

Baltimore City Community College

Board of Trustees Open Session

Dr. Debra L. McCurdy
President

Mr. Kurt L. Schmoke
Chair

WEDNESDAY | DECEMBER 18, 2024

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 1 | Approval of the December 18, 2024 Agenda

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

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

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

- I. Call to Order Mr. Kurt L. Schmoke, *Chair*
 - a. Adoption of Agenda **(Vote)**
 - i. Approval of the December 18, 2024 Agenda (Tab 1) Mr. Kurt L. Schmoke, *Chair*

- II. Board Actions/Consent Agenda **(Vote)** Mr. Kurt L. Schmoke, *Chair*
 - a. November 20, 2024 Open Session Meeting Minutes (Tab 2)
 - b. November 20, 2024 Closed Session Meeting Summary (Tab 2)
 - c. December 9, 2024 Special Meeting Minutes (Tab 2)
 - d. December 12, 2024 Finance/Audit Committee Meeting Minutes (Tab 2)
 - e. Student Government Association (Tab 3)

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

- IV. New Business (Tab 7)
 - a. Finance/Audit Committee Meeting December 12, 2024 Mr. Kurt L. Schmoke, *Chair*
Dr. Debra McCurdy, *President*
Mr. Michael Thomas, *VP Workforce*
Ms. Anna Lansaw, *ED Procurement*
Mr. Richard Walsh, *Sr. Analyst*
Ms. Eileen Waitsman, *Controller*
 - i. Procurement Policies & Procedures **(Information)**
 - ii. Procurements Exceeding \$25,000 to \$99,999 **(Information)**
 - Access Codes (Jones & Bartlett Learning) \$61,825.68
 - Access Codes (EC-Council of Academia) \$40,829.55
 - Donor Gifts (Forest Incentives, Inc.) \$43,041.57
 - STEM Programs (Lets' Go Boys & Girls, Inc.) \$27,000.00
 - iii. Pre-Approval Procurement(s) exceeding \$100,000 **(Vote)** \$150,000.00
 - a. Carpet Replacement & Installation
 - Mohawk, Inc.
 - Centennial Contractors Group LLC
 - Milliken Floorcovering
 - iv. Procurement(s) exceeding \$100,000 **(Information)**
 - a. Access Codes (Pearson Education Inc.) \$256,118.03
 - b. Access Codes (Vital Sources) \$117,181.15
 - c. Access Codes (McGraw-Hill Education Inc.) \$223,171.65
 - d. Access Codes (Cengage Learning Inc.) \$174,215.42
 - e. Textbooks (MBS Direct) \$172,250.72
 - v. Financial Monthly Performance Report **(Information)**
 - vi. 2023 Audit Summary **(Information)**
 - a. Audited Financial Statement(s)
 - College
 - WBJC
 - Community College- (CC-4)

- V. College Policies (Tab 8)
a. None
- VI. Presentations (Tab 9)
a. Enrollment Update

b. Workforce Development & Continuing Education

c. ERP Update
- VII. President's Report (Tab 10)
a. Middle States Commission on Higher Education Update
- VIII. Active Search Listing (Tab 11)
- IX. Motion for Adjournment (**Vote**)
- Mr. Kurt L. Schmoke, *Chair*
- Mr. Kurt L. Schmoke, *Chair*
Dr. Debra McCurdy, *President*
Ms. Donna Thomas, *Interim VP Student Affairs*
Dr. Debra McCurdy, *President*
Mr. Michael Thomas, *VP WDCE*
Dr. Debra McCurdy, *President*
Mr. Ishwor Aryal, *Director Enterprise Applications*
- Mr. Kurt L. Schmoke, *Chair*
Dr. Debra McCurdy, *President*
Ms. Becky Burrell, *VP Institutional Effectiveness*
- Mr. Kurt L. Schmoke, *Chair*
- Mr. Kurt L. Schmoke, *Chair*

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

BOARD ACTIONS / CONSENT AGENDA

TAB 2 | November 20, 2024 Minutes

TAB 2 | November 20, 2024 Closed Session Meeting Summary

TAB 2 | December 9, 2024 Special Meeting Minutes

TAB 2 | December 12, 2024 Finance/Audit Committee Meeting Minutes

TAB 3 | Student Government Association Report/Comments

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

- TAB 2 | November 20, 2024 Minutes
 - TAB 2 | November 20 2024 Closed Session Meeting Summary
 - TAB 2 | December 9, 2024 Special Meeting Minutes
 - TAB 2 | December 12, 2024 Finance/Audit Committee Meeting Minutes
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BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm November 20, 2024 (Virtual Zoom Meeting)

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

Also Present: President Debra L. McCurdy, PhD

I. Call to Order

Chairman Schmoke called the meeting to order at 4:08 PM. The agenda was unanimously approved upon a motion by Trustee Blum, seconded by Trustee Ward.

II. Board Actions/Consent Agenda

- a. October 16, 2024 Open Session Meeting Minutes
- b. October 16, 2024 Closed Session Meeting Summary
- c. November 14, 2024 Finance/Audit Committee Meeting Minutes
- d. Student Government Association
- e. AFSCME Local #1870 at BCCC Comments
- f. Faculty Senate Comments

Chairman Schmoke asked for a motion to approve the Consent Agenda items a through f. The Consent Agenda was unanimously approved upon a motion by Trustee Terrill and seconded by Trustee Blum.

The Board heard comments from AFSCME Local #1870 President Ms. Nena Kutniewski

Nena Kutniewski greeted the Board, faculty, staff, and students. She expressed Gratitude to Chairman Schmoke for acknowledging the challenges facing the college, and noted action is needed. She highlighted several issues affecting union members. She noted the ongoing impasse regarding the telework policy and stated that Maryland law provides that state agencies may permit telework when possible. Ms. Kutniewski stated that leaders communicate with union representatives merely to check a box but do not engage in a meaningful way. She stated that lack of empathy from leadership on key issues is affecting members.

Faculty Senate Committee Update

Dr. Katana Hall, President of the Faculty Association gave greetings to the Board, cabinet, colleagues, students and guests. She provided updates regarding the business of the Academy, noting that members of the faculty:

- Successfully provided an updated report to ACBSPs accreditation council on October 27, 2024;
- Presented at the College Bridges Collaboration;
- Attended interview sessions for the VP of Academic Affairs;
- Participated in meetings with program coordinators and clinical coordinators to ensure winter and spring sessions are accurate;
- Continue to update the bylaws of the Faculty Association;
- Co-chair Faculty Senate working committees;
- Conduct program review and focus on the “never attended students”;
- Analyze student benchmarks.

During her presentation, Dr. Hall referred to “ghost students” and Chairman Schmoke asked about the interpretation of ghost students.

Dr. Hall explained that across the country, students sign up for classes very early without intending to attend in order to obtain federal aid and receive a refund check; this also impacts available seating and actual students from being able to register.

Dr. McCurdy acknowledged the trend occurring across the country. Ms. Thomas and IT are still working to put in preventive measures to put safeguards in place starting at the application and registration process to flag these ghost students.

Chairman Schmoke noted the ghost students' actions sounds like fraud. Dr. McCurdy stated that the College had already reported the ghost student matter to the Department of Education.

III. Procurement matters

The Finance/Audit Committee Meeting was held on October 10, 2024, and the following issues were discussed:

i. Procurements Exceeding \$25,000 to \$99,999	
a. Textbooks (Cengage)	\$27,861.58
b. Zoom Site Licenses (SHI International)	\$46,994.22
c. Annual Lease – WBJC (Tide Realty)	\$97,093.80
d. BlueCat Core Network Infrastructure (EC America)	\$32,610.05
e. Consulting Services – Admissions (Mason Consulting)	\$55,000.00
f. Mailing Services – WBJC (KM Printing LLC)	\$46,941.12
g. Art Program For Refugee Youths (Arts For Learning MD)	\$40,000.00
ii. Pre-Approval Procurement(s) exceeding \$100,000	
a. International Rescue Committee	\$674,435.00
iii. Procurement(s) exceeding \$100,000	
a. Transportation Services (Mr. Tim’s Bus Service)	\$102,127.01
iv. Financial Monthly Performance Report	

The Trustees had no questions regarding the procurement items below the voting threshold.

Procurements Exceeding \$100,000

International Rescue Committee. Mr. Michael Thomas stated that the International Rescue Committee is an annual recurring request. Grant money is received to help those new to the area. BCCC contracts with the IRC to provide services that BCCC cannot provide, such as resources and wrap around services. Mr. Thomas asks that the Board approve the College continuing to partner with IRC to provide resources for families settling in Baltimore.

Trustee Blum asked what services are provided and Mr. Thomas stated that the College provides educational programs such as ESOL, after school programs and workforce training programs, and works with school districts to ensure educational goals are being met.

Trustee Blum asked how the College keeps track of how much money is being spent, and what are the BCCC expenses. Mr. Thomas explained every penny spent is accounted for in a budget provided by IRC and approved by the granting agency.

Chairman Schmoke reiterated that this is an annual request and that the Finance committee had approved; he asked the Board to give its approval based on their recommendation. Trustee Weiss moved to approve the recommendation, and his motion was seconded by Trustee Blum.

Chairman Schmoke noted there were no objections and the vote to approve the Finance Committee’s recommendation was unanimous.

Transportation Services. Michael Thomas explained that the Transportation Services agreement provides educational and cultural trips for students enrolled in the College's Refugee Youth Program and transports students to their homes following after-school programs.

Trustee Blum asked whether some of these students become BCCC students and whether this data is tracked. Mr. Thomas replied that the program seeks to connect both students and their families and helps in applying to BCCC's credit and non-credit programs.

Chairman Schmoke asked whether there were objections; the acquisition of the transportation services was unanimously approved by the Board.

IV. **Presentations**

Finance Update:

Richard Walsh reported revenues of the college are \$3.1M higher and expenditure is \$1.2M lower compared to this time last year, with an overall surplus of \$4.4M. he discussed various reasons for the differences, including:

- decrease in investment income because payments were received late.
- Real estate lease income of \$43K showed in FY24 which may need to be in FY25.
- Deferred maintenance funds
- WBJC revenues increased by \$2M since last year.

He noted that there will be a slight increase in expenses due to AT&T mobility charges because of an increase in College phones and Ellucian consulting charges.

In response to a question from a Trustee, Mr. Walsh noted that the large increase in WDCE revenue was due to the increase in the Cyber Warrior and DLR scholarships and grant funding that help pay student fees on the non-credit side.

Enrollment Update

Ms. Donna Thomas reported that as of November 20, 2024, Fall '24 enrollment was up 11.1% above the Fall '23 final headcount, with an estimated 920 credit-enrolled FTEs. The Dual enrollment headcount for Fall '24 reflects both dual enrollment numbers and a PTEC increase.

Winter registration opened on 10/15/24. There are 583 students currently enrolled. Classes start on 12/18/24.

Trustee Garvin asked whether there were specific goals for the next semester regarding Dual Enrollment, and asked what were the goals for this semester. Ms. Thomas replied that dual enrollment goals were not in place for previous semesters but will be set by the fall of 2025.

Dr. McCurdy informed the Board that the enrollment goals are set by MHEC and we are projected to be ahead of those goals. Dual enrollment is a heavy focus. To further support Developmental Education (Math & English) a developmental science class is also being created to ensure students have developmental education completed by the time they reach BCCC.

Ms. Donna Thomas informed the Board that there has been an increase to 42 classes for Winter 24. Trustee Parker asked how the increase came about and Dr. McCurdy replied in Winter 2020 there was collaboration to add courses for the term as resources were available. There was a push to pick up transient populations and the College saw a steady increase. The challenge with the low enrollment was directly connected to classes simply not being scheduled.

Trustee Garvin noted that requests have been made previously for more information on grants outstanding and pending. Donna Thomas explained that reports have been submitted in the Board packet to demonstrate how grant funds are spent and the work that is done.

Chairman Schmoke asked if the commercial driving license program has grown and Michael Thomas responded that the program is up and running, popular, and ready to expand. The College plans to next offer a passenger endorsement, which will give licensees the opportunity to operate passenger vehicles. Dr. McCurdy indicated a more comprehensive presentation on grants will be provided during the December 18th Board meeting.

Ms. Thomas reported an increase in recruitment and partnership engagements with high schools and other community partners.

ERP Update

The Director of the ERP, Ish Aryal reported on the progress of Realignment Task 9 to address the information technology and infrastructure needs of BCCC. The project is in green status from the State's Department of Information Technology (DoIT). All criteria are green. The College is at the Operations and Advisory Services with Ellucian stage which started on 7/1/24 and runs through 6/30/25.

During the transition from implementation, a need for additional support was identified. In April 2024, the Board approved the contract for Advisory Services for one year to provide support to all Banner areas. The second part of the realignment task is the infrastructure update and \$478,019.32 was approved to provide redundancy in IT. Information Technology is working to introduce a campus-wide Wi-Fi environment, Microsoft 365 with immutable backups, and is working to connect the College's on-campus network to the Microsoft Azure disaster recovery environment.

Operational activities include a Window 11 rollout; projector installations; service management improvements; and an IT Audit. The Mongoose text messaging project has been completed and the new employee application tracking system for Human Resources is in progress.

In the month of October, IT received 1240 tickets with 52% resolved on first contact.

Chairman Schmoke asked for questions from the Board and there were none.

V. President's Report

President McCurdy's report expanded on the ERP update. She indicated the focus on Ellucian Advisory Services now that the modules have been implemented. With support from the BANNER consultants, there are seven areas where weekly engagements will address issues/gaps:

- Finance
- CRM Recruit
- Financial Aid
- Human Resources
- Student
- Student A/R
- Flexible Advisory Services

She elaborated on Finance and indicated areas of priority:

- Operational challenges due to appropriation year, fiscal year-end closing, and budget management.
- Full utilization of procurement.
- Training on issuing a purchase order, change order, and credit cards.

Director Aryal stated the operational work is done in Banner with finance work done in FMIS. Being a State agency Banner must be configured differently and it will help to utilize Banner to complete fiscal year end processes.

Richard Walsh addressed budget management and Banner and indicated as a quasi-state agency the College does not have ability to write checks – requests are made through FMIS. Year-end processes are not occurring as they should, prior year expenditures are being applied to the current year. There are challenges getting the old technology system to bridge with the new system which impacts the true picture of the institution.

Chairman Schmoke asked, what are the major problems and how are they going to be addressed at a high level?

Dr. McCurdy indicated the slide presentation really depicted the issues at a high level and not a lower level. These are the significant gaps in the transition that impact the transition to implementation.

Other issues introduced with significant gaps requiring Advisory Services include Human Resources / Payroll:

- Banner time sheet processing
- Salary update process
- HR/Payroll Operational Reports need 100% completion
- Process for creating Adjunct Faculty and Contractual Employees' contracts in Banner

Dr. McCurdy indicated that the College in any given year has 500 to 600 hundred contractual employees (duplicated) where the systems have to respond to payroll processing.

Dr. McCurdy stated there are four priorities in Financial Aid needing comprehensive outcomes and asked IVP Thomas to further elaborate.

Ms. Thomas reported on the following concerns:

- Year 2024-2024 Financial Aid set up at 100%
- Title IV Authorizations Process mapping is 60% complete
- FAFSA Reminder emails to students are 50% complete
- Year 2025-2026 Financial Aid set up is 25% complete

Dr. McCurdy concluded and indicated during the December meeting further summaries on Advisory Services will continue to be reported at the high level.

Motion for Adjournment:

Chairman Schmoke read the following closing statement:

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

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

The Chairman then asked for a motion to adjourn and close.

Trustee Weiss motioned for the Open Meeting to adjourn and Trustee Parker seconded. The Board unanimously agreed to end the meeting at 5:24 PM and move to a Closed Session.

Attendees/Participants

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

Non-BCCC Attendees

Kristin McFarlane
Kelly Norton

BCCC Faculty/Staff Attendees

Anthony Almond
Dawna Attig
Michael Berends
Aaron Blickenstaff
Marie Byam
Christina Carter
Sherron Edwards
Aquila Evans
Joan Fountain
Saleemah Franklin
Andrea Fricks
Noah Grant
Marshall Goodwin
Dr. Katana Hall
Takiyah Hamilton
Norine Harper
Eileen F. Hawkins
Dr. Denise Holland
Dr. Leslie Jackson
Cora James
William Johnson
Caren Jones

Keenan Jones
Shaquitta Jones Hembrick
Chris Jordan
Rebekah Kimara
Brett King
Karen King-Sheridan
Nena Kutniewski
Wendy Ma
Karen McCray
Dr. Bryan Miller
Ashley Peck
Glenn Peterson
Phillip Powell
Jason Quick
Shawnette Shearin
Latoria Shephard
Karen King-Sheridan
Theresa Tunstall
Wanda Walker
Eileen Waitsman
Aundrea Wheeler
Michelle White
Natasha Williams
Marcus Wilson



BOARD OF TRUSTEES BALTIMORE CITY COMMUNITY COLLEGE

Closed Session Summary | November 20, 2024 (Virtual Zoom Meeting)

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

Also Present: Dr. Debra L. McCurdy.

Also in Attendance: Ms. Maria E. Rodriguez, Esq.; and Ms. Kirstin McFarlane, Esq

Chairman Schmoke brought the Closed Session meeting to order at 5:28 PM.

The Trustees unanimously approved the consent agenda and the attached closed session materials.

The Trustees discussed and heard from Dr. McCurdy and counsel about collective bargaining and pending litigations.

The Board voted unanimously to adjourn the meeting at 6:18 PM.

Respectfully submitted,

Debra L. McCurdy, PhD

President

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

FINANCE COMMITTEE

Minutes | 8:00 AM December 12, 2024 (Virtual Zoom Meeting)

Attendees: Chairman Kurt Schmoke
Trustee J. C. Weiss
Trustee Roger Ward
Dr. Debra L. McCurdy, President
Ms. Eileen Waitsman, Controller

Mr. Michael Thomas, Vice President of Workforce
Development & Continuous Education
Ms. Anna Lansaw, Director of Procurement &
Auxiliary Services
Mr. Richard Walsh, Senior Budget Analyst

I. Call to Order (Vote)

At 8:03 am, Chairman Kurt Schmoke called the meeting to order of the Finance Committee of the Board of Trustees.

II. Procurement Policies and Procedures (Overview)

Nothing reported under the Procurement Policies and Procedures.

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

a.	Access Codes (Jones & Bartlett Learning)	\$61,825.68
b.	Access Codes (EC-Council of Academia)	\$40,829.55
c.	Donor Gifts (Forest Incentives, Inc.)	\$43,041.57
d.	STEM Programs (Lets' Go Boys & Girls, Inc.)	\$27,000.00

Chairman Schmoke asked if there were any questions about the information items. With no questions, the Chair moved to the next agenda item.

IV. Pre-Approval Procurement(s) exceeding \$100,000 (Vote)

a.	Carpet Replacement & Installation	\$150,000.00
	<ul style="list-style-type: none">• Mohawk, Inc.• Centennial Contractors Group LLC.• Milliken Floorcovering	

Dr. McCurdy provided an overview of the agenda item, stating that this will replace the carpet in the main building of the campus and was scheduled to be completed during the winter break/prior to spring classes resuming. Vice President Michael Thomas further explained that this will replace the 20+ year old carpet as the current soiled condition may create unpleasant odors when cleaning occurs. While cleaning is non-toxic, the imbedded soil when wet, simply rises to the top and the carpet appears unclean. Due to various complaints during carpet cleaning, we will replace the carpet and clean the floor underneath the carpet. Chair Schmoke asked about the timeline for the carpet replacement. VP Thomas explained that we are currently getting the quotes from vendors and hope to have it completed during the Winter break while the College is closed.

Chair Schmoke called for a motion for approval. Trustee J.C. Weiss motioned for approval; Trustee Roger Ward seconded. All approved.

V. Procurement(s) exceeding \$100,000 (Informational)

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

Chair Schmoke inquired about the access codes. Dr. McCurdy clarified that these codes are for students' instructional materials in electronic format for the upcoming semester, replacing traditional textbooks. She noted that these expenditures are being presented to the Board to highlight the College's spending as Textbook orders do not need approval.

Dr. McCurdy then asked Ms. Anna Lansaw to elaborate on MBS Direct and Barnes & Noble College. Ms. Lansaw explained that MBS Direct, a subsidiary of Barnes & Noble College, supplies textbooks to all B&N College stores nationwide. For the upcoming semester, MBS Direct will only provide hard textbooks, as it has become increasingly difficult to purchase them directly from publishers. Publishers are shifting to access codes that include e-textbooks, lab exercises, and mock exams. This purchase will help facilitate the College's transition to Barnes & Noble for bookstore operations this spring.

VI. Finance Update (Informational)

Mr. Richard Walsh provided an overview of the College's financial status, covering current revenues and expenditures, including both unrestricted and restricted funds. He highlighted specific revenues and expenditures specifically stating a timing issue when posting of these revenue and expenditures especially regarding the BOE funds and other revenues that have not been received.

Chair Schmoke inquired about a timeframe when BCCC will receive the BOE funds from Baltimore City and expressed a concern about the amount. Dr. McCurdy responded that the College will be meeting with Baltimore City to discuss any potential increase as the amount has generally remained the same over a lengthy period.

VII. 2023 Audit Summary (Informational)

- a. Audited Financial Statement(s)
- College
 - WBJC
 - Community College – 4 (CC4)

Ms. Eileen Waitsman, Controller, briefly discussed the 2023 Financial Statements and provided a summary. All three financial statements received an "unqualified opinion," indicating they are reliable and free of material weaknesses. She highlighted specific areas of each statement and mentioned that management letters for these audits will be forwarded to the Board for review in a closed session.

Chair Schmoke asked why the CC-4 audit was necessary. Ms. Waitsman explained that it is a requirement for all community colleges of higher education and must be reported annually to the Maryland Higher Education Commission (MHEC). The College again received an "unqualified" opinion.

Trustee Weiss praised the financial statements for their presentation and noted that the Auditors found no issues with internal controls. He then inquired about the completion of the 2024 audit. Ms. Waitsman responded that

they are currently gathering data and answering the Auditors' questions, with the goal of presenting data for review this month. She confirmed that the state is aware of the delay and that the auditors have informed the state as well. With some lingering data issues from the 2023 audit, a main challenge for the 2024 audit addresses issues with the Foundation's data migration by Blackbaud.

The Foundation audit will be presented to the Foundation's Board but not to the Board of Trustees. Trustee Weiss asked if there were any concerns with the Foundation's audit where the Board should be aware. Ms. Waitsman noted that the only issue was with Blackbaud, which transferred the College's data to a new platform without informing the College, resulting in incomplete data migration and reporting problems. Dr. McCurdy added that this issue affected not only the College but was a broad gap affecting other institutions utilizing Blackbaud.

Dr. McCurdy further explained that the institution is handling the audit differently this year, with more internal collaboration and communication between internal personnel and the auditors.

VIII. Motion for Adjournment (Vote)

Chair Schmoke motioned to adjourn; Trustee Weiss seconded the motion. All approved. The meeting adjourned at 8:42 am.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 3 | Student Government Association Report



Baltimore City Community College

CABINET UPDATE

Board of Trustees, December 18, 2024

Student Affairs

STUDENT GOVERNMENT ASSOCIATION

SGA Monthly Meeting – The SGA leadership team held their third general meeting of the 2024-2025 academic year. The meeting was held on November 6, 2024, virtually via Zoom. The SGA leadership followed up on some items presented at the October meeting such as: the November Food Drive to help support the BCCC Pantry, student participation in the Veterans Parade, new student clubs and SGA sponsored events. The SGA leadership stated that the other items presented in October will be discussed with Dr. McCurdy at their November meeting. The next general meeting is scheduled to be held on December 6, 2024, in person and via Zoom.

Monthly Meeting with Dr. McCurdy – The second SGA leadership meeting with Dr. McCurdy was held on November 13, 2024. The following officers were at the meeting: Rachel Hundertmark (president), Cindy Allsup (vice president) and Jasmine Walker (secretary). Vice President Michael Thomas was also in attendance to discuss concerns in his area. Interim Vice President for Student Affairs Donna Thomas also attended the meeting. The Student Leadership team followed up on items from the October meeting and a few new business items. Some of the topics discussed are listed below:

- Implementation of College-Wide initiatives showcasing the student-first model
- College Fundraising Policy
- Music Practice Rooms Availability
- Fine Arts Initiatives
- Serenity Lounge Opening and Procedures for use
- Campus Meal Plans
- ADA Doors in Main Building
- Study Abroad Programs
- Use of Shuttles and Buses
- Exploring Life Science Building for student space
- Student Safety
- SNAP Benefits for Students
- New Traditions (Naming of the Panther and Student Center/Game Room)
- Upcoming SGA sponsored Events

Activities and Events

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

Make Your Own Sand Art – November 6, 2024 -The SGA sponsored a creative art event after their general November SGA meeting. The program was a fun and relaxing event where students made their own personalized sand art bottles.

Veterans Day Parade – November 9, 2024 - In recognition of Veterans Day, BCCC students and staff participated in the annual Baltimore Veterans Day Parade on Saturday, November 9, 2024. Members of the Student Leadership Club and the Gender and Sexualities Alliance Club participated in this event. The parade was held at the Washington Monument in Baltimore, MD.

Thanksgiving Food Drive – November 11-15, 2024 - The Student Government Association and the student clubs and organizations sponsored a campus wide food drive.

12th BCCC STEM Symposium – November 14, 2024 – BCCC hosted their 12th BCCC STEM Symposium, and the BCCC STEM Club help support this annual event. The day was filled with poster presentations, model displays, quiz competitions, speakers and experiment demonstrations. Students from local Maryland schools came to campus to attend this annual program.

International Education Week – November 18 -22, 2024 - The International Students Club, the Office of Student Life and Engagement and International Student Services sponsored their annual International Education Week. This week highlighted various cultures representing the international students at BCCC.

Inaugural Induction of the NSLS – November 20, 2024 – The Office of Student Life and Engagement in conjunction with the Student Government Association held the inaugural induction ceremony for the National Society of Leadership and Success (NSLS) for 52 students. BCCC is the second community college chapter in the state of Maryland.

Keeping It Real Lecture Series – November 22, 2024 - The second session of the “Keeping It Real Series” was held via Zoom on November 22, 2024. The topic was “When Black Struggle Employed Violent Means” The presenter was Baba Zak A. Kondo, BCCC professor of History, author, scholar, lecturer and activist. The event was held in the evening from 6:00 – 8:00 pm and was co-sponsored by the Anthropology and Sociology Club, History Club, the office of Student Life and Engagement and the department of Education, Social and Behavior Sciences.

Friendsgiving Celebration - November 25, 2024 – The Office of Student Life and Engagement, SGA and the clubs and organizations hosted their second annual Friendsgiving. It was an afternoon of fun, games, music and great food. It was also an opportunity to reflect on gratefulness and reasons to be thankful.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

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

- None

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 5 | Faculty Senate Report/Comments

- None

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 6 | Items Removed from the Agenda

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

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE**TAB 7 | New Business**

- I. Procurement Policies and Procedures (**Overview**)
- II. Procurements Exceeding \$25,000 to \$99,999 (**Informational**)
 - a. Access Codes (Jones & Bartlett Learning) \$61,825.68
 - b. Access Codes (EC-Council of Academia) \$40,829.55
 - c. Donor Gifts (Forest Incentives, Inc.) \$43,041.57
 - d. STEM Programs (Lets' Go Boys & Girls, Inc.) \$27,000.00
- III. Pre-Approval Procurement(s) exceeding \$100,000 (**Vote**)
 - a. Carpet Replacement & Installation \$150,000.00
 - Mohawk, Inc.
 - Centennial Contractors Group LLC.
 - Milliken Floorcovering
- IV. Procurement(s) exceeding \$100,000 (**Informational**)
 - a. Access Codes (Pearson Education Inc) \$256,118.03
 - b. Access Codes (Vital Sources) \$117,181.15
 - c. Access Codes (McGraw-Hill Education Inc) \$223,171.65
 - d. Access Codes (Cengage Learning Inc.) \$174,215.42
 - e. Textbooks (MBS Direct) \$172,250.72
- V. Finance Update (**Informational**)
- VI. 2023 Audit Summary (**Informational**)
 - a. Audited Financial Statement(s)
 - College
 - WBJC
 - Community College – 4 (CC-4)

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE
FINANCE COMMITTEE

AGENDA | 8:00 AM December 12, 2024 (Virtual Zoom Meeting)

Meeting Link: <https://bccc-edu.zoom.us/j/81417496406?pwd=BNerMfEy03SgRtbybqRJazlHOlBTJm.1&from=addon>

-
- | | | |
|---|--------------|---|
| I. Call to Order (Vote) | | Mr. Kurt L. Schmoke, <i>Chair</i> |
| II. Procurement Policies and Procedures (Overview) | | Mr. Kurt L. Schmoke, <i>Chair</i> |
| III. Procurements Exceeding \$25,000 to \$99,999 (Informational) | | Mr. Kurt L. Schmoke, <i>Chair</i>
Dr. Debra L. McCurdy, <i>President</i>
Ms. Anna Lansaw |
| a. Access Codes (Jones & Bartlett Learning) | \$61,825.68 | |
| b. Access Codes (EC-Council of Academia) | \$40,829.55 | |
| c. Donor Gifts (Forest Incentives, Inc.) | \$43,041.57 | |
| d. STEM Programs (Lets' Go Boys & Girls, Inc.) | \$27,000.00 | |
| IV. Pre-Approval Procurement(s) exceeding \$100,000 (Vote) | | Mr. Kurt L. Schmoke, <i>Chair</i>
Dr. Debra L. McCurdy, <i>President</i>
Mr. Michael Thomas, <i>VP of WDCE</i>
Ms. Anna Lansaw |
| a. Carpet Replacement & Installation | \$150,000.00 | |
| • Mohawk, Inc. | | |
| • Centennial Contractors Group LLC. | | |
| • Milliken Floorcovering | | |
| V. Procurement(s) exceeding \$100,000 (Informational) | | Mr. Kurt L. Schmoke, <i>Chair</i>
Dr. Debra L. McCurdy, <i>President</i>
Ms. Anna Lansaw |
| a. Access Codes (Pearson Education Inc) | \$256,118.03 | |
| b. Access Codes (Vital Sources) | \$117,181.15 | |
| c. Access Codes (McGraw-Hill Education Inc) | \$223,171.65 | |
| d. Access Codes (Cengage Learning Inc.) | \$174,215.42 | |
| e. Textbooks (MBS Direct) | \$172,250.72 | |
| VI. Finance Update (Informational) | | Mr. Kurt L. Schmoke, <i>Chair</i>
Dr. Debra L. McCurdy, <i>President</i>
Mr. Richard Walsh, <i>Senior BA</i> |
| VII. 2023 Audit Summary (Informational) | | Mr. Kurt L. Schmoke, <i>Chair</i>
Dr. Debra L. McCurdy, <i>President</i>
Ms. Eileen Waitsman, <i>Controller</i> |
| a. Audited Financial Statement(s) | | |
| • College | | |
| • WBJC | | |
| • Community College – 4 (CC-4) | | |
| VIII. Motion for Adjournment (Vote) | | Mr. Kurt L. Schmoke, <i>Chair</i> |



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

Contract No. / Contract Title	R95P5600200 Textbooks (Jones & Bartlett)		
Description/Remarks: Textbooks needed for the Spring 2025 semester. Textbooks are exempt from a formal procurement process as these are for retail purposes			
Procurement Method:	Exempt	Category:	Textbooks
Award Amount:	\$61,825.68	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Finance & Administration	Fund Source:	08801 / 0951

Contract No. / Contract Title	R95P5600206 Textbook Access Codes (EC-Council / Academia)		
Description/Remarks: Textbook access codes needed for the Spring 2025 semester. Textbooks are exempt from a formal procurement process as these are for retail purposes.			
Procurement Method:	Exempt	Category:	Textbooks
Award Amount:	\$40,829.55	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Finance & Administration	Fund Source:	08801 / 0951

Contract No. / Contract Title	R95P5600209 Donor Gifts (Forest Incentives LTD)		
Description/Remarks: WBJC contracts for a service provider to send out all donor gifts to all contributors. Forest Incentives has been given exclusive rights to the Allegiance database that house all the personal contact information of all donors that have contribute to WBJC.			
Procurement Method:	Sole source	Category:	Services
Award Amount:	\$43,0411.57	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	WBJC	Fund Source:	03352/0916



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

Contract No. / Contract Title	R95P5600218 Stem Program (Let's Go Boys and Girls, Inc.)		
Description/Remarks:	Services provides for STEM programs for the Refugee Youth Programs that are sponsored by the College. Funds are provided through the MORA grants. This a non-profit organization.		
Procurement Method:	Sole source	Category:	Services
Award Amount:	\$27,000.00	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	WDCE	Fund Source:	E9065 & E9081 / 0873

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE
ACTION ITEM
December 2024**

Contract Title: Carpet Replacement & Installation

Contract Description: Contractor to replace approximately 1900 square feet of carpet in 123 offices located in the Main Building.

