Baltimore City Community College

Board of Trustees Open Session

Dr. Debra L. McCurdy
President

Mr. Kurt L. Schmoke
Chair

WEDNESDAY | MAY 20, 2020

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TAB 1 | Approval of the May 20, 2020 Agenda

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda | May 20, 2020

Administration Building, Room 140 | 2901 Liberty Heights Avenue | Baltimore, MD 21215

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  I. **Call to Order**   Mr. Kurt L. Schmoke, _Chair_

      Adoption of Agenda   Mr. Kurt L. Schmoke, _Chair_
        a. Approval of the May 20, 2020 Agenda (Tab 1)

 II. **Board Actions / Consent Agenda**   Mr. Kurt L. Schmoke, _Chair_
        a. Approval of the April 15, 2020 Minutes (Tab 2)
        b. Student Government Association Report (Tab 3)
        c. AFSCME Local #1870 at BCCC Report (Tab 4)
        d. Faculty Senate Report (Tab 5)

III. **Items Removed from the Agenda (Tab 6)**   Mr. Kurt L. Schmoke, _Chair_

        a. ▪ AFSCME Local #1870 at BCCC Report (Tab 4)

IV. **New Business (Tab 7)**   Dr. Debra McCurdy, _President_
      ▪ None

 V. **College Policies (Tab 8)**   Mr. Kurt L. Schmoke, _Chair_
      ▪ None

VI. **Presentations (Tab 9)**   Dr. Debra McCurdy, _President_
      ▪ None

VII. **President's Report (Tab 10)**
        a. Cabinet Division Reports (Information)   Dr. Debra McCurdy, _President_

        b. Realignment Tasks Update   Dr. Debra McCurdy, _President_

        c. Enrollment Report   Dr. Stanley Singleton,
                                                                 VP Student Affairs

VIII. **Active Search Listing (Tab 11)**   Mr. Kurt L. Schmoke, _Chair_

 IX. **Motion for Adjournment**   Mr. Kurt L. Schmoke, _Chair_

BALTIMORE CITY COMMUNITY COLLEGE

BOARD ACTIONS / CONSENT AGENDA
TAB 2 | Approval of the April 15, 2020 Minutes
TAB 3 | Student Government Association
TAB 4 | AFSCME Local #1870 at BCCC
TAB 5 | Faculty Senate Report

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TAB 2 | Approval of the April 15, 2020 Minutes

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | April 15, 2020 (Virtual Zoom Meeting)

Board Members Present: Chairman Kurt L. Schmoke, Esq., Ms. Lenor Tannhauser Blum, Mr. John D. Lewis, Mr. Peter Nachtwey, Mr. Jason Perkins-Cohen, Dr. Rachel Pfeifer, and Mr. J.C. Weiss, II

Board Members Absent: Ms. Leila F. Parker, Esq

I. **CALL TO ORDER**
   Chair Schmoke called the April 15, 2020, Open Session Board Meeting to order at 4:07 p.m.

   ADOPTION OF THE AGENDA
   A. Adoption of the April 15, 2020 Agenda

II. **MOTION FOR ADJOURNMENT**

   Chair Schmoke requested a motion, under the States' Open Meeting Law to adjourn the April 15, 2020, Open Session Meeting at 4:12 p.m., and to reconvene for the Closed Session. Trustee J.C. Weiss motioned for the adjournment of the April 15, 2020, Open Session Meeting and Trustee Jason Perkins-Cohen seconded the motion.

III. **NEXT MEETING: May 20, 2020.**

Attendance:
   Dr. Debra L. McCurdy, President
   Ms. Becky Burrell, VP of Institutional Effectiveness and Planning
   Mr. Donal Christian, VP for Finance and Administration
   Dr. Stanley Singleton, VP of Student Affairs
   Dr. Liesl B. Jones, VP of Academic Affairs
   Mr. Michael Thomas, VP of Workforce Development and Continuing Education
   Ms. Dawn Kirstaetter, VP of Advancement and Strategic Partnerships
   Mr. Stephan Byam, Chief Information Officer
   Ms. Maria Rodriguez, Esq., General Counsel
   Mr. Kevin Large, Special Assistant to the President/ Dir. of Government Relations
   Ms. Lyllis Green, Chief Internal Auditor
   Ms. Michelle Williams, Director of Human Resources
   Dr. Debora Johnson-Ross, Director of Mayor's Scholars Program

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE
TAB 3 | Student Government Association Report

Baltimore City Community College
CABINET UPDATE
Board of Trustees, May 20, 2020
Student Government Association (SGA)

March 13th – The SGA held its last on campus meeting for the semester. Special guests that attended the meeting were as follows: Dr. Debra L. McCurdy (BCCC President), Dr. Stanley Singleton (Vice president for Student Affairs), Dr. Liesl Jones, (Vice President of Academic Affairs) and Stephan Byam (Chief Information Officer). Students were able to address some of their concerns with academics, student affairs technology, and the institution, in general. The students were pleased to get direct and honest answers from the cabinet and ways to follow up if needed.

March 26th - The SGA leadership held its first meeting via zoom. The intention of the meeting was to assemble student leaders and check in on student's adjustment to the online instruction format due to COVID-19. The team decided to have weekly informal meetings each Thursday at 2:30 p.m. These meetings were designed to exchange information and to updates on any student concerns.

April 9th - SGA meeting: Students reported seeing a positive change with the professors adjusting to the online teaching format. Students reported wanting to know any updates on the commencement ceremony and inquired about additional resources for students to possibly get technology resources (laptops, tablets, etc.).

April 16th – SGA meeting: Students shared concerns regarding financial aid potential resources needed for international students. Students expressed their appreciation of the transparency from Dr. McCurdy and her staff at the Town Hall meeting. They felt their questions were answered. The decision was made to have SGA elections in the fall semester. The current SGA team will work with Student Life and Engagement to re-establish timelines and procedures.

April 23rd - SGA meeting: Students expressed concerns about the transition to online learning and support. Student leaders discussed the rationale for the pass/fail option for developmental classes. Student Life and Engagement staff responded to concerns.

April 24th and May 1 - The office of Student Life and Engagement and the SGA sponsored the two open virtual sessions to listen to student concerns and topics at BCCC. These sessions were designed to allow students to voice their concerns with student leaders and staff and to provide follow up and responses. The meetings were held virtually via Zoom.

TAB 4 | AFSCME Local #1870 at BCCC Report

- No Report Submitted

TAB 5 | Faculty Senate Report

BCCC
BALTIMORE CITY
COMMUNITY COLLEGE

Faculty Senate Report to the Board of Trustees
May, 2020
Dr. Chima Ugah, Faculty Senate President

The Faculty Senate team of 2018-2020 under the leadership of Dr. Chima Ugah, Professor of Computer Information Systems and Cyber Security, has worked tirelessly to build a working relationship with the administration for a better BCCC. This is a relationship that was built on trust and mutual understanding under three BCCC College President, Dr. Gordon F. May, Dr. James H. Johnson, Jr. and Dr. Debra L. McCurdy within a two-year span. It was challenging to navigate through many processes since every administration has a different approach to governance. Many things were accomplished during the two year period:

- As the Faculty Senate President, The first administrative leadership retreat that included and involved several Faculty Senate leadership and Committee Chairs on collaboration and shared responsibilities was held on September 28, 2018. The three core values of focus emerged: Excellence, Integrity, and Professionalism.

- As the Faculty Senate President, The 12 realignment tasks came into full-circle. Worked with Dr. James H. Johnson, Jr. to embed faculty members in all 12 realignment tasks' work groups.

- As the Faculty Senate President, Mayor's Scholars Program (MSP) came into full existence with the College. Our team worked with Dr. James H. Johnson, Jr. and Dr. Debra L. McCurdy to refine and improve on the challenges by addressing faculty concerns with focus groups.

- As the Faculty Senate President, Senate Executive Committee (SEC) supported and approved the implementation of smoke-free campus environment with Dr. Debra L. McCurdy.

- As the Faculty Senate President, there was an increased BCCC faculty participation in the Association of Faculties for the Advancement of Community College Teaching (AFACCT) Conferences in Maryland.

- As the Faculty Senate President, faculty visibility was elevated by initiating "Faculty Spotlight" in the BCCC News and by highlighting faculty accomplishments in the Board of Trustees Reports.

- As the Faculty Senate President, our team was very instrumental in bringing "Achieving The Dream" to the Faculty Academy.

- As the Faculty Senate President, our team concluded the revision of Faculty Handbook that was presented to the Board of Trustees in 2019.

- As the Faculty Senate President, our team designed the graphical format for Faculty Senate organizational chart.

There are many challenges facing the College in the wake of COVID-19. The Faculty Senate appreciates Dr. McCurdy's leadership in handling the circumstances facing the College and with COVID-19. The Faculty Senate of 2018-2020 has built the foundation for faculty engagement in the future of BCCC. New Faculty Senate leaders with Professor Edward Ennels as the newly elected Faculty Senate President will continue to build on the foundation. We are very appreciative of the entire faculty body and the administration for their support.

Humbly Submitted,

ChimaUgah

Dr. Chima Ugah, President
Faculty Senate

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

TAB 6 | Items Removed from the Agenda

- AFSCME Local #1870 at BCCC Report

BALTIMORE CITY COMMUNITY COLLEGE

TAB 7 | New Business

- None

TAB 8 | College Policies

- None

BALTIMORE CITY COMMUNITY COLLEGE

TAB 9 | Presentations

- None

TAB 10 | President's Report

    A. Cabinet Area Reports

    B. Realignment Tasks Update

    C. Enrollment Report

Baltimore City Community College

CABINET UPDATE

Board of Trustees, May 20, 2020

Dr. Debra L. McCurdy, President

MEETINGS & ACTIVITIES

The following represents some of the meetings and activities of the President since the April 15, 2020 report to the BCCC Board of Trustees:

- COVID-19 Cabinet Meetings
    - Mondays-Fridays, 9:00am-10:30am
    - Mondays-Fridays, 5:00pm-6:00pm
- Department of Information Technology Meetings, April 16, 23, 30, May 7, 11:00am
- President's Maryland Association of Community Colleges, Friday, April 17, 2020
- Cheri Gerard, Maryland Department of General Services, COVID-19 & CARES Act Information Meeting, Wednesday, April 22, 2020
- Meeting with Faculty Executive Committee (Senate) Friday, April 23, 2020
- Brad Phillips, Maryland Association of Community Colleges, COVID-19 & CARES Act Information Meeting, Thursday, April 23, 2020
- CARES Act Fund with College CFO's, Friday, April 24, 2020
- Ian Klein, Department of Legislative Services, Friday, April 24, 2020
- Maryland Department of General Services and Null, Ker, Hull Architects, Facilities Master Planning, Monday, April 27, 2020
- Secretary Brinkley, phone conference on Operating Fund Reduction for BCCC - $2M
- College Town, Reopening University & College Campuses Meeting, Thursday, May 7, 2020
- Perkins Liaison Meeting, Friday, May 1, 2020
- BCCC Student Government Meeting, Thursday, May 7, 2020
- Department of General Services, AG's office and CBRE Meeting on Bard Building, May 4, 8, 11 and 18, 2020
- Year Up Planning Meeting, Cabinet and YearUp Transitional Staff, Thursday, May 14, 2020
- Achieving the Dream Meeting, Friday, May 15, 2020
- President's Maryland Association of Community Colleges, Friday, May 15, 2020

Baltimore City Community College

Board of Trustees, May 20, 2020
Mr. Kevin Large, Director, Government Relations

2020 Maryland General Assembly Legislative Session
For what is believed to be the first time in the history of the Maryland General Assembly, the legislative session was forced to end early due to COVID-19. The legislative session ended on March 18, nearly three weeks early. As the legislature prioritized the FY21 Operating and Capital budgets as well as other bills, many worthy pieces of legislation did not pass, including Senate Bill 159 / House Bill 207 – Baltimore City Community College Procurement Authority.

As highlighted in the February Cabinet Update, the original intent of the legislation was to ensure BCCC could procure what is needed to support our students in an efficient and transparent manner and for the College to be treated as all other state-funded institutions when it comes to a higher procurement authority. Both the Senate and House held hearings on SB159/HB207 on February 4. The Senate moved swiftly through the committee process and floor proceedings and the legislation received final Senate approval on February 27 by a vote of 39-7. The legislation, however, was ultimately not approved by the House.

Dr. McCurdy has expressed her desire to have members of the General Assembly visit BCCC to be briefed on the progress that is being made, priorities of the institution and ways legislators can support the College's needs, including the needed increase to the procurement authority.

While our main legislative priority – Baltimore City Community College Procurement Authority, did not pass, the legislative session was a success in many important ways that will pay off in the years to come. The 2020 session was the first for Dr. McCurdy as President of BCCC as well as for several members of the College's cabinet. Relationships were developed and strengthened with many key legislators and members of the Governor's administration. BCCC's top champion in the legislature was Senator Antonio Hayes. Senator Hayes had sponsored the procurement authority legislation during the previous session and had developed a strong plan for passage during the 2020 session. The Senator succeeded in getting the legislation passed in the Senate and was working closely with BCCC on strategy to get passage in the House.

Many of BCCC's cabinet are new to Maryland and the legislative process. The cabinet became familiar with various agency staff, the pace of the 90-day session, as well as the large number of legislative requests that come to the College with very short turnaround times. The cabinet also participated in preparation for legislative and budget hearings and the development of support material. This experience will be crucial as the College responds to requests from the Governor's administration as well as begins to prepare and submit FY22 budget requests.

Realignment Task #11 required BCCC to identify any barriers in state or local laws or regulations that impede the ability of the College to operate efficiently and effectively, including procurement and capital construction projects. To move the College forward, the procurement authority legislation will again be a priority for BCCC during the next legislative session. Other barriers will be identified, and necessary actions and/or legislation will be developed on behalf of the College.

