BCCC
Baltimore City Community College

Baltimore City Community College

Board of Trustees Open Session

Dr. Debra L. McCurdy
President

Mr. Kurt L. Schmoke
Chair

WEDNESDAY | JUNE 15, 2022

2901 LIBERTY HEIGHTS AVENUE | BALTIMORE, MD 21215 | 410-462-8300 | WWW.BCCC.EDU

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

TAB 1 | Approval of the June 15, 2022 Agenda

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda (revised)| 4:00pm June 15, 2022 (Virtual Zoom Meeting)
Meeting Link: https://bccc-edu.zoom.us/j/96062457782

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

  Adoption of Agenda (Vote)   Mr. Kurt L. Schmoke, *Chair*
    a. Approval of the May 18, 2022 Agenda

II. **Board Actions / Consent Agenda (Vote)**   Mr. Kurt L. Schmoke, *Chair*
    a. May 18, 2022 Open Session Minutes
    b. May 18, 2022 Closed Session Meeting Summary
    c. June 9, 2022 Finance/Audit Committee Meeting 2022 Minutes
    d. Student Government Association Report
    e. AFSCME Local #1870 at BCCC Report (Comments)

III. **Items Removed from the Agenda**   Mr. Kurt L. Schmoke, *Chair*
    a. Faculty Senate Report

IV. **New Business**

  a. **Geoscience Technology AAS Degree (Vote)**   Mr. Kurt L. Schmoke, *Chair*
                                                              Dr. Debra McCurdy, President
                                                              Dr. Liesl Jones, VP Academic Affairs

  b. **Finance Committee, June 9, 2022**   Mr. Kurt L. Schmoke, *Chair*

    i.   **Procurements over $25,000 to $99,999 (Information)**   Dr. Debra L. McCurdy, President
         1. Refugee After-School Programming ($52,011.60)   Mr. Michael Thomas, VP Workforce
         2. Pole Banner Printer and Installation ($26,780)   Ms. Anna Lansaw, Dir. of Procurement
         3. Financial Aid Consulting Services ($45,000)

    ii. **Approval Requests (Vote)**   Mr. Kurt L. Schmoke, *Chair*
         1. Refugee Case Management ($173,372)   Dr. Debra L. McCurdy, *President*
                                                              Mr. Michael Thomas, VP Workforce
                                                              Ms. Anna Lansaw, Dir. of Procurement
                                                              Ms. Katherine Dixon, Asst. VP Facilities

    iii. **Projected Procurements: July/ August (Information)**   Mr. Kurt L. Schmoke, *Chair*
         1. West Pavilion-Fire Alarm Upgrade (Est. $400,000) Dr. Debra L. McCurdy, *President*
         2. Nursing Cooling Tower Replacement (Est. $200,000) Mr. Michael Thomas, VP Workforce
         3. Doors – Atrium/Nursing/Fine Arts/LSB (Est. $300,000)
         4. Front Entrance Sign (Est. $100,000)
         5. Heartland (Est. $262,500)
         6. TouchNet (Est. $200,000)

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

VI. **Presentations**   Mr. Kurt L. Schmoke, *Chair*

    b. Enrollment Report   Dr. Debra McCurdy, *President*
                                                                             Ms. Becky Burrell,
                                                                                 VP Institutional Effectiveness
                                                                             Ms. Eileen Hawkins,
                                                                                 Dir. Institutional Research

    c. Enterprise Resource Planning (ERP) Update   Dr. Debra McCurdy, *President*
                                                                             Mr. Michael Rading,
                                                                                 Chief Information Officer

VII. **President's Report**   Dr. Debra McCurdy, *President*
   a. Operational
   b. Realignment

VIII. **Active Search Listing**   Mr. Kurt L. Schmoke, *Chair*

 IX. **Motion for Adjournment (Vote)**   Mr. Kurt L. Schmoke, *Chair*

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BALTIMORE CITY COMMUNITY COLLEGE

BOARD ACTIONS / CONSENT AGENDA

TAB 2 | May 18, 2022 Minutes

TAB 2 | May 18, 2022 Closed Session Meeting Summary

TAB 2 | June 9, 2022 Finance Committee Meeting Minutes

TAB 3 | Student Government Association

TAB 4 | AFSCME Local #1870 at BCCC Report (Comments)

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BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

TAB 2 | May 18, 2022 Minutes

TAB 2 | May 18, 2022 Closed Session Meeting Summary

TAB 2 | June 9, 2022 Finance Committee Meeting Minutes

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BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm May 18, 2022 (Virtual Zoom Meeting)
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Board Members Present: Chair Kurt L. Schmoke, Dr. John Brothers, Mr. J. C. Weiss, III, Mr. John Lewis, Ms. Leonor Tannhauser Blum, Mr. Oluwafemi Toriola, Ms. Leila Parker, Dr. Rachel Pfeifer, and Mr. Jason Perkins Cohen.

Absent: None

Also Present: Dr. Debra L. McCurdy, President

I. **Call to Order**

Chair Kurt L. Schmoke called the Open Session of the Board of Trustees to order at 4:04pm.

Adoption of Agenda

Chair Schmoke asked for a motion to adopt the May 18, 2022, Agenda. Trustee Brothers moved to adopt the Agenda and Trustee Lewis seconded it. There were no objections, and the Agenda was adopted.

II. **Board Actions / Consent Agenda**

   a. April 20, 2022, Open Session Minutes
   b. April 20, 2022, Closed Session Meeting Summary
   c. Finance/Audit Committee Meeting May 12, 2022, Minutes
   d. Student Government Association Report

Chair Schmoke asked for a motion to adopt the Consent Agenda. Trustee Toriola moved to adopt the Consent Agenda and Trustee Lewis seconded it. There were no objections, and the Consent Agenda was adopted.

III. **Items Removed from the Agenda**
   a. AFSCME Local #1870 at BCCC Report
   b. Faculty Senate Report

IV. **New Business**

   a. **Procurement Awards over $25,000 to $99,999**

      i. Life Safety System Inspections / Mod. No. 1 ($12,835)
          Additional fire extinguishers, smoke detectors, and fire pump testing are needed. The contract only included funding for the inspections and testing of these fire apparatuses. The modification is to increase the funding for the actual repairs of these apparatuses based on inspections and testing at various locations throughout the College.

      ii. Scrubbers and Burnishers ($37,120)
          This contract was modified and brought back to the Board. Scrubbers and burnishers need to be added to the equipment inventory.

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b. **Approval Requests**

    i.   CDL Truck Simulator ($136,900)

President McCurdy stated it is a simulator to upgrade training for CDL drivers with funding through Perkins grant. Mr. Thomas stated that instead of having an 18-wheeler, a simulator is recognized by industry as training tool. The equipment allows students to experience a simulated environment where they can learn to drive. This will prepare students to go to MVA to take the final exam. BCCC will be first in the area to adopt this type of simulation program.

Chair Schmoke asked if an 18-wheeler would be rented for students to have hands-on practice with a certified instructor. The answer was yes, a truck will be rented. Trustee Perkins-Cohen asked if or when classes would begin. Mr. Thomas stated that two classes are already in progress. Students will do pre-instruction, then use the simulator for practice, and will be given hands on experience with an 18-wheeler truck before taking the MVA exam. Trustee Perkins Cohen also asked how many people per year are we expected to serve. Mr. Thomas responded 300-500, as long as the demand is there.

Chair Schmoke asked how does BCCC's CDL program compare to the Community College of Baltimore County (CCBC). Mr. Thomas answered that CCBC is aligned with Trade Point Atlantic and has space onsite for the 18-wheeler truck and has a driving range, BCCC does not have the space. However, their students do receive the same prerequisite practice before getting behind the wheel. With the simulator, BCCC students can learn automatic and stick shift driving. President McCurdy added that appropriate reviews and requirements have been met before purchasing the simulator. Ms. Lansaw stated that she did a price analysis and considered various market resources and the contractor, Virage Simulation, Inc., has market leadership. The price includes a three-year warranty for hardware and software. Trustee Oluwafemi asked if any hidden conditions/costs were investigated. Ms. Lansaw responded that she looked for any hidden provisions; and if there were any conflicts, then the law would take precedence.

President McCurdy asked since the simulator is being shipped out of Canada, was the price configured in Canadian or U.S. dollars. Ms. Lansaw stated the proposal was completed with a U.S branch office out of Florida and the dollars were converted in American funds.

Chair Schmoke asked for a motion to approve the contract for the CDL Truck Simulator. Trustee Brothers moved to approve the motion and Trustee Toriola seconded it. There were no objections, and the contract was approved.

c. **Academic Programs**

Dr. Jones presented three academic program proposals to the Board: Associate of Arts in Communications, Certificate in Communications, and the Associate of Applied Science in American Signa Language & Deaf Studies. She briefly discussed the proposed outline of courses and rationale for the programs (included in the Board packet). These programs transfer to four-year institutions, for example, the University of Baltimore and Morgan State University. Additional library and faculty resources will be needed. The cost for full-time faculty will average about $60,000 - $70,000 and the adjunct faculty cost will be about $25,000.

McCurdy stated that we do have options to bring on additional faculty.

i. Associate of Arts in Communications

Chair Schmoke asked for a motion to approve the Associate of Arts in Communications academic program. Trustee Pfeifer moved to adopt the motion and Trustee Toriola seconded it. There were no objections, and the academic program was adopted.

Chair Schmoke asked if these programs are attractive to students. Dr. Jones responded that Podcasting is a huge program now for next generation of students. Offering these programs will place us in the market as students will be able to secure jobs after completing the program. Recruitment for students will begin once the programs are approved by MHEC.

Trustee Pfeifer asked if there is any collaboration between BCCC and the WBJC radio station regarding these programs. Dr. Jones stated that this has not been discussed. President McCurdy said there has been discussion with the new Director of WBJC about the potential for internships and collaborations on broadcast journalism.

Trustee Pfeifer would like to see students connect with production programs and this would allow another type of articulation to be done.

ii. Certificate in Communications

With a Certificate in Communications, students can stack onto their AA degree.

Chair Schmoke asked for a motion to approve the Certificate in Communications. Trustee Pfeifer moved to adopt the motion and Trustee Perkins-Cohen seconded it. There were no objections, and the academic program was adopted.

iii. Associate of Applied Science in American Sign Language & Deaf Studies

The Associate of Applied Degree in American Sign Language (ASL 1, ASL 2, ASL 3, ASL 4) and Deaf Studies at Baltimore Community College is a transfer-degree program designed for students who plan to enter fields in which they would work with the hearing or language impaired. Labor statistics show a huge need for ASL Interpreters. Dr. Portis, from the School for the Deaf, helped to bring this ASL program together.

Chair Schmoke asked if the ASL courses transfer. Dr. Jones answered that after program completion, students can transfer to a four-year degree program majoring in American Sign Language, deaf studies, deaf education, interpreter education, or social work programs.

President McCurdy asked if students could take ASL to use as a foreign language requirement. Dr. Jones responded yes, just as they can with other modern languages.

Towson University has a direct equivalent of American Sign Language/Deaf Studies major for: ASL 1, ASL 2, ASL 3, ASL 4, Introduction to Interpreting, and Linguistics of American Sign Language. Salisbury University has a minor program in Deaf Studies, the following courses would be direct equivalent: ASL 1, ASL 2, ASL 3, ASL 4, and Introduction to American Deaf Culture & History.

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The College projects that the program will continue to build interest. BCCC staff meet regularly with representatives from the Baltimore City Public Schools and there is interest in offering American Sign Language courses to the dual enrollment population.

Chair Schmoke asked for a motion to approve the Associate of Applied Science in American Sign Language & Deaf Studies. Trustee Brothers moved to approve the motion and Trustee Pfeifer seconded it. There were no objections, and the academic program was adopted.

V. **College Policies (Tab 8)**
   a. None

VI. **Presentations**

   b. Enrollment Report

   Vice President Burrell and Ms. Eileen Hawkins summarized the College's enrollment updates using presentation slides.

   - 3,421 Fall Enrollment – shown by zip codes
   - Dual Enrollment 481, 12%
   - MSP 184, 5%
   - Veterans 68, 2%
   - Other Country of Origin 469, 12%
   - LatinX 165, 4%

   Vice President Burrell stated BCCC purchased PSAT and SAT lists from the College Board to segment populations. She would like to bridge the gap between Student Affairs and Academic Affairs to use College Board data to tailor prospective students.

   Trustee Oluwafemi, on behalf of Dr. Holland, asked if the enrollment numbers are for the credit side only. Ms. Hawkins responded yes, credit side for fall semester.

   Chair Schmoke asked how student enrollment is tracked for the summer semester and do they have a break? Vice President Burrell responded yes, and classes for Summer II session begin June 16th which gives high school students a short break.

   Trustee Pfeifer spoke about dual enrolled students having opportunities to earn High School and College credits as a way to graduate quicker from H.S. Dual Enrollment makes this possible for students of interest and those who need credit toward their diploma. Chair Schmoke asked about the cost for tuition for the summer. President McCurdy responded that summer tuition and books are free. HEERF dollars will be utilized for student tuition, fees and books. Textbooks are shipped free using Institutional funds. Trustee Oluwafemi asked if classes clearly indicate as to whether they are in person or online. President McCurdy said there are in person, virtual and online courses, but some students do better with face-to-face classes.

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c. Enterprise Resource Planning (ERP) Update

Mr. Rading shared a slide presentation with the following updates:

Project Status
- The College maintains a GREEN status from the State's Department of Information Technology (DoIT).
- The Project Team continues to meet bi-weekly with the DoIT's Oversight Project Manager for the College to provide project updates and exchange ideas.
- The College also continues to provide official monthly Health Assessment reports to the State which provides details on monthly project activities, including milestones, deliverables, and spending.
- The Cabinet receives regular project updates.
- Despite adjustments to the internal module go-live dates, the project is still scheduled to be completed by December 2022 as originally scheduled.

The student enrollment date changed from 5/22/2022 to 7/1/2022 as part of the strategic alignment of critical data and reporting needs connected with fiscal year cutover period.

Key Milestones:

- 5/2/22 to 5/6/22 - End to End Testing
- Cross-functional team engaged
- Fall 2022 Registration Migration to Banner
- Students registered in old system; courses created in new system for Fall 2022

There has been a lot of crosswalk of key pieces with vendors, college staff and targeted resources to identify that any gaps are being mediated.

Chair Schmoke asked will there to be vendor partners/consultants available to closely work with BCCC when the Fall semester begins? Mr. Rading responded yes, there will be close collaboration with the implementation team and a vendor support team.

Fiscal Year 23 activity will be conducted in Banner. Records and Registration, Academic Affairs, Workforce Development and Continuing Education will begin using Banner. There were two sessions with faculty and staff conducted this week. Faculty will get a view of what Banner looks like from the faculty and advising perspective, removing manual processes.

Key Milestones Coming:
- Students will begin using Student Self-Service for:
- Course Catalog
- Registration
- Student facing offices will begin using Banner:
- Records and Registration
- Academic Affairs
- Workforce Development & Continuing Education

Chair Schmoke asked Mr. Rading what is his biggest fear? Mr. Rading responded by saying having so many working pieces and having many people involved, we are trying to see the big picture and manage all

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pieces. Trustee Oluwafemi noted that for some areas the completion date is ten days apart, and asked whether the dates are subject to change. Mr. Rading responded regarding the timeline, but indicated we are in constant communication with Ellucian about changes. There is a suggestion for the dates to be staggered to allow us time to adjust to new system rather than have all the activity occur at the same time.

VII. **President's Report**

a. Operational
b. Realignment

President McCurdy reported on the professional development activities held the week of May 16, 2022, that highlighted academics, assessment, program review, human resources, facilities, and information technology. The President's Forum was held on Thursday, May 19, 2022.

President McCurdy showed graduation trends from FY 2019 to FY 2022 and commented on the challenges students faced from COVID disruptions.

President McCurdy presented information on the following:

- Distribution of CARES funding
  The total of BCCC Institutional funds is $12,246,366 and total student funding is $8,742,978. In comparison with other institutions, some are ahead of BCCC regarding the funding.
- The spread of distribution of institutional funding – HEERF I-III amounts spent and available.
- Shared historical data on the CARES Act – student portion as of 5/10/2022.
- Shared numbers for how State money was going to be appropriated

She discussed how the State Budget Analyst look at the reports the College submits which detail how we directed spending for campus security replacement/upgrades, student aid, institutional support, facilities upgrades/safety protocols, and instructional support. She shared that the College still has a lot of institutional spending and student support dollars to be utilized for the current year.

President McCurdy presented before and after photos of the projects and updates were given.

- Perimeter loop road – Is for exit only and safety measures will be put in place to make sure that people comply with it.
- Life Sciences Building fire alarm system – A meeting will be held on 5/18/2022 and the final layout will be sent to the Fire Marshall.
- ADA water fountain replacements – Ms. Zurlage reported that they are 40% compete. Three are going in the Nursing building and water testing must be done before using them.
- Greenhouse renovation – Ms. Zurlage reported that the contractor is cleaning and preparing the floor for the new waterproof surface. It is over 50% complete. Leaks have already stopped in the classrooms below.
- South Pavilion roof replacement – It is 75% complete. The material from the roof is being recycled.
- HVAC repairs – Ms. Zurlage reported that repairs had to be done to prevent the servers from overheating. The system in the Nursing building is complete, the Main building is 30% complete. Total completion for all areas is expected by the end of June 2022.
- Security cameras and access control – President McCurdy reported that installation of cameras inside and outside the Main building started May 9, 2022.
- Bard Building demolition – Design work should be complete by December 2022, then three months for bidding and nine months for demolition, and the project should be completed by the end of 2023.

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Chair Schmoke asked about our leased space at BIO-Park and whether BCCC is required to install cameras at that location. Mr. Thomas commented that there are cameras at BIO Park, overseen by Public Safety. They are being updated and when BCCC is no longer leasing the building, the cameras can beremoved. President McCurdy noted that BCCC is finishing year two on a 10 year lease at BIO Park.

Regarding the Bard building, President McCurdy stated that there will be a kick-off design meeting with the Department of General Services and the contractors on Friday, May 20, 2022. If the future we will have planning discussions about the use of the property and possible partnerships.

VIII. **Active Search Listing**

The listing was included in the Board packets.

IX. **Motion for Adjournment**

Chair Schmoke asked for a motion to adjourn the Open session. The meeting will continue in Closed Session. The motion was moved by Trustee Lewis and seconded by Trustee Weiss. There were no oppositions. Pursuant to the General Provisions Article, Sections 3-305(b) (1), (7), (8), and (14), the meeting will now be closed so that the Board can discuss personnel matters involving specific employees, pending litigation, and the College's participation in a competitive proposal procurement process.

This statement was made by Kurt L. Schmoke, Board Chair.

The Trustees adjourned at 5:45pm and immediately went into Closed Session at 5:47pm. There were no action items or legal review of matters for the Closed session.

Respectfully submitted,
Debra L. McCurdy, PhD
President

NEXT MEETING: September 21, 2022, at 4:00pm

Attendance:
-Ms. Maria Rodriguez, Esq., General Counsel
-Mr. Michael Thomas, Vice President of Workforce Development
-Dr. Liesl Jones, Vice President of Academic Affairs
-Ms. Lyllis Green, Chief Internal Auditor
-Ms. Becky Burrell, Vice President of Institutional Effectiveness and Planning
-Mr. Michael Rading Chief Information Officer
-Mr. Peter Farrell, Deputy Chief Information Officer
-Mr. Charles Hall, Assistant Vice President of Human Resources
-Ms. Katherine Zurlage, Assistant Vice President of Facilities
-Ms. Anna Lansaw, Director of Procurement
-Ms. Eileen Hawkins, Director of Institutional Research
-Dr. Harvey Dorrah, Associate Vice President of Academic Affairs

BCCC Faculty/Staff Present:

Angela Donn	Edward Harper	Carol Taylor
Sheri Luck	Dr. Virgie Mason	Dr. Denise Holland
Dr. Nicole L. Deutsch	Charmine Bell	Dorothy Holley
Will Hug	Noah Grant	Roshelle Lemon-Howard
Darryl Rogers	Angelique Cook-Hayes	Dr. James Dyett
Dr. Katana L. Hall	Jim Lynch	Laura Pope
Brett King	Dr. Sylvia Rochester	Valerie Grays
Dr. Bryan Miller	Antwan Degross	Dr. Courtney Ross
Tina Mosley	Jamie Gillis	Peter Farrell
Dr. Charice Hayes	Mike Stephens	Dr. Darryl Pope
Lynette Little	Dr. Sung Yoon Kim	Scott Saunders
Dr. Leslie Jackson	Brian Terrill	Evelyn Garcia
Liz Purswani	Patricia Edwards	June Mabrey
R. Kimara	Glenn Peterson	Aquila Evans
Carole Quine	Stanley Jamie Cofield	Cynthia Wilson
Michael Berends	Jà Hon Vance	Dr. Mark Conard
Shayla Hunter	Dr. Chima Ugah	Saleem Chaudhry
Theresa Tunstall	Marie Byam	D. FitzGerald Smith
Wendy Ma	Takiyah Hamilton	Debra Simms

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Closed Session Summary | May 18, 2022 (Virtual Zoom Meeting)

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Board Members Present: Chairman Kurt L. Schmoke, Esq.; Dr. John Brothers; Ms. Leonor Tannhauser Blum; Mr. John Lewis; Mr. Jason Perkins-Cohen; Lelia F. Parker, Esq; Dr. Rachel Pfeifer; Mr. J.C. Weiss III; and Mr. Oluwafemi Toriola.

Also Present: Dr. Debra L. McCurdy.

Also in Attendance: Ms. Maria E. Rodriguez, Esq.; Ms. Kristin McFarland, Esq.

The open meeting was closed at 5:46 PM pursuant to a unanimous vote of Board Members. Chairman Schmoke brought the closed session meeting to order at 5:47 PM.

Upon motion by Dr. Pfeiffer, seconded by Mr. Perkins-Cohen, all Board members voted unanimously to approve the consent agenda.   The Trustees had earlier received written materials addressing the agenda topics and no discussion was had on any item.

On a motion made by Mr. Lewis and seconded by Mr. Weiss, the Trustees unanimously voted to adjourn at 5:48 PM.

Respectfully submitted,

Debra L. McCurdy, PhD
President

BCCC
Baltimore City Community College

BALTIMORE CITY COMMUNITY COLLEGE

Finance Committee Minutes | 7:30 AM, June 9, 2022 (Virtual Zoom Meeting)

Committee Members Present: Chair Kurt L. Schmoke, Mr. J. C. Weiss, and Mr. John Lewis

Also Present: President Debra L. McCurdy

Guests: Katherine Zurlage – Vice President of Facilities, Michael Thomas – Vice President of Workforce Development, Becky Burrell – Vice President of Institutional Effectiveness, Research and Planning, Anna Lansaw – Director of Procurement, and Maria Rodriguez – General Counsel

Chair Schmoke asked for a motion to open the meeting of the Finance Committee. Trustee Weiss made the motion and Trustee Lewis seconded the motion. The meeting was called to order at 7:32am.

Chair Schmoke asked President McCurdy to address the Procurement Policies and Procedures items on the agenda. President McCurdy stated that a response had not been received from the State but will keep the Board posted.

President McCurdy informed the Board that a special call meeting may be needed in July or August 2022 to review and discuss the extensive deferred maintenance list, IT and other contracts. Chair Schmoke asked if this meeting would require the entire Board. President McCurdy replied that the approvals should take place first with the Finance Committee and then as usual with the Board.

Dr. McCurdy asked Mr. Thomas to provide details of the Refugee After-School Program ($52,011.60) procurement award being requested and address the services provided by the International Rescue Committee (IRC), under the Maryland Department of Human Services. The awardee, Soccer Without Borders, (SWB) Corporation, will provide after-school services and coordination with Baltimore City and Baltimore County schools for refugee/asylee school-age children. The contract between SWB and BCCC will be retroactive as the request was not received until November 2021, but SWB has been providing services. The contract will have a start date of October 1, 2021 and continue to September 30, 2022. Chair Schmoke asked if there would be a significant number of students participating. Mr. Thomas replied yes, BCCC partners with two High Schools and two Middle Schools. Ms. Rodriguez added that Baltimore is a big hub for the LatinX population. Trustee Weiss asked why is Soccer Without Borders providing services and we haven't approved or paid them yet? Mr. Thomas indicated that the issue was due to logistics and the late submission on the part of the Department of Labor and Soccer Without Borders.

Ms. Lansaw provided details on the Pole Banner printing and installation ($26,780). A solicitation was conducted to hire a contractor, TIMSCO Graphics, Inc., to furnish and deliver all the printing, brackets, parts, supervision, labor, materials, and supplies necessary to install pole banners on various streets in the City of Baltimore and the College's main campus. Sixty-four new banners will be installed on Lombard Street and seventy on Liberty Heights Avenue over the next several weeks. Competitive bidding saved the College about $25,000.

Ms. Lansaw provided details about the Financial Aid Consulting Services ($45,000). The request is for FA Solutions to provide service, additional staffing, and respond to the need for staff training to update staff skills on the new systems. They are the subject matter expert with the Regent system.

Chair Schmoke asked for a motion to approve the Refugee Case Management ($173,372.00) contract. Trustee Weiss made the motion to approve, and Trustee Lewis seconded it.

President McCurdy asked Ms. Zurlage and Ms. Lansaw to provide information about the following projected procurements for July/August.

    a. West Pavilion – Fire Alarm Upgrade (Est. $400,000)
    b. Nursing Cooling Tower Replacement (Est. $200,000)
    c. Door Replacement – Atrium, Nursing, Fine Arts, and LSB (Est. $300,000)
    d. Front Entrance Sign (Est. $100,000)
    e. Heartland (Est. $262,500)
    f. TouchNet (Est. $200,00)

Ms. Zurlage commented that the first four scopes will be ready for approval by the Board of Trustees. The terms and conditions are being reviewed for the Heartland contract. TouchNet will be retroactive back to November because the contract was not signed in the correct format. Hopefully will be completed by mid-July because of its connection to Banner and the student accounting processes. Chair Schmoke asked about some of the deferred maintenance work and if it will be done before the fall semester; if not, will it have an impact on the academic programs moving forward? Ms. Zurlage stated that some of the work would not be completed prior to the Fall, but there would be no impact on the Fall semester.

Chair Schmoke asked about the service Heartland provides. Ms. Lansaw replied that it provides check processing services and provides 1098 forms to students. TouchNet deals with credit card processing for the College.

There will be a Board of Trustees meeting next Wednesday, June 15, 2022.

Chair Schmoke asked if there is a specific date in mind for the Special Call Meeting because he will be out of state, July 28 – 29, 2022 and Trustee Weiss said he will be out of the country, August 1 – 15, 2022. President McCurdy will get back with him about a specific date.

