepted Accounting Principles and fairly represent the financial condition of the State of Maryland. The State’s ability to obtain and maintain an AAA bond rating is closely tied to the Comptroller’s ability to produce quality financial statements and the receipt of an unmodified opinion from our independent auditor.

Under the statewide contract that was awarded on February 12, 2025, SB & Company was awarded a 5-year engagement to perform all auditing services for the College and the WBJC radio station.

The engagement will include the following audits (annually):

- College’s Financial Statements
- WBJC Radio Station Financial Statements
- 2 C.F.R. 200 Audit (Single Audit)
- Enrollment Opinion
- Annual Financial Report, CC-4 Form
- Annual Financial Report, CPB Form (WBJC Compliance)

Fund Source: 100% Operation Fund

BOARD OF TRUSTEES ACTION	THIS ITEM WAS:
APPROVED	DEFERRED
DISAPPROVED	WITHDRAWN
WITH DISCUSSION	WITHOUT DISCUSSION

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE – FINANCE COMMITTEE
ACTION ITEM
February 13, 2025**

Contract ID: Main Building Bathroom Renovations

Contract Description: This contract provides for a contractor to renovate the bathrooms in the main building on the Liberty campus.

Awardee: Centennial Contractors Enterprises, Inc

Contract Amount: \$1,671,732.39

Contract Term: 270 calendar days from Notice to Proceed

Procurement Method: Task Order (DGS Contract)

MBE Goal: 30%

Requesting Remarks: The College seeks approval to proceed with the contract award under the Maryland Department of General Services (DGS) Job-Order Contract (JOC) awarded to Gordian Company for the renovation of 14 bathrooms in the main building, ensuring they meet current codes.

The scope of work encompasses a complete renovation of the bathrooms, including the removal of existing fixtures and tiles. The project will expand the stalls to ensure ADA compliance and add changing tables for children. The renovated bathrooms will feature a modern look and feel.

DGS, in collaboration with Gordian, has designated Centennial Contractors Enterprises, Inc. to perform the work for this project. Centennial Contractors has committed to exceeding the assigned MBE goal of 30% by allocating 50% of the work to MBE subcontractors.

This contract award is contingent upon approval from both the Maryland Department of General Services and the Maryland Board of Public Works.

Fund Source: Deferred Maintenance

BOARD OF TRUSTEES ACTION

THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION



Monthly Financial Performance Snapshot Report
Appropriation Year 2025
 as of February 2025

Total Revenue by Appropriated Fund

Revenue Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	31,143,382	\$ 52,558,232	51,112,655	1,445,578
Restricted	21,610,084	8,925,233	\$ 14,487,288	16,602,232	-2,114,944
Total Revenue AY25	86,508,631	40,068,615	67,045,521	67,714,887	-669,366

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	31,143,382	\$ 32,337,057	30,408,893	1,928,163
Restricted	21,610,084	8,925,233	\$ 8,892,106	12,285,382	-3,393,277
Total Expenses	86,508,631	40,068,615	41,229,162	42,694,276	-1,465,113

	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
Net Surplus	0	0	25,816,358	25,020,611	795,747

Year-over-Year (YoY) Revenue Comparison

Revenue Sources	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
Unrestricted Revenues	65,088,071	31,143,382	52,558,232	51,112,654	1,445,577
Board of Estimates - Unrestricted	600,000	250,000	0	600,000	-600,000
Bookstore Revenue	935,232	389,680	1,245,222	889,300	355,923
Consolidated Fees	1,050,559	437,733	947,895	883,488	64,407
Credit Tuition	9,251,716	3,854,882	8,758,450	7,185,441	1,573,009
Facilities Capital Fees	109,971	45,821	95,282	85,492	9,790
Investment Income	514,604	214,418	1,391,983	1,232,934	159,048
Local Contract	189,524	78,968	189,524	0	189,524
Non-Credit Fee Revenue	420,610	175,254	910,510	337,506	573,004
Non-Credit Tuition	750,000	312,500	723,580	396,820	326,760
Other Fee Revenue	0	0	19,132	5,409	13,723
Other Revenue	0	0	-31,946	-115,306	83,360
Parking and Transportation	34,719	14,466	6,392	9,048	-2,657
Real Estate Lease Income	1,569,908	654,128	1,114,834	1,276,252	-161,418
Registration Fee	299,995	124,998	275,990	204,412	71,578
State Appropriation	48,280,224	24,140,112	36,210,168	37,368,535	-1,158,367
Technology Fees	700,000	291,667	631,930	589,134	42,796
Tower Rental Income	131,092	54,622	44,611	142,499	-97,888
Transcripts	39,084	16,285	19,332	17,530	1,802
Vending Machine Commission	0	0	5,343	4,160	1,183
WBJC Asset Agreement	210,833	87,847	0	0	0
Restricted Revenues	21,420,560	8,925,233	14,487,288	16,602,232	-2,114,944
Deferred Maintenance	0	0	0	2,091,702	-2,091,702
COVID Relief	0	0	0	3,820,165	0
Federal Grants	14,266,708	5,944,462	7,455,118	6,251,117	1,204,001
Indirect Cost - Other	117,800	49,083	0	0	0
Other Restricted Revenue	0	0	63,452	125,919	-62,467
Private Gifts, Grants & Contracts	495,167	206,320	0	0	0
RYP - Artworks	0	0	0	3,500	0
State and Local Grants	4,874,323	2,030,968	3,506,900	2,996,284	510,615
Student Activities	0	0	25	0	25
WBJC	1,666,562	694,401	3,461,794	1,313,544	2,148,249
Total Revenue AY25	86,508,631	40,068,615	67,045,520	67,714,886	-669,366

Expenditure by Category

Description	Object	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Labor: PIN Salaries	01	19,914,153	19,096,487	817,666	4.3%
Labor: Contractual Employees	02	4,839,727	4,058,420	781,307	19.3%
Communications	03	21,661	46,966	-25,305	-53.9%
Travel	04	145,869	129,864	16,005	12.3%
Utilities	06	895,398	742,431	152,967	20.6%
Motor Vehicle	07	71,693	141,073	-69,380	-49.2%
Contractual Services	08	3,714,446	3,532,241	182,206	5.2%
Supplies	09	4,039,196	2,808,840	1,230,356	43.8%
Replacement Equipment	10	22,606	918,095	-895,490	-97.5%
New Equipment	11	74,601	613,567	-538,966	-87.8%
Scholarships and Fellowships	12	5,710,325	7,753,602	-2,043,276	-26.4%
Fixed Expenses	13	1,774,003	1,652,964	121,039	7.3%
Deferred Maintenance	14	5,485	1,199,727	-1,194,242	-99.5%
Total Expenses AY25		41,229,162	42,694,276	-1,465,113	-3.4%

Current Expenses by Division

Division	Budget	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Academic Affairs	21,425,318	10,200,980	10,988,091	-787,111	-7.2%
Administration & Finance	17,400,053	10,383,835	10,011,685	372,150	3.7%
Advancement & Strategic Partners	1,512,726	552,557	464,513	88,044	19.0%
College Wide	5,691,187	1,631,346	4,450,115	-2,818,769	-63.3%
Information Technology	4,800,389	3,381,993	2,064,968	1,317,026	63.8%
Institutional Research & Strategic Priorities	878,455	478,206	488,581	-10,376	-2.1%
President's Office (Executive)	1,443,433	655,745	615,814	39,932	6.5%
Student Affairs	18,635,851	9,334,733	9,386,626	-51,893	-0.6%
WBJC	2,075,968	796,438	631,971	164,467	26.0%
WDCED	12,645,251	3,813,329	3,591,912	221,417	6.2%
Total Expenditures	86,508,631	41,229,162	42,694,276	-1,465,113	-3.4%

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 8 | College Policies

- None

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 9 | Presentations

- Enrollment Update
- Information Technology Systems/ERP Update

Board of Trustees Meeting

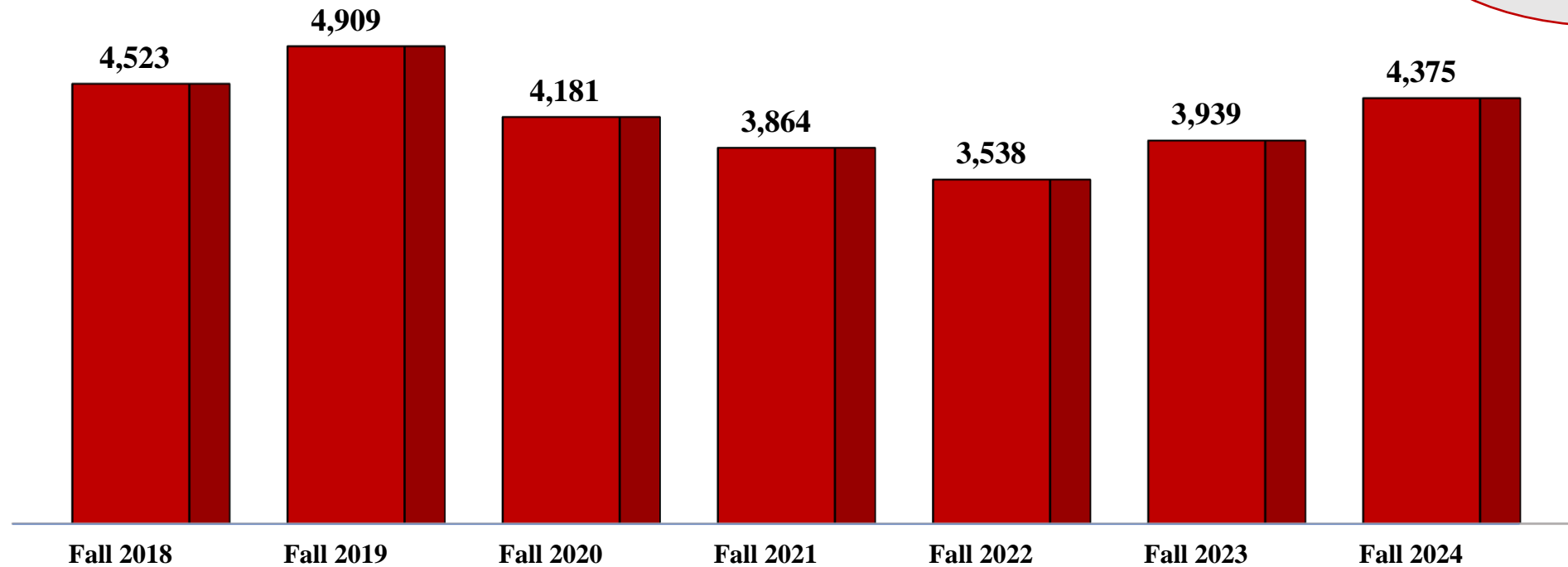
Wednesday, February 19, 2025

Enrollment Report

Realignment Task 5

Enrollment & Recruitment Planning

Fall 2018 – Fall 2024
Credit Headcount

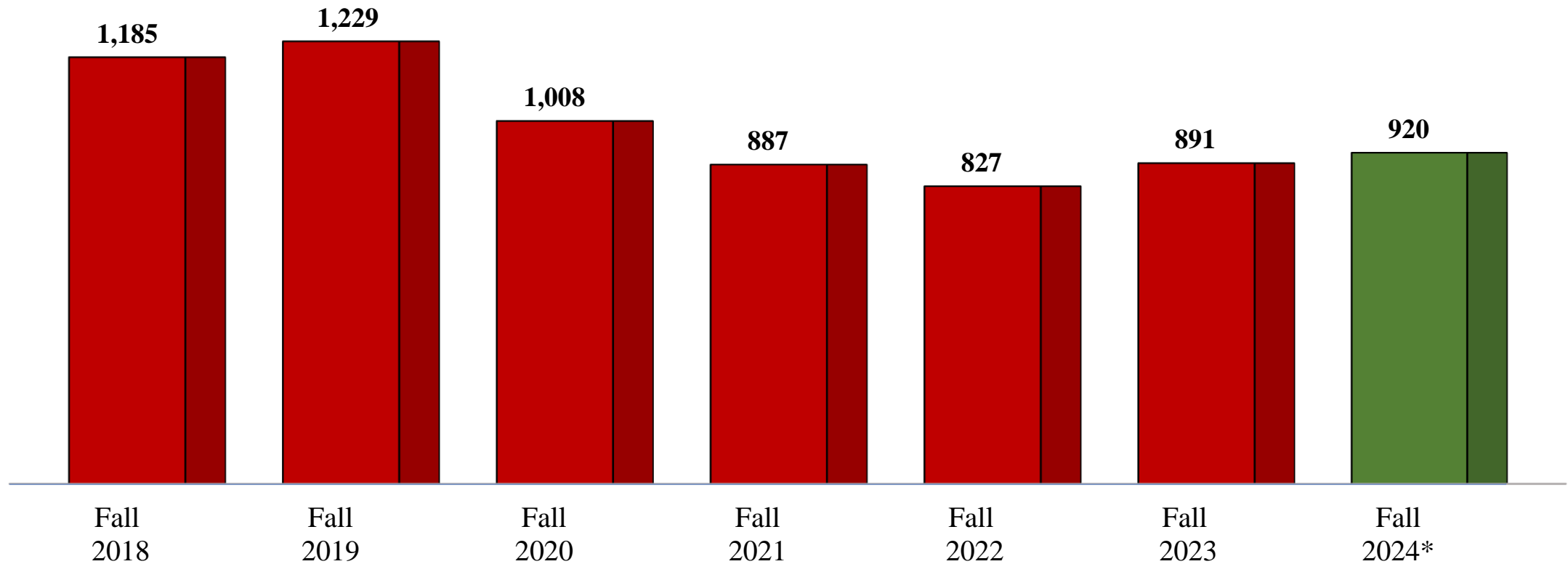


Fall 2024 headcount is 11.1% above the Fall 2023 final headcount.

Realignment Task 5

Enrollment & Recruitment Planning

Fall 2018 – Fall 2024*
Eligible Credit FTEs



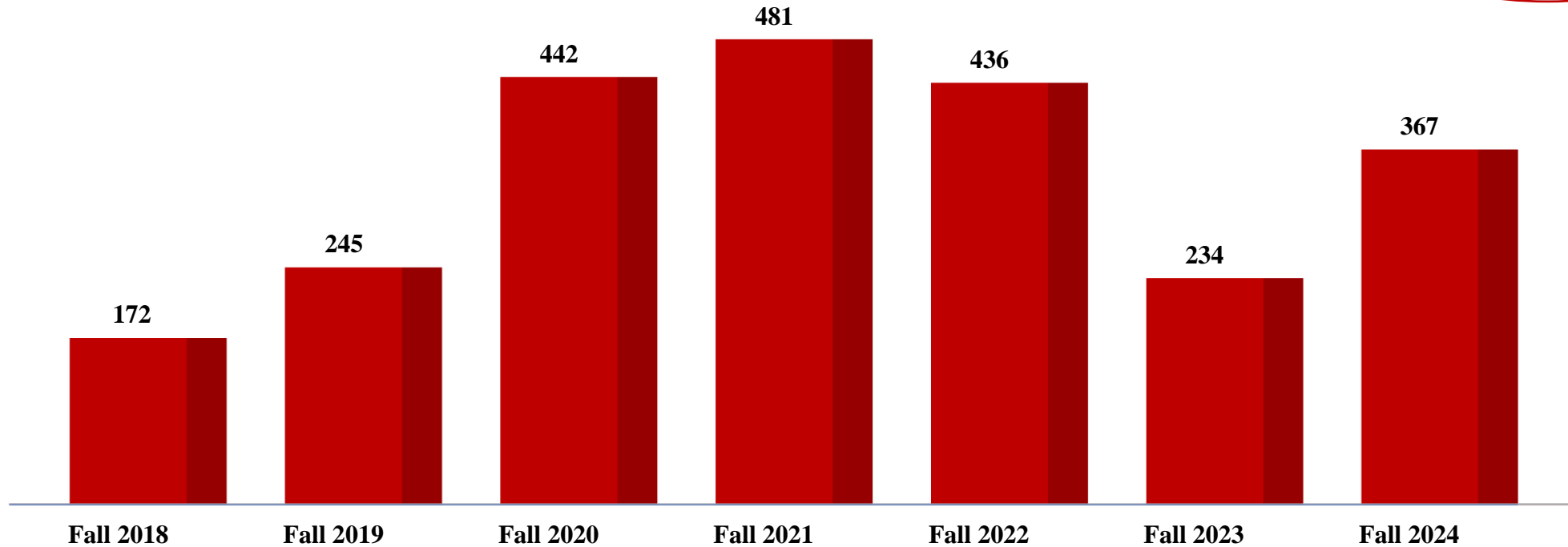
Source for Fall 2018 – Fall 2022 BCCC audited CC-2 Credit FTE Reports submitted to MHEC and Student Information System; Fall 2023 is unaudited.

* Fall 2024 is an estimate based on the Fall 2024 Enrollment Information System file and ratio of eligible FTEs. | BCCC Office of Institutional Research

Realignment Task 5

Enrollment & Recruitment Planning

Fall 2018 – Fall 2024
Dual Enrollment (All) Headcount



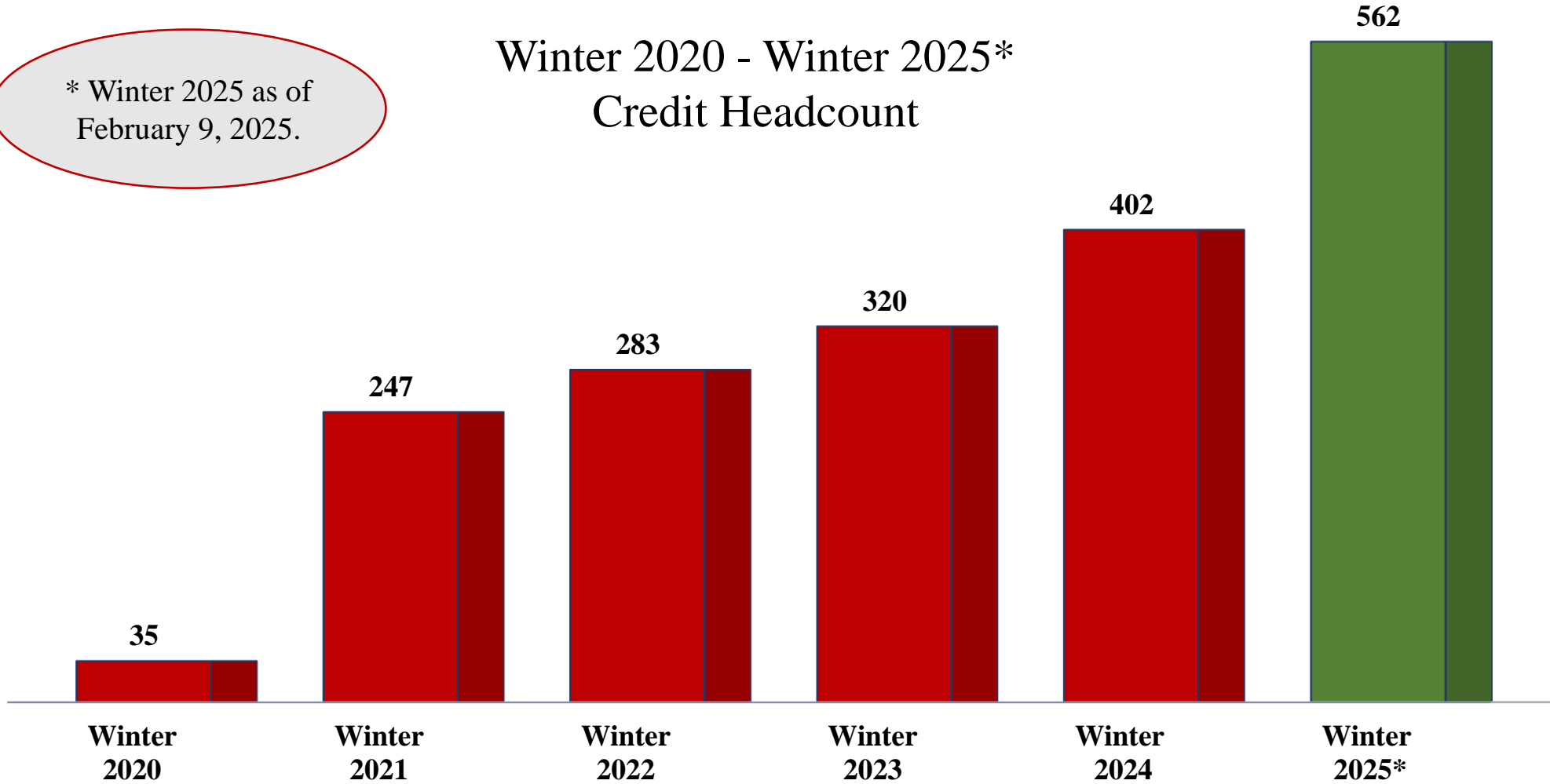
Fall 2024 dual enrollment headcount is 33.3% above Fall 2023.