Award: TBD

Contract Term: 90 business days from Notice to Proceed

Contract Amount: \$150,000.00 estimated

Procurement Method: Intergovernmental Cooperative Purchasing Agreement
Sourcewell

Requesting Remarks. The College is seeking pre-approval to enter into a contract with a vendor for the replacement and installation of new carpet in various offices within the main building. This procurement is being conducted through an intergovernmental cooperative purchase agreement, which has already completed the competitive process and established contracts for these services. Two vendors have been solicited, and a proposal is pending. The College requests approval to proceed with this contract upon receipt and selection of the proposal, so the work can be completed before the start of Spring classes, minimizing disruptions to the College’s operations and classes.

Fund Source: 07706 / 0873

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

**PROCUREMENT AWARDS
BOOK ADOPTION PURCHASES
OVER \$100K**

Contract No. / Contract Title		R95P5600199 Access Codes (Pearson Education Inc.)	
Description/Remarks: Access codes purchases based on Spring Book Adoption for Spring semester. Purchase of textbook/ access codes are excluded from a formal procurement process.			
Procurement Method:	Exempt	Category:	Textbooks
Award Amount:	\$256,118.03	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Bookstore	Fund Source:	08801 / 0951

Contract No. / Contract Title		R95P5600204 Access Codes (Vital Source)	
Description/Remarks: Access codes needed for the Spring 2025 semester. Textbooks/ access codes are exempt from a formal procurement process.			
Procurement Method:	Exempt	Category:	Textbooks
Award Amount:	\$117,181.15	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Bookstore	Fund Source:	08801 / 0951

Contract No. / Contract Title		R95P5600212 Access Codes (McGraw-Hill Education Inc.)	
Description/Remarks: Access codes needed for the Spring 2025 semester. Textbooks/ access codes purchases are exempt from a formal procurement process.			
Procurement Method:	Exempt	Category:	Textbooks
Award Amount:	\$223,171.65	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Bookstore	Fund Source:	08801 / 0951



**PROCUREMENT AWARDS
BOOK ADOPTION PURCHASES
OVER \$100K**

Contract No. / Contract Title	R95P5600197 Access Codes (Cengage Learning Inc.)		
Description/Remarks: Access codes for the Spring 2025 semester. Textbooks/ access codes purchases are exempt from the formal procurement process.			
Procurement Method:	Exempt	Category:	Textbooks
Award Amount:	\$174,215.42	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Bookstore	Fund Source:	08801 / 0951

Contract No. / Contract Title	R95P5600216 Textbooks (MBS Direct)		
Description/Remarks: Textbooks for the Spring 2025 semester. Textbooks purchases are exempt from a formal procurement process.			
Procurement Method:	Exempt	Category:	Textbooks
Award Amount:	\$172,250.72	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Bookstore	Fund Source:	08801 / 0951



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

Total Revenue by Appropriated Fund

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

Year-over-Year (YoY) Expense Comparison

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

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

Year-over-Year (YoY) Revenue Comparison

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



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

Expenditure by Category

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

Current Expenses by Division

Division	Budget	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Academic Affairs	21,410,964	6,832,939	7,594,640	-761,701	-10.0%
Administration & Finance	17,400,053	6,708,150	6,779,011	-70,861	-1.0%
Advancement & Strategic Partners	1,512,726	370,861	323,422	47,439	14.7%
College Wide	5,705,541	243,597	2,805,776	-2,562,178	-91.3%
Information Technology	4,800,389	1,924,432	1,346,808	577,624	42.9%
Institutional Research & Strategic Priorities	878,455	308,622	317,848	-9,226	-2.9%
President's Office (Executive)	1,443,433	464,510	439,100	25,410	5.8%
Student Affairs	18,635,851	7,478,975	8,283,110	-804,135	-9.7%
WBJC	2,075,968	477,445	403,592	73,853	18.3%
WDCED	12,645,251	2,774,463	2,198,777	575,685	26.2%
Total Expenditures	86,508,631	27,583,994	30,492,085	-2,908,091	-9.5%



**Board of Trustees
Baltimore City Community College
December 18, 2024**

2023 Audit Summary

Audited Financial Statements

- College
- WBJC-FM
- CC4

College Financial Statements FY2023

- a. Unqualified 'clean' opinion – indicates the financial statements are reliable and transparent and the auditors found no material misstatements.
 - i. Independent Auditors Report is on numbered pages 1-3
- b. Management Discussion and Analysis (MDA) numbered pages 6 and 8 show a summary of the financial information: 2023 compared to 2022
- c. Net increase in Net position of \$9,446,111 (amount that revenues of \$83,353,130 exceeded expenses of \$73,907,019).
- d. GASB 96 was implemented. GASB statement No. 96 is Subscription-Based Information Technology Arrangements or SBITA.
 - i. Required to report on the Statement of Net Assets the 'Right to Use Asset' and Obligations.
 - ii. Example of SBITA is Banner
- e. GASB 87 was implemented in FY2022, Leases
 - i. Required to report on the Statement of Net Assets the 'Right to Use Asset', related Lease Liabilities for the items we pay others to use the space (lessee) and Lease Receivable for items we own that the College leases to others
 - ii. Examples include the real estate the College leases (e.g. BioPark)
 - iii. Examples include land the College leases (e.g. Lockwood).
- f. Financial Statements for College are on pages 18-21
 - i. Page 19 – Statement of Revenues, Expenses and Changes in Net Position - \$9,446,111 shows as net increase in net position
- g. Foundation Statements presented for information only pages 22-23
 - i. Foundation is required to have separate audited financial statements as they are a separate legal entity, a 501c(3). BCCC and BCCCF are reports together in the supplemental information as a component unit meaning they are combined (pages 59-61)
- h. Notes to Financial Statements start on page 24
 - i. Note 8 – Right to Use Assets for the Leases (GASB 87)
 - ii. Note 9 – Lease Receivable for the Leases (GASB 87)
 - iii. Note 10 – Subscription Based IT Arrangements (GASB 96)

WBJC Financial Statements FY2023

- a. Unqualified 'clean' opinion – indicates the financial statements are reliable and transparent and the auditors found no material misstatements.
 - i. Independent Auditors' Report is on pages 1-3 (not numbered)
- b. Included in College's Financial Statements. Oversight agency, Corporation for Public Broadcasting (CPB) requires public radio (and tv) stations to have separate financial statements.
 - i. Additional attestation is required for WBJC as part of CPB's requirements.
- c. Management Discussion and Analysis (MDA) numbered pages 5 and 8 show a summary of the financial information.
- d. Net increase in Net position of \$204,424 (amount that revenues of \$2,417,049 exceeded expenses of \$815,923).
 - i. WBJC has consistently contributed net position (revenue in excess of expenses) over the years.
- e. Financial Statements for WBJC are on pages 14-16
 - i. Administrative support by the College is recorded on WBJC's Financial Statements as required by CPB
- f. Notes to Financial Statements start on page 17.
 - i. Note 8 – Right to Use Assets for the leases (GASB 87) (e.g. Office space)

CC4 Financial Statements FY2023

- a. Unqualified 'clean' opinion – indicates the financial statements are reliable and transparent and the auditors found no material misstatements.
 - i. Independent Auditors' Report is on pages 1-3.
- b. CC-4 is a required audit under the Maryland Higher Education Commission (MHEC).
- c. Includes selected financial information from the College audit
 - i. Shows revenues on Exhibit I summarized on Exhibit II
 - ii. Shows expenses on Exhibit II by function and Exhibit III by category
- d. Includes selected full time equivalent information (FTE)
 - i. Shows selected FTE information on Exhibit VI (e.g. Credit in county student)
- e. Exhibit XVI Reconciliation (page 19 – not numbered)
 - i. shows the comparison of the revenues from the audited statement of revenues & expenses from the College's audited financial statements to the amount of revenue shown on Exhibit I – Summary Statement of Revenue.
 - ii. Shows the comparison of the expenses between the audited statement of revenues & expenses from the College's audited financial statement to the amount of expenditure shown on Exhibit II.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 8 | College Policies

- None

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 9 | Presentations

- Enrollment Update
- Workforce Development & Continuing Education Update
- Information Technology Systems/ERP Update

Board of Trustees Meeting

Wednesday, December 18, 2024

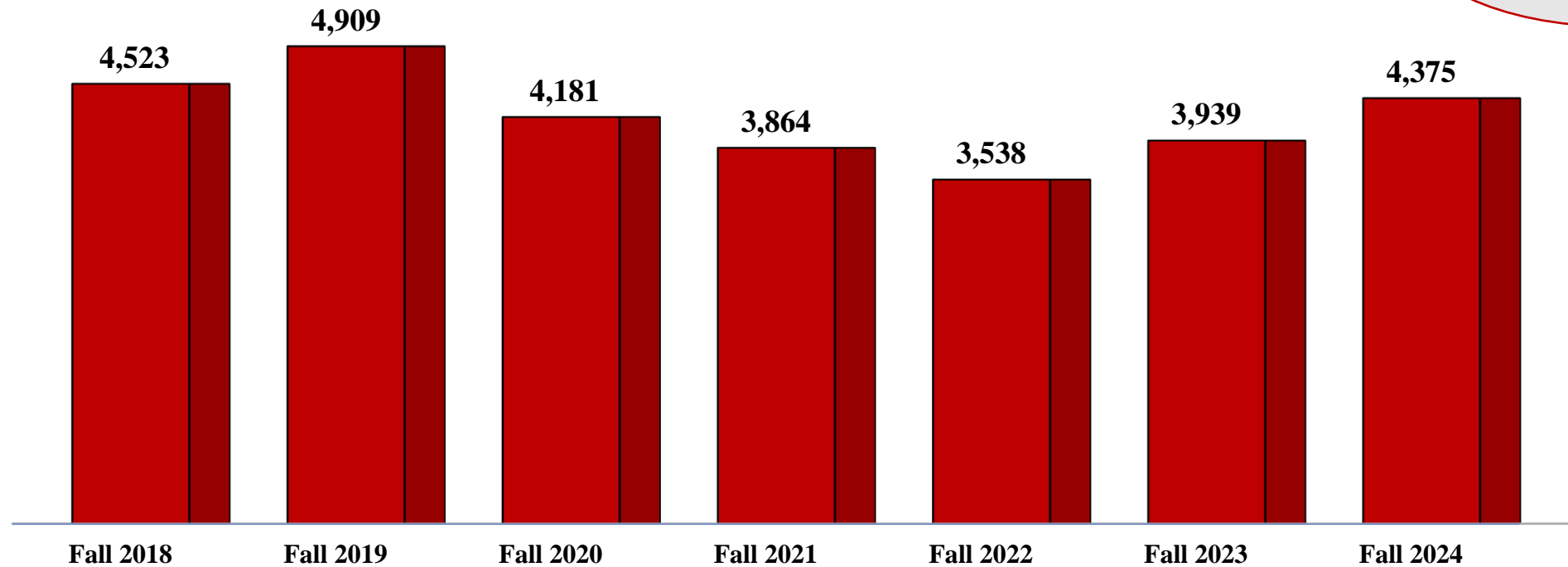
Credit Enrollment Update

Donna Thomas, Interim Vice President for Student Affairs

Realignment Task 5

Enrollment & Recruitment Planning

Fall 2018 – Fall 2024
Credit Headcount

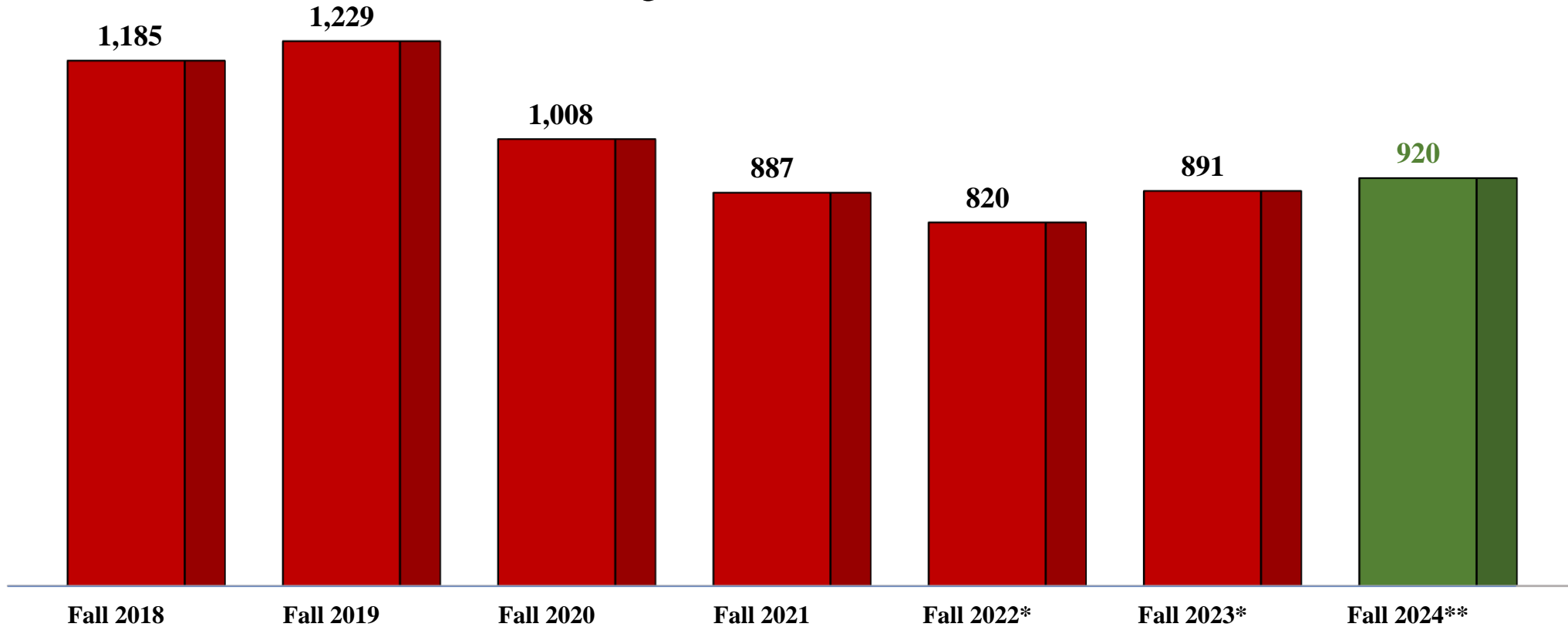


Fall 2024 headcount is 11.1% above the Fall 2023 final headcount.

Realignment Task 5

Enrollment & Recruitment Planning

Fall 2018 – Fall 2024
Eligible Credit FTEs



Source: BCCC audited CC-2 Credit FTE Reports submitted to MHEC and Student Information System. | BCCC Office of Institutional Research

* Fall 2022 and Fall 2023 FTEs are based on FY 2023 and FY 2024 CC-2 Credit FTE Reports submitted to MHEC, unaudited.

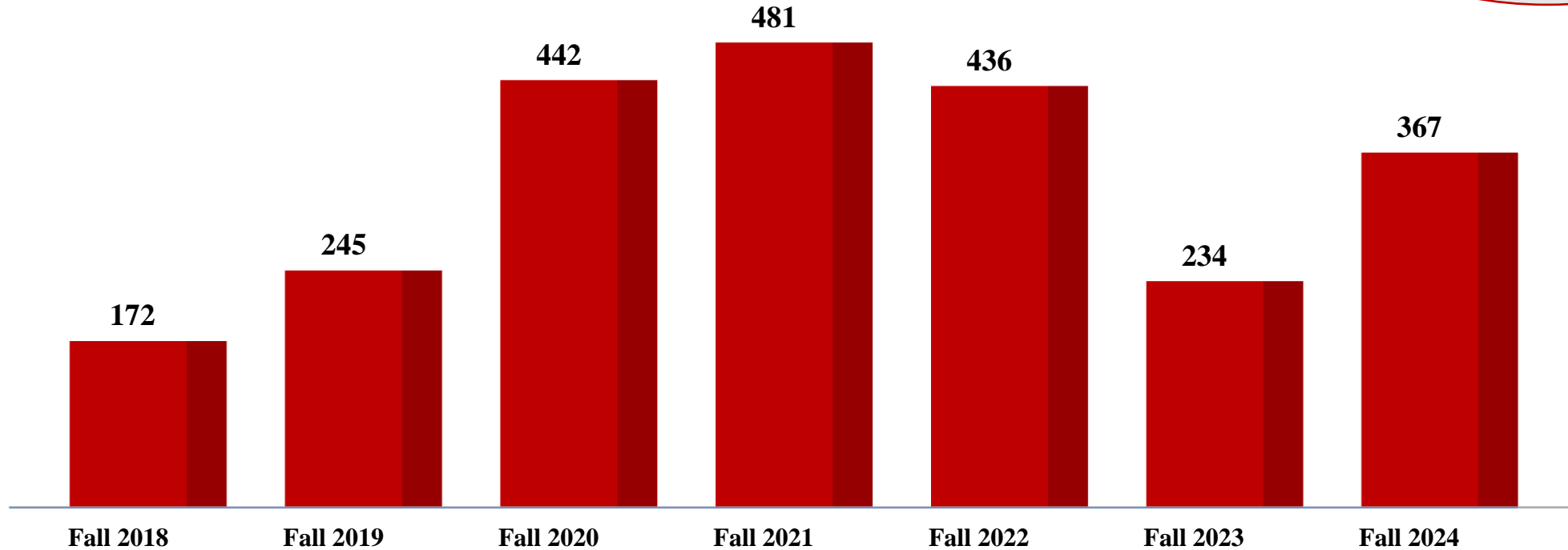
** Fall 2024 is an estimate based on the Fall 2024 Enrollment Information System file and ratio of eligible FTEs.

Realignment Task 5

Enrollment & Recruitment Planning

Fall 2018 – Fall 2024
Dual Enrollment (All) Headcount

Fall 2024 headcount is 56.8% above Fall 2023.

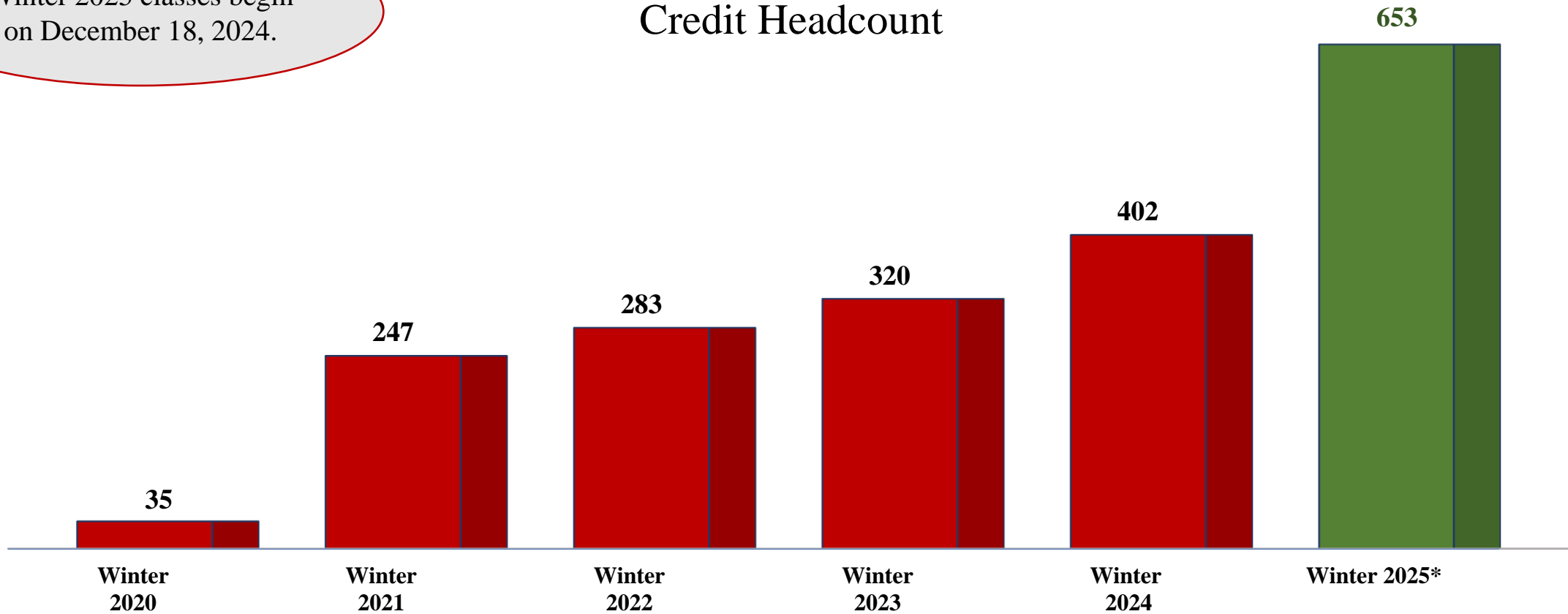


Realignment Task 5 Enrollment & Recruitment Planning

Winter 2025 classes begin on December 18, 2024.

* Winter 2025 as of December 18, 2024.

Winter 2020 - Winter 2025* Credit Headcount



Realignment Task 5 Enrollment & Recruitment Planning

Winter 2025*
43 Sections of 18 Credit Courses

* As of December 14, 2024
= 895 Seats

Course ID	Course Title	Online (Asynchronous) Sections	Virtual (Synchronous) Sections	Total Sections
ACT 221	Prin of Financial Accounting I	0	1	1
BIO 101	General Biology	0	2	2
BUA 112	Computers for Business Mgmt	2	0	2
CLT 100	Computer Literacy	3	4	7
ECO 201	The Amer Econ. I: Macro Theory	2	0	2
ECO 202	The Amer Econ II: Micro Theory	1	0	1
ENG 101	English Writing	0	2	2
ENG 102	Introduction to the Term Paper	0	1	1
ENV 110	Environmental Science	1	0	1
HIS 101	American Civilization I	0	1	1
HLF 210	Physical Fitness and Health	0	4	4
MAT 107	Modern Elementary Statistics	3	2	5
PRE 100	Prep for Academic Achievement	0	3	3
PSY 101	Introductory Psychology	0	2	2
PSY 104	Developmental Psychology	0	1	1
SOC 101	Introduction to Sociology	0	1	1
SPE 101	Fundamentals of Speech	1	5	6
THE 113	Vocal Production for the Actor	0	1	1
Total Sections		13	30	43

- 69.8% of sections are virtual
 - 30.2% are online
- Highest Enrolled Courses
- 1) CLT 100 (169)
 - 2) MAT 107 (121)
 - 3) SPE 101 (107)
 - 4) HLF 210 (78)
 - 5) PRE 100 (51)
 - 6) ECO 201 (51)

Realignment Task 5

Enrollment & Recruitment Planning

Winter 2024
26 Sections of 15 Credit Courses

Course ID	Course Title	Online (Asynchronous) Sections	Virtual (Synchronous) Sections	Total Sections
ACT 221	Prin of Financial Accounting I	0	1	1
BUA 112	Computers for Business Mgmt	1	0	1
CLT 100	Computer Literacy	0	2	2
ECO 201	The Amer Econ. I: Macro Theory	1	0	1
ECO 202	The Amer Econ II: Micro Theory	0	1	1
ENG 101	English Writing	0	2	2
HIS 101	American Civilization I	0	1	1
HIS 102	American Civilization II	1	0	1
HLF 210	Physical Fitness and Health	1	2	3
MAT 107	Modern Elementary Statistics	1	2	3
PRE 100	Prep for Academic Achievement	1	2	3
PSY 101	Introductory Psychology	0	1	1
PSY 104	Developmental Psychology	0	1	1
SOC 101	Introduction to Sociology	0	1	1
SPE 101	Fundamentals of Speech	0	4	4
Total Sections		6	20	26

- 76.9% of sections were virtual
- 23.1% were online

Highest Enrolled Courses

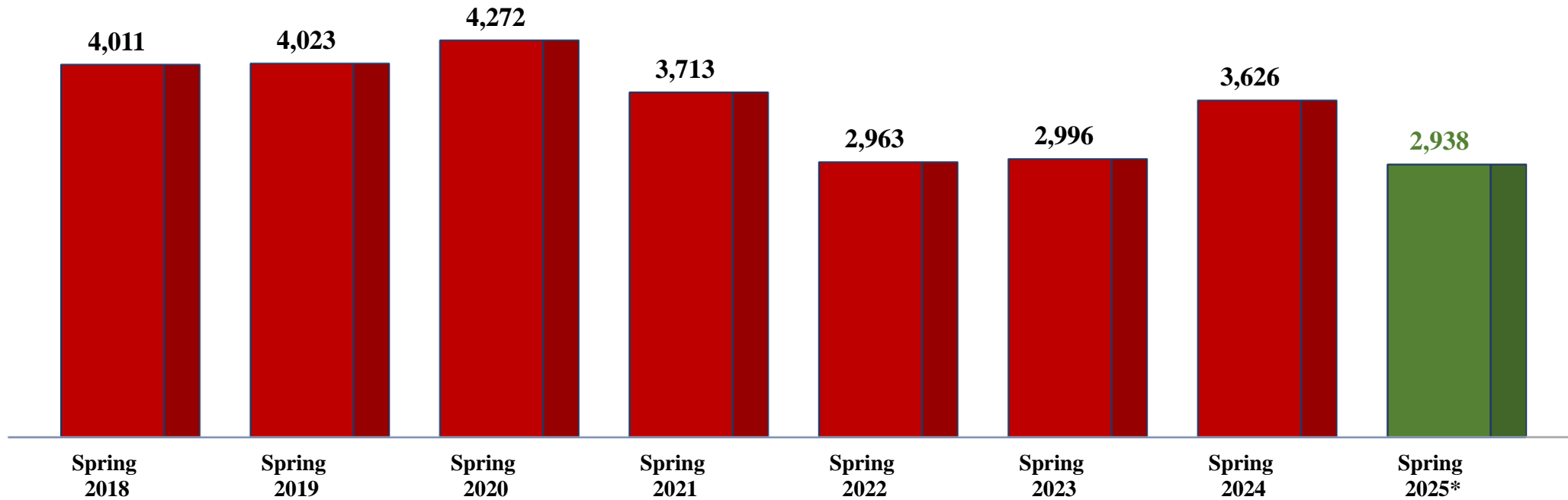
- 1) SPE 101
- 2) HLF 210
- 3) MAT 107
- 4) PRE 100
- 5) ENG 101

Realignment Task 5 Enrollment & Recruitment Planning

Spring 2025 classes begin on January 13, 2025. Registration remains underway through March 13.

Spring 2018 – Spring 2025* Credit Headcount

* Spring 2025 as of December 18, 2024.



Realignment Task 5

Enrollment & Recruitment Planning

Spring 2025*
Sections of Credit Courses

As of December 14, 2024
8,481 Seats

Top 20
Enrolled

Course ID	Course Title	Enrollment
PRE 100	Prep for Academic Achievement	472
MAT 086	Int Pre & Intro Algebra	442
ENG 101	English Writing	311
CLT 100	Computer Literacy	260
MAT 107	Modern Elementary Statistics	247
SPE 101	Fundamentals of Speech	240
PSY 101	Introductory Psychology	231
REN 091	Integrated Reading and Eng I	226
SOC 101	Introduction to Sociology	197
REN 092	Reading and English Skills II	191
BIO 101	General Biology	143
HLF 210	Physical Fitness and Health	134
BIO 202	Anatomy and Physiology I	131
BIO 203	Anatomy and Physiology I Lab	131
BIO 212	Microbiology	112
BIO 212L	Microbiology Lab	112
PSY 104	Developmental Psychology	112
DNT 200	Nutrition for Health Sciences	111
ENG 200	Introduction to Literature	101
HLF 201	Physical Fitness and Health	99

- 785 Sections of 323 Courses (including labs)
 - 75.4% Face-to-Face (including off-campus)
 - 16.9% Online
 - 7.4% Virtual
 - 0.3% Hybrid

Realignment Task 5

Enrollment & Recruitment Planning

Questions?

Board of Trustees Meeting

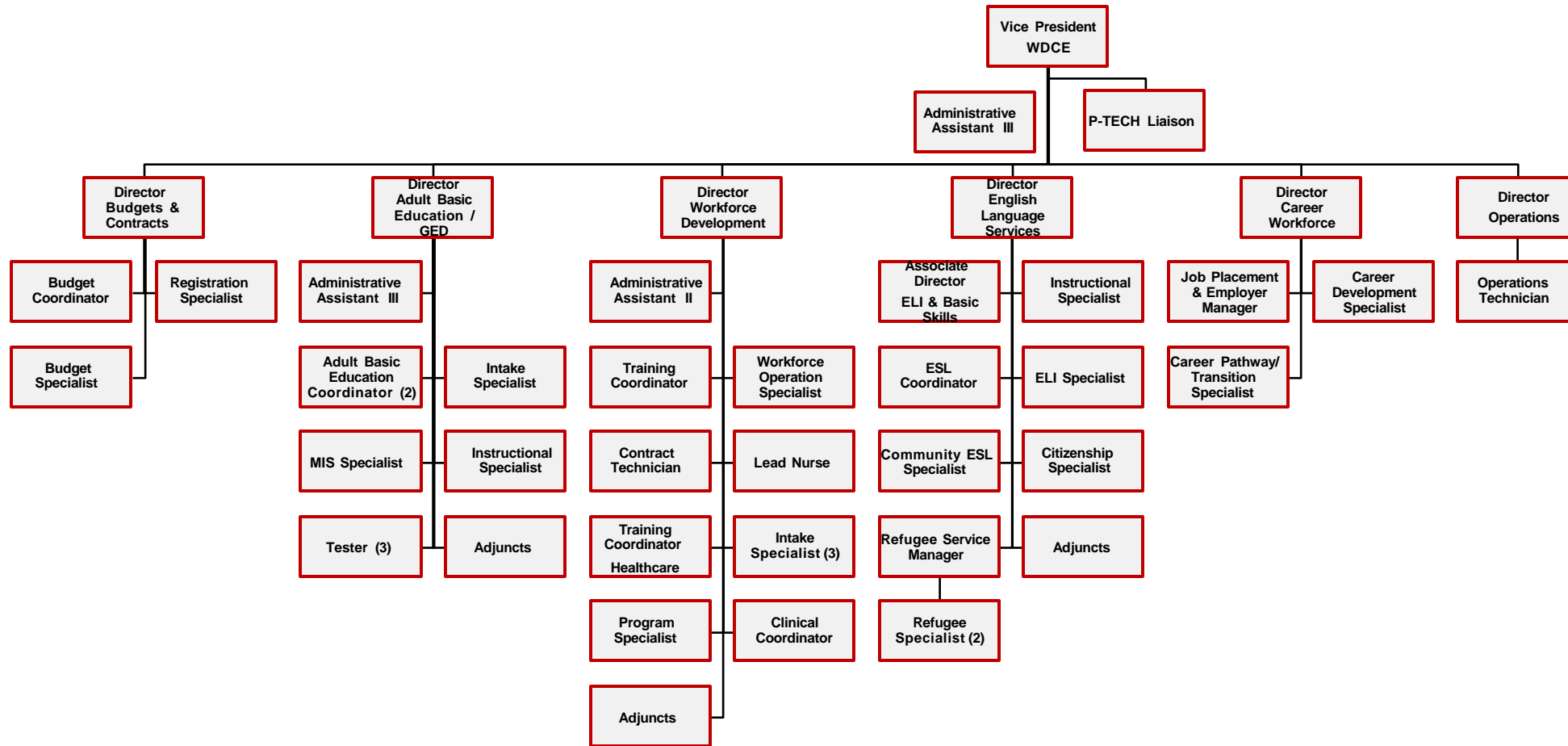
Wednesday, December 18, 2024

WDCE Enrollment & Grants Data

Michael D. Thomas, Vice President for Workforce Development & Continuing Education

Workforce Development & Continuing Education (WDCE)

Organizational Chart



Workforce Development and Continuing Education Overview

Workforce Training

- Certified Nursing Assistant
- Certified Medicine Aide
- Certified Medicine Aide Update
- Community Health Worker
- Venipuncture
- Pharmacy Technician
- Emergency Medical Technician
- Emergency Medical Responder
- Patient Care Technician
- Commercial Driver's License (B)
- Warehouse and Logistics
- Diesel Technician
- Construction Core
- Childcare
- Court reporting
- Pre-Cybersecurity/A+
- Network+
- Security +
- Administrative Support Services
- Customer Service

Adult Basic Education (ABE)

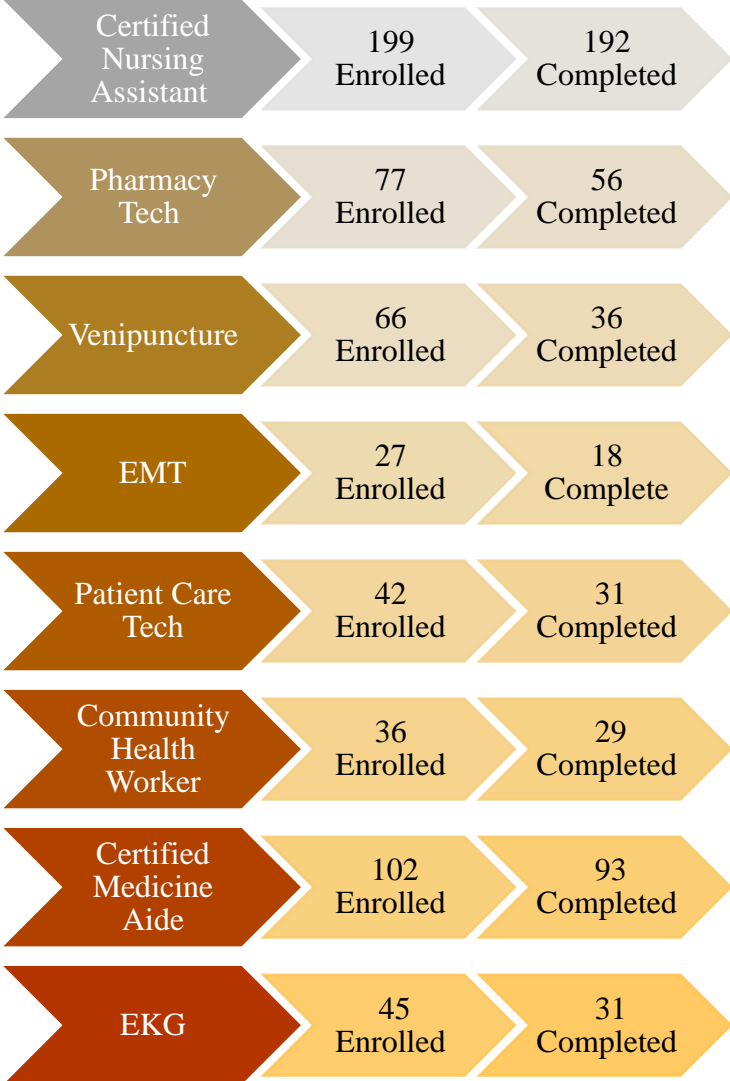
- GED prep classes for adults who are 18+ years of age.
- Assist students with earning their Maryland high school diploma by preparing them to take four GED exams: Reasoning through Language Arts (RLA), Mathematical Reasoning (Math), Social Studies, and Science.