With no other discussion, Chair Schmoke asked for a motion to adjourn the Finance Committee meeting. Trustee Weiss made the motion to adjourn, and it was seconded by Trustee Lewis.

The meeting was adjourned at 8:15am.

Submitted by: Dr. Debra McCurdy
President

BCCC
Baltimore City Community College

BALTIMORE CITY COMMUNITY COLLEGE

TAB 3 | Student Government Association Report

Baltimore City Community College
CABINET UPDATE
Board of Trustees, June 15, 2022
Student Affairs

STUDENT GOVERNMENT ASSOCIATION
During the April 2022 report, it was written that the President and Vice President had been elected. Unfortunately, the students elected have since resigned from their roles. The staff of the Student Life & Engagement office will be reaching out to faculty and staff to see if they have any students who would be interested in running for any of the executive board positions. Also, Student Life & Engagement staff will be working with the Mayors Scholars Program staff in encouraging involvement from MSP students in democratic engagement and campus advocacy.

SGA and Student Clubs & Organization leaders will be thanked at an End of the Year Recognition Celebration in July 2022. More details about this will be provided in the June and July BOT Report for the August 2022 meeting.

SGA Meetings
There were no SGA meetings during May 2022.

Activities and Events
There were no SGA sponsored or Student Club and Organization events during May 2022.

BALTIMORE CITY COMMUNITY COLLEGE

TAB 4 | AFSCME Local #1870 at BCCC Report

INTEROFFICE MEMORANDUM

TO: BOARD OF TRUSTEES

FROM: NENA KUTNIEWSKI, PRESIDENT, AFSCME LOCAL 1870 PRESIDENT

SUBJECT: UNION UPDATES

DATE: 06-15-2022

1. Election was held March 2022 – New Officers
    a. Nena Kutniewski – President
    b. Christina Carter – Vice President
    c. Brett King – E-Board
    d. Jawan Hanks – E-Board
    e. Dee Simpson – E-Board, Steward
    f. Cynthia Wilson – Trustee
    g. D. Fitzgerald Smith – Secretary, Treasurer, Steward
2. Meeting with Dr. McCurdy – May 10, 2022 Topics
    a. Transparency: Reported Cases Of COVID Infections At WDCE
    b. Complaints About The Virtual Help Desk (VHD)
    c. Training For Directors, Managers & Supervisors
    d. Asbestos In The P.E. Center
    e. Break Room for Ground Floor MNB
    f. Library Acquisitions
3. Schedule Meeting with Dr. McCurdy – June Topics
    a. Follow up on action items from May meeting
    b. Teleworking Policy
    c. VHD after December – Permanent or Exit Strategy
    d. LMC Development
    e. Ongoing staffing issues/levels
    f. College-wide communications
    g. Updated Directory

AFSCME Local 1870
Together We Are Stronger

UNION EXECUTIVE BOARD (e-BOARD) MEMBERS
MEETING WITH DR. MCCURDY
TUESDAY, MAY 10, 2022
ZOOM
4 – 5 P.M.

Attendees: Carter, Christina; King, Brett; Kutniewski, Nena; McCurdy, Debra; & Smith, D. FitzGerald

Convened: 4 P.M.

ITEM/TOPIC	DISCUSSION/REPORTS/ACTIONS
1. Sidebar Notation	• **Action:** Moving forward, Dr. McCurdy would like to meet with the entire Executive Board (e-Board) Team on a monthly basis.
2. Transparency: Reported Cases Of COVID Infections At WDCE	• Union President Kutniewski reported to Dr. McCurdy, the cases of persons diagnosed with COVID at WDCE, the lack of and/or no information coming from her office to members of WDCE as well as the College community. Mrs. Kutniewski suggested using a form to be completed by those who were diagnosed with COVID and members of WDCE who work there. <u>The form is used for contact tracing purposes only, its completion is optional and no one is named who has been diagnosed with or have been in contact with anyone with COVID.</u> President McCurdy replied, in the past, as COVID affected Maryland, information was sent out College-wide, but we must be sensitive to those who were diagnosed and how some persons are not comfortable with broadcasting of an area where cases have been reported. Secretary & Treasurer Smith dovetailed about the lack of transparency and informed the College community appreciated hearing from her office. It is the lack of acknowledging a concern or matter that promotes a "cloak and dagger" atmosphere of confusion and distrust. Union Vice President Carter requested returning to the BCCC Newsletter as employees are asking it. E-board Member King suggested to place information on the College's website, alerting/updating the community of what happened and resolution taken. Dr. McCurdy admitted to no longer having personnel at the College responsible for the newsletter. However, using the website is a great idea, it would encourage people to get periodic testing and promote social spacing. • **Action**: Dr. McCurdy agreed that information pertaining to the cases of COVID at WDCE would be forthcoming to reach a broader audience. She will speak with Cabinet about the form to get their feedback.

3. Complaints About The Virtual Help Desk (VHD)	•	Mrs. Kutniewski and Ms. Carter spoke to the numerous complaints of the VHD: lack of staffing, persons taking late to no lunch breaks, waiting extensive times to take a restroom break, overworked, Directors not working the VHD as Hosts, becoming ill from siting at the VHD for extended number of hours, as well as performing their regular scheduled duties. The E-Board is developing other committees to get a handle/measure on the number of people working in office areas as well as what additional duties are assigned. Dr. McCurdy stated these concerns had not reached her and people have the right to take their lunch, regular breaks and time to use the restroom. She informed of her charge regarding the College's alignment: included the lessening of employees as some areas had more employees than needed, thus the downsizing of contractual employees. Notwithstanding the student decrease, she's saved jobs of full-time employees, even in areas that aren't operating at full-student and/or a full eight (8) hour work capacities. She asked about employees in the Division Of Academic Affairs, working the VHD and Call Center as a solution. Noting the Librarians worked on the Banner and Student Identifying Validation Projects, she questioned if they worked the VHD and Call Center. Mr. Smith stated Mr. Lynch and Mrs. Mannone are working the VHD, but Mrs. Ma and Mr. Peterson are not. However, he still answers phones daily for the Call Center, in addition to his regular job duties in the library. Drs. Miller and Pope are working as Advisors in addition to their regular scheduled job duties and seeing students in person. Mr. Smith proposed how are they to work the VHD as hosts? Again, this comes to human capital or the lack there of.
	•	***Action:*** Dr. McCurdy noted the VHD will be here until December this year and probably beyond; and stated hiring is taking place and she'll speak with Vice President Burrell on the concerns mentioned and get back with us.
4. Training For Directors, Managers & Supervisors	•	Ms. Carter proclaimed the lack of skilled/trained persons in Management positions; causing low productivity; misinformed about the MOUs; and not clear on college policies/practices/ procedures; which in turn makes a hostile work environment. She suggested these and other important matters must involve mandatory training.
	•	***Action:*** Dr. McCurdy agreed, saying she and the Cabinet are working with Human Resources to have said personnel trained on the aforementioned concerns.
5. Asbestos In The P.E. Center	•	Mrs. Kutniewski talked about the asbestos problem in the gym, the lack of notifying employees and employees have not been relocated to work in other areas of the College. Dr. McCurdy stated no one should be there and was unaware of the problems. Mr. Smith said he had visited the area on Friday, and prior to that no communication had gone out. Signage was posted only on the room doors where the removal of said toxic material would take

	place on the afternoon of Friday, May 6, 2022. The employees, Drs. Jones-Ramirez and Pope, along with Professor Maulk and Ms. Simpson are still working in offices located on the same floor of the abatement/removal. Again, there has not been any communication to inform of their offices being relocated during the removal of this hazardous material. • ___Action:___ Dr. McCurdy will speak with Vice President Thomas on these concerns.
6. Miscellaneous	• Mrs. Kutniewski and Ms. Carter mentioned the need for a breakroom for the employees working on the Ground Floor Level of the Main Building. The breakroom should include a coffeemaker, microwave, refrigerator, and sink. • ___Action:___ Dr. McCurdy agreed and asked that she'd be given the opportunity to locate a proper location for the breakroom. • Mr. Smith said the Librarians had requested the approval to purchase new books for at least two (2) years, the need for additional data bases (went from having 45 to 20(?), Online Electronic Resources (OERs) and other e-Resources. • ___Action:___ Dr. McCurdy stated she hadn't given the "not okay" to order any said products or services, "as finances aren't the problem…only wasteful spending." She stated, "I am giving the okay for such items to be purchased" and had been speaking with Dr. Doorah, Assistant Vice President for Academic Affairs (AVPAA) who had apprised her of the Librarians needs.
7. Next Meeting	• TBD

Adjourned: 5:47 P.M.
Transcribed by: Mr. D. FitzGerald Smith, Shop Steward,
                   Recording Secretary & Secretary Treasurer

BCCC
Baltimore City Community College

TAB 5 | Faculty Senate Report

- No Report Submitted

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BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

TAB 6 | Items Removed from the Agenda
_____

- Faculty Senate Report

BCCC
Baltimore City Community College

Executive Summary: Geoscience Technology AAS degree

The Geoscience Technology Associate of Applied Science program is a multidisciplinary field that studies the features, processes, and history of the earth. The Geoscience Technology Associate in Applied Science (A.A.S.) degree program at BCCC provides students with the practical and theoretical experience in the field of Geoscience. The students are enabled to discover and develop relevant knowledge and skillsets to achieve their professional goals as well as contribute solutions to tackle the relevant geoscience challenges facing the state of Maryland, the nation, and the world at large. The primary focus of the A.A.S. degree is employment upon graduation. Students will be prepared for a career in environmental testing, geological waste testing, forestry services, land conservation and ecosystems.

The new program builds on the College's mission and the educational objectives meet the needs of students looking to major in environmental science. The AAS degree equips students with the required knowledge and skillset to enter the workforce upon graduation. The program is versatile enough that, if students want to continue their education at a 4-year institution, the courses will all transfer.

The projected enrollment is based on broached interest from the Environmental Club at the College. Enrollment is expected to grow once the new program is marketed. The College currently has the faculty and financial resources to implement the program. Students will be recruited internally from the General Science transfer major and General Students and recruited externally from City Schools.

Program Plan

Proposed Course Sequence			
Semester	**Course**	**Pre-Requisites (taken from College Catalog or new Course Proposals)**	**Credits**
First	**PRE 100:** Preparation for Academic Achievement	None	**1**
	MAT 107: Elementary Statistics	MAT 86 or MAT 92 or Multiple Measures, and RENG 92 or appropriate course waivers or ACCUPLACER scores within a range of 263-271	**3**
	SP 101: Speech Communication	ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER Scores	**3**
	ES 110: Environmental Science	None	**3**
	BCAP 104: Introduction to Operating Systems: DOS/WINDOWS	None	**3**
	HLF 210: Physical Fitness and Health	None	**2**
			15
Second	**ENG 101:** English Writing	ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores.	**3**

	BIO 102: Principles of Biology	MAT 86 or Multiple Measures, RENG 92 or satisfactory ACCUPLACER scores	**4**
	CADD 101: Introduction to CADD	None	**3**
	CHE 101: General Chemistry I	MAT 92 or Multiple Measures or satisfactory ACCUPLACER score, and RENG 92	**4**
	BCAP 126: Comprehensive Spreadsheets	BCAP 104	**3**
			17
Third	**GEO 102 :** Elements in Cultural Geography	None	**3**
	CHE 107: Organic and Biochemistry (new course with lab)	MAT 92 or Multiple Measures or satisfactory ACCUPLACER score, and RENG 92	**4**
	CADD 200: Geographic Information Systems Applications	CADD 101	**3**
	SCI 100: Elements of Earth Science	Mat 92, RENG 92 or appropriate course waivers or ACCUPLACER scores	**3**
	ART 106: Art in the Culture	ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER Scores	**3**
			16
Fourth	**SCI 106:** Oceanography	MAT 86 or Multiple Measures, RENG 92 or appropriate course waivers or ACCUPLACER scores	**3**
	BIO 212: Microbiology	CHE 101 and or BIO 102	**3**
	PSY 101: Introduction for Psychology	RENG 92 or appropriate course waivers or ACCUPLACER scores	**3**
	SOC 150: Cultural Diversity in the Workplace	ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores.	**3**
	COP 100: Cooperative Education	2.0 GPA; Completion of 15 credits; completion of specific courses in the student's program; permission of the student's program head and the co-op coordinator.	**1**
			13
Total Credits			**61**

BALTIMORE CITY COMMUNITY COLLEGE

CURRICULUM AND INSTRUCTION COMMITTEE OF THE FACULTY SENATE

AAS PROGRAM PROPOSAL in Geoscience Technology

1. **DEPARTMENT**: Natural and Physical Sciences

2. **AUTHOR(S):** Associate Professor Wendweson Fikire, and Dr. Fekadu Folle

3. **NAME OF PROGRAM/CERTIFICATE: Geoscience Technology**

4. **WAS THE PROGRAM RECOMMENDED BY?**
   a. Program Evaluation committee (yes or no). Not Applicable
   b. Advisory Committee (yes or no): Not Applicable
   c. Other (name body recommending)**: Associate Professor Wendweson Fikire**

5. **RATIONALE AND NEED FOR OFFERING THE PROGRAM AT BCCC**
   a. Describe the extent to which this program/certificate is central to the institutional mission, the planning priorities of the College and its relationship to the instructional program emphasis.

   The Geoscience Technology program will:

   I. Provide outstanding Geoscience technology field and laboratory training to the citizens of Baltimore and the state of Maryland.

   II. Introduce Geoscience concepts to under-served and under resourced populations of Baltimore City and vicinities through hands-on Geoscience technical practices.

   III. Create a career pathway from BCCC's AAS degree to employers and opportunity for the students to transfer to four years technical or professional institutions.

   IV. Address the under-representation of African Americans and Latinos in the Geoscience Technology field.

   V. Provide Baltimore City residents the necessary skills in the field of geoscience technology to make them competitive enough to fill the demand of the workforce.

b. State the specific local, State, and/or national needs for graduates of the proposed program. Describe job opportunities that are available to persons who complete the program. Provide evidence of market demand through supporting data including results of surveys which have recently been conducted. Present data showing the current and projected supply of graduates from existing programs in the State, if any.

According to the Maryland Department of Labor monthly review, it is shown that employment in professional, scientific, and technical carriers have grown from 258 in 2020 to 271 in 2021.

CES Maryland Continued...	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	Jun 2021	Jul 2021	Aug 2021	Sep 2021	Oct 2021	Nov 2021	Dec 2021
Insurance Carriers and Related Activities	38.5	38.3	36.9	37.0	37.3	36.9	36.9	37.0	36.2	35.8	35.9	35.2	34.9
Insurance Carriers	20.4	20.2	20.0	20.1	20.1	20.2	20.1	19.9	19.9	19.5	19.4	19.4	19.6
Real Estate and Rental and Leasing	42.2	41.7	41.9	42.6	42.9	42.7	43.9	44.8	45.5	44.9	44.4	43.2	43.7
Professional and Business Services	448.0	445.9	448.2	454.0	460.1	460.2	457.5	462.1	463.4	463.3	470.6	474.2	473.6
Professional, Scientific, and Technical Services	257.9	260.3	260.7	261.6	263.3	263.4	261.6	266.9	268.6	266.2	271.1	273.0	271.4

US Bureau of Labor and Statistics reported the need for Environmental Science and protection technicians. According to the report, the job outlook growth from 2020-to 2030 is 11% with the educational level of AAS.

The need for Geoscience Program

Job opportunities:

➢Env. Science &

Protection Technician :

➢2020 median pay $46, 850/year
➢Education level : AAS
➢Number of Jobs in 2020: 34200
➢Job outlook 2020-30 11%

➢More info:
➢https://www.bls.gov/ooh/life-physica
science/environmental-science-and-protection-technicians.htm#tab-1

c. Provide evidence of student interest in the program. What are the projections of program majors full-time and part-time for each of the first five years of the program?

Please refer to the table below for the projection of the student majors as well as the full-time and part-time students' interest in the program.

Eleven students in the environment science club have expressed interest in the program and are also willing to be student advocates for the Geoscience Technology program.

d. Project the number of graduates for the first five years of the program following the first year of awarding the degrees.

The five-year projection below addresses the student interest in the program and the approximate number of graduates.

Academic year	1st year (22/23)	2nd year (24/25)	3rd year (25/26)	4th year (26/27)	5th year (28/29)
Enrollment	10 students	17 students	25 students	32 students	34 students
Full time	5	10	15	20	20
Part time	5	7	10	12	14
Graduation rate	N/A	N/A	10	15	20

6. COURSE OF STUDY LEADING TO THE PROPOSED DEGREE

a. State the educational objectives of the program.
The educational objectives of the BCCC Geoscience Technology Program are:

- Apply principles of mathematics, chemistry, and Geographical Information System (GIS) to the contemporary environmental problems.
- Explain how and why the earth has changed over time.
- Interpret environments of deposition of sedimentary rocks.
- Understand natural hazards and climate change, their causes, and their mitigation.
- Describe and interpret graphs of quantitative data.
- Interpret topographic maps and terrain models and create profiles.
- Use compasses, survey instruments, and images in geological investigations.

b. Describe the program, as it would appear in a catalog.

Geoscience Technology is a multidisciplinary field that studies the features, processes, and history of the earth. As a Geosciences technology major at Baltimore City Community College (BCCC), you will get to take courses ranging from oceanography to element of earth science, environmental science, geographic information systems application, and elements of cultural geography.

The Geoscience Technology Associate in Applied Science (A.A.S.) degree program at BCCC consists of lectures and laboratory work which form the basis for students in this program. The students are enabled to discover and develop relevant knowledge and skillsets to achieve their professional goals as well as contribute solutions to tackle the relevant geoscience challenges facing the state of Maryland, the nation, and the world at large. The primary focus of the A.A.S. degree is employment upon graduation. Students will be prepared for a career in environmental testing, geological waste testing, forestry services, land conservation and ecosystems.

    c. List the courses (title, number, semester credit hours, and catalog Description) that would constitute the requirements and other components of the proposed program. Indicate which are currently offered and which will be new (indicate new courses with an X).

Proposed Course Sequence		
Semester	**Course**	**Credits**
First	**PRE 100:** Preparation for Academic Achievement	1
	MAT 107: Elementary Statistics	3
	SP 101: Speech Communication	3
	ES 110: Environmental Science	3
	BCAP 104: Introduction to Operating Systems: DOS/WINDOWS	3
	HLF 210: Physical Fitness and Health	2
		15
Second	**ENG 101:** English Writing	3
	BIO 102: Principles of Biology	4
	CADD 101: Introduction to CADD	3
	CHE 101: General Chemistry I	4
	BCAP 126: Comprehensive Spreadsheets	3
		17
Third	**GEO 102 :** Elements in Cultural Geography	3

X New Course	CHE 107: Organic and Biochemistry (new course with lab)	4
	CADD 200: Geographic Information Systems Applications	3
	SCI 100: Elements of Earth Science	3
	ART 106: Art in the Culture	3
		16
Fourth	SCI 106: Oceanography	3
	BIO 212: Microbiology	3
	PSY 101: Introduction for Psychology	3
	SOC 150: Cultural Diversity in the Workplace	3
	COP 100: Cooperative Education	1
		13
Total Credits		61

d. If applicable, describe any selective admissions policy or specific criteria for students selecting this major field of study.

The program is open to all students and does not have a selective admissions policy.

e. Describe expected student learning outcomes for the proposed program and directly relate these to the general curricular requirements of the program.

Students who graduate with a Geoscience technology AAS degree will be able to:

- Demonstrate core patterns and principles of Geoscience technology.

- Integrate and apply Geographical Information Systems (GIS) into environmental-related analysis and waste management.

- Employ current geoscience methodologies in the field as well as the laboratory.

- Analyze and interpret data and scientific research.

- apply ethical and controversial issues in Geoscience Technology.

Course Descriptions

New Course:

> **XCHE 107 – Introduction to Organic and Biochemistry:** (4 credits), 45 lecture hours; 45 lab hours. Prerequisites: MAT 92 or Multiple Measures or satisfactory ACCUPLACER score, and RENG 92. Corequisites: CHE 107L
> This course surveys the introductory concepts of Organic and Biochemistry. This four-credit course has both a lecture and laboratory component. The course delivers content in nomenclature, physical properties, and synthesis of aliphatic compounds, such as alkanes, alcohols, carboxylic acids, aldehydes, and ketones. This course will also address topics related to metabolism of the basic organic molecules of life- proteins, enzymes, lipids, and nucleic acids.

All remaining courses listed in the program are currently offered at the college.

7. **IS THIS PROGRAM A TRANSFER PROGRAM OR CAREER PROGRAM?** (Is the program designed for transfer purposes or is it designed to qualify students for a specific job after they receive the associate degree?).
The Geoscience technology is a career program.

   a. If this is a transfer program, show how it relates to the requirements of parallel programs for at least 2 four-year institutions in the Maryland/DC area. No

   The geoscience program at BCCC is a career program geared towards workforce placement and employability on graduation. The students also have the possibility to apply most of their credits towards a B.S degree in any regional 4-year colleges of universities.

8. **LIBRARY REQUIREMENTS**. Provide a brief analysis of existing resources to support the proposed program. Indicate the need for additional on-site resources and over what time you expect that they will be acquired. Discuss additional provisions for access to library holdings – e.g., inter-library loan, local library holdings, the UMS integrated library system, and/or other computerized systems that allow access to library resources housed at other institutions. (Please consult the Acquisition Librarian for assistance.)

   Books, journals, online, databases to Geoscience Technology AAS degree at BCCC's library can support the proposed program. No extra library resources or requirements are needed.

9. **Resources**

   The program has sufficient faculty resources to teach in the proposed program. There is only one new course proposed which can be taught by faculty current in Natural and Physical Sciences.

BCCC
Baltimore City Community College

A.A.S Geoscience Technology

Curriculum			
Semester	Course	Pre-Requisites (taken from College Catalog or new Course Proposals)	Credits
First	PRE 100: Preparation for Academic Achievement	None	1
	MAT 107: Elementary Statistics	MAT 86 or MAT 92 or Multiple Measures, and RENG 92 or appropriate course waivers or ACCUPLACER scores within a range of 263-271	3
	SP 101: Speech Communication	ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER Scores	3
	ES 110: Environmental Science	None	3
	BCAP 104: Introduction to Operating Systems: DOS/WINDOWS	None	3
	HLF 210: Physical Fitness and Health	None	2
			15
Second	ENG 101: English Writing	ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores.	3
	BIO 102: Principles of Biology	MAT 86 or Multiple Measures, RENG 92 or satisfactory ACCUPLACER scores	4
	CADD 101: Introduction to CADD	None	3
	CHE 101: General Chemistry I	MAT 92 or Multiple Measures or satisfactory ACCUPLACER score, and RENG 92	4
	BCAP 126: Comprehensive Spreadsheets	BCAP 104	3
			17
Third	GEO 102 : Elements in Cultural Geography	None	3
	CHE 107: Organic and Biochemistry (new course with lab)	MAT 92 or Multiple Measures or satisfactory ACCUPLACER score, and RENG 92	4

	CADD 200: Geographic Information Systems Applications	**CADD 101**	**3**
	SCI 100: Elements of Earth Science	**Mat 92, RENG 92 or appropriate course waivers or ACCUPLACER scores**	**3**
	ART 106: Art in the Culture	**ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER Scores**	**3**
			16
Fourth	**SCI 106: Oceanography**	**MAT 86 or Multiple Measures, RENG 92 or appropriate course waivers or ACCUPLACER scores**	**3**
	BIO 212: Microbiology	**CHE 101 and or BIO 102**	**3**
	PSY 101: Introduction for Psychology	**RENG 92 or appropriate course waivers or ACCUPLACER scores**	**3**
	SOC 150: Cultural Diversity in the Workplace	**ENG 82 or RENG 92 or appropriate course waivers or ACCUPLACER scores.**	**3**
	COP 100: Cooperative Education	**2.0 GPA; Completion of 15 credits; completion of specific courses in the student's program; permission of the student's program head and the co-op coordinator.**	**1**
			13
Total Credits			**61**

Contract No. / Contract Title	BCCC-FY22-SS-001 Refugee After-School Programming		
Description/Remarks: Soccer Without Borders, (SWB) Corporation, which is pre-approved by Maryland Department Health's Refugee and Asylee Resettlement Agency for Baltimore, provides after-school services and coordination with Baltimore City and Baltimore County schools for refugee/asylee school-age children. SWB provides Baltimore City elementary and middle school refugee/asylee students with access to academic enrichment and soccer instruction during the academic school year. High school students complete credit-recovery courses, a Career Readiness course, and participate in enrichment activities such as soccer, art and music. The refugee/asylee students who participate in these programs are city/ county residents who do not have access to English language instruction and social integration offered in the community. Refugee/asylee youth face numerous barriers in addition to potential low level English language proficiency. SWB is essential to supporting the educational progress and social integration of these young students as it allows an outlet for these children to express themselves despite any possible language barrier and some of the experiences they may have from their country. Furthermore, this contract is retroactive to align with the grant award date if October 1, 2021 and will be modified each year contingent the award of new MORA grant.			
Procurement Method:	Sole Source	**Category:**	Services
Awarded Contractor:	Soccer Without Border, Corp.		
Award Amount:	$52,011.60	**Contract Term:**	10/01/21 – 09/30/22
No. of Bids:	N/A	**Tax Clearance:**	22-3156-0110
College Department:	Workforce Developing & Continuing Education	**Fund Source:**	E9065 / 0873

Contract No. / Contract Title	BPM028793 Pole Banner Printing and Installation		
Description/Remarks: A solicitation was conducted to hire a contractor to furnish and deliver all the printing, brackets, parts, supervision, labor, materials, and supplies necessary to install pole banners on various streets in the City of Baltimore and the College's main campus.			
Procurement Method:	Competitive Sealed Bid	**Category:**	Commodity
Awarded Contractor:	TIMSCO Graphics, Inc.		
Award Amount:	$26,780.00	**Contract Term:**	60 Days from NTP
No. of Bids:	4	**Tax Clearance:**	22-3178-1101
College Department:	Marketing	**Fund Source:**	06656 / 0916

Category: Construction; Construction Modification; Service; Service Modification; Maintenance; Maintenance Modification; A/E Service; A/E Service Modification; Equipment; Equipment Modification; Invoice.
Procurement Method: Competitive Sealed Bidding; Competitive Sealed Proposals; Negotiated Award; Sole Source; Emergency Procurement; Preference Purchase; A/E Act; Option Renewal, Modification, Intergovernmental Cooperative Purchasing Agreement, Statewide Contract

Contract No. / Contract Title	BCCC-FY22-SS-003 Financial Aid Consulting Services		
Description/Remarks: The College is seeking technical consulting assistance in the FA & AR department as it relates to students' accounts, reconciliation, FISAP, FWS process, staff training, Regent / Banner IT related support, and other support as mutually agreed upon at the time. This placement may last 18 weeks with an anticipated kick-off near end of May 2022. This service is for 18 weeks and may be extended as mutually agreed.			
Procurement Method:	Sole Source	**Category:**	Services
Awarded Contractor:	FA Solutions, Inc.		
Award Amount:	$45,000	**Contract Term:**	06/07/22 – 08/07/22
No. of Bids:	N/A	**Tax Clearance:**	
College Department:	Financial Aid	**Fund Source:**	05502 /0873

Category: Construction; Construction Modification; Service; Service Modification; Maintenance; Maintenance Modification; A/E Service; A/E Service Modification; Equipment; Equipment Modification; Invoice.
Procurement Method: Competitive Sealed Bidding; Competitive Sealed Proposals; Negotiated Award; Sole Source; Emergency Procurement; Preference Purchase; A/E Act; Option Renewal, Modification, Intergovernmental Cooperative Purchasing Agreement, Statewide Contract

*Contract ID***:**   BCCC-FY22-SS-002
                                        Refugee Case Management

Contract Description: This contract provides a service to oversees the Refugee School Impact Grant Program.   The services include case management services and coordination with various Baltimore City schools, and is uniquely equipped to offer resources, wraparound services, barrier removal, and support for both students and their families.