Realignment Task 5

Enrollment & Recruitment Planning

* Winter 2025 as of February 9, 2025.

Winter 2020 - Winter 2025* Credit Headcount



Realignment Task 5

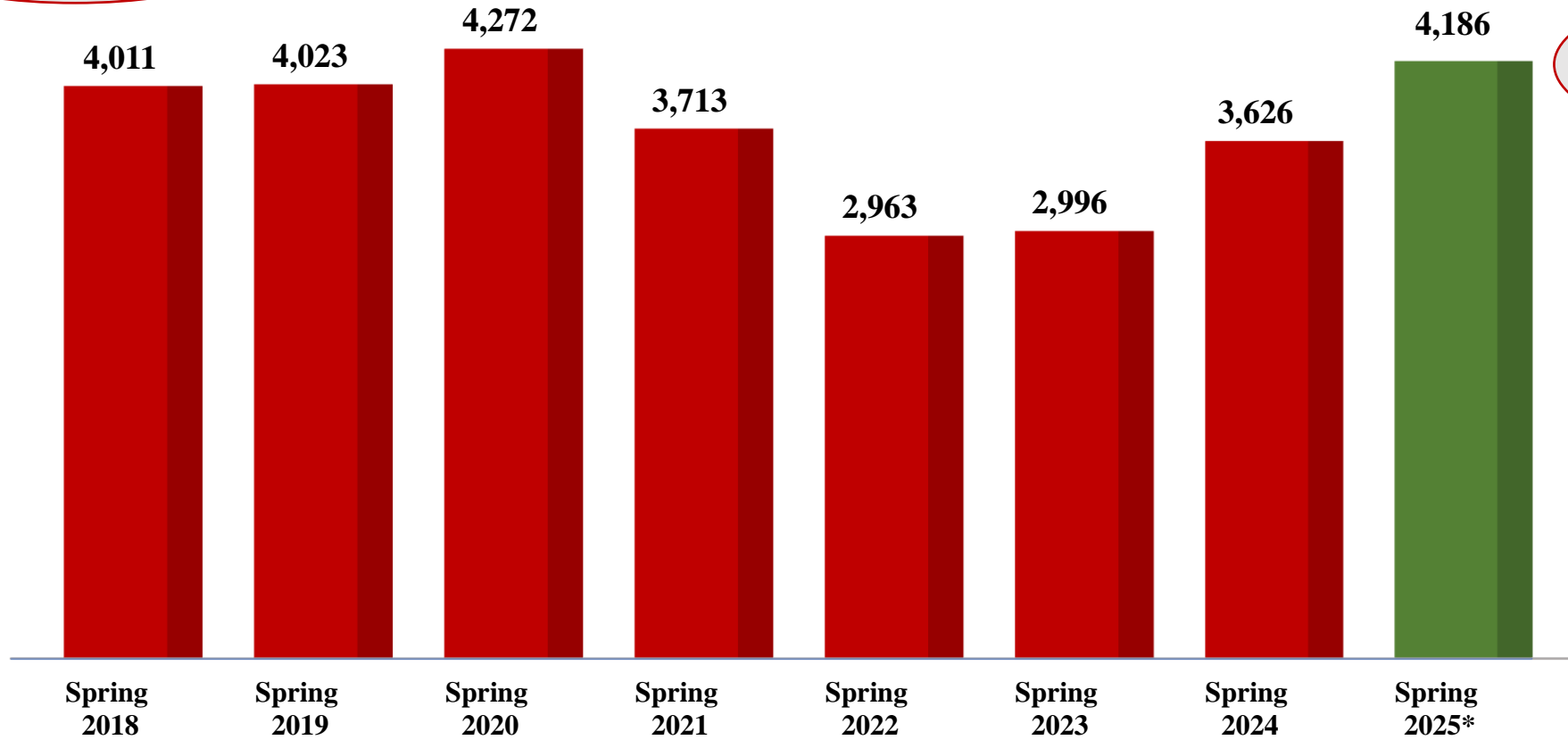
Enrollment & Recruitment Planning

Spring 2018 – Spring 2025*
Credit Headcount

* Spring 2025 as of
February 15, 2025.

Registration remains
underway through
March 13, 2025.

The first day of Spring
2025 classes was
January 13, 2025.

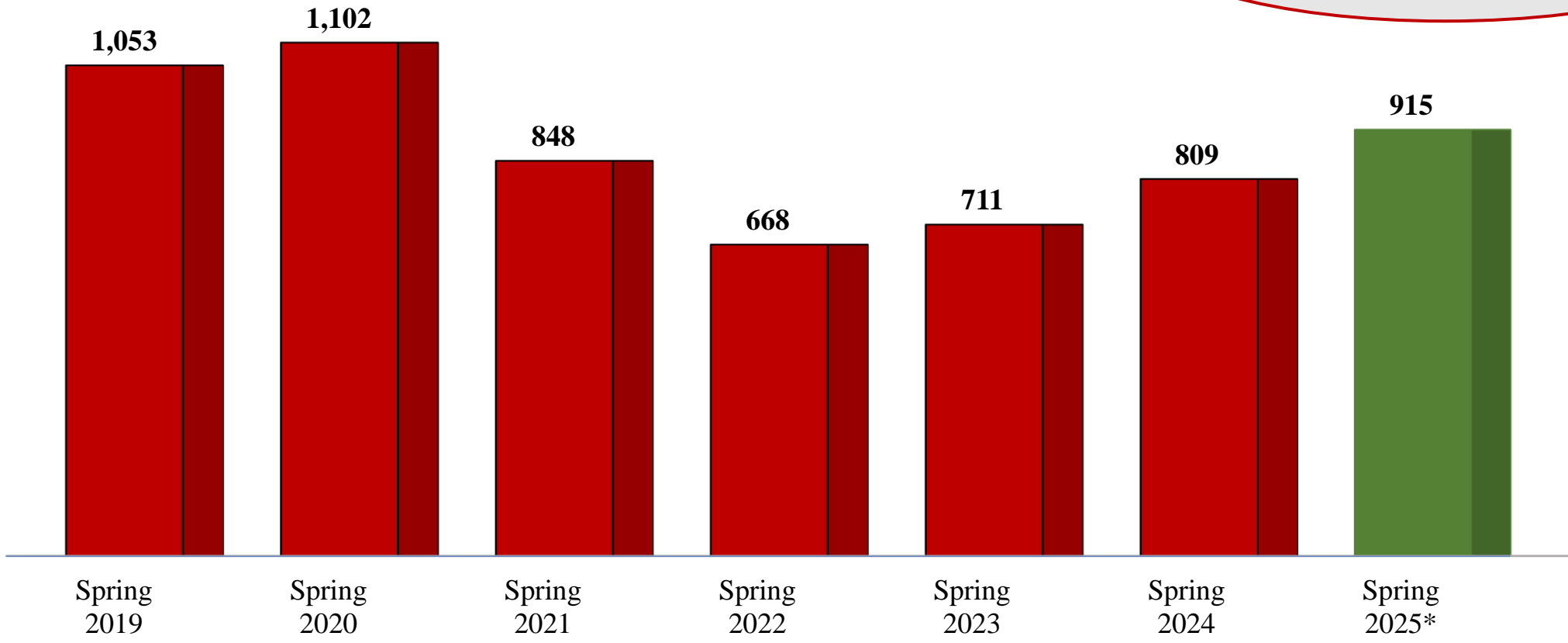


Realignment Task 5

Enrollment & Recruitment Planning

Spring 2019 – Spring 2025*
Eligible Credit FTEs

*Spring 2025 is an estimate as of February 15, 2025



Source for Spring 2019 - 2023 BCCC audited CC-2 Credit FTE Reports submitted to MHEC and Student Information System; Spring 2024 is unaudited.

*Spring 2025 is an estimate based on registration activity as of February 15, 2025. | BCCC Office of Institutional Research

Realignment Task 5

Enrollment & Recruitment Planning

Outreach & Engagement

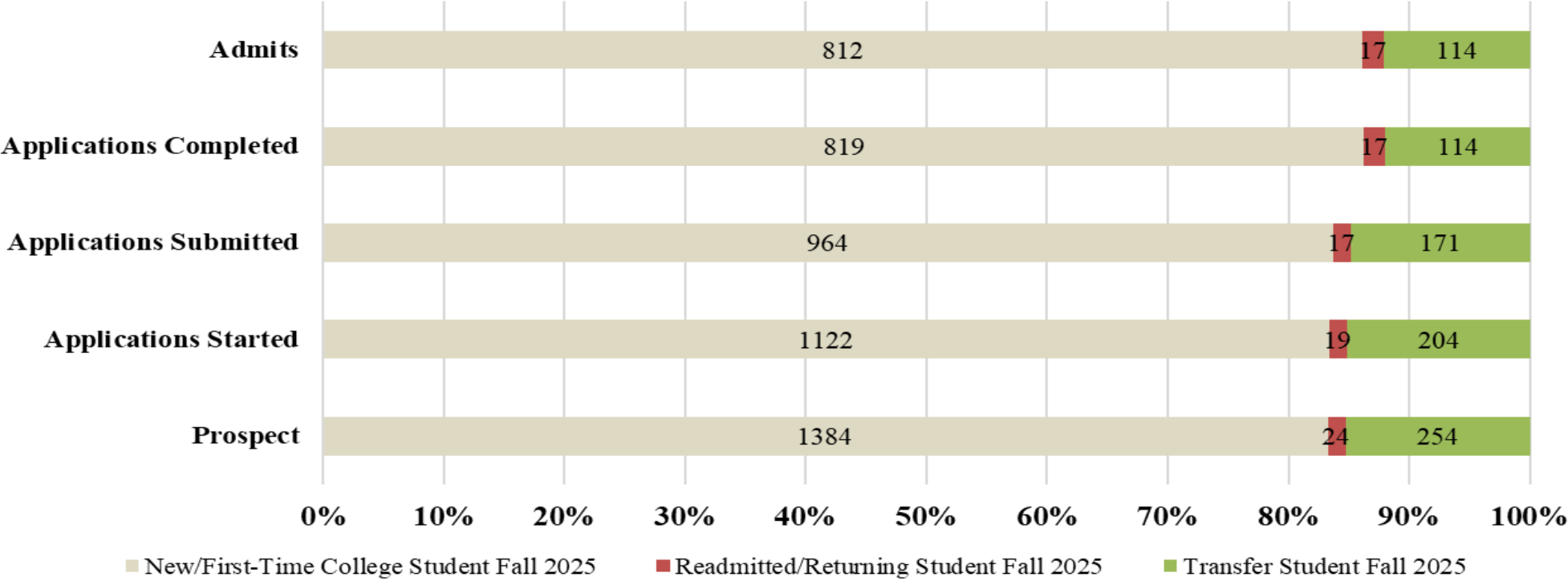
- The number of recruitment events increased to 4.35 percent in 2024-2025 compared to 2023-2024.
 - More than 120 events completed/scheduled
- New partnerships with high schools and organizations have been established that include, but are not limited to:
 - Cristo Rey Jesuit High School
 - Mount Claire Christian Academy
 - Girl Scouts of Central Maryland
 - Seeds 4 Success
 - Success Academy High School

Realignment Task 5 Enrollment & Recruitment Planning

Application Funnel

*Admissions will complete an analysis to determine the decrease (14.08%) in number of applications started to applications submitted.

Fall 2025 Applicants



Realignment Task 5

Enrollment & Recruitment Planning

Fall 2025 Applications by County

- New First Time College Students - Admitted
 - 813 completed applications
- Top 3 City/Counties
 - **Baltimore City** – 566
 - Zip codes with highest number of applicants
 - 21215- 83
 - 21216- 49
 - 21229- 43
 - 21206- 43
 - **Baltimore** – 89
 - **Prince Georges** - 27

County	# of Students
Alleghany	3
Anne Arundel County	23
Baltimore	89
Baltimore City	566
Calvert	5
Carroll	9
Cecil	4
Charles	6
Dorchester	4
Frederick	5
Garrett	1
Harford	14
Howard	11
Kent	1
Montgomery	26
Prince Georges	27
Queen Annes	2
Somerset	7
Talbot	4
Ventura	1
Washington	1
Wicomico	2
Worcester	2

Realignment Task 5

Enrollment & Recruitment Planning

Recruitment Strategies

- Expand territories
 - Surrounding counties: Anne Arundel, Prince Georges and Howard County
- Build brand awareness
- Improve the customer service experience
 - Implement digital communications in CRM Recruit
 - Text Message Utilization
 - Implement Upload Feature in CRM Recruit

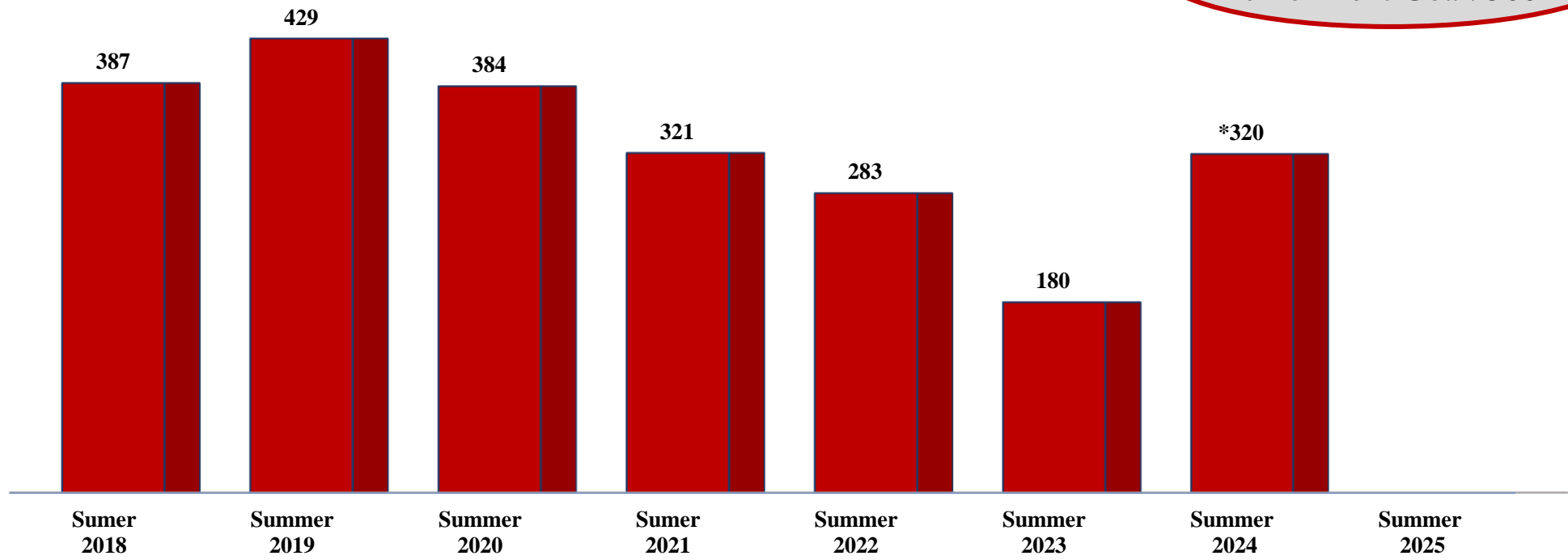
Realignment Task 5

Enrollment & Recruitment Planning

Mayor's Scholars Program

Summer 2018 - Summer 2025*
Headcount

* Summer 2025
enrollment Goal: 500



*The figure provided for Summer 2024 is an estimate. MSP staff are completing a reconciliation and the final figure will be provided at the end of the review.

Source: BCCC Enrollment Information System files and Student Information System. | Office of Institutional Research

Realignment Task 5

Enrollment & Recruitment Planning

Mayor's Scholars Program

2025 Summer Bridge Goal: 500 students

Recruitment Strategies

- Conduct in-person and virtual workshops
- Visit high school and organizations in Baltimore City and County
- Expand territory to surrounding counties
- Email MSP Summer Bridge Flyer to high schools & community partners
- Increase social media and website presence

Realignment Task 5

Enrollment & Recruitment Planning

Questions?

Realignment Task Update #9

“Address the information technology (IT) and infrastructure needs of BCCC”



Mr. Ishwor Aryal

Director, Enterprise Applications

Date: February 18, 2025

ERP Project Status

Operation and Maintenance (O&M) Phase

Phase is essential for the long-term success and sustainability of the ERP project, ensuring it remains functional, efficient, and secure

Project Operation

- Ensure the system is actively used in a live environment, monitoring system performance, to meet user needs, & make adjustments.
- Provide support to users, addressing their queries, & resolving any issues.
- Provide training sessions for users to ensure they are proficient in using the system & aware of new features or updates.

ERP Project Status

Project Maintenance

- Fixing any issues/bugs reported by user community as they perform daily operations in Banner.
- Enhancing the system's functionality based on user feedback, available features, and business requirements.
- Regularly updating and optimizing the system to prevent future issues.
- Corrective measures for data accuracy by performing data analysis, data auditing, and data source process improvements (Student Applications, HR system).

ERP Project Status

What is BCCC doing to be successful?

- Partnered with Ellucian Advisory Services to improve ERP modules (Students, Financial Aid, Human Resources, ITS, Finance, Workforce and Continuing Education).
- Established priorities driven by Cabinet members.
- Stakeholder meetings held in each area to address operational challenges, training and report needs, and process improvements.
- Identifying & implementing new features and functionalities such as Banner Online Forms, Workflow approval, Electronic Document Management System, Reporting Dashboards, Curriculum Management, Degree Works, Experience Portal.

Advisory Services – Human Resources Priority

Gross Pay Integration with the MD Central Payroll

State of MD is requiring all agencies to process their payroll in their ERP system and send the Gross Pay information to the state per pay period.

- Impact of not having this process in place on time: BCCC employees will not get paid by the State system.
- BCCC is closely working with Advisory Services and MD Central Payroll Bureau (CPB)
 - Due Date: March 2025
 - Status: First Draft Under Review

Advisory Services - Institutional Priority

End User Training

Effective and efficient ways to offer end user trainings through Professional Development sessions and targeted user group trainings.

- Time Sheet submission training for staff and supervisors is ongoing
- Student Attendance Tracking for faculty is being planned
- Administrative functions (Admissions, Financial Aid, Finance, Procurement, Human Resources, Students) trainings are being conducted by Advisory Services during the weekly engagements

Advisory Services – WDCE Priority

WDCE Process Improvement

Workforce and Continuing Education (WDCE) division is conducting majority of their operations (student registration, student billing, instructor contract processing) in legacy system.

- WDCE, ITS, and Advisory Services are building solutions to streamline daily operations in Banner
- Data will be centrally stored in Banner for easy access to WDCE data.
- Planned timeframe for the decommission of legacy system that does not comply with the State and the Federal data security mandates.

Next Phase – Project Closure w/ MD DoIT

BCCC ERP project is scheduled to close with the MD DoIT by 06/30/2025.

What does this mean to BCCC?

- The College achieved the major milestone based on the goals and objectives defined in the ERP project scope.
- The state oversight body has full confidence that post project activities will be managed (business process improvements, new features and functionality implementation, system maintenance, user training, process documentation etc.
- BCCC will continue to partner with the State and Ellucian Advisory Services requiring additional resources.