English Language Services (ELS)

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

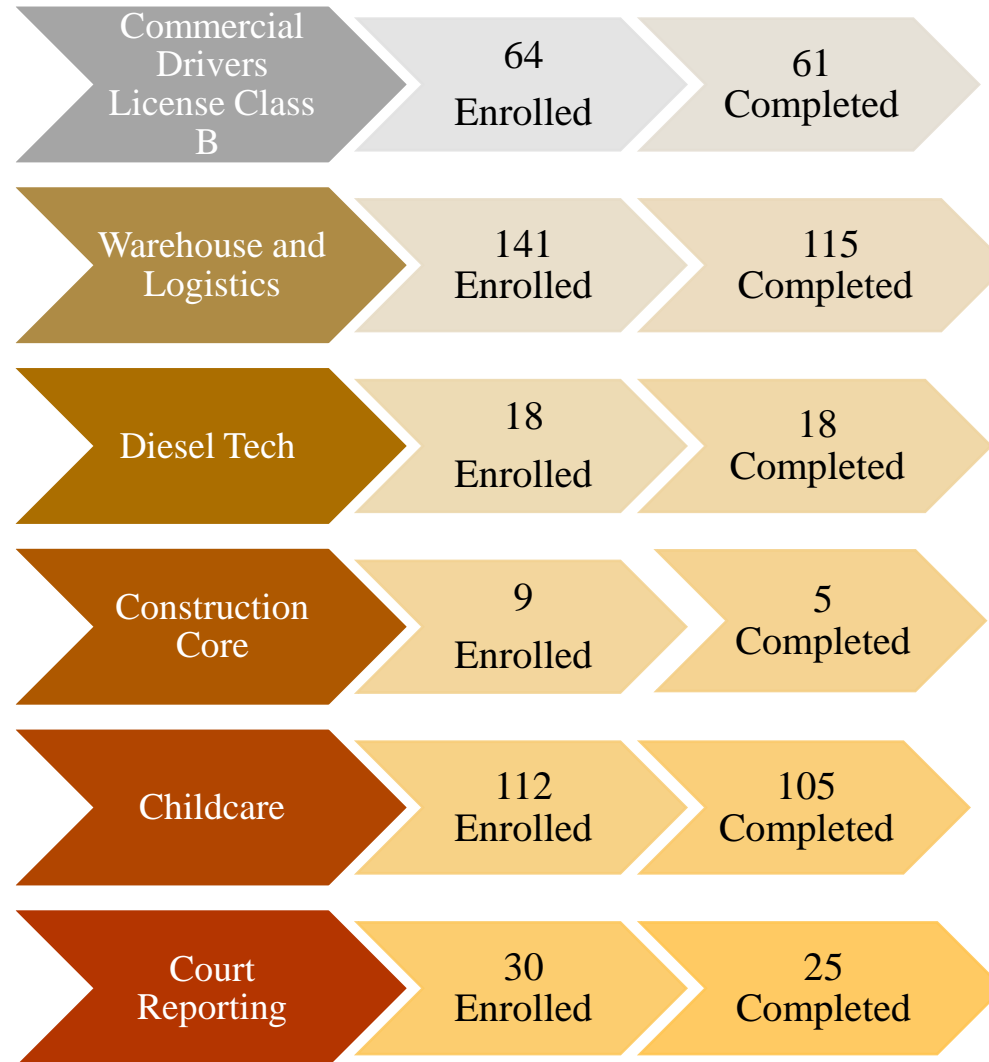
Workforce Development and Continuing Education

Healthcare Programs: FY 2024



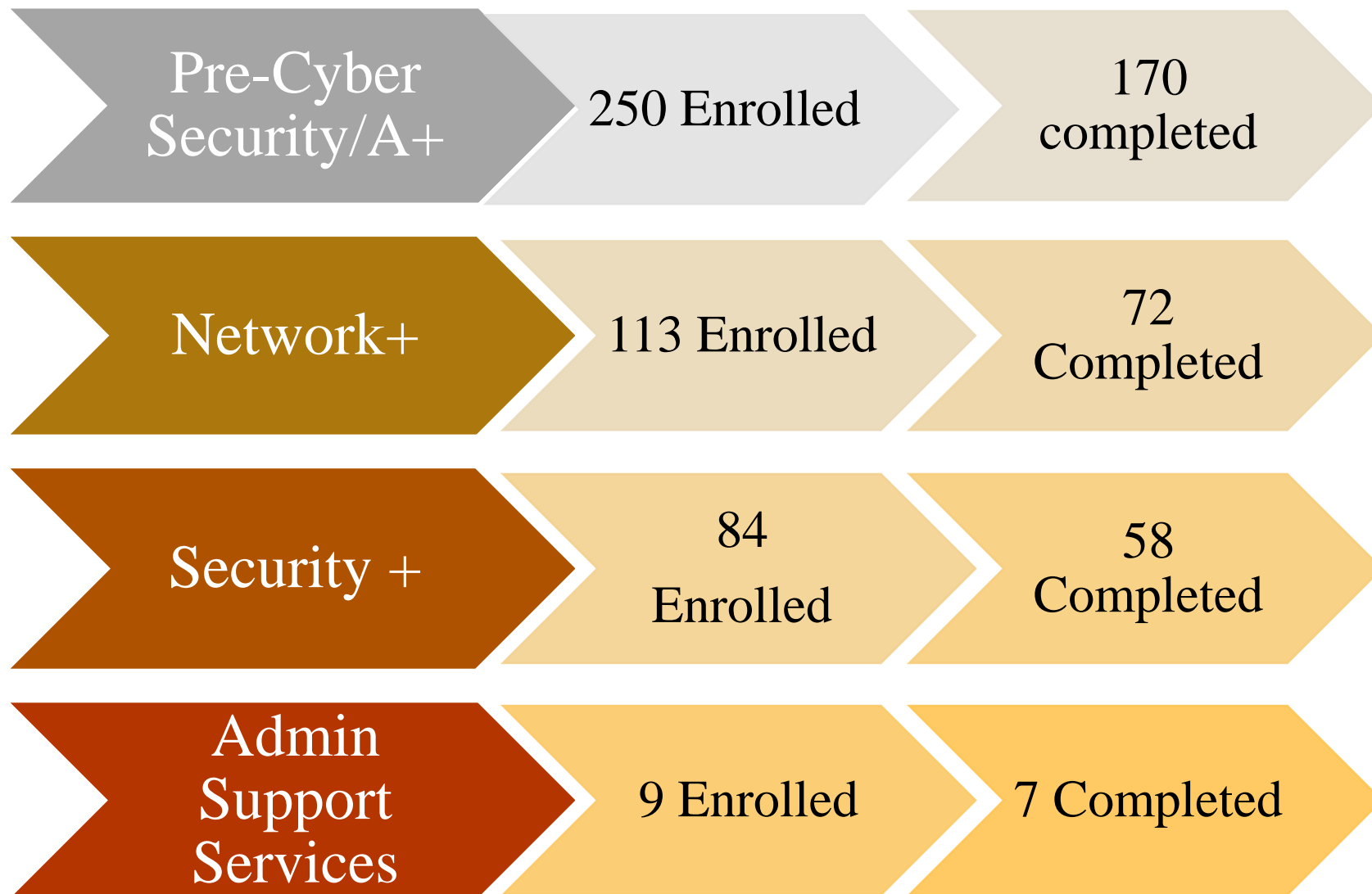
Workforce Development and Continuing Education

Transportation, Logistics, Childcare Programs: FY 2024



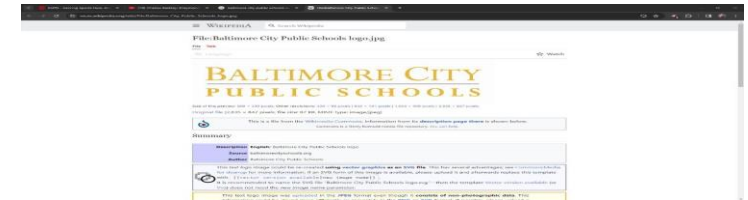
Workforce Development and Continuing Education

Cyber and IT Programs: FY 2024



Workforce Development and Continuing Education Community Partners

- SNAP E&T (Department of Human Services) - All workforce trainings for eligible participants.
- Baltimore City Department of Social Service (BCDSS) - Workforce trainings for eligible students.
- Goodwill Industries – Certified Nursing Assistant, Pharmacy Tech and Warehousing
- Grads2Careers – Venipuncture/Phlebotomy, Community Health Worker and Cyber Security
- America Works – Certified Nursing Assistant, Pharmacy Tech
- Center for Urban Families (CFUF) - Commercial Driver's License, Certified Nursing Assistant, Cyber Security, Community Health Worker
- Baltimore City Public Schools
- Mayor's Office of Employment Development (MOED)



Workforce Development and Continuing Education Industry Partnerships

FY 2023 to Current

- LifeBridge Health – Certified Nursing Assistant and Certified Medicine Aide
- University of Maryland Medical Center – Venipuncture/Phlebotomy and Patient Care Tech
- Play Centers Inc. – Childcare
- M & T Bank – Fraud Detection
- Cyber Range – Cybersecurity/Information Technology
- Fed Ex – Warehouse, Commercial Driver’s License B
- McCormick - Warehouse
- UPS – Warehouse, Commercial Driver’s License B
- Baltimore Convention Center – Hospitality
- Penske Truck – Commercial Driver’s License B
- Johns Hopkins Hospital – Patient Care Technician, Certified Nursing Assistant, Warehouse and Forklift
- Futurecare – Certified Medicine Aide
- Catholic Charities – Certified Nursing Assistant and Certified Medicine Aide
- Amazon – Commercial Driver’s License B, Warehouse and Forklift
- MSP Superior Services – Construction

**Sample from 334
Employer Partners**

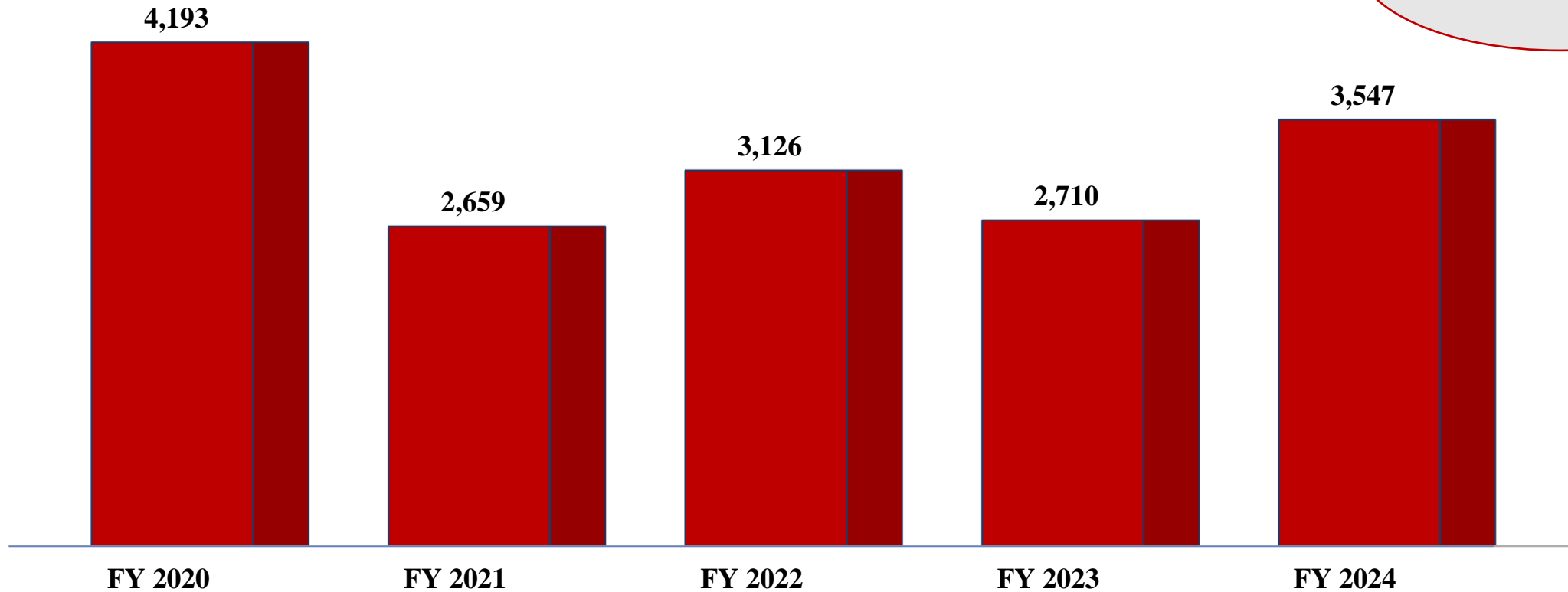
Apprenticeship

- Baltimore Police Department Cadet Apprenticeship - a 2-year program in partnership with the BPD for cadets prior to entering the academy.

Workforce Development and Continuing Education Enrollment & Grants Data

Continuing Education/Non-Credit Annual Unduplicated Headcount

FY 2024 headcount is
30.9% above FY 2023



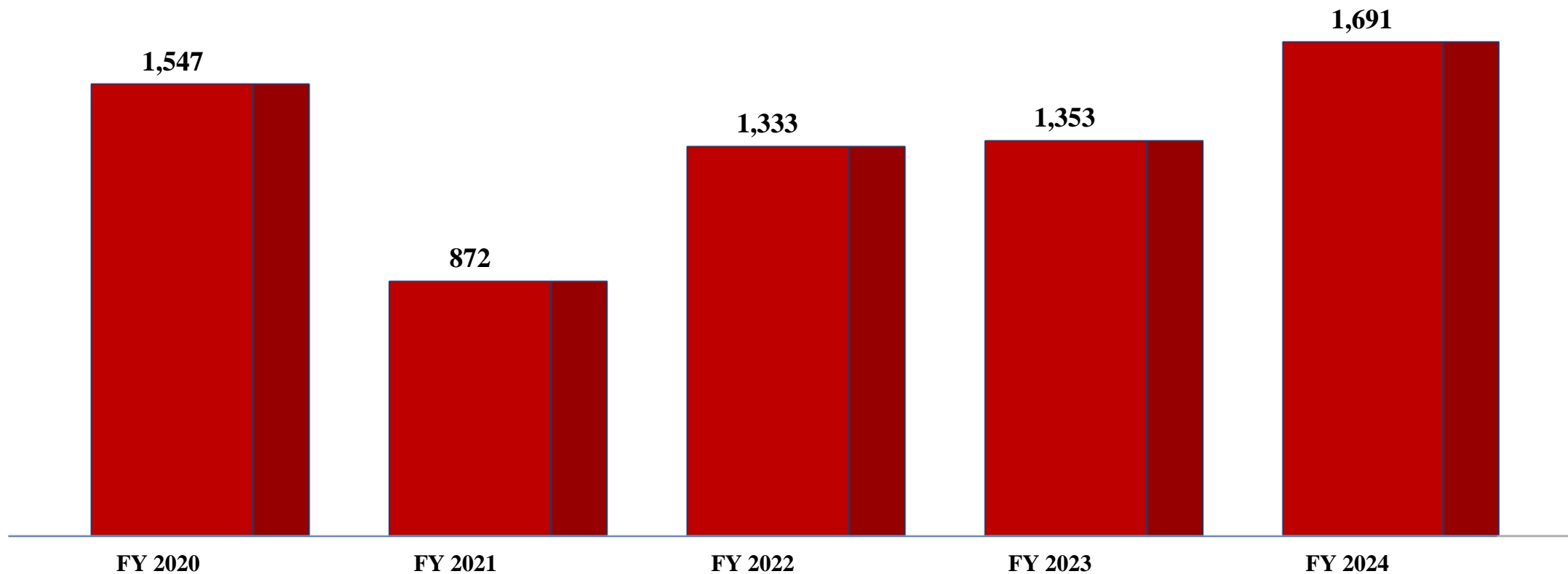
Workforce Development and Continuing Education Enrollment & Grants Data

- FY2020 – BCCC had to convert from in-person to virtual (COVID) with very little prep time.
- FY2020 – Data was incorrectly recorded, WDCE failed to follow the College policy requiring students be removed from the system if they never attended at the 20% date of the class.
- FY2021 – COVID continued restricting contract training with partners, requiring a more strategic approach to engage and enroll potential students.
- FY2022 – Staff received professional development to address the add/drop process ensuring class lists were correct after the 20% date.
- FY2023 – WDCE experienced a dip in enrollment that resulted in a renewed emphasis on partnership and community outreach.
- FY2024 – WDCE increased partnership and grant requests leading to an increase in funding.
- FY2024 – WDCE started new programming; Community Healthcare Worker, Commercial Driver's License-B, Emergency Medical Responders and Administrative Support to meet industry needs.

Workforce Development and Continuing Education Enrollment & Grants Data

English for Speaker of Other Languages Annual Unduplicated Headcount

FY 2024 headcount
is 25.0% above the
FY 2023 headcount.



Workforce Development and Continuing Education Enrollment & Grants Data

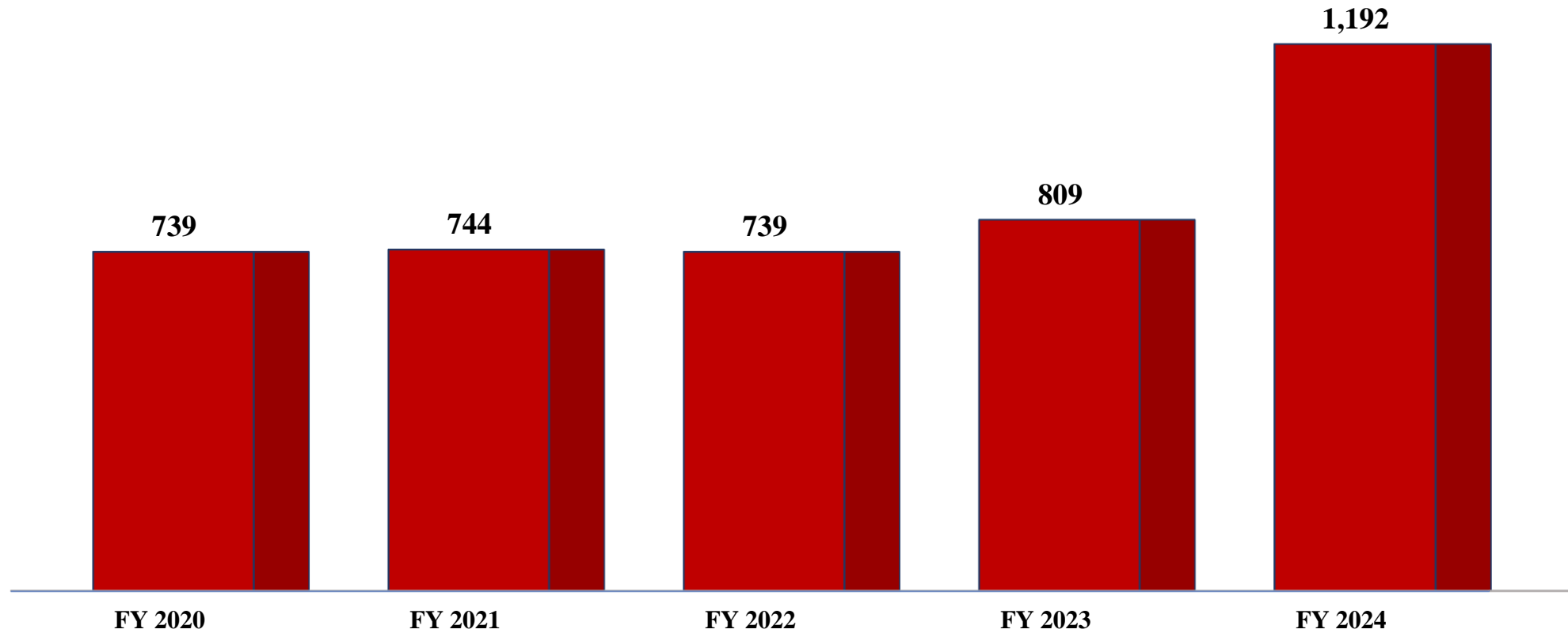
Continuing Education/Non-Credit Annual Unduplicated Headcount

- Workforce created a partnership with Adult Basic Education (ABE) /English as a Second Language (ESL) to offer workforce classes while students engaged in ABE/ESL classes.
- Federal government policy changes impacted the number of refugee and asylum seekers entering the region.
- Increase in successful grant awards and outreach and marketing. The Dept. Of Human Services awarded the Afghan Grant
- BCCC requested and received additional funding from the Maryland Office of Refugee and Asylees.
- BCCC staff member assigned to the International Rescue Committee providing on-site services to families and potential students.
- New partnership with Mt. Royal Elementary School.
- Increase in community events (job fairs, career workshops).

Workforce Development and Continuing Education Enrollment & Grants Data

Continuing Education/Non-Credit Annual Unduplicated Headcount Courses Leading to Certification/Licensure

FY 2024 headcount is
47.3% above FY 2023



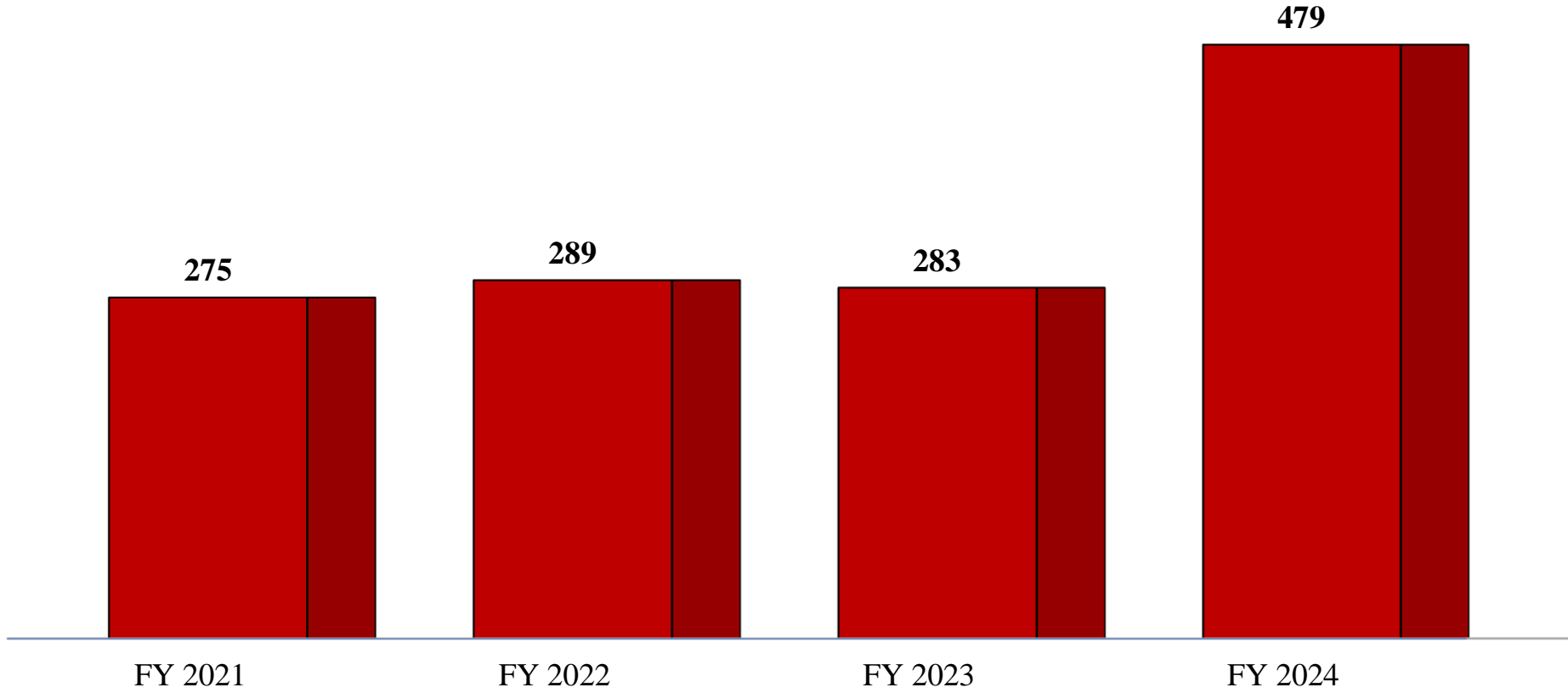
Workforce Development and Continuing Education Certification and Licensure

- WDCE placed an emphasis on student certification by including the process for certifying and earning a license as a requirement for course completion.
- BCCC staff scheduled certification exams for students and paid for all costs and administering proxy exams
- WDCE staff started to facilitate students completing all documentation and test taking verses during on their own.
- Tutoring services and skills training was provided.
- Students were provided with supplemental work and diagrams to assist with learner needs.
- Students were provided with additional videos to increase their learning skills to meet the visual learners with content specific needs.

Realignment Task 5 Enrollment & Recruitment Planning

Continuing Education/Non-Credit Annual Completions in Workforce Training Programs

FY 2024 completions are
69.3% above FY 2023

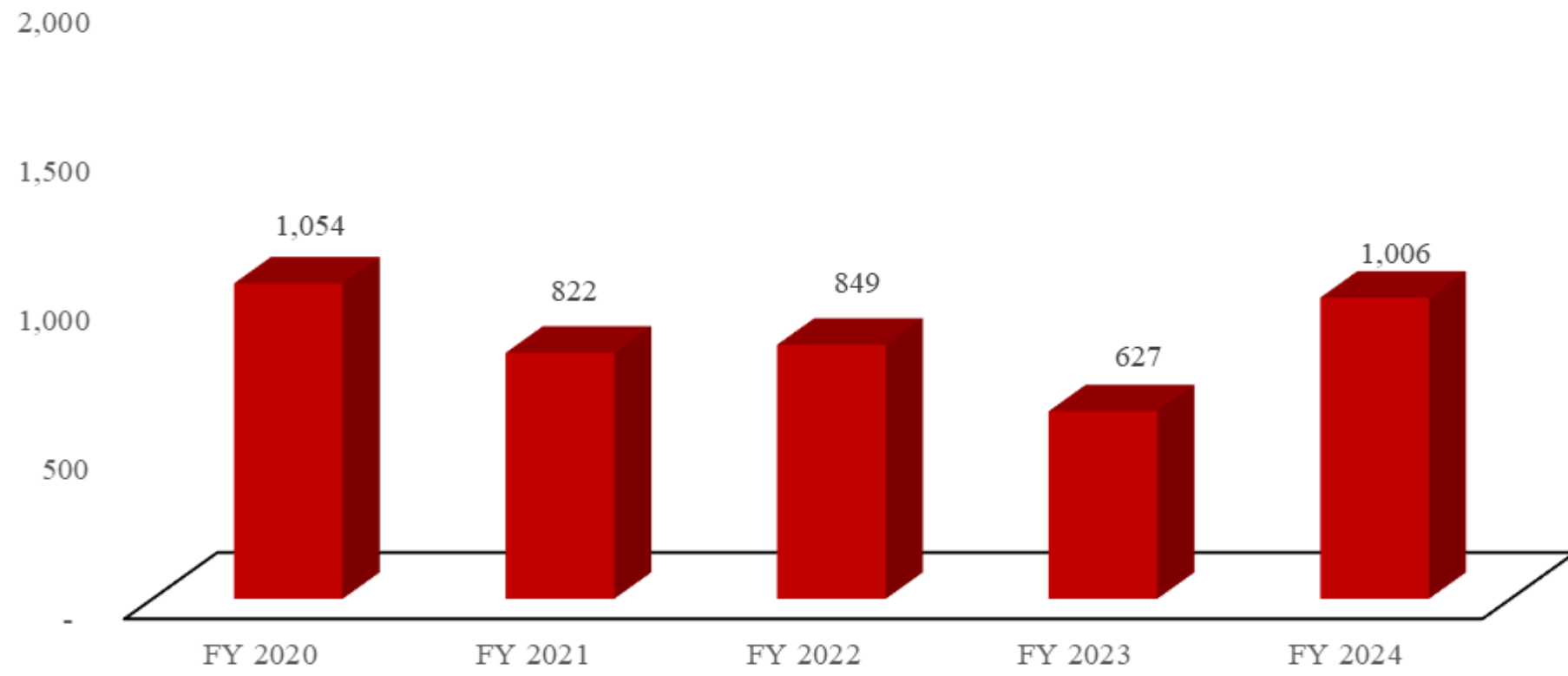


Workforce Development and Continuing Education Enrollment & Grants Data

- WDCE requested and received additional grant funds.
- WDCE started new programming to address community and industry needs.
- WDCE worked with partners and increased contract training, both at the College and at the industry partners location.
- WDCE increased professional development for instructors and staff.
- Offered additional tutoring hours with students and one-on-one sessions utilizing hands-on approach.
- WDCE upgraded equipment and supplies to engage students in real-time experiences.