Award: International Rescue Committee
                                        New York, New York

*Contract Term***:**   October 1, 2021 – September 30,2022

*Contract Amount***:** $173,372.00

Procurement Method: Sole Source

Requesting Remarks: Requesting approval to award a contract to the International Rescue Committee (IRC) under the Maryland Department of Human Services' Office for Refugees and Asylees (MORA) awarded Baltimore City Community College the Refugee School Impact Grant (RSIG) to help support the College's Refugee Youth Project (RFY) after-school tutoring program. Moreover, under the grant agreement with MDH, the College can award to/partner with only the companies that are specifically listed in the grant's appendix, since all consultants and their work plans had to be pre-approved in order to receive grant funding. The IRC, as the refugee resettlement agency for Baltimore, is a pre-approved vendor.

The contract will be retroactive, as the IRC has been providing services since October 1, 2021 (although the request for approval was not received until November 2021). The contract will begin October 1, 2021 and continue to September 30, 2022, to match the start and end dates of the MORA grant. The contract will renew each year through a written modification contingent on appropriation of new MORA grant funds.

Retroactive approval is requested in the amount of $130,029.00 from October 1, 2021, to June 30, 2022, and proactive approval for the remaining balance of $43,343.00 and term of the contract.

Fund Source: MORA grant

MD Tax Clearance: 22-3179-0110

BOARD OF TRUSTEES ACTION   THIS ITEM WAS:

APPROVED   DISAPPROVED   DEFERRED   WITHDRAWN

WITH DISCUSSION   WITHOUT DISCUSSION

_____

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 8 | College Policies
_____

- None

BCCC
Baltimore City Community College

_____

TAB 9 | Presentations

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- Enrollment Update
- ERP Update

Enterprise Resource Planning (ERP) Project Update

Michael Rading, CIO

Date: June 15, 2022

Project Status

The College maintains a **GREEN** status from the State's Department of Information Technology (DoIT).
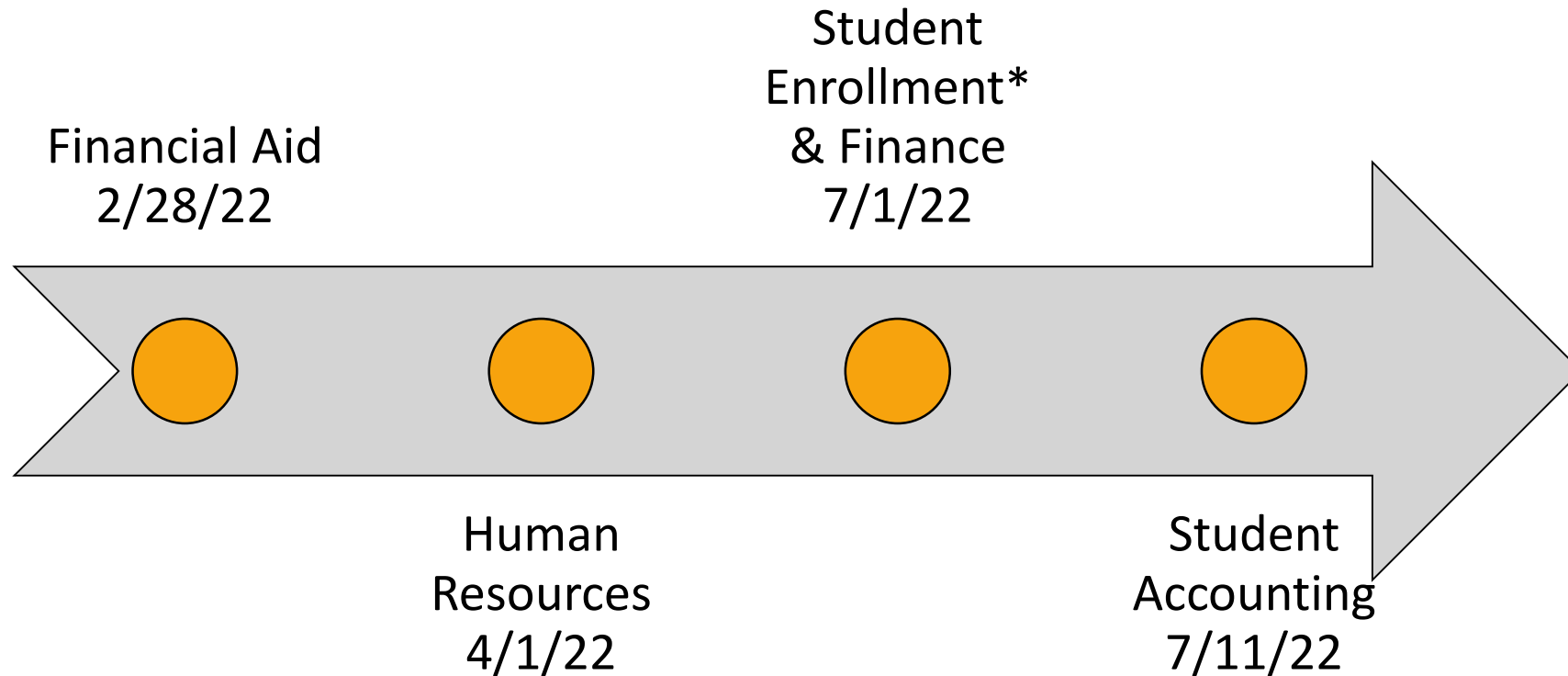
The Project Team continues to meet bi-weekly with the DoIT's Oversight Project Manager for the College to provide project updates and exchange ideas

The College also continues to provide official monthly 'Health Assessment' reports to the State which provides details on monthly project activities, including milestones, deliverables and spending.

The Cabinet receives regular project updates.

Despite adjustments to the internal module go-live dates, the project is still scheduled to be completed by December 2022 as originally scheduled.

ERP 2022 Project Timeline

Financial Aid
2/28/22

Student
Enrollment*
& Finance
7/1/22

Human
Resources
4/1/22

Student
Accounting
7/11/22

*Student enrollment date change from 5/22 to 7/1 reflects a strategic alignment of critical data and reporting needs connected with fiscal year cutover.

Key Activities

Key Milestones:

- **Fall 2022 Student Registration Migration to Banner**
  - Students registered in old system; courses created in new system for Fall 2022
  - Round 2 test migrations into the new system underway with final migration to occur on July 5
- **Other Data Validations**
  - Student Overall & Holds data moved into Banner
  - Supplemental Student Academic History (Spring 2022 grades and degrees) and Supplemental Financial Aid data moved into Banner
- **Finance**
  - Configurations developed that included financial detail codes and requisitoner mapping
  - Finance and IT teams worked with Maryland State counterparts on designing and testing integrations between the new ERP and the Financial Management Information System (FMIS)
- **Student Accounting**
  - Setup and configuration that includes non-credit student accounting detail codes
  - Staff training

On-site Meetings between Ellucian and BCCC

June 2 meeting from 12 pm to 3 pm between BCCC and ERP vendor representatives to discuss:

- Readiness for the modules going live in July
- Planned work that is part of the implementation
- Issues and mitigation measures to address issues raised by the BCCC team

A follow up on-site meeting is scheduled with the Ellucian leadership on June 22

Key Focus Areas in Vendor Engagements

Ensuring availability of vendor consultants to engage with BCCC counterparts in functional areas during this key preparation period ahead of the Student, Finance, and Student Accounts Receivable (AR) modules

Actions Being Taken

1. Additional student module related sessions being held with cross-functional BCCC team members involved in Student facing areas that include Admissions, Registration, Financial Aid, Workforce Development and Continuing Education that cover key ERP areas that span across different areas
2. More scheduled sessions setup up for Finance and Student Accounting staff to have engagements with vendor specialists in areas that involve General Ledger, Procurement and Student Accounts
3. Additional flexibility from the vendor to enable HR to have sessions with vendor experts on Payroll areas for the new system

Key Focus Areas in Vendor Engagements

Providing additional opportunities are provided for more end-to-end testing particularly for processes that are connected to multiple modules. e.g. students being admitted to the college, registering for classes and then being billed based on their registration

Actions Being Taken
1. Additional end-to-end testing sessions being scheduled with the vendor and BCCC team members across different areas

Key Focus Areas in Vendor Engagements

Ensuring the ERP solution is configured to consider college-specific needs such as workforce development non-credit and continuing education needs that are different than the for-credit student population needs

Actions Being Taken

1. Already scheduled and new student module meetings include non-credit and continuing education configuration items and issues e.g. non-credit registration and scheduling and course review in the new ERP system
2. Pushing the vendor to incorporate college considerations such as the strategic goal to increase college enrollment are factored into timeline decisions on the timeline for upcoming modules such as CRM Recruit that touches on student enrollment

Student Enrollment & Finance

Key Milestones Coming in July:

Students will begin using Student Self-Service for:
- Course Catalog
- Registration

Student facing offices will begin using Banner:
- Records and Registration
- Academic Affairs
- Workforce Development & Continuing Education

Fiscal Year 23 activity will be conducted in Banner

Questions

BCCC
Baltimore City Community College

TAB 10 | President's Report

      A. Operational Update
      B. Realignment Tasks Update

Baltimore City Community College

Board of Trustees, June 15, 2022

Dr. Liesl Jones, Vice President, Academic Affairs

ACADEMIC AFFAIRS

Middle States

The core team continues to meet weekly to develop the Self-Study design. The team has a working draft that continues to be updated and edited.

Summer1 Enrollment from the May 18, 2022, Board Report

	Total # of Seats	Current enrollment	Percent filled	Number of Sections	Notes
BSTEM	1420	672	47.3	57	
SASS	930	424	45.6	39	
SNHP	522			34	

Summer1 Enrollment June 6, 2022

	Total # of Seats	Current enrollment	Percent filled	Number of Sections	Notes
BSTEM	1161	760	65.5	50	
SASS	799	450	56.3	34	
SNHP	334	186	55.6	22	

Modality	Total # of Seats	Current Enrollment	Percent Filled	Number of Sections
On Campus	1386	702	51	69
Virtual	170	110	65	7
Online	738	584	79.1	30

Following the May Board report Academic Affairs canceled classes in summer 1 due to low enrollment. The result of that was a drop in number of seats by 20%. The largest drop was in seats for SNHP due in large part as a result of changes in course offerings. The on-campus fill rate while lower than the other two, reflects the move to bringing more classes back to campus.

Summer2 Enrollment June 6, 2022

	Total # of Seats	Current enrollment	Percent filled	Number of Sections	Notes
BSTEM	1243	370	30	53	
SASS	1955	274	14	81	
SNHP					Does not have summer 2 classes.

Modality	Total # of Seats	Current Enrollment	Percent Filled	Number of Sections
On Campus	2611	268	10.2	109
Virtual	210	23	11	9
Online	477	353	74	19

Summer two enrollment is largely dominated by MSP and PTech. Both MSP and PTech will begin the registration process shortly and the fill rates will increase for the on-campus sections as both MSP and PTech hold classes on campus. Summer two 8-week begins June 16th and Summer two 5-week begins June 30th. The MSP and Ptech courses are in the 5-week session. Academic Affairs will begin to cancel low enrolled 8-week courses for summer two this week.

Curriculum
Academic Affairs has one new program coming forward, an Associate of Applied Science in Geoscience. At the start of the Academic year each school was given a goal for new curriculum development. SASS met their goal with 2 new programs and one new certificate. BSTEM was asked to bring froward 3 new programs and they were able to bring forward 2 new programs.

Assessment
The program coordinators spent the end of the semester entering the assessment data for courses and programs. Academic Affairs working with the Director of Assessment has made collecting and entering the data a priority this year. This was one of the goals for Academic Affairs and based on the reports that have been pulled by the Director of Assessment it appears that data was entered for each program.

ACADEMIC OPERATIONS UPDATE

Summer 2022 Adjunct Faculty Contract

Summer 2022 Adjunct Faculty Contracts
Contracts for Summer I adjunct faculty have been completed. A search for additional adjunct faculty to fill the unassigned class is actively underway.

Library Services

Symphony Library System Support Platform
Dr. Jones and Dr. Dorrah met with the library staff to discuss to the current library's Symphony Library System support platform (the MINIVERA server). There are concerns that this platform may not have the capacity to effectively service our students and faculty. The information gathered from meeting with library staff will be critical for updating the current library support platform.

Summer 2022 Library Schedule of Operation
Summer 2022 will mark the return to summer operational hours for Bard Library, since the beginning of the COVID-19 Pandemic. The new library summer schedule is depicted below:

Bard Library Schedule   May 23 – May 29

BALTIMORE CITY
COMMUNITY COLLEGE
CHANGING LIVES...BUILDING COMMUNITIES

	Monday May 23	Tuesday May 24	Wednesday May 25	Thursday May 26	Friday May 27
					Wendy works 10:00 – 2:00 **Constance works 10:00 – 2:00**
8:00 - 10:30	8:00 -11:00 Constance (circ)	8:00 -11:00 Constance (circ)	8:00 -11:00 Jim (circ)	8:00 -11:00 Jim (circ)	8:00 -10:00 Glenn (circ)
10:30 - 12:30	11:00 -1:00 Glenn (circ)	11:00 – 1:00 Glenn (circ)	11:00 -1:00 Glenn (circ)	11:00 – 1:00 Glenn (circ)	10:00 – 12:00 Wendy (circ) 12:00 -2:00 Constance
12:30 - 2:30	1:00 – 5:00 Wendy (circ)	1:00 – 5:00 Wendy (circ) 1:00 webinar - Glenn	1:00 – 5:00 Wendy (circ)	1:00 – 5:00 Wendy (circ)	2:00 -5:00 Jim (circ)
2:30 - 4:30					
4:30 - 9:00					Sat: **9:00 – 1:00 Wendy and Constance** Sun: **closed**
	Tentative schedule – subject to change. Be advised that if the library gets busy, another librarian may be placed at Reference to assist. Librarians scheduled to work on Saturday will work ½ day during the week (in this example Friday).				

Library Summer Hours
May 23 – August 12
Monday – Friday 8:00 am – 5:00 pm
Saturday 9:00 am – 1:00 pm

BCCC Library – Reference Schedule

Two additional part-time staff members will be needed to effectively provide summer library services.

The librarians continue to play an integral role in the Banner implementation. They assisted with End-To-End Testing as well as reviewing the overall the progress made with the Academic Course Catalog in Banner as well as the process to update and maintain courses in Banner. They also assisted with the ensuing Overall & Holds validation which was due on May 17th

Glenn Peterson represented the library in a presentation for P-TECH students. At the end of the presentation, a question-and-answer session was available for all departments to answer any questions students and their parents may have.

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BCCC
Baltimore City Community College

Who do we serve monthly statistics for May:

Who do we serve?	May 2022	May 2021	Year to date FY 2022	Year to date FY 2021
Circulation of Print / Media	14		41	0
Use of Reserve Materials	4		58	0
Database Sessions				
Database Searches	629	2,080	43,774	50,534
Articles Retrieved	546	1,075	27,579	27,766
Library Online Public Access Catalog (OPAC) Searches				
E-book downloads	1	54	936	1,643
Use of Group Study Rooms	21		104	0
Computer Usage	0	0	0	0
Laptop Usage	1		13	0
Printed Pages	539	0	4,509	0
Gate Count	1,714		8,719	0
Registration of new Patrons	4		38	0
Registration/Update of Community patrons	0		0	0
Information Services				
Information Literacy Sessions	0	3	68	91
Information Literacy Attendance	0	17	734	952
Technology Training Sessions	0	0	42	46
Technology Training Attendance	0	0	22	25
Training Center Use by Other College Departments	4	0	4	0
Book Purchases - Print	45			

Book Purchases - eBooks	0			
Rapid Response-Students	0		0	0
Rapid Response-Faculty and Staff	0		0	0
ILL Requests/ Document Delivery	0	0	0	0
eBook Purchases via Patron Driven Acquisitions (PDA)	0		0	0
Community/Alumni Services	0		0	0
LibAnswers & Social Media				
LibAnswers	9	19	578	583
Facebook Followers	506	502	506	502
Facebook Engagement	1	25	130	178
Instagram Followers	70	72	70	72
Instagram Engagement	0	0	0	55

LibGuides had less usage this month than in April. In May, we had a total of 744 views from BCCC students. The most popular guides this month are MLA 8th Edition (165 views), APA Papers 7th edition (148 views), OD (99 views), and Library Handouts (87 views).

Technology

The library's Symphony Library System support platform (the MINIVERA server) is ten years old, and an unstable platform to work with. Additionally, Wendy Ma is unable to configure more portals to apply SirsiDynix Web Services based Blue Cloud technology in our Symphony Library System. Due to the age of the MINIVERA server, Wendy Ma believes our Library System can migrate into a new server platform to improve our Symphony Library System efficiency and library services to our students. ITS Department Systems Administrator Lead Mr. Thad Berry confirmed that ITS would create a new virtual server of any size and specifications the library requires for software operations, so there is no need for the library to purchase server hardware. Wendy Ma is working with ITS Department for the related issues and feasibility.

Articulation Agreements with Four-Year Colleges and Universities
Articulation Agreement between Baltimore City Community College and Coppin State University
Dr. Courtney Ross, Dean of Nursing and Health Professionals and Dr. Harvey Dorrah, Associate Vice President for Academic Affairs met with Coppin State University to review the proposed articulation agreement with BCCC. The articulation agreement will allow BCCC graduates to transfer to Coppin State and complete their BS degree in Health Information Management.

BCCC AS Science to University of Baltimore BS Forensic Science Articulation Agreement
Dr. Dorrah will be visiting UB's campus to meet with Interim Provost Andersen, Professor Debra Stanley, Dr. Ioan Marginean, and Assistant Dean Kathea Smith on **Thursday, June 23rd @ 10:30 AM-11:30 AM** to discuss BCC's associate of science to UB's bachelor's Forensic Science articulation agreement

E-LEARNING DEPARTMENT

The Student Success Specialist has begun the process to retire from BCCC after 30+ years of service to the College. The department is in the process of preparing a job description for review and posting so that the process of interviews can start as soon as possible.

June will see E-Learning participate in new student orientation discussions, as well as in MSP faculty orientation. June is also a month of heavy activity in preparation for the transition to Intelligent Learning Platform (ILP).

E-Learning is revamping the online teaching certification course and the student orientation to Canvas course that are both in need of a refresh.

E-Learning is also attending professional development on inclusive and equitable course design.

Success Coach

The success coach for MAT 107 has transitioned to the Summer I courses and has begun contacting students to assist them in becoming successful within the course. Three Summer I indexes are being supported, one online and two in person. The success coach is currently working on campus, out of MNB 104, to be available to meet students face-to-face. The project is still awaiting data from IR on grades from Spring 2022 to be included in the Q4 report on the AmeriCorps grant-funded success coach position.

As a result of the late start of the project in 2021, BCCC can onboard a second volunteer through December. Three applicants are being screened for applicability to the project and interviews with project stakeholders will take place beginning the week of June 6. The start for the next cohort year of AmeriCorps is not until July 2022.

CENTER FOR ACADEMIC ACHIEVEMENT (CAA)

In May, CAA conducted class visits for writing classes. Information on how to access eTutoring online was demonstrated. The center assisted in setting up all the Summer I and Summer II tutoring shells. A ticket has been put in for the students registered to be loaded in the shells and is nearly complete.

CAA presented during the PTECH new student orientation. Information about workshops, tutoring shells, and eTutoring was covered.

Tutoring Shell Usage Report

The final report from the tutoring shells, Table 1, indicates that in the time since the last report an additional 2,000 page views (30,408 for the semester) were made by students and an additional nine actions (275 for the semester) taken for review and feedback by tutors. The usage trends continued with ENG 101, CLT 101, and MAT 107 having significantly more activity than other courses. BCCC's eTutor worked with 76 BCCC students to review written work and answer questions.

Table 1 BCCC Tutoring Shell Usage Report

Courses	Sum of Times Viewed	Sum of Times Participated
ACCT 221 Tutoring Spring 2022	746	5
ACCT 222 Tutoring Spring 2022	620	1
BIO 202 Tutoring Spring 2022	1447	3
BIO 203 Tutoring Spring 2022	490	1
BIO 212 Tutoring Spring 2022	255	0
BUAD 112 Tutoring Spring 2022	1313	2
CHE 101 Tutoring Spring 2022	402	4
CHE 102 Tutoring Spring 2022	101	0
CHE 213 Tutoring Spring 2022	40	0
CLT 100 Tutoring Spring 2022	4320	9
ENG 101 Tutoring Spring 2022	6571	149
MAT 107 Tutoring Spring 2022	4739	0
MAT 128 Tutoring Spring 2022	1069	2
MAT 86 Tutoring Spring 2022	2492	7
MAT 92 Tutoring Spring 2022	614	1
RENG 91 Tutoring Spring 2022	2187	46
RENG 92 Tutoring Spring 2022	2337	41
DE ENG 207 Tutoring Spring 2022	249	3
DE MAT 107 Tutoring Spring 2022	71	0
DE PSY 101 Tutoring Spring 2022	29	0
DE SOC 101 Tutoring Spring 2022	116	1
DE SP 101 Tutoring Spring 2022	25	0
PSY 101 Tutoring Spring 2022	50	0
BIO 101 Tutoring Spring 2022	4	0
ELC 121 Tutoring Spring 2022	6	0
MAT 140 Tutoring Spring 2022	31	0
MAT 141 Tutoring Spring 2022	27	0
MAT 211 Tutoring Spring 2022	57	0
Grand Total	**30408**	**275**

School of Arts and Social Sciences

Assessment

There was a great deal of assessment work in the last weeks of the spring semester. The Program Coordinators met collectively and individually with the Dean and Dr. Deutsch to discuss the processes and goals for program and course assessment. Those who were not well-versed in the use of TracDat received training and instruction on its use both from Dr. Deutsch and through several faculty-led workshops. With these initial efforts at a standardization of the process of assessment, SASS is in a good position to continue refining the process and to accomplish the goal of a comprehensive, uniform, and meaningful assessment effort.

Articulation Agreements
The Dean of SASS and Dr. Evelyn Garcia, Program Coordinator for Criminal Justice, continue to work with representatives from the University of Baltimore to create an articulation agreement that will allow graduates of BCCC's Law Enforcement program to transfer credits to UB's Criminal Justice program, giving those students a head start on their bachelor's degrees. The representative from UB has submitted to BCCC a draft of the articulation agreement, and it is under review by VPAA Jones.

Enrollment Management
The Dean has been working continuously to schedule the Summer II and Fall classes students need and to staff the classes with capable instructors.

SCHOOL OF NURSING & HEALTH PROFESSIONS

The School of Nursing and Health Professions (SNHP) is on track for having a healthy admissions cohort for the fall 2022 semester. Recently, the department has renewed its focus on improving instructional practices across the curriculum using various teaching pedagogies. Most SNHP programs have placed greater emphasis on utilizing artificial intelligence and virtual reality software that goes beyond the traditional lectures and enhances student learning. Several examples have been provided below.

Dental Hygiene
The Dental Hygiene Program submitted the supplemental report requested by The Commission on Dental Accreditation (CODA) on May 15th, 2022.

Sixteen students will be admitted into the Dental Hygiene Class of 2024, which starts in August. There will be three cohorts running simultaneously. Program faculty and staff are working diligently to ensure students receive the hands-on clinical experiences needed to demonstrate competency among pre-established learning objectives. The DH faculty will be integrating the Visible Body© software within the curriculum. Visible Body© is a 3D augmented reality human anatomy platform that revolutionizes the way students learn through 3D models, animations, images, and quizzes. This software will allow personalized learning and (optimistically) increase student retention within the DH program.

Adequately staffing the Dental Clinic remains a challenge due to talent shortages and competitive compensation within the dental hygiene industry. However, the team continues to actively recruit, interview, and hire credentialed faculty and staff for both full-time and adjunct positions.

Dr. Shannon Stiffler graduated with a doctoral degree in education and was promoted to full Professor.

Emergency Medical Services (EMS)
The EMS program submitted its annual report to the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMPS).

The EMS programs continue to collaborate with other SNHP programs. Providing realistic/student-centered training scenarios has become a significant priority. A new bleeding simulator was purchased and will be utilized to conduct Stop-the-Bleed workshops for BCCC faculty, staff, and EMS students.

Navigate II, a new computerized platform by Jones and Bartlett, has been implemented into the EMS and paramedic program's curriculum. This platform takes artificial intelligence to the next level as it provides virtual lectures and EMS ride-along. The product also allows students access to an eBook that accommodates all learning styles, including auditory learners (as the book reads to the student). There is also a test preparation feature that allows students to evaluate their performance in the program while preparing them for the nationally registered EMS examination.

The EMS team continues to establish clinical opportunities with:
1. BSTEM – providing invasive procedures such as surgical cricoid thyrotomy and needle decompression on piglet specimens.
2. The Baltimore City Fire Department.
3. The University of Maryland Medical Center.
4. The Johns Hopkins Health System.

Health Information Technology (HIT)
The HIT program remains in good standing with its accrediting agency – The Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

The HIT Program Coordinator continues to work on an articulation agreement with Coppin State University's Health Information Management (HIM) program. In addition, the program faculty are working diligently to integrate the following virtual reality subscriptions into the program that goes beyond traditional classroom-styled lectures:
- EHRGo (subscription software): The educational Electronic Health Record (EHR) is realistic to practice. The HIT students can do everything from essential EHR competencies and coding to complex data mining and analytics.