Technology Modernization

Phase II of Disaster Recovery (DR) Project - Realignment Task 9

The Disaster Recovery Project - collaboration between the ITS infrastructure team, multiple vendor partners, and the Maryland Department of IT.

- Partnered with MD DoIT and external service providers to build failover infrastructure.
- Once fully deployed, BCCC infrastructure will have full cloud redundancy.
- In the event of a service interruption to the main campus data center, ITS will be able to fail services over to the redundant cloud site with minimal downtime.
- Full disaster recovery tests will be scheduled on an annual basis to address prior audit concerns.
- Expected to be completed by the end of FY2025

Questions?

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 10 | President's Report

- A. Operational Update
 - B. Realignment Tasks Update
-

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – February 2025

CABINET UPDATE

Vice President for Academic Affairs

Personnel

Academic Affairs conducted interviews for several key positions including Assistant Professor and Program Coordinator of Education, Nurse Lab Manager, Dean of the School of Nursing and Health Professions. Two of the three positions have been successfully filled; for the Dean of the School of Nursing and Health Professions, it is anticipated that the position will be filled this month.

Advising and Peak Registration

Deans and Associate Deans assisted with advising and registration during peak registration to support students selecting the appropriate courses based on degree requirements and educational plans. By providing additional support to students and the Student Affairs staff, students made informed decisions that coincide with their academic and career goals.

General Education Committee

The General Education Committee co-chairs met with the Director of Assessment to discuss and clarify the approach to charge two listed below.

Charge Two

To recommend an assessment plan for data collection that will be used for continuous improvement.

The staff explored practical and achievable strategies to ensure that all efforts align with institutional goals and committee charge while remaining feasible and realistic. The discussion focused on identifying clear steps forward, considering available resources, and refining the approach to ensure meaningful and effective outcomes regarding the assessment of General Education courses. It was noted that an assessment plan exists and can be found in the Assessment Guide, which will serve as a valuable reference to the Committee.

Professional Development and Training – CLT 100 – Computer Literacy (Revised Course)

Professional Development and training continued for faculty assigned to teach the newly revised CLT 100 course. The training was facilitated by the Program Coordinator Business Administration transfer program who also led the course redesign team. The Program Coordinator holds a distinguished certification as a Quality Matters Higher Education Reviewer giving him practical experience in maintaining the utmost standards in the design of online, face-to-face, and hybrid courses. The primary focus of the training was refining teaching strategies to enhance student learning outcomes and promote student success. The targeted training also included instructional strategies for creating an engaging and supportive learning environment that aligns with the course's updated objectives. As new CLT 100 faculty are onboarded, the faculty will receive comprehensive training to ensure success in the classroom. This includes comprehensive training on the SimNET platform, equipping faculty with the technical skills needed to effectively integrate the tool into teaching and learning.

Learning Commons and Bard Library Renovation Construction Workshop #3

Members of the Academic Affairs leadership team participated in the BCCC Commons and Bard Library Renovation Construction Workshop #3 along with staff from other key areas of the College, contributing to discussions that will shape the future of this essential campus space. The workshop focused on several key areas, including space program development, which aims to create a functional and flexible environment that meets the

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evolving needs of students and faculty. Guiding principles were reviewed to ensure the design aligns with the institution's mission. The development of a tabular space program outlined specific spatial needs including academic support areas, study spaces, technology integration, and student engagement zones, while considering adjacencies to optimize accessibility and workflow. Workshop attendees also explored various concept options including the Knowledge Tree, which symbolizes the growth and interconnectedness of learning; Ascension, representing upward progress and academic achievement; and Pulse, emphasizing energy, movement, and dynamic student experience. These concepts will guide the renovation design to create a functional space that enhances learning, research, and student success.

Assessment

The Academic Affairs leadership team members joined a meeting hosted by the Office of Institutional Effectiveness, Research and Planning to discuss effective integration of assessment data into the new assessment tool, Strategic Planning Online (SPOL). The meeting provided valuable insights into the process of incorporating the data into the College's assessment process and enhancing the strategic planning process and e

Academic Engagement and Partnerships

The College is in the process of reviewing agreements with:

- University of Maryland Global Campus for the Transfer Alliance
 - o All applicable programs
- University of Baltimore
 - o Arts and Sciences Transfer, Science concentration, AA to Forensic Studies, BS
- Old Dominion University Global
 - o Addiction Counseling, AAS and Allied Human Services, AAS to Human Services, BS
- Park West Medical Center
 - o Dental Hygiene, AAS

Baltimore City Community College

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CABINET UPDATE

Interim Vice President, Student Affairs

RECRUITMENT & ADMISSIONS

From December to January, Admissions engaged with various high schools and community partners. The Recruiters and Mayor’s Scholars Program staff participated in seventeen recruitment activities.

Recruitment efforts increased by 4.35 percent (110 events) compared to February 2024, with 70 events planned. The college continues to expand its territory with new partnerships that expand Baltimore City high schools including, but not limited to private high schools and organizations, such as *Mount Claire Christian Academy, Cristo Rey Jesuit High School, Girl School of Central Maryland, Pikesville High School, iMentor Baltimore, and Keys Empowers.*

Recruiters actively engage with external partners by contacting high school/nonprofit organizations/middle schools and other community partners to schedule on-campus and/or off-campus visits. The recruiters in collaboration with MSP are promoting the summer bridge program to all external partners.

The Admission Consultant in collaboration with the Interim Vice President for Student Affairs works closely with recruiters to improve recruitment strategies and streamline technical processes in the CRM Recruit system.

The Veterans Coordinator position has been filled. The new Veterans Coordinator started at BCCC on January 8, 2025. The Interim Vice President for Student Affairs and Consultant are actively recruiting to fill 3 vacant positions in Admissions: Office Specialist, and 2- Data Entry Clerks.

Recruitment Activities

Date of Event	Organization/School	Event Type
12/2/2024	Mount De Sales Academy	Information Session
12/3/2024	Individual Tour	Campus Tour
12/3/2024	Pikesville High School	Information Session
12/5/2024	Success Academy High School	Information Session
12/6/2024	Individual Tour	College Tour & Information Session
12/7/2024	MTM College Fair	Information Session, College Fair
12/7/2024	Donate for a Cause: BCCC Cares Community Clothing Drive	Community Event
12/7/2024	Baltimore Metropolitan Alumnae Chapter of Delta Sigma Theta Sorority, Inc.	Information Session
12/10/2024	Success Academy High School	Information Session
12/11/2024	Forest Park HS	Information session
12/11/2024	Green Street Academy	Application Session / Dual Enrollment
12/16/2024	Baltimore City Schools Engagement event	Information Session
1/22/2025	Patterson High School	Information Session

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1/23/2025	Paul Laurence Dunbar High School	Dual Enrollment Application Session
1/24/2025	Forest Park High School	Dual Enrollment Application Session
1/24/2025	Mayor's Office (MONSE)	Community Event
1/31/2025	Patterson High School	Information Session

Admission Operations

	Number of Students
December	124
January	328

Enrollment

Spring 2025

The Spring 2025 registration started on November 11, 2024. As of February 15, 2025, 4,186 students are registered. The Spring 2025 enrollment increased by 15.44 percent, compared to Spring 2024, with 3,626 students enrolled. The last date to register for Spring classes is March 13, 2025.

Spring New Student Orientation

The New Student Orientation for Spring 2025 was held virtually on January 11, 2025. A total of 165 students registered for the orientation. Out of the 165 registrants 95 attended (58.74% yield rate) the event.

Also, 39 new international students enrolled at BCCC for the Spring 2025 term. These new students are from 7 Countries: Congo, Jamaica, Kenya, Nepal, Nigeria, Pakistan, and Turkey. The New International Student Orientation was held on January 9, 2025. A total of 34 new students attended in-person.

Process Improvements

The Office of Admissions meets weekly with Ellucian Advisory services. During the weekly meetings several items have been discussed for system improvements that include, but are not limited to:

- Creating the recruiter dashboards in CRM Recruit
- Reviewing/updating supplemental items in CRM Recruit
- Enable Upload Feature in CRM Recruit
- Discuss Activating Banner Supplemental Screen/Features for Admissions once the applicant has been admitted
- Activate Manage Events feature in CRM Recruit
- Creating and assigning territory maintenance for recruiters

Also, the internal workflow process for the Dual Enrollment Application process has been streamlined. Admissions is working to develop communication workflows for applicants and enable the upload feature to allow applicants to submit documents online.

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MAYOR'S SCHOLARS PROGRAM (MSP)

In December 2024 and January 2025, MSP engaged with students who presented for various reasons:

- Academic advising
- Weekly class/grade check in
- Add/drop courses & schedule changes
- Student referred services
- Withdrawal from classes

	Number of Students
December	49
January	122

Summer Bridge Program

In collaboration with the Office of Admissions, MSP is engaging with high schools and community partners (i.e. CASA de Maryland) to promote the 2025 Summer Bridge Program. External communications, virtual and in-person meeting dates have been set for students/parents to attend and apply to BCCC, and youth works. Admissions recruiters and MSP staff are actively visiting high schools in Baltimore City and County to promote the MSP.

The recruitment goal for the 2025 Summer Bridge Program is 450. Currently, 21 students have completed an application and indicated their interest in MSP for Summer 2025. Also, 103 students have completed a Fall 2025 application expressing interest MSP. MSP staff are actively engaging with these students for the summer bridge program and youth works.

Strategic Initiatives

In January 2025, MSP introduced weekly Zoom sessions focused on registration, FAFSA, connecting students with campus resources, and pathways for navigating college, time management, and tools for success.

MSP is continuing to focus on grade improvement and retention and staff monitor the student progress and communicate with students. Students not performing well met with MSP staff to discuss interventions and strategies. Also, the MSP Director in collaboration with the Interim Vice President for Student Affairs are developing the scope of work for embedded tutors within MSP. Embedded tutors work closely with students to identify areas of concern and develop strategies for success.

MSP continues to host the monthly Panther Talks series; the last Panther Talks focused on “Balancing and Navigating College and Life After BCCC” to provide a sense of belonging and to support academic momentum.

ATHLETICS

Both the men’s and women’s basketball teams are competing. The women’s team had two victories in their inaugural season. The men’s team is currently 12-8. They are currently in second place in the NJCAA Region 20 standings.

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The Athletic Department is preparing to host the NJCAA region 20 Women’s basketball Championships for Division I schools. Teams from New York and Pennsylvania and Maryland will be competing to determine which school will go on to compete in the National Championships held this year in Hutchinson, Kansas

Interviews have begun to hire a new Men’s and Women’s Cross Country Coach. The goal is to have a coach begin recruitment in March. The season would begin in September 2025. This will be the first teams for the program since 2014.

Home games for both teams have been live streamed via YouTube. For those who can’t watch the live broadcast, the links to view them later are available on the Athletic Department website. The competition schedules for all the teams are posted on the Athletic Department website located at www.bccpanthers.com.

TRIO STUDENT SUPPORT SERVICES PROGRAM

Annual Performance Report

TRIO Student Support Services successfully submitted the 2023-2024 Annual Performance Report (APR) to the U.S. Department of Education on December 6, 2024. The program exceeded all objectives, including enrollment, eligibility and disability criteria, persistence, good academic standing, degree or certificate attainment, and transfer rates. This stellar performance resulted in a perfect score of 15 out of 15 Prior Experience (PE) Points, as detailed in the table below:

2023-24 Summary Results for Prior Experience (PE) Points (P042A201638)

Criteria	Maximum Points Allowed	Approved Rate	Actual Attained Rate	PE Points Earned
Persistence	4	45%	68%	4
Good Academic Standing	4	75%	83%	4
Associate’s Degree or Certificate	2	6%	41%	2
Associate’s Degree or Certificate and Transfer to a 4-Year Institution	2	6%	15%	2
Funded Number	3			3
Total PE Points Earned	15			15

Monthly Contact Totals

Type of Contact	No. of Students	No. of Visits
Virtual and In-person Advising	31	36

Student Programming

Holiday Celebration: On December 12, 2024, SSS hosted a Holiday Celebration to promote community building and relaxation during the busy semester. Students participated in interactive activities, enjoyed festive refreshments, and connected with peers in a supportive environment. The event fostered a sense of belonging and provided an opportunity for students to unwind and recharge. Nine participants attended.

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StudentLingo Online Workshops

The StudentLingo platform continues to be a valuable resource for participants:

- Total Enrolled Participants: 151
- Active Users: 57
- Workshops Completed in December: 12

Outreach and Recruitment

In December, TRIO SSS received two new applications, which are currently under review. Outreach efforts included digital engagement through social media, email campaigns, Canvas announcements, and departmental referrals.

Professional Development

On December 6, 2024, the TRIO SSS Director attended the Chief Student Affairs Officers Community College Leadership Institute at Chesapeake Community College. Facilitated by Dr. Melissa Curtis and Dr. Kamari Collins, the sessions included:

- Completion of the Six Types of Working Genius assessment to explore individual leadership strengths.
- Interactive discussions on leadership styles and their impact on team dynamics.
- Group activities designed to simulate real-world problem-solving in student affairs.

January 2025

Monthly Contact Totals

Type of Contact	No. of Students	No. of Visits
Virtual and In-Person Advising	42	59

Student Programming

Open House and Meet & Greet (January 21, 2025): TRIO SSS hosted an Open House event to foster connections among students, staff, and campus resources. Staff from Student Support & Wellness and the Testing Center engaged with students, providing insights into available services. Eight participants attended the event.

StudentLingo Online Workshops

The StudentLingo platform continues to serve as a valuable resource for participants. The January engagement highlights include:

- Total Enrolled Participants: 153
- Active Users: 78
- Workshops Completed in January: 8

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PRESIDENT'S REPORT
Board of Trustees Meeting – February 2025

Outreach and Recruitment

In January, TRIO SSS received 10 new applications, with seven accepted. Outreach efforts included:

- Digital engagement through social media, email campaigns, Canvas announcements, and departmental referrals.
- Participation in campus events such as the Welcome Back Bash (1/15/25), Involvement Fair (1/16/25), and MLK Day of Service Community Dinner (1/16/25), where staff shared program information and recruited new participants.

Professional Development

On January 6, 2025, the TRIO SSS Director attended the Chief Student Affairs Officers Community College Leadership Institute at Montgomery College. Facilitated by Dr. Melissa Curtis and Dr. Kamari Collins, sessions covered:

- Leadership and Completed Staff Work Frameworks
- Student Affairs Key Frameworks
- Reputation Management
- Discussion and Conclusion

On January 31, 2025 (1:00 – 2:00 p.m.), the Director attended a Council for Opportunity in Education (COE) Government Relations Community Call titled: “Federal Grant Freeze Rescinded – What’s Next for TRIO? What You Need to Know & How to Take Action.”. This session focused on advocacy strategies and the importance of engaging elected officials to ensure continued congressional support amid evolving challenges.

TESTING CENTER

Summary of Testing Appointments

The Baltimore City Community College (BCCC) Liberty Campus Testing Center administered 390 exams for BCCC students and community members. The data table below provides a breakdown of the testing appointments that occurred in December 2024.

Exam Name	Exams Administered	Revenue
Accuplacer	215	
Accuplacer ESL	33	
Accuplacer MSP	2	
Accuplacer MSP ESL	1	
Accuplacer HS Testing	1	
Accuplacer Retest	12	
External Accuplacer	0	
BCCC Course Exams	7	
Biology Exemption	11	

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Biology Exemption Retest	1	
CLEP	2	\$101.85
Computer Literacy	12	
Computer Literacy Retest	4	
External Course Exams	14	\$373.45
GED	37	
PearsonVue IT Exams	9	
Parapro	19	\$577.15
TEAS	10	\$407.40
Total Exams Given	390	
Total Number of Individuals Tested	331	
Total Revenue Generated	\$1,459.85	

Data Breakdown

- BCCC Testing Center administered 390 exams in-person to 331 individuals (unduplicated) in November.
- Revenue was accrued for PearsonVue and GED exams in December; however, the total revenue earned will be released Mid-January.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
57	71	83	93	66	20

January 2025

Summary of Testing Appointments

The Baltimore City Community College (BCCC) Liberty Campus Testing Center administered 645 exams for BCCC students and community members. The data table below provides a breakdown of the testing appointments that occurred in January 2025.

Exam Name	Exams Administered	Revenue
Accuplacer	358	
Accuplacer ESL	32	
Accuplacer MSP	4	
Accuplacer MSP ESL	5	
Accuplacer HS Testing	0	
Accuplacer Retest	10	
External Accuplacer	1	\$33.95
BCCC Course Exams	6	
Biology Exemption	26	
Biology Exemption Retest	3	
CLEP	4	\$160.65
Computer Literacy	19	

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Computer Literacy Retest	3	
External Course Exams	4	\$203.70
GED	47	\$488.75
PearsonVue IT Exams	16	\$77.50
Parapro	26	\$1,047.90
Placement Bonanza Event	54	
TEAS	27	\$984.55
Total Exams Given 645		
Total Number of Individuals Tested 538		
Total Revenue Generated \$2,997.00		

Data Breakdown

- BCCC Testing Center administered 645 exams in-person to 538 individuals (unduplicated) in January.
- GED December Revenue:
 - Exams Delivered: 37 GED Subject Tests and 9 PearsonVue IT Exams
 - Revenue Earned: \$476.25

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
74	115	141	134	126	55

TRIO UPWARD BOUND MATH & SCIENCE (UMBS) PROGRAM

December 2024

UBMS Highlights

Staff continue to research and compile educational data needed to complete the UBMS Annual Performance Report. The data collection/report process is 90% complete. The anticipated date for administrative review and submission of the APR is January 10, 2025. The Department of Education APR is due January 29, 2025.

UBMS Student Participants

Target enrollment: 62

Actual enrollment: 62 students = 100% capacity

Outreach and Recruitment

UBMS Staff continued our ongoing recruitment follow-up with students in December at our Target Schools. Our new students and still completing the onboarding process as the Holiday break limited student/parent engagement.

Professional Development:

Department of Education – Financial Aid Webinar Series, December 10, 2024

The Director attended a virtual training course to gain skills needed to assist students and families with completing the FAFSA. This webinar included additional resources to increase retention and graduation outcomes.

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Baltimore Department of Health & BCCC (SA)partnership meeting-December 11, 2024

This meeting with spearheaded by Mr. Taltoan of the BCCC Wellness department with identified SA partners to discuss a community model to help DOH as well as gain resources to assist our BCCC students and community.

Student Affairs- Professional Development-December 17, 2024

This division event was provided to Student Affairs professionals with a guest Speaker “Dr. Money”, to share customer service models and strategies needed to improve college morale, Community College presence and the BCCC Brand.

UBMS Highlights

The Department of Education UBMS 2023-24 Annual Performance Report (APR) was successfully submitted on January 22, 2025. Additionally, a cohort of eligible UBMS students will begin dual enrollment at BCCC for the Spring 2025 semester, starting with **English 101**. BCCC college courses will be available during the summer residential program at Towson State University.

To enhance agricultural programming and urban farming education in food desert communities, we have partnered with two new educational organizations focused on the connection between food, nutrition, and physical health.

Key meetings with NEW Partners:

- **Great Kids Farm**, Baltimore City Public Schools' Farm to School (F2S) program promotes experiential education that connects students to nature and food systems. These programs focus on three core areas:
 - *Food education for lifelong healthy habits.
 - *Nature-based exploration for wholeness and academic enrichment.
 - *Food system engagement for active citizenship, leadership development, and career skills.
- **Jason White**, BCCC UBMS alumni and intern with the **Cooperative Extension Program** at *Tuskegee University (TUCEP)*.

The TUCEP program is designed to provide cutting edge agricultural resources to underserved student populations .The focus of outreach and educational services consists of six program areas as follows: (1) Global Food Security, (2) Natural Resource Conservation, Environmental Sustainability, and Climate Change, (3) Community Resource Development, (4) Family, Home, and Youth, (5) Nutrition and Wellness, and (6) Food Systems and Food Safety. Jason with work with his Baltimore community agricultural partners, including Temple X, to provide agricultural programming for our students.