Joint Chairmen's Report
At the conclusion of each legislative session, the Chairmen of the Senate Budget and Taxation Committee and the House Appropriations Committee issue the Joint Chairmen's Report (JCR). The JCR is a report on the State Operating and Capital Budgets as well as related recommendations and report requests. The JCR included the following report requests from BCCC:

- A report on senior leadership and institutional stability
    - Submitted on May 4
- Two reports on enrollment and the Mayor's Scholars Program for the 2019-2020 academic year
    - Due on June 15 and November 30
- A report on information technology infrastructure renovations
    - Due on July 6
- A report on the use of contractual employees
    - Due on October 1
- A status update report on the Realignment Plan
    - Due on October 5

BCCC FY21 Operating and Capital Budgets
The General Assembly approved the FY21 Operating and Capital Budgets which included the following for BCCC:

- BCCC Total State General Funds: $40,087,604
- BCCC ERP System Funding: $2,685,228
    - The ERP System has received a total of $15,371,588 in prior years budgets
- BCCC Total Capital Budget: $4.6 million for the Loop Road Project
    - The Loop Road Project received $874,000 in FY20
- BCCC Community College Facilities Renewal Grant Program: $500,000

> *At submission time of this report, it is unknown what budgetary actions may be taken by the Governor in response to COVID-19.*

Baltimore City Community College

CABINET UPDATE

Board of Trustees, April 2020

Dr. Liesl Jones, Vice President, Academic Affairs

ACADEMIC AFFAIRS

As the College prepared to move to shutting down the campus in mid-March Academic Affairs prepared to move all the instruction and tutoring to online. In order to do this, the Deans along with the e-learning staff developed two training modules to help faculty move their face to face courses to online. Based on a faculty members usage of Canvas, the faculty were divided into two groups: those that needed the Basic Canvas training course and those that needed an Advanced training session. Faculty members were then scheduled to come to their session on either March 11th or March 12th. A group of faculty "super users" worked with the e-learning staff to run the different training sessions. Online instruction started the following Monday. The faculty have used a variety of methods to meet their students and to teach online. The faculty have used Zoom, Canvas Conference, Microsoft Teams and conference calling to hold synchronous and asynchronous instruction. They have held office hours and review sessions to help to successfully move students through their courses. One example was a review session held for a developmental math course. The faculty member invited 100 students to the session and 80 students attended on Zoom. The review sessions are now being recorded so that the students who cannot make the live review can go back and see what was discussed. To help supplement the course work tutoring shells were developed in Canvas. We developed shells for the courses that had begun the embedded tutoring model. We developed shells for MAT 086, 091 and 107. We had similar shells for RENG 92 and ENG 101. Shells were put in place for BIO 201, 202 and 203 along with chemistry. Tutoring shells were developed for a total of 17 courses. The tutors were added to the shells along with the lab coordinator. When it became apparent after the first week where over 17,000 "hits" occurred in the tutoring shells, that we were not going to be able to keep up with the need based on the current volume, the Deans and Associate Deans were added to the shells to help manage the student needs. The tutors and the staff have added resources to the shells to help students with their courses and have provided material for reviews to study from and are running reviews in advance of final exams. To gain insight into how to better serve our students in their course work and the faculty in their teaching I reached out to the Provost at Rio Salido, a community college in Arizona, that primarily is an online college. One of the best practices used there is an "Instructional Helpdesk" This is a virtual helpdesk manned by faculty to help both faculty troubleshoot issues with course design or course content and students navigate the learning management system and course materials. The Academic Affairs leadership team was consulted, and we discussed this idea and have begun to develop the framework for what an Instructional Helpdesk would look like for BCCC. We hope to have it in place for the start of the summer session as we are going to continue to provide instruction online for the accelerated summer 1 5-week session and the first half of the 8-week session.

The Academic Affairs leadership team spent time analyzing the fall schedule to better align it with students' needs. As part of the planning we looked at our current programs to prioritize which programs needed to be updated to come into line with current labor market needs. We discussed the development of new programs and we are looking at developing a Game design program to articulate with The University of Baltimore and two different Drone programs one that would align with Engineering and one that would align with Film. We developed and submitted an NSF S-STEM application with Morgan State that will provide scholarships and undergraduate research opportunities for our Engineering students. We are developing a Cybersecurity Center of Academic Excellence grant to be submitted with Morgan State along with a letter of intent to join their Cybersecurity Consortium. The Perkins grant is under development and due June 1st. We are working with VP Thomas, as Workforce was added by Perkins and MSDE to this year's grant application. We are looking for ways to build both the credit and noncredit programs as well as align to the Baltimore City Schools to build a better pipeline. We are looking to build areas of strength that may not have received funding in the past but need monies to support the programs to help them grow and meet the needs of our students.

The transition to online learning was not without its challenges. Much of our time was spent troubleshooting the issues as they came up. A major issue in our Nursing Program revolved around the accrediting body requiring exams to be proctored. We found two solutions to the problem, the first was to purchase software that would integrate with Canvas. The software that was purchased was from Respondus. We needed two different applications, Lockdown Browsers and Monitor. The software records the student taking the exams and allows for faculty to watch the videos that are flagged for possible cheating and allows for asynchronous exam scheduling. This is helpful as many of our students have children and may still be working and working different hours then when they registered for the courses. The second solution was to do synchronous exam taking and to use Zoom or Microsoft Teams to proctor the exams. Both options require the exams to be loaded into Canvas, locked until the time of the exam and password protected. We found that while we provided training in Canvas before we started online instruction it was not sufficient to help the faculty remain online for the remainder of the semester. We developed short videos and resources for the faculty to help them continue to develop their online courses and build their skills in Canvas. The resources were loaded into one page on Canvas called the "Faculty Resource page". We made it easy to access by linking it to the log in page for Canvas. Faculty could click on the link without having to log into Canvas to get access to the resources. We held trainings for the proctoring software not just for the faculty but for the Deans and Associate Deans to help them help their faculty as well. Moving forward we will need all of our faculty certified to teach online. To that end we have a 20-hour certification course that the faculty can take online through Canvas. The Deans identified the faculty that needed training and they were all enrolled in the course. Because the course is in Canvas we can monitor how many faculty have accepted the invitation, how many faculty are taking the course and which faculty have successfully completed the course. We are currently identifying the adjunct faculty that need training and enrolled them in the course as well. By doing this we are better able to meet the needs of our students and expand our online offerings. The transition to online learning helped the Academic Affairs leadership team see where we were not putting students first and where we need to improve, it also helped us see where we were excelling and to build on those areas.

SCHOOL OF ARTS & SOCIAL SCIENCES

March 2020
As part of the scheduling review we created a robust summer 2020 schedule, reflecting the requisite General Education courses for the A1 (5-week), the A2 (5-week), and the 8-week summer sessions. SASS continues to be proactive by offering a variety of teaching modalities (traditional and on-line) to give the students options during this COVID-19 Pandemic.

The Dean and Associate Dean conducted course evaluations for courses that were originally offered as face-to-face but amid the COVID-19 Pandemic, were transitioned to the on-line platform using Canvas. The purpose was to ensure a seamless transition and provide as much faculty/student engagement that complements the learning process. Many of the faculty resources developed during this time came from the review of the transitioned online courses.

The faculty facilitated Canvas trainings (Basic and Intermediate) to assist other faculty whose classes were transitioned to the on-line environment. This concerted effort was to better equip the faculty with the tools to provide effective and engaging instruction, along with promoting retention, completion, and student success.

April 2020
As part of the scheduling process we revised the Class Duration Table to ensure COMAR compliance for instructional minutes. Prior to the revision the Deans and Associate Deans were given the option to schedule courses in a variety of ways making it difficult for a student to get a full-time schedule. The revised duration tables assisted with the development of a block schedule, allowing for student-centered course times and full-time schedules.

SASS updated the course syllabi to ensure consistency with the college-approved template and the required information: textbook, OER status, annotated bibliography, student learning outcomes, and grading rubric.

The Dean and Associate Dean created a user-friendly environment for both faculty and students who were experiencing some difficulty with either their courses, faculty or access to the internet and/or technology hardware (laptops). This was to ensure successful facilitation of instruction and submission of assignments during the COVI-19 transition to the on-line format.

Many of the faculty conducted Zoom Meetings with their students on a regular basis to offer some consistency and resemblance to the traditional face-to-face class. The faculty also held office hours and review sessions. Additionally, the faculty implemented several virtual-friendly tools (i.e., Google Hangout, Conference Calls, Go to Meeting, Microsoft Teams, Webinars, Buncee, and others) to encourage student engagement and alleviate student anxiety and frustration.

SCHOOL OF BSTEM

March 2020
In the face of the COVID19 pandemic, the faculty, full and part-time, were trained on using Canvas for content delivery in all courses including the development of virtual labs. The training was held March11-13. The faculty have adapted their face-to-face content sourced from OER, Alta, ALEKS or My Math Lab, for online delivery. The three platforms were integrated into Canvas for single sign on purposes. The Course Facilitator shells were created in Canvas for content sharing with all of the faculty who teach the same course, this allowed for faculty to have access to resources to better engage with students and increase student success. Starting on March 14th, classes were held using Canvas Conference. We received positive feedback from faculty and students. Additionally, some faculty used Zoom, or Go2Meeting to conduct virtual classes.

Many of the faculty recorded additional videos and uploaded them to their Canvas courses for students to use for studying. The Dean and Associate Deans have researched additional resources and have shared YouTube videos as well as other materials. Several of the faculty have conducted large test review sessions inviting multiple sections of the course to participate using Zoom. For example, Professor Myers held a Zoom Math review where 80 students joined the session. Many of the faculty have used the application Remind to text students with alerts for assignments and to stay in contact with their students.

Faculty Professional Development
On March 30, 2020 Professor Tracy Leshan attended a 45-minute Wiley webinar on Teaching Math the Old Fashion Way in an Online Environment.

Assistant Professor Jasmine Chandler participated in the 2020 STEAM Career EXPO; 'Designing Your Path To the Future' held at the Baltimore Design School.

Dr. Solomon Fakinlede participated in professional development at the American General Contractors Association Conference held in Las Vegas Nevada*.*

April 2020
The course syllabi in BSTEM were updated to be presented to the Curriculum and Instruction Committee for review. The updates include textbooks, OER materials, Student Learning Outcomes, and grading rubrics.

The BSTEM faculty continued to implement virtual-friendly tools i.e., Google Hangout, Canvas Conferencing, Go to Meeting, Microsoft Teams and Webinars to enhance their online courses and student engagement. The faculty who teach labs were able to adapt and create virtual lab experiments and incorporate them into their

courses from OER sources. The virtual labs were developed for Chemistry, Microbiology, Biotech, Cyber Security, and Construction Labs.

The Academic Leadership worked collaboratively to create a robust summer 2020 schedule, reflecting the requisite General Education courses for the A1 (5-week), the A2 (5-week), and the 8-week summer sessions. The Dean and Associate Deans conducted course evaluations for the course sections that were originally offered as face-to-face but amid the COVID-19 Pandemic, were transitioned to the on-line platform using Canvas.

Faculty Professional Development
Dr Madabushi - Assoc. Professor, Biotechnology participated in weekly webinars in 'BioTech Forum' - a national consortium of Biotech faculty to share course resources and incorporate them for remote learning.

SCHOOL OF ALLIED HEALTH AND NURSING

March 2020
All of the faculty have transitioned their course content to an online platform using Canvas. In March our clinical sites closed to our students. With the restrictions some programs, Nursing and Practical Nursing, could satisfy in-hospital clinical hour requirements through virtual online simulation. The College purchased additional licenses for Docucare, vSIM and Shadow Health, allowing the students to be able to successfully complete the program and graduate as well as progress to the next semester. Our other Health Professions Programs will need to work with the students once the "Stay at Home order" is lifted to get into clinical sites to complete their hours to either graduate or progress in their program to the next semester. The faculty in these affected programs have maintained contact with the clinical sites to ensure that we can place our students.

Faculty in the Health Professions Programs have extended online office hours and created online Canvas shells to provide additional opportunities to interface with students through group meetings and providing practice quizzes.

Health Information Technology and Emergency Medical Services program have successfully submitted their annual reports for March, 2020**.**

April 2020
The Academic Leadership worked collaboratively to create a robust summer 2020 schedule, reflecting the requisite General Education courses for the A1 (5-week), the A2 (5-week), and the 8-week summer sessions. The Dean and Associate Dean conducted course evaluations for courses that were originally offered as face-to-face but amid the COVID-19 Pandemic, were transitioned to the on-line platform using Canvas.

With the move to online instruction and the delay in setting up online proctoring the ADN and PN programs were required to submit letters of compliance to the Maryland Board of Nursing. These letters outlined how students would complete and graduate from the programs and how the students would progress to their next semester. The letters for the ADN graduating and progressing students have been submitted along with the revised syllabi and are currently under review.

ACADEMIC OPERATIONS & SERVICES

March 2020

E-Learning Services
The e-learning team designed and facilitated Canvas Training workshops for beginners (first time canvas users) and the canvas refresher course for current users. The College recruited canvas users (administrators and faculty) to facilitate the workshops for all of the faculty. The facilitators included Deans, Associate Deans, Coordinators

and several faculty across multiple disciplines. The workshops were designed to assist the faculty with transitioning the College to an online format, requiring all face to face classes to be immediately transitioned into an online course format. All of the faculty were assigned to attend a canvas professional development workshop prior to the implementation of telework at BCCC. Many of the faculty participated and benefited from the workshops and requested additional training opportunities. The Deans, Associate Deans and e-learning staff developed more resources to meet the needs and demands of both the faculty and students.

Library Services
The College Librarians offered virtual library services for students through the AskUsNow! online reference service. In the telework environment Librarians were assigned dedicated times to be available to the students. The College has used Maryland "AskUsNow" for many years, currently, "AskUsNow" is deemed one of the major online reference tools offered to the BCCC students, faculty and staff.

Center for Academic Achievement
Online Tutoring is being offered for seventeen courses across all sections through the College's Canvas interface, including critical developmental courses like Mat 86, Mat 92, Reng 91 and Reng 92. Canvas *shells* have been created to include all students registered in the identified high needs courses to gain access to tutors and tutoring resources. There are a total of fifteen tutors on contract working with the students virtually, answering direct questions and posting resources and videos to access when the tutors are unavailable. Currently, the Deans and Associate Deans have been added to the shells to help students. We also have two E-tutors available through etutoringonline.org that offer 24- hour tutorial services for students globally (including the BCCC students). As a result of the sheer number of students accessing the *shells,* the Deans and Associate Deans and some faculty were added to the shells to help meet the tutoring demand. The Center for Academic Achievement is exploring additional online resources that may be available to serve students including incorporating Zoom videoconferencing for individual and group tutoring sessions.