Realignment Task 5 Enrollment & Recruitment Planning

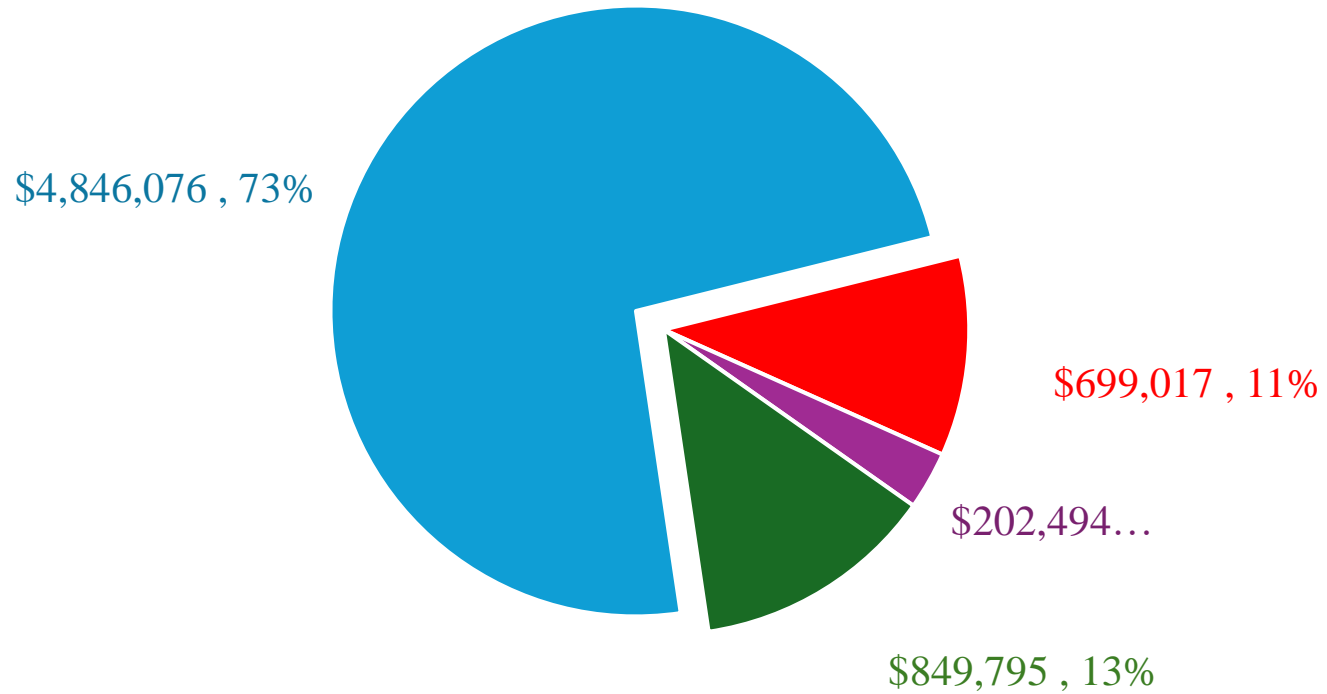
Continuing Education/Non-Credit Eligible Full-Time Equivalent (FTE) Enrollment



Workforce Development and Continuing Education Grants: FY 2025

Institutional Grants by Cabinet Areas

■ Academic Affairs ■ Advancement ■ Student Affairs ■ WDCE



Workforce Development and Continuing Education Grants: FY 2023

Grant	Duration	Award Amount	Balance
*Baltimore City DSS Occupational Skills Training	January 1, 2023 - December 31, 2023	\$1,741,434.67	\$0
Consolidated Adult Basic Education and Family Literacy Services	July 1, 2022 - June 30, 2023	\$983,619	\$0
Maryland Office of Refugees and Asylees (MORA)	October 1, 2022 - September 30, 2023	\$315,469	\$0
English for Speakers of Other Languages (ESOL)			
Refugee School Impact Grant (RSIG)	October 1, 2022 - September 30, 2023	\$965,613	\$0
Services to Older Refugees (SOR)	October 1, 2022 - September 30, 2023	\$133,688	\$0
Supplemental Nutrition Assistance Program Employment & Training (SNAP E &T)	July 1, 2022 - June 30, 2023	\$424,522	\$0

Workforce Development and Continuing Education Grants FY 2024

Grant	Duration	Award Amount	Balance
Baltimore City DSS Occupational Skills Training	January 1, 2024 – June 30, 2024	\$753,113.03	\$
*Community Health Worker Certification Training Program	January 15, 2024 - May 31, 2024	\$42,818	\$0
*Community Health Worker Certification Training Program – Increasing Student Access to Training	April 1, 2024 - September 15, 2024	\$10,059	\$0
Consolidated Adult Basic Education and Family Literacy Services	July 1, 2023 - June 30, 2024	\$1,044,693	\$0
Maryland Office of Refugees and Asylees (MORA) English for Speakers of Other Languages (ESOL)	October 1, 2023 - September 30, 2024	\$340,359	\$0
Refugee School Impact Grant (RSIG)	October 1, 2023 - September 30, 2024	\$1,001,692.82	\$0
Services to Older Refugees (SOR)	October 1, 2023 - September 30, 2024	\$203,015.99	\$0
*Supplemental Nutrition Assistance Program Employment & Training (SNAP E & T)	October 1, 2023 - September 30, 2026	\$1,800,000 \$ 600,000 is allocated per 3	\$0

Workforce Development and Continuing Education Grants: FY 2025

Grant	Duration	Award Amount	Balance
Baltimore City DSS Occupational Skills Training	July 1, 2024 - December 31, 2024	\$753,113.03	\$75,311.00
Consolidated Adult Basic Education and Family Literacy Services	July 1, 2024 - June 30, 2025	\$1,044,693	\$418,877.00
Maryland Office of Refugees and Asylees (MORA) Afghan Support to School Impact (AS2SI)	April 1, 2024 - September 30, 2025	\$546,504	\$502,035.00
Maryland Office of Refugees and Asylees (MORA) English for Speakers of Other Languages (ESOL)	October 1, 2024 - September 30, 2025	\$410,650	\$361,176.99
Maryland Office of Refugees and Asylees (MORA) Refugee School Impact Grant (RSIG)	October 1, 2024 - September 30, 2025	\$1,236,745	\$1,133,386.27
Maryland Office of Refugees and Asylees (MORA) Services to Older Refugees (SOR)	October 1, 2024 - September 30, 2025	\$244,312	\$161,944.36
Supplemental Nutrition Assistance Program Employment & Training (SNAP E & T)	October 1, 2024 - September 30, 2025	\$600,000	\$537,927.03

Board of Trustees Meeting

Wednesday, December 18, 2024

Grants and Enrollment Data for Continuing Education

Michael D. Thomas, Vice President for Workforce Development & Continuing Education

Realignment Task Update #9

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



Mr. Ishwor Aryal

Director, Enterprise Applications

Date: December 18, 2024

ERP Project Status

The College is currently at an overall **Green** status from the State’s Department of Information Technology (DoIT).

#	Criterion	Description	Status
1	Scope	Work content and products of the project	Green
2	Schedule	Listing of project milestones, activities, and deliverables	Green
3	Risks	Uncertain events or conditions that can positively or negatively affect project objectives	Green
4	Quality	Project conformance with performance requirements	Green
5	Resources	Necessary assets needed to carry out project tasks	Green
6	Cost	Cash value of project activity	Green

Current ERP Advisory Work

STUDENT

- Test Score load in Banner - Recruitment and Admissions Efficiency
- Pre-requisite and co-requisite configuration - Student Success
- Workforce Development and Continuing Education
 - Student life-cycle overview
 - Admissions process
 - Test scores (TABE and CASAS)
 - Class registration (self-registration vs staff registration)
 - Block registration

Current ERP Advisory Work (Recruitment)

RECRUITMENT

- CRM Recruit / Admissions
 - Recruiter territory configuration
 - Teams
- Inquiry form (Prospective Students and Communication)
- Reporting and dashboard
- User access administration
- Application Simplification

FINANCIAL AID

- Award Year 2024/25 Configuration (Due to federal changes)
- FISAP data discrepancies (data correction and process improvement)
- Work-study financial aid discrepancy correction
- Refund of Pell and SEOG for withdrawn students

Current ERP Advisory Work (Student Accounting)

STUDENT ACCOUNTING

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

FINANCE

- Review of finance system configuration
- Pooled budget vs line-item budget
- State appropriation implementation using grant module
- Implementation of full life cycle of Procurement
- State of MD integration evaluation

Current ERP Advisory Work

HUMAN RESOURCES

- Contractual payroll - pilot program started
- Shift-differential rules using the premium pay functionalities
- Salary update using Salary Planner tool
- Salary update using EPAF (Electronic Personal Action Form)
- Faculty Load and Compensation (contract processing)

INFORMATION TECHNOLOGY SYSTEMS (ITS)

- Enrollment dashboards and reports - leadership reports
- Employee dashboards and reports for Payroll (Leadership and HR Report)
- Active Directory integration (Identity Management)
- Inactivate Students (Records and Registration)
- Gross Pay (State of MD compliance)

Questions?

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 10 | President's Report

- A. Middle States Commission on Higher Education Update
 - B. Operational Update
 - C. Realignment Tasks Update
-

MSCHE Guidance to Institutions:

“In its report, the Evaluation Team has the opportunity to offer non-binding collegial advice for institutional improvement and innovation. This advice may be based on the standards, MSCHE guidelines, institutional priorities, or professional experiences of the team.

If the team determines that institutional action is needed to continue to meet one or more standards, the team will offer one or more of the Commission’s standardized recommendations .

If the institution does not appear to meet one or more standards, the Team Report will issue a requirement and will state specifically in what ways the institution fails to meet a Standard for Accreditation or a Requirement of Affiliation.”

BCCC received no requirements.

The College received two recommendations (Standard VI and VII) and non-binding collegial advice across all seven Standards.

The screenshot shows the MSCHE website interface. At the top left is the MSCHE logo (Middle States Commission on Higher Education). Navigation links include Annual Conference, News, Events, About Us, Contact Us, and a LOGIN button. A search bar is present. A main navigation menu lists: Institutions, Peer Evaluators, Policies, Standards, Student Resources, Commission Actions, Substantive Change, and Complaints. The page title is '<< Directory Listing' with a 'Print SAS' button. The main heading is 'BALTIMORE CITY COMMUNITY COLLEGE'. Below this, contact information is provided: 2901 Liberty Heights Avenue, Baltimore, MD 21215, phone (410) 462-8000, and website www.bccc.edu. Accreditation details include: CEO: Dr. Debra McCurdy, President/CEO; Accreditation Liaison Officer: Ms. Becky Burrell; Commission Staff Liaison: Dr. Bobby Nathan, Vice President; Carnegie Classification: Associate's Colleges: Mixed Transfer/Career & Technical-High Traditional » Two-year, medium; Control: Public; Former Name(s): Baltimore Junior College (12/1/1967), New Community College of Baltimore, Community College of Baltimore; Phase: Accredited; Status: Accreditation Reaffirmed; Accreditation Granted: June 1, 1963; Last Reaffirmation: 2024; Next Self-Study Evaluation: 2031-2032. A table titled 'Accreditation Actions' is shown with columns: Accreditation Actions, Alternative Delivery Methods, Credential Levels, Locations, and External Resources. The table contains two rows of data for November 21, 2024.

Accreditation Actions	Alternative Delivery Methods	Credential Levels	Locations	External Resources
November 21, 2024				
To acknowledge receipt of the supplemental information report requested by the Commission action of March 18, 2024.				
November 21, 2024				
To acknowledge receipt of the self-study report. To reaffirm accreditation. To note the on-site evaluation visit by the Commission's representatives to the main campus at 2901 Liberty Heights Avenue, Baltimore, MD 21215 on March 24-27, 2024. To note the following additional location was visited: 801 West Baltimore Street, Baltimore, MD 21201. To remind the institution of its obligation to provide to the Commission timely and accurate financial audits. The next evaluation visit is scheduled for 2031-2032.				

Standard I: Mission and Goals

The institution’s mission defines its purpose within the context of higher education, the students it serves, and what it intends to accomplish. The institution’s stated goals are clearly linked to its mission and specify how the institution fulfills its mission.

<i>Categories</i>	<i>From the Team Report</i>	<i>From BCCC's Institutional Response (From May 31, 2024)</i>
Recommendations	None	Not applicable
Requirements	None	Not applicable
Collegial Advice	<p>Continue to refine the mission statement to better reflect current practices in preparation for the next Strategic Plan (2024-2029).</p> <p>Continue to strengthen the focus on increasing enrollment and retention and on expanding collaboration with area high school students through dual enrollment and creation of online degree programs.</p> <p>Continue to strengthen the student transfer process to four-year colleges and universities.</p> <p>Consider improving or expanding upon its collaboration with Workforce Development and Continuing Education to increase enrollment at the college.</p>	<p>The College continues to move its 2024-2029 strategic planning process forward in partnership with Credo, which includes review and refinement of its Mission Statement.</p> <p>The Mayor's Scholars Program continues to grow its numbers of recent high school graduates through its Summer Bridge program and Success Coaches. The College is in partnership with BCPSS to increase preparation for college-level coursework related to reading/English, mathematics, and science. Fall 2024 will be the first semester of Panther Success, an advising-focused retention initiative, in partnership with MHEC and MDRC.</p> <p>To facilitate the transfer process, the College is increasing its program-based partnerships with senior institutions to include Biotechnology and Robotics. The articulation agreement process has been streamlined. A schedule has been established for "milestone meetings" with senior institution partners.</p> <p>Banner allows for integrated data collection, extraction, and analysis for credit and continuing education student information. Regular reports have been implemented to identify opportunities related to bridging students. Workforce Development and Continuing Education (WDCE) is continuing to bolster its collaboration with Academic Affairs and Student Affairs to increase awareness of the various Pathways offered at BCCC.</p>

Standard II: Ethics and Integrity

Ethics and integrity are central, indispensable, and defining hallmarks of effective higher education institutions. In all activities, whether internal or external, an institution must be faithful to its mission, honor its contracts and commitments, adhere to its policies, and represent itself truthfully.

Categories	From the Team Report	From BCCC's Institutional Response (May 31, 2024)
Recommendations	None	Not applicable
Requirements	None	Not applicable
Collegial Advice	Include an implementation timeline with all new plans, such as the Website Development Plan.	The Website Governance Plan, which includes a website development plan component, has been implemented and includes regular updates to ensure accurate and consistent website information. The College has a new Content Management System (CMS) vendor and has initiated a process to develop a new website with a targeted implementation in 2025; a robust timeline is in development. Website reviews and updates will occur quarterly. The College's work with Credo will address the timelines associated with institutional master plans for Strategic Enrollment, Academics, Finance, and Marketing. In accordance with State requirements, the Facilities Master Plan and Technology Master Plan are updated on a regular schedule.

Standard III: Design and Delivery of the Student Learning Experience

An institution provides students with learning experiences that are characterized by rigor and coherence of all programs, certificate, and degree levels, regardless of instructional modality. All learning experiences, regardless of modality, program pace/schedule, and setting are consistent with higher education expectations.

Categories	From the Team Report	From BCCC's Institutional Response (May 31, 2024)
Recommendations	None	Not applicable
Requirements	None	Not applicable
Collegial Advice	<p>Streamline how the faculty evaluation process is presented and ensure that the written processes are put into practice consistently.</p> <p>Formalize the approval process for third-party providers.</p> <p>Review the Curriculum Guide, last revised in 2015.</p> <p>Standardize the onboarding experience of new faculty through the development of an official mentor program.</p> <p>Document and distribute to faculty the process for accessing professional development funds.</p> <p>Involve faculty in planning for the Center for Teaching, Learning, and Innovation through focus groups and surveys.</p> <p>Implement faculty/staff celebrations for years of service, excellence in teaching, excellence in academic advising, and excellence in assessment of student learning.</p> <p>Adopt assessment practices used for credit programs for workforce offerings; and review the website to ensure up-to-date information and forms.</p>	<p>Working in collaboration with the Faculty Senate, the College is committed to streamlining the faculty evaluation process as part of its shared governance framework.</p> <p>All third-party providers must be approved by the respective Cabinet member, and, upon approval, the process will adhere to the College's procurement policy and procedures.</p> <p>There are established faculty committees working on the review and update to the Curriculum Guide</p> <p>There are established faculty committees working on the planning of the launch of the Center for Teaching, Learning, and Innovation (CTLI) in fall 2024. A revised onboarding experience for new faculty is being developed in June and July 2024. There will be a mentoring program established within the CTLI.</p> <p>To support faculty professional development, the College has embarked on implementing processes for faculty to secure approved funds used to travel, attend, and engage in conferences. In summer 2024, 17 faculty will attend conferences/workshops.</p> <p>The CTLI will be instrumental in documenting and facilitating professional development.</p> <p>As part of the planning processes, in collaboration with administration, faculty and staff, the recognition for service, excellence awards, and ceremonies will be part of the College calendar in AY 2024 - 2025.</p> <p>The assessment process is underway and WDCE will collaborate with Academic Affairs and the Assessment Office to ensure its assessment practices are aligned with the credit courses and programs. In addition, WDCE will continue to assess program offerings using the metrics required by funders and partners.</p>

Standard IV: Support of the Student Experience

Across all educational experiences, settings, levels, and instructional modalities, the institution recruits and admits students whose interests, abilities, experiences, and goals are congruent with its mission and educational offerings. The institution commits to student retention, persistence, completion, and success through a coherent and effective support system sustained by qualified professionals, which enhances the quality of the learning environment, contributed to the educational experience, and fosters student success.

Categories	From the Team Report	From BCCC's Institutional Response (May 31, 2024)
Recommendations	None	Not applicable
Requirements	None	Not applicable
Collegial Advice	Increase the number of counselors in Student Wellness programs.	The Coordinator of the Student Support and Wellness Center, a licensed social worker, was appointed full-time and began on May 13, 2024. The Coordinator oversees a full-time student support and wellness counselor. The College will continue to utilize graduate-level interns from senior institutions.

Standard V: Educational Effectiveness Assessment

Assessment of student learning and achievement demonstrates that the institution's students have accomplished educational goals consistent with their programs of study, degree level, the institution's mission, and appropriate expectations for institutions of higher education.

Categories	From the Team Report	From BCCC's Institutional Response (May 31, 2024)
Recommendations	None	Not applicable
Requirements	None	Not applicable
Collegial Advice	<p>Implement college-wide discussion of assessment findings and use them in a systematic way to better inform decision making and planning.</p> <p>Follow its own advice to model non-academic assessment on their academic assessment framework.</p>	<p>The College will continue to use "Assessment Days" with the intent of "closing the loop" on utilizing the results. In addition, the upcoming implementation of SPOL will facilitate centralization and transparency of assessment data and findings. The tool will provide a framework that fosters collaboration across planning, accreditation, assessment, credentialing, and budgeting to facilitate data-informed decision-making at all levels. The Program Review and Evaluation Committee's data will be captured which includes how assessment data are used to inform programmatic decisions. The tool has been reviewed by a committee with faculty and staff representation from across Cabinet areas; it is scheduled for adoption in AY 2024 - 2025.</p> <p>The Office of Assessment will lead the implementation and training for cross-functional utilization of the tool and will oversee academic assessment as well as non-academic assessment.</p>

Standard VI: Planning, Resources, and Institutional Improvement

The institution's planning processes, resources, and structures are aligned with each other and are sufficient to fulfill its mission and goals, to continuously assess and improve its programs and services, and to respond effectively to opportunities and challenges.

Categories	From the Team Report	From BCCC's Institutional Response (May 31, 2024)
Recommendations	The College should provide further evidence of a completed annual independent audit confirming financial viability with evidence of follow-up on any cited concerns for FY 2023 and 2020-2022.	The College has made tremendous progress in completing the tasks associated with the annual financial statements audit. Clifton Larson Allen (CLA), the independent firm conducting the College's annual audit, is scheduled to present the draft financial audit at the Board of Trustees Finance/Audit Committee meeting to be held on June 7, 2024. The full Board of Trustees will receive a summary of the FY 2023 audit presentation during its meeting on June 18, 2024. The FY 2020 – 2022 audits and respective management letters were discussed with the Board of Trustees Finance/Audit Committee at its meeting on May 9, 2024, and were shared on May 13, 2024. The annual independent financial audits for the four previous years (FY 2019 – 2022) were submitted as evidence with the Self-Study and the College provided the supporting documentation.
Requirements	None	Not applicable
Collegial Advice	<p>Consider developing a formal succession plan.</p> <p>Establish a clear timeline for the completion of all outdated plans mentioned within the Self-Study, with completion of the Strategic Plan being a priority.</p> <p>Develop multi-year financial planning tied to the Strategic and Enrollment plans to ensure fiscal sustainability and resource allocation</p>	<p>The College is implementing cross-training at all levels across Cabinet areas as a framework for succession planning. For example, in Information Technology Services (ITS), the Client Services and Enterprise Applications teams have cross-trained staff across functional areas. Extensive training is underway within ITS and across the College related to managed services for Banner. In Facilities, Public Safety, and WDCE, cross-training occurs on a regular basis. Student Affairs has established goals for cross training that will be implemented in each department in summer 2024. Academic Affairs has a cross-functional approach to its operations to ensure consistency in published academic information, faculty credentialing, textbook selection, course scheduling, and other academic processes. In Advancement, cross training occurs in the Marketing Department that includes website development and maintenance to ensure accurate and current information is sustainable.</p> <p>As the College continues its strategic planning work with Credo, it will address the timelines associated with institutional master plans for Strategic Enrollment, Academics, Finance, and Marketing.</p> <p>As a quasi-State agency, most of BCCC's funding comes from the State of Maryland with a "hold harmless" provision. Thus, BCCC's revenues are not tuition-centric. The College is committed to enhancing its financial planning process and recently rolled out a decentralized budget model. In addition, the College is working on implementing unit-level plans in FY 2024-25 to align with a multi-year financial planning cycle.</p>

Openly communicate the reasons for the audit delay with the Board of Trustees and establish a clear plan to expedite the audit process, ensuring accuracy and compliance with accounting standards.

Clifton Larson Allen (CLA), the independent firm conducting the College's annual audit, is scheduled to present the draft financial audit at the Board of Trustees Finance/Audit Committee meeting to be held on June 7, 2024. The full Board of Trustees will receive a summary of the FY 2023 audit presentation during its meeting on June 18, 2024. The FY 2020 – 2022 audits and respective management letters were discussed with the Board of Trustees Finance/Audit Committee at its meeting on May 9, 2024, and shared at the meeting on May 13, 2024.

Standard VII: Governance, Leadership, and Administration

The institution is governed and administered in a manner that allows it to realize its stated mission and goals in a way that effectively benefits the institution, its students, and the other constituents it serves. Even when supported by or affiliated with governmental, corporate, religious, educational system, or other unaccredited organizations, the institution has education as its primary purpose, and it operates as an academic institution with appropriate autonomy.

Categories	From the Team Report	From BCCC's Institutional Response (May 31, 2024)
Recommendations	To build upon BCCC's culture of Academic and Student Affairs assessment, the team suggests that the College create a similar schedule of governance and administrative assessment activities and institutional outcomes, including college-wide discussion of assessment findings and use of results. This could include the use of campus climate surveys, 360 evaluations, and other assessment tools to inform the decision-making process.	Within the strategic planning process, measures will be incorporated to assess various aspects of institutional assessment to include governance and administration. Institutional performance indicators from mandated reports such as the Performance Accountability Report, Managing for Results, and Realignment reports will be incorporated into the planning and assessment tool to guide indicators and use of data for follow-up discussions and action. The Internal Audit Office will modify the plan and timelines to conduct internal operational reviews of key functions. The modified plan will facilitate the establishment of controls through objective appraisals. The review of organizational functions will ensure consistency with the College's mission, goals, and policies.
Requirements	None	Not applicable
Collegial Advice	The College develop internal mechanisms for cross-training and succession planning to ease any difficulties due to staff turnover.	The College expanded its organizational charts to include the addition of Assistant Vice Presidents, a Deputy CIO, non-academic Assistant Deans, and Assistant Directors. These positions allow for greater preparation and access to responsibilities and resources. This promotes opportunities for growth and facilitates succession planning. Subject matter experts from across the College are frequently invited to Cabinet meetings to share information and learn how decisions impact operations. The Cabinet continues to meet daily to ensure transparent communication to streamline operations.

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CABINET UPDATE

Academic Affairs

Title IV Renewal Certification Application

Select members of the Academic Affairs Leadership team collaborative with the Office of Financial Aid in completing the College's Title IV Renewal Certification Application. The team provided academic program information and reviewed and confirmed Classification of Instructional Program (CIP) codes and Standard Occupational Codes (SOCs) for all academic programs offered by the College. Available program approval letters received from the Maryland Higher Education for active programs were reviewed to update the Title IV Renewal Certification E-APP.

Academic Program updates provided by Academic Affairs included details on the following:

- Program name
- Credit hours
- Clock hours
- Number of weeks
- CIP codes
- SOC codes
- Dates of approval
- Dates of discontinued programs (if applicable)

Health and Occupational Safety Committee

A member of the Academic Leadership team was appointed to serve on the College's Health and Occupational Safety Committee. The College is required to comply with the terms outlined in Article 28 of the MOU between BCCC and American Federation of State, County, and Municipal Employees (AFSCME). The Committee has convened twice over the last two months.

The Academic Affairs Leadership team actively engaged in providing information related to the Realignment Tasks 1, 3, and 4 for the purpose of drafting information for inclusion in the Legislative Updates due in December. Updates were provided for all three schools – Business, Science, Technology, Engineering, and Mathematics (BSTEM), School of Arts and Social Science (SASS), and the School of Nursing and Health Professions (SNHP) as well as operational departments including E-Learning, the Library, and the Center for Academic Achievement (CAA).

Interviews

Screening interviews were held for the following positions in Academic Affairs:

- Dean of the School of Nursing and Health Professions (SNHP)
- Assistant Professor and Program Coordinator for Computer Information Systems
- Administrative Assistant

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Legislative Update

The Academic Affairs Leadership team engaged in providing information related to the Realignment Tasks 1, 3, and 4 for the purpose of drafting information for inclusion in the Legislative Updates due in December. Updates were provided for all three schools – Business, Science, Technology, Engineering, and Mathematics (BSTEM), School of Arts and Social Science (SASS), and the School of Nursing and Health Professions (SNHP) as well as operational departments including E-Learning, the Library, and the Center for Academic Achievement (CAA).

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

The School of BSTEM hosted its 12th annual STEM Symposium on Thursday, November 14, 2024. The event featured two distinguished keynote speakers: Dr. Hannah Zierdan, Assistant Professor of Bioengineering at the University of Maryland, who spoke on topics related to human microbiology and women's reproductive health; and Uchenna Ezibe, Senior Manager of the STEM Program at the American Nuclear Society, who highlighted career pathways in nuclear sciences.

The symposium showcased 43 student scientific research and informational posters, and ten breakout sessions featured demonstrations in biology, biotechnology, computer-aided design (CAD), chemistry, forensics, and robotics. Twelve students were recognized with award certificates in various categories, including anatomy and physiology, microbiology, biology, biotechnology.

The event attracted a diverse audience of 420 attendees, including 250 students from local middle schools and high schools:

- Baltimore City College High School
- Bais Yaakov High School
- Coppin Academy
- Dickey Hill Elementary/Middle School
- Empowerment Academy
- Garrett Heights Elementary/Middle School
- Green Street Academy
- Hazelwood Elementary/Middle School
- Mergenthaler Vocational-Technical High School
- Midtown Academy
- Mount Royal Elementary/Middle School
- Renaissance Academy High School
- The Empowerment Academy

The symposium provided an invaluable opportunity for students to engage in cutting-edge research, explore potential career paths, and inspire future generations of STEM professionals.

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Academic Engagement and Partnerships

The College is in the process of reviewing renewal articulation agreements with Coppin State University for the following pathways:

- Teacher Education, AA to Early Childhood, BS
- Teacher Education, AA to Special Education, BS
- Teacher Education, AA to Elementary Education, BS
- Early Childhood Education, AAS to Human Development, Teacher, BS
- Early Childhood Education, AAS to Human Development, Administrator BS
- Elementary Education/Special Education PreK-12, AAT to Special Education, BS
- Elementary Education/Special Education PreK-12, AAT to Elementary Education, BS

BCCC received an additional \$29,784 in Perkins funding for FY2025. Thus far, funds have been used to support:

- . The expansion of evening and weekend in-person tutoring, especially for students who work during the day; programming for BCCC and Baltimore City Schools students in academic areas such as Robotics/Mechatronics, Cybersecurity, Computer-Aided Drafting and Design, Biotechnology; and the annual STEM Symposium;
- The lease of a 3D printer for the Computer-Aided Drafting and Design program to ensure student access to state-of-the-art technology; and
- Instructional materials/software for Nursing, Practical Nursing, and Health Information Technology programs to prepare students for credentialing exams.

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CABINET UPDATE

Interim Vice President, Student Affairs

RECRUITMENT & ADMISSIONS

In November 2024, Admissions engaged with various high schools and community partners. The Recruiters and Mayor’s Scholars Program staff participated in thirteen recruitment activities.

Recruiters actively engaged with external partners by contacting high school/nonprofit organizations/middle schools and other community partners to schedule on-campus and/or off-campus visits.

The Consultant works closely with the admission recruiters to develop recruitment strategies, ensuring recruiters reach monthly recruitment targets within their assigned territories; remaining engaged with existing partners (i.e., high schools, organizations, non-profits); and expanding the College’s reach; as well as providing training and acclimation on the CRM Recruit system and Banner.

The Interim Vice President for Student Affairs and Consultant are actively recruiting to fill 4 vacant positions in Admissions: Veterans Coordinator, Office Specialist, and 2- Data Entry Clerks.

Recruitment Activities

Date of Event	Organization/School	Event Type
11/7/2024	Digital Harbor	College Tour & Information Session
11/7/2024	Woodhome Middle School	College Tour & Information Session
11/11/2024	Bard High School	Information Session
11/12/2024	Western High School	Information Session
11/13/2024	Excel Academy at Francis M. Wood	College Tour
11/13/2024	South Baltimore Adult High School	College and Career Series
11/14/2024	Greater Grace Academy	College Information Session
11/15/2024	Coppin Academy	College Information Session
11/18/2024	Joseph C. Briscoe	College Tour & Information Session
11/21/2024	REACH	College Information Session
11/21/2024	YO Baltimore	Resource Fair
11/21/2024	Connexions	College Information session
11/22/2024	Commodore John Rodgers Elementary-Middle School	College Fair

Admission Operations

	November 2024
Number of Sign ins for Walk-in Service	217

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Enrollment

Fall 2024

The Fall 2024 enrollment goal set by the Maryland Higher Education Commission (MHEC) is 4,649. BCCC current enrollment is 4,375. Although the Fall 2024 goal was a marginal miss of 274 students. The Fall 2024 enrollment is 11.1% ahead of the Fall 2023 enrollment of 3,939. The Fall 2024 term concludes on December 14, 2024.

Winter 2025

The Winter 2025 registration started October 14, 2024. As of December 8, 2024, 628 students are registered for Winter 2025. The Winter 2025 enrollment is 56.2% ahead of Winter 224 enrollment of 402. The last day to register for Winter 2025 is December 19, 2024.

Spring 2025

The Spring 2025 registration started on November 11, 2024. As of December 8, 2024, 2,593 students are registered. Spring classes start January 13, 2025. The week of January 6th a registration event for current and new students will be held on campus to assist students in registering for courses before classes start.

Process Improvements

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

- Creating the recruiter dashboards in CRM Recruit
- Reviewing/updating supplemental items in CRM Recruit
- Creating and assigning territory maintenance for recruiters
- Supplemental Items
- Upload Feature
- Manage Events

Who's Next Implementation - The Office of Admissions along with all other student support offices implemented Who's Next as their line management software tool to triage students. This tool eliminates the use of Microsoft and spreadsheet being used to track in-person office visits. A notable benefit is Who's Next allows students to be transferred from one department to another without the student signing in again: streamlining the office-to-office transfer process for many students.

EARLY COLLEGE & ACCESS PROGRAMS

School Recruitment

Throughout the month of November, the Early College & Access Program office continued to recruit new schools and conduct school check-ins to prepare for the Spring 2025 semester.

Also, Baltimore City Schools' central office dual enrollment initiative launched on November 14th, providing an opportunity for seniors from various schools to access dual enrollment courses in Spring 2025.

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School Support

- Conducted fall check-ins with partnering high schools to learn what is working well, resolve challenges, reconcile student registration, plan for Spring 2025, and schedule school year 2026 planning.
- Conducted additional application sessions and collaborated with school teams and BCCC Admission and Registrar offices to resolve outstanding student enrollment concerns
- Consistently trouble shoot and support schools, professors, students, and families with all dual enrollment related matters

Presentations

- The Assistant Dean presented at BCCC's Annual STEM fair.
- The Assistant Dean conducted a talk with current seniors at Vivien T. Thomas Medical Arts Academy to help them prepare for post-secondary success. Three students were identified for the Mayor's Scholars Program. Students asked to have more information shared on time management and study skills to help them manage the college workload. They would also like to hear from current students.

Collaborations

The Assistant Dean is working with the Academic Office to prepare for the Dual Enrollment sessions that will be offered during student orientation and Academic Affairs professional development days.