Key meetings with Continued Partners:

- **Alanah Bell**, Conference Services Coordinator, *Towson State University*
- **Youthworks Baltimore**, *our work study program for students in the summer*
- **Maryland Summer Food Service Division- BCCC Summer Food Site** (*new sponsor application*)
- **Maryland Health and Human Services, Youth Summer Camp Program -Compliance Division**

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Outreach and Recruitment

UBMS Staff continued our ongoing recruitment follow-up with students in January at our Target Schools. Our new students are still completing the onboarding process.

Professional Development:

Council for Opportunity in Education (COE) – Special Government Relations Webinar, January 31, 2025

Current and former COE Board members engaged in a candid discussion about the impact of the Trump administration's efforts to freeze federal grant funding on TRIO programs. TRIO partners nationwide raised critical questions about the future of these programs and explored actionable steps to sustain TRIO initiatives.

DISABILITY SUPPORT SERVICES CENTER (DSSC)

In December 2024, the Disability Support Services Center (DSSC) conducted a total of three new intakes and one renewal for the fall, 2024 term totaling 158 students currently being served.

Key Initiatives and Outcomes

- **Personalized Check-Ins:** Regular one-on-one meetings with students to assess academic progress and address challenges.
- **Academic Success Workshops:** Interactive sessions aimed at equipping students with effective study strategies, time management skills, and test-taking techniques.
- **Proactive Communication:** Regular updates and outreach to keep students informed and connected with available resources.

These efforts have resulted in a steady retention rate, reflecting the effectiveness of our targeted interventions and personalized support. As we prepare for the Spring 2025 registration period, DSSC aims to build upon its current success through the following initiatives:

- **Expanded Programming:** Introducing new workshops and events to address emerging student needs.
- **Active Recruitment:** Engaging in targeted outreach to increase awareness and participation in DSSC services.
- **Enhanced Collaboration:** Strengthening partnerships with campus offices to provide holistic support for students.

In January 2025, the Disability Support Services Center (DSSC) remained committed to fostering an inclusive and supportive environment for students with disabilities. The Center successfully registered approximately 50 students for accommodation renewals and conducted 11 new intake assessments, ensuring equitable access to academic resources.

To enhance awareness and engagement, the Center conducted several classroom presentations, providing students with critical information about available support services. Additionally, weekly outreach and recruitment efforts were made to strengthen disability awareness among both current and prospective students, fostering a culture of inclusivity across campus.

Recognizing the importance of accessibility as a shared responsibility, the DSSC staff actively networked with local, regional, and national disability organizations. For instance, the DSSC Director worked with General

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Counsel to develop a Lecture Recording Agreement form, providing clarity on students' rights to record lectures as an accommodation in response to multiple faculty inquiries.

To better connect with students, the Center implemented multiple communication strategies tailored to their needs, including peer-to-peer texting, phone banking, direct conversations, and email correspondence. These efforts facilitated meaningful discussions about accessibility improvements across the college campus.

OFFICE OF FINANCIAL AID

The Office of Financial Aid continues to provide access to students by promoting and processing federal, state, and institutional financial aid.

1. Financial Aid Disbursement and Packaging

- Successfully packaged and disbursed federal, state, and institutional financial aid to eligible students.
- Ensured timely disbursement of financial aid, allowing students to meet tuition deadlines.
- Strengthened verification processes to reduce errors and compliance issues.

2. FAFSA Outreach and Support

- Conducted an extensive FAFSA outreach campaign, including workshops, one-on-one assistance, and targeted communication to students.
- Hosted multiple FAFSA workshops throughout the year to assist students and families in completing applications.
- Implemented an Inceptia hotline to provide additional FAFSA completion support.

3. Federal Work-Study (FWS) Program Expansion

- Strengthened relationships with off-campus FWS employers to increase job opportunities for students.
- Launched recruitment efforts to meet enrollment targets for the FWS program.
- Streamlined payroll processing for FWS students by working with the Payroll Department on system automation.

4. Compliance and Regulatory Enhancements

- Assisted in the submission of the Gainful Employment/Financial Value Transparency (GE/FVT) Reports.
- Conducted periodic reconciliations to ensure financial aid funds were accurately reported and allocated.
- Implemented stricter compliance measures for Pell Grant and State Financial Aid eligibility to mitigate audit risks.
- Addressed the Pell restoration process, updating Pell Lifetime Eligibility Units (LEU) for eligible students.
- Finalized reconciliation processes for federal, state, and institutional aid to prevent discrepancies.

5. System and Process Improvements

- Worked with IT and Enrollment Services to improve Banner system efficiency for better tracking and disbursement of aid.
- Comprehensive training was provided for new financial aid staff to ensure smooth operations.
- Enhanced technology systems to reduce manual processes and improve service delivery.

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6. Institutional and State Aid Management

- Successfully facilitated the Maryland Promise Scholarship upload with the state database.
- Improved tracking of high school completion verification to assist with state scholarship eligibility.
- Strengthened outreach efforts to address missing documentation, reducing delays in awarding funds.

STUDENT SUPPORT AND WELLNESS SERVICES

During the month of December 2024, the Student Support and Wellness Services office (SSWS) served approximately 40 students virtually and in person via office visits, intakes, scheduled counseling sessions with (7) new student service requests. The Counselors, Cortney Merritt, LMSW and Brian Taltoan, LCPC, conducted counseling intakes and facilitated (27) in-person (in-office) and virtual (telehealth) individual counseling sessions. Students this month present with issues surrounding school- related stress and anxiety, test and social anxiety, depressive symptoms, struggles with basic needs and resources, interpersonal and relationship (family, romantic, platonic) issues and other major or minor mental health symptoms.

SSWS was represented at (11) campus planning and routine meetings. SSWS counselors attended (5) off-campus meetings and continuing education events to help continue attaining knowledge, competencies and build community partners & resources to best serve students. The continuation of identifying basic needs, resources and campus support is active. Further efforts will continue in hopes of creating personalized resources for the BCCC community.

SSWS continues to collaborate with staff from the Testing Center, Mayor's Scholars Program (MSP), Student Success Center, TRIO Support Program, Student Life and Engagement, Disability Support, Admissions, Records and Registration, Public Safety, and key faculty to discuss the essential mental health and wellness needs of students at Baltimore City Community College.

During the month of January 2025, the Student Support and Wellness Services office (SSWS) served approximately 34 students virtually and in person via office visits, intakes, scheduled counseling sessions with (14) new student service requests. The Counselors, Cortney Merritt, LMSW and Brian Taltoan, LCPC, conducted counseling intakes and facilitated (23) in-person (in-office) and virtual (telehealth) individual counseling sessions.

SSWS was represented at (9) campus planning and routine meetings. These meetings ranged from: weekly check-ins with key staff, professional development, and Student Affairs departmental collaborations. The office also participated in the Spring 2025 New Student Orientation, sponsored by the Office of Student Affairs.

SSWS has forged a new partnership with the American Lung Association. The partnership will provide students suffering with asthma an educational workshop and a \$50.00 stipend to all students who register, in addition to providing us with a \$300.00 to use at our upcoming events. Also, SSWS conducted its first official partnership meeting with Baltimore City Department of Health, this is the beginning of our monthly meeting process to develop long-term community engagement projects.

SSWS counselors attended (21) off-campus meetings and continuing education events to help continue attaining knowledge, competencies and build community partners & resources to best serve students.

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STUDENT LIFE & ENGAGEMENT

The Office of Student Life & Engagement had a very successful month. The department was able to host several enriching events and launch new initiatives to support students at BCCC. This department supports many other offices such as the Mayors Scholars Program, Wellness, Athletics, Student Affairs, and Admissions with various events. Additionally, the department implemented more community-focused events.

Work-study

The work-study students continue to assist with programming check-in/logistics. The department has 6 students who are dedicated to the work-study program.

Logistics Planning Committee Meetings

The Director of Student Life & Engagement hosts the bi-weekly logistics meetings. These meetings include representatives from all departments on the main campus and partners at the Harbor and RPC locations. The committee discusses upcoming events each month and coordinates logistics for each event. Many collaborations and new events occur because of these routine meetings.

Collaborations

Admissions Tours

During the month of December, the Office of Student Life & Engagement participated in Campus Visit presentations for Middle and High Schools. The office also provided student leaders who assisted with conducting tours on campus.

Athletics and Student Life & Engagement

The Office of Student Life & Engagement continued to partner with Athletics to host several engagement opportunities during home basketball games to assist in increasing attendance. This included marketing and school spirit as the Women's and Men's Basketball teams played against two different basketball games.

Transform Mid-Atlantic Student Civic Fellow

Baltimore City Community College's Student Civic Fellow, Kya Moore received national recognition this month as she led several diversity and equity groups through a semester long cohort of education and leadership development. Kya's concept paper and proposal for a community service event in Baltimore received national accolades and recognition.

Community Engagement

The Director of Student Life & Engagement was invited to join the Planning Committee for the **15th Annual Service-Learning & Civic Engagement (SLCE) Conference**, hosted by Coppin State University on **Saturday, October 25, 2025**. This conference is a premier opportunity to foster dialogue, share innovative practices, and build meaningful connections around service-learning/ community-based learning and civic engagement. Over 16 institutions in Maryland and DC will be represented at this conference.

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December 2024

December 5, 2024:

Rock Da Mic: One Mic, One Cause Recognizing World Aids Day

In recognition of World Aid's Day, the Office of Student Life and Engagement and several local community partners sponsored an afternoon of information, open mic performances, live music, refreshments, free HIV and STI testing, presentations and prizes. The community partners co-sponsoring this event were: Park West Health

System, the John G. Bartlett Specialty Practice, Baltimore Alumnae Chapter of Delta Sigma Theta Sorority, Inc. and the Pride Center of Baltimore. Members of the Student Government Association and several clubs and organizations volunteered at this event to make it a success. The program was held in the Atrium of the Main Building on the Liberty Campus from 12:00 – 3:00 pm.

December 6, 2024:

Annual Kwanzaa Celebration

The Annual Kwanzaa event was held on Friday, December 6, 2024. It was a full house with participants enjoying, food, cultural drumming, poetry and learning about the Kwanzaa principals. Mr. Charles Dugger was the special guest presenter for the Kwanzaa principals and lighting of the candles. The Lumalali Garifuna Drummers from Brooklyn, New York were the musical performers. The event was co-sponsored by the Anthropology and Sociology Club, History Club, Student Government Association, and the Office of Student Life and Engagement. The event was held in the BCCC dining room in the Main Building from 6:00 – 8:30 pm.

December 11, 2024:

A Winter Wonderland

The Student Leadership Club held a holiday event to celebrate the traditions of Christmas. Participants were able to play games, win prizes, and do fun activities like building and decorating a cookie house along with singing and enjoying refreshments. It was held in the Mini Conference Center on the Liberty Campus from 4:00 – 6:00 pm

December 12, 2024:

Make It Take It Thursday Don't Let Your Stress Snowball

The Student Government Association hosted an end of semester pop-up event to help students distress and break in their busy exam schedule. They walked around campus and passed out stress relieving snacks during finals. The event was held from 12:00 – 1:00 pm throughout the campus community.

January 2025

Collaborations

Athletics and Student Life & Engagement

The Office of Student Life & Engagement continued to partner with Athletics to host at least one event per month at a Women's and Basketball game. The next event, Hoops for Heritage: A Black History Month Celebration will take place on Wednesday, February 26, 2025, in the Physical Education Center.

January 13, 2025:

Welcome Week Spring 2025: WELCOME BACK DAY: FIRST DAY OF CLASSES

The Office of Student Life & Engagement hosted informational sessions where new students received information for the spring semester and refreshments as the department kicked off the first day of the semester.

January 14, 2025:

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Welcome Week Spring 2025: BCCC GIVES BACK: THE PANTHER CORNER CLOSET

More than 200 items were distributed during a Student Life & Engagement event hosted to give away clothing items that had been collected during the fall semester. Students received Panther Bucks that they could use to purchase items at the event.

January 15, 2025:

Welcome Week Spring 2025: WELCOME BACK BASH

The annual Welcome Back Bash helped usher in the new semester, with rounds of Bingo, free food, caricatures, giveaways, a live DJ, and special appearances by BCCC Administration during a cupcake competition.

January 16, 2025:

Welcome Week Spring 2025: INVOLVEMENT FAIR

The Involvement Fair offered students information about clubs and organizations on campus and an opportunity for students to learn about everything that BCCC has to offer.

January 16, 2025: Welcome Week Spring 2025: A CALL FOR ACTION: MLK COMMUNITY SERVICE EVENT

Students and employees helped to distribute care packages and served hot food to the community during a special celebration for Rev. Dr. Martin Luther King Jr. Day of Service. Transform Mid-Atlantic and AmeriCorps sponsored this event for the second year to give back to the Baltimore City Community.

January 27, 2025:

MIND & MOTION MONDAYS

Every 4th Monday of the month the Office of Student Life & Engagement finds ways to be creative in managing health and wellness! This month the department offered stress relief activities.

January 30, 2025:

MAKE IT TAKE IT THURSDAY

Each month the Office of Student Life & Engagement offers a DIY opportunity for students to design a project that they can take with them.

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CABINET UPDATE

Vice President, Workforce Development & Continuing Education

WORKFORCE DEVELOPMENT & CONTINUING EDUCATION (WDCE)

WDCE classes have moved to a combination of in-person and virtual instruction, with additional resources for academic support and both remote and in-person testing.

Divisional News/Accomplishments:

- The following are grant renewals and continuations for FY 25 under WDCE:
 - MD Department of Health \$10,059.00
 - Maryland Office for Refugees and Asylees (MORA) Afghan Grant (AS2SI) \$546,504
 - MORA Refugee School Impact Grant (RSIG) - \$1,236,745
 - MORA English to Speakers of Other Languages (ESOL) - \$410,650
 - MORA Services to Older Refugees (SOR) - \$244,312
 - International Rescue Committee (IRC) Citizenship - \$120,000
 - Department of Social Services (DSS) – July – Dec. 2024 - \$753,113.03
 - ARPA (Mayor's Office) - \$750,000
 - Maryland Department of Labor - \$1,044,693
 - Department of Human Services (DHS)- Supplemental Nutrition Assistance Program (SNAP) - \$600,000
 - **Total - \$5,716,076.03**

ABE/ELS Program Improvement – Adult Basic Education/GED and English as a Second Language are increasing their class offerings and diversifying modalities each month to meet the needs of prospective students.

Adult Basic Education

- ABE registrations were submitted for January, totaling 534
- 18 Essentials Level classes were offered
 - 8 RLA
 - 10 Math
 - 4 GED Math Tutoring In-Person sessions provided between 1pm – 4pm
 - 2 Virtual GED RLA sessions are offered on Friday and Saturday
 - 1 GED RLA sessions offered in the evening 5pm – 8:30pm
 - 2 CBO classes offered at Eastside Career Center (MOED)
- 50 official GED exams were taken
 - 34 content-specific exams were passed
 - 7 GED content-specific exams did not pass by 1-3 pts
- 47 GED Ready tests were taken
 - 11 Math
 - 16 RLA (Reading)
 - 13 Science
 - 7 Social Studies
- 29 received a “Likely to Pass” on the GED Ready tests
 - 8 students missed getting a “Likely to Pass” by 1-3 pts

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- 4 more students have earned their high school diploma; total of 28 for fiscal year 2025
- 59 graduates to date from fiscal years 2024 & 2025 combined

Community ESL

- A new session began on January 6 with thirteen (13) scheduled sections, and another eleven (11) sections scheduled for February
 - A total of 242 students were registered for classes at the Harbor and accompanying virtual sessions
- In partnership with various City Schools and Judy Centers, an additional 110 students were registered at the following locations:
 - Lakeland E/MS: 23
 - Harford Heights E/MS: 8
 - Dorothy I. Height E/MS: 14
 - Moravia Park Judy Center: 22
- In partnership with CASA de Maryland, new cohorts for the Integrated English Language and Civics Education/Integrated Education and Training (IELCE/IET):
 - Childcare Training will begin February 3
 - Community Health Worker (CHW) will begin in March
- Additionally, the ELS department is currently running a contract training course at UMMC at the main hospital for 11 Spanish-speaking staff

Partnerships

- The ELS department has partnered with UMMC to provide English language instruction to hospital workers.
- Classes are slated to start in January 2025.
- BCCC and CASA de Maryland continue to partner on IELCE/IET Certified Nursing Assistant (CNA), Community Health Worker (CHW), Warehousing, and in FY 25, Childcare courses. The college expects this partnership to produce multiple cohorts and serve over 100 students per fiscal year. This partnership allows for students who need to improve their English proficiency the support they need while also taking a workforce training program. Students who complete the IELCE/IET and IET programs are far more likely to be employed in an above minimum wage position. The intensive nature of the sequence also allows students to complete in 12 weeks (about 3 months) or fewer.
- ABE/ELS Directors and Community ESL Coordinator have formalized a partnership with Coty and Global Refuge to provide contract training ESL classes for their employees.
- Testing continues as recruitment has expanded. Classes are now scheduled to start in January 2025 to avoid stopping classes over winter break.
- ABE/GED continues running classes in Corrections.
- BCCC has partnered with City of Refuge to provide off-site GED preparation classes to a large population of students located in and around the center.
- BCCC continues to partner with City Schools and local Judy Centers to provide ESL classes in the community.

English Language Institute (ELI)

- Spring registration continues
- ELI is running another 16 sections of classes with a total of 161 seats

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- ELI will begin to coordinate once again with Mayor's Scholar Program, the Testing Center, and CASA de Maryland to ensure a steady flow of information that led to successful planning for incoming Summer Bridge students who required academic ESL classes
- ELI continues to work with admissions on ELI referrals for ESOL students

Citizenship and Services to Older Refugees (SOR)

- Sixty (60) students are currently enrolled in Citizenship class for the second quarter of FFY 25.
- Three (3) Citizenship classes are currently running, including a Saturday intensive course.
- BCCC continues to serve its 44 SOR clients by providing resources and information about ESL and Citizenship classes.
- Contacted various senior centers for resources for SOR clients.
- Reached out to all eligible PAL (Participating in American Life) clients to see if they were interested in enrolling in the PAL class.
- Applied for BCHD food box delivery for Baltimore City SOR clients
- Continued outreach to new SOR clients.
- Working with the Mayor's Office of Immigrant Affairs (MIMA) to expand outreach for older refugees and permanent residents who need preparation classes for naturalization.
- Refugee Programs Manager presented at the Baltimore City Health Department of Aging in an effort to increase awareness about class offerings.
- Working with University of Maryland Extension to provide digital literacy classes to Afghan families recently resettled in Baltimore. Partnering with Dorothy I. Height Elementary School, who will provide the classroom space.

Refugee Youth Project (RYP)

- Programming for FY '25 is currently taking place at the following schools:
 - Moravia Park ES
 - Patterson HS
 - Mt. Royal E/MS—starting February 4th
 - Furley ES (February start)
 - Gardenville (February start)
 - Hazelwood (February start)
- Currently coordinating volunteer recruitment via Loyola University

Refugee Assistance Program (RAP)

- Six (6) classes began on January 20th/21st with 135 students registered
- Five (five) finished in December with 54 students enrolled—these short courses allow for newly resettled refugee and asylee students to take an ESL class before winter break
- Forty (40) clients were referred for the ESL services in January from the following resettlement agencies: IRC (International Rescue Committee), Lutheran Social Services (LSS), Hebrew Immigrant Aid Society (HIAS)
- Most were registered for classes in January while others will join the new session in February.
- The RAP specialist continued to update refugee client cases in MORA with class information and notes
- Opened cases in MORA as walk ins for Global Refugee and HIAS clients. Documents uploaded. Notes made

Workforce Development Program Development and Expansion – The Workforce Development Department (WF) continues to expand partnerships with local community and health agencies to provide opportunities for students to gain training and improve their career outlook.