- VLab (subscription software): This software creates a virtual practice environment for health information education. Students explore healthcare technology and build their knowledge with integrated activities.
- Youtube videos: These videos expose students to subject matter experts from all over the country. Students can also review/critique movies/TV shows pertaining to medical/ethical issues and legal cases.

Nursing

The Nursing team is pleased to announce that the following faculty have graduated from their doctoral-degree program:
1. Professor Maria Robinson
2. Professor Rochelle Lemon-Howard
3. Professor Patricia Lee
4. Professor Dionne Woodford-Hudgins

Except for the Practical Nursing instructors, the nursing faculty are off contract and enjoying a well-deserved break of rest and relaxation.

SNHP administration continues to actively recruit, interview, and hire credentialed faculty and staff for several open full-time and adjunct positions in this department.

Physical Therapist Assistant (PTA)

The PTA Program recently held its annual pinning ceremony on Tuesday, May 31st. Both students and their families were invited. This event marked the completion of the program. Seven students received their PTA pins, stoles, and completion awards. Graduates will go on to sit for the national board exams.

The PTA Program often utilizes the flipped classroom model of instruction. This pedagogical approach differs from the traditional teaching model because it reverses the process of education and transforms learning into an interactive environment that supports active learning. This team also utilizes Voki/Avatar Training assignments to assist student as they learn a variety of clinical techniques.

The program's faculty is in the final stages of creating an articulation agreement between Frostburg State University's Athletic Training Program and the Baltimore Ravens. This agreement will allow for a seamless transition from the Associate of Applied Science (AAS) degree program at BCCC to the Bachelor of Science (BS) degree program at Frostburg State University. Currently, the articulation agreement is in the editing and review stages and is expected to be finalized during the fall 2022 semester.

Respiratory Care

The School of Nursing & Health Professions is proud to announce a **100% pass rate** on the Respiratory Care National Licensure Exam for three consecutive years! Graduates from the Class of 2020, 2021, and 2022 have passed the exam on their first attempt.

The Respiratory Care team frequently utilizes the "Each One, Teach One" teaching methodology. This is a simple technique where each student confronts new information, learns the data, and is empowered to teach it to another student. This teaching strategy has been very effective, increasing student scores on clinical assessments and practicums. This strategy aims to have students explain the concepts to their classmates in a way that may be more conducive to retention and understanding skills and concepts.

The Respiratory Care team continues to work on their annual report due July 1st, 2022.

Surgical Technology

The Vice President of Academic Affairs and Dean of SNHP continues to work collaboratively with the Surgical Technology faculty. Finding a credentialed faculty member to serve as "Program Coordinator" remains a high priority. Mrs. Dorothy Holley, Associate Dean of SNHP, has received official approval to serve as Interim Program Coordinator until July 2022 per the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Furthermore, Mrs. Holley works with the Surgical Technology team to gather data and historical information for the ARC/STSA annual report. The deadline for this report is August 1st, 2022.

SCHOOL OF BUSINESS SCIENCE TECHNOLOGY ENGINEERING AND MATH

Natural and Physical Sciences

Faculty developed a new course, A new Chemistry course was approved by the CIC - CHE 107 Introduction to Organic and Biochemistry, this course is a part of the new AAS program in Geoscience and a science elective course for General Education program.

Baltimore City Community College was a gold sponsor of the 7th Annual Maryland Collegiate STEM conference which was held at Anne Arundel Community College on April 30.

    a. 10 STEM faculty and 29 students attended the conference, the registration fees were paid by the college.
    b. BCCC faculty and students did two panel and poster presentation sessions
    c. Prof. Curtis Jones – Physics faculty conducted a 'Fun with Science' session with demonstration of physical science experiments.

Students in the Biotechnology program have been assigned their Summer Internship Placements: four students have been accepted for paid internships.

    d. 3 students will be at Towson University participating in the BCCC- TU BRIDGES program.

> e. 1 student has been accepted into a two-month internship in the Microbiology Lab - Bacteriophage project at the Delaware State University.

Math and Engineering

Faculty are piloting the use of ungrading in Math 112 in summer 2. Ungrading uses the idea of mastery when evaluating and assessing student achievement. The letter grades are removed until the end of the term. The goal is to remove fear and anxiety and increase learning and knowledge. Many students have math anxiety and focusing on letter grades enhances that anxiety. Helping students to reach mastery levels through consent feedback and bringing the students into the feedback and grading process.

Baltimore City Community College

Board of Trustees, June 15, 2022

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

WORKFORCE DEVELOPMENT & CONTINUING EDUCATION (WDCE)

WDCE classes have moved to a combination of in-person and virtual instruction, with additional resources for academic support and both remote and in-person testing. Across all program areas, 447 students were enrolled in May 2022.

ABE/ELS Program Improvement – Community ABE, ESL, and Refugee classes start each month. In addition, Citizenship classes start quarterly.

- In May, through funding provided by the Consolidated Adult Education and Family Literacy Grant (MD Labor) grant, the ABE Department started 7 GED classes, in a combination of in-person and virtual settings. The total enrollment for newly enrolled ABE students is 75. To date, 1,300 ABE students have been registered in FY '22.

- In May, through funding provided by the Consolidated Adult Education and Family Literacy Grant (MD Labor) grant, the ELS department continued to run 19 Community ESL classes, with enrollment over 250 students. To date, 972 Community ESL students have been registered in FY '22.

- To maximize instruction and mitigate any learning loss that might happen before the end of sessions, the ELS department will run four (4) mini-sessions in June. These intensive courses (33 hours) are designed to keep students in classes between sessions (summer/winter). While enrollment continues, there are currently over 90 students registered among the four sessions.

- The ABE and ESL departments are collaborating to bring more students into the building to complete their post-testing requirements. While trying to convince students to come to Harbor campus has been a challenge, the ABE and ELS departments are devising new strategies to entice these typically difficult to reach students to come for post-testing.

- The ABE department has helped 34 students receive their high school diploma in FY '22

- The official date of the High School Diploma Programs Commencement Ceremony is Saturday, June 25 at 10:00 AM. To date, 42 graduates have confirmed their attendance for the ceremony.

- The ELS department registered 65 new refugees in 4 classes for the RAP program in May. To date, 360 refugee and asylee students have been registered in FY '22, already tripling the students served in all of FY '21 with four (4) months of classes still to run.

- Refugee Youth Project (RYP) finished its afterschool programming at Moravia Park ES and Patterson HS. The program culminated in a team bonding field trip to Skateland. More program updates can be found via RYP Blog.

- RYP is gearing up for its International Summer Academy hosted at Patterson HS in conjunction with City Schools. Nearly 40 high school students have registered for YouthWorks and will be attending college and career readiness classes, as well as robotics, art, dance, soccer, and other enrichment courses. Students who need credit recovery will be referred to City Schools' own ESOL Summer School, which also takes place at Patterson HS.

- Across all programs, the ELS department has registered over 1700 adult students and more than 130 youth in FY '22.

- The ELS Department, in partnership with Workforce Development, started a second cohort of students in an Integrated Education and Training (IET) program for Certified Nursing Assistant (CNA). This class began March 28th and will complete training and certification by June 30th. 10 students have been registered, many of them direct referrals from the Refugee Assistance Program. Clinicals have also been scheduled and these students are on track to finish their program before the end of FY '22.

Workforce Development Program Development and Expansion – The Workforce Development (WD) Department enrolled 177 students in 21 training programs in May 2022. Workforce continues to expand partnerships with local community and health agencies to provide opportunities for students to gain training and improve their career outlook. Additional activities include New healthcare cohorts with Goodwill, Baltimore Alliance for Careers in Healthcare, and Center for Urban Families:

- Workforce is working with Academic Affairs to bring Child Care trainings currently being held at a partner community college back to Baltimore City Community College. Workforce and Academic Affairs are working together to coordinate this effort with the Maryland State Department of Education.

- Workforce is continuing to work with partners to create more opportunities for students seeking clinical experiences by expanding the Department's number of partnerships with local hospitals, assisted care facilities, and private labs so students can complete their certifications in a timely manner. Over 15 students in health care trainings had clinical opportunities in May. Workforce is currently recruiting for a Clinical Coordinator to assist with these efforts.

- Workforce enrolled 14 students from the Center for Urban Families in our Certified Nursing Assistant (CNA), Community Health Worker Programs (CHW), CDL, and Cybersecurity. Workforce is entering the final year of the BOOST grant partnering with Center for Urban Families (CFUF) and has enrolled over 90 CFUF students in several workforce trainings as a part of this partnership. The next goal for BOOST is to determine how students can continue and obtain their associate degree.

- Workforce continues to work with partners to create innovative trainings and opportunities for students. This includes working with Kennedy Krieger to develop a training program for Clinical Assistants to work with children and young adults with developmental disabilities in the Neurobehavioral Unit. In addition, to enhance the student learning experience, the National Association for Mental Illness (NAMI) is providing volunteer opportunities for our students in the Community Health Worker program

- Workforce and Career Services are leading Youthworks efforts for Summer 2022. Worksites will include Mayors Scholars Program, Upward Bound, and the Refugee Youth Project.

- Workforce and Career Services will lead the food program efforts for the Summer Food Program. Training was completed May 31st.

- Career Services continues to coordinate with Workforce to connect students to job opportunities directly related to their training experiences. The Career Services Team coordinates recruitment efforts with Workforce to provide a more comprehensive recruitment effort, working with community partners, schools, and businesses to incorporate career planning as a major component for workforce development and job placement. Career Services offered Job Readiness classes for Baltimore Alliance for Careers in Healthcare and IELCE/IET programs.

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.

- Presented P-Tech rising sophomore students and families with a Virtual New Student Admissions and Orientation Event. Students and families were informed regarding the BCCC admissions process, student MyBCCC login information, and student support services. Working in conjunction with a panel of BCCC departments, representatives from e-learning, Student Support and Wellness Services, Center for Academic Achievement, BCCC LIBRARY, and Disability Support Services Center

- P-Tech created individual student scope and sequence plans used to develop the P-TECH summer schedules.

- P-Tech worked collaboratively with external partners BCPSS schools New Era, Dunbar, and Carver High Schools to review and create summer schedule.

- P-Tech collaborated with internal partners Deans, Associate Deans, and Program Coordinators to complete P-TECH Schedule.

- The ELS department, in partnership with City Schools, continues its Refugee Youth Project (RYP) afterschool programming at Moravia Park Elementary and Patterson High School. RYP met with City Schools' administrators in April to discuss summer programming. RYP has registered 38 students at the ISA (International Summer Academy) to be held at Patterson High School.

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.

- The 2022 State Legislative Session closed in April, finalizing the State's capital investment in the College. In FY23, the College is receiving $2.186M to start the design of the Learning Commons Renovation and Addition and $10.5M in deferred maintenance funding.

- Ongoing construction projects include the following: the South Pavilion roof replacement and HVAC repairs, Pavilion lighting repairs, LSB Greenhouse wall and floor coatings, IT closet

HVAC replacements, ADA water fountain replacements, campus-wide camera and access control installation, and the Loop Road improvement project.

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 supported the 73rd Commencement exercises at the Lyric on Saturday, May 14.

- Public Safety continued to support the bi-weekly PNC Bank Mobile Branch located at South Pavilion. The partnership will continue every other Monday – next on June 13.

- Public Safety continued to support the Camera and Access Control project. Public Safety will continue to attend bi-weekly meetings and support this project for the upcoming months.

- Public Safety supported the in-person CDL, GED, and Youthworks programs at RPC and WDCED including weekend classes.

- Public Safety continued to supported the return to on-campus activities for the college community. Public Safety members continues to enforce safety measures including mask-wearing and COVID screening procedures.

- Public Safety staff continued to produce and distribute identification cards for students and faculty/staff while following safety protocols including masking, social distancing and physical barriers. An appointment system using idcards@bccc.edu was implemented and has been utilized to enhance safety by limiting the number of people serviced at one time.

- Public Safety supported the Loop Road construction project, managing campus access and enforcing COVID related safety measures.

Baltimore City Community College
PRESIDENT'S UPDATE
Board of Trustees, June 15, 2022
Becky L. Burrell, Interim Vice President of Student Affairs

STUDENT AFFAIRS

Two Division of Student Affairs meetings were called to provide operational updates on May 20, 2022 and June 10, 2022. The Student Affairs Leadership Team (SALT) pesented departmental updates May 20th during the College's end-of-year professional development week. Presentations included highlights of accomplishments, challenges, and future initiatives.

The June 10th meeting was held to prepare for the onboarding of the new Vice President of Student Affairs, Dr. Jade Borne, who will begin his service at BCCC on June 13, 2022.

ADMISSIONS

A total of 1,902 applications were received in Formstack from 5/18/22-6/8/2022. Approximately 810 of those applications were identified as spam. Based upon out of state and phone numbers. Phase 1 of the Ellucian CRM Recruit will be implemented by July 31, 2022 and increase application processing efficiencies and reduce the number of spam applications. There is an estimated backlog of 200 applications due to staffing and other projects (e.g. ERP implementation) and heavy phone traffic.

Health Programs:
- Nursing Applications Fall 2022: Accepted 59, Denied 62, Missing Teas 7, Wait Listed 6.
- Practical Nursing Fall 2022: 46 Applications.

Veterans:
Form Stack : 5/18/22-6/8/2022
- Total of 65 students that applied to the College who indicated that they were a Veteran.
- Total of 11 students that applied indicated that they were an active Veteran.
- Total of 32 students that applied indicated they were in the Reserves.
- Total of 194 students that applied stated they were going to apply for Veteran's benefits.

Call Center:
- Aproximately 200 calls are received per day. Met with IT to begin discussions regarding a technical solution to track the types of calls by department and topic to inform service needs and decisions in the various departments.

- Additional Call Center staff likely will be needed. The new Work-Study Coordinator in the Financial Aid Office will provide additional support.

Parchment Transcripts: 109 downloaded and reviewed.

Admissions Emails: Approximately 400 sent emails.

Barriers to Enrollment
- Delay of Acceptance Letter. Need to improve the coordination of this process.
- Applications take too long to process – Solution rests with Banner implementation.
- Spam applications-– Solution rests with Banner implementation.
- Manuel downloads of applications-– Solution with Banner implementation.
- Test results for the alternate assessment are not immediate and in HPLAN. Working through how exceptions and other assessment information will be inputted into Banner.

Virtual Help Desk (VHD) Operations
- Provided operational support for admissions VHD.
- Rotation of staff in the VHD.

Next Steps Presentations: 2 weekly presentations via Zoom Tuesdays at 10:00 AM and Wednesday at 3:00 PM.

High Schools Visited: Renaissance Academy High School.

Community Events:
- Greater Harves Baptist Church Youth and Young Adult Ministry.
- Faith Cristian Worship Center.

Upcoming Events
- AFRAM (Mayor's office), June 18/June 19
- Next Gen Next Level" (NGNL) College Fair
- GED Graduation, June 25
- Community Resource Fair Maryland Coalition for families, June 25

Latinx Recruitment Efforts
- Adelanta Latina Campus Tour, June 23, 2022
- Latin Fest at Patterson Park, July 16, 2022 (Holea Baltimore)

Special Projects:
- Banner CRM Recruit/Quick Admit
- Banner Faculty/Advisor Self-Service Training
- Banner Student Self Service Training
- Reviewing MSP applications to determine eligibility for the program and adding the MSPY code (over 400 applications reviewed)
- Interviews for Admissions Recruiter/Advisor

ATHLETIC DEPARTMENT

Four new student athletes have signed scholarship offers for the 2022-23 season.

The Director is reviewing applications for the Athletic Trainer position. The position is required to be present at practices and competitions. Both men's and women's basketball coaches attended the Atlantic City Showcase in Atlantic City New Jersey. The event is the largest recruiting showcase on the east coast, where more than 800 teams and thousands of high-school age student athletes participate.

A regular open recreation schedule has been established to provide incoming student athletes as well as those students attending summer school with an opportunity to utilize the Physical Education Center.

The Athletic Department is working with the Mayors Scholars Program to establish dedicated times for the participants to utilize the PE Center.

DISABILITY SUPPORT SERVICES CENTER

During the months of May 2022, the Disability Support Services Center registered approximately 15 students for renewal accommodations for Summer I registration and conducted 5 new intakes and orientations. Focus of the month has centered around recruitment and retention strategies for Summer I, II and Fall, 2022 terms. Enrollment activities continues to include but not limited to the following: weekly phone banking, texting and social media publishing for existing and new students; weekly virtual drop-in office hours for existing and new students/parents, bi-monthly program presentation for students, faculty and staff focusing on challenges, diversities, important college dates, registration alerts, etc.; published resource materials, academic scholarships/employment opportunities to the program's Canvas page on a regular basis; maintaining in-group and out of group partnerships to strengthen the disability awareness agenda in and around the college community.

DSSC director also provided classroom presentations during the week of Summer I classes, to help bring awareness to the benefits of the college's accessibility and accommodative services. The department also conducted an end of the year celebration to reinforce the importance of being active in student led activities, learning methods of self-advocacy in the classroom setting as well as the overall college. Also, we practiced appropriate communication styles for various types of conversations (e.g., disclosure, requests, scheduling an accommodation).

Lastly, the DSSC director provided on-going supervision for the center's MSW graduate student as well as conducted her final evaluation for the academic year.

STUDENT LIFE & ENGAGEMENT

May 2022 included finishing up the Spring 2022 programming for the Office of Student Life & Engagement. Staff continued to plan for future events and initiatives, including Commencement, Mayors Scholars Program Tuesday & Thursday programming, Pride Month Programming, and more.

Further, staff are continuing to update the 2022-2023 operational calendar and will be fine tuning that over the summer in order to begin planning implementation. Staff are also currently working on the request for Student Life & Engagement and Student Government Association 2022-2023 budget. There

is continuing to be updates to the Student Center space. There will be requests made from Student Life & Engagement on purchasing of new TV's, gaming units, and recreation equipment accessories for the new space. Further, furniture and the layout is being finalized.

Finally, Student Life & Engagement would like to report on the attendance to 2021-2022 programming. The fall total attendance was 752 students over 53 virtual events. The spring total attendance is 1,348 students over 70 events (43 virtual and 27 in person). Now that we have a baseline number for 21-22 programming, when creating the 2022-2023 assessment plan for Student Life & Engagement one of the items will be regarding attendance and participation at events, specifically looking at unique attendees.

Activities and Events

May 5, 2022- LGBTQIA+ at BCCC Meet & Greet, 2:00 – 3:00 pm, Virtual: 2 students and 1 staff attended a meet and greet for LGBTQIA+ students and staff to talk about how they can be best supported at BCCC as well as discuss possibility for clubs in the future. The students were excited to talk, and have since visited Student Life & Engagement multiple times to talk about inclusion programming on campus.

May 25, 2022- League of Women Voters of Baltimore City Information Table, 10:00 am – 1:00 pm, MNB Lower Atrium: Staff from the League of Women Voters of Baltimore City came to campus to promote voter engagement, including registering students to vote in time for the July mid-term election primaries and to try to get some students or staff to volunteer as election judges.

Student Government Association The staff advisors of SGA will be attending a National Association of Campus Activities virtual Student Government Basics training June 7 – 9. Other SGA notes are in their report.

STUDENT SUPPORT & WELLNESS SERVICES

During the month of May, Student Support and Wellness Services (SSWS) served students through individual counseling, wellness workshops, classroom presentations, and student consultations. One wellness workshop was offered and one classroom presentation was facilitated regarding general mental health. We did one professor consultation.   SSWS also presented at the P-TECH orientation. Both counselors helped with commencement.

SSWS continues working with Institutional Research to help create the Sexual Assault Campus Climate Report and also contribute to the Diversity, Equity, and Inclusion Report. Other collaborations include Student Life and Engagement, P-TECH, and other support services.

SSWS created a social media campaign for Mental Health Awareness Month pulling in 25 staff and faculty to promote the message of strength through asking for help and that BCCC is here for them.

Both counselors were trained to be instructors for Mental Health First Aid. SSWS is working on a proposal to offer this as professional development to staff and faculty to become certified in helping recognize mental health issues and take proper action.

There were continued community partnerships and collaborations with Greater Baltimore Regional Integrated Crisis System (GBRICS), NAMI, and College Town.

STUDENT SUCCESS CENTER

The Director of the Student Success Center (SSC) left the College June 3, 2022. The SSC staff are reporting to the Vice President while the search for the new director is in progress. Two candidates have been interviewed to date.

The staff met twice with the academic leadership (Vice President of Academic Affairs, Associate VP of Academic Affairs and the Deans) to discuss additional summer courses needed for Summer II, summer hours for tutoring and the library, clarity regarding the drop and reinstatement processes. Staff expressed concerns regarding course options and requested better sequencing of general study courses to eliminate course start/end time conflicts which reduce course options. They also asked for faculty hours to be posted and more readily accessible to advisors and students.

To improve interdepartmental student support, the staff were assigned to serve as SSC points of contact in an effort to enhance communications and streamline productivity, especially while searching for a new director. The assignments are as follows:

- Admissions (Ms. Evans)
- Records & Registration (Dr. Gillespie)
- Financial Aid (Ms. Franklin)
- Student Accounting (Ms. Agrafiotis)
- Information Technology/Banner (Mr. Wilkinson)
- Academic Affairs (Mr. Sams)

TRIO UPWARD BOUND MATH & SCIENCE

In May, Upward Bound Math and Science (UBMS) hosted three virtual Saturday sessions for students on 5/7/22, 5/21/22, and 5/28/22. During the sessions, students received academic instruction in Canvas in the following subjects English, mathematics, and Career and College Awareness. Additionally, program staff reached out to students during the week to discuss academic progress, concerns and offered additional resources such as tutoring. UBMS also reached out to students who were absent or stopped attending. Staff also consulted with parents and school counselors and made referrals for students as needed.

Highlights include:
- Social-emotional learning activities led by Rushie McLeod to encourage community building and self-awareness. She conducted a special session on 5/28/22 to help students process and cope with the recent national tragedies.
- Through self-guided SAT prep lessons in the Princeton Review, students were exposed to online drills, videos, and practice questions.
- The program saluted five prospective graduates. Including Rai'Joan Carter who was named College-Bound Scholar of the Week and received a full scholarship to Bucknell University.
- Additionally graduates plan to attend McDaniel College and Morgan State University, with more announcements pending.

After a national search, Ms. Deborah Moore was appointed as Program Director of UBMS. She will start on July 18, 2022. Dr. Leslie Jackson, Interim Director coordinated the FY 2022 Upward Bound Math and Science Program grant proposal development with the Office of

Institutional Research and Effectiveness and Mr. Antonio Stephens, grant consultant. This collaborative initiative included participation from the Office of Academic Affairs, select faculty, the Budget Office, Baltimore City Public target high schools, and community agencies. The application closing date is June 3, 2022. Finally, staff attended the Official Site Supervisor Training for the Maryland Summer Food Service Program and initiated the Camp Certification Renewal Process with the Maryland Department of Health in preparation for the summer program.

TRIO STUDENT SUPPORT SERVICES

In May, TRIO Student Support Services Program staff served 194 new and continuing program participants by providing services to support retention and academic success. Services included academic advising, monitoring students' progress, transfer assistance, advocacy, and referrals to college departments such as Student Support and Wellness Services, tutoring, Financial Aid, and Disability Support Services. Contacts include virtual sessions (35), in-person sessions (18), telephone calls (30), email (30), Canvas announcements/mass emails (5).

Each year the TRIO Student Support Services program hosts a Recognition Day event to acknowledge the accomplishments of SSS participants. Forty participants, nine BCCC staff /administrators, and four guests attended this year's virtual celebration on May 12, 2022, that embraced the theme "A Celebration of Success." Dr. Kenneth Gillespie, Student Success Center Advisor, and BCCC TRIO SSS alumni, gave a moving, inspirational address.

SSS presented Academic excellence awards to 51 participants who achieved a GPA of 3.00 – 4.00. Other award categories included 'The Overcomer award,' awarded to four participants who excelled in adversity, and the 'Shining Star,' award presented to four participants who inspired others with their attitude and commitment to academic excellence. Furthermore, the program proudly celebrated 30 Associate degrees and two certificate recipients. Also, twelve graduates received acceptance to 4-year institutions such as Coppin, Morgan, Loyola, and the University of Maryland Global Campus. Finally, honorees were acknowledged for their persistence and participation in services and events throughout the academic year.

Recruitment efforts included social media blasts, emails, and participation in campus events. SSS Program staff screened and processed five program applications, three applications were approved, and two applications will be approved pending registration for summer or fall classes.

Baltimore City Community College
PRESIDENT'S UPDATE
Board of Trustees, June 15, 2022
Becky L. Burrell, Vice President of Institutional Effectiveness, Research & Planning

OFFICE OF INSTITUTIONAL RESEARCH (OIR)

State and Federal Reporting Led by OIR

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

Department of Budget Management (DBM)

- *Managing For Results (MFR)* – In collaboration with the Budget Coordinator, developed proposed revisions to the goals, objectives, and performance indicators for the FY 2024 MFR Strategic Plan. DBM requested notification by May 6, 2022 and the proposed items by June 6, 2022. Efforts to complete MFR process over the summer will include developing updated data for new and continuing measures, guiding the process to update enrollment projections, and providing necessary documentation to support full budget submission.

Department of Legislative Services and Maryland Association of Community Colleges

- *Student Aid Survey* – In collaboration with Financial Aid and Student Accounting, led the completion of the survey related to "Promise" types of financial aid programs at community colleges to meet the submission deadline of May 17, 2022.

Maryland Higher Education Commission (MHEC)

- *FY 2021 Foster Care and Homeless Youth Tuition Waivers Survey* – In collaboration with the Budget Coordinator, developed data to reflect the number and selected characteristics of students who received the foster care waivers in the reporting period and prior years. Compiled new data required for prior years' recipients of the homeless youth waivers. Met the submission deadline of June 1, 2022.
- *Campus Climate and Sexual Assault Survey and Reporting Materials* - In collaboration with Student Affairs and E-Learning, launched the Spring 2022 Campus Climate and Sexual Assault Survey. Constructed SharePoint site with materials from prior years along with MHEC's guidelines. Compiled survey results and developed narrative in collaboration with the Coordinator of Student Support and Wellness and Interim Director of Public Safety. Submitted the Survey Narrative Report and the Incident Form prior to the submission date of June 1, 2022.

  National Council for State Authorization Reciprocity Agreements (NC-SARA) - Leading the Academic Affairs Deans and Program Coordinators to compile the required out-of-state learning placement data; created template for use by Program Coordinators to document information for institutional reference and NC-SARA use; and developing data needed for distance education enrollment component of submission due by June 15, 2022.