Professional Development

The Assistant Dean attended a webinar on Strengthening Community and Culture in Schools to learn to use technology to keep teams engaged in data and improvement in collegial and innovative ways.

MAYOR'S SCHOLARS PROGRAM (MSP)

In November 2024, MSP engaged directly with 184 students who presented for various reasons:

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

Additionally, MSP staff attended the following external recruitment events:

- Information session – Western High School on 11/12/2024
- Information session – REACH Partnership on 11/21/2024
- Information session – Connexions Academy on 11/21/2024

The Mayor's Scholars Program had their first Panther Talks series with a focus on Financial Literacy facilitated by Ms. Catrice Keys, Financial Wellness Coach from MECU. The next Panthers Talks series is scheduled for December.

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Staff have been meeting with program participants for midterm check ins to review grades and prepare students for spring registration. As well as contact students who have yet to finalize their 2024-2025 FAFSA application.

RECORDS & REGISTRATION

Records & Registration received one hundred twenty-five transcripts in November and evaluated two hundred thirty-five. There are twenty-five outstanding transcript evaluations from October.

The office anticipates 97 Fall 2024 conferrals ten less than Fall 2023. Students submitted 195 unduplicated graduation applications for degree audits. Students self-selected the term they anticipated conferral under: Fall 2024 (71), Spring 2025 (101), and Summer 2025 (24).

In collaboration with the Academy and Information Technology, Records and Registration is working to streamline and improve the never-attend process. This is necessary to ensure timely submission of the never-attend reporting process and attendance by faculty.

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

- Linking courses with lectures and labs
- Pre-requisite requirements
- CIP codes
- Adding Mass Attribute Codes
- Priority Registration (Specific Applicant Type)

ATHLETICS

Both the men's and women's basketball teams are competing. This is the first year back in action for the women's team since 2019. Their record is currently 0-7. The team of first year freshmen are learning how to work together as a unit at the Division I level of collegiate basketball. They have improved their scoring output in each of their games. The men's team is 3-3.

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

TRIO STUDENT SUPPORT SERVICES PROGRAM

In November 2024, the TRIO Student Support Services (SSS) Program concentrated on outreach, participant engagement, and preparation for upcoming midterms and final exams. The team prioritized onboarding new participants, creating individualized action plans, and delivering holistic support tailored to students' academic, personal, and career goals.

SSS also emphasized student engagement in financial literacy education through one-on-one meetings with assigned advisors, StudentLingo workshops, and other resources. These efforts were made upon the foundation

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established in last month's *Dollars and Sense* workshop, further helping students refine their financial management skills and personal goals.

Program Services

Throughout November, TRIO SSS delivered comprehensive services to participants, including:

- **Academic Advising and Coaching:** Supporting students in setting and achieving academic goals and registering for upcoming sessions.
- **Financial Aid Assistance/Information:** Providing resources and direct support for federal, state, and scholarship applications.
- **Financial Literacy Education:** Sharing strategies for effective money management.
- **Transfer Assistance:** Guiding students through the process of transitioning to four-year institutions.
- **Career Decision-Making Support:** Providing guidance and resources to help students explore and define their career paths.
- **Monthly Check-ins:** Addressing degree audits, financial aid concerns, technology access, tutoring needs, and referrals to additional resources.

Monthly Contact Totals

Type of Contact	No. of Students	No. of Visits
Virtual and In-person Advising	40	30
Tutoring (Academic Achievement Center)	10	14

Student Programming

In November, TRIO SSS hosted events to promote student engagement, academic success, and essential life skills. Below are highlights of programming activities:

Mindfulness, Muffins & Mingle: (11/4/2024) Facilitated by TRIO SSS Peer Mentors, this event encouraged self-care and connection among participants. Students engaged in mindfulness exercises and informal discussions while enjoying refreshments catered by Panera Bread. Thirteen students attended the event.

StudentLingo Online Workshops

Currently, 143 participants are enrolled on the StudentLingo platform, with 27 actively working on modules and one workshop was successfully completed in November.

Outreach and Recruitment

TRIO SSS amplified its recruitment efforts in November through consistent social media posts, Canvas announcements, and targeted email campaigns. Staff also participated in college-sponsored events, interacting

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with students to promote program services and assist with application submissions. As a result, seven new applications have been received and are currently under review.

Professional Development

On Friday, November 1, 2024, the TRIO SSS Director attended the Chief Student Affairs Officers Community College Leadership Institute at Harford Community College. The event featured morning and afternoon sessions facilitated by Dr. Lynne Adams from the University of Maryland Baltimore County and Mr. Sherwin Collette from Montgomery College. Dr. Theresa Felder, President of Harford Community College, provided opening remarks, with discussions focusing on human resources in student affairs and collective bargaining in community colleges.

TESTING CENTER

The Baltimore City Community College (BCCC) Liberty Campus Testing Center administered 415 exams for BCCC students and community members. The below data table provides a breakdown of the testing appointments that occurred in November 2024.

Exam Name	Exams Administered	Revenue
Accuplacer	170	
Accuplacer ESL	17	
Accuplacer MSP	0	
Accuplacer MSP ESL	1	
Accuplacer HS Testing	0	
Accuplacer Retest	11	
External Accuplacer	0	
BCCC Course Exams	10	
Biology Exemption	8	
Biology Exemption Retest	0	
CLEP	3	\$101.85
Computer Literacy	3	
Computer Literacy Retest	0	
External Course Exams	8	\$339.50
GED	33	\$330.00
PearsonVue IT Exams	9	\$35.00
Parapro	28	\$848.75
TEAS	0	\$101.85
Total Exams Given	301	
Total Number of Individuals Tested	265	
Total Revenue Generated	\$1,756.95	

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Data Breakdown

- BCCC Testing Center administered 301 exams in-person to 265 individuals (unduplicated) in November.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
48	67	62	53	51	20

Updates and Collaborations Efforts towards Goals

1. November 12, 2024, the BCCC Testing Center began offering Pearson VUE IT Certification Exams. This new service allows us to provide students, professionals, and community members with the opportunity to earn globally recognized certifications in a wide range of IT fields.
 - a. With this bundle of IT certification exams, we can administer tests for an additional 30+ vendors
 - i. Aligns with Testing Center’s Enrollment Goal #1: Baltimore City Liberty Campus Testing Center will be identified as a certified testing center that encourages students' success through assessments provided.**

DISABILITY SUPPORT SERVICES CENTER (DSSC)

In November 2024, Disability Support Services Center’s recruitment strategy has been dedicated to laying the groundwork for the upcoming Winter and Spring registration periods. Through targeted outreach, we have engaged with potential students through various channels, including social media campaigns, virtual campus tours, and informational webinars.

	Renewal Accommodations	Intakes
November	3	3
Fall, 2024	67	83
Total	70	86

In parallel with our retention efforts, our team introduced a student progress monitoring sheet, allowing students to track their progress and communicate with their professors about their performance. Additionally, we launched a campaign called "Take the W, Not the F," which encourages students to make informed decisions about their coursework and avoid falling into an unsatisfactory academic standing. To further support this, we utilized phone banking and email outreach to motivate students to participate in these initiatives. Finally, we sent a welcome-back letter to each DSSC student to encourage registration for both the Winter and Spring semesters.

In the coming months, we will actively seek out and establish partnerships with external providers specializing in accessibility solutions. By leveraging the expertise of these providers, we aim to enhance accessibility features across our programs, making education more accessible to a diverse range of students.

OFFICE OF FINANCIAL AID

In November 2024, financial aid disbursements for the 2024-2025 award year paid to students from the following sources are:

Federal Aid Disbursed to Students

- **Federal Work-Study (FWS):** \$245,765
- **Pell Grant:** \$4,197,311

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- **Federal SEOG:** \$165,392
- **Total Federal Aid Disbursed:** \$4,608,468

State Aid Disbursed

- **Maryland Delegate Grants (E, F, D):** \$10,894
- **Maryland Part-Time Grant:** \$102,900
- **Senatorial Scholarships:** \$5,100
- **Social Security Waiver:** \$770
- **Promise Scholarship:** \$51,870
- **Total State Aid Disbursed:** \$171,534

Institutional Aid Packaged and Disbursed

- **Packaged Aid:**
 - **SGA Leadership Scholarship:** \$6,628
- **Disbursed Aid:**
 - **SGA Leadership Scholarship:** \$3,314
 - **BCCC Scholarship:** \$950
 - **Total Institutional Aid Disbursed:** \$4,301

Key Achievements in November

1. **FAFSA Completion Support**
 - The Financial Aid Office provided individualized support to students completing FAFSA applications, ensuring accurate submissions and meeting critical deadlines.
2. **Reconciliation and Adjustments**
 - Conducted extensive reconciliations to address late NA reporting and ensure compliance with federal financial aid guidelines.
3. **Financial Aid Awareness**
 - Delivered presentations during **PRE 100 class sessions**, focusing on financial literacy and the importance of early FAFSA completion to maximize state funding eligibility.
 - Contacted **Promise Scholarship** students to resolve missing high school transcript submissions, ensuring timely awards.
4. **Operational Enhancements**
 - Hired two new Financial Aid Office Specialists to enhance service delivery, including FAFSA assistance and document management.
 - Worked on the Title IV Recertification Report – Due December 31, 2024
5. **Award Notifications**
 - Maintained a weekly schedule of award notifications for packaged and newly awarded students, reinforcing our commitment to timely communication.

STUDENT SUPPORT AND WELLNESS SERVICES

During the month of November 2024, the Student Support and Wellness Services office (SSWS) served approximately 42 students virtually and in person via office visits, intakes, scheduled counseling sessions with (18) new student service requests. The Counselors, Cortney Merritt, LMSW and Brian Taltoan, LCPC, conducted counseling intakes and facilitated (39) in-person (in-office) and virtual (telehealth) individual counseling sessions.

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SSWS was represented at (17) campus planning and routine meetings. These meetings ranged from: weekly check-ins with key staff, the monthly Student Affairs interviews and team building session. The office also participated in three BCCC community events this month led by Student Life and Engagement, AED-GED, Pre-100. SSWS presented their proposal to conduct a health fair on campus for Spring 2025.

SSWS counselors attended (15) off-campus meetings and continuing education events to help continue attaining knowledge, competencies and build community partners & resources to best serve students. The continuation of identifying basic needs, resources and campus support is active. Further efforts will continue in hopes of creating personalized resources for the BCCC community.

SSWS attended the MD AHEAD Fall Conference Held at Coppin State University. SSWS is still meeting with Licensed Clinical Professional Counselors of Maryland (LCPCM) to bring counseling interns to further support our students. In addition, Ms. Meritt is MHFA Youth Certified and Ally Training was conducted for faculty & staff

Members of faculty and staff contacted SSWS for counseling support, event planning or community resources. Seven in-person classroom presentations were facilitated and three workshops (reducing stress, overcoming test anxiety, and building healthy relationships). We continue to partner with the staff/faculty at Harbor Place to ensure all students are being served.

Student Contacts	42 (18 new)	Off-campus Meetings or Events Attended	15
Student Office Visits and/or registering for services	7	Wellness Workshops Facilitated	3
Student Counseling and Check-in Session(s)	39	Classroom Presentations	7
On-campus Meetings or Events Attended	17	Faculty/Staff Consultations	7

STUDENT LIFE & ENGAGEMENT

In November 2024, the Office of Student Life & Engagement hosted several enriching events and launched new initiatives to support students at BCCC. This month the department was able to support many other offices such as the Mayors Scholars Program, Wellness, Athletics, Student Affairs, and Admissions with various events. Additionally, the department implemented more community-focused events.

Logistics Planning Committee Meetings

The Director of Student Life & Engagement continued hosting the bi-weekly logistics meetings. These meetings include representatives from all departments on the main campus and partners at the Harbor and RPC locations. The committee discusses upcoming events each month and coordinates logistics for each event.

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Collaborations

Admissions Tours

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

International Admissions Services

The International Students Club, the Office of Student Life and Engagement, and International Student Services sponsored their annual International Education Week. This week highlighted various cultures representing the international students at BCCC. There was music, dance, food, displays, and a student panel. This was a total immersion of culture for all.

Athletics and Student Life & Engagement

The Office of Student Life & Engagement partnered with Athletics to host the Cross-Town Show Down. This included marketing and school spirit as the Women's and Men's Basketball teams played against CCBC Catonsville.

Transform Mid-Atlantic Student Civic Fellow

Baltimore City Community College was invited to the annual Transform Mid-Atlantic Recognition and Awards Ceremony. This event took place at Howard Community College. BCCC continues to be recognized by this higher education organization due to the high activities and community engagement that is contributed by BCCC.

Community Engagement

November 7, 2024:

The Student Leadership Club, Community Service Committee, completed a volunteer assignment at Paul's Place in Baltimore, MD. BCCC students were able to serve food and worked in the store to help customers receive clothing items.

November 9, 2024: Veteran's Day Parade

In recognition of Veterans Day, BCCC students and staff participated in the annual Baltimore Veterans Day Parade on Saturday, November 9, 2024. Members of the Student Leadership Club and the Gender and Sexualities Alliance Club participated in this event. The parade was held at the Washington Monument in Baltimore, MD.

November 22, 2024: National Academy Foundation Thanksgiving Celebration

The Student Leadership Club and the Office of Student Life & Engagement participated in a community service initiative to serve food to the community through a Baltimore Food Bank.

November 11 – 15, 2024:

The Office of Student Life & Engagement, the Student Government Association, and the student clubs and organizations sponsored a campus-wide food drive. This event helped to provide more items for the BCCC Food Pantry which needs more items/donations.

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Activities and Events

November 4, 2024: Voter Registration Informational Session

The Office of Student Life & Engagement partnered for the monthly visit with the League of Women Voters of Baltimore City as they continued to educate students on the importance of registering to vote, as well as taking a part in the active election.

November 6, 2024: American Diabetes Awareness Month

The Office of Student Life & Engagement hosted an event focused on offering resources and information regarding Diabetes in different communities.

November 6, 2024: SGA General Body Meeting

The SGA leadership team held their third general meeting of the 2024-2025 academic year. The meeting was held on November 6, 2024, virtually via Zoom. The SGA leadership followed up on some items presented at the October meeting such as the November Food Drive to help support the BCCC Pantry, student participation in the Veterans Parade, new student clubs, and SGA-sponsored events. The SGA leadership stated that the other items presented in October will be discussed with Dr. McCurdy at their November meeting. The next general meeting is scheduled to be held on December 6, 2024, in person and via Zoom.

November 7, 2024: Make it Take it Thursdays: Celebrating National Native American Heritage Office of Student Life & Engagement continued offered an opportunity to design your own creation that you can take with you, this month featured Dreamcatchers.

November 11, 2024: Veterans Day Celebration

The Office of Student Life & Engagement hosted an informative session focused on educating attendees on the importance of Veterans Day, while also offering giveaways to veterans who were in attendance.

Monday, November 11, 2024: Mind & Motion Mondays with Student Leadership Clubs

More than 30 students participated in the Line Dancing tutorial video to continue offering the monthly initiative for managing health and wellness!

Wednesday, November 13, 2024: Student Life & Engagement Speaker Series: Suited for Success

The Office of Student Life & Engagement and the Student Leadership Club offered the regularly scheduled leadership workshop to provide an opportunity to share leadership tips for success and how to show up as a professional in the workplace.

Tuesday, November 14, 2024: National Alzheimer's Disease Awareness: Learning How to take Actions for Others

The Office of Student Life & Engagement hosted an event focused on offering resources and information regarding Alzheimer's disease in different communities.

November 20, 2024: NSLS Induction Ceremony

The Office of Student Life and Engagement officially chartered a chapter of the National Society of Leadership and Success (NSLS) to Baltimore City Community College. BCCC is the second community college chapter in the state of Maryland. Fifty-two students completed all requirements for the inaugural ceremony.

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November 22, 2024: Keeping It Real Lecture Series

The second session of the “Keeping It Real Series” was held via Zoom on November 22, 2024. The topic was “When Black Struggle Employed Violent Means” The presenter was Baba Zak A. Kondo, BCCC professor of History, author, scholar, lecturer, and activist. The event was co-sponsored by the Anthropology and Sociology Club, History Club, the Office of Student Life and Engagement, and the Department of Education, Social and Behavior Sciences. More than 40 students tuned in for this event.

November 25, 2024: Friendsgiving Celebration

The Office of Student Life and Engagement, SGA, and the clubs and organizations hosted their second annual Friendsgiving. It was an afternoon of fun, games, music, and great food. It was also an opportunity to reflect on gratefulness and reasons to be thankful.

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CABINET UPDATE

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

WORKFORCE DEVELOPMENT & CONTINUING EDUCATION (WDCE) DIVISION

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

Divisional News/Accomplishments:

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

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

Adult Basic Education

- ABE registrations were submitted for November, totaling 362 in all.
- Twenty-four (24) ABE classes ran in October and November
 - o 9- In Person, 11- Online, 4 - Corrections.
- 21 official GED exams were taken; 13 content-specific exams were passed; 3 GED content exams did not pass by 1-3 pts.
- 54 GED Ready tests were taken; 32 received a “Likely to Pass” on the GED Ready tests, and 6 students missed getting a “Likely to Pass” by 1-3 pts.
- Four (4) more students earned their Maryland High School Diploma this month, bringing the total to 16 for FY 25.
- Fifty-one (51) students have earned their high school diplomas for FY 24 and FY 25 including 1 student from the correctional facility, MTC.
- Hired 4 new ABE adjunct instructors

Community ESL

- Twenty-one (21) classes are slated to end in December
 - o 60 students have earned enough hours to posttest and have been scheduled to do so

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- o New session will begin in January with thirteen (13) scheduled sections, and eleven (11) sections scheduled for February
- Community ESL will provide instruction at off-site community locations in 2025 at: Lakeland E/MS, MOCFS, Harford Heights ES, Dorothy I Height ES, and UMMC.
- In partnership with CASA de Maryland, new cohorts for the Integrated English Language and Civics Education/Integrated Education and Training (IELCE/IET):
 - o Community Health Worker (CHW) will begin in January
 - o Childcare Training will also begin in January
 - o Testing/intake sessions have been scheduled at CASA for the end of December

Partnerships

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

English Language Institute (ELI)

- Spring registration has begun ELI expects to run another 16 sections of classes.
- ELI submitted 256 registrations for Fall 2024, its highest count since the pandemic.
- ELI is currently running 2 sections of each of its courses, 16 in total, marking the area's highest total since the COVID-19 Pandemic
 - o Courses will finish on the 10th and 11th of December. Students are now preparing for their Finals
- ELI coordinated with the Mayor's Scholar Program, the Testing Center, and CASA de Maryland to ensure a steady flow of information that led to successful planning for incoming Summer Bridge students who required academic ESL classes.
- ELI continues to work with admissions on ELI referrals for ESOL students.

Citizenship and Services to Older Refugees (SOR)

- Twenty-three students are currently enrolled in Citizenship class during this first quarter of FFY 25.
- BCCC continues to serve its 44 SOR clients by providing resources and information about ESL and Citizenship classes
- Contacted various senior centers for resources for SOR clients

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- Reached out to all eligible PAL (Participating in American Life) clients to see if they were interested in enrolling in the PAL class
- Applied for BCHD food box delivery for Baltimore City SOR clients
- Continued outreach to new SOR clients
- Working with the Mayor's Office of Immigrant Affairs (MIMA) to expand outreach for older refugees and permanent residents who need preparation classes for naturalization.
- Refugee Programs Manager presented at the Baltimore City Health Department of Aging in an effort to increase awareness about class offerings.
- Working with University of Maryland Extension to provide digital literacy classes to Afghan families recently resettled in Baltimore. Partnering with Dorothy I. Height Elementary School, who will provide the classroom space.

Refugee Youth Project (RYP)

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

Refugee Assistance Program (RAP)

- Five (five) classes are currently running with 54 students enrolled—these short courses allow for newly resettled refugee and asylee students to take an ESL class before winter break.
 - o Classes will end on the 18th and 19th of December
 - o These students will be reenrolled in January 2025.
- Sixty-five (65) clients were referred for the ESL services in November from the following resettlement agencies: IRC (International Rescue Committee), Lutheran Social Services (LSS), Hebrew Immigrant Aid Society (HIAS) in March.
 - o Most were registered for classes in November while others will join the new session in January.
- Nearly eighty (80) students have been registered so far for January classes with more expected in the coming weeks
- RAP specialist has scheduled 149 pre-and post-test appointments
- The RAP specialist continued to update refugee client cases in MORA with class information and notes.
 - o Uploaded documents for the cases.
 - o Opened cases in MORA as walk ins for Global Refugee and HIAS clients. Documents uploaded. Notes made.

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

Enrollment Update for November

- **Cybersecurity**
 - o A+ - 4 total classes, 80 students enrolled, 10 certified
 - o Network+ - 2 total classes, 38 students enrolled, 9 certified

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- o Security + - 2 total classes, 19 students enrolled, 13 certified
- o Microsoft class- 1 class, 13 students enrolled
- **Warehouse** – 1 class, 6 enrolled
- **Childcare** – 2 classes, 9 enrolled
- **Commercial Driver's License (CDL) Class B** – 2 classes, 20 enrolled

Healthcare

Open Enrollment:

- CMA Update:
 - o 8 students enrolled.
- CHW:
 - o 15 students enrolled
- Pharmacy:
 - o 22 students enrolled
- Venipuncture:
 - o 20 students enrolled
- CNA:
 - o 26 students enrolled

Partnerships and Community Events

University of Maryland Medical Center

- The healthcare team participated in a Tabling Event at UMMC on 11/22/24, offering outreach to assist current employees in advancing their careers with free training opportunities through BCCC. In partnership with BCCC's Career Services, we successfully encouraged many employees to inquire about and register for continuing education opportunities through our workforce programs.

Baltimore City Schools

- In partnership with Baltimore City Schools, WF developed a summer training program in four (4) areas: Certified Nursing Assistant (14 students), Pharmacy Technician (7 students), Community Health Worker (15 students), and Emergency Medical Responder (EMR) (17 students). Designed for rising seniors, the summer training finished in August.
 - o All classroom hours are completed, and students are participating in the required clinicals.
- With this programming, WF have worked with Ed Burrell in the Emergency Medical Services Department to develop a new certification for Emergency Medical Responder. A 90-hour course that prepares students for state and national certification.
- Workforce Development is coordinating with Vivian T Thomas Medical Arts Academy, to launch noncredit pathways in dual enrollment for Fall 2024 semester.

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Mayor's Office of Employment Development (MOED)

- In Partnership, BCCC hosts 30 Career Coaches from City Schools at its South Pavilion location. These Career Coaches were given a tour of the main campus and provided an orientation, where members of the BCCC community spoke about their specific areas and what they could offer to prospective students.
- In conjunction with the ongoing partnership with MOED and DSS, staff is attending weekly intake sessions at the MOED workforce Reception Center. At these events we present workforce training opportunities to incoming DSS participants.
- Every Thursday at MOED's Northwest Job Center, BCCC workforce staff attend a community job and training fair to engage with local community interested in workforce training.

CVS

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

Goodwill Industries

- Planning and Recruiting for the Goodwill CNA and Pharmacy Technician Spring 2025 cohorts has begun. Goodwill has refined their intake process to ensure an increase in completion and certification rates for both programs. The team continues to partner with the Dwyer Foundation to offer support services to students who participate in the programs.

Service Employees International Union (SEIU)

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

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

- In coordination with Adult Basic Education (ABE), WF combined GED pathways with workforce training. A Certified Nursing Assistant (CNA) cohort began in September. Students are finishing up their coursework before entering clinicals in January.
- Additional cohorts for both ABE and ESL in Childcare, Community Health Worker and Warehousing are being planned for Spring FY5 completion.
- In a partnership with CASA of Baltimore, we coordinated English Second Language courses with Certified Nursing Assistant (CNA). For FY25, there are three cohorts planned. The first began in July 2024 with eleven (11) students who have since completed their training and obtained CNA/GNA certification.

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

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Other Funding Opportunities

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

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

Career Services Updates

Job Readiness Sessions

- Six (6) Job Readiness Morning Training Sessions: Combined Job Readiness:
 - o 11/04/2024, 11/06/2024, 11/07/2024, 11/20/2024, 11/21/2024.
- Nine (9) Job Readiness Daytime Training Sessions were conducted:
 - o 11/04/24, 11/06/24, 11/07/24, 11/19/24, 11/20/24, and 11/21/24, 11/25/24, 11/26/24 and 11/27/24; those classes were composed of students from workforce programs: Goodwill CNA, Phlebotomy, Certified Nursing Assistant, Community Health Worker, Cybersecurity, and Pharmacy Technician.
- Six (6) Job Readiness Evening Training Sessions were conducted:
 - o On 11/12/24, 11/13/24, 11/14/24, 11/18/24, 11/19/24 and 11/20/24; those classes were composed of students from workforce programs: Pharmacy Technician, Certified Nursing Assistant, CDL-B, Community Health Worker, Patient Care Technicians, and Phlebotomy.

Client Services

- 43 – Students were placed in employment opportunities with employer partners. Pay rates ranged from \$14.75 - \$28.00 per hour, with an average of \$17.50 per hour, with most students placed at Amazon, Johns Hopkins Intrastaff, Under Armor Distribution Center, MD Dept. of Corrections, MedStar Union Memorial, and UM Medical Center.
- Two (2) students started internships with WBJC Radio for the semester: Caleb Kalu and Quiyana Tucker.
- Two (2) Federal Work Study students were placed in employment opportunities within the school: Dante Roulhac and Benedict Eze.
- Twenty-five (25) – Student resumes were developed
- Nineteen (19) student walk-ins for Career Services assistance:
 - o 10 – resume development
 - o 1 – internship opportunities
 - o 1 – job search assistance
 - o 3 – employment assistance
 - o 1 – mock interviews
 - o 3 – cover letter development
- Resume Development Workshop held on 10/29/2024, with 2 sessions at 9:00 am and 3:00 pm:

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- o 14 students interested in attending
- o 5 students – 9:00 am session
- o 4 students – 3:00 pm session
- o Conducted meeting with Mike Berends with BCCC Marketing Department to discuss edits to Career Services page of the BCCC website – 10/30/24.

Community Events

- Met with Diedre Webb of MOED to discuss employment opportunities through MOED and the employment referral process for BCCC students – 11/07/24.
- Conducted a presentation for the Office of Student Affairs and the Student Success Center for the “Ready, Set, Graduate!” session to showcase the assistance provided by the Office of Career Services – 11/11/24.
- Attended Carver Vocational Technical High School’s Career Fair to present BCCC offerings – 11/13/24.
- Met with the Office of International Student Affairs to discuss the documentation requirements for INS and Homeland Security for international students’ employment – 11/06/24.

High School Diploma Achievement and Transition Services

- For fiscal year (2024), 31 students earned their high school diploma.
 - o 5 more students earned their high school diploma for a total of 6 for fiscal year (2025).
 - o A total of 42 students have earned their high school diplomas for 2024 graduation ceremony.
 - o Two (2) students from SBAH earned their high school diplomas.
- Ninety-four (94) students are currently enrolled in South Baltimore Adult High School.
- 4th & Goal Discussion-November 7-Listed best practices to get students who have completed 2 or more GED exams to finish the last GED test successfully.
- Transition Community of Practice Workshop-Helen Coupe Department of Labor, November 14
 - o Using social media and graphic design to create a unified transition message.
 - o WIOA Bill (A Stronger Workforce for America Act)
 - o Methods for tracking students' post-exit
 - o Job development and internship opportunities for students
 - o Bringing adult education opportunities into residential facilities
 - o Transitioning students to workforce certificates and post-secondary education

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

- Total # of Pathways in Technology Early College High School (PTECH) Students: 200
 - o Carver: 60
 - o Digital Harbor: 40
 - o Dunbar: 100
- P-TECH students are taking between 6 – 15 credits, 2 + classes each, this Fall 2024 semester here at BCCC.
 - o Courses are finished the week of December 9th, with students from Dunbar electing to enroll in intensive Winter session courses offered virtually

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- BCCC is working with Morgan State University (MSU) to develop an agreement that will allow PTECH Digital Harbor students to segway from BCCC, where they'll earn their AAS in Transportation and Supply Management, into MSU, where they will earn their BAS in Supply Chain Management.
- PTECH continues to work collaboratively with external partners BCPSS schools Digital Harbor, Dunbar, and Carver High Schools to ensure a smooth transition into college classes for students.
- PTECH works internally with a panel of BCCC departments, representatives from e-learning, IT, Student Support and Wellness Services, Center for Academic Achievement, BCCC Library, and Disability Support Services Center to best equip students for success.
- The ELS department, in partnership with City Schools, has started programming at five (5) schools: Moravia Park Elementary School, Patterson High School, Mt. Royal Elementary/Middle School, Furley Elementary School, and Gardenville Elementary School. The afterschool programming focuses on ESL instruction, College and Career Readiness, Dance, Sports, and STEM enrichment classes. These classes are funded through DHS-MORA's RSIG (Refugee School Impact Grant) which was renewed for FY25.

ENVIRONMENT SERVICES AND FACILITIES

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

General Project Updates

- **Replacement of the Cooling Towers of the Main Building**
 - Project completed: 99%
 - RMF Engineers completed the Commissioning work JCI is completing the programming of the controls.
- **Bard Building Demolition:**
 - Project Completed: 98 %.
 - Planting Soil Installation:36%
 - Curb, Gutter, Sidewalk: 95%
 - Sod Installation (ECLS): 65%
 - Final As built Survey and Drawing 12/5/2024
 - Substantial Completion Inspection/ Punch List 12/5/2024
- **Life Sciences & Fine Arts HVAC Upgrades Project:**
 - Project Completed: 85%
 - In the Life Sciences Building the installation of the two Boilers is complete and they are operating normally.
 - 80% of piping installation on chiller #2 has been completed
 - At Fine Arts the installation of the equipment is 100% complete,
 - The installation of the equipment on the first floor and the penthouse is 100% complete, the new electrical panel is installed, and work is being done on the final programming.

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- **Elevators Renovation:**
 - Life Science Building: Freight Elevator #2 100% completed, DLLR Inspection Passed
 - Passenger Elevator #1 0% completed. Awaiting coordination with BCCC and Chilmar Co. the HVAC Project contractor to begin work.
 - DMV will provide training on RATH Portal use after registration is complete by BCCC. Scheduled 12/10/2024 at 7:00 AM
 - West Pavilion Elevator 100% completed, DLLR Inspection Passed
 - South Pavilion Elevator #2, 100% completed, DLLR Inspection Passed
 - South Pavilion Elevator #1, 100% completed, DLLR Inspection Scheduled
 - Gymnasium: 100% completed, DLLR Inspection Scheduled
 - Nursing Elevator: 50% Completed
- **The Exterior Door and Storefront Replacement Project**
 - Walkthrough and list of tasks completed on 11/22/2024.
 - Perimeter sealing of door frames on both sides of the Life Sciences building remains to be completed and sweepers installed on all doors.

Ongoing projects in the design stage include:

- **Dental Clinic Renovation (LSB)**
 - Colimore Architects submitted 95% CD Design to be reviewed and approved by BCCC Colimore Architects will send a panel of finishes with a minimum of (3) options to be selected by the president.
- **Main Building Ground and 1st floor Restrooms Renovation.**
 - The DGS Design and Construction Department assigned Centennial Contractors Enterprise, Inc. of the JOCP program to submit a proposal for the renovation of the ground and first floor restrooms. Vice President Thomas requested the contractor to include all restrooms in the main building, which are fourteen (14) in total.
 - Centennial submitted the SOW for review and approval to BCCC.
 - A walk-through with Centennial and the subcontractors is scheduled for 12/06/2024
- **West Pavilion Restrooms Renovation**
 - The Architect has sent 95% of the designs to BCCC for review and comment
- **South Pavilion Restrooms Renovation**
 - The Architect has sent 95% of the designs to BCCC for review and comment
- **West Pavilion Windows Replacement**
 - The Architect has sent 95% of the designs to BCCC for review and comment
- **Life Sciences 1st and 2nd Floor Restrooms Renovation (DGS Project)**
 - The Architect has sent Finishes board to BCCC for review and selection
- **South Pavilion Exterior Windows Replacement (DGS Project)**
- **Fine Arts Curtainwall Replacement (DGS Project)**

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- Construction documents will begin once the Structural Engineers fee proposal has been approved by DPRB/BPW. Waldon Studios mentioned that the work should take approximately 30 days to complete.
- Waldon Studios will provide samples that closely resemble the adjacent building for BCCC review and approval.
- **Learning Commons Project (New Library). (DGS Project)**
 - AE provided documentation for a new subconsultant, changes to paperwork, etc. pushed BPW approval to 8/7/24 Agenda.
- **North Pavilion Demolition. (DGS Project)**
 - DGS PM has reviewed and approved the Part 2 program. However, DGS PM is waiting on DBM to finalize their review in reference to the Part 1 program prior to procuring an Architect.
 - The design phase of the work is planned for the fiscal year 2026.
- **Wellness Center. (DGS Project)**
 - BCCC coordinated with Colimore Architects to facilitate document downloads based on data submission on 7/12/24. DGS PM will be in touch with Colimore Architects to provide a progress report and schedule a workshop.
- **Facilities Building. (DGS Project)**
 - Second Draft Part 1 & 2 for informal DGS review; Update 4/12/24 – DGS reaching out to AE for update; Update 6/21/24 - Draft submitted on 6/7/24 for DGS and BCCC review.
- **Nursing Building. (DGS Project)**
 - BCCC will provide comments and parts 1 and 2 of revised program in response to DBM comments; UPDATE 7/12/24: BCCC response forthcoming; UPDATE 7/15/24: ETA updated based on conversation with Kate Zurlage; UPDATE 8/16/24: Early receipt date changed to a few weeks after BCCC/DBM-DGS-MHEC site visit Receive funding authorization to solicitate AE design firm.