April 2020

Academic Operations and Services
We successfully transitioned all academic services to a complete virtual format. The department has successfully launched Canvas trainings for the faculty, online tutorial services and enhanced virtual library services.

E-Learning Services
E-learning successfully implemented and integrated the LockDown Browser and Monitor, software applications, for virtual proctoring of online tests and exams, into Canvas. The applications require that the students download a special web browser. The LockDown Browser application allows them only one internet tab and prevents them from opening other webpages or software when taking exams. The Monitor application goes further by recording the student via webcam for the duration of the examination. Two virtual training sessions for the new integration were conducted for the faculty, one on 4/21 and one on 4/22. A recording of the second session, along with other videos and help documents, is now located on the Faculty Help and Guides page. Support documents for the students are located on the Online Learning Student Resources Page.

Library Services
Librarians continue to provide service through AskUsNow! Online reference service to help the students remotely. We have the service on Monday through Saturday from 10:00am-5:00pm.

Center for Academic Achievement

In response to the COVID 19 pandemic the Tutors' Department immediately transitioned from a face to café environment to complete virtual tutorial service environment. In record time, students were enrolled in canvas tutor shells, tutors were trained to offer services through canvas, tutors implemented virtual classroom final examination review sessions, tutors responded to multiple email request and communications from students, tutors partnered with faculty and staff to ensure that appropriate resources were made available to students in the canvas shells and in many cases offered evening and weekend services.

Baltimore City Community College

Board of Trustees, April 2020

Mr. Michael Thomas, Vice President, Workforce Development & Continuing Education

WORKFORCE DEVELOPMENT & CONTINUING EDUCATION DIVISION

In response to COVID-19, the Division has been conducting on-going outreach to students to maintain engagement and to assist them in the transition to distance learning. The Division is also providing on-going professional development for staff and instructors as we moved to teleworking and on-line classes. As a result, Adult Basic Education (ABE), English Language Instruction (ESL and ELI), and Workforce Development classes have transitioned to Distance Learning, with classes delivered on-line through the college's LMS (Canvas) and facilitated through teleconferencing tools (such as Zoom).

ABE/ELS Program Improvement – Each Department participated in on-going technical assistance and grant monitoring with funders as well as working with partners and staff for program improvement.

- On March 3rd, the college participated with the International Rescue Committee (IRC)-Baltimore in an on-site review of the US Citizenship Immigration Services (USCIS) program. In partnership with the IRC, the college provides a total of 32 Citizenship classes per year.

- Between March 16th to April 3rd, all ELS Instructors participated in a series of professional development sessions on the transition to on-line learning and the use of Canvas for ESL courses.

- On March 19th, the ELS Director participated in statewide teleconferencing hosted by the Maryland Office of Refugee and Asylees (MORA) to discuss continuation of services for ESL students and newly arrived refugee youth.

- On April 6th, the Spring-3 Term of ESL and Citizenship classes started on-line. These classes are scheduled through June 25th and include more than 200 ESL students.

- The week of April 21st, a new set of classes (Spring-3 Term) in Continuing Education began with all classes on-line. This includes more than 50 ESL, Citizenship, and ABE classes.

- To date, 37 ABE/GED students who have successfully completed the requirements for a high school diploma. In process are 26 students who have passed all but one module. This year's commencement ceremony slated for June 6 has been indefinitely postponed due to COVID 19.

- On April 7, 2020, 7 ABE instructors were trained on Canvas to familiarize instructors with the College's online coursework platform. The training reviewed the foundations of operating on Canvas, including loading and building classes, providing assessments and administrative operations. Instructors were also shown how to create videos and use the Blue Button features to deliver classes live using the videos.

- On April 9th, 12 Advanced-level ABE students started an on-line Maryland I-pathways class. The online class will be scheduled to run for 15 weeks with students being advised to schedule their GED test as soon as they are ready (as indicated by success on the GED-ready exam).

Workforce Development Program Development and Expansion – The Workforce Development Department works closely with the Career Services Office (Panther Center) to support graduates transitioning to employment. The following activities increase program quality and support for students:

- On March 18th, all workforce training programs were suspended as the college transitioned to on-line learning. As instructors have been participating in professional development and moving course content into Canvas, students have been notified of course changes through calls, texting, and emails.

- In April, three (3) workforce training programs (Certified Nursing Assistant, Phlebotomy, and Patient Care Technician) transitioned to on-line delivery, with the remaining Healthcare programs (Pharmacy Technician, EKG Technician and EMT) starting in May 2020.

- Additional workforce programs, such as Construction, Cybersecurity and Diesel Technician are prepared to launch online classes in the next month.

- The Career Development Services Office (Panther Center) released expanded access to on-line career tools through College Central. This also includes links to the Maryland Job Consortium - a Maryland Job Bank Consortium for all of the Community Colleges in the Maryland area.

- The Career Services team is working closely with several hiring partners, such as City government, General Services to fill positions in Facilities Maintenance and Fleet Management; University of Maryland Medical Center for Patient Care technicians; Kaiser Permanente for Pharmacy Technicians and Multi-Skilled Medical Techs; Walgreens for Pharmacy Technicians; Johns Hopkins Bayview for a range of positions; and Amazon.

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

- The college submitted the P-TECH Supplemental Grant Amendment in the amount of $61,702.00. This brings the FY20 P-TECH Grant Award total to $165,833.00.

- The BCCC P-TECH Liaison worked collaboratively with BCPSS schools New Era, Dunbar, and Carver High Schools to update the scope and sequence plans to reflect dual-enrolled credit.

- In partnership with BCPSS schools New Era, Dunbar, and Carver High Schools, the BCCC P-TECH Liaison created the Summer II and Fall 2020 P-TECH class schedule.

- The BCCC P-TECH Liaison is conducting weekly communication conference videos and calls for both parents and students to receive BCCC campus and instructor updates and answer questions.

- The WDCED provides an approved set of on-line high school courses for credit-recovery. Each year, more than 100 Baltimore City High School students enroll in these hybrid on-line courses to complete/recover high school credits. With the transition to all online classes, BCCC instructors have been providing additional support for BCPS students as they work to complete the school year.

ENVIRONMENT SERVICES AND FACILITIES

Environmental Services and Facilities – This department provides ongoing cleaning, maintenance, and repairs for all campus facilities. This team also supports set-up and break-down for campus special events, coordination of the mailroom, and property control.

- On March 16th all classes were suspended, and all faculty reported to campus for professional development on transitioning courses to on-line instruction. The college campus was closed on March 18th for all faculty and staff (essential personnel only).

- The Environmental Services team completed comprehensive cleaning of all classrooms, restrooms and corridors in addition to supplying additional hand sanitizer dispensers and cleaning supplied across all campus locations.

- Throughout April, ongoing cleaning (on a rotation schedule) and securing supplies (hand sanitizer, masks, gloves). In addition, staff participated in professional development sessions regarding COVID-19 safety and cleaning procedures.

- Facilities and Maintenance staff continue to provide building maintenance and repairs, pest-control services, and grounds maintenance (cutting grass and trash removal).

- Completed contracting for securing the Bard building. The contractor installed boarding on all exterior windows throughout the building. Site cleaning and trash removal is performed by the college. Additional contracting for painting services was required by Baltimore City.

- April repairs included a Fire System Repair in the South Pavilion with a supervised contractor and Elevator repairs in Main Building and the Life Science Building.

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).

- Effective March 18th, the Department of Public Safety has secured all campus location in compliance with the Governor's social distancing orders. This team has coordinated all required entry for maintenance and mail delivery. Public Safety personnel continue to be diligent in practicing the safety protocols regarding the COVID-19. Updates and safety information is shared weekly.

- Starting April 6th, coordinated the distribution of computers for faculty and staff at the Liberty Campus Kiosk. A total of 116 computers were issued to staff and students in April, with another 44 computers scheduled for distribution/pick-up. Two additional shipments (25 computers) will be distributed in May.

- Throughout April, ongoing monitoring of all campus locations, alarm systems and security stations. In addition, staff participated in safety drills and professional development sessions regarding COVID-19 safety and security procedures.

Baltimore City Community College
Board of Trustees, May 20, 2020
Dr. Stanley D. Singleton, Vice President, Student Affairs

- Since the COVID-19 pandemic, the Athletic department has been communicating regularly with the student athletes who participated in the 2020 season. The Athletics Director has conducted Zoom conference calls with the students to check on their well-being. The conference schedule has been completed for the basketball teams and are scheduled to play nineteen (19) games in the Maryland Junior College Conference (MDJUCO) for the 2020-21 season. The department is currently looking to hire a Men's Basketball Coach, Cross-Country Coach, and an Athletic Trainer. The Women's Basketball Coach has been scouting athletes this spring by attending area high school basketball games and has identified over twenty (20) prospects student athletes for the fall 2020 season.

- The Disability Support Services Center (DSSC) registered approximately ten (10) new students for spring 2020 and conducted two (2) new intake sessions and orientation for summer 2020. Seven (7) DSSC students met the requirements for induction into BCCC's Sigma Chapter of the Delta Alpha Psi's Honor Society. The ceremony has been postponed to a later date. The director of DSSC has maintained daily phone, email, and/or virtual contact with all registered students during the teleworking period. The Director of DSSC attends weekly information sessions with Disability Support Directors and Coordinators from Maryland AHEAD to address online accessibility requirements, assistive technology, testing proctoring, and ongoing resources needed for students with disabilities.

- During the month of March, the office transitioned to complete remote operations. The Office of Financial Aid received 11,413 2019-2019-20 Free Applications for Federal Student Aid (FAFSA). As of the first week in May, 3,813 students have been awarded federal, state, and institutional aid. For the 2019-20 award year, the Office of Financial Aid has awarded a total of $7,913,768.16 in Pell Grants to 2,033 students.

- The Records and Registration Office collaborated with Office of Admissions and the Student Success Center for virtual registration of students. The offices worked to identify and resolve barriers for students desiring to register online. The process involves "triaging" students who experienced difficulty registering online. The Records and Registration Office is sending encrypted transcripts and verifications electronically through the National Student Clearinghouse, the University of Maryland electronic transcript website, and directly to official school and government accounts. Currently, The Records and Registration Office cannot mail paper transcripts or perform verifications for students who attended prior to 1996 because their information is housed in our archives room on Microfiche. Once BCCC resumes normal operations, this issue can be resolved. During the month of March and April, the office processed 444 transcripts generating $2,470 for the college.

- The Student Success Center (SSC) has been providing academic advisement to students virtually via Zoom. The academic advisors have been hosting virtual workshops, virtual activities, and connecting students to instructors. The team collaborated with other departments in the development of the virtual registration process for summer registration. The team meets daily to discuss advising strategies and best practices continually improve the student experience. To date, 2,746 students have checked in for service with the SSC.

- During the month of March, the Office of Student Support and Wellness Services (SSWS) conducted 61 individual counseling sessions (including teletherapy sessions that began March 19, 2020). The SSWS held two (2) grief and loss support groups and three (3) social anxiety support group meetings.

Teletherapy sessions are conducted though the Health insurance Portability and Accountability Act (HIPAA) approved platform, Doxy.me. Some students with limited access to technology have continued counseling sessions over the phone. SSWS reached out to all current and past fall students to let them know our services were continuing virtually. While some students have elected not continue through teletherapy, new students have started sessions. Prior to teleworking, the SSWS conducted eleven (11) classroom visits for mental health programing in PRE100, business, English, Physical Therapy, P-Tech, and nursing classes on topics such as time management, test anxiety, and general positive mental health. Six (6) school-wide wellness workshops were conducted from Yoga to "virtual happy hours."

During the month of April, all services were conducted virtually. SSWS held 55 individual teletherapy sessions, inclusive of seven (7) new students. The last two social anxiety support groups of the semester were conducted. Twelve (12) wellness workshops were offered, inclusive of topics on anxiety, procrastination, and depression. The SSWS collaborated with the Maryland Chapter of the American Foundation for Suicide Prevention for a well-attended workshop entitled "Coping with COVID-19." The partnership with Fostering Change Network foundation continued by offering three (3) mentoring circles. SSWS participated in the International Student Town Hall meeting to discuss mental health and SSWS services.

On April 17, 2020, two of the counselors presented at the state-wide MD Behavior Intervention Team Affinity Conference hosted by Hagerstown Community College. The topic of the presentation was "How to Support Students' Mental Health During the COVID-19 Crisis." The graduate student intern from Morgan State University completed her internship on April 20th and is a candidate to earn her Master of Social Work May 2020.

- Judicial Affairs and Title IX, in collaboration with the Office for Institutional Research and the Office for Public Safety, conducted the Campus Climate Survey on safety, security, and sexual assaults occurring on Campus. A report is being developed and is due to MHEC by June 1st. The information garnered is used to make policy and procedural recommendations on campus.

- The TRIO/SSS-STAIRS Program, in collaboration with Student Support and Wellness, and the Fashion Department sponsored the spring Clothing Swap and Giveaway on March 4, 2020. The purpose of this event was help ease the financial burden of building professional wardrobes for interviews, internships, and careers. The BCCC community was instrumental in supplying a wide selection of new/gently used women's and men's clothing items. Over 70 students participated in this event.

  Since teleworking began in March, the program has maintained constant communication with participants The TRIO/SSS-STAIRS Program designed and reorganized eight (8) modules in Canvas that include self-guided learning activities, videos, assessments (e.g. Mynextmove.org), and links to websites (e.g. Studentaid.gov). The one-stop resource for participants include the following modules: Course Introduction, Tutoring Services and Free Online Resources, Financial Aid Information and Resources, Personal Finance and Money Management, Career Exploration and Development, Understanding Your Learning Styles, Building Essential College Survival Skills, and College Survival Skills. Additionally, the program has hosted several participant meetings virtually that include: 7 Study Tips for Successful Online Students, Online Tutoring Help and Resources, and where participants shared their experiences and challenges with online learning and coping with the pandemic.