United States Department of Education

- *Higher Education Emergency Relief Funds Annual Report* - In collaboration with the Controller and Budget Coordinator, developed detailed enrollment and completion data by various student characteristics including distinct types of financial support to meet the deadline of May 5, 2022.

College Collaborations for External Reporting or Stakeholder Needs

OIR supported other College offices to prepare data, narrative, and/or overall quality assurance related to the following initiatives.

Grant Support

- U*MBC LatinX Proposal* – Provided updated student enrollment and outcomes data and proposal review support. Provided guidance and verbiage for the data sharing agreement between UMBC, Baltimore City Public Schools System (BCPSS), and BCCC.
- *TRIO/Upward Bound Math & Science* – Provided updated data and narrative for Institutional Overview section of continuation application and conducted review of application components to include providing revised language for evaluation plan and outcomes sections due on June 3, 2022.
- *Perkins* – Serve on internal team managing reporting requirements to include utilization of data storyboards/dashboards based on various data files the College submits to MSDE. Attend meetings with MSDE's liaison. Collaborated with other community college IR Directors to invite MSDE's Director of Career & Technical Education Data and Accountability to a Maryland Community College Research Group meeting to address questions about the data storyboards and file requirements. The discussion led to planning follow-up meetings regarding upcoming data files. Provided data for the FY 2022 Perkins Grant Amendment Requests.
- *PepsiCo Uplift Scholars* – Created survey for students eligible for Uplift scholarships. Conducted review with the team, provided links for administering the survey and monitoring its results, and shared results with team.
- *Baltimore City Department of Social Services SNAP E&T* – Provided preliminary review of data sharing agreement and coordinated further review by Information Technology Services (ITS) department. Conducting further quality assurance review to meet the deadline of June 27, 2022.

Microsoft Enrollment for Education Solutions (EES)

- *Microsoft EES Agreement* – Developed student and staff full-time equivalent data to support the ITS department in completing the data components required for the agreement.

Middle States Commission on Higher Education (MSCHE)

- *Core Team* - Serve on core team to prepare Self-Study Design, develop working groups, and timelines. Presented history of MSCHE 2013-14 standards and workgroup membership to inform proposed workgroups to support 2023-24 MSCHE Standards. Developed components of narrative for the 2023-24 Self-Study Design. Created repository on SharePoint for MSCHE documents generated for and from the 2013-14 Self-Study.

Program Accreditations

- *Committee on Accreditation of Educational Programs for the EMS Professions* – Developed data workbook with course pass rates, enrollment trends, and degrees/certificates awarded. Created graduate and employer surveys. Conducted meetings with Program Coordinator regarding surveys and data and participated in team meetings to advise on use of data and conduct review of submission materials ahead of the submission deadline of May 15, 2022.
- *Commission on Dental Accreditation* – Developed data workbook with 10 years of data for course enrollments, degrees awarded as compared to all BCCC awards, and degrees awarded by date along with three years of grade distributions for all dental hygiene and dental science courses. Revised the Executive Summary to respond to Commission's questions and collaborated with team to prepare final submission materials for the submission deadline of May 15, 2022.

- *Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA)* - Developed data workbook with 10 years of data for program enrollment compared to total credit enrollment, 10 years of degrees and certificates awarded compared to all awarded, four years of grade distribution data for SGT courses, and graduation rate data for two cohorts. Created surveys (with links for administration and monitoring results) based on ARC/STSA requirements for Program Coordinator to distribute to Surgical Technology graduates and their employers.
- *Commission on Accreditation for Respiratory Care* – Participated in preliminary review of submission for interim report and provided feedback for clarifying data and definitions to meet the due date of July 1, 2022.

Baltimore City Public Schools - Attend regular meetings to provide support as needed for dual enrollment and Mayor's Scholars Program initiatives.

Support for Internal Priorities

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

Enrollment Updates

- *Credit Enrollment Updates* - Developed and distributed for Spring 2022 term through March 15 for Cabinet and other administrators; Summer 2022 enrollment updates began in April.
- *Credit Enrollment Presentation* - Presented enrollment update at May 2022 Board of Trustees meeting.
- *Continuing Education Enrollment Updates* – Develop monthly continuing education enrollment data by term and department to support WDCE leadership team.

Enterprise Resource Planning (ERP) Implementation - Serve on planning teams for data migration and validation processes and action items related to Reporting, Academic Affairs, WDCE, and Student Affairs. Support project

- Developed credit and non-credit registration trend data to assist in planning for rollover from HP-LAN to Banner (the new ERP) for fall 2022 registration.
- Participate in planning and conducting data validation initiatives.
- Conducted data validations to support data migration related to student characteristics, academic history, testing data, and registration holds, contact information, course information, Veterans data, and international student coding, and fall registration activity.
- Develop and provide supplementary data files to support mapping of data in legacy system with Banner fields and configuration.
- Meet with Ellucian team to discuss specific details regarding validation issues and provide recommendations for solutions to support institutional reporting needs.
- Participate in End-to-End Testing sessions.
- Share feedback with Ellucian/BCCC leadership team.
- Provide additional support for Student Affairs related to identifying processes needing guidance from Ellucian and further internal decisions.
- Advocate for guidance related to continuing education registration and data collection processes.
- Participate in sessions related to Banner student and accounts receivable areas, CRM Recruit, Elevate, and Degree Works components and integrations. Provide input and data to support efforts.

Surveys

- *Surveys of Institutional Days Professional Development Sessions* – Developed and administered surveys to evaluate professional development sessions held as part of the End-of-Year Institutional Days. Shared daily

results with VPIERP for Cabinet Review. The number of respondents for each of the four days were 23, 39, 34, and 15, respectively.

- *BCCC Assessment Practices and Resources Survey* – Developed survey, with input from the PREC Planning Team, regarding Academic Affairs experiences with the College's academic assessment processes from 2017 to 2022. The survey was conducted during the Institutional Days session entitled "Assessment and Program Evaluation: Past and Present." There were 30 respondents.

- *Program Review and Evaluation Cycle 2 (2017 – 2022) Process Feedback* - Developed survey, with input from PREC Planning Team, designed to collect information regarding the 2017 through 2022 program review and evaluation cycle and suggestions for enhancement. The survey was administered in the Institutional Days session entitled "Assessment and Program Evaluation: Past and Present". Utilized results to inform subsequent presentation entitled "Ready to Launch: Program Review and Evaluation Cycle 3, Year 1". There were 47 respondents.

- *Community College Survey of Student Engagement (CCSSE) and Community College Faculty Survey of Student Engagement (CCFSSE)* - Developed timelines and plans to administer surveys. Prepared communications to faculty and students regarding the appropriate surveys, developed and submitted necessary course and student files to the University of Texas at Austin to customize survey, launched CCSSE via email distribution to students in selected course sections, and monitor results. Attended faculty assessment session to facilitate completion of CCFSSE. Created and sent customized emails to instructors of selected course sections to facilitate completion of CCSSE. At the due date of May 18, 2022, 350 students completed the CCSSE (16.1%), and 57 faculty completed the CCFSSE (33.9% of those whose sections were selected).

- *Program Accreditation Surveys* – As noted above based on respective accreditation requirements.

- *Campus Climate and Sexual Assault Survey* – As noted above for MHEC.

Audit Support – Support Controller and Budget Office in developing and reviewing data to support requests from external auditors.

Institutional Review Board (IRB) Materials – Shared revised proposed policy and procedures related to rebuilding the College's IRB. Incorporated feedback from review with the Program Review and Evaluation Planning Team. Conducted review with the Human Resources leadership team. Will support VP of Institutional Effectiveness, Research and Planning in shepherding policy and procedures through final reviews over the summer.

College Teams/Workgroups

- *Program Review and Evaluation Committee (PREC) Planning Team* - Serve as member and participate in weekly meetings.
  o Led student and faculty surveys' review, design/update, and implementation process. Compiled results and shared with Team. Held special sessions conducted by PREC Chair to address any questions or concerns regarding survey data.
  o Developed trend data for programs' enrollment, degrees conferred, discipline credit hours, and short-term outcomes.
  o Participated in a meeting with Deans and reviewers regarding outstanding deliverables.
  o Conducted survey regarding program review and assessment practices over previous five- year period during the Institutional Days professional development session entitled "Assessment and Program Evaluation: Past and Present" facilitated by Academic Affairs and OIERP. Analyzed results and shared with PREC Planning Team. Utilized results and feedback to generate proposed strategies to enhance processes. Developed presentation based upon results and strategies which OIR Director and PREC Chair conducted at subsequent session entitled "Ready to Launch: Program Review and Evaluation Cycle 3, Year 1".

- *OIR with Academic Affairs Leadership Team (monthly)* - Share recent data submissions and grade distribution data.
- *Enrollment Management Team* – Support VPIERP in managing Student Affairs Enrollment Management Team. Developed data workbook to support efforts to establish strategies to achieve enrollment targets. Conducted presentation of data at Student Affairs Leadership Team retreat. Supported Virtual Help Desk (VHD) team in reviewing analytics related to the quantity and nature of requests made of the VHD.
- *Academic Advising Team* – Support VPIERP in managing Student Affairs development of advising model in collaboration with Affairs. Developed data to identify students close to completion for targeted outreach for summer/fall 2022 registration.
- *Drop for Non-Payment Team* – Attend meetings with Finance & Administration, Financial Aid, and Student Accounting representatives and provide data as needed.
- *Academic Assessment and Reporting Team* – Attend meetings with Academic Affairs leadership and Assessment Director and provide guidance or support related to submission requirements.
- *Student Services – ITS Support* – Attend meetings to provide support or guidance related to data and reporting needs of Student Affairs Leadership Team.

Search Committees

- Serve as a member of the search committee for the Director of the Testing Center.
- Serve as a member of the search committee for the Director of Grants position.

External Meetings

- Maryland Association of Community College's Data Book Review/Standards Workgroup
- BCCC Team Meetings with Baltimore City Public Schools System representatives
- Maryland Community College Research Group (MCCRG) monthly meeting
- Ellucian Consultant and Leadership Team Meetings
- Ellucian Executive Team Meetings

Professional Development
- ERP Training Sessions
- Participated in End-of-Year Institutional Days sessions related to ITS, HR, and Facilities Updates.
- Co-facilitated "Assessment and Program Evaluation: Past and Present" session with Academic Affairs and OIERP teams and "Ready to Launch: Program Review and Evaluation Cycle 3, Year 1" session with PREC Chair during Institutional Days. Provided enrollment and degrees/certificates conferred data along with institutional external reporting requirements data to support the President's Forum.
- MCCRG annual professional development session

OFFICE OF ASSESSMENT

Academic Assessment & Reporting
The Office of Assessment continues to meet weekly with Academic Affairs leadership to align operational schedules, review best practices and logistics for assessment data, identify professional development needs, and review external reporting obligations.

Academic Assessment Results – Academic Year 2022
Course-level assessment data was collected by program and discipline coordinators, aggregated, and entered into TracDat (Nuventive Improve). The Academy submitted 1,090 student learning outcomes results across 172 courses for the 2022 academic year. This academic year served as a baseline for academic assessment, identifying existing processes and gaps in resources, professional development, and methods. These results will inform the development of the Office of Assessment Operational Schedule, standardized assessment data collection and reporting methods, and professional development resources.

Assessment Coordinator Workbook
The Office of Assessment developed an excel workbook that documents each school, discipline, program, course, and their assigned assessment coordinators. This workbook formally documents assessment roles and responsibilities and provides context to the submitted assessment data.

Example: While it is known that assessment data was submitted for 172 courses during the 2022 academic year, it is not known under the Colleges current practices how many courses should have assessment data for the 2022 academic year. This workbook will provide that context and set expectations for accountability to assessment in a given semester and academic year.

Assessment Data Templates & SharePoint Interface
The Office of Assessment piloted course-level assessment data templates during the Spring 2022 academic assessment data collection. The templates were successful in collection student learning outcomes data, as well as additional variables that provide greater context to academic assessment initiatives, including session and learning environment. These templates will be standardized for course-level assessment for the 2023 academic year.

Office of Assessment Operational Schedule
The Office of Assessment has drafted an Operational Schedule that accounts for institutional assessment initiatives, reporting obligations, institutional timelines, and special projects, such as the enterprise resource planning (ERP) implementation. The Office is working with Academic Affairs leadership to ensure the assessment initiatives coincide with key academic dates and faculty responsibilities. The Operational Schedule will expand with the development of non-academic assessment initiatives.

Professional Development & Office of Assessment Resources
The Office of Assessment developed a Microsoft Bookings site (Assessment Office Support) to provide support for assessment initiatives across the College. The site debuted to the academy with bookable services for Coordinator support in the collection, aggregation, and reporting of assessment data. The site will grow in the number and types of assessment support services as the College formally establishes non-academic assessment processes.

Program Review & Evaluation Committee (PREC) Planning Team
The Office of Assessment continues to support the Program Review & Evaluation Committee in the development of resources and administration of the Program Review & Evaluation process.

TracDat (Nuventive Improve) Strategic Maintenance
The Office of Assessment is reviewing, updating, and aligning the structure and content of TracDat to reflect Academy practices and to prepare for non-academic assessment data.

TracDat (Nuventive Improve) Report Generation
The Office of Assessment is developing and testing processes for pulling reports from TracDat that summarize academy-wide personnel access, assessment unit structures, and assessment data.

Director of Grants Hiring Committee Chair
The Director of Assessment continues to Chair the ongoing search for a Director of Grants. No applications were received during May 2022.

Enterprise Resource Planning (ERP) Implementation
The Office of Assessment continues to support the ERP Implementation through weekly project check-ins, data validation planning, data validation exercises, and membership of ERP Executive Steering Committee. This month, data validations were conducted for the prospective move to Banner for fall registration and the Executive Steering Committee convened to support the College-wide need for more resources and guidance from the Ellucian Project Management Team.

Quality Assurance Reviews for the Submission of External Reports
The Office of Assessment served as a quality assurance reviewer of the following proposals and reports:

- Accreditation Review Council on Education in Surgical Technology & Surgical Assisting (ARC/STSA) Annual Report
- Committee on Accreditation of Educational Programs for the Emergency Medical Services Profession (CoAEMSP) Annual Report
- Commission on Dental Accreditation (CODA) Requested Information for the August 4, 2022 Commission Meeting
- Maryland Department of Labor Consolidated Adult Education and Family Literacy Services Grant Continuation Application
- Unites States Department of Education Carl D. Perkins FY2023 Application
- United States Department of Education TRIO Upward Bound Math & Science Grant Application

Middle States Commission on Higher Education Self-Study Core Team
The Core Team continues to draft the Self-Study Design and finalize the proposed working groups for the Self-Study. The Office of Assessment recommends increased faculty inclusion in the planning process to ensure the working groups reflect a diverse and interested faculty. Greater faculty incusion will occur in August 2022.

BCPSS-BCCC-UMBC LatinX Academic Pathway Program
The Office of Assessment with UMBC and BCPSS to investigate and draft an MOU for the partnership between the three entities that will facilitate the research and design of the LatinX Academic Pathway Program. The research and design phase will ensure that the program utilizes evidence-based practices and is relevant to the prospective Baltimore LatinX student community. The MOU draft is being modified to accommodate security and data sharing practices across institutions.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, June 15, 2022

Finance & Administration

HEERF II EMERGENCY GRANT

1. **Student Distribution HEERF II Funds Spring 2022**
   - BCCC disbursed $439,322.00 of the remaining HEERF II student portion funds to students most affected by the pandemic. These students met both the Department of Education and BCCC established student eligibility criteria and were enrolled in Spring 2020 through Spring 2022 semesters.
   - The eligibility criteria for students were:
     - o BCCC received a valid 2019-2020 FAFSA as of May 18, 2020;
     - o The student was enrolled in an academic credit program for the Spring, 2020 semester;
     - o The student was not enrolled exclusively in online courses as of March 13, 2020; and
     - o The student met the Title IV Federal Financial Aid eligibility requirements and was
     - o Students currently enrolled in the Spring, 2022 semester.
   - Below chart outlines the amounts disbursed based on the number of credits taken per student:

Categories	Count	Distrbituion	Totals
1 - 5 credits	113	$ 744.00	$ 84,072.00
6 - 8 credits	124	$ 1,000.00	$ 124,000.00
9 - 11 credits	90	$ 1,245.00	$ 112,050.00
12 > credits	80	$ 1,490.00	$ 119,200.00
Grand Total	**407**		**$ 439,322.00**

BUDGET OFFICE

1. **Highlights**
   - The staff continues to work diligently with the Banner implementation team on the development of the FMIS crosswalk tables. Additionally, the staff have begun testing key transactions in Banner to ensure that the FMIS to Banner interface file is successfully transmitted.

2. **Appropriation Year (AY 22) Revenue Summary as of 05/31/2022**

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	$ 53,809,680	(Includes Bookstore of $ 766,460)
Restricted	$ 14,496,260	(Includes WBJC of $ 1,789,627)
Total Revenue	**$ 68,305,940**	

Unrestricted Revenue: Total Unrestricted Revenue through May FY 2022 is $ 17.9 M (25%) lower than the revenue earnings through the same period FY 2021.

   - o *Tuition & Fees: increase 1%.* The overall decrease in tuition and fee revenue is due to a lower enrollment than anticipated for the Spring 2022 semester. There is a 28% decrease in the Spring 2022 revenues when compared to FY 2021 during the same time. There was a decrease in non-credit tuition and fees of $154,450 (16%). Please note that in FY 2021

Summer 2 and Fall were recorded into the wrong appropriation year $514,788 and $708,630, respectively. These students registered early in FY 2020.

- o *Sales, Service, Aux & Leasing: Increase of 27%.* A deferred leasing agreement was signed by Lockwood and the College. Outstanding lease payments have been received. Therefore, Sales, Service, Auxiliary & Leasing revenue earnings are significantly higher than this time in FY 2022.

- o *Bookstore Revenues: decrease 28%.* There is a decrease of 28% in Bookstore Revenue categories compared to the same period last fiscal year. New textbook sales are down 23%. Books were given to the students at no cost during the summer semester to assist BCCC's students in achieving their academic Goals.

Restricted Revenue: Total restricted revenue through May of FY 2022 is $5.1 M (26%) lower than the same period in FY 2021. The primary driver of the decrease is a 27% decrease in Federal Grants.

3. **Appropriation Year (AY 22) Year Expense Summary as of 05/31/2022**

Expense Fund	Expense Amount	Notes
General (Unrestricted)	$ 43,538,710	(Includes Bookstore of $1,147,392)
Restricted	$ 12,363,361	(Includes WBJC of $978,218)
Total Expenditures	**$ 55,902,071**	

- **Unrestricted Expenditures:** FY 2022 Unrestricted expenses increased by $2.7 M (7%) when compared to this same period in FY 2021 primarily due to an increase in expenses for personnel and contractual services, and the increase in payments to Ellucian for the new ERP (Enterprise Resource Planning) system.

- **Restricted Expenditures:** FY 2022 restricted funds expenses decreased by $2.1 M (15%) year-over-year.

4. **BCCC Realignment Tasks**
The Office of Fiscal Planning and Reporting is finalizing two methods of projecting revenues and expenditures. The Office will meet with President's Cabinet to review the two methods of projections to determine the best method of projections. Once the method of projections is approved the Fiscal Planning and reporting Office will work on Budgets that can be projected out five years at a time.

OFFICE OF STUDENT ACCOUNTING SUMMARY

1. **Highlights**
- Continuous collaboration with Ellucian regarding process improvements as it relates to:
  - o The Ellucian AR Consultant and Interim Director of Student Accounting's request for additional hours to prepare for the scheduled Go-Live date in July was approved by the BCCC and Ellucian Leadership team. This additional time will be used to provide user training for the Student Accounting staff, complete Banner configuration of the Continuing Education programs; conduct Banner workflow review of student billing for the various BCCC's specialty population student programs, conduct end-to-end (E2E) testing of the life cycle of a student bill with regards to various changes such as add/drop/withdrawals and the return of Title IV funding.

2. **Student Accounting Communication Updates**
   - Created and received approval for the three CARES Act Funds refunds email notifications that will be used to keep our students updated on their awarding of these funds, processing of the refunds, and the disbursement of the refunds. The focus of the emails is to encourage students to sign up for direct deposit to receive their funds faster.
   - Completed collaboration with campus departments regarding Tuition Free Summer 2022. Marketing has updated BCCC's webpage to announce this initiative. Student Accounting is collaborating with other business area departments to finalize the eligibility criteria and timeline of events proposal as it relates to using institutional portion of CARES Act Funds to pay for summer classes of eligible students.

PROCUREMENT

1. **Procurements**
   - For the month of May, a total of 34 purchase orders were issued for a total amount of **$790,696.46**. The breakdown of the awards is as follows:
     - Commodities   8 $ 72,292.65
     - Construction   3 $151,626.18
     - Maintenance   2 $427,231.18
     - Services   15 $ 75,073.46
     - IT Hardware   3 $ 64,470.30

   - Credit Card: 137 credit card transactions were conducted in the month of May for the accumulated amount of $70,406.04.

2. **Upcoming Reports**

   - **FY2023 Procurement Forecast** is due on June 30, 2022. This report provides all projected procurements valued over $100,000 for the upcoming fiscal year including SBR (Small Business Reserve) designated procurements and those procurements with MBE (Minority Business Enterprise) goals for the College. The forecast is to provide to the public and serves as a valuable tool for the small minority, and women-owned businesses for contracting opportunities. This report is submitted to the Governor's Office of Small, Minority, and Women Affairs.

   - **SBR/MBE Consolidated Strategic Plan** is due on June 30, 2022. This strategic plan is a vehicle that allows the College to review its progress over time in these mandated programs and map out a plan to continue and increase participation and utilization of SBR/MBE firms.

CONTROLLER'S OFFICE/GENERAL ACCOUNTING/GRANTS/FOUNDATION

1. **MHEC (Maryland Higher Education Commission) CC-4 Audit**
   - The Financial Statement was issued.

2. **Other MHEC Reports**
   - The Howard P Rawlings data was provided to the auditors.
   - The agreed upon procedures (AUP) data is being collected and will be provided to the auditors.

3. **BCCC Foundation**
   - The College's Financial Statements was issued.

4. **CARES ACT Spending (HEERF (Higher Education Emergency Relief Fund) I & II)**
   - Annual HEERF Reporting was completed and filed timely. The reporting requirements are more significant than the first year.

5. **Grants**
   - The Controller's Office continues to work with the various divisions to provide support and reporting requirements.

6. **SAM.gov Renewal of SAM.gov registration**
   - The SAM (System for Award Management) renewal was completed, and all issues were resolved.

7. **Other**
   - Foundation 990 – The Foundation 990 tax return was completed and filed.

ACCOUNTS PAYABLE

1. **Total Payables**

Summary	Totals
<31	$170,740.09
31-60	$127,173.33
61-90	$ 19,349.80
>90	$ 2,381.65
Total Payables	**$319,644.87**

2. **Highlights**

   - The Controller's Office and Accounts Payable are working with the Procurement Office regarding Corporate Purchase Card collection and validation of information.
   - The older payables continue to get resolved and the amounts greater than 61 days (about 2 months) are 6.8 percent of the total. Accounts Payable continues to get these items resolved.
   - A continuing challenge is for Accounts Payable to be provided with timely receipt of the invoices.

Baltimore City Community College
CABINET UPDATE
Board of Trustees, June 15, 2022
Mr. Michael Rading, Chief Information Officer

INFORMATION TECHNOLOGY SYSTEMS OPERATIONS

The new ITS Leadership has been assessing the current state of IT and determining what needs to be done to get to the future state. As part of the Information Technology Infrastructure Renovation work, an evaluation of the college's current data center environment which supports mission-critical software applications was completed. A gap analysis is being developed to determine the roadmap to reach the future state. During the President's college end of year forum in May 2022, the ITS Leadership team presented three IT focus lenses to support the college's goals that include:

1. Stability
   a. Evaluation of current technology and vendors
   b. Investing in upgrades and modernization
   c. Focus on improving uptime and availability
2. Simplicity
   a. Empower faculty, students, and staff to achieve goals and objectives using technology
   b. Focus on ease of use and building efficiency
3. Security
   a. Cybersecurity threats are growing at an exponential rate
   b. Implement industry best practices to improve BCCC's security posture and protect our data

As part of the Information Technology Infrastructure Renovation work, an evaluation of the college's current data center environment which supports mission-critical software applications was completed. A final proposal that includes hardware and software to upgrade the college data center infrastructure, making it more secure, has been developed and will be queued up and presented to the board of trustees along with necessary hardware and software procurements that will help move the college's data center to a future state that modernizes and secures infrastructure for critical applications, significantly reduce the risk of outages and failures, simplify management and operations, and move the college to a more secure state that provides a higher level of security that includes a solution that helps to mitigate the risk of ransomware which is a threat that BCCC (Baltimore City Community College) and other colleges face. This work supports realignment task #9 work around addressing the information technology (IT) and infrastructure needs of BCCC.

The CIO attended and represented BCCC at the in-person Agency IT Leadership meeting conducted by the State of Maryland on May 26, 2022. The meeting included key IT-related updates from the state on key state initiatives, operational changes, current and upcoming projects, and IT Security related matters.

IT Staffing

Continued work is being done to fill vacant IT positions. In the last month, the administrative assistant position has been filled that provides administrative support to the ITS leadership, supports scheduling, entering purchase requests, high-level communications, and correspondence, etc. In addition to the current ways the college advertises positions, IT is posting the director positions prominently on Educause for 30 days to find qualified candidates with higher education experience.

There are the current vacancies within IT that efforts are being made to fill:

- The Programmer/Analyst - Two new applications have been received and are being considered
- Director of Client Services – Four new applications have been received and reviewed. Two of these candidates are being scheduled to be interviewed
- Director of Enterprise Applications – One application was received; however, the applicant didn't have the necessary qualifications to move forward in the interview process
- Banner Technical Consultant – an outside part-time contract position has been brought on to assist with technical integrations and report building
- Technology Trainer – an outside part-time contract position has been brought on to assist with developing end-user training materials for Banner self-service for students, faculty, and staff

Enterprise Applications

The Enterprise Applications team completed data extracts for student data related to spring 2022 courses and degrees. The Enterprise Applications team is also working on developing the integrations and reports in preparation for the Banner go-live in July.

Client Services

Inventoried obsolete computers that were in storage in two separate storage areas on the main campus in May 2022 and worked with the Facilities department to dispose of this old technology. Four pallets of obsolete technology were removed as part of the initiative.