PUBLIC SAFETY AND SECURITY

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

- Public Safety continues to collaborate with all facility vendors to ensure the safety of students, staff, and faculty while various projects are under way on the main campus and offsite locations.
- Public Safety supports all Student Affairs special events on campus.
- Public Safety continues to maintain campus security 24 hours a day, seven (7) days a week.
- Public Safety is currently preparing its staffing/shift list for the upcoming winter break, to ensure the safety of the campus.

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CABINET UPDATE

Vice President, Finance & Administration

BUDGET OFFICE

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

• **Appropriation Year (AY 2025) Revenue Summary as of 12/06/2024**

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	\$33,684,046	(Includes Bookstore of \$750,912)
Restricted	\$12,474,155	(Includes WBJC of \$3,079,471)
Total Revenue	\$46,158,201	

- **Unrestricted Revenue:** Total unrestricted revenue through November Appropriation Year (AY) 2025 is \$86 k higher than the revenue earnings through the same period in AY 2024. The primary driver is an increase in tuition and fees and bookstore revenues.
 - *Tuition & Fees: overall increased.* The overall increase in tuition and fee revenue is due to higher revenues from the fall semesters and a rise in Non-Credit Tuition and Fees.
 - *Sales, Service, Auxiliary & Leasing: decreased.* - Sales, Service, Auxiliary & Leasing revenue earnings are lower in AY 2025 than at this same time in AY 2024, due to an increase in Bookstore revenues, but a decrease in Real Estate Lease Income.
 - *Bookstore Revenues: Increased.* - There is an increase in the bookstore revenue categories compared to the same period in AY 2024. This is due to an increase in new textbook sales and an increase in Sundries.
- **Restricted Revenue:** Total restricted revenue through November AY 2025 is \$2.0 million higher than in the same period in AY 2024. The primary driver of the increase is due to an increase in Federal Grants and WBJC revenues.

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• **Appropriation Year (AY 2025) Expense Summary as of 12/06/2024.**

Expense Fund	Expense Amount	Notes
General (Unrestricted)	\$20,159,377	(Includes Bookstore of \$1,990,020)
Restricted	\$ 7,424,616	(Includes WBJC of \$477,445)
Total Revenue	\$27,583,994	

- **Unrestricted Expenditures:** Total unrestricted expenses decreased by \$347 k when compared to this same period in AY 2024, primarily due to a decrease in vehicles maintenance, and deferred maintenance.
- **Restricted Expenditures:** Total restricted expenses decreased by \$2.6 million compared to this same period in AY 2024, the primary driver is a decrease in educational grants and equipment. This is a timing difference.

CONTROLLER’S OFFICE/GENERAL ACCOUNTING/GRANTS/FOUNDATION

- **BCCC (BALTIMORE CITY COMMUNITY COLLEGE), BCCC Foundation Audits.**
 - BCCC is working through the various FY2024 audits with CLA. Progress is being made. Some of the residual issues from the Banner conversion are factors in the audit.
 - BCCC is meeting weekly with CLA to work through the audit requests. Requests and follow-up questions are continuing to be addressed. The draft financial statements are being compiled as well as other draft financial statements such as the CC-4.
 - The BCCC Foundation software Financial Edge is not functioning correctly as a result of a migration by the company, Blackbaud. BCCC has made it clear that this issue needs to be resolved as soon as possible. BCCC is moving forward to provide information manually.
- **Grants/COVID Funds**
 - Drawdown requests are expected to be compiled for COVID funds as well as some other grants in the upcoming month.
 - Grant reports for CCCPDF are expected to be finalized and filed in December.
- **Ellucian Advisory Services**
 - Meetings have continued with Ellucian to discuss issues encountered in the conversion.
 - The discussions have been very productive and have led us to take a step back to ensure all setups are reviewed and adjusted as needed. These parameters are being evaluated to determine next steps.

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Accounts Payable

Details of outstanding invoices are below:

Status	Total Amount
<31 days	\$ 238,540.15
31-60 days	1,168,065.85
61-90 days	177,590.63
91-180 days	235,597.51
>180	91,804.44
Total Revenue	\$1,911,598.58

- **Highlights** – Although the total payables are higher, 47.1 percent relates to one vendor that a revised invoice was just received. 73.8 percent are either current or less than 60 days. The focus is to continue to pay invoices timely and pay older ones.

OFFICE OF PROCUREMENT & AUXILARY SERVICES

Procurement Awards

In November, 23 procurements were awarded, amounting to \$633,627.10. These procurements were distributed across the following categories:

Work Category	Amount
Commodities	\$751,116.18
Maintenance	\$14,975.00
Services	\$13,402.76
IT Equipment	\$79.50
Total	\$779,573.44

A total of 181 credit card transactions were conducted in the month of November in the amount of \$121,228.28.

Bookstore Transition

On December 2, 2024, Barnes & Noble College (B&N) and the institution held a kick-off meeting to discuss the transition of the bookstore to B&N. The target date for B&N to take over bookstore operations is projected to be March 1, 2025. Renovations are not included in this timeline. A soft launch is planned for Summer 2025, with a full launch of the equitable program set for Fall 2025. Renovations of the bookstore will begin in late Spring 2025.

In December, various working groups, including IT and Marketing, will begin meeting with B&N to start the transition process.

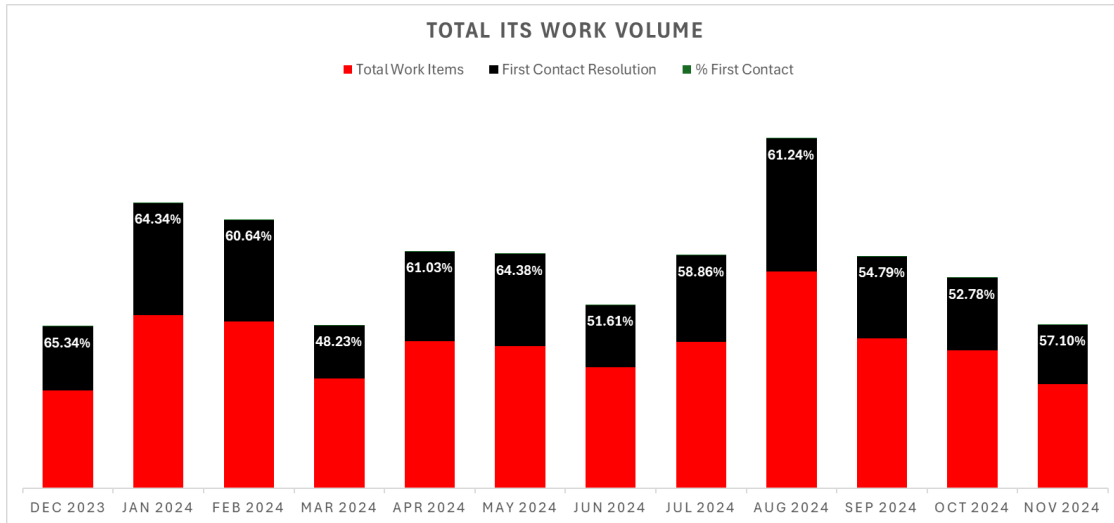
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CABINET UPDATE

Director of Enterprise Applications

ITS OPERATIONS

In November 2024, Information Technology Services (ITS) Client Services saw a total of 934 work items completed, 57.1% being closed at first contact. This includes student, faculty, and staff support across all areas of ITS.



Source: FreshService ITS ticket data, December 1, 2023 – November 30, 2024

ITS Operational Initiatives

- Library Cataloging Software is in the Vendor Inquiry Stage.
- Windows 11 Rollout Project:
 - All Classrooms/Labs are 100%. completed
 - Staff is 40% completed.
- South Pavilion Labs/Classrooms all need to be outfitted with new technology. This project is currently in the planning stage. ITS currently has drawings for some of the rooms and is waiting on more drawings. There has been no progress on this over the last month.
- Projectors off Cart Mounted to Ceiling Project.
 - Projectors not requiring new power supply in the ceiling are mounted. Those requiring electrical work are in the planning stage.
- Managed Print Solution is on the horizon. ITS is working to get the vendor, UBT. to come out to do a site survey.
- Nutanix Cloud DR on Microsoft Azure: 25% completed.
 - DoIT is putting together pricing for the networking changes (ExpressRoute to Microsoft Azure, which will increase our bandwidth to the cloud resources. The bandwidth increases were previously discussed but now need to be carried out.)
 - Microsoft is getting the Nutanix NC2 environment provisioned.
 - It's at the cabinet approval of the necessary ISP circuit stage
- Mongoose text messaging software has been configured in coordination with Student Affairs. Roll out plan is being worked out by Student Affairs.
- Employee Application Tracking System (NeoEd implementation is in full swing in coordination with Human Resources. This tool is slated to go-live on **December 15, 2024.**

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- Enrollment Dashboard for reporting: This dashboard will allow leadership to check daily enrollment by headcount, enrollment trend by program, student type etc.
- Deactivate students who are not enrolled for the last 4 semesters.
- Banner Timesheet pilot program kicked off for 27 contractual employees. We will continue the pilot program for next 2 pay cycle before rolling out to all remaining contractual employees.

Client Services

The Client Services Media Services team supports audio/visual needs for all events on campus. In November, they supported the following events:

- Youth Leadership
- Student Life & Engagement Series
- STEM Symposium
- Merit Scholars
- International Education Week
- Ashburton Community Meetings

IT Audit

As part of the Annual Financial Audit, IT is being audited this year. The IT team submitted an audit response to CLA (CliftonLarsonAllen LLP). Waiting for their response.

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CABINET UPDATE

Vice President, Advancement

COMMUNITY OUTREACH

Radio One/Greater Baltimore Urban League

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

Coppin Heights Community Development Corporation (CDC)

BCCC continues to solidify its partnership with the Coppin Heights CDC to create opportunities that benefit BCCC students, faculty and staff. As Coppin Heights CDC expands its programs and grant opportunities, BCCC has an opportunity to develop programs tailored to students, faculty and staff who live, work or worship within the geographical footprint of Coppin Heights CDC.

WBJC

Staff Community Engagement

The station created opportunities to extend the BCCC brand in the community while establishing partnerships and engagement opportunities with organizations including Towson University, Music at St. David's, Shriver Hall Concert Series, Goya Contemporary Gallery, Johns Hopkins Osher Society, Beth El Congregation, Edward A. Myerberg Center, Chamber Music Maryland, Johns Hopkins Symphony, Annapolis Symphony, Baltimore Choral Arts, Columbia Orchestra, Fells Point Corner Theatre.

Corporate Support Partnerships

The Station developed underwriting partnerships and content on WBJC from numerous clients, including returning clients such as Opera Baltimore, Columbia Orchestra, Kennedy Center, University of Maryland Medical System, University of Maryland, Baltimore Symphony Orchestra, Roggenart Cafe, Little Paris Crepes, Elville and Associates, Framin' Place, Culligan Water, Blue Pitt BBQ, Cynipid Fund, St Davids Church, Baltimore Choral Society, Baltimore Classical Guitar Society, PNC Bank, Peabody Institute (Johns Hopkins), True Chesapeake, Omelet King, Shriver Hall Concert Series, Zekes Coffee, Annapolis Symphony Orchestra, Community Concerts at 2nd, Snug Books, Lauraville Business Association.

Program Highlights

WBJC programs and content of note for the month included live performances from some of Maryland's finest classical ensembles, made possible by a generous grant from the Maryland State Arts Council.

WBJC

BCCC Event Promotion

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

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Public Relations and Communications

BCCC is intentional in enhancing its public relations profile. Strategies are being developed to target media, community outreach, businesses, educators, and prospective students in raising awareness of the rising achievements of the College since being placed under realignment. A lot of progress has been made, and *telling our story* is an effective way to change the historic narrative about BCCC.

Media

The department updated all media contacts and reached out to more than 12 different media outlets. This resulted in a scheduled meeting with the Baltimore Banner. In addition, the **Baltimore Business Journal** featured an interview with President McCurdy regarding the Bard Building. The story was printed on November 26.

Outreach:

- Conducted introductions to many community leaders and individuals who are involved with BCCC. Those introductions included the Baltimore Symphony Orchestra and Greater Mondawmin Coordinating Council staff.
- Kevin Shird, author of Simon & Schuster's new publication, A Life for a Life. Mr. Shird's book has been endorsed by the American Psychiatric Association (APA), University of Baltimore's Second Chance College Program, and Coppin State University's Criminal Justice Program.

Telling the BCCC story:

To enhance the image and public profile of BCCC, a major PR focus area is on student and staff/faculty stories. During November two stories were identified:

Tyrese McBayne: current international student, recipient of a National Society of Leadership and Success (NSLS) scholarship. Mr. McBayne was interviewed, and his story will soon be featured in a BCCC newsletter.

Natalie Comas: Retired BCCC employee with 30+ years of service. Ms. Comas was interviewed about her years of service at BCCC. Her interview will also be featured in a BCCC newsletter. An additional story is pending for media release.

MARKETING

The Marketing Department developed the following branding campaigns to build awareness, participation, and enrollment:

National Council for Marketing & Public Relations (NCMPR)

As a recipient of seven (7) awards, the department extended the current membership to continue promoting BCCC and creating peer networking opportunities to expand best-practices.

The Downtown Partnership of Baltimore (DPOB)

The department renewed the 2024 membership fees with DPOB as BCCC continues its marketing presence in downtown Baltimore.

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Academic Affairs

- **12th Annual STEM Symposium Campaign**
The department has executed a strategic marketing plan to support this year's BCCC STEM Symposium, including:
 - Digital Displays
 - Social Media
 - Targeted marketing for high school students
 - Billboard w/QR Code
 - Digital Marquee
 - Volunteer T-Shirts
 - Promotional Items
- **Dental Hygiene**
- **Advisory Council**

Facilities/Workforce Development

- **Vehicle Wraps**
The department is working with Facilities Fleet management to design new vehicle wraps.

Workforce Development

- **Non-Credit Registration Form**
The department worked to edit a new fillable form for Workforce Development. The form was approved, loaded to the web folder, and a QR code has been incorporated into Program retractable signs.
- **Retractable Office Signs, Table Throws, and Retractable Programs Signs**
The department created the following items for WDCE Partnerships, Adult Basic Education, English Language Services & Basic Skills, and Workforce Development:
 - Tall retractable signs to be used during recruitment
 - Table throws
 - Tabletop Program retractable signs with QR codes leading to a registration form.
- **Completion Certificate**
A new completion certificate was designed, then embedded in WORD for use by Workforce Development and Continuing Education when student's complete programs.
- **Fillable Completion Certificate**
The department recreated the Completion Certificate into a fillable form for completion internally.

Student Affairs

- **Fillable Document – Disability Support Services Center**
The department created a fillable document for use by the Disability Support Services Center.
- **Mayor's Scholar's Program Panther Talks Workshop**
The department created a flyer to promote a MSP Financial Literacy Workshop.
- **FAFSA Campaign Results from:**
 - **Vision Outdoor – FAFSA Campaign Summary**
The department received a Outdoor Advertising Campaign Summary for the results of two

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outdoor digital boards that were rented as part of the FAFSA campaign. The number of spots contracted was 70,000, and the number of spots served was 81,887, for a value add of 11,887.

- **Vector Media Bus Signage – FAFSA Campaign**
The Vector Media contract remains active with bus signage running throughout Baltimore City & Baltimore County.
- **Campus Tour & Information Session Registration Form Branding**
The department branded the Office of Admissions Campus Tour & Information Session Registration Form, including some editing of questions and grammatical corrections.
- **International Education Week Campaign**
The department completed the following to promote International Education Week:
 - Photography at each of five events
 - Social campaign
 - Poster
 - Entrance Signage
 - Billboard
 - Digital Displays
- **Veterans Day**
The department worked with Student Affairs to provide a parade banner, website billboard, and social media posts supporting BCCC's participation in the Annual Baltimore Veterans Day Parade.
- **Paul's Place Shelter Campaign**
The department worked with Student Affairs and the Student Leadership Club to support their community service committee with a social media campaign.
- **Crosstown Basketball Game Campaign**
The department is working with Student Life & Engagement and Athletics to provide free water bottles and rally towels to students attending the men's and women's basketball games on December 4.
- **Transfer Fair Campaign**
The department worked with Student Affairs to develop the following in support of the Fall 2024 Transfer Fair:
 - Poster
 - Website Billboard
 - Flyers
 - Digital Entrance Signage
 - Indoor Digital Signage
 - Social Media Campaign
- **December Events (World AIDS Day, Holiday Break, Kwanza, and Winter/Spring Session)**
The department designed the following campaign components for each of these events:
 - Posters
 - Social Campaigns
 - Website Billboards
 - Digital Displays
- **BCCC Athletics Events**
- **Volleyball/Disability Wheelchair Game**
- **Basketball Game**
The department is working with Student Life & Engagement and Athletics to develop new basketball game schedules. Additionally, the department is providing rally towels and water bottles to students attending two games during the first week of December.

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Finance & Administration

- **Procurement Information Fair**
Promotional items and tablecloths were provided to Finance & Administration for use at an upcoming fair.
- **Employee Application Tracking System**
The department is working with IT and Human Resources to provide photos of employee interviews for use with the software.
- **Human Resources Forms and Presentations**
The department is working on the first phase of updates to multiple documents used by Human Resources, including replacement of old logos. The second phase of the project will include a complete redesign of the same documents.

General Branding

- **Holiday Cards, Branded Gifts & Holiday Decorating**
- **Ashburton Community Meeting Sign**
The department designed a front entrance sign promoting the Ashburton community meeting.
- **Business Cards**
Numerous new business card orders have been designed and sent to print.
- **Economic Impact Photography**
The department is working with Cabinet to provide photos of campus and students for use in the Economic Impact Report.
- **College & Instructional Site Wall Signs**
The department has sent a list of all signs needed to two vendors for a pricing quote. Some signs may be required by law to meet ADA requirements, and vendors are reviewing lists against those requirements before sending final quotes.

Web Page Analysis (bcc.edu)

The results highlighted below indicate a surge in applying or registering at BCCC as evidenced by use of the shortened URL (bcc.edu/apply or a click thru to the Marketing Campaign Landing Page (bcc.edu/changinglives). Both URLs are used on the majority of print publications, signage, and digital advertising. Additionally, web analytics indicate a surge in first-time website visitors (43,000 in November is up 22.9%). Lastly, digital advertising results below align with the Marketing Campaign Landing Page, showing increases in visitors who view and click digital advertising centered on apply and registering at BCCC.

- **Website Homepage Overview: <https://www.bccc.edu/>**
November 1, 2024 – November 30, 2024
 - Pageviews: 517,000 (Down 6.0%)
 - User engagement: 202,000 (Down 10.0%)
 - Clicks: 128,000 (Down 1.7%)
 - Scroll: 87,000 (Down 10.5%)
 - First Visit: 43,000 (↑ 22.9%)
 - Average Engagement Time: 2m 32s (Down 13.1%)

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- Session Start: 304,000 (Down 1.5%) (Enter URL directly, click to the site from another site, click bookmarks, click a link in an email or other electronic communication.)

- **Apply Webpage:** <https://www.bccc.edu/domain/36> (*Visit the page through Website navigation.*)
November 1, 2024 – November 30, 2024, vs. the same period in 2023:
 - Views: 5,461 in 2024 vs. 6,091 in 2023 (Down 10.34%)
 - Users: 2,514 in 2024 vs. 2,518 in 2023 (Down 0.16%)
 - Views Per User: 2.17 in 2024 vs. 2.42 in 2023 (Down 10.2%)

- **Apply Vanity URL – [bccc.edu/apply](https://www.bccc.edu/apply)** (*Use the shorter URL from publications, signage, etc.*)
November 1, 2024 – November 30, 2024, vs. the same period in 2023:
 - Views: 11,938 in 2024 vs. 7,251 (↑ 64.4%)
 - Users: 4,993 vs. 3,206 (↑ 55.74%)
 - Views per user: 2.39 in 2024 vs. 2.26 in 2023 (↑ 5.71%)

- **Marketing Campaign Landing Page – [bccc.edu/changinglives](https://www.bccc.edu/changinglives)** (*Used when clicking a digital campaign advertisement.*)
November 1, 2024 – November 30, 2024 (There is no comparison to 2023 because the Marketing landing page was not built at that time.)
 - Views: 5,816
 - Users: 3,795
 - Views per user 1.53

- **Register Webpage - <https://www.bccc.edu/domain/1108>**
November 1, 2024 – November 30, 2024, vs. the same period in 2023:
 - Views: 3,788 in 2024 vs. 2,362 in 2023 (Up 12.67%)
 - Users: 1,394 in 2024 vs. 1,478 in 2023 (Down 5.68%)
 - Views per user: 2.72 in 2024 vs. 2.27 in 2023 (Up 19.46%)

- **Register Vanity URL – <https://www.bccc.edu/register>** (*Used for marketing.*)
November 1, 2024 – November 30, 2024, vs. the same period in 2023:
 - Views: 704 in 2024 vs. 1,490 in 2023 (Down 52.75%)
 - Users: 349 in 2024 vs. 851 in 2023 (Down 58.99%)
 - Views per user: 2.02 in 2024 vs. 1.75 (Up 15.21%)

- **MSP Web Page – <https://www.bccc.edu/msp>**
November 1, 2024 – November 30, 2024, vs. the same period in 2023:
 - Views: 761 in 2024 vs. 809 in 2023 (Down 5.93%)
 - Users: 466 in 2024 vs. 522 in 2023 (Down 10.73%)
 - Views per user: 1.63 in 2024 vs. 1.55 in 2023 (Down 5.37%)

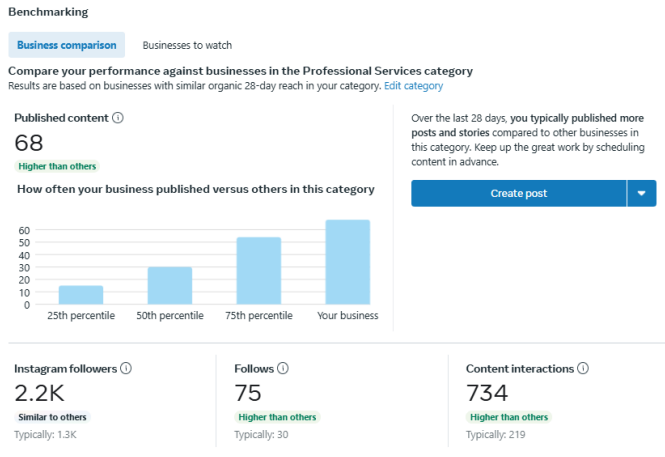
- **FAFSA Web Page – <https://www.bccc.edu/fafsa>**
From start of FAFSA Campaign on September 27, 2024 – November 30, 2024
 - Views: 1,949 in 2024

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- Users: 1,444 in 2024
- Views per user: 1.35
- Event count (number of times users interact with a page): 5,420



Facebook Business Comparison



Instagram Business Comparison

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Benchmarking

Business comparison **Businesses to watch**

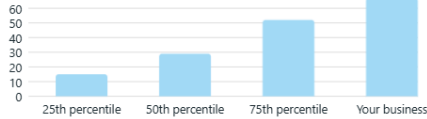
Compare your performance against businesses in the **Professional Services** category
Results are based on businesses with similar organic 28-day reach in your category. [Edit category](#)

Published content ⓘ

67

Higher than others

How often your business published versus others in this category



Over the last 28 days, you typically published more posts and stories compared to other businesses in this category. Keep up the great work by scheduling content in advance.

Create post

Instagram followers ⓘ

2.2K

Similar to others

Typically: 1.2K

Follows ⓘ

70

Higher than others

Typically: 31

Content interactions ⓘ

693

Higher than others

Typically: 209

Facebook Business Comparison

Benchmarking

Business comparison **Businesses to watch**

Compare the performance of your business and content with similar businesses on Facebook

+ Add businesses

Page	Page likes	↓	Page likes...	↑↓	Published content	
CCBC Community College of Baltimore County is a comprehensive community c...	23.6K		↑ 19		17	...
Howard Community College The official Facebook account for Howard Community College (HCC) wher...	16.5K		↑ 4		51	...
Coppin State University http://www.facebook.com/CoppinStateUniversityAdmissions http://twitter...	11.5K		↑ 47		17	...
Baltimore City Community College BCCC students learn in a variety of associate degree, certificate and workf...	7K		↑ 42		73	...
Prince George's Community College PGCC offers more than 200 academic and career training programs, inclu...	6.5K		↑ 24		3	...
Anne Arundel Community College Local business	210		0		0	...

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Instagram Businesses to Watch

Benchmarking

Business comparison **Businesses to watch**

Compare the performance of your business and content with similar businesses on Instagram.

+ Add Businesses

Account	Followers (lifetime) ↓	Instagram followe... ↑1	Published content	
 coppinstateuniversity Coppin State Eagles	10.5K	↑ 104	36	⋮
 howardcommcollege Howard Community College	7.4K	↑ 48	56	⋮
 annearundelcc Anne Arundel Community College (AACC)	5.8K	↑ 76	84	⋮
 ccbcmd CCBCMD	4.8K	↑ 34	76	⋮
 pgccnews Prince George's Community College	4.4K	↑ 32	7	⋮
 my_bccc MyBCCC	2.2K	↑ 28	67	⋮

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CABINET UPDATE

Vice President, Institutional Effectiveness, Research & Planning

OFFICE OF INSTITUTIONAL RESEARCH

State, Federal, and Regional Reporting Led by the Office of Institutional Research

The Office of Institutional Research (OIR) developed data for and oversaw the successful submission of the following State and federal reporting requirements for November through early December 2024.

Maryland Association of Community Colleges (MACC)

- *FY 2023 BCCC and State Economic Impact Study Documents Review* – In collaboration with VP IERP, conducted review of Fact Sheets, Executive Summaries, and Main Reports for BCCC and Statewide Economic Impact Studies to ensure accurate reflection of data submitted to Lightcast in accordance with the process laid out by MACC. Feedback was submitted to meet the deadline of November 22, 2024.

Maryland Higher Education Commission (MHEC) and Maryland General Assembly

- *FY 2024 Workforce Training Completers System File* – Created workbook of students who successfully completed continuing education workforce training course sequences to include student and sequence characteristics to guide WDCE's Workforce Training Program Coordinators through adding additional sequence information. The File was submitted to meet the deadline of November 1, 2024.
- *FY 2024 Workforce Training Registration System File* – In collaboration with ITS, developed new student-level data file reporting students enrolled in continuing education workforce training courses to include student characteristics, registration activity, and course characteristics and outcomes data. The file was submitted to meet the deadline of November 1, 2024.
- *Summer and Fall 2024 Enrollment Information System Files* – Collaborated with Information Technology Services (ITS) to develop student-level data files reporting demographic, enrollment, and placement information. The files were submitted to meet the deadline of November 15, 2024.
- *FY 2024 Financial Aid Information System Files* – Led of team from ITS, Financial Aid, and Finance to develop student-level data reporting financial assistance amounts, categories of aid, cost of attendance, and demographic and socio-economic information. The file was submitted to meet the deadline of November 15, 2024.
- *Summer/Fall 2024 Cyber Warrior System File* – Collaborated with Workforce Development & Continuing Education (WDCE) to develop student level-data reflecting enrollment in respective levels of CompTIA training, student characteristics, and completion outcomes. The file was submitted to meet the deadline of December 1, 2024.
- *Fall 2024 Employee Data System File* – Leading team from Human Resources and ITS to develop employee-level data file reflecting faculty and staff demographics and employment characteristics as well as position information. File is on track to meet the submission deadline of December 16, 2024.

College Collaborations for External Reporting or Stakeholder Needs

OIR supported other College offices in the development or preparation of data, narrative, and/or providing overall quality assurance related to the following initiatives.

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Audit Support

As requested by Finance & Administration, provide support for various College audits.

- FY 2024 External Audit – ITS and OIR compiled student-level data as documentation for the CC-2 and CC-3 submitted to MHEC in August and to the auditors. Provided support as needed regarding related requests.

Capital Projects

As requested by Facilities, provide data and/or narrative support for various capital projects.

- Learning Commons – Director served on team to compile student, facilities, and other institutional data to support the planning for the Learning Commons project.

External Meetings/Working Groups

- Maryland Higher Education Commission's Student Success Summit (Director)
- Maryland Community College Research Group (MCCRG) Monthly Meetings
- NIH Prisoners to Professionals Bridges to Baccalaureate with Howard University Partnership Meetings
- Ellucian Advisory Services Sessions
- Multiple meetings with Richmond Federal Reserve representative regarding review and dissemination of 2024 data collection
- Panther SUCCESS meetings with MHEC and Manpower Demonstration Research Corporation (MDRC)
- Clifton Larson Allen Audit Meetings

Grant Support

- *Panther SUCCESS Partnership* – Director attended meetings with MHEC and MDRC as part of core team in addition to a data meeting with MHEC and other community colleges. Prepared three monthly reports provided by AVP Student Affairs for upload via MHEC's secure server.
- *USDE TRIO Student Support Services Annual Performance Report* – Director served on core team for review. In addition, developed data to validate enrollment and persistence indicators. Met with Program Director to review data and requirements; identified data points needing resolution; led Program Director through quality assurance process; and kept VP IERP and Director of Grants apprised as related to final submission. The Report was submitted to meet the deadline of December 6, 2024.

Program Accreditations

OIR develops enrollment and outcomes data (e.g., course pass rates, retention, graduation) and/or provides survey guidance, development, and administration tools to support individual program requirements. The Director serves on the review team to ensure all requirements are met, and data are reflected accurately. September and early October support included the following.

- *Accreditation Council for Business Schools and Programs (ACBSP) Self-Study* – Updated surveys for distribution to students and faculty for administration in spring 2024 ACBSP programs' courses; facilitated review and provided links for administering surveys and monitoring results to Chair. Prepared summaries of surveys' results for faculty team. Developed updated trend data for each ACBSP program for fall enrollment, annual degrees and certificates awarded, and discipline credit hours. Attended selected BCCC ACBSP team meetings. Served on the final review team to support preparation of the final submission of the Self-Study on July 15, 2024. Provided support to prepare for the site visit and participated in selected meetings during the site visit held on October 8 – 11, 2024. Provided data guidance and support for response to the visiting team's report to meet the submission deadline of November 4, 2024.
- *Commission Accreditation in Physical Therapy Education (CAPTE) Annual Report* – Director served on core team for final quality assurance check. Director validated enrollment and graduate data, and

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conducted extensive review with program team regarding financial data, program length, and faculty information.

United States Department of Education

- *Title IV Recertification* – Serving on team to support the Financial Aid Office in compiling data and documentation related to academic programs.

Support for Internal Priorities

OIR developed data and/or provided other support or guidance for the following internal priorities.

Board of Trustees Meeting – Provide updated enrollment information and Winter course pass rates and characteristics data for inclusion in Board materials.

Enterprise Resource Planning (ERP) Implementation and Operationalization

- Continued collaboration with ITS regarding extracting student, graduate, course, and program level data needs. Director serves participates in Ellucian Advisory Services consultative sessions related to CRM Recruit and the Student module for credit and continuing education. The sessions are twice a week for each of the three areas.

Onboarding – Participated in an onboarding session for the new Director of Public Relations with the full OIERP team as well as onboarding of the new AVP for Human Resources.