- The Upward Bound Math and Science (UBMS) Program is delivering academic program for students through Zoom and Canvas. The administrative staff meet daily, discuss current issues and to plan for the summer activities. The Saturday academic sessions include a morning check-in for students on Zoom and a prepared social and emotional learning workshop developed by the director and/or the program counselor to provide ongoing support to program participants. The Saturday academic sessions are Computer Science, Basic Science (Biology and Chemistry), English Composition and Literature, Math –

Algebra, Geometry, Pre-Calculus, Biotech Lab, Spanish and Open Tutoring. Planning for the summer component of the program is still being finalized given the current state of affairs surrounding the Covid-19 pandemic.

Baltimore City Community College
Board of Trustees, May 20, 2020
Mr. Donal Christian, Vice President, Finance & Administration

BURSAR'S OFFICE
- Assisted students with prior semester balances so they can register for the current 12 week and accelerated II classes.
- Set up bookstore accounts so the students will be able to use the 3rd party funds for their book purchases.
- Reached out to students who currently did not have a method of payment and had questions on how to set up a payment plan. Assisted these students on setting up a payment plan to secure their classes.
- Met with Grants Development, WDCED, Academic Affairs, and Student Affairs to begin work on the P-TECH Supplemental Grant Amendment.
- Met with IT Services to review processes and documentation for the ERP Project.
- Met with Student Affairs to discuss the Veterans Process Discussion.
- Met regularly with Student Affairs on the purge process.
- Met regularly with Student Affairs to identify and resolve pending Financial Aid awards.
- Met with Regent to discuss outstanding issues
- Refined database process as a tool to use for reconciling accounts including revenue and expenditure collection.

PROCUREMENT
- Received approval from OSP to post ERP in April 2020. Posted solicitation for ERP onto eMaryland Marketplace. Held pre-proposal conference and kick off meeting for evaluation committee members. The solicitation currently closes 5/28/2020.
- Drafted a new solicitation for preventative maintenance and service for the generators to include emergency service. Forwarded to Michael Thomas and Chica Abdon for review. Estimated contract value will be $75K-$100K for a 3-year contract.
- Awarded a 3-year contract (with 3 1-year options) for $140K to Admiral Elevator for elevator maintenance.
- Completed a solicitation for a 3-year service agreement for HVAC Preventative Maintenance. 3 – year contract value of $7,488.00. Estimated savings of approx. $34K annually. (previously requested emergency services from Simplex, Arbutus and Lang Electric.) Currently waiting for signatures.
- Developed a training presentation for Procurement and FMIS training. Forwarded and is currently being reviewed by Tawanda Carter.
- Solicitation for Caps and Gowns must be canceled. The quotes received are no longer valid. A new solicitation must be advertised.   Sylvia Rochester has been contacted to advise.
- Solicitation currently being advertised for exterior painting for the BARD building. The solicitation closes 5/13/2020.
- Received approval from DBM to move forward with the DHS Grant for IRC for $181K.
- Received approval from DBM to move forward with the Grant for SNHP Dental Hygiene - Practicon for $54K.
- Continue working with vendors to remove automatic renewals from their Terms and Conditions, (especially software). This also includes terminating services that are no longer being utilized.
- Assisted in resolving Regent-billing issue.
- Emergency procurements of $50K must be reported to BPW no later than 45 days from the first known date of the incident.   The fire at the BARD Building was reported to BPW and appeared on the April 1st, 2020 agenda. Item was approved by BPW without discussion.
- Procured laptops for employees and students, in addition, to distance learning resources such as Respondus and Walter Kluver.   Currently procuring 50 laptops for students.

- Located and consolidated All of the copier agreements on campus. Forwarded to Maria R. for review.
- Take away from State of Maryland Procurement Meeting; All solicitations (RFP, IFB, Contracts, Agreements, etc.) must be reviewed and approved by Legal Counsel prior to submitting to Office of State Procurement (OSP). Contracts that require legal review should be submitted to Procurement and only be signed by the vendor. Once Legal Counsel has reviewed the documentation, Procurement will forward to OSP and/or appropriate individuals for signatures.

CONTROLLER OFFICE, GENERAL ACCOUNTING & GRANTS
- Tracked potential lost revenue and expenditures related to COVID-19, summarized MACCBO listing of Community Colleges
- Attended Clifton Larson Allen COVID-19and Higher Education Update Webinar
- Attended MACCBO meeting regarding the Federal COVID-19 funding discussion
- Met with IT Services to review processes and documentation for the ERP Project.
- Met with Student Affairs to discuss the Veterans Process Discussion.
- Met regularly with Student Affairs on the purge process.
- Met regularly with Student Affairs to identify and resolve pending Financial Aid awards.
- Met with Regent to discuss outstanding issues
- Refined database process as a tool to use for reconciling accounts including revenue and expenditure collection.
- Prepared College, WBJC-FM, and Bookstore Financial information.
- Met regularly with Budget with various projects and initiatives
- Met with Treasurer's Office regarding conversion of Bank of America to Wells Fargo
- Began process of converting deposits to new Wells Fargo Bank account.
- Met with Grants Development regarding various potential new grants
- Worked with WDCED on monthly invoicing/reporting
- Worked with President's Office and Student Affairs to submit SARA application.
- Refined other monthly processes for revenue and expenditure tracking remotely.
- Began preparations for year-end closing and audit for College and Foundation.
- Assisted in WBJC-FM Community Service Grant (CSG) Agreement and Certification of Eligibility submission so CSG funds will be released.
- Worked with Bursar's Office to draft Process Recommendations for Disbursement of CARES Act Funds.
- Established PCA's for CARES Act – for both Student and Institutional Funding.
- Established PCA for Funding for WBJC-FM for CARES Act Fiscal Stabilization Grant
- Requested new View Direct access for General Accounting, Bursar's Office and Budget
- Established new mail in checks process for processing and depositing of checks for College and WBJC-FM.
- Assisted with WBJC-FM Bequest information for submission.

BUDGET OFFICE
- Prepared draft YTD budget to actual report by PCA for Divisions
- Requested restricted revenue information from divisions including the addition of a column this year on the spreadsheet asking for verification documentation of the information sent in
- Continued to support staff with FMIS access and questions
- Continue to work with the payroll department to fund various unrestricted accounts and restricted grants and contracts
- Assisted with tracking expenditure and estimating revenue losses due to the COVID-19 for the Federal submission document (CARES ACT)
- Assisted with the location of requisitions in the FMIS approval path pipeline

- Working to prepare FY2021budget projections and documents
- Working to recover Bard Building fire expenditures from insurance division
- Assisted with completing insurance documents for a WBJC bequest
- Attended MACCBO meeting regarding the Federal COVID-19 funding discussion
- Attended meetings with the State's insurance division regarding building valuation and other insurance coverages
- Reviewed FY20 Fund Balance account expenditures – no problems were found
- Submitted insurance survey for the Allied Health Students Professional Liability Insurance (renewal 9/1/2020-9/1/2021)

ACCOUNTS PAYABLE
- Reviewed and updated processes and documentation for the ERP project
- Continued to update spreadsheets for tracking various recurring charges including leased properties, utilities (i.e. telephone, gas, electric, and water), Xerox and Cannon copier charges
- Transitioning vendors to using new Accounts Payable email address to send invoices.

HUMAN RESOURCES/PAYROLL OFFICES
Successful completion of roll-out of NEW EAP program Deer Oaks Services for Staff and Faculty-Implementation date of April 27, 2020

Baltimore City Community College
CABINET UPDATE
Board of Trustees, May 20, 2020
Mr. Stephan Byam, Chief Information Officer

PERSONNEL
Director of Enterprise Applications
The College on-boarded the new Director of Enterprise Applications, Mr. John Schiesler, who will be leading our Enterprise Application Services team. Mr. Schiesler's arrival at BCCC signifies the completion of the assembly of the core team responsible for the implementation of the Enterprise Resource Planning (ERP) system.

Mr. Schiesler comes to the College with a host of experience in the private and public sector, with almost 20 of his later years in Education. He served as the Information Systems Supervisor in the Troy School District for 14 years and has led teams with several ERP related projects. Most recently, he served as the Technical Director for Madonna University and has oversaw the management of the Jenzabar Student Information System, the management of the Enterprise Content Management System, implementation of Microsoft Power BI and an entire host of other applications and IT services. Additionally, Mr. Schiesler served as the Co-chair of Madonna's Data Governance group.

TECHNOLOGY
Enterprise Resource Planning (ERP) Project
The ERP Project continues to maintain a "Green" status from Maryland's Department of IT (DoIT). The College received approval from the secretary for the Request for Proposal (RFP) to be made public for solicitation. On April 8, 2020, the Request for Proposal for the ERP was submitted to eMaryland Marketplace, which is the State's procurement website. On April 17, 2020, the College held a pre-proposal conference where perspective ERP offerors were provided an opportunity to make additional inquiries related to the RFP. A few representatives from smaller firms attended the pre-conference proposal as well as a representative of recognized vendors, including Jenzabar, Ellucian, Workday and Oakland Consulting. The deadline for the vendors to make additional inquiries is May 21, 2020, and all proposals are due on May 28, 2020.

Operations
Telephone Services:
ITS is continuing its inventory of the services that the College has initiated with Verizon. The College was incurring a monthly expense of approximately $13.6k, and thus far has been able to reduce this to $11k thus far. This represents almost a 20% reduction in expenditures. Due to COVID-19 campus closure, the field work associated with this inventory has temporarily ceased.

COVID-19:
ITS has made significant changes to the IT framework accommodate the transition to Telework and is continuing to make changes to support the transition:
- Ordered 160 laptops through the State's Department of IT (DoIT) to distribute to staff and faculty
- Ordered 30 laptops to be provided to students as loaners who have expressed hardships
- Configured the College's Virtual Private Network (VPN) to allow for additional access to faculty and staff to connect to College resources
- Reconfigured Microsoft Teams and Skype for Business for staff to allow for incoming and outgoing office calls to be made via laptops and mobile devices
- Acquired Help Desk support tools to allow for remote support of students, faculty and staff

- Acquired software to allow for "imaging" of standard laptops remotely to ensure minimum security standards are met
- Aided departments with transitioning standard on-premise printing to virtual printing and digitization
- Negotiated with mobile phone provider (AT&T) to eliminate overage charges during campus closure period

Baltimore City Community College

Board of Trustees, May 20, 2020

Ms. Becky Burrell, Vice President, Institutional Effectiveness, Research & Planning

The Office of Institutional Research (OIR) oversaw the successful submission of the following State and federal reporting requirements.

- Spring 2020 Enrollment Information System files (Maryland Higher Education Commission [MHEC])
- Summer and fall 2020 End-of-Term System files (MHEC)
- Spring 2020 Integrated Postsecondary Education Data System (IPEDS) Surveys Collection (National Center for Education Statistics/NCES)
    - Academic Libraries
    - Fall Enrollment
    - Finance
    - Human Resources

OIR developed data or provided other support for the following internal priorities:
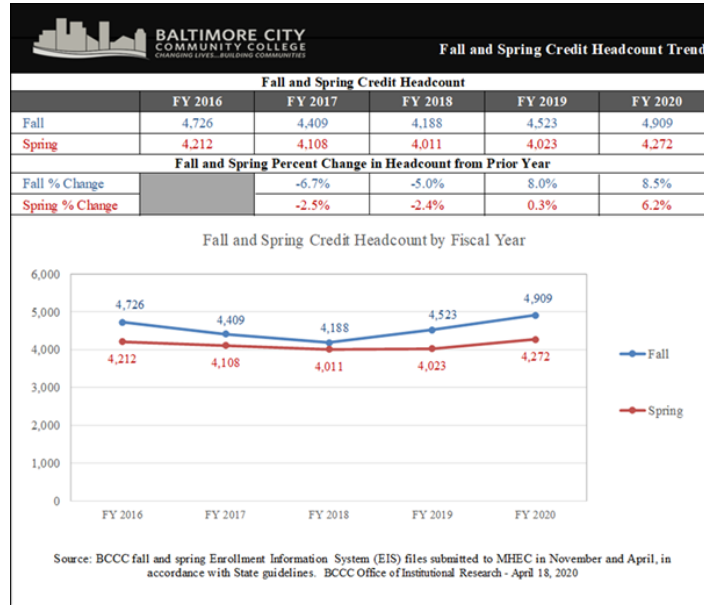
- Developed summaries of the faculty, student, and advisory board surveys for the Program Review & Evaluation Committee.
- Attended training and meetings related to Enterprise Resource Planning (ERP) selection process.
- Streamlining data collection related to pre-drop/purge processes.
- Created enrollment data reports to support COVID-19 efforts.
- Providing data to support the report on Homeless Youth and Foster Care Waivers (MHEC)
- Provided data and analysis to Student Affairs for the Sexual Assault and Sexual Misconduct Incident Log and Incident Report (MHEC).
- Data to support the One Step Away grant application for Near Completers & support for the Cancer Prevention grant.
- Launched the first-ever online version of the Community College Survey of Student Engagement (CCSSE). To date, the College has had 230 student respondents.

Community College Survey of Student Engagement (CCSSE) 2020 Admiistration Response Rates as of May 11, 2020		
College	Response Count*	Response Rate
Chipola College	219 of 978	22.4%
Baltimore City Community College	209 of 1234	16.9%
Technical College of the Lowcountry	113 of 1400	8.1%
Athens Technical College	70 of 1135	6.2%
El Paso Community College	695 of 16421	4.2%
Dabney S. Lancaster Community College	33 of 907	3.6%
Bluegrass Community and Technical College	329 of 9452	3.5%
Gaston College	94 of 3102	3.0%
Richland College	252 of 14000	1.8%
Cedar Valley College	132 of 9580	1.4%
Shawnee Community College	19 of 1272	1.4%
Wayne Community College	20 of 1550	1.3%
SOWELA Technical Community College	70 of 6510	1.1%
Southwest Texas Junior College	65 of 6678	1.0%
*Response counts are preliminary and based on total number of access codes issued to institutions.		
Source: Center for Community College Student Engagement May 11, 2020		

On April 15, OIR submitted the spring 2020 Enrollment Information System (EIS) file to MHEC, in accordance with State guidelines. This EIS file serves as the source for the College's final spring 2020 credit enrollment data and will be used to respond to most related internal and external requests. The College's final spring 2020 credit headcount is 4,272 – <u>an increase of 6.2%</u> (249 students) from spring 2019.