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Enrollment Update for February

Class	Enrolled	Completers
EMT AM	22	
EMT PM	21	
CMA Update	6	6
CNA PM	30	
CNA AM	16	
CHW	9	
Pharmacy	17	
Venipuncture	13	
PCT	12	
CPR	15	
Pre-Cyber (CNC)	24	
Pre-Cyber (CNC)	20	
Digital Lit.	11	
Warehouse	4	
Speed Dev.	6	
Construction	8	
CDL-B	13	
Child G&D	23	
Infant & Todd.	8	
CDL-B	14	
Total	295	6

Workforce Completers in FY 25

- OHSA 10: 4
- CMA: 8
- CMA Update: 6
- Hospitality: 4
- CDL B: 10
- Venipuncture: 3
- CHW: 3
- PCT: 3
- Pharmacy Tech: 3 completed
- CNA: 14

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Partnerships and Community Events

LifeBridge Levindale Hebrew Geriatric Center

- Contract to train employees in CNA/GNA completed. The projected start date is February 8, 2025, 11 Students to be registered. The contract is being reviewed by the facility's legal department

University of Maryland Medical Center

- Partnership with University of Maryland for a Digital Literacy course that started on 1.9.2025. There are 11 students in total in the class.

University of Maryland School of Social Work

- Outreach Worker/Community Health Worker Partnership with B'more For Healthy Babies at Upton/Druid Heights, Center for Restorative Change. Partnership discussions for CHW Programs are ongoing.

Baltimore City Schools

The Office of Secondary Success and Innovation is preparing to launch the **2025 CTE Summer Boost Program**, aimed at providing **rising seniors** with career and technical education (CTE) training and industry-recognized certifications. The program is designed to enhance workforce readiness by offering targeted courses that align with high-demand healthcare careers and academic support.

Program Details

- **Program Duration:** June 16, 2025 – August 1, 2025 (includes clinical completion and certification application process)
- **Target Students:** 120 rising seniors
- **Focus Areas:** Career certification and academic support through math remediation

Proposed Course & Certification Offerings

The following training programs have been identified based on industry needs and student interest:

- Certified Nursing Assistant (CNA)
- Surgical Technician
- Pharmacy Technician
- Community Health Worker
- Central Sterile Technician
- Phlebotomy Technician
- Lab Technician
- Math Remediation (to support students in certification-related coursework)

Mayor's Office of Employment Development (MOED)

- In Partnership, BCCC is hosting 30 Career Coaches from City Schools at its South Pavilion location. These Career Coaches were given a tour of the main campus and provided an orientation, where members of the BCCC community spoke about their specific areas and what they could offer to prospective students.

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- In conjunction with the ongoing partnership with MOED and DSS, staff are attending weekly intake sessions at the MOED workforce Reception Center. At these events we present workforce training opportunities to incoming DSS participants.
- Every Thursday at MOED's Northwest Job Center, BCCC workforce staff attend a community job and training fair to engage with local community interested in workforce training.

Goodwill Industries

- CNA begins in February 2025 and Pharmacy Tech to begin in March 2025
- The team continues to partner with the Dwyer Foundation to offer support services to students who participate in the programs

CVS

- The CVS Clinical Director would like to move forward with renewing the clinical partnership with CVS for open enrollment students; CVS has offered to assist with the simulation Pharmacy build at South Pavilion.

Lori's Hands

- Builds mutually beneficial partnerships between community members with chronic illness and college students, fostering empathy, connection, and resilience. Students provide practical assistance to support community members' independence at home, and community members share their health and life experiences to support students' learning. Laneka Coleman initiated partnership opportunities during the month of January regarding Community Health Workers.

Service Employees International Union (SEIU)

- The SEIU team referred several students to the Certified Medicine Aide Training. The SEIU covers students' tuition and fees for the class. They are also eager to refer their members to the Patient Care Technician program.

IELCE/IET (Integrated English Language and Civics Education/Integrated Education and Training)

- As of February 1, 2025, there are (3) cohorts of IELCE/IET and IET (CNA/GNA and Childcare)
 - March 2025 will see two more cohorts run—one CNA/GNA and one CHW cohort.
 - ESL students will participate in CNA, CHW, and Childcare programs, while ABE students will participate in a CNA cohort. This marks the first time a Childcare cohort has been organized for this program.
- In coordination with Adult Basic Education (ABE), WF combined GED pathways with workforce training. A Certified Nursing Assistant (CNA) cohort began in September. Students finish up their coursework before entering clinicals in January.
- Additional cohorts for both ABE and ESL in Childcare, Community Health Worker and Warehousing are being planned for Spring FY5 completion.
- In a partnership with CASA of Baltimore, we coordinated English Second Language courses with Certified Nursing Assistant (CNA). For FY25, there are three cohorts planned. The first began in July 2024 with eleven (11) students who have since completed their training and obtained CNA/GNA certification.

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The Workforce Department participated in the Recognition Ceremony being planned by the University of Maryland's Workforce Development Team. The team will recognize the completers of the Patient Care Technician Program from their Fall 2023 and Spring 2024 cohorts at the Baltimore Hilton Inner Harbor Hotel on November 6, 2024.

Other Funding Opportunities

Baltimore City Department of Social Services – 4.8 million over three years to offer workforce training to Baltimore City residents and recipients of DSS benefits

- Baltimore City Department of Social Services/SNAP - \$255,000 to offer workforce development training for City residents and recipients of SNAP benefits
- Department of Human Services SNAP - \$1.2 million over three years to offer workforce training to Maryland residents and recipients of SNAP benefits
- Department of Social Services Sequence - \$87,250 to offer workforce training specifically in healthcare to City residents

Career Services Updates

Job Readiness Sessions

- Nine (9) Job Readiness *Morning* Training Sessions: Combined Job Readiness – January 7-9, January 14-16, and January 21-23
- Six (6) Job Readiness *Evening* Training Sessions- Combined Job Readiness, January 7-9 and 21-23

Client Services

- Forty-six (46) students were placed in employment opportunities with employer partners. Pay rates ranged from \$15.00 - \$30.38 per hour. Most of the students were placed at Johns Hopkins Hospital, Autumn Lake Healthcare, Amazon BWI-2, Sinai Hospital and FutureCare.
- Forty-seven (47) students walked in for Career Services assistance:
 - 18 – Resume Development
 - 16 – Mock Interviews
 - 6 – Employment Assistance
 - 3 – Cover Letter Development
 - 2 – Internship Opportunities
 - 2 – Job Search Assistance
- Met with Will Hug with the Office of International Student Affairs to discuss the documentation requirements for international students' employment on 01/21/25
- Conducted Resume Development Workshop on 01/28/25
- Conducted Job Readiness and Resume Development presentation for the Respiratory Therapy students on 01/29/25
- Conducted Career Services staff meeting to discuss April and May evening classes, Job Readiness presentation edits and office services updates on 01/29/25

Community Events

- Participated in the BCCC Spring 2025 Involvement Fair sponsored by BCCC Student Life on 01/16/25

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High School Diploma Achievement and Transition Services

- **50** official GED exams were taken; **34** content-specific exams were passed; **7** GED content exams did not pass by 1-3 pts
- **47** GED Ready tests were taken; **29** received a “Likely to Pass” on the GED Ready tests; **11** math, **16** RLA, **13** science, and **7** social studies GED Ready tests were taken, **8** students missed getting a “Likely to Pass” by 1-3 pts
- **4** more students have earned their high school diploma for a total of **28** for fiscal year 2025
- **59** graduates to date from fiscal years '24 & '25 are eligible to attend June's graduation
- Followed up with Recent Graduates-Upcoming enrollment for Workforce and BCCC credit courses

Partnering with Baltimore City Schools – Several initiatives led by WDCE support implementation of the college's Career Pathways, increase early college access, and support for students' transition to college.

Total # of Pathways in Technology Early College High School (PTECH) Students: 204

Carver: 64

Digital Harbor: 27

Dunbar: 113

P-TECH students are taking between 6 – 15 credits, 2 + classes each, this Spring 2025 semester here at BCCC. There are 20 P-TECH only courses running this spring, with other P-Tech students enrolling in open courses

PTECH continues to work collaboratively with external partners BCPSS schools Digital Harbor, Dunbar, and Carver High Schools to ensure a smooth transition into college classes for students

PTECH works internally with a panel of BCCC departments, representatives from e-learning, IT, Student Support and Wellness Services, Center for Academic Achievement, BCCC Library, and Disability Support Services Center to best equip students for success

The ELS department, in partnership with City Schools, has programming at four (4) schools: Moravia Park Elementary School, Patterson High School, Mt. Royal Elementary/Middle School, and Furley Elementary School. The afterschool programming focuses on ESL instruction, College and Career Readiness, Dance, Sports, and STEM enrichment classes. These classes are funded through DHS-MORA's RSIG (Refugee School Impact Grant) which was renewed for FY '25

ENVIRONMENT SERVICES AND FACILITIES

Environmental Services and Facilities – This department provides ongoing cleaning, maintenance, and repairs for all campus facilities. This team also supports campus special events, the mailroom, and property control. In addition, the department plans and manages the 10-Year Facilities Master Plan.

Update on Life Sciences Building

On January 21, 2025, at 4:29 am the Emergency 24 Fire Monitoring System called the Public Safety office to report an emergency alarm had been activated in the penthouse mechanical room of the Life Sciences building. The monitoring staff and the Public Safety officer immediately called 911, contacting the fire department who arrived within minutes. The cause of the alarm was a massive overheating of boiler #2, which had just been installed by contractor Chilmar Corporation, who was still working on it.

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Massive overheating of Boiler No. 2 caused a fire that destroyed surrounding equipment, melting electrical and lighting systems and fire-fighting systems, as well as the control panels for the boilers and chillers. Firefighters' actions using pressurized water caused severe damage in several areas of the building, such as the chemistry and biology laboratories located on the 4th floor, wetting walls, insulation, ceilings, floors, furniture and equipment; the same situation occurred in classrooms and office areas on the 3rd and 2nd floors.

The Department of General Services (DGS) took the lead in investigating and repairing the damage caused by the fire in the Life Sciences Building's mechanical room. This is a work in progress so the duration and costs of the incident will be determined soon.

General Project Updates

Replacement of the Cooling Towers of the Main Building

- Project completed: 99%
- RMF Engineers completed the Commissioning work JCI is completing the programming of the controls

Bard Building Demolition:

- o Project Completed: 98 %
- o Planting Soil Installation: 36%
- o Curb, Gutter, Sidewalk: 95%
- o Sod Installation (ECLS): 65%
- o Final As built Survey and Drawing 12/5/2024
- o Substantial Completion Inspection/ Punch List 12/5/2024

Life Sciences & Fine Arts HVAC Upgrades Project:

- o Project Completed: 85%
- o In the Life Sciences Building the installation of the two Boilers is complete and they are operating normally
- o 80% of piping installation on chiller #2 has been completed
- o At Fine Arts the installation of the equipment is 100% complete,
- o The installation of the equipment on the first floor and the penthouse is 100% complete, the new electrical panel is installed, and work is being done on the final programming

Elevators Renovation:

- o Life Science Building: Freight Elevator #2 100% completed, DLLR Inspection Passed
- o Passenger Elevator #1 0% completed. Awaiting coordination with BCCC and Chilmar Co. the HVAC Project contractor to begin work
- o DMV will provide training on RATH Portal use after registration is complete by BCCC; Scheduled 12/10/2024 at 7:00 AM
- o West Pavilion Elevator 100% completed, DLLR Inspection Passed
- o South Pavilion Elevator #2, 100% completed, DLLR Inspection Passed
- o South Pavilion Elevator #1, 100% completed, DLLR Inspection Scheduled

- o Gymnasium: 100% completed, DLLR Inspection Scheduled
- o Nursing Elevator: 50% Completed

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The Exterior Door and Storefront Replacement Project

- o Walkthrough and list of tasks completed on 11/22/2024
- o Perimeter sealing of door frames on both sides of the Life Sciences building remains to be completed and sweepers installed on all doors

Ongoing projects in the design stage include:

Dental Clinic Renovation (LSB)

- o Colimore Architects submitted 95% CD Design to be reviewed and approved by BCCC
ColimoreArchitects will send a panel of finishes with a minimum of (3) options to be selected by the president

Main Building Ground and 1st floor Restrooms Renovation.

- o The DGS Design and Construction Department assigned Centennial Contractors Enterprise, Inc. of theJOC Program to submit a proposal for the renovation of the ground and first floor restrooms. Vice President Thomas requested the contractor to include all restrooms in the main building, which are fourteen (14) in total
- o Centennial submitted the SOW for review and approval to BCCC
- o A walk-through with Centennial and the subcontractors is scheduled for 12/06/2024

West Pavilion Restrooms Renovation

- o The Architect has sent 95% of the designs to BCCC for review and comment

South Pavilion Restrooms Renovation

- o The Architect has sent 95% of the designs to BCCC for review and comment

West Pavilion Windows Replacement

- o The Architect has sent 95% of the designs to BCCC for review and comment

Life Sciences 1st and 2nd Floor Restrooms Renovation (DGS Project)

- o The Architect has sent Finishes board to BCCC for review and selection

South Pavilion Exterior Windows Replacement (DGS Project)

Fine Arts Curtainwall Replacement (DGS Project)

- o Construction documents will begin once the Structural Engineers fee proposal has been approved by DPRB/BPW. Waldon Studios mentioned that the work should take approximately 30 days to complete
- o Walson Studios will provide samples that closely resemble the adjacent building for BCCC review and approval

Learning Commons/Library Project (DGS Project)

- o AE provided documentation for a new subconsultant, changes to paperwork, etc. pushed BPW approval to 8/7/24 Agenda

North Pavilion Demolition. (DGS Project)

- o DGS PM has reviewed and approved the Part 2 program. However, DGS PM is waiting on DBM to finalize their review in reference to the Part 1 program prior to procuring Architect
- o The design phase of the work is planned for the fiscal year 2026

Wellness Center. (DGS Project)

- o BCCC coordinated with Colimore Architects to facilitate document downloads based on data submission on 7/12/24. DGS PM will be in touch with Colimore Architects to provide a progress report and schedule a workshop

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Facilities Building. (DGS Project)

- o Second Draft Part 1 & 2 for informal DGS review; Update 4/12/24 – DGS reaching out to AE for update; Update 6/21/24 - Draft submitted on 6/7/24 for DGS and BCCC review

Nursing Building. (DGS Project)

- o BCCC will provide comments and parts 1 and 2 of revised program in response to DBM comments; UPDATE 7/12/24: BCCC response forthcoming; UPDATE 7/15/24: ETA updated based on conversation with Kate Zurlage; UPDATE 8/16/24: Early receipt date changed to a few weeks after BCCCDDBM-DGS-MHEC site visit Receive funding authorization to solicitate AE design firm

Since January 2022, the following construction projects have been completed:

- Receiving flooring project, **Start Date:** 9/10/2022 **End Date:** 9/24/2022
 - o Greenhouse flooring project, **Start Date:** 4/07/2022 **End Date:** 8/15/2022
- Student Center renovation, **Start Date:** 1/10/2022 **End Date:** 3/25/2022
- South Pavilion Roof Replacement, **Start Date:** 4/12/2022 **End Date:** 7/21/2022
- South Pavilion HVAC Repairs, **Start Date:** 4/07/2022 **End Date:** 8/25/2022
- South Pavilion carpet and rubber stairwells, **Start Date:** 6/27/2022 **End Date:** 8/19/2022
- Life Science Building Chiller Repairs, **Start Date:** 3/07/2022 **End Date:** 5/16/2022
- Life Science Building IT/Data Room HVAC Upgrades, **Start Date:**3/15/2022 **End Date:** 4/20/2022
- Main Building/Nursing IT/Data Room HVAC Upgrades, **Start Date:**6/01/2022 **End Date:** 7/02/2022
- Life Science Building Duct Work Cleaning, **Start Date:**11/18/2021 **End Date:** 12/22/2021 (**2021 Project**)
- Main Building Duct Work Cleaning, **Start Date:**7/11/2022 **End Date:** 7/22/2022
- Flagpole lighting installation, **Start Date:**3/21/2022 **End Date:** 3/25/2022
- Bottle Filler Water Fountains Installation, **Start Date:**3/23/2022 **End Date:** 6/10/2022

PUBLIC SAFETY AND SECURITY

Public Safety 24-hour Monitoring and Security -- Security for all campus locations includes camera surveillance, access control monitoring, and officers on patrol (security rounds and stations).

- Public Safety continues to collaborate with all facility vendors to ensure the safety of students, staff, and faculty while various projects are under way on the main campus and offsite locations
- Public Safety supports all Student Affairs special events on campus
- Training staff to ensure all personnel are familiar with certain mechanical system in the various campus building
- Maintaining relationship with several college campus Public Safety Department in the City to support MPTC compliances

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CABINET UPDATE

Finance & Administration

BUDGET OFFICE

- The Budget Office is working with various departments for reports due to the Department of Budget.
- The Budget Office worked with the Controller’s Office to verify the fiscal data in Banner compared to FMIS.
- Working with the rest of the Finance areas and Ellucian on the Banner conversion issues.

• **Appropriation Year (AY 2025) Revenue Summary as of 02/07/2025**

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	\$52,558,232	(Includes Bookstore of \$1,245,222)
Restricted	\$14,487,288	(Includes WBJC of \$3,461,794)
Total Revenue	\$67,045,521	

- **Unrestricted Revenue:** Total unrestricted revenue through January Appropriation Year (AY) 2025 is \$1.4 million higher than the revenue earnings through the same period in AY 2024. The primary driver is an increase in tuition and fees revenues.
 - *Tuition & Fees: overall increase.* The overall increase in tuition and fee revenue is due to higher revenues from the Fall and Spring semesters, and there is an increase in Non-Credit Tuition and Fees.
 - *Sales, Service, Auxiliary & Leasing: decreased.* - Sales, Service, Auxiliary & Leasing revenue earnings are lower in AY 2025 than at this same time in AY 2024, due to an increase in Bookstore revenues, but a decrease in Real Estate Lease Income.
 - *Bookstore Revenues: Increased.* - There is an increase in the bookstore revenue categories compared to the same period in AY 2024. This is due to an increase in new textbook sales and an increase in Sundries.
- **Restricted Revenue:** Total restricted revenue through January AY 2025 is \$2.1 million lower than in the same period in AY 2024. The primary cause of the decrease is due to a reduction in COVID relief funds and deferred maintenance with an increase in WBJC revenues.

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• **Appropriation Year (AY 2025) Expense Summary as of 02/07/2025.**

Expense Fund	Expense Amount	Notes
General (Unrestricted)	\$32,337,057	(Includes Bookstore of \$3,359,009)
Restricted	\$ 8,892,106	(Includes WBJC of \$796,438)
Total Revenue	\$41,229,162	

- **Unrestricted Expenditures:** Total unrestricted expenses increased by \$1.9 million when compared to this same period in AY 2024, primarily due to an increase in instructional supplies, office supplies and bookstore purchases.
- **Restricted Expenditures:** Total restricted expenses decreased by \$3.4 million compared to this same period in AY 2024, the primary driver is a decrease in deferred maintenance, educational grants, and equipment. This is a timing difference.

CONTROLLER'S OFFICE/GENERAL ACCOUNTING/GRANTS/FOUNDATION

• **BCCC (BALTIMORE CITY COMMUNITY COLLEGE), BCCC Foundation Audits.**

- BCCC is working through the various FY2024 audits with CLA, meeting weekly. The audits include the College audit, the WBJC-FM audit, the Single Audit, the CC-4, and the Enrollment audit. Although we have been dealing with residual issues from the Banner conversion and these are factors causing some adjustments, we are working through.
- College Audit: Updated trial balances and related schedules as well as updated Financial Statements draft has been provided.
- WBJC Audit: All information for the WBJC audit and AFR attestation has been provided. Review notes from the WBJC Financial Statements have been addressed.
- Enrollment Audit: Most of the Enrollment audit information has been provided; the remaining provided in the coming days.
- Single Audit: BCCC is working through the Single Audit requests. Some of these requests have been returned. The remainder are expected to be returned in the next week.
- BCCC Foundation Audit: The BCCC Foundation software Financial Edge is not functioning correctly as a result of a migration by the company, Blackbaud. BCCC has made it clear that this issue needs to be resolved as soon as possible. BCCC is moving forward to provide information manually. BCCC has established recurring meetings with Blackbaud to work through the issues to resolve. BCCC is starting to see progress moving toward a resolution. As a result of this issue, the providing some of the Foundation information has been slow to produce since it is manual.
- The Howard P Rawlings audit, which is separate from the state contract and the above listed audits was started. Data has been collected. It is in the process of being reviewed to provide to the auditors.