IT Security

For the past two months, ITS has been engaged with DoIT (Maryland State IT Department) on a comprehensive IT Security Assessment of the college. State Agencies across Maryland are engaged in similar assessments. The results of the security assessment are anticipated in June 2022 and will be included in the roadmap to get to a future IT state that enhances the level of information security at the College.

Baltimore City Community College
PRESIDENT'S UPDATE
Board of Trustees, June 15, 2022
Ms. Lyllis M. Green, Chief Internal Auditor

INTERNAL AUDITS (IA), REVIEWS, and INVESTGATIONS
Internal Audit activities during the month of May involved the following activities and /or follow-up reviews:
- EEO (Equal Employment Opportunity) discrimination cases,
- Training sessions for EEO and Title IX (Sexual Harassment) claims
- Judicial Affairs student disciplinary actions

Staff from various offices researched and collaborated with Internal Audit including Human Resources, General Counsel, Assistant Attorney General, the Controller, Information Technology Services (ITS), the Registrar, Student Affairs, and Cabinet.

EXTERNAL AUDITS
Legislative Auditors (OLA)
There are two repeat audit findings from the College's 2016 OLA Audit. The findings relate to personally identifiable information and inventory. The two repeat audit findings appear in the current audit report and resolution is in progress as we move toward the Banner implementation and outsourcing an inventory service. Consequently, the internal audit reviews will be performed after the recommended actions occur and the internal controls are implemented. They are scheduled for internal audit reviews during January 2023 and December 2022. Summary information on the repeat findings appears in the chart below:

Status of 2016 Findings

Prior Audit Finding	Finding Description	Implementation Status	Internal Auditor Comments
Finding 5	Sensitive personally identifiable information maintained by BCCC was stored without adequate safeguards.	**Repeated** (Current Finding 6)	**The College is encouraged by the new ERP (Enterprise Resource Planning) which assigns a unique identifier to students and addresses the greatest risk of PII (Personally Identifiable Information) - social security numbers. Follow-up January, 2023**
Finding 8	BCCC did not maintain complete and accurate equipment records, could not locate certain equipment, and could not document that it conducted physical inventories of equipment as required. In addition, 40 computers purchased several years ago were never placed into service.	**Repeated** (Current Finding 8)	**Confirmed with the Procurement Director that the procurement for an inventory service is in progress. Follow-up December, 2022**

Follow-up to the current findings with OLA recommendations will begin during May, 2022. They are summarized with the College's responses in the following chart:

Finding	Recommendation (Excerpts from February 2022 OLA Report)	Response	Internal Auditor's Review as of 6/06/2022
Student Personal Information 1. **Baltimore City Community College (BCCC) did not require or obtain a review of the automated system used by its vendor responsible for processing student refunds, to ensure that sensitive information residing on the system was properly safeguarded.**	**We recommend that BCCC comply with State law by requiring the vendor to obtain a formal control assessment report, such as a SOC 2 Type 2 report, and implement a process to obtain and review the results to ensure sensitive student information provided to the vendor is properly safeguarded**	Agree. BCCC has confirmed with our vendor that a SOC 2 Report is available and will be forthcoming. Going forward, BCCC will follow the process of obtaining and reviewing the automated system used by its vendors responsible for processing student refunds to ensure that sensitive student information residing on the system is properly safeguarded.	Prior conversations with the vendor disclosed the need for the vendor team to notify their upper management. The team expects that there will be a SOC 2 Type2 audit available for the 2023 calendar year with issuance in 2024. No additional updates were provided by the vendor. **May, 2022: The vendor has not provided additional information and staff plan to communicate the issue during the next meeting with the vendor.**
Student Financial Aid 2. **BCCC had not established sufficient controls over significant aspects of the financial aid award and record keeping processes within the financial aid office.**	**We recommend that BCCC ensure that manual adjustments to financial aid awards, as well as required verifications of financial aid application data and satisfactory academic progress by financial aid recipients is subject to independent supervisory review and approval**	Agree. BCCC will ensure that manual adjustments to financial aid awards, as well as required verifications of financial aid application data and satisfactory academic progress by financial aid recipients are subject to independent supervisory review and approval. The College has hired a third-party to conduct this review and will continue to utilize that third-party.	The Financial Aid manual adjustments are being mitigated by the new ERP. Financial Aid processes. Transitioning to the new processes began during March 2022. Follow-up to begin in June, 2022.
Payroll 3. **BCCC was unable to provide adequate documentation to support a payroll adjustment increasing**	We recommend that BCCC a. develop formal policies and procedures governing the criteria, documentation, and	a. Agree. The noted adjustment and overpayment above occurred prior to the current administration. The	a. Confirmed with the recently hired HR Director that procedures are in

Finding	Recommendation (Excerpts from February 2022 OLA Report)	Response	Internal Auditor's Review as of 6/06/2022
a senior BCCC management employee's compensation by $72,700. In addition, BCCC overpaid another employee $8,900 due to an undetected adjustment miscalculation	approvals (such as Board of Trustees) needed for adjustments.	College now requires management level approval on all payroll adjustments. This includes review by the HR (Human Resources) Director, VP of Finance and Administration, and President prior to processing the adjustment.	place and enforced. Follow-up in June, 2022.
	b. ensure that all payroll adjustments are supported with adequate documentation and properly calculated; and	b. Agree. HR/Payroll created an adjustment process which includes supporting documentation for approval signatures.	b. The recently hired HR Director confirmed the process.
	c. determine the propriety of the unsupported payroll adjustments and take appropriate action to recover any amounts that cannot be supported	c. Disagree. We will have to determine that the funds need to be recovered. Based on how faculty contracts are paid out, there were not any payments that were overpaid.	c. Based on the staff's review of payments, there were no overpayments; however, IA will recalculate the tested payments.
	Auditor's Comment: Although BCCC indicated that it disagreed with our recommendation to determine the propriety of the unsupported payroll adjustments and take action to recover amounts that cannot be supported; the plain language of its response indicated that it will have to determine that the funds need to be recovered. We will presume if BCCC determines that funds need to be recovered, preferably in consultation with its legal		Follow-up began on May 9, 2022: Discussed the payment process with the Controller who will provide the formulas used for calculating salary payments. Information will be used to recalculate sample payroll selections. The Controller will provide the information once she completes the annual Financial and Foundation audit documents.

Finding	Recommendation (Excerpts from February 2022 OLA Report)	Response	Internal Auditor's Review as of 6/06/2022
	counsel, it will seek recovery.		
Procurements and Disbursements (2) 4. **BCCC did not always adhere to State procurement regulations regarding conducting competitive solicitations, obtaining Board of Public Works approval of contracts, and the publication of bid solicitations and awards. In addition, contract invoices were not always adequately verified prior to payment.**	We recommend that BCCC ensure that a. contracts are awarded through a competitive procurement process as appropriate, and related documentation of the procurement be maintained; b. all bid solicitation and award publishing requirements are adhered to; c. contracts receive proper independent approval as applicable;	a. Agree. BCCC concurs with the recommendation. Contracts will be awarded though a competitive procurement process as appropriate, and related documentation of the procurement will be maintained. b. Agree. The College's procurements shall abide by COMAR Title 21 until formal approval is received. Oversight of all procurements will be conducted by the Director of Procurement and Legal Counsel going forward to ensure compliance to state's procurement rules and regulations. Delegation of authority and approvals shall be established based on contract value and will be approved accordingly per statue. c. BCCC concurs with the recommendation. Contracts will receive proper independent approval as applicable. Independent approval will be made by BCCC's Board of Trustees and / or Board	Discussed response with Procurement Director: a. Confirmed that contracts will be awarded through a competitive procurement process as appropriate and related documentation will be maintained. b. Bid solicitations contracts will be posted in compliance with State requirements c. **Contracts will receive proper independent approval**

Finding	Recommendation (Excerpts from February 2022 OLA Report)	Response	Internal Auditor's Review as of 6/06/2022
	d. vendor invoices are correct by verifying invoice charges to contractual billing rates; and	of Public Works as applicable. d. Agree. BCCC concurs with the recommendation. Contracts shall include verifiable billing rates to validate invoice payment prior to payment being made. Additional documentation as evidence shall be required to validate payment to validate performance of work (e.g., timecards, proof of performance signed by a College representative).	d. Vendor invoices and charges are verified to contractual billing rates.
	e. purchases from vendors are consolidated to maximize the State's purchasing power.	e. Agree. BCCC concurs with the recommendation. Review of current purchasing practices to determine the appropriate contracts to be established to maximize the purchasing power of the College. Increase utilization and participation of intergovernmental purchasing agreements, and the establishment of larger value and longer-term contracts to increase the effectiveness and efficiencies of the operations of the College.	e. An internal audit review will be performed after the utilization of inter-governmental purchasing agreements. (Follow-up is tentatively scheduled for July, 2022)
5. **During our audit period, BCCC did not comply with State law and Department of Information Technology policies for the procurement and monitoring of its two resource sharing agreements**	**We recommend that BCCC** a. **establish new agreements for any expired RSAs (Resource Sharing Agreements) which include consideration of higher rates (for example, those suggested by DoIT**	a. Agree. BCCC concurs with the recommendation. One of the RSA agreements was renewed effective October 2020. The new agreement includes annual increases in rates. The other RSA is in the final stages of	Discussed the RSAs with Legal Counsel and a. Examined the latest agreement noting 3% annual increases in the monthly rent due.

Finding	Recommendation (Excerpts from February 2022 OLA Report)	Response	Internal Auditor's Review as of 6/06/2022
	(Department of Information Technology));	approval. It will be placed on BPW's agenda by DoIT once all signatures are obtained. Once BPW (Board of Public Works) approves it, it will be finalized.	
	b. **consider widely advertising solicitations for RSAs and submit them to the appropriate authorities as determined by BCCC's policies, including the RSA (Resource Sharing Agreements) noted above; and** **Auditor's Comment: BCCC disagreed with our recommendation to consider widely advertising solicitations for RSAs because the resources of the tower are primarily present for the functions of the radio station. Since the response also acknowledges that there are two commercial tenants, in addition to the federal government, using the tower, our recommendation is both reasonable and practicable to help ensure that tower revenue is maximized to BCCC's benefit. Consequently, we continue to believe that BCCC needs to consider advertising in the future to ensure that the best possible rates are**	b. Disagree. BCCC does not concur with the recommendation. The Tower currently is being used by the radio station and is being leased by two commercial tenants and one Federal Government tenant. The resources of the Tower are primarily present for the function of running the radio station. Additional solicitations are not necessarily possible as they depend on the resources available on the Tower.	b. Pass further investigation Discussed with Legal Counsel and was informed of the rental arrangements due to the College leasing the land from the city. Also, examined latest tower contract.

Finding	Recommendation (Excerpts from February 2022 OLA Report)	Response	Internal Auditor's Review as of 6/06/2022
	received from commercial tenants.		
	c. **include all significant provisions in future RSAs, and modify its existing agreements to include those provisions to the extent allowed.**	c. Agree. The RSA that is almost completed considered provisions to the extent possible. With respect to modifying existing agreements, our Legal Counsel advised that "the document cannot be amended without both parties' agreement, and it is unclear why the lessee would agree to modifications at this point. Please note that the College sent the agreement to DoIT and they did not identify any problems with it."	c. Confirmed that the latest tower contract maximizes tower revenue with annual monthly rental increases
Information systems (2), 6. **Sensitive Personally identifiable information was maintained without adequate safeguards and identification.**	**We recommend that BCCC** a. **perform an inventory of all of its servers, identify all sensitive PII, and delete all unnecessary sensitive PII (repeat); and**	a. Agree. BCCC will perform a manual inventory of the enterprise system servers annually to coincide with the daily scans of servers already in progress with automated scanning-based inventory since December of 2019. All unmarked files on the spreadsheet will be deleted by ITS upon the completion date.	Confirmed with the new CIO: a. BCCC is scheduled to move to a new enterprise system after December 2022. Once the transition is made to the new system, the legacy system will be decommissioned …associated sensitive PII will be remediated.
	b. **implement appropriate information security safeguards for the sensitive PII it maintains (repeat).**	b. Agree. BCCC will submit the collected PII inventory to the college's departments for review to determine required PII files that shall be retained for business purposes. PII files that shall be retained for business purposes and	b. Collected PII will be submitted to the college's departments for review to determine required PII files that shall be retained for

Finding	Recommendation (Excerpts from February 2022 OLA Report)	Response	Internal Auditor's Review as of 6/06/2022
		files marked as required will be safely recorded at the file system level to meet FIPS 140-2 compliance.	business purposes. PII files that are identified as no longer being needed for business purposes will be deleted after December 2022. With the ERP implementation, many of the files containing PII from the legacy system will no longer be needed for business purposes.
7. **Malware protection controls for BCCC computers were not sufficient to provide adequate assurance that computers were properly protected from security risks**	**We recommend that BCCC ensure that malware protection software is installed and maintained on all computers by regularly monitoring related software management consoles to verify its computers' malware protection software status, document these reviews and adjustment actions, and retain this documentation for future reference.**	The college has hired a CIO (Chief Information Officer) and Deputy CIO to begin (regular monitoring) in February that will cover the Approver role for the documented weekly malware review. Agree. In October, BCCC began documenting a resolution matching the total number of domain computers against the total number of computers running malware protection software. Reviews and adjustment actions will be documented and retained for future reference.	Confirmed with the CIO, Regular monitoring of documented malware reports that includes the CIO and Deputy CIO functioning in the approver role begins on 4/11/2022 every other week. (Follow-up reviews by Internal Audit are scheduled to begin May, 2022)
Equipment 8. **BCCC did not conduct physical inventories of equipment and did not maintain complete equipment records as required**	We recommend that BCCC a. **conduct timely periodic documented physical inventories of sensitive and non-sensitive equipment and reconcile the results to the detail inventory record (repeat), and**	a. Agree. The College has recently hired a Logistics Manager to oversee the Property Division. On September 15, 2021, AVP for Facilities and logistics staff attended a training with the Department of General Services (DGS) Property Manager in which	a. Confirmed with the VP and the AVP for Facilities

Finding	Recommendation (Excerpts from February 2022 OLA Report)	Response	Internal Auditor's Review as of 6/06/2022
		the inventory and the excess property disposal declaration processes were discussed. On September 16, 2021, the logistics team met with the asset management company for training and implementation of the new inventory system software. The DGS Property Manager was invited to the meeting to review and ensure that the new inventory system meets the state's requirements for asset systems. The logistics teams are preparing to use new software to restart the entire comprehensive inventory of the campus once the asset system is approved by DGS. First, there are several areas where EPDs are required. On Friday, September 17, 2021, DGS Property Manager conducted a site visit to review areas with large amounts of property requiring disposal for possible bulk EPDs or setting up sale opportunities for Gov Deals.	
	b. **ensure that the equipment records are maintained in a complete and accurate manner (repeat).**	b. Agree. Once the new inventory is complete, the logistics team will perform monthly cycle checks so that a full inventory is completed on an annual basis. New items coming into shipping and receiving are currently being recorded properly, which includes the use of both the asset system and FMIS	b. An internal audit review will be performed when the inventory is complete and will include the review of monthly cycle checks and annual verifications

Finding	Recommendation (Excerpts from February 2022 OLA Report)	Response	Internal Auditor's Review as of 6/06/2022
		(Financial Management Information System). There is also a plan to implement the receiving function of the college's new ERP system which will be rolled out later this year.	
The full report is available online at the OLA website: https://www.ola.state.md.us/			

It should be noted that since the issuance of the OLA February 2022 report, the OLA issued the College's closeout letter on Tuesday, April 5, 2022, stating in part:

> "We found the actions indicated in the response address the recommendations contained in the audit report...
> We will review the actions taken with respect to the recommendations in the audit report during the next audit of BCCC."

The Legislative Auditors are expected to return to the College during or after 2024 in accordance with their review plan of every three years.

Baltimore City Community College
Board of Trustees, June 15, 2022
Advancement & Strategic Partnerships

WBJC Staff Community Engagement
Opportunities taken by WBJC staff to extend the BCCC brand in the community via WBJC.

The Spire Series: Mark Malinowski and Kati Harrison were Masters of Ceremony for the 6th Annual Piano Marathon at the First & Franklin Presbyterian Church, introducing the artists and commenting on their selections on May 1st.

Baltimore Classical Guitar Society: Guitarist, David Russell, was interviewed about his concert the University of Maryland, Baltimore County on May 1st by Jonathan Palevsky.

Annapolis Brass Quintet: Trumpeter, Robert Suggs, was interviewed about the quintet's upcoming May 22nd concert by Jonathan Palevsky.

Maryland Lyric Opera: Conductor, Louis Salemno, was interviewed about the Opera's performance of Verdi's Don Carlo on May 11th by Jonathan Palevsky.

Candlelight Concert Society: Artistic Director, Irina Kaplan Lande, was interviewed about the performance by the American String Quartet on May 22nd by Jonathan Palevsky.

Community Concerts at Second: Pianist, Joel Fan, was interviewed about his May 22nd recital by Kati Harrison.

NAMI Metropolitan Baltimore: Jamie Clark, Senior Director of Programs and Community Engagement, was interviewed about NAMI's efforts to raise awareness during national Mental Health month by Dyana Neal.

The Boulanger Initiative: Dr. Laura Colgate, Co-Founder and Executive Director, was interviewed about her organization's mission to promote music of women and other marginalized composers and to spotlight the WoCo Festival May 27 and 28, by Dyana Neal.

Shriver Hall Concert Series: Pianist, Isata Kanneh-Mason, was interviewed about her recital with her brother cellist, Sheku Kanneh-Mason, by Judith Krummeck.

Baltimore Chamber Orchestra: Jonathan Palevsky gave a pre-concert talk at their concert at Goucher College on May 1st.

Lost Weekend Literary Festival: Judith Krummeck was a panelist for the session *If You Love Baltimore, It Will Love You Back* on May 13.

Johns Hopkins Osher Program: Jonathan Palevsky gave lectures on the music of Joseph Haydn.

Towson University Osher Program: Jonathan Palevsky gave lectures on J.S. Bach and the High Baroque.

Har Sinai-Oheb Shalom Congregation: Jonathan Palevsky gave a lecture series entitled Music That Tells Stories as part of their SPICE program.

Marketing & Communications

The College developed numerous initiatives to support efforts by departments in the following areas:

Student Life & Engagement, Disability Support Services
A full range of flyers, social posts, calendar, and website items were designed in support of Panther Pride Week.

College-wide Content Calendar
A yearly Content Calendar has been developed to assist in guiding the management of content and content strategy. The Calendar, contributed to by all divisions and departments, will help to ensure that multiple communication platforms and channels of communication are planned and scheduled in an efficient way that best shares BCCC information with students while supporting the strategic goals of the College.

Workforce Development

Greater Baltimore Committee
The College gathered outcome photography for use in a video to be presented by the Greater Baltimore Committee. Images include workforce training and campus images.

High School Diploma Programs Commencement Ceremony
Billboards and Calendar events and social promotion have been developed in support of the GED Program.

Career Pathways Brochure
The College began work on a redesigned Career Pathways brochure to best share how students may take multiple career pathways from workforce training to certificate programs to associate degree programs.

Electronic Billboards
The College has obtained pricing for electronic billboard placement on I395 and I83 during football season.

Dual Enrollment Brochure
The College has completed a draft version for a new Dual Enrollment brochure. Updated content was written by Admissions and will be reviewed for feedback.

Commencement 2022

Social Campaign
A fully branded Commencement 2022 Social Campaign has been developed and includes a multi-week campaign that includes images, video, congratulatory messages, and a celebration of BCCC graduates**.**

Script and Program
Working with the Commencement Committee, an updated script for Commencement 2022 has been developed and mirrored to the Commencement Program

Rebranding

- Research is being completed to place advertising in Eastpoint Mall that supports enrollment growth.
- The college continues to price promotional items to restock supplies for recruitment.
- Additional Commencement billboard designs celebrating BCCC graduates, and valedictorian will be completed, including a live stream of commencement via YouTube.
- Program cards for the School of Arts & Social Sciences have been developed and are pending final edits.

- Athletic logo and Panther Redesign: The College began to investigate options by various local illustrators to develop a unique branded athletic logo and designed Panther. This progress in pending additional planning and discussion.

- The College began research on photographer pricing for day, half-day, hourly, digital post-production, etc. Additionally, efforts at investigating methods of photo storage are being reviewed.

BCCC Event Promotion
BCCC campus events and initiatives that were promoted on-air during the month.

Public Service Announcements: Multiple daily reads by WBJC hosts in support of registration for 2022 Summer Sessions

Market Research

- Research was completed comparing various best practices on modern Style Guides.
- Initial research into new ways we can share our mission and core values on campus are under way with the development of design concepts.
- Researched Leads-Smart ads on Google.
- Researched look alike audience ad creation in Facebook and Instagram.

Partnerships

Waterfront and Downtown Partnership Press Event: Dr. McCurdy & Vice President Michael Thomas participated in a press event with the Waterfront and Downtown Partnership to highlight funding secured from the State the last two years for the Inner Harbor and Downtown communities. Partners participating in the event included Senate President Ferguson, Delegates Clippinger, Lierman, Sherlonda, and Laurie. Additional participating institutions included the Science Center, Aquarium, Port Discovery, USS Constellation, Peale Center, and others.

Future Plans

- Seek branding ideas at the BCCC Library.
- Seek additional information on branding opportunities at Eastpoint Mall
- Looking for branding options for adults and high school children at the Science Center and Aquarium
- Video production; :30 & :15 spots for television and digital placement

The College developed numerous initiatives to support efforts by departments in the following areas:

Registrar
A Summer Credit Schedule was developed for the Registrar's Office and posting to the website.

Workforce Development
The College developed several efforts to promote GED Graduation, including billboards, promotional items, graduation tickets and programs.

PTech
The College created a flyer for P-Tech New Student Virtual Orientation.

Website Billboards
The College developed billboards for 2022 Valedictorian, Memorial Day, Summer Registration, Apply Now – No cost, Juneteenth, Congratulations graduates, Math 112 (a new class for the Liberal Arts), and Health Information Technology.

President's Forum
The College developed invitations for the President's Forum. Additionally, faculty and staff were able to submit questions for discussion by Dr. McCurdy during the meeting.

Commencement Video & Photography
The College worked with Mind in Motion to convert a YouTube live stream Commencement video to a permanent video. Additionally, the Marketing team took numerous photos of the event for future marketing efforts.

Waterfront and Downtown Partnership Press Event Photography
Photos were taken during the event for use with future publications and outreach efforts.

WBJC
The College developed additional Media Kit components for use when presenting for underwriting opportunities

Student Support & Wellness Services
The College developed flyers for use with Wellness Workshop promotions.

Admissions

Promotional Items
The College purchased a variety of promotional items for use with recruitment events and incoming MSP giveaways.

Recruitment Needs
The College purchased a variety of recruitment items for use during recruitment fairs at schools and in the community, including branded canopy tent, wagons, chairs, and program pull-up signs.

Publications
The College continued work on new brochures for Career Pathways 2023, MSP 2023, Dual Enrollment 2023. These publications will be designed in English and Spanish.

Brand Building

Digital Advertising & Social Media Campaigns
The College continued digital advertising on Facebook, Instagram, Google, and the Google Extended Network to promote Summer and Fall 2022 classes. These paid advertisements are in addition to ongoing Social Media Campaigns.

Hispanic Advertising
Research on pricing was completed for Hispanic advertising efforts in Mundo Latino Newspaper of Baltimore and Somos Baltimore Latino (Website); advertising is being designed for placement for three months.

AFRO News
The College is currently conducting research on extended efforts to advertise on The AFTO website.

WBAL /98 Rock Ravens Radio
The College is working to negotiate radio advertising on WBAL News Radio 1090AM and 98 Rock Ravens Radio. Packaging would surround the fall 2022 Ravens football season.

Ravens Yearbook
The College is researching full- and half--page advertising for the Baltimore Ravens Yearbook.

Commencement 2022 Social Campaign
A Commencement social platform takeover was completed, including photos taken in-house of graduates, faculty and staff, resulting in a Facebook reach of 161,867 and an Instagram reach of 19,690 and an increase of 45% over April 2022.

Rebranding

- The College is nearing completion of a multi-month project to replace pole signs on Lombard Street, Towanda Avenue, Liberty Heights Avenue, and BCCC's main campus. These signs promote "We Build Futures"
- The College replaced signage on MTA buses and a Subway Elevator Entrance (CUBE)
- The College continues work on new Program Cards
- The College worked with Athletics to develop creative options for new basketball uniforms.
- The Collee has begun work on a redesigned Panther Card.
- The College has begun work on a redesigned viewbook.

Brand Building
The College continued paid and organic digital brand building opportunities using Facebook, Instagram, Google, and the Google Extended Network with the following results to-date for the Summer and Fall 2022 campaigns:

- **Facebook/Instagram:**
  Reach/Ads Served: 3/23/2022 – 5/31/2022: 422,028
  Link Clicks: 8,497

Ads			Reach	Objective	Amount spent		
	May 25 Website visitors You're so close- co...	Active	19,039 Reach	774 Link clicks	$266.19 Spent at $30.00 per day	...	View results
	Apr 8 Website visitors Summer Session c...	Paused	10,008 Reach	219 Link clicks	$79.84 Spent at $20.00 per day	...	View results
	Apr 8 Website visitors Summer courses a...	Completed	11,808 Reach	339 Link clicks	$97.35 Spent at $20.00 per day	...	View results
	Apr 8 Website visitors Summer courses a...	Paused	12,564 Reach	369 Link clicks	$112.27 Spent at $20.00 per day	...	View results
	Mar 30 Website visitors Summer courses a...	Active	70,788 Reach	1,042 Link clicks	$967.60 Spent at $25.00 per day	...	View results
	Mar 30 Website visitors Summer courses a...	Active	90,292 Reach	1,400 Link clicks	$1,079.40 Spent at $25.00 per day	...	View results
	Mar 29 Website visitors Advance your care...	Active	86,696 Reach	1,347 Link clicks	$1,018.48 Spent at $30.00 per day	...	View results
	Mar 29 Website visitors Summer courses a...	Active	84,550 Reach	1,642 Link clicks	$1,135.91 Spent at $30.00 per day	...	View results
	Mar 28 Website visitors Summer courses a...	Active	71,670 Reach	1,365 Link clicks	$1,104.39 Spent at $25.00 per day	...	View results

- **Google:**
  Reach/Ads Served – 3/23/2022 – 4/30/2022: 820,000
  Ad Clicks: 3,074

- **Google/Google Extended Network:**
  Reach/Ads Served: 3/23/2022 – 5/31/2022: 2,164,554
  Link Clicks: 16,061

Overall digital advertising performance is strong, with in-house analysis of website visits and unique visits presented below. Combined, both indicate a strong volume of interest in applying and registering as represented by click counts and web page analytics. All indications are strong for demand generation.