BALTIMORE CITY COMMUNITY COLLEGE — Fall and Spring Credit Headcount Trends

Fall and Spring Credit Headcount

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Fall	4,726	4,409	4,188	4,523	4,909
Spring	4,212	4,108	4,011	4,023	4,272

Fall and Spring Percent Change in Headcount from Prior Year

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
Fall % Change		-6.7%	-5.0%	8.0%	8.5%
Spring % Change		-2.5%	-2.4%	0.3%	6.2%

Fall and Spring Credit Headcount by Fiscal Year

Fall: FY 2016 = 4,726; FY 2017 = 4,409; FY 2018 = 4,188; FY 2019 = 4,523; FY 2020 = 4,909
Spring: FY 2016 = 4,212; FY 2017 = 4,108; FY 2018 = 4,011; FY 2019 = 4,023; FY 2020 = 4,272

Source: BCCC fall and spring Enrollment Information System (EIS) files submitted to MHEC in November and April, in accordance with State guidelines. BCCC Office of Institutional Research - April 18, 2020

The proportions for most of the student characteristics have remained fairly constant when compared to previous spring semesters. However, there are a few trends to note.

- The proportion of females is the highest it has been in the fall or spring over the five academic years.
- While the percentage of students 19 or younger remains smaller in the spring than in the fall, the spring 2020 percentage for that age group is the highest for any spring semester in the five-year period, largely due to special populations including the Mayor's Scholars Program and P-TECH.
- The spring 2020 proportion of students who self-report as only Hispanic/Latino remains small but is the highest it has been in the fall or spring during the five-year period.

Baltimore City Community College — Credit Student Profile: Fall 2015 - Spring 2020

	Fall 2015 Number	Fall 2015 Percent	Spring 2016 Number	Spring 2016 Percent	Fall 2016 Number	Fall 2016 Percent	Spring 2017 Number	Spring 2017 Percent	Fall 2017 Number	Fall 2017 Percent	Spring 2018 Number	Spring 2018 Percent	Fall 2018 Number	Fall 2018 Percent	Spring 2019 Number	Spring 2019 Percent	Fall 2019 Number	Fall 2019 Percent	Spring 2020 Number	Spring 2020 Percent
Total	4,726		4,212		4,409		4,108		4,188		4,011		4,523		4,023		4,909		4,272	
Gender																				
Female	3,222	68.2%	2,857	67.8%	2,965	67.2%	2,769	67.4%	2,810	67.1%	2,747	68.5%	3,126	69.1%	2,782	69.2%	3,382	68.9%	2,999	70.2%
Male	1,504	31.8%	1,355	32.2%	1,444	32.8%	1,339	32.6%	1,378	32.9%	1,264	31.5%	1,397	30.9%	1,241	30.8%	1,527	31.1%	1,273	29.8%
Age																				
19 years of age or younger	721	15.3%	382	9.1%	707	16.0%	407	9.9%	723	17.3%	405	10.1%	1,096	24.2%	556	13.8%	1,159	23.6%	593	13.9%
20 - 24 years of age	1,216	25.7%	1,182	28.1%	1,174	26.6%	1,193	29.0%	1,149	27.4%	1,178	29.4%	1,060	23.4%	1,118	27.8%	1,193	24.3%	1,216	28.5%
25- 29 years of age	834	17.6%	785	18.6%	774	17.6%	754	18.4%	697	16.6%	731	18.2%	737	16.3%	753	18.7%	816	16.6%	743	17.4%
30 - 39 years of age	1,025	21.7%	995	23.6%	956	21.7%	933	22.7%	895	21.4%	943	23.5%	914	20.2%	875	21.7%	985	20.1%	961	22.5%
40 - 49 years of age	576	12.2%	529	12.6%	481	10.9%	504	12.3%	429	10.2%	451	11.2%	433	9.6%	427	10.6%	458	9.3%	454	10.6%
50 - 59 years of age	268	5.7%	253	6.0%	238	5.4%	231	5.6%	212	5.1%	210	5.2%	199	4.4%	197	4.9%	212	4.3%	209	4.9%
60 years of age or more	86	1.8%	86	2.0%	79	1.8%	86	2.1%	83	2.0%	93	2.3%	84	1.9%	97	2.4%	86	1.8%	96	2.2%
Average Age	30		31		30		31		29		30		29		30		28		30	
Median Age	27		28		26		27		26		27		25		26		25		26	
Race/Ethnic Background *																				
African-American	3,779	80.0%	3,263	77.5%	3,455	78.4%	3,195	77.8%	3,314	79.1%	3,128	78.0%	3,609	79.8%	3,245	80.7%	3,979	81.1%	3,394	79.4%
White	376	8.0%	410	9.7%	371	8.4%	380	9.2%	306	7.3%	332	8.3%	309	6.8%	329	8.2%	297	6.1%	317	7.4%
Asian	210	4.4%	222	5.3%	242	5.5%	230	5.6%	244	5.8%	223	5.6%	179	4.0%	182	4.5%	171	3.5%	164	3.8%
Multi Race	179	3.8%	153	3.6%	159	3.6%	141	3.4%	149	3.6%	149	3.7%	209	4.6%	104	2.6%	222	4.5%	186	4.4%
Other/Unknown	103	2.2%	89	2.1%	104	2.4%	89	2.2%	106	2.5%	103	2.6%	114	2.5%	75	1.9%	108	2.2%	102	2.4%
Hispanic/Latino	64	1.4%	61	1.4%	66	1.5%	66	1.6%	58	1.4%	64	1.6%	92	2.0%	80	2.0%	120	2.4%	105	2.5%
American Indian/Alaskan Native	9	0.2%	7	0.2%	5	0.1%	4	0.1%	7	0.2%	8	0.2%	9	0.2%	6	0.1%	5	0.1%	2	0.0%
Native Hawaiian/Pacific Islander	6	0.1%	7	0.2%	7	0.2%	3	0.1%	4	0.1%	4	0.1%	2	0.0%	2	0.0%	7	0.1%	2	0.0%
Enrollment/Attendance Status																				
Full-Time (12 credits or more)	1,494	31.6%	1,272	30.2%	1,329	30.1%	1,244	30.3%	1,333	31.8%	1,303	32.5%	1,547	34.2%	1,350	33.6%	1,579	32.2%	1,293	30.3%
Part-Time (Less than 12 credits)	3,232	68.4%	2,940	69.8%	3,080	69.9%	2,864	69.7%	2,855	68.2%	2,708	67.5%	2,976	65.8%	2,673	66.4%	3,330	67.8%	2,979	69.7%

* "Multi Race" counts multiple races over individual categories. Source: BCCC fall and spring Enrollment Information System files prepared for the Maryland Higher Education Commission in November and April. BCCC Office of Institutional Research - April 2020

Baltimore City Community College

Board of Trustees, May 20, 2020

Ms. Dawn Kirstaetter, Vice President, Advancement and Strategic Partnerships

COMMUNICATIONS/PUBLIC RELATIONS

During the month of April 2020, BCCC appeared in the news as follows:

- Baltimore Business Journal, April 13 – "BCCC nixes Cordish plans for its Bard Building downtown."
- Afro-American-Washington, D.C., April 18 – "Loving, Losing Amid COVID-19." Article about BCCC student whose mother passed away due to COVID-19.
- Delmarvanow.com, April 23 – "Bayside South Hoops: Who are the Top 10 female athletes of the decade?" Included on the list is She'cquan Bailey at the number two spot; she played for BCCC after graduating from high school in 2013.

New Communications and Campaign Launches

- **Top 3 at B-Triple-C** – launched new internal newsletter with easier to read, engaging format to help employees stay connected to the College and each other.
- **#BCCCstrong** – launched new positivity storytelling campaign to share and celebrate BCCC good news.
- **COVID-19** – continued to monitor and make recommendations for BCCC communications and response; drafted copy for messages from Dr. McCurdy.

Social Media

We made several adjustments to our social media postings, including voice/tone of posts, more strategic use of hashtags, use of accompanying visuals, more regular inclusion of webpage links, etc. For Instagram, we also created a BCCC Linktree account that allows followers easier access to page links. We continue to invest more time in engagement on accounts of our partners. As this is an effective strategy for increasing followers, we will continue these efforts.

Facebook

Metric	March 2020	Feb. 2020	Difference
Published Posts	48	65	Down 26.2 %
Fans	5,435	5,400	Up .6%
Net Page Likes	34	37	Down 8.1%
Impressions	32,824	64,194	Down 48.9%
Engagements	1,776	2,580	Down 54.4%
Post Click Links	54	50	Up 8%

Twitter

Metric	April 2020	March 2020	Difference
Published Posts	51	62	Down 17.7%
Followers	1,600	1,593	Up 0.4%
Engagement Rate	1.0%	2.2%	Down 50.2%
Impressions	40,062	23,426	Up 38%
Engagements	387	507	Down 31.3%
Post Click Links	14	32	Down 78.1%

Instagram

Metric	April 2020	March 2020	Difference
Published Posts/Stories	48	48	Down 26.2%
Followers	930	850	Up 9.28%
Net Follower Growth	79	60	Up 29.51%
Impressions	17,344	15,535	Up 11.6%
Engagements	762	800	Down 7.9%
Engagement Rate/Impression	5.1%	5.9%	Down 12.8%

EVENTS

The following external events were cancelled due to COVID-19:

- American Heart Association STEM Goes Red scheduled for April 3, 2020
- Druid Hill Congregation of Jehovah's Witnesses Memorial scheduled for April 7, 2020
- Baltimore Bite of Science – Center for Education Excellence scheduled for April 16, 2020
- 4-H Youth Expo scheduled for May 16,2020

Staff provided 25 Live training assistance to Academic Affairs team and participated in meetings related to COVID and virtual commencement including:

- o Johns Hopkins Briefing on COVID-19 (April 8)
- o Association of Collegiate Conference and Event Directors Technology Call (April 9)
- o NCMPR Virtual Celebration Webinar (April 21)
- o North American Association of Commencement Officers Virtual Event Zoom (April 24)
- o North American Association of Commencement Officers Virtual Ceremonies Zoom (April 29)

DEVELOPMENT

The Alumni Association meeting was held on April 17, 2020 -6:00 p.m. via conference call and focused on planning community service projects including mask distribution, voter registration and completion of Census and a "Quarantini" virtual happy hour to provide social relief virtually during the COVID-19 pandemic. The Alumni Association will distribute masks to Bon Secours Village and the Forest Park Senior Center.

WBJC

WBJC returned to conducting interviews and shows with guests who are unable to be in studio by making cell phone interviews sound substantially better and this led to new shows of Booknotes, Face the Music, Word on Wine and assorted community interviews.

The College aired promotional copy from BCCC regarding telework and BCCC strong. WBJC listener comments and the mask making efforts of one of our WBJC announcers were featured.

The spring 'quiet' fundraiser began on April 20th. The drive has already raised $161,000 and has a goal of $200,000 by Wednesday 5/6. The second part of the drive featuring matching challenge pledges will take place from 5/6 – 5/8. We are using both live announcements and recorded spots. The drive is projected to exceed the goal. The support of the WBJC audience has been very encouraging.

MARKETING

Website Maintenance, Updates and Analytics

- Coronavirus (COVID-19) Webpage – March 23- April 23
  - Page Views: 6,102
  - Repeat Users: 4,238
  - Overall bounce Rate: 74.10%
  - Average time spent: 1 minute 56 seconds

- Approximately 36% of users come from organic searches through:
  - Google, Yahoo and Bing search engines
- Approximately 18% is referral traffic redirected from:
  - edu-apps.org
  - Maryland.gov website
  - OKTA server
  - Regent education
  - WBJC-FM (1.45%)
- 46% is direct traffic, when users type the URL directly, or use a bookmarked webpage
- 0.30% referrals from social media
- During this period, decrease by 5,996 in the total number users/visitors to the website

Source / Medium	Acquisition Users
	52,537 % of Total: 100.00% (52,537)
1. (direct) / (none)	26,930 (44.22%)
2. google / organic	18,755 (30.79%)
3. bccc.instructure.com / referral	7,276 (11.95%)
4. bccc.okta.com / referral	2,011 (3.30%)
5. bing / organic	1,889 (3.10%)
6. accounts.google.com / referral	654 (1.07%)
7. yahoo / organic	581 (0.95%)
8. bccc.askadmissions.net / referral	338 (0.55%)
9. bccc.catalog.acalog.com / referral	238 (0.39%)
10. bcccsnapprod.regenteducation.net / referral	234 (0.38%)

Online Paid Ads — Analytics (as of 04/29/20)

Ad 1   Ad 2

- Total Reach in April: 7,371
- Post Engagement: 108
- Link Clicks: 96
- Ads are linked to: https://www.bccc.edu/Apply

Webpages Content Updates
- **New Homepage Content**
  - Coronavirus Updates, Including:
  - Billboards
    - BCCC Strong
    - MSP
    - Register Now for Summer Classes
- **New Pages Created**
  - BCCC Strong Page
  - Employee Assistance Program (EAP)
  - COVID-19 Student Emergency Relief Fund
  - Student Resources
- **Routine Website Maintenance and Webpage Content Updates**

Marketing Department Projects and Special Initiatives

COVID-19 Webpage (In Progress, Temporary)
- Posted relevant content, including President McCurdy weekly faculty, staff and student letters
- Website extensive review and content updating and page reformatting for all student service pages
- To ensure easy access
- To ensure COVID-19 and Online Learning relevant content

- **Website Content/Page Structure Upgrades (Ongoing)**
  - Edited and reconfigured pages:
  - E-Learning
  - FERPA
  - HR EAP
  - Partners
  - Student Resources
  - Student Services
  - Registration

Graphic Design Projects Completed in April:
- Academic Program Templates
- BCCC Strong Campaign- Homepage Billboard
- BCCC Space Rental Brochure
- Course Schedule Cover (Summer 2020)
- Course Schedule (Summer 2020)
- "Cube" MTA Elevator Wrap Redesign
- Digital ad for Hobson
- Financial Aid FAQ form
- Grant T. Woods Fillable application
- Goucher Transfer Webinar digital banner
- International Students brochure
- Logo Presentation – various logo options, stationary, giveaways, etc.
- MSP Informational Session PowerPoint

- MSP Billboard
- MSP Application Checklist revisions
- Newsletter Banner
- Panther card
- Workforce Brand Elements
- Veterans Brochure
- Registration Billboard
- Registration Social Media
- Viewbook
- Virtual Townhall Invitations and Slides

Baltimore City Community College

CABINET UPDATE

Board of Trustees, May 20, 2020

Ms. Lyllis M. Green, Chief Internal Auditor

INTERNAL AUDITS, REVIEWS & INVESTIGATIONS

Internal Audit activity involved audit tests and confidential investigations. The Internal Audit activities required collaboration with the College's General Counsel, VP Student Affairs, VP Finance & Administration, Chief Information Officer and the VP WDCED, Facilities & Public Safety. Additionally, several current and former staff members from the six major divisions of the College were involved with the internal investigations or audits.