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• **Grants/COVID Funds**

- Updated reports were submitted for the CCCPDF Grant. Another report is pending for CCCPDF.
- Updated reports were submitted for the DLLR Grant. Pending is submitting revised requests for cash.
- Updated reconciliations were prepared for the SSS TRIO and Upward Bound grants. These are being reviewed for distribution and approval for drawdown.
- Updated reconciliations were prepared by the Financial Aid Office and Payroll for the Federal Work Study Program. A drawdown is being submitted for approval.
- The FSEOG Title IV program reconciliation is expected to be provided soon from the Financial Aid Office for drawdown request.
- Drawdown requests are expected to be compiled for COVID funds as well as some other grants in the upcoming month.
- Drawdowns for PELL are pending finalization of additional awards being posted.

• **Ellucian Advisory Services**

- Meetings have continued with Ellucian to discuss issues encountered in the conversion.
- The discussions have been very productive and have led us to take a step back to ensure all setups are reviewed and adjusted as needed. These parameters are being evaluated to determine next steps. Recently, we added more team members to the meetings. This should allow more engagement in the process.

• **Rents/Lease Information**

BCCC Rents Paid FY2025

Location	Vendor Name	Amount Paid		
		FY2025	Monthly Base Amount	Monthly CAM Charges
BioPark	Wexford (Ventas, Inc)	\$ 1,368,686.79	\$ 115,209.49	87,639.04
Workforce (Downtown)	MarketPlace	306,524.26	42,000.00	
Student Parking Lot	Back to the Bible	54,824.00	6,853.00	
Reisterstown Plaza (College)	TRC RRP IV	171,950.99	24,525.39	
Reisterstown Plaza (WBJC)	TRC RRP I	95,271.68	8,091.15	
Totals		\$ 1,997,257.72	\$ 196,679.03	\$ 87,639.04

Workforce, Reisterstown Plaza for College and WBJC have periodic CAM charges billed separate from the monthly rent.
BioPark Base rent changes each February 1 and CAM (real estate taxes, operating costs, electric and gas) and other estimates change each January 1.

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OFFICE OF PROCUREMENT & AUXILIARY SERVICES

Procurement Awards

For the months of December and January, 54 procurements were awarded, amounting to \$1,332,811.63. These procurements were awarded in the following categories:

Work Category	Amount
Commodities	\$669,200.63
Services	\$338,328.46
Maintenance	\$162,575.00
IT Services	\$162,707.54
Total	\$1,322,811.63

A total of 221 credit card transactions were conducted in the month of December in the amount of \$140,106.86.

Maryland Board of Public Works

On January 29, 2025, two items were presented to the Maryland Board of Public Works (BPW) for approval:

1. **Architectural and Engineering Modification:** This modification increases the current contract from \$500,000 to \$1,500,000. The Board of Trustees approved this modification in September 2024.
2. **International Rescue Committee Contract:** This contract, amounting to \$674,435, is for management services for the refugee program. The Board of Trustees approved this contract in November 2024.

Both items were unanimously approved by the BPW without discussion.

Bookstore

The College is coordinating with the Barnes & Noble College (BNC) transition team to establish a more definite timeline with projected milestones and due dates. There are two tracks for transitioning the bookstore to BNC:

1. Physical takeover of the bookstore operations.
2. Implementation of the equitable program.

BNC conducted a walk-through of the bookstore with the Cabinet to identify the data drops and equipment needed for the physical operations takeover. Both security and electrical surveys were completed. The projected date for BNC to take over bookstore operations has shifted from early March to late March or early April.

The equitable program's implementation is underway and set to begin in the Fall semester. Weekly meetings are being held with the College's personnel from IT Services, Student Affairs, and Academic Affairs, along with the BNC IT team, to set up the equitable program platform and interfaces with the College's ERP system. The first milestone is establishing the faculty portal, with training to be scheduled once the portal is set up.

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CABINET UPDATE

Information Technology Services

DATA CENTER MODERNIZATION PHASE II / DISASTER RECOVERY

The disaster recovery project is a collaboration with the ITS infrastructure team, multiple vendor partners, and the Maryland Department of IT. This project supports addressing Realignment Task #9 which focuses on meeting the College's Infrastructure needs. By the end of this project, the College's systems and data will be mirrored to Microsoft Azure cloud for full redundancy and in the event of a service interruption to the main campus data center. ITS will be able to fail services over to the redundant cloud site with minimal downtime. Full disaster recovery tests will be scheduled on an annual basis to address prior audit challenges.

In September 2024, new redundant servers were installed in the Life Science Building (LSB) data center to build resiliency around the campus Wi-Fi environment. The data center is located on the first floor of the Life Science Building and has not been impacted by the recent fire damage.

Additionally last month, the College's data in Microsoft 365 was configured with redundant, immutable backups. The design stage of the Azure configuration is underway, and the teams are developing the appropriate network architecture to connect the College's on-campus network to the Microsoft Azure disaster recovery environment.

Currently, BCCC is working with all parties (DoIT, CAS Severn, Nutanix, SkyLine) to complete the work.

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CABINET UPDATE

Vice President, Advancement

COMMUNITY OUTREACH

United Way of Central Maryland (UWCM)/Greater Mondawmin Coordinating Council (GMCC)

The calendar year ended with UWCM and Greater Mondawmin agreeing to host their annual Neighbors United event at BCCC in May of 2025. This is the first of a series of meetings that include community leaders from various neighborhoods who gather to discuss best practices in addressing upstream issues like: crime, grime and education. BCCC is a partner in the UWCM Neighbors United cohort.

Baltimore City Fire Department

BCCC continues its outreach to the Baltimore City Fire Department (BCFD) to provide meeting space for BCFD personnel and promote BCCC's Emergency Medical Services program. BCFD plans to schedule another series of trainings at BCCC in 2025.

Radio One/Greater Baltimore Urban League

BCCC continues to build upon its partnership with Radio One (92Q & Magic 95.9) to create unique opportunities to promote BCCC and Radio One's commitment to communities in the Baltimore Metropolitan area. This year, the Greater Baltimore Urban League (GBUL) celebrates its 100th year anniversary. GBUL has partnered with Radio One to host a citywide Job Fair in March of 2025 at BCCC. Radio One will broadcast live from BCCC on that day. This is a great opportunity for students and prospective students to learn more about BCCC and be exposed to area businesses looking to onboard new employees.

Young Men United (YMU, an initiative of United Way of Central Maryland)

Young Men United is an innovative education equity and economic advancement initiative created to help young men of color achieve their academic and vocational dreams. In Baltimore City, 29% of Black residents are employed in management, business, science, and the arts versus 58% of White residents. YMU is exploring opportunities to expose high school students to the workforce & the college academic and continuing education experience. As the only community college in Baltimore, BCCC is an appropriate resource for the population they serve.

WBJC

Staff Community Engagement

The station created opportunities to extend the BCCC brand in the community while establishing partnerships and engagement opportunities with organizations such as Johns Hopkins University, Music at St. Davids, Maryland State Boy Choir, Baltimore Choral Arts, Weinberg Center, Baltimore Museum of Art, Beth El Congregation, Baltimore Basilica of the Assumption, Shriver Hall Concert Series, Johns Hopkins Osher Society, Everyman Theatre, Shakespeare Theatre Company, Hampton National Historical Site.

Corporate Support Partnerships

The Station developed underwriting partnerships and content on WBJC from numerous clients, including returning clients such as Baltimore Symphony Orchestra, Opera Baltimore, Annapolis Symphony Orchestra, In Series, Handel Choir, Baltimore Choral Arts, Shriver Hall Concert Series, Ballet Theatre Maryland, St. David's Church, Chamber Music Maryland, Peabody Institute, Omelet King, PNC Bank, Lauraville Business Association, University of Maryland Medical System, Roggenart Café, Kirchmayr Chocolates, Snug Books, Cynipid Fund, Culligan Water, Elville and Associates, Zeke's Coffee, Charles and Senator Theatre, Eye Candy Opticianry, Baltimore – You Have No Idea.

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Program Highlights

WBJC programs and content to note for the month included live performances from some of Maryland's finest classical ensembles, made possible by a generous grant from the Maryland State Arts Council. Featured artists included the Maryland State Boy Choir and the Baltimore Choral Arts from their holiday performances, the Baltimore Symphony Orchestra, pianists David Zinman and Leon Fleisher, and guitarist Manuel Barrueco.

WBJC

BCCC Event Promotion

BCCC cobranded the station with BCCC and promoted campus events and initiatives on-air, including hourly public service announcements as "The Classical Radio Voice of Baltimore City Community College" and public service announcements for various programs and projects at the College.

MARKETING

The department continues to refine and develop new outreach tactics to expand opportunities for recruitment utilizing various mediums including but not limited to refining edits for a new website, creating digital ads to support enrollment growth, general advertising to market specific credit and continuing education programs.

Website Conversion

The College continues work with Finalsite, the new CMS platform that will host the BCCC domain, www.bccc.edu. The site conversion is nearing completion, with an expectation that final work will take place in February with an anticipated launch in March 2025 at the earliest.

Digital Marketing Ads

The department placed a series of digital ads to promote apply and register for Winter & Spring 2025 and Spring 2025 Enrollment. Results through December 31, 2024, include substantial reach and link clicks, indicating a strong interest in applying or registering at BCCC. Results through 12/31/2024 include:

Associated Website Traffic

The current analytics for this reporting period shows an increase web traffic to the Apply, Register & Landing Pages. Additionally, analytics on the Marketing Campaign Landing Page indicate a continuing and robust interest in BCCC as a direct result of digital advertising. The recent increase in enrollment is in direct association with our digital outreach efforts. We look forward to continuing to refine targeted outreach. The results are as follows:

A. Digital Outreach: January 1 – January 31, 2025

- **Monthly Digital Outreach I - Spring 2025 Apply**
(Reported from start date on December 20, 2024, through December 31, 2024)
Link clicks: 7,621
Reach: 241,466
- **Monthly Digital Outreach II: Spring 2025 Register**
Link Clicks: 8,998
Reach: 243,181
- **Monthly Website Marketing Landing Page Results**
Page Views: 16,421
Active Users: 11,389
Views Per Active User: 1.44

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B. Digital Outreach: December 19, 2024 – January 31, 2025 (Cumulative)

- **Cumulative Campaign To-Date – Spring 2025 Apply**
Link Clicks: 10,193
Reach: 291,897
- **Cumulative Campaign To-Date**
Link clicks: 11,883
Reach: 294,186
- **Cumulative Website Marketing Landing Page Results**
December 20, 2024 – January 31, 2025
Page Views: 21,441

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CABINET UPDATE

Vice President, Institutional Effectiveness, Research & Planning

OFFICE OF GRANTS DEVELOPMENT

BCCC's FY25 Federally Funded Programs

Recent decisions by the national administration regarding federal grants have created some uncertainty for higher education institutions and our students. The freeze on federal grants primarily affects discretionary grants. These are grants that are awarded based on specific criteria and are not guaranteed. Any freeze could impact funding for certain educational programs, research projects, and specific programs promoting student diversity.

Baltimore City Community College (BCCC) remains a leading community resource for federally funded educational and workforce initiatives, providing comprehensive services for refugees, asylees, adult learners, and underserved communities in Baltimore. Through eight (8) federally funded grant programs, totaling \$6,467,038 in funding, BCCC continues to access to education, career development, and essential resources that promote long-term self-sufficiency, workforce readiness, and social integration.

Through eight (8) federally funded programs, BCCC is:

- Providing education and workforce training to individuals annually.
- Expanding job readiness and employment opportunities for refugees and adult learners.
- Enhancing language, career, and mental health support for resettled individuals.
- Strengthening community integration and self-sufficiency through education.
- Focusing on retention and degree completion to ensure long-term student success.
- Exposing junior and senior high school students to college prep courses in STEM fields, preparing them for higher education and career pathways.

By leveraging federal funding, BCCC continues to play a pivotal role in transforming lives through education, workforce development, and social services, ensuring that Baltimore's diverse communities thrive in an evolving job market.

Federally Funded Grants & Program Impact

1. Afghan Support to School Impact (AS2SI) Grant (*Federal Grant – U.S. Department of Health and Human Services*)

Program Duration: April 1, 2024 – September 30, 2025 | Funding: \$546,504

Impact: Supports 115 Afghan youth and children through:

- Case management, mental health support, and early learning services via Villa Maria-Behavioral Health Systems Baltimore.
- Academic scholarships to promote school retention and success.
- Family literacy and school readiness programs in partnership with the DRU Judy Center Early Learning Hub.

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2. English for Speakers of Other Languages (ESOL) Grant (*Federal Grant – Maryland Office of Refugees and Asylees, MORA*)

Program Duration: October 1, 2024 – September 30, 2025 | Funding: \$410,650

Impact: Provides language instruction and workforce support to 500 refugees annually by:

- Tailoring ESOL instruction to employment, citizenship, and daily life.
- Enhancing job readiness and professional development through partnerships with the International Rescue Committee (IRC).
- Offering cultural orientation and workforce training to improve employment rates.

Exceeded Goal: Last year's goal was 400 refugees, but 550 were served. As a result, FY 2025 funding has increased.

3. Refugee School Impact (RSI) Grant (*Federal Grant – Maryland Office of Refugees and Asylees, MORA*)

Program Duration: October 1, 2024 – September 30, 2025, | Funding: \$1,236,745

Impact: Supports 530 refugee youth, including 200 Afghan students, through:

- Structured English instruction to improve academic performance.
- School supplies, digital learning resources, and career readiness tools.
- Case management and mental health support to assist with school transitions.

Exceeded Goal: Last year's goal was 450 students, but 639 were served. FY 2025 funding has increased.

4. Services to Older Refugees (SOR) Grant (*Federal Grant – Maryland Office of Refugees and Asylees, MORA*)

Program Duration: October 1, 2024 – September 30, 2025 | Funding: \$244,312

Impact: Provides 40 older refugees annually with:

- Citizenship preparation and English instruction for better integration.
- Case management and access to essential social services.
- Programs that enhance independence, social engagement, and civic participation.

Exceeded Goal: Last year's goal was 35 older refugees, but 63 were served. FY 2025 funding increased.

5. Consolidated Adult Education and Family Literacy Services (CAEFLS) Grant (*Federal Grant – U.S. Department of Education, Maryland Department of Labor*)

Program Duration: July 1, 2024 – June 30, 2025 | Funding: \$1,044,693

Impact: Serves 3,000 adult learners annually through:

- Adult Basic Education (ABE) & English as a Second Language (ESL) programs.
- Integrated English Literacy & Civics Education (IELCE) to promote workforce readiness.
- Adult Secondary Education (ASE) & high school equivalency preparation.

6. Baltimore City Department of Social Services (BCDSS) Occupational Training Program (*Federal Grant – U.S. Department of Health and Human Services, Maryland Department of Human Services*)

Program Duration: January 1, 2025 – June 30, 2026 | Funding: \$2,259,339

Impact: Provides career training for up to 3,000 BCDSS clients over three years, ensuring:

- Industry-recognized credentialing for job placement.
- Hands-on workforce training in state-of-the-art labs.
- Higher employment rates and wages at or above Baltimore's livable wage.

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7. TRIO Student Support Services (SSS) Grant (*Federal Grant – U.S. Department of Education*)

Program Duration: September 1, 2024 – August 30, 2025, | Funding: \$415,290

Impact: Exceeded Goal: Last year's goal was 230, but 238 are being served:

- Supports first-generation, low-income, and students with disabilities.
- Academic tutoring, advising, and mentoring.
- Assistance with Federal Student Aid applications.
- Guidance on transferring to four-year institution.

8. TRIO Upward Bound Math and Science (UBMS) (*Federal Grant – U.S. Department of Education*)

Program Duration: October 1, 2024 – September 30, 2025, | Funding: \$309,505

Impact: Provided 63 students low-income, first-generation students with STEM when the target was 62 to serve:

- Enhancing STEM learning and academic performance.
- Preparing students for college through mentorship and tutoring.
- Hands-on science and math workshops.
- Standardized test prep and financial aid counseling.

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CABINET UPDATE

Chief Internal Auditor, Office of Internal Audits

Internal Audit Activities

Most activities focused on the annual financial audit for 2024. The auditors have not reached the completion deadline for the presentation of the financial statements due to several issues related to the gathering of information such as:

- A portion of the records were in the College's old system (HP LAN) and the remainder are in the new ERP, requiring manual reconciliations between the two systems to ensure accuracy and integrity of data.
- The Foundation portion of the annual financial statements remains in progress and staff are working to provide the necessary documentation during December.
- Additional samples and follow-up questions from the auditors requiring additional research and responses were addressed by staff.

The President, Controller, Internal Auditor, and other department heads participate in weekly meetings with the external auditors to strategize, develop and/or improve processes, obtain updates, and confirm results to complete the tasks and provide the required documentation to the auditors. Also, beginning December 14, 2024, weekly meetings with the Controller, Internal Auditor and the President (as an optional attendee) are taking place until the audit closes.

During the January meetings, the auditors proposed an adjustment to the accruals for payroll. At issue is the accounting for payroll accruals that overlap two fiscal years, for example, PPE 7/09/2024. BCCC uses the State issued guidelines that prescribe the methods for agencies to calculate and post the payroll accruals.

Other activities

Participation in the Labor Management Committee (LMC) including preparation and caucus meetings. Weekly meetings with the General Counsel and Assistant Attorney General to discuss compliance issues relating to discrimination, Title IX, harassment, and other policies and procedures.

Title IX and BCCC ComplianceLine issues and investigations:

- One Title IX investigation resolved with informal resolution
- One active BCCC ComplianceLine investigation
- One internal complaint resolved with informal resolution

Participation in cabinet interviews for the vacant VP Academic Affairs and Chief Information Officer positions, as well as onboarding newly hired employees and apprising them of any audit finding(s) within their area.

The Office of Legislative Audits (OLA)

The College continues to operate from the 2022 OLA Report with expectations of a current report after 2024. With the exception of the inventory finding, all findings have been addressed.

The Legislative Auditors are expected to return to the College within three to four years after the most recent OLA audit in accordance with their scheduled review plan. BCCC's OLA Reports are on OLA's website at:

<https://www.ola.state.md.us/Search/Report?keyword=&agencyId=5a8ac903cc9d721804e01114&dateFrom=&dateTo=&reportTypeId=1>

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Realignment Task #1

“Review and strategically align core course offerings of BCCC, consistent with accreditation requirements, and focused on the needs of students at BCCC and the workforce of Baltimore City.”

Vice President, Academic Affairs

School of Nursing and Health Professions (SNHP)

Emergency Medical Services

The Emergency Medical Services program completed the annual report for the Maryland Institute for EMS Systems, a state regulatory agency. The comprehensive, data-driven report is a crucial tool in maintaining the high standards of the College’s programs. It covers the key aspects such as enrollment, completion, and attrition rates in different certificates offered in the EMS program:

- Paramedic initial
- Emergency Medical Responder initial and refresher
- Emergency Medical Technician initial and refresher
- Advanced Life Support refresher

The report also includes information on certificate pass rates, the faculty, clinical sites, and preceptors. The document, completed by the program coordinator, shows marked improvements in enrollment and program standards compared to the previous year.

School of Business, Science, Technology, Engineering, and Mathematics (BSTEM)

Business and Technology (B&T)

Learning Outcomes

The Business and Technology Department has begun updating course learning outcomes. This initiative launched on January 24, 2025, with specialized training for the Academic Deans to ensure that each course’s mastery aligns with its learning outcomes. The training was facilitated by the Director of Assessment. Courses lacking defined outcomes were identified, and follow-up efforts are underway with the respective program coordinators.