Market Research

- Ravens Radio research completed
- The AFRO research completed
- Illustrator research continuing
- Digital billboard research completed

Social Media Analytics:
Social media engagement continues to show sizeable increases as evidenced by page reach, visits, and new followers.

- *Facebook: 5/1/2022 – 5/31/2022*

  During May, Facebook experienced:

  Page Reach: 145,569 (Down 8.1%)
  Page Visits: 2,322 (Up 1.5%)
  New followers: 34 (Down 32%)

- *YouTube: 5/1/2022 – 5/31/2022*

  Monthly views: 3,900
  Watch time: 586.0 hours (376.0 more than usual)
  Subscribers: +25

- *Instagram: 5/1/2022 – 5/31/2022*

Reach: 19,690 (Up 45%)
Profile Visits: 832 (Up 66.7%)
New followers: 55 (Up 111.5%)

- *Twitter (28 day summary)*

  # Tweets: 11
  Tweet Impressions: 2,814
  Profile visits: 730
  Mentions: 24
  Followers 3 new

Web page Content Updates (Ongoing)

The College continues to develop web page edits, page restructuring, and navigation changes that can improve the user experience continue. Additional edits to pages include:

- **Webpages Content Updates (Ongoing)**

  o Coronavirus Updates
     ▪ Purple Alert Bar updated (Date)
  o Website Billboards
     ▪ Summer Session (Courses are on us)
     ▪ High School Diploma Program
     ▪ Juneteenth
     ▪ Memorial Day
     ▪ Summer & Fall Session
     ▪ Class of 2022 Valedictorian
     ▪ Health Information Technology
     ▪ Congratulations class of 2022
  o Information To Know
     ▪ Visual Arts Virtual Gallery Tour
     ▪ Spring 2022 Final Exam Schedule
     ▪ Community Archives Event
     ▪ Commencement 2022

- **Routine Website Maintenance and Webpage Content Updates**

  o Analytics
  o Website Calendar updates
  o Nursing webpage update
  o Practical Nursing (PN) webpage update
  o Website directory update (HR)
  o Student Life & Engagement webpages updated
  o EMS update
  o Payment Plan Options update
  o Commencement 2022 webpage
  o HIT webpage update
  o Bookstore webpage update
 o Community ESL update

- o Citizenship webpage update
  - o Board of Trustee's Agenda update
  - o Board of Trustee's Minutes update
  - o Commencement 2022 Program book
  - o HR webpage update
  - o Adult Basic Education update
  - o Register webpage update
  - o LPN webpage update
  - o Bellevue University update
  - o BCCC Policies/Procedures update
  - o HR webpage update #2
- **Other**
  - o User Experience Design
  - o Infosec IQ training
  - o Financial Aid (Meetings) - Communications plan
  - o Ellucian (Meetings)
  - o Website Issue (Not loading) - Resolved
- **Ongoing**
  - o Website Refresh project
  - o Website Student Testing
  - o Hannon Hill presentation
  - o Blackboard Research

Website Statistics

Google Analytics for the month indicate a continuing trend of increases in visits to the website Home Page, Apply and Register pages by new visitors and others who have previously the pages. Tied to the digital analytics listed above, there is a strong and clear indication that the College is creating both interest and demand in enrollment and programs by new applicants and current or nearly completed students. May monthly numbers indicate the following:
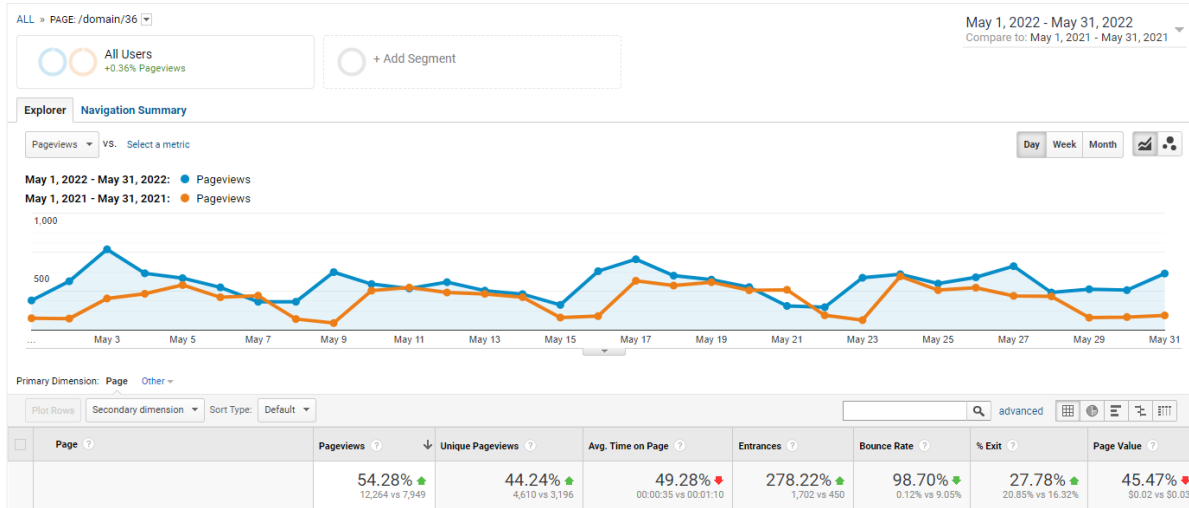
Website Homepage Overview: May 1-31, 2022 vs. same period in 2021

- Pageviews increased by 17.74% (689,520 in 2021 vs. 811,815 in 2022)
- Unique (new) pageviews increased by 11.19% (295,208 in 2021 vs. 328,238 in 2022)
- Average time on page decreased by -2.98% (00:00:48 in 2021 vs. 00:00:46 in 2022)

BCCC
Baltimore City Community College
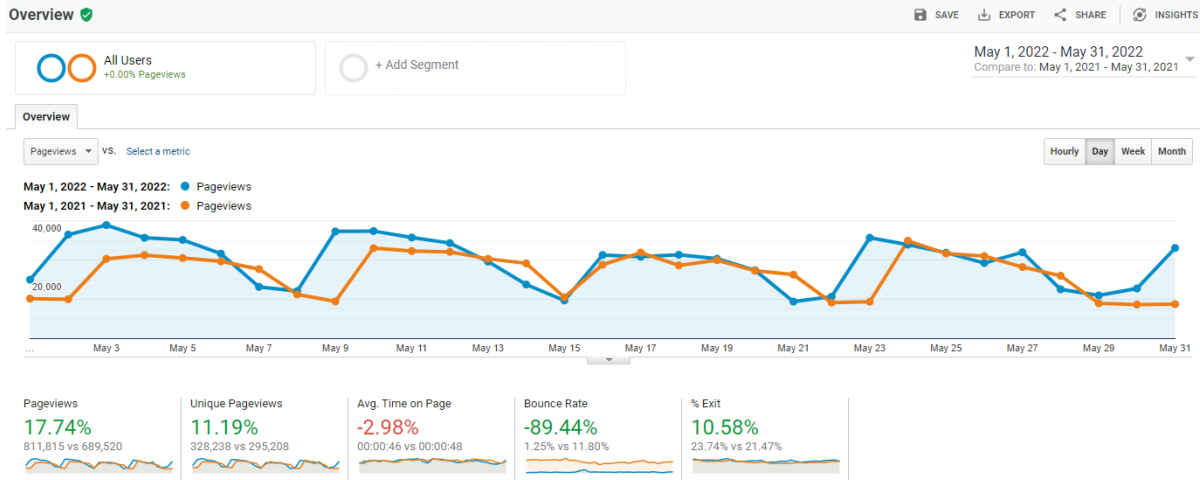
Apply Webpage: May 1 – 31, 2022 vs. same period in 2021

- Pageviews increased by 54.28% (7,949 in 2021 vs. 12,264 in 2022)
- Unique (new) pageviews increased 44.24% (3,196 in 2021 vs. 4,610 in 2022)
- Average time on page decreased by 39.285% (00:01:10 in 2021 vs. 00:00:35 in 2022)

Register Webpage: May 1-31, 2022 vs. same period in 2021

- Pageviews increased 28.33% (10,169 in 2021 vs. 13,050 in 2022)
- Unique (new) pageviews increased by 20.96% (4,314 in 2021 vs. 5,217 in 2022)
- Average time on page decreased by 2.79% (00:01:19 in 2021 vs. 00:01:16 in 2022)
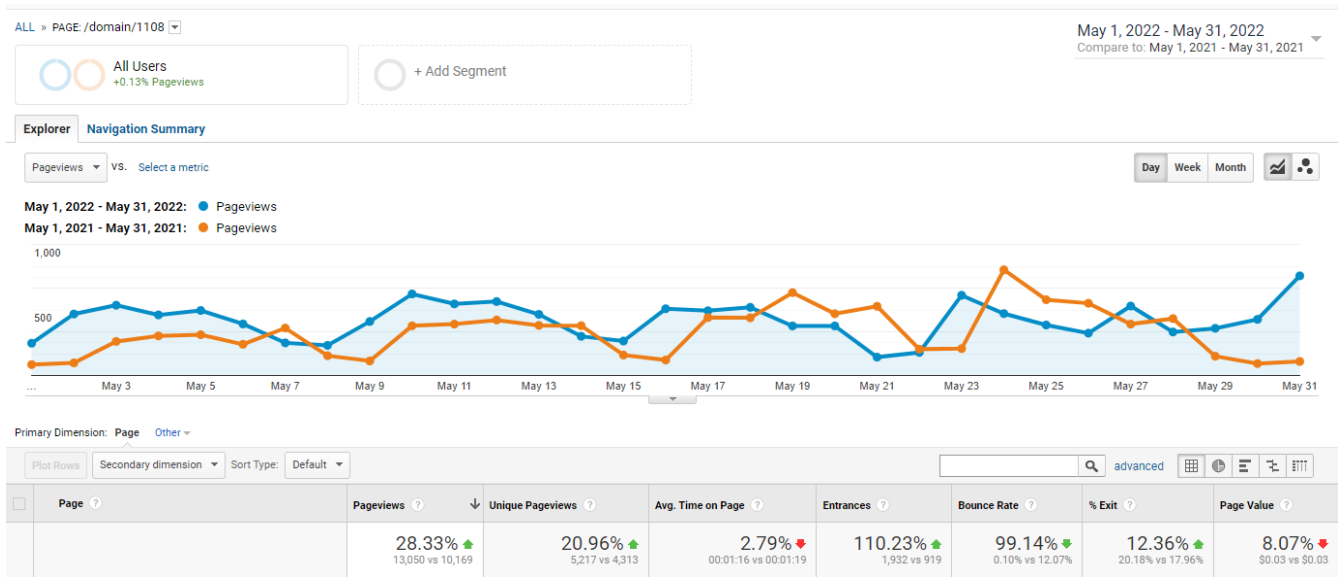
Future Plans

- Develop additional recruitment materials for use by Admissions
- Finalize plans to mail initial branded materials to the Colege Board list
- Redesign the College viewbook
- Increase Hispanic enrollment advertising efforts
- Complete hiring of a Assistant Director of Content Strategy
- Evaluate virtual tour options

Baltimore City Community College
Realignment Tasks Update
Board of Trustees, June 15, 2022

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."
Dr. Liesl Jones, Vice President, Academic Affairs

Alignment of Academic Affairs programs and Workforce

Academic Affairs leadership met with Baltimore City public Schools and Tom DeWire to review the draft course equivalencies for the computer science program. The MOU will begin to be drafted over the summer.

Curriculum

Academic Affairs has one new program coming forward, an Associate of Applied Science in Geoscience. At the start of the Academic year each school was given a goal for new curriculum development. SASS met their goal with 2 new programs and one new certificate. BSTEM was asked to bring froward 3 new programs and they were able to bring forward 2 new programs. All four of the programs, American Sign language Deaf Studies, Communications, Cybersecurity Digital Forensics and Geoscience Technology are linked to workforce needs in Baltimore.

Student Support

Success Coach

The success coach for MAT 107 has transitioned to the Summer I courses and has begun contacting students to assist them in becoming successful within the course. Three Summer I indexes are being supported, one online and two in person. The success coach is currently working on campus, out of MNB 104, to be available to meet students face-to-face. The project is still awaiting data from IR on grades from Spring 2022 to be included in the Q4 report on the AmeriCorps grant-funded success coach position.

As a result of the late start of the project in 2021, BCCC can onboard a second volunteer through December. Three applicants are being screened for applicability to the project and interviews with project stakeholders will take place beginning the week of June 6. The start for the next cohort year of AmeriCorps is not until July 2022.

Center for Academic Achievement (CAA)

Tutoring Shell Usage Report

The final report from the tutoring shells, Table 1, indicates that in the time since the last report an additional 2,000 page views (30,408 for the semester) were made by students and an additional nine actions (275 for the semester) taken for review and feedback by tutors. The usage trends continued with ENG 101, CLT 101, and MAT 107 having significantly more activity than other courses. BCCC's eTutor worked with 76 BCCC students to review written work and answer questions.

Realignment Task #2
"Make workforce development and job placement top educational priorities of BCCC."
Mr. Michael Thomas, Vice President, Workforce Development & Continuing Education

Workforce Development Program Development and Expansion

Workforce continues to expand partnership with local community and health agencies to provide opportunities for students to gain training and improve their career outlook. Additional activities include:

- Workforce Development offered its first Commercial Driver's License (CDL) class this year. There were three-cohorts offered: two evening cohorts and one daytime, with a total number of forty-five (45) students. In the first two (2) cohorts, 90% of students received their Commercial Driver's Learners Permit and are scheduled to sit for their CDL by the end of July 2022. The third cohort will complete their Commercial Driver's Learners Permits and license in September and October.

- Workforce is working closely with Baltimore Alliance for Careers in Healthcare to offer healthcare training for Baltimore City Residents. Collaborating with BACH has assisted with enrollment increases in healthcare programs. The partnership has yielded a total of sixty-eight students for FY 2022, including four (4) Patient Care Technician Cohorts (36 students); one Multi-Skilled Medical Technician (16 students); and Emergency Medical Technician (16 students).

- Workforce Development has also received several funding opportunities to offer workforce training to city residents:

  - **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 in healthcare to City residents
  - **GEERS** - $558,000 to offer workforce training to Maryland residents

- Workforce Development has worked closely with University of Maryland Medical Center to provide workforce training, clinical opportunities, and full-time employment. UMMC, funded by Southwest Partnership, has provided training for two Patient Care Technician cohorts (16 students). All students were offered full-time positions with UMMC upon successful completion of the training. UMMC has also served as a clinical site for our Patient Care Technician, Community Health Worker, and Certified Nursing Assistant programs.

- Workforce worked closely with Center for Urban Families to enroll over seventy-five students in Certified Nursing Assistant (CNA) and Community Health Worker Programs (CHW), Diesel Mechanics, and Commercial Driving License (CDL) programs. Workforce is entering the final year of the BOOST grant partnering with Center for Urban Families (CFUF).

- Workforce continues to collaborate with partners to create innovative trainings and opportunities for students. This includes working with Kennedy Krieger to develop a training program for Clinical Assistants to work with children and young adults with developmental disabilities in the Neurobehavioral Unit. In addition, to enhance the student learning experience, the National Association

for Mental Illness (NAMI) is providing volunteer opportunities for our students in the Community Health Worker program

- Workforce Development has expanded its partnership with Baltimore City Public Schools and offered two workforce training opportunities at two high schools: Renaissance Academy High School and Frederick Douglass High School. Students were provided training in Venipuncture and Certified Nursing Assistant. There was a total of 11 students who participated in the trainings.

- Career Services continues to coordinate with Workforce to connect students to job opportunities related to their training experiences. Career Services teams has facilitated Job Readiness courses for several workforce training cohorts. The Career Services Team coordinates recruitment efforts with Workforce to provide a more comprehensive recruitment effort to include info sessions and interviews with University of Maryland, FutureCare, Johns Hopkins, Penske Trucking, and Walmart Logistics.

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."
Dr. Liesl Jones, Vice President, Academic Affairs

Articulation Agreements

The Dean of SNHP and the AVPAA are working with members of Coppin State University to develop an articulation agreement with Health Information Systems. The proposed agreement will allow students graduating with a AAS in Health Information Technology to transfer to the BS program at Coppin State University and complete the BS in 2 years. The agreement will help in recruiting students to the College under the guise of "Start with BCCC and Complete with Coppin".

The Dean of SASS and Dr. Evelyn Garcia, Program Coordinator for Criminal Justice, have been working closely with their counterparts at University of Baltimore on an agreement for the Law Enforcement Correctional Administration degree at BCCC and the Criminal Justice degree at U Baltimore. This work has led to a new collaboration that will begin at the end of June. The AVPPA will meet with the Interim Provost and several faculty and other administrators to begin discussions to articulate BCCC's Science transfer degree to University of Baltimore's BS in Forensics Science.

The PTA program with the Dean and the AVPAA will continue working with Frostburg State University to create an articulation agreement between Frostburg State University's Athletic Training Program and BCCC's Physical Therapist Assistant Program.

The expectation for the above articulation agreements is to bring them to the September Board of trustees Meeting for approval.

Alternative Pedagogy

Faculty in the School for Arts and Social Sciences are developing a Credit Plus Course Design—which is **an academic accelerated design structured** to help developmental education students earn the skills that they need while pairing the course or course with a credit-level course that has the same structural core learning objectives and outcomes. This design is currently being used as a model where students are

being retained as well as affording them the opportunity to complete their certificate or degree program faster. The Credit Plus Course Design is based upon the usage of the Vance-Brooks Writing Model that implores the foundational training in Academic and Research Writing.

The recommendations for the new design come from research done during Dr. Prices dissertation, Data shows that community colleges should develop co-requisite programs instead of prerequisite remedial programs (Logue, 2018). The co-requisite programs allow the students to learn across the disciplines. For instance, students would enroll in a psychology class and a combined reading and English class. This concept allows students to register for a credit-bearing course and remedial course during the same semester. It alleviates the idea of having to complete all remedial classes and then completing credit-bearing classes.

For the Fall 2022 Academic Term, we are going to pilot **Reading and Writing Skills II with ART 225** on Tuesday and Thursday using the online web-based with the Virtual Learning Support.

A second pairing is recommended for Spring 2023 and the third pilot for Summer 2023 where there are three (3) sections. The final goal is to have five sections offered for Fall 2023.

Reading and Writing Skills I (RENG 91)

Developmental Education Course	Credit Level Course
Reading Writing Skills I	ART 225

Reading and Writing Skills II (RENG 92)

Developmental Education Course	
Reading Writing Skills II	ART 225
Reading Writing Skills II	Humanities 202
Reading and Writing Skills II	Speech 101

Math Pass Rates prior to Multiple Measures

	Fall 2012	Fall 2013	Fall 2014	Fall 2015	Fall 2016	Fall 2017	Fall 2018	Fall 2019
MAT 80**	42%	49%	50%	52%		52%		
MAT 86**					46%		41%	42.8
MAT 91	52%	48%	50%	50%	46%	50%		
MAT 92	53%	47%	56%	51%	49%	51%		60.7
MAT 107	68%	65%	67%	61%	62%	61%	45%	

![BCCC logo - Baltimore City Community College]

After Multiple Measures

	Spring 2021 16 week
MAT 80	NA
MAT 86	76.3%
MAT 91	NA
MAT 92	89.3%
MAT 107	61.4%
MAT 128	69.3%

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."**
Dr. Liesl Jones, Vice President, Academic Affairs

Dual Enrollment and P-Tech

Currently faculty teaching in the P-Tech program fill out weekly student reports that track attendance, grades and activity in the course. For the summer term a similar form will be used to report student progress weekly for Dual Enrollment, P-Tech and MSP students. The form will provide student feedback to the program Directors/Coordinators so that interventions can be implemented to increase student success. The goal is to ensure we are providing wrap around services and responding quicker to students needs. Faculty will be shown how to use the Microsoft form during orientation along with pulling people reports from Canvas to send to the program Directors/Coordinators.

Tutoring Activity for Dual Enrollment

DE ENG 207 Tutoring Spring 2022	249
DE MAT 107 Tutoring Spring 2022	71
DE PSY 101 Tutoring Spring 2022	29
DE SOC 101 Tutoring Spring 2022	116
DE SP 101 Tutoring Spring 2022	25

The trend of increased activity for dual enrollment students attending tutoring continued into the spring.

Collaboration with Baltimore City Schools

Work continues to develop an agreement with City Schools for students to transfer credits towards the AAS in Computer Information Systems.

The College will be working with City Schools over the summer to develop the professional development trainings proposed in the FY23 Perkins grant. The shared CTE activities are required by Perkins. City Schools and the College shared 3 plans of action to show support for each other's programs and students.

Realignment Task #5
"Align the budget of BCCC with realistic enrollment projections."
Ms. Becky Burrell, Vice President, Institutional Effectiveness, Research & Planning

OFFICE OF INSTITUTIONAL RESEARCH

Across Maryland's 16 community colleges, there was a 10% decline in credit enrollment for fall 2020 to fall 2021 largely due to the continued impact of the pandemic. At Baltimore City Community College (BCCC), total credit enrollment decreased by 7.6%, 317 students, over the same period. The Maryland Higher Education Commission (MHEC) requires enrollment files every term from all public, private, and independent colleges and universities in Maryland and uses these files to inform their enrollment projections. In previous years, BCCC attempted to balance the realignment task of realistic enrollment projections with the ambitious enrollment projections developed by MHEC. However, in MHEC's "Enrollment Projections, 2022 – 2031, Maryland Public Colleges and Universities", published in May 2022, they have noted the following.

> *"These 10-year projections do not add additional variables or weights in the model that are specific to the COVID-19 pandemic, such as the sudden shocks due to the temporary change of course delivery mode, or students stopping out or reducing attendance level from full- to part-time. However, the pandemic-driven enrollment declines in 2020 and 2021 are incorporated into the model and lower the enrollment projections to some extent."*

Table 1 reflects the projections published by MHEC in April 2021 which called for an increase of 1,913 students, 32,1%, from fall 2022 to fall 2029. In July 2021, the BCCC team recognized that the projected fall 2022 credit headcount enrollment of 5,952 was not realistic given the fall 2022 enrollment of 4,181. Therefore, the team established 4,692 as an ambitious target. Neither MHEC nor community colleges across the State did not predict the second year of substantial declines due to the pandemic. As shown in table 1, MHEC has made considerable changes to their projections for BCCC and all Maryland community colleges. Their projection for BCCC's fall headcount is quite close to BCCC's projection; in fact, it is 87 students less. MHEC's new estimate for fall 2029 calls for an increase of 95 students, 2.1%, from fall 2022. While this is still ambitious given that BCCC's fall 2021 enrollment was 3,864, it is more realistic as it appears to anticipate a return to near pre-pandemic enrollment in fall 2022 and sustained enrollment in the outyears.

Table 1

Source for BCCC's Fall Credit Headcount Projections	Fall 2021 Actual	Fall 2022	Fall 2023	Fall 2024	Fall 2025	Fall 2026	Fall 2027	Fall 2028	Fall 2029
MHEC 2021- 2030 Projections - Published April 2021	3,864	5,952	6,139	6,270	6,059	6,730	7,044	7,419	7,865
BCCC Projections - Developed July 2021	3,864	4,682	5,064	5,446	5,828	6,210	6,592	6,976	7,360
MHEC 2022 – 2031 Projections - Published May 2022	3,864	4,595	4,616	4,638	4,659	4,667	4,675	4,682	4,690
MHEC's New Percent Changes for Outyears		18.9%	0.5%	0.5%	0.5%	0.2%	0.2%	0.1%	0.2%

MHEC's revised projections' more modest and realistic increases are not unique to BCCC. Table 2 reflects MHEC 2021 projections for all Maryland community colleges as compared to their revised

2022 projections. The 2021 projections call for an increase of 7,196 students, 5.3%, from fall 2022 to fall 2029. The 2022 projections now anticipate an increase of 2,639, 2.2%, from fall 2021 to fall 2029.

Table 2

MHEC Projections for All MD Community Colleges' Fall Credit Headcount	Fall 2021 Actual	Fall 2022	Fall 2023	Fall 2024	Fall 20252	Fall 2026	Fall 2027	Fall 2028	Fall 2029
MHEC 2021- 2030 Projections - Published April 2021	97,458	135,971	137,395	138,821	140,243	140,973	141,702	142,432	143,167
MHEC 2022 - 2031 Projections - Published May 2022	97,458	117,974	118,534	119,656	119,846	120,036	120,225	120,420	120,613
MHEC's New Percent Changes for Outyears		21.1%	0.5%	0.9%	0.2%	0.2%	0.2%	0.2%	0.2%

Table 3 reflects similar methodology for Prince George's Community College and BCCC's surrounding community colleges.

As part of the processes to complete the Managing for Results (MFR) submission for the Department of Budget and Management (DBM) and the Performance Accountability Report (PAR) for MHEC through late summer and early fall, the Office of Institutional Research will facilitate discussions across Cabinet areas to adjust BCCC's internally developed enrollment projections. The BCCC model considers factors such as projections related to the Baltimore City Public Schools System; anticipated growth from the Mayor's Scholars Program, dual enrollment, and other BCCC initiatives; projections related to Baltimore City; and trends in various populations with BCCC's total enrollment. For example, despite the decline in the total credit enrollment, the dual-enrolled population increased. The introduction of more courses and sections in the Winter session resulted in increased enrollment in Winter 2021 and Winter 2022. The College has introduced new courses in recent semesters and will be seeking approval from MHEC for new degree programs.

Realignment Task #7
"Establish strong relationships with key stakeholders."
Advancement & Strategic Partnerships

WBJC Staff Community Engagement
Opportunities taken by WBJC staff to extend the BCCC brand in the community via WBJC.

The Spire Series: Mark Malinowski and Kati Harrison were Masters of Ceremony for the 6th Annual Piano Marathon at the First & Franklin Presbyterian Church, introducing the artists and commenting on their selections on May 1st.

Baltimore Classical Guitar Society: Guitarist, David Russell, was interviewed about his concert the University of Maryland, Baltimore County on May 1st by Jonathan Palevsky.

Annapolis Brass Quintet: Trumpeter, Robert Suggs, was interviewed about the quintet's upcoming May 22nd concert by Jonathan Palevsky.

Maryland Lyric Opera: Conductor, Louis Salemno, was interviewed about the Opera's performance of Verdi's Don Carlo on May 11th by Jonathan Palevsky.

Candlelight Concert Society: Artistic Director, Irina Kaplan Lande, was interviewed about the performance by the American String Quartet on May 22nd by Jonathan Palevsky.

Community Concerts at Second: Pianist, Joel Fan, was interviewed about his May 22nd recital by Kati Harrison.