EXTERNAL AUDITS

The College has been expecting the Legislative Auditors in compliance with their 3-year review procedure. The Maryland Internal Audit Forum, the local internal audit affinity group, provided confirmation that the Legislative Auditors are performing remote audits. The College's last Legislative Audit covered the period October 2013 – November 2016. The findings were issued in the OLA November 2017 report. The Legislative auditors have been exercising their authority to penalize agencies with four or more repeat findings in the form of reductions to their state funding. Since the implementation of this practice, agencies have received reductions in appropriations from $100,000 to $500,000 due to repeat findings. The College's November 2017 OLA Report had eight findings including four repeat findings. One of the repeat findings has been resolved. This month's update reports the detail and status of the repeat findings and those that are partially implemented or not implemented:

Finding	Recommendation (Excerpts from November 2017 OLA Report)	Observations	Status @ 04/30/2020
1. **facilities planning and operations**	a. use existing Statewide contracts…, when available; b. discontinue the practice of artificially dividing purchases to circumvent State procurement regulations…, c. comply with State procurement regulations for competitive procurement, including the use of written contracts and the publication of solicitations and awards on *eMaryland Marketplace* and (repeat); d. ensure that vendor invoices contain sufficient details to determine the propriety and reasonableness of the services performed and amounts billed. e. conduct thorough reviews of vendor invoices… investigate	Existing statewide contracts are being used when available or practicable. It is expected that processes will improve upon the hiring of a Facilities Director including the complete implementation of procurement recommendations and consistent reviews of vendor invoices. One of the procurement office vacancies was filled to ensure compliance with procurement regulations. Reviews are being performed to determine the propriety and reasonableness of the services performed and discrepancies are investigated for resolution. Recovery attempts are made for improperly billed invoices.	Partially implemented.

Finding	Recommendation (Excerpts from November 2017 OLA Report)	Observations	Status @ 04/30/2020
	and resolve any discrepancies, and recover any amounts that are determined to be improperly billed; and consult with the Office of the Attorney General – Criminal Division…, and refer any other questionable activity to the Office of the Attorney General – Criminal Division and advise the Governor's Chief Legal Counsel.	Both the College's General Counsel and the Office of the Attorney General are consulted regarding questionable activities.	
2. corporate purchase cards,			Implemented (includes repeat finding)
3. payroll			Implemented
4. affiliated foundation,		The finding is mitigated by including a separate document with projections.	Implemented
Information systems (2), 5. **Sensitive Personally identifiable information**	a. perform a complete inventory of its systems and identify all sensitive PII, b. determine if it is necessary to retain this PII and delete all unnecessary PII, c. determine if all necessary PII is properly protected by encryption or other substantial mitigating controls, d. update its databases and systems with encryption capability then encrypt all sensitive PII not otherwise properly protected or employ other substantial mitigating controls to protect this data (repeat).	The College is in the process of purchasing software that will identify PII on its systems. Once the software is installed, the inventory will be reviewed and unnecessary PII will be deleted. All necessary PII will be properly protected. Currently, email PII protection is provided by Microsoft365. The Student system's (HP LAN) mitigating controls are being tested to ensure protection of student data by using a unique identifier for students.	a. Partially implemented b. Partially implemented c. In progress d. In progress
6. **Malware protection for BCCC computers was not sufficient**	a. ensure, on an ongoing basis, that all active computers have current signature files, and up-to-date malware protection software installed, and operational; b. limit the assignment of administrative rights on	All computers have malware protection except for those with the Windows7 operating system. IT staff have identified the various locations of the Windows7 systems and will continue updating those systems when normal operations resume.	a. Partially implemented b. In progress

Finding	Recommendation (Excerpts from November 2017 OLA Report)	Observations	Status @ 04/30/2020
	workstations to specific system/network administrators and those users specifically allowed such rights, …being justified, approved, documented, and regularly reviewed to determine whether they are still needed (repeat); … c. ensure that all workstations are kept up-to-date for critical security related updates for commonly vulnerable applications (repeat).	b. Ongoing reviews were restarted in October 2019. The list of individuals with administrative rights has been provided. The next step is to include the justification, approval, and documentation in the review process, deleting all that are not needed. c. Except for the Windows7 workstations, all workstations are kept up to date for critical security updates.	c. Partially implemented
7. cash receipts,			Implemented
8. equipment	a. ensure that the equipment records are complete and accurate; b. investigate the aforementioned missing equipment and take appropriate corrective action; c. conduct documented physical inventories of sensitive and non-sensitive equipment, as required, and reconcile the results to the detail inventory records; and d. refrain from purchasing equipment that is not needed for immediate use.	Resolution is pending procurement of an inventory service or tools to perform an inhouse physical inventory.	a. Implemented b. Implemented c. Not implemented d. Implemented
Note: The complete OLA, November 2017 report can be viewed at: https://www.ola.state.md.us/Search/Report?keyword=&agencyId=5a8ac903cc9d721804e01114&dateFrom=&dateTo=&reportTypeId1=1			

OFFICE CHANGES

As previously reported, the search for the Staff Auditor/EEO & ADA Coordinator has been reopened. Although applicant response is low, the search continues.

Baltimore City Community College
Board of Trustees, May 20, 2020
Dr. Debora Johnson-Ross, Director, Mayor's Scholars Program

SUPPORTING MAYOR'S SCHOLARS
As with many of the College's students, some Mayor's Scholars have struggled with the transition to online learning and not being able to interact with faculty, advisors and friends face-to-face. The team responds to student phone calls, texts and emails very quickly, typically within 24 hours. The MSP Canvas shell is being used to encourage students to take full advantage of the information and resources provided by Academic Affairs and Student Affairs, especially with regard to tutoring, technical support, and wellness services. Most of the students are making the effort to succeed in spite of the challenging transition and their personal circumstances. The MSP team, along with all of the College's support professionals are working to keep the students on-track and fortified.

SUMMER BRIDGE 2020 PLANNING
Regular meetings are being held with the Vice Presidents of Academic Affairs, Student Affairs, Workforce Development & Continuing Education and Institutional Effectiveness, Research & Planning to ensure comprehensive planning and implementation of the 2020 Summer Bridge. A contingency plan is being developed in the case that the Summer Bridge must be offered remotely. The faculty will be prepared to offer courses online and academic advising will be offered virtually. Discussions are in process to determine the best strategies for implementing wrap around services and student engagement activities in a virtual environment. Collaboration with the Baltimore City Public School System (BCPSS) and YouthWorks is ongoing. The dates for the six-week Summer Bridge 2020 are June 29 through August 7.

RECRUITMENT
On April 23, a BCCC team hosted an online information session for BCPSS guidance counselors, CollegeBound Foundation staff and other college access professionals. MSP information sessions are scheduled for prospective students and families on Thursday, May 14 and Wednesday, May 20. In addition to MSP, the events are supported by Workforce Development, English Language Services, Academic Affairs, Admissions, and all of the student support services departments. MSP is working closely with Admissions to recruit new students, respond to inquiries from students and parents, and ensure that internal processes and procedures are in place to facilitate an effective admissions process for incoming students. As of May 8, there are 520 applications for MSP.

YOUTHWORKS PARTNERSHIP
The Job Readiness Academies for the YouthWorks Private Sector program were cancelled because of the quarantine situation. YouthWorks is in the process of identifying employment opportunities that can be completed virtually for eligible students. At this time, it is anticipated that Cohort III students will remain eligible to receive YouthWorks funding to participate in the Summer Bridge. YouthWorks has agreed to align this year's funding with the College's second summer session which runs from July 6 through August 9.

INSTITUTIONAL INTEGRATION
The Program is now fully integrated into the operational structure of the College. MSP is staffed by a director, an academic advisor and an administrative coordinator who work closely with Academic Affairs, Workforce Development, and Student Affairs – the Student Success Center, Financial Aid, Student Life & Engagement, Student Support and Wellness and Disability Support Services – and all other areas of the College. The MSP scholars are being well supported and the integration has led to greater efficiencies from an operational perspective.

Baltimore City Community College
REALIGNMENT TASKS UPDATE
Board of Trustees, May 20, 2020
Dr. Debra L. McCurdy, President

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."

Academic Affairs underwent a review and analysis of the credit fall schedule. I worked with Mr. Gerald Boyd from Frederick Community College to review course offerings and how the courses were scheduled. Following the meeting it became apparent that we needed to rethink the schedule as well as the courses offered and the programs. Many of the programs were deemed outdated and need to change to meet the current needs of the workforce. Below is a list by School and by Program of the programs that we have identified as a starting point to review and bring current.

School of Arts and Social Sciences (SASS)

Education, Social and Behavioral Sciences (ESBS):
The Education programs need to come under one larger Education program umbrella, and not as separate entities. Both the Education/SPED and the Early Childhood Education programs need to have pathways for more student options (e.g., Certificate, AA Degree, Transfer for ECE B.A). This will allow for students to enroll who want the AA program and as well as the ability to transfer to continue their education and options for students who need courses to maintain their teacher certification for Maryland.
The Paralegal Assistant and the Criminal Justice programs need to undergo review to better meet the needs of the students and to align with our 4-year partners like University of Baltimore.

English, Humanities, Visual and Performing Arts:
The Theater Program needs to be updated, with an emphasis on promotion and recruitment. Additionally, we need to provide students with internship opportunities at local theaters and opportunities to perform on campus.

The Music Program needs to be updated to include music production, composition, and instrumentation. We need to investigate if the updated program could qualify as a CTE program.

The Art Program needs to be updated to include a digital graphics track (animation, digital design, and digital photography). We have begun to discuss adding a Digital Aerial Photography Program which would have courses that include the use of drones and IMAX cameras.

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

Business and Technology (B&T) Department:
Accounting firms nationally are placing a greater emphasis today on data science courses (data analytics). Therefore, the Accounting Program should offer courses that delve deeper into frameworks that map financial objectives to innovations. Students need to understand new automated data analytic procedures alongside their traditional accounting degree.

The Computer Information Systems Program should leverage proprietary automation, cognitive and analytics capabilities within organizations. Expanding courses in gaming and artificial intelligence would develop a student's skill set for future employment,

The Cybersecurity Program applied to be an A Center for Academic Excellence. This program can be improved by adding courses in advance risk management and blockchain. Understanding of risks and how to develop security procedures that are responsive is critical for students in this pathway. Additionally, a new program to complement Cybersecurity would be Cyber Forensics.

The Construction Supervision Program should include two pathways, one in construction management and the other in constructing technology. The technology pathway can link to engineering to broaden that program. It should have a strong tie to workforce development.

The Fashion and Apparel Technology may be better served by moving to EHVPA with a direct pathway from Workforce Development as well. This program needs a complete upgrade to bring in newer technology and a more innovative curriculum.

The Business Programs should come under one umbrella degree program with four pathways to emphasize the AA degree or lower level certificates in Administration, Management, Marketing (Digital) and Office Technology. The addition of program in Blockchain Technology, Sports Management and E-sports would be innovative and draw more students to the College.

School of Nursing and Health Professions
Academics needs to look to add more Allied Health programs like Occupational Therapy and Public Health to the College.

The Deans will build the framework for the changes and then work with the faculty to develop the curriculum. We anticipate the first changes to come to the curriculum committee in October 2020.

Baltimore City Community College
REALIGNMENT TASKS UPDATE
Board of Trustees, April 2020
Dr. Debra L. McCurdy, President

Realignment Task #2

"Make workforce development and job placement top educational priorities of BCCC."
Mr. Michael Thomas, Vice President for Workforce Development & Continuing Education

Workforce Development Program Development and Expansion
The Workforce Development Department develops training programs aligned to the Mayor's Office of Employment Development (MOED) Workforce Investment Opportunities Act (WIOA) Plan. Programs are designed to meet industry requirements while advancing student opportunities for employment and career advancement. The Workforce Development Department also works closely with the Career Services Office (Panther Center) to support graduates transitioning to employment. The following activities increase program quality and support for students:

- In the past six weeks, the college has taken steps to transition all workforce classes to on-line learning. The first classes to move to on-line learning (using the college's LMS – Canvas) include Certified Nursing Assistant (CNA), Patient Care Technician and Phlebotomy. In May, the remaining Healthcare programs (EKG, EMT, and Pharmacy). In addition, Construction, Diesel Technician and Cybersecurity programs will include on-line learning options.

- WDCED is expanding the number of programs available on the WIOA Eligible Training Providers List (ETPL). This allows students to access Department of Labor funded scholarships for training. Expanded programs include:
    - Certified Nursing Assistant (CNA)
    - Emergency Medical Technician (EMT)
    - Venipuncture/Phlebotomy (pending May 31)
    - Diesel Mechanic (pending May 31)
    - Patient Care Technician (pending May 31)

- In partnership with the Center for Urban Families (CFUF), the college has identified career pathway programs for students participating in the Kresge Foundation BOOST program. Students will be recruited and enrolled in the following programs starting in June 2020:
    - CNA/GNA Licensing to Nursing Degree or Respiratory Care Degree;
    - Emergency Medical Technician to Paramedicine Degree;
    - Construction Pre Apprenticeship to Construction Management and Supervision Degree;
    - Transportation Training Certifications to Transportation Supply Chain Management Degree; and
    - Certified Community Health Worker to Allied Human Services Degree.