Policy Development and Review - Under the guidance of the VP IERP, participating in college-wide review of policies with extra focus and support on the draft policy on creating mission, vision, and values.

Professional Development

- Customized, administered, and compiled survey results for all institutional PD activities.
- Completed any required information technology security awareness training for Maryland Department of Information Technology.

Search Committees

- *Research Analyst II* – The Director is coordinating the search, and the Research Analyst II is serving as a member of the search committee.

Strategic Planning

- Provide ongoing support to the VP IERP.
- Director serves on the implementation team for SPOL, the planning and assessment tool.

Surveys

OIR provides guidance, develops, administers, and provides tools to administer, and compiles results to support the College's survey needs. October included the support of the following surveys.

- *Panther Talk Series Surveys* – Provided design and SurveyMonkey support for sessions coordinated by the Mayor's Scholars Program.
- *Program Accreditation Surveys* – Support is provided based on respective accreditation requirements for student, graduate, faculty, employer, and/or advisory committee/board surveys.

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- *Professional Development Surveys* – Create customized surveys for all College professional development sessions, administer surveys via email, and provide results to VP IERP for distribution to appropriate areas.
- *Program Review and Evaluation Surveys* – Provided design and SurveyMonkey support for Cycle III, Year 3 programs' students, faculty, and advisory committees.
- *Student Support and Wellness Services Survey* – Provided design and SurveyMonkey support to create a satisfaction and needs assessment survey to assist the Student Support and Wellness Services Center in planning and assessment initiatives.

Teams/Workgroups

- *Curriculum and Instruction Committee (CIC)* – Director attends meetings to support new program development needs and course review. Provide input as appropriate.
- *MSCHE Core Team* – Director serves on core team for MSCHE-related submissions and planning. Supported VP IERP/Accreditation Liaison Officer in making preparations for a BCCC team to attend the annual MSCHE conference in December.
- *Program Review and Evaluation Committee (PREC) Planning Team* – Director serves as member and participates in weekly meetings during the academic year.
 - OIR developed updated completion, discipline credit hours, and employment data for the degree and certificate programs included in the Cycle 3, Year 3: Accounting, Biotechnology, Business Administration Transfer, Business (Marketing and Management Areas of Concentration), Computer Information Systems, Computer-Aided Drafting and Design, and Construction Supervision. OIR's Part 1 Workbook was provided to the PREC Chair on October 25, 2024. The Part 2 Workbook, which included fall enrollment data, short-term outcomes, and four-year outcomes for each program, was provided on November 25, 2024.
 - The Team collaborates on establishing calendar of deadlines for review year. The Director and Chair coordinate the review, update, and distribution of student, faculty, and advisory committee surveys which began in September with the Team and Academic Deans.
 - After extensive review and discussion with PREC and Academic Deans and Program Coordinators, OIR updated the Student, Faculty, and Advisory Committee/Board surveys and provided the links and QR codes on October 15, 2024, in accordance with the Committee's calendar of deadlines. The Director provided links for Program Coordinators to monitor responses along with weekly updates to the PREC Chair. The surveys closed on November 15 and OIR provided summaries for each survey for each program cluster on November 19, 2025.
 - Provided review and input on Learning Outcomes Assessment guides under development in the Office of Assessment.

OFFICE OF ASSESSMENT***Professional development on Data collection of Student Learning outcomes***

The Office of Assessment continues to co-lead, with the Office of E-Learning, the transition of learning outcomes data collection to the College's learning management system (LMS), Canvas. The E-Learning office completed the migration of learning outcomes into Canvas in July, and the Academy continues to collect existing master syllabi into a data archive. Additional training occurred on August 13th, 2024, to establish blueprints and connections between learning outcomes, assessments, and coursework. The Offices will continue this training with program coordinators and academy leadership, with six training sessions scheduled for faculty and two additional training sessions for faculty and administrators who manage Canvas. This will allow the Academy to utilize automated data collection for the generation of Learning Mastery Reports and shared assessments across

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course sections and semesters for PREC review and further data analysis. The goal is for all courses to be set up and collect data aligned to Student Learning Outcomes when classes are back in session this winter.

In addition to training sessions, the offices of E-Learning and Assessments have worked to provide resource guides for multiple pathways to fully enable faculty utilization of Canvas. These resource guides consider the varying needs of faculty.

For now, data post-2022 is intermittently available in Canvas as programs adopt that application and implement it in course-level data collection of student learning outcomes. Prior data is still available in workbooks for each program and discipline, which contains an overview of the course-level learning outcomes, curriculum mapping for Programs, historical data from TracDat (2015-2022), and recent data exported from Canvas when available.

Professional Development on Program Review and Evaluation Commission (PREC) submissions

The program review process is a key institutional oversight function delegated by the Faculty Senate to the Program Review & Evaluation Committee (PREC). The director of assessment meets with the PREC committee weekly. Within the five-year Program Review and Evaluation Cycle, all programs are reviewed once. This, year three of the cycle, encompasses reviews of the following programs.

- Accounting
- Biotechnology
- Business Administration Transfer
- Business Management
- Computer Information Systems
- Computer Aided Drafting and Design
- Construction Supervision

Weekly planning meetings take place under the direction of PREC Chair. Program leadership is gearing up for the cycle and adapting around key vacancies. Work on Phase One worksheets and Action Plans is about to be underway with final review documentation being due in spring 2025.

On November 20 and December 3, 2024, Program Coordinators and Associate Deans attended training to ensure access to and understanding of PREC requirements. The majority of the programs have submitted their initial drafts and are working with their assigned faculty PREC evaluator to complete the cycle. The outstanding submissions are being supported to complete the process in a timely manner.

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PRESIDENT'S REPORT
Board of Trustees Meeting – December 2024

CABINET UPDATE

Chief Internal Auditor

Audit Activities

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

- A portion of the records were in the College's old system (HP LAN) and the remainder are in the new ERP, requiring manual reconciliations between the two systems to ensure accuracy and integrity of data.
- The Foundation portion of the annual financial statements remains in progress and staff are working to provide the necessary documentation.

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

The Office of Legislative Audits

The 2022 OLA Report has eight audit findings which include two repeat findings PII and Inventory from the prior 2016 audit. All findings are resolved except for the Inventory.

The Legislative Auditors are expected to return to the College during or after 2024 in accordance with their scheduled review plan. BCCC's OLA Report is on OLA's website at:

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

Other activities

- Participation in the Labor Management Committee (LMC) including preparation and caucus meetings.
- Weekly meetings with the General Counsel and Assistant Attorney General to discuss compliance issues relating to discrimination, Title IX, harassment, and other policies and procedures.
- Title IX and BCCC ComplianceLine issues and investigations when needed
- Participate in cabinet interviews for the VP Academic Affairs and AVP Human Resources, and onboarding newly hired employees and apprising them of any audit finding(s) within their area.
- Training, webinars, and other forms of staff development with the Maryland Internal Auditor Forum and Audit Executive Forum, in addition to the training and information sharing provided by the Association of Title IX Administrators (ATIXA).

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Realignment Tasks Update
Board of Trustees Meeting - December 2024

REALIGNMENT TASK #1

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

Vice President, Academic Affairs

School of Nursing and Health Professions (SNHP)

Physical Therapist Assistant (PTA)

The Program Coordinator for the Physical Therapist Assistant program completed the annual accreditation report (AAR) for the Commission on Accreditation in Physical Therapy Education (CAPTE). The report will be submitted to the accreditor in December. This comprehensive, data-driven report is a crucial tool in maintaining the high standards of our program. It covers key aspects such as enrollment, completion, and placement rates, as well as the financial cost to students, faculty credentials, and programmatic information on the institution’s website.

Nursing

The Nursing faculty continued to draft the annual report for the Maryland Board of Nursing for the associate degree and certificate programs. The report is due to the accreditor on December 31, 2024. Information reported in the annual submission provides data and evidence on the following items:

- Enrollment
- Completion
- National Exam Pass Rates
- Job Description for Nurse Administrator
- Faculty Credentials
- Human Resources
- Physical Resources
- Financial Resources
- Curriculum Updates
- Action Plans (if applicable)

Baltimore City Community College
Realignment Tasks Update
Board of Trustees Meeting - December 2024

REALIGNMENT TASK #2

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

Vice President, Workforce Development & Continuing Education

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

In November 2024, enrollment figures highlight the department's commitment to offering high-quality education and certifications in cybersecurity, logistics, childcare, healthcare, and commercial driving.

Cybersecurity Training Programs

Cybersecurity remains a critical area of focus for BCCC, with multiple training tracks designed to prepare students for in-demand roles in the field. The A+ Certification program enrolled 80 students across four classes, resulting in 10 students earning their certifications. Similarly, the Network+ Certification program engaged 38 students in two classes, with 9 achieving certification. The Security+ Certification program attracted 19 students in two classes, and 13 students successfully earned their credentials. Additionally, Microsoft Training saw 13 students enrolled in one class, further expanding opportunities in IT-focused skill development.

Other Workforce Training Programs

Outside of cybersecurity, BCCC maintained steady enrollment in essential workforce areas. Warehouse Training engaged six students in one class, while Childcare Training supported nine students across two classes. The Commercial Driver's License (CDL) Class B program continued to grow, with 20 students enrolled in two classes, addressing the persistent demand for licensed commercial drivers.

Healthcare Training Programs

The healthcare sector remained a cornerstone of workforce programming, with several critical pathways for students:

- **Certified Medicine Aide (CMA):** Eight students participated in this program, gaining essential skills for medication administration.
- **Community Health Worker (CHW):** Fifteen students enrolled to develop expertise in community-based health initiatives.
- **Pharmacy Technician:** Twenty-two students enrolled, preparing for roles in pharmaceutical services.
- **Venipuncture Training:** Twenty students participated, equipping themselves with the practical skills needed for phlebotomy roles.
- **Certified Nursing Assistant (CNA):** This program saw strong engagement, with 26 students enrolled, reflecting a continued commitment to addressing healthcare staffing shortages.

Partnerships and Community Engagement

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

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

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

University of Maryland Medical Center (UMMC)

On November 22, WF staff participated in a UMMC tabling event, promoting free training opportunities to current employees in partnership with BCCC Career Services.

Baltimore City Schools

WF collaborated with Baltimore City Schools to launch summer training programs in Certified Nursing Assistant, Pharmacy Technician, Community Health Worker, and Emergency Medical Responder (EMR), serving a total of 53 rising seniors. This initiative also resulted in the development of a new 90-hour EMR certification program in partnership with the Emergency Medical Services Department. Additional dual enrollment pathways are being planned for Fall 2024 with Vivian T. Thomas Medical Arts Academy.

Mayor's Office of Employment Development (MOED)

BCCC hosted 30 career coaches from City Schools for a campus tour and workforce program orientation. Weekly intake sessions at the MOED Workforce Reception Center and job fairs at the Northwest Job Center ensure WF staff remain engaged with local communities.

Corporate and Nonprofit Partnerships

CVS

Renewed clinical partnerships and support for a simulation pharmacy at South Pavilion.
Goodwill Industries: Recruiting has begun for CNA and Pharmacy Technician Spring 2025 cohorts, with enhanced support services through the Dwyer Foundation.

SEIU

Referred students to tuition-free Certified Medicine Aide Training and Patient Care Technician programs.

Potential Partnership with Mary Harvin Transformation Center CDC

The Mary Harvin Transformation Center Community Development Corporation (CDC), the development arm of Southern Baptist Church in East Baltimore, presents a transformative opportunity for BCCC to expand its footprint and impact. Over two decades, the church and CDC have spearheaded community revitalization through their "Restoring People as We Rebuild Properties" initiative, culminating in the East Baltimore Revitalization Plan. This grassroots master plan, adopted by the City's Planning Department, envisions a green-scaped corridor linking Eager Park to Clifton Park with high-density housing and walkable retail spaces.

The CDC has already developed two senior housing facilities and is preparing to break ground on a 90-unit workforce housing project and the \$32 million Southern Streams Health and Wellness Center. The center will feature tenants such as Johns Hopkins Medical, LifeBridge Health, and the Jack Dwyer Workforce Group. BCCC is invited to consider occupying 10,000 square feet of space in Southern Streams, which would position the college as a vital partner in this collaborative development.

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Additionally, the CDC proposes a partnership at the Southern Bridge Career and Education Center, a 25,000-square-foot warehouse slated for renovation. This project will include 15,000 square feet dedicated to workforce training programs in cybersecurity, culinary services, paraeducator training, and entry-level healthcare professions. The initiative aligns with state efforts to fund collaborative cybersecurity training and emphasizes community-based hubs to mitigate transportation challenges while revitalizing local neighborhoods.

A partnership with the Mary Harvin Transformation Center CDC offers BCCC an opportunity to establish a significant presence in East Baltimore, linking Southern Streams and Southern Bridge to deliver impactful workforce programming. Renovations could begin in Spring 2025, with occupancy by the following year, providing a jumpstart in achieving BCCC's goal of creating a central hub for workforce empowerment.

Integrated English and Workforce Training (IELCE/IET)

WF has successfully integrated GED pathways with workforce training, including a CNA cohort that started in September. Partnerships with CASA of Baltimore have resulted in three cohorts of English as a Second Language students obtaining CNA/GNA certification. Future cohorts are planned for FY25.

Career Services Updates

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

Job Readiness Sessions

In November 2024, the team delivered a comprehensive series of job readiness training sessions, catering to diverse student schedules and needs. Morning sessions were held on key dates such as November 4, 6, and 7, as well as later in the month on November 20 and 21. These sessions were meticulously designed to strengthen students' foundational skills in resume building, professional communication, and interview techniques. Daytime sessions extended throughout the month, engaging students from programs such as Goodwill CNA, Phlebotomy, Certified Nursing Assistant, Community Health Worker, Cybersecurity, and Pharmacy Technician. For those with evening availability, targeted sessions provided tailored support to students in CDL-B, Patient Care Technician, and other workforce programs. These efforts collectively ensured that students were well-prepared to meet the demands of competitive job markets.

Client Services Outcomes

The impact of these sessions was evident in the outcomes achieved by Career Services in November.

- **Job Placements:** Forty-three students were successfully placed in positions with prominent employer partners, including Amazon, Johns Hopkins Intrastaff, Under Armour Distribution Center, the Maryland Department of Corrections, MedStar Union Memorial, and the University of Maryland Medical Center. These roles offered pay rates ranging from \$14.75 to \$28.00 per hour, with an average hourly rate of \$17.50.
- **Internship Opportunities:** Two students, Caleb Kalu and Quiyana Tucker, secured internships with WBJC Radio for the semester, while another two students, Dante Roulhac and Benedict Eze, gained employment within the school through the Federal Work Study program.
- **Resume Development:** A resume workshop held in October attracted significant interest, ensuring that 25 students received professionally crafted resumes. Walk-in services further supported students in areas such as mock interviews, job search strategies, and cover letter creation.

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Community Engagement

Career Services also actively participated in several key community events:

- **Collaboration with MOED:** A pivotal meeting with Diedre Webb of the Mayor's Office of Employment Development (MOED) strengthened collaborative efforts to streamline employment referrals for BCCC students.
- **Graduation Readiness:** At the "Ready, Set, Graduate!" presentation organized by the Office of Student Affairs and the Student Success Center, Career Services showcased its support services to help graduates transition to the workforce.
- **Outreach to High School Students:** Participation in the Carver Vocational Technical High School Career Fair provided an opportunity to promote BCCC's offerings to prospective students.
- **Support for International Students:** A meeting with the Office of International Student Affairs addressed employment documentation requirements for international students, ensuring compliance with INS and Homeland Security regulations.

High School Diploma Achievement and Transition Services

High school diploma achievement and transition services remain a critical focus for BCCC.

- **Diploma Completion:** In fiscal year 2024, 31 students successfully earned their high school diplomas. An additional five students have completed their requirements in FY 2025, bringing the total to 42 graduates celebrated at the 2024 ceremony.
- **Enrollment Success:** The South Baltimore Adult High School (SBAH) program continues to thrive, with 94 students currently enrolled.
- **Targeted Initiatives:** Efforts such as the "4th & Goal" initiative provided targeted support to students nearing the completion of their GED exams.

Additionally, a Transition Community of Practice Workshop, hosted by Helen Coupe of the Department of Labor, explored innovative strategies for guiding adult learners toward workforce certifications and post-secondary education. The workshop emphasized using social media to create unified transition messaging, tracking student outcomes, and integrating adult education opportunities into residential facilities.

Through these initiatives, Career Services has not only empowered individual students but also reinforced its role as a vital bridge between education and meaningful employment. By fostering strong community partnerships, maintaining a focus on personalized support, and addressing the diverse needs of its student population, Career Services continues to exemplify the mission of BCCC to uplift and prepare its learners for a brighter future.

Funding Initiatives

WF secured significant funding to expand training opportunities:

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

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

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

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

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REALIGNMENT TASK #3

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

Vice President, Academic Affairs

School of Nursing and Health Professions (SNHP)

The Emergency Medical Services Program Coordinator, in a collaborative effort with the Dean’s office, updated and developed course syllabi for all EMS courses. The team also made curriculum changes to the EMS Certificate education plan. In the previous version of the educational plan students did not receive credit for EMT certifications earned prior to enrolling in the program which gave the appearance that students did not earn the number of credits needed to earn the EMS certificate. In comparison, students who enroll in the EMS 104 Emergency Medical Technician course receive 9 credit hours if the course is taken at BCCC. The VPAA’s office will review the material before presenting it to the Curriculum and Instruction Committee, ensuring that all stakeholders are involved in the program’s development. The information will be presented to the CIC during the spring semester. The changes, if approved, will be implemented.

ELearning

Events

On November 26, 2024, E-Learning provided training and a hands-on work session for academic Program Coordinators. The purpose of the outcomes working session in the Program Review and Evaluation Committee (PREC) coordinators meeting was to facilitate the process for Program Coordinators to incorporate outcomes data collection through Canvas into courses and the setup of assigned blueprints. Capturing the data from Canvas will strengthen the continuous improvement of courses and programs. Other participants in the training session included the Director of Assessment and the Student Learning Assessment Outcomes Committee Chair. The Student Learning Assessment Outcomes Committee Chair provides insight and additional context to the value of the session. All Cycle Three, Year Three PREC cycle programs were expected to attend the mandatory session.

The outcomes working session delivered to program coordinators at the PREC session covered the following topics:

- Locating and verifying accuracy of outcomes to be measured in a Canvas shell
- Steps to follow if outcomes are missing from the outcome folder or the course folder doesn’t exist (meaning it was not in the previous platform)
- Steps to import the verified outcomes into a Canvas shell from within the folder tree of outcomes built by E-Learning
- Steps in the process to attach an outcome, or multiple outcomes, to an exam or rubric within an assignment
- Questions posed by the program coordinators were answered during the session

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Library

Analyzing a library collection involves a systematic examination of its contents to gain insights, improve services, and make informed decisions. In preparation of renovations, BCCC Library is undertaking extensive weeding and inventory projects to ensure that the print collection matches the modernization of the new facility and the patrons that it will serve.

Ongoing Inventory of Print Collection

Principle - Inventorying the print collection is a vital step in maintaining the integrity and credibility of the Library. Here are some key reasons why this process is important:

- **Accuracy in Online Catalog - Consistency between physical and digital records:** An accurate inventory ensures that the library's online catalog reflects the actual materials available in the collection. This alignment helps prevent discrepancies, ensuring that users can trust the information they find online and avoid unnecessary frustration when searching for materials.
- **Improving User Satisfaction - Avoiding frustration:** Users rely on the catalog to find materials, and when books are missing or misplaced, it leads to dissatisfaction and a negative user experience. Regular inventory checks minimize the chances of books being unavailable when needed, improving overall library service.
- **Maintaining the Integrity of the Collection - Ensuring completeness:** An inventory allows the library to identify gaps, missing items, or underrepresented areas in the collection, ensuring that the materials remain comprehensive and aligned with academic needs.

Practice - As a part of the inventory for the entire print collection, the Systems Librarian inventoried the following subject areas during November 2024 to identify missing items and remove them from the catalog:

- **Medicine Part 2 - 319 item records out of 1106 were identified as missing and removed**
- **Business, Finance & Sociology- 262 item records out of 965 were identified as missing and removed**

Estimated timeframe for completion is December 1, 2025.

Library

Ongoing Weed of Print Collection

Principle - A library print collection is weeded using some or all of these criteria: relevancy to the curriculum; age to increase currency of information; physical condition; circulation of usage; and multiple copies due to popularity at a given time. BCCC Library uses all five criteria to weed.

General Collection

Practice - In November, the Collection Development Librarian and Electronic Resources Librarian conducted a review of around 1,500 books in the areas of the History of the Americas and the early

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United States local history. As a result of this review, approximately 1,000 books were removed from the collection. The removals were based on the poor condition of the books and the presence of multiple copies for courses that no longer use these materials.

The estimated timeframe for completion is December 1, 2025.

Reference Collection

Practice - The ongoing review and update of the reference collection at BCCC Library is crucial for ensuring materials remain up-to-date, relevant, and easily discoverable to support the academic needs and interests of users. The Circulation Manager has been collaborating with the Library Staff to assess and route reference materials appropriately, in alignment with library best practices, BCCC's curricula, and current Library holdings. This work is tracked and reviewed through Microsoft Planner.

As of now, 852 records in the reference collection have been examined. The outcomes of this review are as follows:

- 92 items were found to be missing from the shelf.
- 187 items were routed to the general collection.
- 475 items were selected for deaccession.

Estimated timeframe for completion is April 15, 2025.

Reserves Collection

Practice - The Reserves Collection at BCCC Library includes materials in support of BCCC coursework, as well as items like laptops, DVDs, AV equipment, and other materials. However, an analysis conducted by the Circulation Manager revealed that the management of course reserves has been suboptimal.

The analysis uncovered the following findings:

- 887 records categorized as *Book* under Reserves.
- 276 of these records have zero circulation activity in their library history
- 16 records have not had any system activity in the 21st century.

These findings indicate a significant number of course reserve materials that have been underutilized or possibly obsolete. In response, the Circulation Manager proposed a comprehensive review of the materials held in the course reserve collection. The objectives are:

- Route items back to the general collection if appropriate.
- Deaccession materials that are outdated, irrelevant, or no longer needed.
- Identify any missing materials, as these records have not undergone prior reviews.

To track and manage this process, a Microsoft Planner project was created and shared with the Library Staff for collaboration, tracking, and ongoing review. Ultimately, the Circulation Manager's

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objective is to significantly reduce the volume of materials held under course reserve, implement modern course reserve practices, and ensure that the records are accurate and well-maintained. This will improve the management of materials and provide students with access to up-to-date resources for their coursework.

The estimated timeframe for completion is May 15, 2025.

Management of both physical and digital resources

Practice - The BCCC Library faces an urgent need to upgrade its software system to better serve its users and adapt to the changing landscape of library operations. The current system, implemented in 1996, is focused primarily on managing print resources and lacks efficient, integrated support for electronic materials. This limitation prevents students, faculty, and researchers from fully accessing the library's digital resources.

To resolve this issue, the Library is exploring options for a modern Library Services Platform (LSP). A current-generation LSP would enable the library to shift from primarily managing physical resources to a more integrated system that effectively supports both physical and digital materials.

RENOVATIONS

Principle – The library building constructed in 1966 needs renovation to address its aging infrastructure and outdated design. Over time, wear and tear have diminished its functionality, and modern advancements in technology and building materials have left the space less efficient for contemporary needs. Renovating the library would not only improve accessibility and comfort for patrons but also enhance energy efficiency, reducing operational costs. A renovation would allow the building to better serve the community, with updated spaces for study, collaboration, and digital resources.

Practice – The Cannon Design team actively collaborated with key stakeholders, including the College's Steering Committee and representatives from the various departments slated for the new building. Together with the librarians, the design team explored the concept of a central service desk to serve as a one-stop

assistance hub. They also discussed adding meeting rooms, creative spaces, a coffee shop, and a tranquility room. Additionally, the group reviewed the building's exterior design and strategically planned the placement of essential features within the interior.

Center for Academic Achievement

The Center for Academic Achievement (CAA) organized 11 academic improvement sessions to equip students with valuable resources and strategies for academic success. These sessions guided students through developing effective study schedules, improving time management skills, and gaining clearer understanding of assignments. In preparation for finals, the CAA scheduled 75 review sessions in subjects such as Math, Writing, Science, Business, Accounting, Cyber Security, Economics, and Technology. These sessions support students' academic progress as they approach end of semester exams. The CAA also addressed final exam anxiety by providing stress-reduction techniques and confidence-boosting strategies to help students prepare effectively for exams.

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The Center successfully recruited, interviewed, and began onboarding three new peer tutors in the areas of Math, Writing, Psychology, and Science to provide students with alternatives to professional tutors.

The CAA met with the Mayor's Scholars Program director, to discuss available services and explore opportunities for future partnerships. Additionally, the CAA continued to provide support through the Virtual Helpdesk (VHD), assisting students with inquiries related to academic programs, course selection, educational planning, registration, and campus resources.

A total of 303 students utilized in-person tutoring and virtual tutoring was accessed 660 times during November.

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REALIGNMENT TASK #4

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

Vice President, Academic Affairs

School of Nursing and Health Professions (SNHP)

During the month of November, the members of the Academic Leadership Team and select Nursing faculty met with Ascension Health to engage in a discussion regarding nursing students' clinical training, with a strong focus on the potential for job placement. The college was represented by the Nursing program coordinators, the Associate Dean of nursing, and the Interim Dean of SNHP. Ascension Health expressed interest in collaborating with the College, offering resources for non-nursing allied health programs (existing and future).

Future Care

The Nursing faculty, Associate Dean of Nursing, and the Interim Dean of SNHP have prepared a final draft of the contract between BCCC and Future Care. A review of the draft is currently underway by the entity. The College anticipates a fully executed contract before the start of the Spring Semester. The execution of the contract will significantly enhance the nursing students' learning experience, providing students with additional clinical rotation sites in the Pediatrics and Maternity areas.

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REALIGNMENT TASK #5

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

Vice President, Student Affairs

Vice President, Institutional Effectiveness, Research & Planning

Enrollment

Fall 2024

The Fall 2024 enrollment goal set by the Maryland Higher Education Commission (MHEC) is 4,649. BCCC current enrollment is 4,375. Although the Fall 2024 goal was a marginal miss of 274 students. The Fall 2024 enrollment is 11.1% ahead of the Fall 2023 enrollment of 3,939. The Fall 2024 term concludes on December 14, 2024.

Winter 2025

Winter 2025 registration started October 14, 2024. As of December 8, 2024, 628 students are registered for Winter 2025. The Winter 2025 enrollment is 56.2% ahead of Winter 224 enrollment of 402. The last day to register for Winter 2025 is December 19, 2024.

Spring 2025

The Spring 2025 registration started on November 11, 2024. As of December 8, 2024, 2,593 students are registered. Spring classes start January 13, 2025. During the week of January 6th a registration event for current and new students will be held on campus to assist students in registering for courses before classes start.

The Recruiters and Mayor’s Scholars Program staff participated in thirteen recruitment activities.

Recruitment Activities

Date of Event	Organization/School	Event Type
11/7/2024	Digital Harbor	College Tour & Information Session
11/7/2024	Woodhome Middle School	College Tour & Information Session
11/11/2024	Bard High School	Information Session
11/12/2024	Western High School	Information Session
11/13/2024	Excel Academy at Francis M. Wood	College Tour
11/13/2024	South Baltimore Adult High School	College and Career Series
11/14/2024	Greater Grace Academy	College Information Session
11/15/2024	Coppin Academy	College Information Session
11/18/2024	Joseph C. Briscoe	College Tour & Information Session

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11/21/2024	REACH	College Information Session
11/21/2024	YO Baltimore	Resource Fair
11/21/2024	Connexions	College Information session
11/22/2024	Commodore John Rodgers Elementary- Middle School	College Fair

Process Improvements

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

- Creating the recruiter dashboards in CRM Recruit
- Reviewing/updating supplemental items in CRM Recruit
- Creating and assigning territory maintenance for recruiters
- Supplemental Items
- Upload Feature

Who’s Next Implementation - The Office of Admissions along with all other student support offices implemented Who’s Next as their line management software tool to triage students. This tool eliminates the use of Microsoft and spreadsheet being used to track in-person office visits. A notable benefit is Who’s Next allows students to be transferred from one department to another without the student signing in again: streamlining the office-to-office transfer process for many students.

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REALIGNMENT TASK #7

“Establish strong relationships with key stakeholders.”

Vice President, Advancement

COMMUNITY OUTREACH

Radio One/Greater Baltimore Urban League

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

Coppin Heights Community Development Corporation (CDC)

BCCC continues to solidify its partnership with the Coppin Heights CDC to create opportunities that benefit BCCC students, faculty and staff. As Coppin Heights CDC expands its programs and grant opportunities, BCCC has an opportunity to develop programs tailored to students, faculty and staff who live, work or worship within the geographical footprint of Coppin Heights CDC.

WBJC

Staff Community Engagement

The station created opportunities to extend the BCCC brand in the community while establishing partnerships and engagement opportunities with organizations including Towson University, Music at St. David’s, Shriver Hall Concert Series, Goya Contemporary Gallery, Johns Hopkins Osher Society, Beth El Congregation, Edward A. Myerberg Center, Chamber Music Maryland, Johns Hopkins Symphony, Annapolis Symphony, Baltimore Choral Arts, Columbia Orchestra, Fells Point Corner Theatre.

Corporate Support Partnerships

The Station developed underwriting partnerships and content on WBJC from numerous clients, including returning clients such as Opera Baltimore, Columbia Orchestra, Kennedy Center, University of Maryland Medical System, University of Maryland, Baltimore Symphony Orchestra, Roggenart Cafe, Little Paris Crepes, Elville and Associates, Framin’ Place, Culligan Water, Blue Pitt BBQ, Cynipid Fund, St Davids Church, Baltimore Choral Society, Baltimore Classical Guitar Society, PNC Bank, Peabody Institute (Johns Hopkins), True Chesapeake, Omelet King, Shriver Hall Concert Series, Zekes Coffee, Annapolis Symphony Orchestra, Community Concerts at 2nd, Snug Books, Lauraville Business Association.

Program Highlights

WBJC programs and content of note for the month included live performances from some of Maryland’s finest classical ensembles, made possible by a generous grant from the Maryland State Arts Council.

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Realignment Tasks Update

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REALIGNMENT TASK # 8

“Develop and market a brand for BCCC.”

Vice President, Advancement

WBJC

BCCC Event Promotion

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

Public Relations and Communications

BCCC is intentional in enhancing its public relations profile. Strategies are being developed to target media, community outreach, businesses, educators, and prospective students in raising awareness of the rising achievements of the College since being placed under realignment. A lot of progress has been made, and *telling our story* is an effective way to change the historic narrative about BCCC.

Media

The department updated all media contacts and reached out to more than 12 different media outlets. This resulted in a scheduled meeting with the Baltimore Banner. In addition, the **Baltimore Business Journal** featured an interview with President McCurdy regarding the Bard Building. The story was printed on November 26.

Outreach:

- Conducted introductions to many community leaders and individuals who are involved with BCCC. Those introductions included the Baltimore Symphony Orchestra and Greater Mondawmin Coordinating Council staff.
- Kevin Shird, author of Simon & Schuster’s new publication, A Life for a Life. Mr. Shird’s book has been endorsed by the American Psychiatric Association (APA), University of Baltimore’s Second Chance College Program, and Coppin State University’s Criminal Justice Program.

Telling the BCCC story:

To enhance the image and public profile of BCCC, a major PR focus area is on student and staff/faculty stories. During November two stories were identified:

Tyrese McBayne: current international student, recipient of a National Society of Leadership and Success (NSLS) scholarship. Mr. McBayne was interviewed, and his story will soon be featured in a BCCC newsletter.

Natalie Comas: Retired BCCC employee with 30+ years of service. Ms. Comas was interviewed about her years of service at BCCC. Her interview will also be featured in a BCCC newsletter. An additional story is pending for media release.

MARKETING

The Marketing Department developed the following branding campaigns to build awareness, participation, and enrollment:

Baltimore City Community College

Realignment Tasks Update

Board of Trustees Meeting - December 2024

National Council for Marketing & Public Relations (NCMPR)

As a recipient of seven (7) awards, the department extended the current membership to continue promoting BCCC and creating peer networking opportunities to expand best-practices.

The Downtown Partnership of Baltimore (DPOB)

The department renewed the 2024 membership fees with DPOB as BCCC continues its marketing presence in downtown Baltimore.