E-Learning

In January, E-Learning facilitated three specialized training sessions for the Vice President of Academic Affairs, and the AVP for Curriculum and Instruction and the Assistant Vice President for Academic Engagement and Partnerships. These sessions served a dual purpose: onboarding the VPAA to Canvas and providing hands-on experience of importing outcomes, aligning outcomes with assignments, and understanding the results collection process.

Deans and associate deans from the Academy participated in the third training session. Building on the previous training with the VPAA and AVPs, the training was repeated. By the end of the session, attendees gained a clear understanding of the process and received job aids to support faculty in importing outcomes, aligning outcomes with assignments, and understanding the results collection process.

The next phase for E-Learning involves coordinating meetings with deans, associate deans, and program coordinators to expand the training to a larger group. Once all faculty have completed the training, the focus will be on aligning outcomes across all course sections, allowing the Office of Assessment to review

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reliability and validity. This work is critical in evaluating course quality and ensuring that academic programs effectively meet student needs and institutional goals. The ongoing improvements resulting from this process will drive student success, supported by measurable data.

User Purge of Canvas Accounts

Efforts to purge suspended and never accessed Canvas accounts continued, bringing the total number to 15,570 accounts removed from the initial list of 185,000 in the user table. Since some accounts are linked to courses, the process remains manual to ensure those connections are preserved.

Barnes & Noble Bookstore

E-Learning participated in a series of calls with Barnes and Noble regarding the College's bookstore outsourcing and implementation. As part of the implementation team, E-Learning will collaborate with Barnes and Noble in late spring to establish the connection between Canvas and the bookstore using an LTI (Learning Tools Interoperability) application with Canvas. The setup is dedicated to testing and ensuring seamless functionality.

Strategic Planning Online (SPOL)

E-Learning participated in a kickoff meeting with SPOL to initiate the early stages of implementing the College's new assessment tool. The discussion focused on where BCCC currently stores outcomes, plans to use Canvas as the primary data capture point, and next steps in the process. The SPOL implementation is a key component of the College's continuous improvement efforts, providing the ability to track trends and generate reports on assessment data across the institution.

E-Textbooks

With the shift toward adopting more eBooks and course access codes, E-Learning initiated a project to document and collaborate with account representatives from the major textbook publishers. The goal is to document the access methods for every ISBN used in the College's credit courses. This project originated from the need to assist faculty with the various formats (e.g., eBooks, eTexts, full courseware) and required help enabling student access. This proactive documentation and process development will serve as a foundation for E-Learning to engage earlier in the book adoption process, allowing for better coordination with publishers and ensuring students can access the required materials with more lead time.

Realignment Task #2

“Make workforce development and job placement top educational priorities of BCCC.”

Vice President, Workforce Development & Continuing Education

The Workforce Development Department (WF) at Baltimore City Community College (BCCC) continues to strengthen its efforts to enhance career opportunities for students by expanding partnerships with local community and healthcare organizations. These collaborations aim to provide comprehensive training opportunities that align with current labor market demands and improve students' career trajectories.

Enrollment and Completers

The Workforce Development Department at Baltimore City Community College continues to expand its training programs, ensuring that students have access to high-quality career pathways. For the month of February, a total of 295 students were enrolled in various workforce training programs, with 6 students completing their respective courses. Enrollment numbers across different programs reflect a strong demand for career training.

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The EMT AM program had 22 students enrolled, while the EMT PM session had 21 students. The Certified Medicine Aide (CMA) Update program successfully completed training for 6 students. The Certified Nursing Assistant (CNA) PM session recorded 30 students enrolled, and the CNA AM session had 16 students. Other programs also saw strong enrollment, including Community Health Worker (CHW) with 9 students, Pharmacy Technician with 17 students, Venipuncture with 13 students, and Patient Care Technician (PCT) with 12 students.

Additionally, 15 students participated in CPR training, while 24 and 20 students, respectively, were enrolled in two separate Pre-Cyber (CNC) courses. Digital literacy training saw 11 students enrolled, while other fields such as warehouse operations, speed development, construction, and CDL-B programs continued to provide specialized training to students across various industries. The Child Growth & Development program enrolled 23 students, with an Infant & Toddler program enrolling 8 students. The total student enrollment across all workforce training programs in February reached 295, underscoring the continued growth and demand for these career-focused education pathways.

In terms of workforce training completers for FY25, the Occupational Safety and Health Administration (OSHA) 10 training saw 4 students complete their certifications. The Certified Medicine Aide (CMA) program had 8 completers, while 6 students completed the CMA Update training. In the hospitality sector, 4 students successfully completed their training, and 10 students completed the CDL-B program. Additionally, 3 students completed Venipuncture training, while Community Health Worker (CHW), Patient Care Technician (PCT), and Pharmacy Technician programs each had 3 students complete their coursework. The Certified Nursing Assistant (CNA) program had the highest number of completers with 14 students finishing their training.

Cybersecurity Training Programs

In 2025, BCCC's Workforce Development will launch a cutting-edge Cyber Range Lab through a partnership between the Department of Labor's Employment and Training Administration and the Department of Education. This facility will provide hands-on, live lab training for cybersecurity students, addressing Maryland's workforce shortage of over 30,000 professionals in the field.

Initially planned with six lab stations—five for students and one for instructors—the project has expanded to include eight student stations, enhancing training capacity. Students completing the program will earn an Industry-Recognized Certification (IRC), increasing their employability in this high-demand sector.

Preparations are underway, including site identification, IT planning, and employee training scheduled for March 2025. Installation is in progress, and the lab is set for an official launch in April 2025, positioning BCCC as a leader in cybersecurity education and workforce development.

Partnerships and Community Engagement

The Workforce Development Department continues to strengthen relationships with community organizations and employers to enhance training opportunities and job placements for students.

A contract with LifeBridge Levindale Hebrew Geriatric Center has been finalized to provide Certified Nursing Assistant (CNA) and Geriatric Nursing Assistant (GNA) training for employees. The projected start date for this training program is February 8, 2025, with 11 students registered to participate. The contract is currently under review by the facility's legal department, and final approvals are expected soon.

The University of Maryland Medical Center (UMMC) partnership has resulted in a Digital Literacy course that officially launched on January 9, 2025. This program has enrolled 11 students, providing them with essential technology skills for professional development and career advancement.

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Additionally, discussions are ongoing between the University of Maryland School of Social Work and B'more For Healthy Babies at Upton/Druid Heights, Center for Restorative Change, with the goal of expanding Community Health Worker (CHW) programs. This initiative aims to enhance workforce training for professionals dedicated to improving health outcomes in underserved communities.

Baltimore City Schools Collaboration – 2025 CTE Summer Boost Program

The Office of Secondary Success and Innovation is preparing to launch the 2025 CTE Summer Boost Program, an initiative designed to provide rising seniors with career and technical education (CTE) training and industry-recognized certifications. This workforce readiness program will offer targeted courses that align with high-demand healthcare careers and academic support to prepare students for post-secondary education and career success.

The program is scheduled to run from June 16, 2025, to August 1, 2025, covering a period that includes both clinical completion and certification application processes. The program is projected to serve 120 rising seniors.

A range of career certification and academic support courses have been identified based on industry needs and student interest. The training pathways include Certified Nursing Assistant (CNA), Surgical Technician, Pharmacy Technician, Community Health Worker, Central Sterile Technician, Phlebotomy Technician, Lab Technician, and Math Remediation to assist students in certification-related coursework.

Mayor's Office of Employment Development (MOED)

In collaboration with the Mayor's Office of Employment Development (MOED), BCCC recently hosted 30 Career Coaches from Baltimore City Schools at the South Pavilion location. The Career Coaches were given a guided tour of the main campus and attended an orientation session where members of the BCCC community presented workforce training opportunities available to prospective students.

Additionally, BCCC workforce development staff have continued to participate in weekly intake sessions at the MOED Workforce Reception Center. These sessions serve as an opportunity to connect with incoming Department of Social Services (DSS) participants, ensuring they are aware of the workforce training opportunities available at BCCC. Staff members also attend weekly job and training fairs at MOED's Northwest Job Center, engaging with local residents who are interested in workforce training.

Other Community Partnerships

The Goodwill Industries partnership is set to launch its next CNA training cohort in February 2025, with a Pharmacy Technician training program scheduled to begin in March 2025. BCCC continues to collaborate with the Dwyer Foundation, ensuring students enrolled in these programs have access to comprehensive support services.

CVS has expressed interest in renewing its clinical partnership with BCCC. This collaboration would allow open enrollment students to receive hands-on clinical experience at CVS locations. Additionally, CVS has offered to support the development of a pharmacy simulation lab at the South Pavilion, further enriching the learning experience for students in the Pharmacy Technician program.

The Service Employees International Union (SEIU) has referred several students to the Certified Medicine Aide (CMA) training program, covering tuition and fees for participants. SEIU has also indicated a strong interest in referring additional students to the Patient Care Technician (PCT) program, expanding access to healthcare career pathways for union members.

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Integrated English Language and Civics Education (IELCE) / Integrated Education and Training (IET) Programs

As of February 1, 2025, there are three active cohorts of IELCE/IET and IET programs, focusing on Certified Nursing Assistant (CNA/GNA) and Childcare training. In March 2025, two additional cohorts are set to launch, including one CNA/GNA cohort and one Community Health Worker (CHW) cohort.

For the first time, a Childcare cohort has been integrated into the program, expanding workforce training opportunities for students in early childhood education.

Through collaboration with Adult Basic Education (ABE), the workforce development team has combined GED preparation pathways with workforce training. A Certified Nursing Assistant (CNA) cohort began in September 2024, and students are now completing coursework before beginning their clinical rotations in January 2025. Additional ABE and ESL cohorts in Childcare, Community Health Worker, and Warehousing are being planned for Spring FY25 completion.

Career Services Updates

The Career Services team at Baltimore City Community College (BCCC) has been instrumental in equipping students with the tools and opportunities needed to achieve their professional aspirations. Through targeted job readiness sessions, personalized client support, and active community engagement, the team has made significant strides in preparing students for workforce success.

Workforce Preparation and Job Readiness Training

In January 2025, the Career Services team implemented a comprehensive job readiness training program, offering nine morning training sessions and six evening sessions. These sessions, conducted between January 7-9, January 14-16, and January 21-23, focused on essential skills such as resume building, interview techniques, professional communication, and job search strategies. By providing flexible scheduling options, the program accommodated diverse student needs, ensuring accessibility for those balancing academic, professional, and personal responsibilities.

Beyond structured training, individualized career coaching was a focal point of student support. In January, 47 students sought walk-in career assistance, receiving targeted guidance in resume development (18 students), mock interviews (16 students), employment assistance (6 students), cover letter development (3 students), internship opportunities (2 students), and job search strategies (2 students). These services played a critical role in preparing students for immediate and long-term career success.

Employment Placement and Industry Partnerships

The department's career placement initiatives yielded significant results, with 46 students securing employment through BCCC's network of employer partners. These opportunities, spanning industries such as healthcare, logistics, and technology, offered competitive wages ranging from \$15.00 to \$30.38 per hour. The majority of placements were in high-demand fields, with students securing roles at Johns Hopkins Hospital, Autumn Lake Healthcare, Amazon BWI-2, Sinai Hospital, and FutureCare. These employment outcomes underscore the value of BCCC's strategic collaborations with industry leaders, ensuring that students transition seamlessly from training to the workforce.

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In addition to direct employment placements, the department expanded career support services for international students, holding a consultation with the Office of International Student Affairs on January 21, 2025, to discuss employment documentation requirements. Career development programming also included a Resume Development Workshop on January 28, 2025, and a Job Readiness and Resume Development presentation for Respiratory Therapy students on January 29, 2025. These initiatives provided students with the tools necessary to navigate competitive hiring processes effectively.

Community Engagement and Student Involvement

Recognizing the importance of early career exploration and professional networking, BCCC Career Services actively engaged in community events. On January 16, 2025, the department participated in the Spring 2025 Involvement Fair, organized by BCCC Student Life. This event facilitated student engagement with career resources, reinforcing the importance of workforce preparedness within the academic experience.

Further departmental development took place through a Career Services staff meeting on January 29, 2025, where team members reviewed upcoming April and May evening classes, refined Job Readiness presentation content, and discussed enhancements to office services. These internal improvements aim to strengthen program delivery and align career services with emerging student and workforce needs.

High School Diploma Achievement and Transition Services

BCCC's commitment to educational attainment and career transition was further demonstrated through the High School Diploma Achievement and Transition Services program. In January 2025, 50 official GED exams were administered, with 34 content-specific exams successfully passed. An additional 47 GED Ready tests were taken, with 29 students receiving a "Likely to Pass" score, demonstrating strong preparedness for formal examination. However, 7 students fell just 1-3 points short of passing their GED content exams, highlighting the need for continued academic support to improve overall success rates.

To date, 28 students have successfully earned their high school diplomas in fiscal year 2025, contributing to a total of 59 graduates from fiscal years 2024 and 2025 who are eligible to participate in June's graduation ceremony. As part of the transition support system, the department has actively followed up with recent

graduates, facilitating their enrollment into workforce training programs and BCCC credit-bearing courses. This ongoing engagement ensures that students have the necessary guidance to seamlessly progress from secondary education into postsecondary training and career pathways.

Funding Initiatives

WF secured significant funding to expand training opportunities:

\$4.8 million from Baltimore City Department of Social Services to support workforce training.

\$1.2 million from the Department of Human Services SNAP program over three years.

\$255,000 for training Baltimore residents receiving SNAP benefits.

Through its comprehensive programming, community partnerships, and innovative opportunities like the collaboration with the Mary Harvin Transformation Center CDC, WF is solidifying its role as a catalyst for workforce development and community.

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Realignment Task #3

“Improve student pathways to success, including remedial education, attainment of a degree or postsecondary certificate, and transfer to four-year institutions of higher education.”

Vice President, Academic Affairs

School of Nursing and Health Professions (SNHP)

Physical Therapist Assistant (PTA)

In Fall 2024, the department observed that some second-year students were struggling in courses which involved poor performance on key PTA skills. Program Coordinators and faculty, in collaboration with the Dean, offered the students the opportunity to attend post-semester class sessions to assist them in mastering the key course concepts. All impacted students who participated in the sessions completed their final assessments. Faculty reported improvements and will review the results to determine the next steps and actions plans to assist students who need assistance in mastering key course concepts.

Natural and Physical Science (NPS)

The NPS faculty have developed an integrated science course, SCI 110 Introductory Science. This course, which has no prerequisites, covers foundational concepts from Biology, Chemistry, and Physics. It is scheduled to be presented to the Curriculum and Instruction Committee (CIC) for approval based on the recommended changes identified by the CIC. Once the course is approved by the CIC it will be presented to the Senate Executive Committee for review and approval. If approved by both Committees, the College will begin offering the course as early as summer 2025. The course is specifically designed for students with no prior science background.

Realignment Task #4

“Enter into memoranda of understanding in order to establish student pathways to success with the Baltimore City Public Schools (BCPSS), institutions of higher education, and employers.”

Vice President, Academic Affairs

School of Nursing and Health Professions (SNHP)

Nursing

The Nursing team will coordinate a discussion between BCCC legal counsel and the Total Health Care facility. The contract is in the last stages of review and approval. Total Health Care is a large minority, nonprofit, tax-exempt, multi-disciplinary community health center in Maryland (multiple locations in Baltimore). This contract will allow Nursing students to complete their psychiatry/mental health rotations. As acquiring an MOU in the post-COVID era is a challenge, this contract will allow BCCC’s nursing program to satisfy students’ academic needs and meet the mandate of the accreditor and state regulator.

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Realignment Task #5

“Align the budget of BCCC with realistic enrollment projections.”

Vice President, Student Affairs

Vice President, Institutional Effectiveness, Research & Planning

Enrollment

Spring 2025

The Spring 2025 registration started on November 11, 2024. As of February 15, 2025, 4,186 students are registered. The Spring 2025 enrollment increased by 15.44 percent, compared to Spring 2024, with 3,626 students enrolled. The last date to register for Spring classes is March 13, 2025.

Spring New Student Orientation

The New Student Orientation for Spring 2025 was held virtually on January 11, 2025. A total of 165 students registered for the orientation. Out of the 165 registrants 95 attended (58.74% yield rate) the event.

Also, 39 new international students enrolled at BCCC for the Spring 2025 term. These new students are from 7 Countries: Congo, Jamaica, Kenya, Nepal, Nigeria, Pakistan, and Turkey. The New International Student Orientation was held on January 9, 2025. A total of 34 new students attended in-person.

Process Improvements

The Office of Admissions meets weekly with Ellucian Advisory services. During the weekly meetings several items have been discussed for system improvements that include, but are not limited to:

- Creating the recruiter dashboards in CRM Recruit
- Reviewing/updating supplemental items in CRM Recruit
- Enable Upload Feature in CRM Recruit
- Discuss Activating Banner Supplemental Screen/Features for Admissions once the applicant has been admitted
- Activate Manage Events feature in CRM Recruit
- Creating and assigning territory maintenance for recruiters

Also, the internal workflow process for the Dual Enrollment Application process has been streamlined. Admissions is working to develop communication workflows for applicants and enable the upload feature to allow applicants to submit documents online.

Recruitment & Outreach

From December to January, Admissions engaged with various high schools and community partners. The Recruiters and Mayor’s Scholars Program staff participated in seventeen recruitment activities.

Recruitment efforts increased by 4.35 percent (110 events) compared to February 2024, with 70 events planned. The college continues to expand its territory with new partnerships that expand Baltimore City high schools including, but not limited to private high schools and organizations, such as *Mount Claire Christian Academy*,

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Cristo Rey Jesuit High School, Girl School of Central Maryland, Pikesville High School, iMentor Baltimore, and Keys Empowers.

Recruiters actively engage with external partners by contacting high school/nonprofit organizations/middle schools and other community partners to schedule on-campus and/or off-campus visits. The recruiters in collaboration with MSP are promoting the summer bridge program to all external partners.

Summer Bridge Program

In collaboration with the Office of Admissions, MSP is engaging with high schools and community partners (i.e. CASA de Maryland) to promote the 2025 Summer Bridge Program. External communications, virtual and in-person meeting dates have been set for students/parents to attend and apply to BCCC, and youth works. Admissions recruiters and MSP staff are actively visiting high schools in Baltimore City and County to promote the MSP.

The recruitment goal for the 2025 Summer Bridge Program is 450. Currently, 21 students have completed an application and indicated their interest in MSP for Summer 2025. Also, 103 students have completed a Fall 2025 application expressing interest MSP. MSP staff are actively engaging with these students for the summer bridge program and youth works.

Recruitment Activities

Date of Event	Organization/School	Event Type
12/2/2024	Mount De Sales Academy	Information Session
12/3/2024	Individual Tour	Campus Tour
12/3/2024	Pikesville High School	Information Session
12/5/2024	Success Academy High School	Information Session
12/6/2024	Individual Tour	College Tour & Information Session
12/7/2024	MTM College Fair	Information Session, College Fair
12/7/2024	Donate for a Cause: BCCC Cares Community Clothing Drive	Community Event
12/7/2024	Baltimore Metropolitan Alumnae Chapter of Delta Sigma Theta Sorority, Inc.	Information Session
12/10/2024	Success Academy High School	Information Session
12/11/2024	Forest Park HS	Information session
12/11/2024	Green Street Academy	Application Session / Dual Enrollment
12/16/2024	Baltimore City Schools Engagement event	Information Session
1/22/2025	Patterson High School	Information Session
1/23/2025	Paul Laurence Dunbar High School	Dual Enrollment Application Session
1/24/2025	Forest Park High School	Dual Enrollment Application Session
1/24/2025	Mayor's Office (MONSE)	Community Event
1/31/2025	Patterson High School	Information Session

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Realignment Task #7

“Establish strong relationships with key stakeholders.”
Vice President, Advancement

COMMUNITY OUTREACH

United Way of Central Maryland (UWCM)/Greater Mondawmin Coordinating Council (GMCC)

The calendar year ended with UWCM and Greater Mondawmin agreeing to host their annual Neighbors United event at BCCC in May of 2025. This is the first of a series of meetings that include community leaders from various neighborhoods who gather to discuss best practices in addressing upstream issues like: crime, grime and education. BCCC is a partner in the UWCM Neighbors United cohort.