- WDCED is developing a partnership (pending grant approval) with the United Way to provide workforce training in childcare to City residents. This is designed to provide a pathway to the AA degree in Early Childhood education.

- New business partnerships for contracted workforce training programs include:
    - Baltimore Alliance for Careers in Health (BACH) - PCT and CNA training
    - Concerted Care - Multiple training programs
    - TIME Organization – Multiple training programs

- o Pressley Ridge – Healthcare Training Programs
- o Baltimore City Schools Judy Centers (Career Coaching Services)
- o Elev8 Baltimore – Professional Development for Staff

- The Career Development Services Office (Panther Center) released expanded access to on-line career tools through College Central. This also includes links to the Maryland Job Consortium - a Maryland Job Bank Consortium for all Community Colleges in Maryland.

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."

Developmental English
For the fall 2020 semester we will be scaling up the model used for MSP. We will offer more paired sections of RENG 92 and ENG 101. This will allow more students to gain access to credit courses sooner and keep them on track for graduation. We will be offering accelerated options as well so that students can register for RENG 92 in the first 8-week term and ENG 101 in the second 8-week term. This will have the same effect of moving more students into credit courses sooner and keep them on track for graduation.

Developmental Math
We have researched different options for moving forward in a similar manner as English. We are looking at how to offer a paired MAT 92 and MAT 129 and a paired MAT 86 and MAT 107. We have started discussions of changing the modular model to have an assessment at the beginning of the course which provides the student with the additional support they need to be successful in the course. We have also moved to a single online support format for both MAT 86 and 92. In previous semesters the faculty have used an OER book or My Math Lab so students were not all using the same tools in their courses. Moving forward starting with the fall 2020 semester we will be using ALEKS as the online support program in both of courses and all of the sections.

Multiple Measures Vs. Alternative Measures
Currently the College uses Accuplacer to place all students for math and English. We have identified several measures that we could use to place the students such as GPA, SAT or ACT score or passing of the transition course offered at City Schools. We have also begun conversations around an alternative placement method called Guided Self-Placement as an option. We have gathered research around this idea and will begin to meet with the faculty and Student Affairs to finalize what we will be using to better place our students in math and English.

The current changes and the proposed changes are all designed to move our students faster into credit programs to keep them on track to graduate on time and most importantly be successful.

Scheduling of Courses
The Deans and Associate Deans worked collaboratively to build a summer and fall schedule that better meets the student's needs. The schedule is designed so that students could build a semester schedule that moves them forward in their program to keeps them on track for completion. The schedule now has courses across all Divisions that all have the same start times throughout the day, and a robust offering for the evening and weekend. We developed a SharePoint site for everyone to work on the schedule and leave comments. We will continue to work collaboratively in this manner as we add courses based on the fill rate as we monitor registration.

Mayor's Scholars Program

The Mayor's Scholars Program was the pilot for the Accelerated Learning Program (ALP) which allows students to enroll in RENG 92 (developmental English) and English 101 (college-level English) simultaneously. The ALP pass rate was 92% for both the RENG 92 and the ENG 101 components. The pass rate in the non-ALP RENG 92 sections was 64% and 68% in the non-ALP ENG 101 sections. Based on the pilot section's superior pass rates, the English, Humanities, Visual and Performing Arts (EHVPA) department offered three ALP opportunities for Fall 2019, with two designated for MSP students and one for non-MSP students. This innovative approach to teaching English will now be incorporated into the College's curriculum.

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."

Academics has been working closely with Dr. Rachel Pfeifer, Mavis Jackson and Maisha Wise to build better relationships to serve the College's P-Tech and Dual enrolled students. The Vice President, Deans and Associate Deans are working to develop and implement a plan to increase communication between the faculty and the City Schools to better track a student's progress so that both the College and City Schools can intervene earlier. To that end we have required weekly progress reports from the faculty who have high school students in their classes. The communication plan was developed following a number of meetings. Academics developed a tutoring model that had begun just prior to moving instruction to online. With the move to online instruction we developed tutoring shells in Canvas which were very successful along with Zoom reviews run by the faculty prior to the exams. We recorded the reviews for students to go back and use to study. As we move forward with P-Tech and Dual Enrollment into the summer and fall we will continue to have the tutoring shells and Zoom reviews along with face to face tutoring and a modified embedded tutoring model.

Another area that we are building relationships with City Schools is through our Perkins program. We will be collaborating with City Schools and Workforce to build a pipeline from high school to BCCC. We have programs though P-Tech that we can start with and then begin to other program offerings for our Dual Enrollment students.

P-TECH Programming
Several initiatives led by WDCED support implementation of the college's Career Pathways and increase early college access. The largest of these is the Pathways in Technology Early College High Schools (P-TECH) program which has nearly 200 high students enrolled in college classes in the Spring 2020 term.

- The college submitted the P-TECH Supplemental Grant Amendment in the amount of $61,702.00. This brings the FY20 P-TECH Grant Award total to $165,833.00.

- The BCCC P-TECH Liaison worked collaboratively with BCPSS schools New Era, Dunbar, and Carver High Schools to update the scope and sequence plans to reflect dual-enrolled credit and created the Summer II and Fall 2020 P-TECH class schedule.

- The WDCED provides an approved set of on-line high school courses for credit-recovery. Each year, more than 100 Baltimore City High School students enroll in these hybrid on-line courses to complete/recover high school credits. With the transition to all online classes, BCCC instructors have been providing additional support for BCPS students as they work to complete the school year.

Baltimore City Community College

Realignment Task #7
"Establish strong relationships with key stakeholders."
Ms. Dawn Kirstaetter, Vice President for Advancement & Strategic Partnerships

The College continues to forge relationships with key stakeholders including the Mayor's Office, City of Baltimore agencies, City Schools, community organizations and higher education institutions to support the needs of current/ future students, citizens and employers of the Baltimore region.

Mayor's Office
- Expansion of the Mayor's Scholars Program to Cohort 3 beginning July 2020.
- BCCC is represented on the Mayor's Children's Cabinet and Literacy Committee.
- The College is working closely with the Mayor's Office of Children and Family Success to participate in the World Central Kitchen meal distribution program.

City Schools
- BCCC provides dual enrollment opportunities for high school students including Upward Bound and PTECH.

City of Baltimore

The College works closely with the following City agencies/ programs:

- Baltimore Police Department- BCCC provides related instruction for the BCPD Cadet Academy Apprenticeship and has aligned Police Academy courses with BCCC Degree programs.
- Department of Social Services- we provide Workforce Training Programs for current BCDSS clients. As an approved provider, the College applies grant funding for up to 250 students per year.
- Fire Department- the Fire Department provides required work experience for Emergency Medical Technicians (EMT) students.
- Department of General Services- this partnership provides job placement opportunities for BCCC graduates and is expanding to Fleet Management, Administrative Services and other positions
- Baltimore Children and Youth Fund- this City partnership supports youth (age 18-24) participation in the College's workforce training programs. Up to 75 students per year benefit from this program by receiving stipends while participating in job training programming.
- Mayor's Office of Employment Development- the College is working with City employers to establish BCCC's Industrial Maintenance Mechanic Apprenticeship Program and has worked closely with MOED to increase the number of BCCC Workforce Training Programs on the Approved Training Provider List (ATPL).

Community Partners

In addition to expanded contract training for Workforce Development Programs, the Adult Basic Education (ABE) and English Language Services (ELS) Departments have development new community partners. The partners below support students and provide increasing access to ABS and ESL classes.

Community Partner	Description
St. Vincent DePaul Head Start East Baltimore Childcare Ctr.	Community ESL Classes for parents of children enrolled in childcare (2-4 class/yr)
Patterson Park Head Start At Patterson Park Charter School	Community ESL Classes for parents of children enrolled in childcare (2-4 class/yr)
Living Classrooms Foundation 200 S. Linwood Ave., Baltimore	Community ESL Classes for adults in the community (2 classes per year)
Safe Streets of Baltimore 1526 N. Fremont Ave. Baltimore	ABE Classes for adults in the community (2-4 classes per year)
My Brother's Keeper Catholic Charities of Baltimore 4207 Frederick Avenue	ABE Classes for adults in the community (2-4 classes per year)
Baltimore Alliance for Careers in Health (BACH)	Workforce training programs for Patient Care Technicians (PCT) and CNA
Concerted Care Group Baltimore – Citywide	Multiple training programs – for clients in recovery programs and transition services
TIME Organization Mental Health and Human Services Provider	Multiple training programs
Pressley Ridge	Healthcare Training Programs
Baltimore City Schools Judy Centers Childcare Centers	Career Coaching Services and classes for parents enrolled in program
Elev8 Baltimore	Professional Development for Staff

Higher Education Articulation Agreements and MOUs

The College has current agreements with or is in the process of formalizing agreements with the following higher education institutions:

- Bellevue University **Automatic Renewal**
- Biotechnical Institute of Maryland **Current**
- Bowie State University **Current**
- Capitol Technology University **Current**
- Coppin State University **Current**
- DeSales University **Current**
- Frostburg State University **Current**
- Hood College Transfer **Current**
- Howard University **Current**
- Morgan State University-ASCEND Program **Current**
- Morgan State University Family & Consumer Science **Current**
- Morgan State University-Social Work **Current**
- Morgan State University- BCCC AA Degree in Psychology **Current**
- MHEC & ITT Agreement **Current**
- Notre Dame AS to BSN **Current**
- Salem International University **Renewal Pending**
- Springfield College **Current**
- Stevenson University - Graduate and Professional Studies **Current**
- Stevenson Nursing Agreement **Current**
- Talmudical Academy **Current**
- Towson University-Reverse Transfer **Current**
- UMBC TSA **Current**
- UMUC Alliance Agreement **Current**
- University of Baltimore- Bee Line **Renewal Pending**
- University of Baltimore- Langsdale Library **Current**
- University of Maryland CURE Scholars **Pending**
- University of Maryland School of Medicine & Research Technology-Life Sciences **Pending**
- University of Maryland School of Social Work & BCCC **Current**
- University of Maryland University College **Pending**
- University of Phoenix **Current**
- Virginia State University **Current**

Baltimore City Community College
REALIGNMENT TASKS UPDATE
Board of Trustees, May 20, 2020
Dr. Debra L. McCurdy, President

Realignment Task #8
"Develop and market a brand for BCCC."
Ms. Dawn Kirstaetter, Vice President for Advancement & Strategic Partnerships

The Marketing and Communications teams have been working collaboratively across divisions to refine the text for the new Viewbook and promotional Panther Cards.

The new logo and seal are being finalized along with the new Style Guide. The team is in the exterior signage project planning phase and will soon be reviewing proposals. Once the logo and new brand is established, new signage will help to create a more cohesive look and feel for the Campus.

The Marketing team continues to refresh all program brochures and is reviewing new promotional items for recruitment events.

A marketing and public relations training for BCCC staff will be taking place within the coming weeks.

Baltimore City Community College
REALIGNMENT TASKS UPDATE
Board of Trustees, May 20, 2020
Dr. Debra L. McCurdy, President

Realignment Task #9
"Address the information technology (IT) and infrastructure needs of BCCC, including whether oversight by the Department of Information Technology is advisable."
Mr. Stephan Byam, Chief Information Officer

CORE BUSINESS SYSTEMS:

Enterprise Resource Planning (ERP)
Background: The College needs to replace its legacy business and student systems with a modern, integrated Enterprise Resource Planning (ERP) system. To date, the College has published two Request for Proposals (RFPs) for an ERP system through the State of Maryland's eMaryland Marketplace. Unfortunately, neither RFP processes yielded a product selection or an executed contract.

Current State: The ERP Project has continued to maintain a "Green" status from Maryland's Department of IT (DoIT).

The College received approval from the secretary for the Request for Proposal (RFP) to be made public for solicitation. On April 8, 2020, the Request for Proposal for the ERP was submitted to eMaryland Marketplace, which is the State's procurement website. On April 17, 2020, the College held a pre-proposal conference where perspective ERP offerors were provided an opportunity to make additional inquiries related to the RFP. A number of representatives from smaller firms attended the pre-conference proposal as well as a representative of recognized vendors, including Jenzabar, Ellucian, Workday and Oakland Consulting. The deadline for the vendors to make additional inquiries is May 21, 2020, and all proposals are due on May 28, 2020.

Infrastructure Readiness: ITS is continuing its work to ensure the College's new infrastructure is ready to support the new ERP. To date, the Infrastructure team has conducted assessments of the new firewall and wide-area network (WAN) (both managed by DoIT). While these services are adequate to the bandwidth requirements of the proposed ERP solution, further investigation is required to determine the necessity for and cost-effectiveness of diverse-path redundant network access from the campus to the ERP hosting site.

Business Process Analysis (BPA): The ITS team has completed capturing and documenting the critical processes in each of the functional areas including Information Technology, Institutional Effectiveness, Research and Planning, Academic Services, Human Resources, Workforce Development & Continuing Education, Payroll, Student Services, Procurement and Finance. The next phase of the Business Process Analysis is to identify areas for improvement in each of the processes documented. This is to ensure that the processes are evaluated against best practices, efficiency and industry standards. The ITS is currently scheduling the process analysis exercises for the aforementioned areas.

INFRASTRUCTURE

Network:
The next phase of the network infrastructure work for the Realignment Task is to address the wireless augmentation of the Main building and to evaluate the Hardware Infrastructure. The new Manger of Systems, Network and Telecommunications is currently re-evaluating the current need and impact of cost to the College.

Systems/Data Center:
There are several hardware systems presently in use that are no longer under vendor support; however, in the interim, short-term third-party maintenance contracts are being leveraged to ensure the College has support for the existing hardware infrastructure. Future plans include the retirement and replacement of obsolete hardware as the new ERP is implemented; and the consolidation of our data center activity to a single location in the Life Sciences Building, and the migration of services to the cloud in instances where this is appropriate and cost effective.