Academic Affairs

- **12th Annual STEM Symposium Campaign**

The department has executed a strategic marketing plan to support this year's BCCC STEM Symposium, including:

- Digital Displays
- Social Media
- Targeted marketing for high school students
- Billboard w/QR Code
- Digital Marquee
- Volunteer T-Shirts
- Promotional Items

- **Dental Hygiene**

- **Advisory Council**

Facilities/Workforce Development

- **Vehicle Wraps**

The department is working with Facilities Fleet management to design new vehicle wraps.

Workforce Development

- **Non-Credit Registration Form**

The department worked to edit a new fillable form for Workforce Development. The form was approved, loaded to the web folder, and a QR code has been incorporated into Program retractable signs.

- **Retractable Office Signs, Table Throws, and Retractable Programs Signs**

The department created the following items for WDCE Partnerships, Adult Basic Education, English Language Services & Basic Skills, and Workforce Development:

- Tall retractable signs to be used during recruitment
- Table throws
- Tabletop Program retractable signs with QR codes leading to a registration form.

- **Completion Certificate**

A new completion certificate was designed, then embedded in WORD for use by Workforce Development and Continuing Education when student's complete programs.

- **Fillable Completion Certificate**

The department recreated the Completion Certificate into a fillable form for completion internally.

Student Affairs

- **Fillable Document – Disability Support Services Center**

The department created a fillable document for use by the Disability Support Services Center.

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- **Mayor's Scholar's Program Panther Talks Workshop**
The department created a flyer to promote a MSP Financial Literacy Workshop.
- **FAFSA Campaign Results from:**
 - **Vision Outdoor – FAFSA Campaign Summary**
The department received a Outdoor Advertising Campaign Summary for the results of two outdoor digital boards that were rented as part of the FAFSA campaign. The number of spots contracted was 70,000, and the number of spots served was 81,887, for a value add of 11,887.
 - **Vector Media Bus Signage – FAFSA Campaign**
The Vector Media contract remains active with bus signage running throughout Baltimore City & Baltimore County.
- **Campus Tour & Information Session Registration Form Branding**
The department branded the Office of Admissions Campus Tour & Information Session Registration Form, including some editing of questions and grammatical corrections.
- **International Education Week Campaign**
The department completed the following to promote International Education Week:
 - Photography at each of five events
 - Social campaign
 - Poster
 - Entrance Signage
 - Billboard
 - Digital Displays
- **Veterans Day**
The department worked with Student Affairs to provide a parade banner, website billboard, and social media posts supporting BCCC's participation in the Annual Baltimore Veterans Day Parade.
- **Paul's Place Shelter Campaign**
The department worked with Student Affairs and the Student Leadership Club to support their community service committee with a social media campaign.
- **Crosstown Basketball Game Campaign**
The department is working with Student Life & Engagement and Athletics to provide free water bottles and rally towels to students attending the men's and women's basketball games on December 4.
- **Transfer Fair Campaign**
The department worked with Student Affairs to develop the following in support of the Fall 2024 Transfer Fair:
 - Poster
 - Website Billboard
 - Flyers
 - Digital Entrance Signage
 - Indoor Digital Signage
 - Social Media Campaign
- **December Events (World AIDS Day, Holiday Break, Kwanza, and Winter/Spring Session)**
The department designed the following campaign components for each of these events:
 - Posters
 - Social Campaigns
 - Website Billboards
 - Digital Displays
- **BCCC Athletics Events**
- **Volleyball/Disability Wheelchair Game**
Basketball Game

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The department is working with Student Life & Engagement and Athletics to develop new basketball game schedules. Additionally, the department is providing rally towels and water bottles to students attending two games during the first week of December.

Finance & Administration

- **Procurement Information Fair**
Promotional items and tablecloths were provided to Finance & Administration for use at an upcoming fair.
- **Employee Application Tracking System**
The department is working with IT and Human Resources to provide photos of employee interviews for use with the software.
- **Human Resources Forms and Presentations**
The department is working on the first phase of updates to multiple documents used by Human Resources, including replacement of old logos. The second phase of the project will include a complete redesign of the same documents.

General Branding

- **Holiday Cards, Branded Gifts & Holiday Decorating**
- **Ashburton Community Meeting Sign**
The department designed a front entrance sign promoting the Ashburton community meeting.
- **Business Cards**
Numerous new business card orders have been designed and sent to print.
- **Economic Impact Photography**
The department is working with Cabinet to provide photos of campus and students for use in the Economic Impact Report.
- **College & Instructional Site Wall Signs**
The department has sent a list of all signs needed to two vendors for a pricing quote. Some signs may be required by law to meet ADA requirements, and vendors are reviewing lists against those requirements before sending final quotes.

Web Page Analysis (bcc.edu)

The results highlighted below indicate a surge in applying or registering at BCCC as evidenced by use of the shortened URL (bcc.edu/apply or a click thru to the Marketing Campaign Landing Page (bcc.edu/changinglives). Both URLs are used on the majority of print publications, signage, and digital advertising. Additionally, web analytics indicate a surge in first-time website visitors (43,000 in November is up 22.9%). Lastly, digital advertising results below align with the Marketing Campaign Landing Page, showing increases in visitors who view and click digital advertising centered on apply and registering at BCCC.

- **Website Homepage Overview: <https://www.bccc.edu/>**
November 1, 2024 – November 30, 2024
 - Pageviews: 517,000 (Down 6.0%)
 - User engagement: 202,000 (Down 10.0%)
 - Clicks: 128,000 (Down 1.7%)
 - Scroll: 87,000 (Down 10.5%)
 - First Visit: 43,000 (↑ 22.9%)
 - Average Engagement Time: 2m 32s (Down 13.1%)

Baltimore City Community College

Realignment Tasks Update

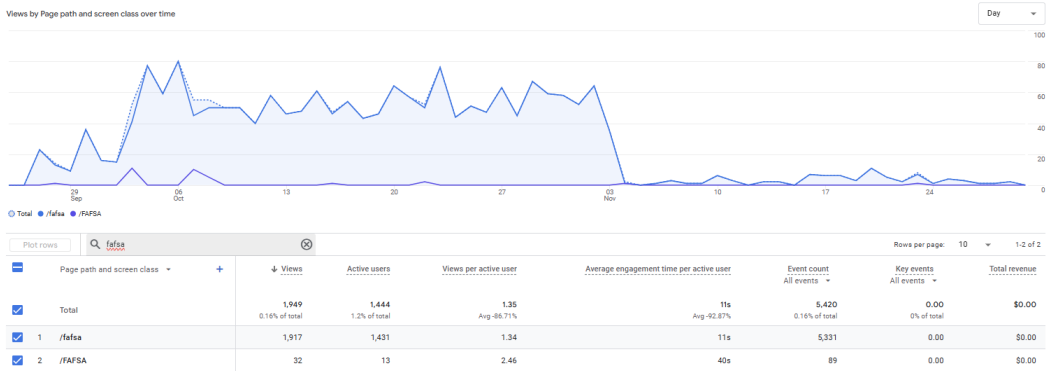
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- Session Start: 304,000 (Down 1.5%) (Enter URL directly, click to the site from another site, click bookmarks, click a link in an email or other electronic communication.)
- **Apply Webpage: <https://www.bccc.edu/domain/36> (Visit the page through Website navigation.)**
November 1, 2024 – November 30, 2024, vs. the same period in 2023:
 - Views: 5,461 in 2024 vs. 6,091 in 2023 (Down 10.34%)
 - Users: 2,514 in 2024 vs. 2,518 in 2023 (Down 0.16%)
 - Views Per User: 2.17 in 2024 vs. 2.42 in 2023 (Down 10.2%)
- **Apply Vanity URL – [bccc.edu/apply](https://www.bccc.edu/apply) (Use the shorter URL from publications, signage, etc.)**
November 1, 2024 – November 30, 2024, vs. the same period in 2023:
 - Views: 11,938 in 2024 vs. 7,251 (↑ 64.4%)
 - Users: 4,993 vs. 3,206 (↑ 55.74%)
 - Views per user: 2.39 in 2024 vs. 2.26 in 2023 (↑ 5.71%)
- **Marketing Campaign Landing Page – [bccc.edu/changinglives](https://www.bccc.edu/changinglives) (Used when clicking a digital campaign advertisement.)**
November 1, 2024 – November 30, 2024 (There is no comparison to 2023 because the Marketing landing page was not built at that time.)
 - Views: 5,816
 - Users: 3,795
 - Views per user 1.53
- **Register Webpage - <https://www.bccc.edu/domain/1108>**
November 1, 2024 – November 30, 2024, vs. the same period in 2023:
 - Views: 3,788 in 2024 vs. 2,362 in 2023 (Up 12.67%)
 - Users: 1,394 in 2024 vs. 1,478 in 2023 (Down 5.68%)
 - Views per user: 2.72 in 2024 vs. 2.27 in 2023 (Up 19.46%)
- **Register Vanity URL – <https://www.bccc.edu/register> (Used for marketing.)**
November 1, 2024 – November 30, 2024, vs. the same period in 2023:
 - Views: 704 in 2024 vs. 1,490 in 2023 (Down 52.75%)
 - Users: 349 in 2024 vs. 851 in 2023 (Down 58.99%)
 - Views per user: 2.02 in 2024 vs. 1.75 (Up 15.21%)
- **MSP Web Page – <https://www.bccc.edu/msp>**
November 1, 2024 – November 30, 2024, vs. the same period in 2023:
 - Views: 761 in 2024 vs. 809 in 2023 (Down 5.93%)
 - Users: 466 in 2024 vs. 522 in 2023 (Down 10.73%)
 - Views per user: 1.63 in 2024 vs. 1.55 in 2023 (Down 5.37%)
- **FAFSA Web Page – <https://www.bccc.edu/fafsa>**
From start of FAFSA Campaign on September 27, 2024 – November 30, 2024
 - Views: 1,949 in 2024
 - Users: 1,444 in 2024
 - Views per user: 1.35
 - Event count (number of times users interact with a page): 5,420

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Facebook Business Comparison

Benchmarking

Business comparison Businesses to watch

Compare your performance against businesses in the Professional Services category
Results are based on businesses with similar organic 28-day reach in your category. [Edit category](#)

Published content ⓘ
68
Higher than others

How often your business published versus others in this category

Over the last 28 days, you typically published more posts and stories compared to other businesses in this category. Keep up the great work by scheduling content in advance.

[Create post](#)

Instagram followers ⓘ
2.2K
Similar to others
Typically: 1.3K

Follows ⓘ
75
Higher than others
Typically: 30

Content interactions ⓘ
734
Higher than others
Typically: 219

Instagram Business Comparison

Benchmarking

Business comparison Businesses to watch

Compare your performance against businesses in the Professional Services category
Results are based on businesses with similar organic 28-day reach in your category. [Edit category](#)

Published content ⓘ
67
Higher than others

How often your business published versus others in this category

Over the last 28 days, you typically published more posts and stories compared to other businesses in this category. Keep up the great work by scheduling content in advance.

[Create post](#)

Instagram followers ⓘ
2.2K
Similar to others
Typically: 1.2K

Follows ⓘ
70
Higher than others
Typically: 31

Content interactions ⓘ
693
Higher than others
Typically: 209

Baltimore City Community College

Realignment Tasks Update

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Facebook Business Comparison

Benchmarking

Business comparison **Businesses to watch**

Compare the performance of your business and content with similar businesses on Facebook.

[+ Add businesses](#)

Page	Page likes ↓	Page likes... ↑↓	Published content
 CCBC Community College of Baltimore County is a comprehensive community c...	23.6K	↑ 19	17
 Howard Community College The official Facebook account for Howard Community College (HCC) wher...	16.5K	↑ 4	51
 Coppin State University http://www.facebook.com/CoppinStateUniversityAdmissions http://twitter...	11.5K	↑ 47	17
 Baltimore City Community College BCCC students learn in a variety of associate degree, certificate and workf...	7K	↑ 42	73
 Prince George's Community College PGCC offers more than 200 academic and career training programs, inclu...	6.5K	↑ 24	3
 Anne Arundel Community College Local business	210	0	0


Instagram Businesses to Watch

Benchmarking

Business comparison **Businesses to watch**

Compare the performance of your business and content with similar businesses on Instagram.

[+ Add businesses](#)

Account	Followers (lifetime) ↓	Instagram followe... ↑↓	Published content
 coppinstateuniversity Coppin State Eagles	10.5K	↑ 104	36
 howardcommcollege Howard Community College	7.4K	↑ 48	56
 annearundelcc Anne Arundel Community College (AACC)	5.8K	↑ 76	84
 ccbcmd CCBCMD	4.8K	↑ 34	76
 pgccnews Prince George's Community College	4.4K	↑ 32	7
 my_bccc MyBCCC	2.2K	↑ 28	67

Baltimore City Community College
Realignment Tasks Update
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REALIGNMENT TASK #9

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

Director of Enterprise Applications

ENTERPRISE RESOURCE PLANNING (ERP) PROJECT

The ERP implementation project is designated as a major information technology development project (MITDP). The Maryland Department of Information Technology (DoIT) has been involved since the start of the project and plays an oversight role. As a MITDP project, a DOIT project manager is assigned and oversees the progress of the project. The College submits monthly progress reports to the DoIT Project Manager, Dr. Josiah. The MITDP project is in the Operations and Maintenance phase and is on track to close by June 30, 2025.

BCCC (Baltimore City Community College) maintains an overall green status from DoIT. DoIT has provided additional information on the monthly health status of the project, which includes the following criteria:

#	Criterion	Description	Status
1	Scope	Work content and products of the project	Green
2	Schedule	Listing of project milestones, activities, and deliverables	Green
3	Risks	Uncertain events or conditions that can positively or negatively affect project objectives	Green
4	Quality	Project conformance with performance requirements	Green
5	Resources	Necessary assets needed to carry out project tasks	Green
6	Cost	Cash value of project activity	Green

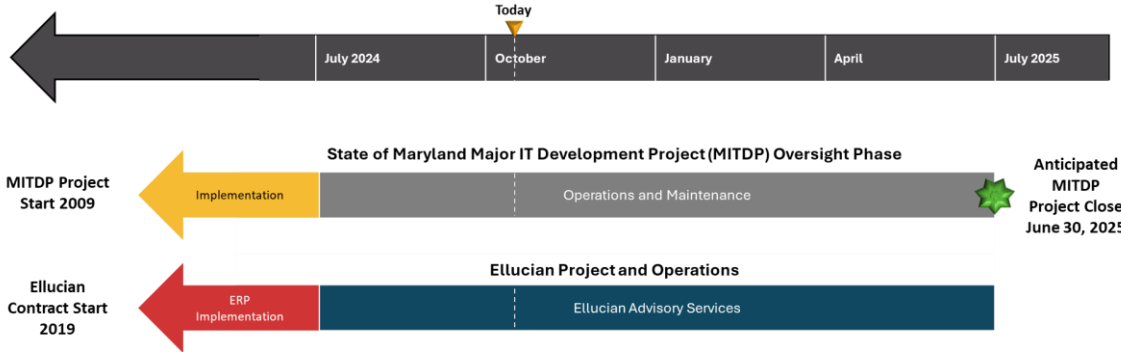
Degree Works

Degree Works, a system for students and advisors to track degree progress, has been made available to all advisors and program chairs.

Roll out plan for students is being worked on.

Baltimore City Community College
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ERP Project Timeline



In April 2024, the Board approved a one-year Ellucian Advisory Services contract for \$483,000.00. The contract began July 1, providing support, training, and tailored guidance across all Banner areas. The functional offices meet with the Ellucian Advisory Services teams multiple times weekly to address operational needs. Current priorities include:

Student

Credit

- Test Score load in Banner
- Pre-requisite and co-requisite configuration
- Mass Registration Hold Process
- Mass update Student Attributes

WDCE

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

CRM Recruit / Admissions

- Recruiter territory configuration
- Create teams in CRM Recruit
- Inquiry form and communication
- Reporting and dashboard
- User access administration

Baltimore City Community College

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Financial Aid

- Award Year 2024/25 Configuration
- FISAP data discrepancies
- Work-study financial aid discrepancy correction
- Refund of Pell and SEOG for withdrawn students

Student Accounting

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

Finance

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

Human Resources / Payroll

- Contractual payroll
- Payroll error correction
- Shift-differential rules using the premium pay functionalities
- Salary update using *Salary Planner* tool
- EPAF (Electronic Personal Action Form)
- Faculty Load and Compensation (FLAC)

Information Technology Services

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

DATA CENTER MODERNIZATION PHASE II / DISASTER RECOVERY

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

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In September, new redundant servers were installed in the Life Science Building (LSB) data center to build resiliency around the campus Wi-Fi environment. Additionally last month, the College’s data in Microsoft 365 has been configured with redundant, immutable backups. The design stage of the Azure configuration is underway, and the teams are developing the appropriate network architecture to connect the College’s on-campus network to the Microsoft Azure disaster recovery environment.

REALIGNMENT TASK #10

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

Office of the President

There are no new developments. The demolition of the inner harbor Bard Building and creation of green space are proceeding as planned. As noted earlier, the green space is a temporary use of the property until the College can use the site to further its educational mission. BCCC waited for soil test results before proceeding with the installation of sod, plants, trees and lighting; these aspects of the project are now in process. It is anticipated that the project will be completed by the end of 2024.

REALIGNMENT TASK #12

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

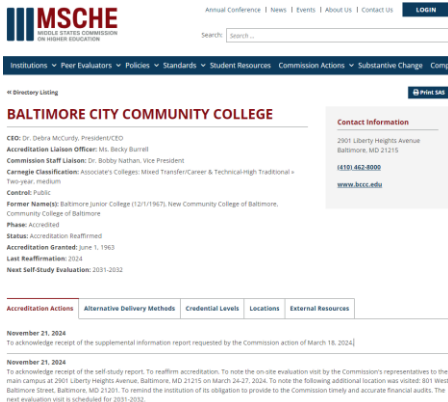
President & Cabinet

ACCREDITATION PLANNING

Middle States Commission on Higher Education (MSCHE)

The Self-Study Team Report and the Team Chair’s Confidential Brief were the first level in the Commission’s multi-level decision-making process after BCCC’s April 28 – May 1, 2024, Self-Study Evaluation. Following the Self-Study Evaluation Visit, the Commission analyzed all accreditation materials. The Commission took accreditation action on November 21, 2024, in accordance with its Accreditation Actions Policy and Procedures and Accreditation Review Cycle and Monitoring Policy and Procedures noting that Baltimore City Community College’s accreditation is reaffirmed. The College’s next Self-Study Evaluation is scheduled for 2031-2032. For more information, see the MSCHE website.

The MSCHE 2024 Annual Conference, Protecting the Future: Champions for Higher Education, was held in Philadelphia, PA, from December 11-13, 2024. President McCurdy, and representatives from Cabinet, faculty and staff attended to ensure the College begins preparing for the 2031-2032 Self-Study Evaluation.



Baltimore City Community College

Realignment Tasks Update

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Planning & Accreditation Alignment

As noted in the College’s Self-Study Design and the 2024 Self-Study Report, BCCC is globally aligning all of its institutional planning efforts, including the MSCHE Standards, Realignment Tasks, College’s strategic plan, master plans, 2022 MHEC State Plan for Higher Education, 2024 Moore-Miller Administration State Plan, and BCCC academic program accreditations.

MSCHE Standards for Accreditation, 13 th Ed.	Standard I – Mission & Goals	Standard II – Ethics & Integrity	Standard III – Design & Delivery of the Student Learning Experience	Standard IV – Support of the Student Learning Experience	Standard V – Educational Effectiveness Assessment	Standard VI – Planning, Resources & Institutional Improvement	Standard VII – Government, Leadership & Administration
MHEC 2022 MD State Plan for Higher Education	Goal 1 – Access	Goal 2 – Success	Goal 2 – Success Goal 3 – Innovation	Goal 2 – Success Goal 3 – Innovation	Goal 2 – Success	Goal 1 – Access Goal 3 – Innovation	Goal 2 – Success
MD General Assembly 2017 BCCC Realignment Tasks	Task 1 – Review and strategically align core course offerings Task 2 – Prioritize workforce development and job placement Task 3 – Improve student pathways to success Task 4 – Establish student pathways with City Schools and higher education institutions Task 5 – Align budget with realistic projections Task 7 – Establish strong relationships with stakeholders Task 8 – Develop and market a brand for BCCC Task 9 – Address IT and infrastructure Task 12 – Review and revise the Strategic Plan	Task 8 – Develop and Market a Brand for BCCC Task 11 – Identify any barriers in state or local laws or regulations that impede operations	Task 9 – Address IT and infrastructure	Task 2 – Prioritize workforce development and job placement	Task 2 – Prioritize workforce development and job placement Task 3 – Improve student pathways to success	Task 1 – Review and strategically align core course offerings Task 5 – Align budget with realistic projections Task 6 – Comprehensive review of all positions Task 8 – Develop and market a brand for BCCC Task 9 – Address IT and infrastructure Task 10 – Develop or sell underutilized real estate Task 11 – Identify any barriers in state or local laws or regulations that impede operations Task 12 – Review and revise the Strategic Plan	Task 2 – Prioritize workforce development and job placement Task 4 – Establish student pathways with City Schools and higher education institutions Task 6 – Comprehensive review of all positions Task 7 – Establish strong relationships with stakeholders Task 11 – Identify any barriers in state or local laws or regulations that impede operations
BCCC 2018-2022 Strategic Plan superseded by Realignment Tasks 2024-2029 in-process	Goal 1 – Student Success	Goal 1 – Student Success	Goal 1 – Student Success Goal 2 – Community Engagement	Goal 1 – Student Success Goal 2 – Community Engagement	Goal 1 – Student Success Goal 3 – Institutional Framework	Goal 3 – Institutional Framework	Goal 2 – Community Engagement Goal 3 – Institutional Framework
BCCC 2014-2017 Academic Master Plan 2024-2029 in-process	Goal 1 – Academic Success	Goal 1 – Academic Success	Goal 1 – Academic Success Goal 4 – Effective Technology	Goal 1 – Academic Success Goal 4 – Effective Technology	Goal 1 – Academic Success Goal 4 – Effective Technology	Goal 3 – Physical Learning Environment Goal 5 – Revenue	Goal 2 – Effective Operations
BCCC 2013-2018 Strategic Enrollment Management & Retention Plan 2019-Present Updated Annually 2024-2029 in-process	Goal 1 – Stabilize Enrollments Goal 5 – Responding to Economic Forces		Goal 6 – Creating a Culture of Evidence	Goal 2 – Linking Academic and Student Service Programs Goal 4 – Transforming Retention Rates	Goal 3 – Improving Services Goal 6 – Creating a Culture of Evidence	Goal 3 – Improving Services Goal 6 – Creating a Culture of Evidence	Goal 5 – Responding to Economic Forces
BCCC 2020 Facilities Master Plan	Priority 1 – Address Deferred Maintenance Priority 2 – Replace Aging Structures Priority 3 – Grow New Programs		Priority 1 – Address Deferred Maintenance Priority 3 – Grow New Programs	Priority 1 – Address Deferred Maintenance Priority 3 – Grow New Programs	Priority 2 – Replace Aging Structures Priority 3 – Grow New Programs	Priority 1 – Address Deferred Maintenance Priority 2 – Replace Aging Structures	Priority 3 – Grow New Programs
BCCC 2023 IT Master Plan		Goal 1 – ERP Implementation	Goal 1 – ERP Implementation Goal 2 – Technology Refresh	Goal 1 – ERP Implementation Goal 2 – Technology Refresh	Goal 1 – ERP Implementation Goal 2 – Technology Refresh	Goal 1 – ERP Implementation Goal 2 – Technology Refresh Goal 3 – Disaster Recovery Solution	Goal 1 – ERP Implementation Goal 2 – Technology Refresh Goal 3 – Disaster Recovery Solution

Source: Baltimore City Community College 2024 Middle States Commission on Higher Education Self-Study, Page 14

The Commission on Dental Accreditation (CODA)

CODA is nationally recognized by the United States Department of Education (USDE) as the sole agency to accredit dental and dental-related education programs conducted at the post-secondary level. BCCC Dental Hygiene is preparing its annual report to CODA. The CODA annual report was submitted on time, and the College is awaiting a response from the accreditor.

The Accreditation Commission for Education in Nursing (ACEN)

The ACEN annual report was submitted on time, and BCCC has received a response from the accreditor granting BCCC Continuing Accreditation with Conditions.

Ten areas of non-compliance have been identified across the standards regarding faculty and outcomes. A site visit is scheduled for Spring of 2026 to evaluate progress towards compliance.

The Office of Assessments and OIERP are assisting the Nursing Program to develop and implement the action plans necessary to improve outcome data in the areas of student learning outcomes, data analysis, continuous

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improvement practices, and performance indicators. Additional action plans will be developed to address the faculty compliance concerns.

The Commission on Accreditation in Physical Therapy Education (CAPTE)

CAPTE is an accrediting agency that is nationally recognized by the US Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA). CAPTE grants specialized accreditation status to qualified entry-level education programs for physical therapists and physical therapist assistants.

The annual CAPTE report was compiled by the PTA Coordinators for a one time submission on December 2, 2024. The College is awaiting a response from the accreditor.

Site-Visit from the Accreditation Council for Business Schools and Programs (ACBSP)

The Business and Technology Department completed the self-study process for ACBSP on July 15, 2023. Six programs were evaluated against ACBSP accreditation standards. After submission of the self-study, a routine Site Visit was hosted by President McCurdy, the Interim Dean of Business & Technology, and the Program Coordinator on October 8 to October 11th.

Programs being reviewed for accreditation include:

- Accounting
- Business Administration Transfer
- Business Management AOC
- Business Marketing AOC
- Computer Information Systems
- Office Administration

Three evaluators arrived on site and conducted meetings and interviews as scheduled. At the visit's conclusion, an oral summary was provided highlighting points of success and opportunities for improvement.

A formal email response to the site visit was received on October 21, 2024. The response highlighted ten points of success and ten opportunities for improvement. Business and Technology was given until November 4, 2024, to submit additional evidence regarding the findings.

An official response is anticipated after the ACBSP Board of Commissioners meeting in the third week of November 2024. BCCC is on the agenda for accreditation review; however, if the agenda is lengthy, it may not be reviewed until April of 2025, when the Spring Commissioners Meeting is scheduled. As of December 12, 2024, Baltimore City Community College is still awaiting notification from the accreditor.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 11 | Active Search Listing



HR Active Search List As of December 3, 2023

Baltimore City Community College

	Div	PIN #	Position	Oversight	Date posted
1	AA	66695	Director of the Academic Achievement Center	Dr. Karen-King Sheridan	12/8/2021
2	AA	66902	Dean of Natural and Physical Sciences, Business, Technology, Engineering & Math	Dr. Debra McCurdy	5/16/2022
3	AA	78507	Assistant Professor/Clinical Coordinator, Health Information Technology	Dr. Ghazanfar Mahmood/ Dorothy Holley	3/23/2023
4	AA	66829	Assistant Professor of Cyber Security Digital Forensics	Dr. Enyinnaya Iweha	6/23/2023
5	AA	72080	Assistant Professor & Program Coordinator for Computer Information Systems	Dr. Enyinnaya Iweha	6/27/2023
6	AA	66762	Assistant Professor & Program Coordinator for Office Administration	Dr. Enyinnaya Iweha	6/27/2023
7	AA	66819	Assistant Professor of Nursing-Adult Medical/ Surgical	Dr. Ghazanfar Mahmood/ Dorothy Holley	7/26/2023
8	AA	66803	Assistant Professor & Program Coordinator of American Sign Language/ Deaf Studies	Aundrea Wheeler/ Dr. Phillip Powell/ Dr. Anthony McEachern	7/27/2023
9	AA	66801	Assistant Professor/ Clinical Coordinator, Surgical Technologist	Aundrea Wheeler/ Dr. Ghazanfar Mahmood/ Dorothy Holley	8/25/2023
10	AA	66765	Retention Coordinator	Karen King-Sheridan	10/5/2023
11	AA	66977	Instructional Designer	Aundrea Wheeler	10/9/2023
12	AA	78506	Transfer and Articulation Coordinator	Karen King-Sheridan	11/2/2023
13	AA	66725	Dean- School of Nursing & Health Professions	Dr. Debra McCurdy	11/2/2023

14	AA	66823	Nursing Laboratory Manager	Dr. Ghazanfar Mahmood/ Dorothy Holley	3/28/2024
15	AA	66673	Instructional Librarian	Aundrea Wheeler/ Elizabeth Van Pate	4/19/2024
16	AA	66878	Administrative Assistant III	Aundrea Wheeler/ Karen King-Sheridan	6/13/2024
17	AA	66834	Assistant Professor & Program Coordinator of Education	Aundrea Wheeler/ Dr. Phillip Powell/ Dr. Anthony McEachern	6/14/2024
18	AA	66622	Associate Dean of Business & Technology	Dr. Debra McCurdy	6/28/2024
20	SA	66844	Federal Work Study Specialist	Donna Thomas/ Saleem Chaudhry	8/11/2022
21	SA	69257	Admissions Advisor for Special Populations	Donna Thomas	5/18/2023
22	SA	66991	Director of Advising/ Student Success Center	Donna Thomas/ Dr. Sherri Brown	6/1/2023
23	SA	66908	Vice President of Student Affairs	Dr. Debra McCurdy	10/20/2023
24	SA	72079	Coordinator of Early College Access & Programs	Donna Thomas/ Michelle White	7/24/2024
25	SA	78508	Student Success Advisor	Donna Thomas/ Dr. Sherri Brown	9/16/2024
26	SA	66988	Coordinator of Veteran Services	Donna Thomas	9/30/2024
27	ASP	66932	Administrative Assistant for the Vice President for Advancement	Gussener Augustus	1/10/2023
28	ASP	66960	Director of Development	Gussener Augustus/ Dr. Debra McCurdy	1/11/2023
29	ASP	66838	Associate Director for Scholarships	Gussener Augustus/ Dr. Debra McCurdy	7/19/2024
30	ASP	66720	Associate Director for Alumni Relations	Gussener Augustus/ Dr. Debra McCurdy	8/12/2024
31	WDCE	66861	Maintenance Supervisor	Michael Thomas	4/21/2021
32	WDCE	66769	Police Officer II	Michael Thomas	7/28/2020
33	WDCE	86277	Police Officer III	Michael Thomas	4/22/2024

34	WDCE	66644	Director of Workforce Development & Employment Services	Michael Thomas	7/5/2023
35	WDCE	66617	Assistant Director of Capital Projects	Michael Thomas	11/14/2023
36	WDCE	66639	Assistant Vice President for Facilities	Michael Thomas	12/5/2023
37	WDCE	66843	Grounds Supervisor	Michael Thomas	2/13/2024
38	WDCE	81698	Police Supervisor	Michael Thomas	6/13/2024
39	WDCE	66921	Associate Director of English Language Services	Michael Thomas	8/13/2024
40	WDCE	tbd	Administrative Assistant II- Facilities	Michael Thomas	9/16/2024
41	WDCE	tbd	Director of English language Services	Michael Thomas	9/24/2024
42	WDCE	tbd	Director of Workforce Development	Michael Thomas	10/30/2024
43	F&A	66879	Director of Budget	Dr. Debra McCurdy	12/2/2024
44	F&A	67013	Senior Accountant - Foundation	Eileen Waitsmen/ Jorge Beder	1/12/2023
45	F&A	66986	Budget Analyst	Dr. Debra McCurdy	3/27/2023
46	F&A	66974	Administrative Assistant to the Vice President of Finance & Administration	Eileen Waitzman	8/11/2023
47	F&A	66842	Accounts Clerk III	Donna Thomas	9/19/2023
48	F&A	66916	Assistant Director of Employee & Labor Relations	Nicole Carter	11/26/2024
49	F&A	82345	Human Resources Generalist	Nicole Carter	11/26/2024
50	F&A	tbd	Vice President for Finance & Administration	Dr. Debra McCurdy	10/11/2024
51	F&A	tbd	Office Specialist (HR)	Nicole Carter	11/26/2024
52	F&A	66934	Bursar/Director of Student Accounting	Donna Thomas/ Dr. Debra McCurdy	11/4/2024
53	IERP	88494	Research Analyst II	Becky Burrell/ Eileen Hawkins	7/6/2022

54	OP	66855	Director of Government Relations/Special Assistant to the President	Dr. Debra McCurdy	1/18/2022
55	OP	66981	Executive Administrative Assistant to the President	Dr. Debra McCurdy	2/13/2023
56	OP	67000	Network Engineer	Becky Burrell	3/20/2024
57	OP	76592	Systems Administrator	Becky Burrell	3/20/2024
58	OP	66802	Chief Information Officer	Becky Burrell Dr. Debra McCurdy	11/15/2024