Baltimore City Fire Department

BCCC continues its outreach to the Baltimore City Fire Department (BCFD) to provide meeting space for BCFD personnel and promote BCCC’s Emergency Medical Services program. BCFD plans to schedule another series of trainings at BCCC in 2025.

Radio One/Greater Baltimore Urban League

BCCC continues to build upon its partnership with Radio One (92Q & Magic 95.9) to create unique opportunities to promote BCCC and Radio One’s commitment to communities in the Baltimore Metropolitan area. This year, the Greater Baltimore Urban League (GBUL) celebrates its 100th year anniversary. GBUL has partnered with Radio One to host a citywide Job Fair in March of 2025 at BCCC. Radio One will broadcast live from BCCC on that day. This is a great opportunity for students and prospective students to learn more about BCCC and be exposed to area businesses looking to onboard new employees.

Young Men United (YMU, an initiative of United Way of Central Maryland)

Young Men United is an innovative education equity and economic advancement initiative created to help young men of color achieve their academic and vocational dreams. In Baltimore City, 29% of Black residents are employed in management, business, science, and the arts versus 58% of White residents. YMU is exploring opportunities to expose high school students to the workforce & the college academic and continuing education experience. As the only community college in Baltimore, BCCC is an appropriate resource for the population they serve.

WBJC

Staff Community Engagement

The station created opportunities to extend the BCCC brand in the community while establishing partnerships and engagement opportunities with organizations such as Johns Hopkins University, Music at St. Davids, Maryland State Boy Choir, Baltimore Choral Arts, Weinberg Center, Baltimore Museum of Art, Beth El Congregation, Baltimore Basilica of the Assumption, Shriver Hall Concert Series, Johns Hopkins Osher Society, Everyman Theatre, Shakespeare Theatre Company, Hampton National Historical Site.

Corporate Support Partnerships

The Station developed underwriting partnerships and content on WBJC from numerous clients, including returning clients such as Baltimore Symphony Orchestra, Opera Baltimore, Annapolis Symphony Orchestra, In Series, Handel Choir, Baltimore Choral Arts, Shriver Hall Concert Series, Ballet Theatre Maryland, St. David’s Church, Chamber Music Maryland, Peabody Institute, Omelet King, PNC Bank, Lauraville Business Association, University of Maryland Medical System, Roggenart Café, Kirchmayr Chocolates, Snug Books,

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Cynipid Fund, Culligan Water, Elville and Associates, Zeke’s Coffee, Charles and Senator Theatre, Eye Candy Opticianry, Baltimore – You Have No Idea.

Program Highlights

WBJC programs and content to note for the month included live performances from some of Maryland’s finest classical ensembles, made possible by a generous grant from the Maryland State Arts Council. Featured artists included the Maryland State Boy Choir and the Baltimore Choral Arts from their holiday performances, the Baltimore Symphony Orchestra, pianists David Zinman and Leon Fleisher, and guitarist Manuel Barrueco.

REALIGNMENT TASK # 8

“Develop and market a brand for BCCC.”

Vice President, Advancement

WBJC

BCCC Event Promotion

BCCC cobranded the station with BCCC and promoted campus events and initiatives on-air, including hourly public service announcements as “The Classical Radio Voice of Baltimore City Community College” and public service announcements for various programs and projects at the College.

Marketing

The department continues to refine and develop new outreach tactics to expand opportunities for recruitment utilizing various mediums including but not limited to refining edits for a new website, creating digital ads to support enrollment growth, general advertising to market specific credit and continuing education programs.

Website Conversion

The College continues work with Finalsite, the new CMS platform that will host the BCCC domain, www.bccc.edu. The site conversion is nearing completion, with an expectation that final work will take place in February with an anticipated launch in March 2025 at the earliest.

Digital Marketing Ads

The department placed a series of digital ads to promote apply and register for Winter & Spring 2025 and Spring 2025 Enrollment. Results through December 31, 2024, include substantial reach and link clicks, indicating a strong interest in applying or registering at BCCC. Results through 12/31/2024 include:

Associated Website Traffic

The current analytics for this reporting period shows an increase web traffic to the Apply, Register & Landing Pages. Additionally, analytics on the Marketing Campaign Landing Page indicate a continuing and robust interest in BCCC as a direct result of digital advertising. The recent increase in enrollment is in direct association with our digital outreach efforts. We look forward to continuing to refine targeted outreach. The results are as follows:

A. Digital Outreach: January 1 – January 31, 2025

- **Monthly Digital Outreach I - Spring 2025 Apply**
(Reported from start date on December 20, 2024, through December 31, 2024)
Link clicks: 7,621

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Reach: 241,466

- **Monthly Digital Outreach II: Spring 2025 Register**

Link Clicks: 8,998

Reach: 243,181

- **Monthly Website Marketing Landing Page Results**

Page Views: 16,421

Active Users: 11,389

Views Per Active User: 1.44

B. Digital Outreach: December 19, 2024 – January 31, 2025 (Cumulative)

- **Cumulative Campaign To-Date – Spring 2025 Apply**

Link Clicks: 10,193

Reach: 291,897

- **Cumulative Campaign To-Date**

Link clicks: 11,883

Reach: 294,186

- **Cumulative Website Marketing Landing Page Results**

December 20, 2024 – January 31, 2025

Page Views: 21,441

REALIGNMENT TASK #9

“Address the information technology (IT) and infrastructure needs of BCCC, including whether oversight by the Department of Information Technology is advisable.”

Chief Information Officer

ENTERPRISE RESOURCE PLANNING (ERP) PROJECT

The ERP implementation project is designated as a major information technology development project (MITDP). The Maryland Department of Information Technology (DoIT) has been involved since the start of the project and plays an oversight role. As a MITDP project, a DoIT project manager is assigned and oversees the progress of the project. The College submits monthly progress reports to the DoIT Project Manager, Dr. Josiah.

The MITDP project is in the Operations and Maintenance phase and is on track to close by June 30, 2025. BCCC is working on drafting the closing document which will be reviewed by the MD DoIT Project Manager. DoIT requires the College to demonstrate that it has achieved the major milestone based on the goals and objectives defined in the ERP project scope. This also means the State oversight body has full confidence in BCCC to carry out post project activities such as business process improvement, issue resolution, new features and functionality implementation, system maintenance, user training, and process documentation.

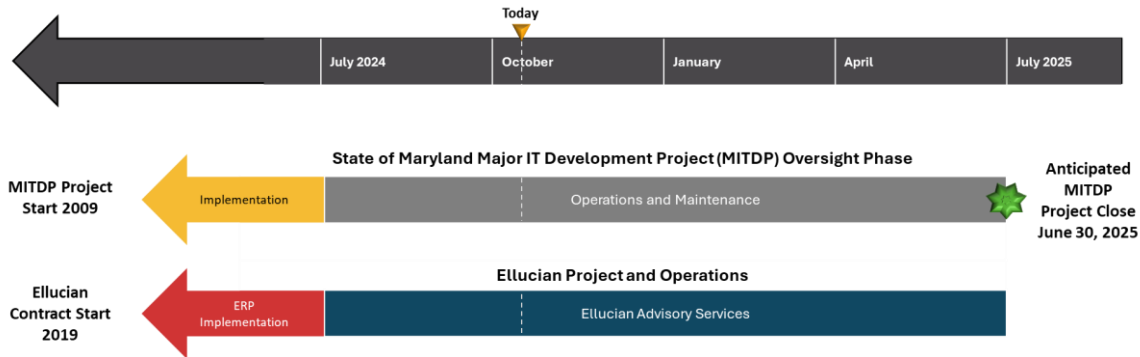
BCCC still has several years of functional improvements to make and will continue to partner with the State and Ellucian Advisory Services which will require the investment of additional financial resources.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees Meeting – February 2025

ERP Project Timeline



The Board approved a one-year Ellucian Advisory Services providing support, training, and tailored guidance across all Banner areas and scheduled to end June 30, 2025. The College anticipates additional services will be needed beyond the current contract to address the next set of priorities selected by Cabinet members and their teams. Current Advisory Services priorities by module include:

Student

Credit

- Test Score load in Banner
- Pre-requisite and co-requisite configuration
- Linked Course Setup
- Academic Standings

WDCE

- Student life-cycle overview
- Online Application for Admissions
- Admissions process
- Test scores (TABE and CASAS)
- Class registration (self-registration vs staff registration)
- Block registration and Mass Registration
- Tracking Completion and Licensures in Banner

CRM Recruit / Admissions

- Recruiter territory configuration
- Inquiry form
- Reporting and dashboard
- User access administration

Financial Aid

- Award Year 2024/25 Configuration

Baltimore City Community College

Realignment Tasks Update

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- FISAP data discrepancies
- Work-study financial aid discrepancy correction
- Refund of Pell and SEOG for withdrawn students

Student Accounting

- Refund of Pell and SEOG for withdrawn students (joint effort with Financial Aid)
- Detail code evaluation and prioritization
- Correction of student accounts
- Application of payment

Finance

- Review of finance system configuration
- Pooled budget vs line-item budget
- Requisition and Purchase Order Processing in Banner
- State appropriation implementation using *grant* module
- Year-End processing in Banner

Human Resources / Payroll

- Contractual payroll
- Payroll error correction
- Shift-differential rules using the premium pay functionalities
- Salary update using *Salary Planner* tool

- EPAF (Electronic Personal Action Form)
- FLAC (Faculty Load and Compensation) Module

Information Technology Services

- Enrollment dashboards and reports
- Employee dashboards and reports for Payroll
- Active Directory integration (person search and sync) for help desk support
- Inactive Student Records (150K active students)
- Flagging BCCC as primary email
- Gross Pay for MD Payroll Department

Degree Works

- Degree Works, a system for students and advisors to track degree progress, has been made available to all advisors and program chairs.
- Roll out plan for students is being worked on.

Baltimore City Community College
Realignment Tasks Update
Board of Trustees Meeting – February 2025

REALIGNMENT TASK #10

“Develop or sell all unused or underutilized real estate, including the Inner Harbor Site.”

Office of the President

The primary work relating to the demolition of the Bard Building and creation of green space on the downtown site has been completed. The contractor is working to correct a few, final items (the “punch list”) and is anticipated to complete and turn the project over to BCCC by April 1, 2025.

Realignment Task #11

“Identify barriers in State or local laws or regulations that impede the ability of BCCC to operate efficiently and effectively, including procurement and capital construction projects.”

Office of the President

BCCC continues to respond to requests from the state office of legislative affairs regarding the fiscal impact of proposed legislation. During the course of any given legislative session, those requests number in the hundreds, taking up the time and energy of dozens of BCCC employees.

Realignment Task #12

The Board of Trustees shall review, and if necessary, revise the BCCC strategic plan.

President & Cabinet

BCCC 2025-2028 Strategic Plan (draft)

President McCurdy and her Cabinet members are finalizing the draft 2025-2028 Strategic Plan Goals, Sub Goals, Sub Goal Description and Key Performance Indicators. Credo and Strategic Planning Online (SPOL) visited the campus on January 28th to work with the President and Cabinet to learn the SPOL system and prepare for the Plan’s presentation to the Board of Trustees, faculty, staff, and students, who will provide feedback.

The 2025-2029 Strategic Plan aligns the Governor’s Moore-Miller Administration 2024 State Plan and KPIs as well as with the Maryland Higher Education Commission’s (MHEC) 2022 State Plan for Higher Education. The Board-approved MHEC Performance Accountability Report (PAR) will be integrated into future Plan reporting.



Baltimore City Community College
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Middle States Commission on Higher Education (MSCHE) Supplemental Information Report

In response to the 2024 Annual Institutional Update (AIU), Baltimore City Community College is required to submit a Supplemental Information Report (SIR) to the Middle States Commission on Higher Education. The report will address key areas, including student achievement and annual full-time enrollment data. The institution's analysis will provide (1) graduation rates for the last two years (Standard IV); (2) annual enrollment-FTE for the last two fiscal years (Standard VI); and (3) narrative analysis and evidence of the actions the institution has planned or has taken to address these concerns (Standards IV and VI).

In short, the Report will address how the College's post-pandemic enrollment increases due to various recruitment and retention initiatives is yielding an increase in graduation rates over time. The leadership from the Office of Institutional Effectiveness, Research, and Planning and the Office of Academic Affairs are drafting the SIR which is due to Middle States by February 28, 2025.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 11 | Active Search Listing



Baltimore City Community College

HR Active Search List as of February 4th, 2025

	Div	PIN #	Position	Hiring Manager	Date posted
1	AA	66695	Director of Academic Achievement Center	Dr. Eric Benjamin/ Karen King-Sheridan	12/8/2021
2	AA	66902	Dean Natural and Physical Sciences, Business, Technology, Engineering and Math	Dr. Debra McCurdy/ Dr. Eric Benjamin	5/16/2022
3	AA	78507	Assistant Professor/Clinical Coordinator, Health Information Technology	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Ghazanfar Mahmood/ Dorothy Holley	3/23/2023
4	AA	66826	Assistant Professor of Cyber Security Digital Forensics	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Enyinnaya Iweha	6/23/2023
5	AA	72080	Assistant Professor & Program Coordinator for Computer Information Systems	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Enyinnaya Iweha	6/27/2023
6	AA	66762	Assistant Professor & Program Coordinator for Office Administration	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Enyinnaya Iweha	6/27/2023
7	AA	66819	Assistant Professor of Nursing- Adult Medical/Surgical	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Ghazanfar Mahmood/ Dorothy Holley	7/26/2023
8	AA	66803	Assistant Professor & Program Coordinator of American Sign Language/ Deaf Studies	Dr. Eric Benjamin/ Aundrea Wheeler	7/27/2023



Baltimore City Community College

HR Active Search List as of February 4th, 2025

	Div	PIN #	Position	Hiring Manager	Date posted
9	AA	66801	Assistant Professor/ Clinical Coordinator, Surgical Technologist	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Ghazanfar Mahmood/ Dorothy Holley	8/25/2023
10	AA	66765	Retention Coordinator	Dr. Eric Benjamin/ Karen King-Sheridan	10/5/2023
11	AA	66917	Instructional Designer	Dr. Eric Benjamin/ Aundrea Wheeler	10/9/2023
12	AA	78506	Transfer and Articulation Services Coordinator	Dr. Eric Benjamin	11/2/2023
13	AA	66725	Dean- School of Nursing & Health Professions	Dr. Debra McCurdy/ Dr. Eric Benjamin	11/2/2023
14	AA	66823	Nursing Laboratory Manager	Dr. Eric Benjamin/ Dr. Ghazanfar Mahmood/ Dorothy Holley	3/28/2024
15	AA	66673	Instructional Librarian	Dr. Eric Benjamin/ Aundrea Wheeler/ Elizabeth Van Pate	4/19/2024
16	AA	66878	Administrative Assistant III	Dr. Eric Benjamin/ Aundrea Wheeler/ Karen King-Sheridan	6/13/2024
17	AA	66834	Assistant Professor & Program Coordinator- Education	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Phillip Powell	6/14/2024



Baltimore City Community College

HR Active Search List as of February 4th, 2025

	Div	PIN #	Position	Hiring Manager	Date posted
18	AA	66622	Associate Dean of Business & Technology	Dr. Debra McCurdy/ Dr. Eric Benjamin	6/28/2024
19	AA	tbd	Assistant Professor & Program Coordinator for Fashion Design	Dr. Eric Benjamin/ Aundrea Wheeler/ Phillip Powell	12/3/2024
20	AA	66762	Assistant Professor & Program Coordinator for Business Management	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Enyinnaya Iweha	12/5/2024
21	AA	66771	Dean of Arts & Social Sciences	Dr. Debra McCurdy/ Dr. Eric Benjamin	1/24/2025
22	AA	66797	Assistant Professor of Mathematics	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Enyinnaya Iweha	12/20/2024
23	SA	66844	Federal Work Study Coordinator	Donna Thomas/ Saleem Chaudhry	12/9/2024
24	SA	66634	Director of Advising/ Student Success Center	Donna Thomas/ Dr. Sherri Brown	6/1/2023
25	SA	66908	Vice President of Student Affairs	Dr. Debra McCurdy	10/20/2023
26	SA	72079	Coordinator of Early College Access & Programs	Donna Thomas/ Michelle White	7/24/2024
27	SA	66831	Financial Aid Specialist	Donna Thomas/ Saleem Chaudhry	12/30/2024
28	SA	66611	Financial Aid Specialist	Donna Thomas/ Saleem Chaudhry	12/30/2024
29	SA	66875	Student Accounts Coordinator	Donna Thomas	1/15/2025



Baltimore City Community College

HR Active Search List as of February 4th, 2025

	Div	PIN #	Position	Hiring Manager	Date posted
30	ASP	66932	Administrative Assistant for the Vice President for Advancement	Gussener Augustus	1/10/2023
31	ASP	66960	Director of Development	Gussener Augustus	1/11/2023
32	ASP	66838	Associate Director for Scholarships	Gussener Augustus/ Dr. Debra McCurdy	7/19/2024
33	ASP	66720	Associate Director for Alumni Relations	Gussener Augustus/ Dr. Debra McCurdy	8/12/2024
34	WDCE	66861	Maintenance Supervisor	Michael Thomas	4/21/2021
35	WDCE	66769	Police Officer II	Michael Thomas	7/28/2020
36	WDCE	86277	Police Officer III	Michael Thomas	4/22/2024
37	WDCE	66644	Director of Workforce Development & Employment Services	Michael Thomas	7/5/2023
38	WDCE	66967	Assistant Director of Capital Projects	Michael Thomas	11/14/2023
39	WDCE	66639	Assistant Vice President for Facilities	Michael Thomas	12/5/2023
40	WDCE	66843	Ground Supervisor	Michael Thomas	2/13/2024
41	WDCE	81698	Police Supervisor	Michael Thomas	6/10/2024
42	WDCE	66921	Associate Director of English Language Services	Michael Thomas	8/13/2024



Baltimore City Community College

HR Active Search List as of February 4th, 2025

	Div	PIN #	Position	Hiring Manager	Date posted
43	WDCE	66631	Director of English Language Services	Michael Thomas	9/24/2024
44	WDCE	66970	Administrative Assistant II	Michael Thomas	1/16/2025
45	F&A	66879	Director of Budgets	Dr. Debra McCurdy	12/2/2024
46	F&A	67013	Senior Accountant- Foundation	Eileen Waitsman/ Jorge Beder	1/12/2023
47	F&A	66986	Budget Analyst	Dr. Debra McCurdy/ Nicole Carter	3/27/2023
48	F&A	66974	Administrative Assistant to the Vice President of Finance & Administration	Dr. Debra McCurdy/ Nicole Carter	8/11/2023
49	F&A	66916	Assistant Director of HR- Employee & Labor Relations	Nicole Carter	11/26/2024
50	F&A	82345	Human Resources Generalist	Nicole Carter	11/26/2024
51	F&A	tbd	Human Resources Generalist	Nicole Carter	11/26/2024
52	F&A	66740	Vice President of Finance & Administration	Dr. Debra McCurdy	10/11/2024
53	F&A	66934	Bursar/ Director of Student Accounting	Dr. Debra McCurdy/ Donna Thomas	11/4/2024
54	F&A	tbd	Payroll Manager	Nicole Carter	1/18/2025
55	IERP	88494	Research Analyst II	Becky Burrell/ Eileen Hawkins	7/6/2022
56	OP	66855	Director of Government Relations/Special Assistant to the President	Dr. Debra McCurdy	1/18/2022
57	OP	66981	Executive Administrative Assistant to the President	Dr. Debra McCurdy	2/13/2023



Baltimore City Community College

HR Active Search List as of February 4th, 2025

	Div	PIN #	Position	Hiring Manager	Date posted
58	OP	67000	Network Engineer	Becky Burrell	3/20/2024
59	OP	76592	Systems Administrator	Becky Burrell	3/20/2024
60	OP	66802	Chief Information Officer	Dr. Debra McCurdy/ Becky Burrell	11/15/2024