Telecoms:
The completion of the consolidation from several separate Cisco phone systems into a single Microsoft Cloud system has been interrupted by the closure of the campus and the need to reevaluate the network readiness of the local-area network (LAN) at the Liberty Campus for Microsoft Teams.   It is possible that additional network configuration changes are needed to optimize on-campus network traffic between desktops and servers, and between VoIP phones. Separately, we are ready to migrate the staff who are using the Skype for Business application, to the newer Teams application.

DoIT Oversight:
The President and the executive team members meet weekly with DoIT. Additionally, the Chief Information Officer (CIO) has established working relationships with many of his DoIT counterparts, including the Chief Information Security Officer, Chief of Infrastructure and Senior Portfolio Officer. The intent of establishing these relationships is to ensure that there is open dialogue between the College and the State to ensure the efforts of the College are congruent with the efforts of DoIT; and that the College has visibility into the changes that occur at the State level. As such, the College can maintain a level of autonomy, without DoIT oversight, while being transparent and continuing to leverage DoIT's purchasing power and be more aligned with State standards and best practices.

Baltimore City Community College

Board of Trustees, May 20, 2020
Mr. Kevin Large, Director, Government Relations

Realignment Task #11

Realignment Task #11 directs Baltimore City Community College to identify barriers in State or local laws or regulations that impede the ability of the College to operate efficiently and effectively, including procurement and capital construction projects.

The College sought to address the identified barrier of limited procurement authority during the 2020 Maryland General Assembly legislative session. This work built on the progress that was made during the 2019 legislative session. In 2019, BCCC worked closely with Senator Antonio Hayes and drafted legislation to empower the Board of Trustees to develop policies and procedures to govern procurement. These policies and procedures would require approval from the Board of Public Works and the Joint Committee on Administrative, Executive, and Legislative Review. Once approved, BCCC would be able to conduct procurements, governed by the policies and procedures, internally, up to $500,000. The legislation ultimately did not pass either chamber.

BCCC and Senator Hayes strategized on how best to proceed for the 2020 legislative session and decided to reduce the procurement authority request to better reflect the College's needs from $500,000 to $300,000. The legislation (Senate Bill 159 / House Bill 207 – Baltimore City Procurement Authority) had its hearings in both the House and Senate on February 4. The Senate moved swiftly through the committee process and floor proceedings and the legislation received final Senate approval on February 27 by a vote of 39-7. The legislation, however, was ultimately not approved by the House.

Considerable progress was made toward Realignment Task #11 during the 2020 legislative session and BCCC will continue to work closely with Senator Hayes and members of the House to determine how best to proceed so that the College can move forward and be more responsive to the procurement needs that exits. BCCC will also work to identify other barriers that may exist and determine what actions need to be taken.

Baltimore City Community College

Enrollment Report

Board of Trustees, May 20, 2020

Dr. Stanley D. Singleton, Vice President, Student Affairs

Virtual Update

The Division of Student Affairs, in collaboration with the Division of Academic Affairs, Student Accounting, and ITS transitioned all student services to a virtual support. The Records and Registration Office collaborated with Office of Admissions and the Student Success Center for virtual registration of students. In order to make the online registration process easier for students, BCCC has relaxed practices that formerly made it difficult for students to complete the online registration process by removing selected stop codes from the student information system. The offices have worked to identify and resolve barriers for students desiring to register online. The process involves "triaging" students who experienced difficulty registering online. "E-advising" activities have included both group and individual Zoom advising meetings, virtual workshops, sharing of campus-wide virtual activities, connecting students to instructors, and advising students for summer registration.

To prepare for supporting students remotely, the staff within the Division of Student Affairs have been continuously engaged in workshops, seminars, webinars, and meetings designed to extract and apply best practices at BCCC. Some of these staff development/training opportunities have included:

- Zoom Training;
- Skype for Business Video Training;
- Advising Webinar "Best Practices for Serving Students Remotely;
- Virtual Student Programming;
- Council for Opportunity in Education Webinar (TRIO); and
- BCCC Online Registration Training.

Additional Enrollment Activities and Updates

- With the onset of COVID-19 in Maryland, many organizations began cancelling scheduled recruitment events prior to March 17th. As of March 17th BCCC, moved all operations to remote delivery. Since then, the Admissions team has continued outreach via telephone, email, Zoom and other social media platforms.
- In April, the Office of Admissions implemented the usage of Booking via Microsoft 365 to host one-on-one meetings with students and began hosting virtual webinars via Zoom to check in with target populations such as International Students and Veterans.
- Although there has been a transition from on campus engagement of prospective students, the Office of Admissions has continued to provide support from prospect to enrollment, engaging with an average of eighty (80) new applicants each week and processing documentation electronically.
- Since March 16, 2020, 48 students have fully withdrawn from BCCC. Of these 48 students, 35 students withdrew online and the remaining 13 were assisted by Records and Registration staff.
- The Testing Center has been preparing to offer virtual proctored testing as alternatives to in-person testing. In the interim, students who contact the office for the purpose of testing are being tracked and communicated with regularly.

- Academic advisors in the Student Success Center and the Mayor's Scholars program are also engaging continuing students about registration for both Summer sessions and Fall semester.
- In Association with the Division of Academic Affairs, the Division of Student Affairs has been working on the revision of the 2020-2021 Academic calendar.
- Registration for Fall 2020 is scheduled to open during the week of May 11, 2020.

Admissions Applications overview as of 05/06/2020

Summer I 2020	Summer II 2020	Fall 2020	Grand Total
712	52	1734	2498

Recruitment:

In the month of February, Admissions participated in 20 recruitment activities:

Event	Organization	Location	Actual Prospects
MSFAA Workshop	CASA MD	158 N. Linwood Avenue, Baltimore, MD	40
Campus Tour	Collie Thomas	BCCC	1
MSP Information Session	Baltimore City College	3220 The Alameda, Baltimore, MD	4
Campus Tour	Scott Achey	BCCC	1
Campus Tour	The Woodbourne School	BCCC	
College Fair	Baltimore Metropolitan College Fair	University of Maryland Baltimore County	12
College Fair	Howard Community College	HCC	0 (100 attendees)

Online/Virtual Presentations

Event	Target Group	Date and Time
BCCC Info Session	Prospective Students	May 6th 3pm
BCCC Info Session	Prospective Students	May 12th 10 am
BCCC Info Session	Prospective Students	May 13th 4pm
Admissions Application Next Steps	Applicants	April 29th 2pm
Admissions Application Next Steps	Applicants	May 14th 11am
Admissions Application Next Steps	Targeted groups	Scheduled as needed
International Student Check-in	International Students	April 30th 3pm
Veteran Student Check-in	Veterans	May 6th 2pm
Veteran Student Check-in	Veterans	May 20th 2pm
International Student Summer Orientation	International Students	May 21st 12:30pm

The Office of Admissions has also been actively engaged in the recruitment of students from Baltimore City Public Schools for the Mayor's Scholars Program. On April 23, 2020 representatives from the Division of Student Affairs, The Division of Academic Affairs, and The Division of Workforce Development participated in a webinar with guidance counselors from City Schools.

Two virtual student information sessions have been planned for prospective Mayor's Scholars Program students and their families on May 14, 2020 at 3:00 p.m. and May 20, 2020 at 6:00 p.m.

<u>Summer I Session</u>
Classes began: June 1, 2020 (8-week period)
Last day of classes: July 26, 2020
Accelerated I   (5-week period): June 1, 2020
Last day of classes: July 5, 2020

<u>Summer II Session</u>
Classes began: July 6, 2020 (5-week period)
Last day of classes August 9, 2020

Summer I Credit Enrollment Update for May 11, 2020

Total Change from Prior Year	2.2%	22	days prior to start of classes			

	Summer I 2019 as of 5/12/2019 (n=590)	Summer I 2020 as of 5/10/2020 (n=603)	Total Change from Prior Year		Summer I 2019 as of 5/12/2019 (n=590)	Summer I 2020 as of 5/10/2020 (n=603)
Entry Status						
New to BCCC	79	85	7.6%		13.4%	14.1%
Continuing from Spring	413	430	4.1%		70.0%	71.3%
Returning from Sessions before Spring	98	88	-10.2%		16.6%	14.6%
Total	*590*	*603*	*2.2%*		*100.0%*	*100.0%*
Gender						
Women	461	464	0.7%		78.1%	76.9%
Men	129	139	7.8%		21.9%	23.1%
Total	*590*	*603*	*2.2%*		*100.0%*	*100.0%*
Ethnic Background						
African American/ not Hispanic	453	479	5.7%		76.8%	79.4%
White/ not Hispanic	52	50	-3.8%		8.8%	8.3%
Hispanic	26	24	-7.7%		4.4%	4.0%
Asian	19	22	15.8%		3.2%	3.6%
Two or more races	17	12	-29.4%		2.9%	2.0%
Other	23	16	-30.4%		3.9%	2.7%
Total	*590*	*603*	*2.1%*		*100.0%*	*100.0%*
State Residence Status (Tuition Status)						

City	382	331	-13.4%		64.7%	54.9%
County	175	229	30.9%		29.7%	38.0%
Other State	7	6	-14.3%		1.2%	1.0%
Other Country	26	37	42.3%		4.4%	6.1%
Total	*590*	*603*	*2.1%*		*100.0%*	*100.0%*
Academic Goal						
AA Degree	502	481	-4.2%		85.1%	79.8%
Certificate	33	34	3.0%		5.6%	5.6%
No degree; Courses to Transfer	32	56	75.0%		5.4%	9.3%
No Degree or Certificate	23	32	39.1%		3.9%	5.3%
Other	0	0	0.0%		0.0%	0.0%
Total	*590*	*603*	*2.1%*		*100.0%*	*100.0%*
Dual Enrollment						
Registered for Summer l; grad HS after Summer I						

Baltimore City Community College

Summer II Credit Enrollment Update for May 11, 2020

Total Change from Prior Year	-21.2%	58	days prior to start of classes

	Summer II 2019 as of 5/11/2019 (n=189)	Summer II 2020 as of 5/10/2020 (n=149)	Total Change from Prior Year		Summer II 2019 as of 5/11/2019 (n=183)	Summer II 2020 as of 5/10/2020 (n=149)
Entry Status						
New to BCCC	5	3	-40.0%		2.6%	2.0%
Continuing from Spring	174	145	-16.7%		92.1%	97.3%
Returning from Sessions before Spring	10	1	-90.0%		5.3%	0.7%
Total	*189*	*149*	*-21.2%*		*100.0%*	*100.0%*
Gender						
Women	143	111	-22.4%		75.7%	74.5%
Men	46	38	-17.4%		24.3%	25.5%
Total	*189*	*149*	*-21.2%*		*100.0%*	*100.0%*
Ethnic Background						
African American/ not Hispanic	148	117	-20.9%		78.3%	78.5%
White/ not Hispanic	13	15	15.4%		6.9%	10.1%
Hispanic	3	3	0.0%		1.6%	2.0%
Asian	10	7	-30.0%		5.3%	4.7%
Two or more races	7	5	-28.6%		3.7%	3.4%
Other	8	2	-75.0%		4.2%	1.3%
Total	*189*	*149*	*-21.2%*		*100.0%*	*100.0%*
State Residence Status (Tuition Status)						

City	121	93	-23.1%		64.0%	62.4%
County	54	51	-5.6%		28.6%	34.2%
Other State	6	2	-66.7%		3.2%	1.3%
Other Country	8	3	-62.5%		4.2%	2.0%
Total	**189**	**149**	**-21.1%**		**100.0%**	**100.0%**
Academic Goal						
AA Degree	165	121	-26.7%		87.3%	81.2%
Certificate	6	10	66.7%		3.2%	6.7%
No degree; Courses to Transfer	8	10	25.0%		4.2%	6.7%
No Degree or Certificate	10	8	-20.0%		5.3%	5.4%
Other	0	0	0.0%		0.0%	0.0%
Total	**189**	**149**	**-21.9%**		**100.0%**	**100.0%**
Dual Enrollment						
Registered for Summer II; grad HS after Summer I	0	3	0.0%			

	Div	PIN #	Position	Oversight	Date(s) posted	Status 2/6/20	Status 3/5/20
			HR Active Search List As of March 5th, 2020				
1	AA	81589	Assistant Professor/Coordinator of Criminal Justice	Melvin Brooks	8/13/2019	2nd Round of Interviews Complete; Awaiting Selection	Awaiting Selection
2	SA	TBD	Registrar	Dr. Stanley Singleton	10/29/2019	Resumes forwarded to Vice President	Resumes forwarded to Vice President
3	SA	TBD	Director of Financial Aid	Dr. Stanley Singleton	11/22/2019	Resumes forwarded to Vice President	Resumes forwarded to Vice President
4	A&F	73966	Director of Procurement	Donal Christian	5/2/2019	Resumes forwarded to T. Carter	Resumes forwarded to T. Carter
5	A&F	62619	Director of Facilities	Michael Thomas	7/1/2019	Resumes forwarded to Vice President	Resumes forwarded to Vice President
6	A&F	86279	Police Officer II	Freddie DeGraffinried	11/26/2019	2nd Round of Interviews Being Scheduled	Search Re-opened
7	A&F	81699	Police Officer II	Freddie DeGraffinried	11/26/2019	2nd Round of Interviews Being Scheduled	Search Re-opened
8	A&F	66982	Director of Budgets	Donal Christian	1/23/2020	Resumes forwarded to President	Resumes forwarded to Vice President
9	PO	TBD	Executive Administrative Assistant	Dr. Debra McCurdy	4/26/2019	Resumes forwarded to President	Resumes forwarded to President
10	PO	66676	Staff Internal Auditor/EEO Compliance Coordinator	Lyllis Green	8/1/2019	1st Round of Interviews Being Scheduled	Additional interviews being scheduled
11	PO	TBD	Director of Enterprise Applications	Stephan Byam	9/20/2019	Resumes forwarded to the CIO	Resumes forwarded to the CIO