NAMI Metropolitan Baltimore: Jamie Clark, Senior Director of Programs and Community Engagement, was interviewed about NAMI's efforts to raise awareness during national Mental Health month by Dyana Neal.

The Boulanger Initiative: Dr. Laura Colgate, Co-Founder and Executive Director, was interviewed about her organization's mission to promote music of women and other marginalized composers and to spotlight the WoCo Festival May 27 and 28, by Dyana Neal.

Shriver Hall Concert Series: Pianist, Isata Kanneh-Mason, was interviewed about her recital with her brother cellist, Sheku Kanneh-Mason, by Judith Krummeck.

Baltimore Chamber Orchestra: Jonathan Palevsky gave a pre-concert talk at their concert at Goucher College on May 1st.

Lost Weekend Literary Festival: Judith Krummeck was a panelist for the session *If You Love Baltimore, It Will Love You Back* on May 13.

Johns Hopkins Osher Program: Jonathan Palevsky gave lectures on the music of Joseph Haydn.

Towson University Osher Program: Jonathan Palevsky gave lectures on J.S. Bach and the High Baroque.

Har Sinai-Oheb Shalom Congregation: Jonathan Palevsky gave a lecture series entitled Music That Tells Stories as part of their SPICE program.

REALIGNMENT TASK # 8
"Develop and market a brand for BCCC."
 Advancement & Strategic Partnerships

The College developed numerous initiatives to support efforts by departments in the following areas:

Registrar
A Summer Credit Schedule was developed for the Registrar's Office and posting to the website.

Workforce Development
The College developed several efforts to promote GED Graduation, including billboards, promotional items, graduation tickets and programs.

PTech
The College created a flyer for P-Tech New Student Virtual Orientation.

Website Billboards
The College developed billboards for 2022 Valedictorian, Memorial Day, Summer Registration, Apply Now – No cost, Juneteenth, Congratulations graduates, Math 112 (a new class for the Liberal Arts), and Health Information Technology.

President's Forum
The College developed invitations for the President's Forum. Additionally, faculty and staff were able to submit questions for discussion by Dr. McCurdy during the meeting.

Commencement Video & Photography
The College worked with Mind in Motion to convert a YouTube live stream Commencement video to a permanent video. Additionally, the Marketing team took numerous photos of the event for future marketing efforts.

Waterfront and Downtown Partnership Press Event Photography
Photos were taken during the event for use with future publications and outreach efforts.

WBJC
The College developed additional Media Kit components for use when presenting for underwriting opportunities

Student Support & Wellness Services
The College developed flyers for use with Wellness Workshop promotions.

Admissions

Promotional Items
The College purchased a variety of promotional items for use with recruitment events and incoming MSP giveaways.

Recruitment Needs
The College purchased a variety of recruitment items for use during recruitment fairs at schools and in the community, including branded canopy tent, wagons, chairs, and program pull-up signs.

Publications
The College continued work on new brochures for Career Pathways 2023, MSP 2023, Dual Enrollment 2023. These publications will be designed in English and Spanish.

Brand Building

Digital Advertising & Social Media Campaigns
The College continued digital advertising on Facebook, Instagram, Google, and the Google Extended Network to promote Summer and Fall 2022 classes. These paid advertisements are in addition to ongoing Social Media Campaigns.

Hispanic Advertising
Research on pricing was completed for Hispanic advertising efforts in Mundo Latino Newspaper of Baltimore and Somos Baltimore Latino (Website); advertising is being designed for placement for three months.

AFRO News
The College is currently conducting research on extended efforts to advertise on The AFTO website.

WBAL /98 Rock Ravens Radio
The College is working to negotiate radio advertising on WBAL News Radio 1090AM and 98 Rock Ravens Radio. Packaging would surround the fall 2022 Ravens football season.

Ravens Yearbook

The College is researching full- and half--page advertising for the Baltimore Ravens Yearbook.

Commencement 2022 Social Campaign
A Commencement social platform takeover was completed, including photos taken in-house of graduates, faculty and staff, resulting in a Facebook reach of 161,867 and an Instagram reach of 19,690 and an increase of 45% over April 2022.

Rebranding

- The College is nearing completion of a multi-month project to replace pole signs on Lombard Street, Towanda Avenue, Liberty Heights Avenue, and BCCC's main campus. These signs promote "We Build Futures"
- The College replaced signage on MTA buses and a Subway Elevator Entrance (CUBE)
- The College continues work on new Program Cards
- The College worked with Athletics to develop creative options for new basketball uniforms.
- The Collee has begun work on a redesigned Panther Card.
- The College has begun work on a redesigned viewbook.

BCCC Event Promotion
BCCC campus events and initiatives that were promoted on-air by WBJC during the month.

Public Service Announcements: Multiple daily reads by WBJC hosts in support of registration for 2022 Summer Sessions.

REALIGNMENT TASK #9
"Address the information technology (IT) and infrastructure needs of BCCC, including whether oversight by the Department of Information Technology is advisable."
Mr. Michael Rading, Chief Information Officer

ENTERPRISE RESOURCE PLANNING (ERP) PROJECT

Implementation Engagements
As part of the ERP implementation effort, student registration for Fall 2022 is being migrated into the new ERP system. Registration information has been mapped from the old system to the new system. The first of three rounds of validation by a cross-functional BCCC team has occurred. The second round of data validation is scheduled for the week of June 13 and June 20 with the actual cutover to the new ERP scheduled for July 6.

Additional data validation for student information that includes overall and holds and Spring 2022 Academic history and Financial Aid are underway.

Cross-functional teams were convened for follow-up discussions on issues across all the key ERP modules including HR, Financial Aid, Student, Student Account, and Finance areas. These teams reviewed and discussed gaps and issues brought up in the last month during the ERP implementation process. An updated version of the issue tracker with responses from the ERP implementation vendor was reviewed by BCCC staff who provided a new classification on issues based on their current criticality.

On June 2 from 12 pm to 3 pm a team that included leadership from Ellucian made an onsite visit to discuss the modules going live in July with key BCCC stakeholders, planned work that is part of the implementation, issues and mitigation measures to address issues raised by the BCCC team. Some of the key things BCCC leadership is pushing the vendor on include:

1. Ensuring availability of vendor consultants to engage with BCCC counterparts in functional areas during this key preparation period ahead of the Student, Finance, and Student Accounts Receivable (AR) modules
2. Providing additional opportunities are provided for more end-to-end testing particularly for processes that are connected to multiple modules e.g. students being admitted to the college, registering for classes and then being billed based on their registration
3. Ensuring the ERP solution is configured to consider college-specific needs such as workforce development non-credit and continuing education needs that are different than the for-credit student population needs

A follow-up meeting was held on June 3 with the vendor partner and the same cross-functional BCCC team, as a next step to the June 2 in-person meeting that included the same BCCC stakeholders to discuss follow-up and next steps that included the three items listed above. Another in-person meeting with the Ellucian leadership is scheduled for June 22.

REALIGNMENT TASK #10

"Develop or sell all unused or underutilized real estate, including the Inner Harbor Site."
Office of the President

The Bard building demolition and green space design contract with RK&K kicked off on May 20th, 2022. RK&K is underway with its work and has begun conducting site surveys.

REALIGNMENT TASK #11

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

The College is continuing its review of legislatively mandated reports. So far, the College has identified 12 reports that it is obligated to produce to various state agencies in FY 2023, including four separate personnel-related reports, plus reports on public improvements, forms management, IT infrastructure, Enrollment and the Mayor's Scholars Program, and progress in implementing the realignment tasks.

REALIGNMENT TASK #12
"The Board of Trustees shall review, and if necessary, revise the BCCC strategic plan."
President McCurdy & Cabinet

ALIGNING PLANNING & EFFECTIVENESS

As an institution of higher education in Maryland, Baltimore City Community College (BCCC) falls under the oversight of the Maryland Higher Education Commission (MHEC). In addition, BCCC is a State agency and as such, must comply with additional mandatory requirements, particularly those related to the Department of Budget and Management (DBM).

MHEC publishes the Maryland State Plan for Postsecondary Education (MSPPE) typically on a five-year cycle. The most current version is the 2017 – 2021 State Plan for Postsecondary Education: Student Success with Less

Debt, This MSPPE has three goals which drive the annual Performance Accountability Report (PAR) and the performance indicators required for all Maryland community colleges. The three goals are reflected in Exhibit 1.
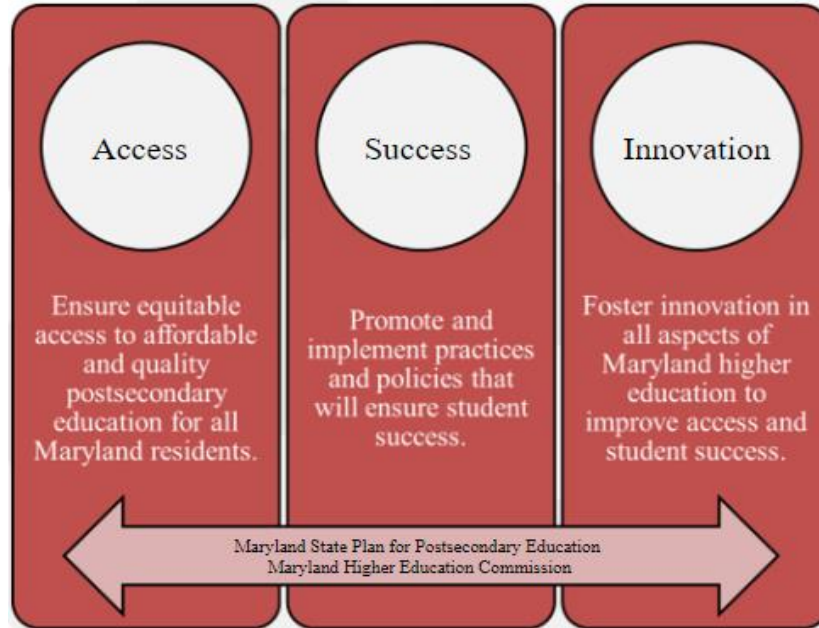
Exhibit 1: MHEC Maryland State Plan for Postsecondary Education Goals

In the 2021 – 2025 Performance Accountability Report cycle, there are 28 performance indicators (some of which are broken down into sub-populations), organized by the three MSPPE goals. The indicators are summarized in Exhibit 2. Note that "C" represents measures related to credit students and "CE" represents measures related to continuing education students.

Exhibit 2: MHEC Performance Accountability Report Indicators

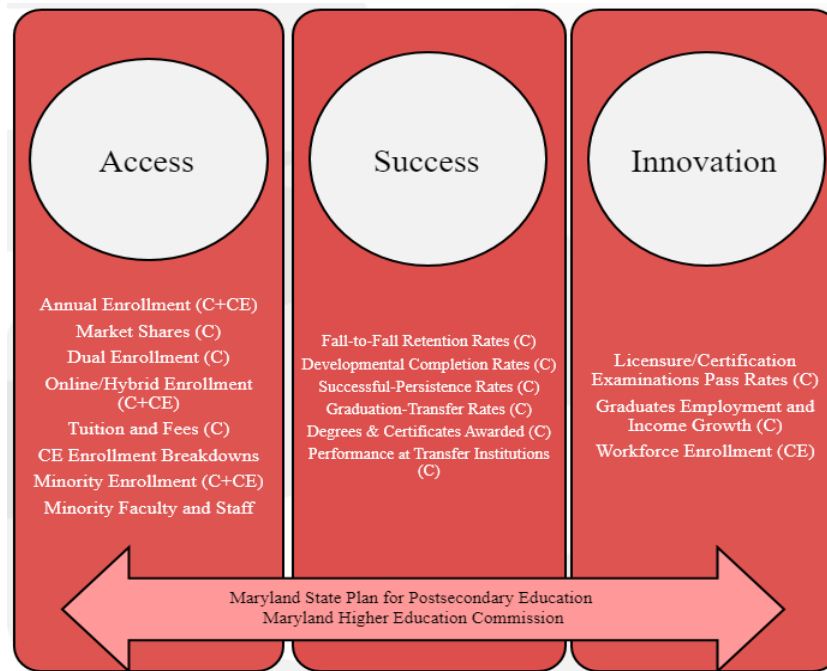As BCCC is the only Maryland community college that is a State agency, it is the only one that is required to complete the Managing for Results (MFR) submission. DBM provided agencies with the opportunity to review and modify their mission, vision, goals, objectives, and performance measures in May 2022. The Office of Institutional Research proposed modifying the goals, objectives, and measures to align with those of the MSPPE and the PAR. Exhibit 3 reflects a summary of the proposed new goals and performance measures.

Access

Eligible FTEs (C+CE)
Pell Grant Recipients (C)
Financial Aid Recipients (C)
Tuition & Fees (C)
Developmental Education (C)
Enrollment of Maryland Residents (C+CE)
PTECH Enrollment (C)
MSP Enrollment (C)
MD Promise Scholarship Dollars (C+CE)

Success

Successful –Persister Rates (C)
Retention Rates (C)
Degrees & Certificates Awarded (C)
Graduate Employment (C)
Performance at Transfer Institutions (C)
Developmental Completion (C)
Student Feedback (C)

Innovation

Contract Training Enrollment (CE)
Licensure Exam Pass Rates (C)

Four Years of Trend Data
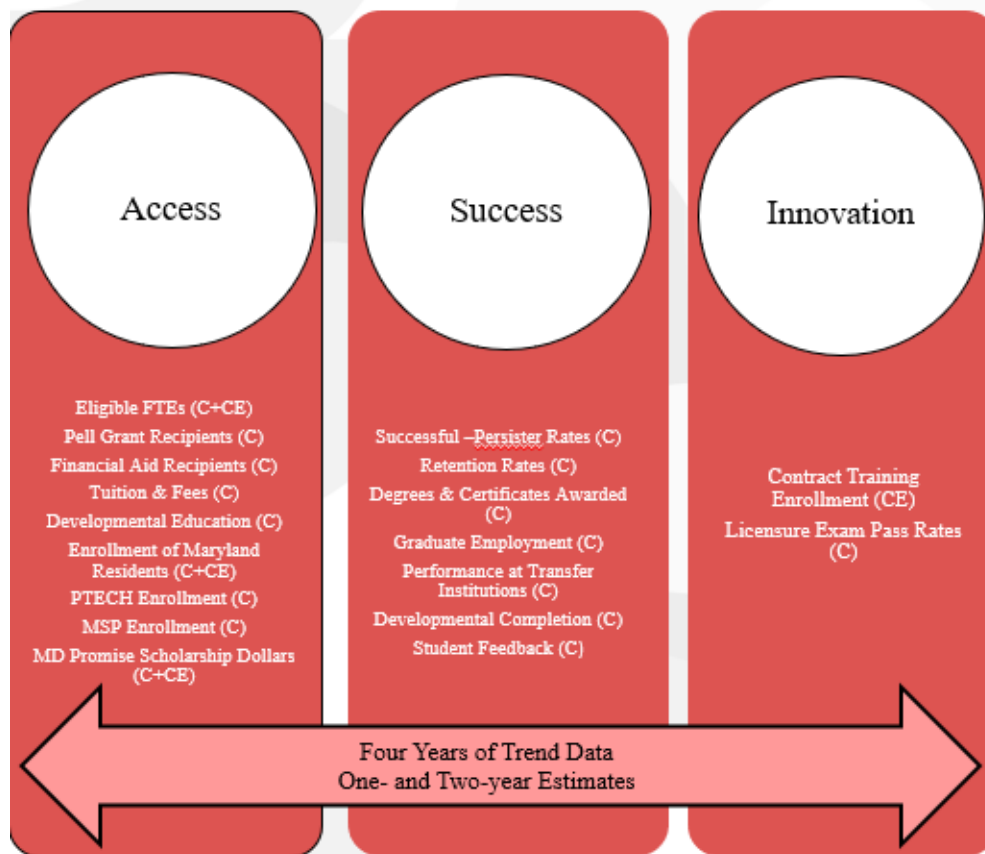One- and Two-year Estimates

Exhibit 3: Proposed Goals and Measures for Managing for Results Submission to DBM

As the College continues its strategic planning process, meaningful key performance indicators (KPIs) will become even more critical. The use of the KPIs required by its oversight bodies as a component of the process will further increase the awareness and understanding of the data reported on behalf of the institution and help inform unit-level measures and goals. Throughout the summer and early fall, the Office of Institutional Research will guide Cabinet areas across the College through data-sharing sessions to facilitate discussions to review the most current information as well as the factors impacting progress towards meeting goals, initiatives underway to sustain or improve performance, and such initiatives to facilitate future planning efforts as well as for reporting to BCCC's oversight bodies.

ALIGNING PLANNING & ASSESSMENT

The Office of Assessment was strategically moved from Academic Affairs to the Office of Institutional Effectiveness, Research & Planning. In September 2021, a Director of Assessment was hired to implement this transition and lead the development of the Institutional Assessment Model.
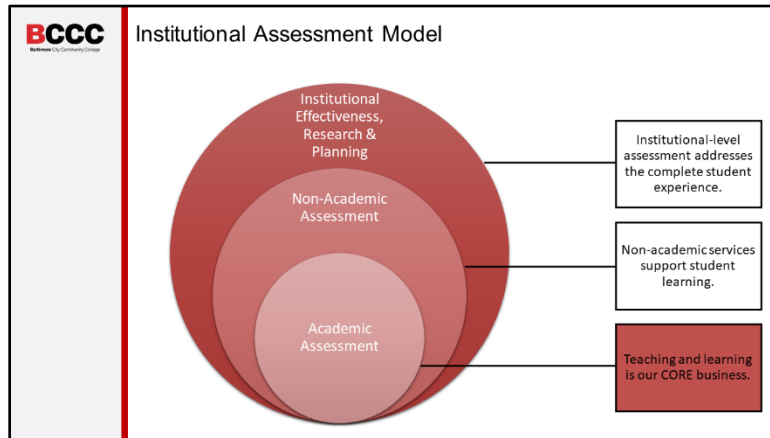

Figure 1: Development of the Institutional Assessment Model

Under the guidance of the Office of the President, the Office of Assessment is developing the Institutional Assessment Model in collaboration with faculty and staff to refine and standardize academic assessment while incorporating the non-academic services that support student learning.
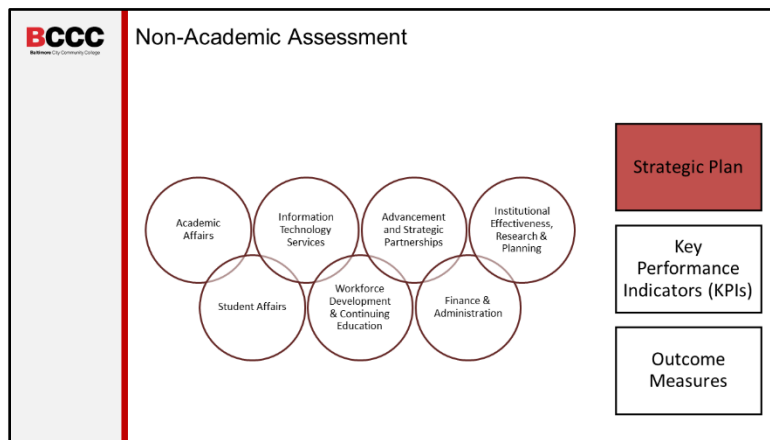

Figure 2: Incorporating Non-Academic Assessment into the Institutional Assessment Model

The inclusion of non-academic units provides a holistic picture of institutional performance. Guided by the Strategic Plan, key performance indicators (KPIs) and outcome measures will become central to assessing how well we serve our students both inside and outside the classroom.
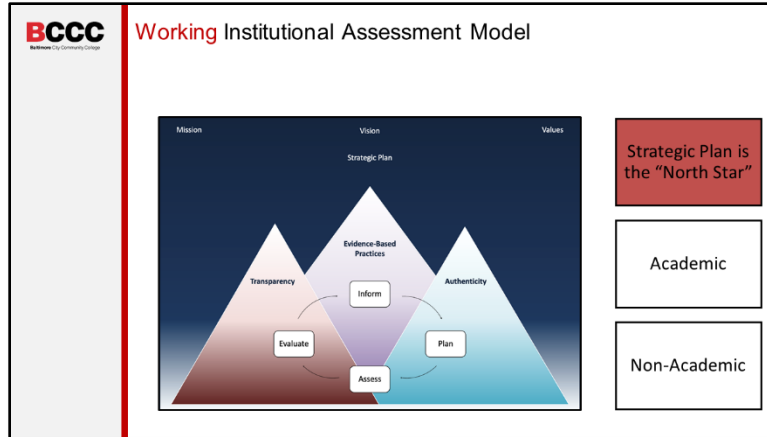
Figure 3: The Working Institutional Assessment Model

The working Institutional Assessment Model points to the Strategic Plan as our "North Star". Guided by the College's Mission, Vision, and Values, the Strategic Plan sets the course for measurable performance. Encompassing both academic and non-academic assessment initiatives, the working Institutional Assessment Model is a cyclical application of scientific inquiry; supported by a foundation of evidence-based practices, authenticity, and transparency.

Evidence-based practices inform the assessment process through faculty and staff experience, field research, and accountability to accrediting bodies and other formalized standards. Assessment plans are authentic, utilizing real-world applications and problem-solving to ensure students are armed with the skills they need to succeed outside of the classroom. Finally, assessment outcomes are evaluated transparently, with active participation from faculty, staff, and students.

The following sections are a report on the specific FY2022 activities of the Office of Assessment that contribute to the development of the Institutional Assessment Model and Realignment Task 12.
Assessment

Academic Assessment & Reporting
The Office of Assessment meets weekly with Academic Affairs leadership to align operational schedules, review best practices and logistics for assessment data, identify professional development needs, and review external reporting obligations.

Academic Assessment Results – Academic Year 2022
Course-level assessment data was collected by program and discipline coordinators, aggregated, and entered into TracDat (Nuventive Improve). The Academy submitted 1,090 student learning outcomes results across 172 courses for the 2022 academic year. This academic year served as a baseline for academic assessment, identifying existing processes and gaps in resources, professional development, and methods. These results will inform the development of the Office of Assessment Operational Schedule, standardized assessment data collection and reporting methods, and professional development resources.

Academic Assessment Workbook
The Office of Assessment developed an excel workbook that outlines each school, discipline, program, course, and their assigned assessment coordinators. This workbook formally documents assessment roles and responsibilities and provides context to the submitted assessment data.

Example: While it is known that assessment data was submitted for 172 courses during the 2022 academic year, it is not known under the Colleges current practices how many courses should have assessment data for the 2022

academic year. This workbook will provide that context and set expectations for accountability to assessment in a given semester and academic year.

Assessment Data Templates & SharePoint Interface
The Office of Assessment piloted course-level assessment data templates during the Spring 2022 academic assessment data collection. The templates were successful in collection student learning outcomes data, as well as additional variables that provide greater context to academic assessment initiatives, including session and learning environment. Templates will be standardized for course-level assessment for the 2023 academic year.

Office of Assessment Operational Schedule
The Office of Assessment has developed an Operational Schedule that accounts for institutional assessment initiatives, reporting obligations, institutional timelines, and special projects, such as the enterprise resource planning (ERP) implementation. The Office is working with Academic Affairs leadership to ensure the assessment initiatives coincide with key academic dates and faculty responsibilities.

The following is an extracted summary of the accomplished activities and tentative upcoming key dates, deadlines, & activities. The Schedule will expand with the development of non-academic assessment initiatives.

Activities, Deadlines, & Key Dates	Start Date	End Date
Academic Affairs Assessment & Reporting Check-Ins	weekly, ongoing	
Program Review & Evaluation Planning Team	weekly, ongoing	
Identify the Existing Resources and Leadership in Academic assessment	2021-09-13	2021-10-29
Evaluate the Strategic and Operational Plans of the College and Review the Organizational Structure	2021-09-13	2021-12-20
Develop a Working Institutional Assessment Model	2021-09-13	2021-12-20
Professional Development - Introduce the Working Institutional Assessment Model to the Academy and Set Expectations for Establishing the Academic Assessment Baseline During AY 2022	2022-02-04	2022-02-09
Professional Development - Review the Current Architecture and Status of TracDat with the Academy	2022-02-11	2022-02-18
Professional Development - TracDat Peer-to-Peer Training	2022-03-22	2022-03-22
Professional Development - TracDat Peer-to-Peer Training	2022-04-06	2022-04-06
TracDat - Spring Assessment Data Entry	2022-04-18	2022-05-17
Professional Development - TracDat: Foundations	2022-04-22	2022-04-22
Professional Development - TracDat: Foundations	2022-04-29	2022-04-29
TracDat - Course & Program Structure Review and Update Due	2022-04-29	2022-04-29
Spring Professional Development Days - Assessment Support for Faculty and Coordinators	2022-05-16	2022-05-20
TracDat - Assessment Data (Results) Due	2022-05-17	2022-05-20
Fall Professional Development Days	TBD	TBD
Fall A1 Assessment Data (Results) Due	2022-10-19	2022-10-25
Fall Assessment Data (Results) Due	2022-12-17	2023-01-06
Winter Professional Development Days	TBD	TBD
Winter Assessment Data (Results) Due	2023-01-09	2023-01-13
Summer Assessment Data (Results) Due	2023-08-13	2023-08-19

Professional Development & Office of Assessment Resources
The Office of Assessment developed a Microsoft Bookings site (Assessment Office) to provide support for assessment initiatives across the College. The site debuted to the academy with bookable services for Coordinator support in the collection, aggregation, and reporting of assessment data. The site will grow in the number and types of assessment support services as the College formally establishes non-academic assessment processes.

A Canvas course has been developed as a repository for professional development resources. The course will be opened to the Academy in Fall 2022.

Program Review & Evaluation Committee (PREC) Planning Team
The Office of Assessment supports the Program Review & Evaluation Committee in the development of resources, best practices, and administration of the Program Review & Evaluation process.

TracDat (Nuventive Improve) Strategic Maintenance
The Office of Assessment is reviewing, updating, and aligning the structure and content of TracDat to reflect Academy practices and to prepare for non-academic assessment data.

TracDat (Nuventive Improve) Report Generation
The Office of Assessment is developing and testing processes for pulling reports from TracDat that summarize academy-wide personnel access, assessment unit structures, and assessment data.

Moving Forward, 2022-2025 BCCC Strategic Plan
Keeling & Associates provided BCCC with a comprehensive draft strategic plan, inclusive of action steps, objectives, and goals. Keeling derived the draft document through their lens via the following collaborative process:

- Collected, collated, and coded all of the suggestions that emerged in action planning discussions, reflecting the activities and tactical steps that cabinet and team members specifically identified as opportunities to respond to some of the planning themes identified in initial phases of information gathering and community engagement earlier in the spring.

- Grouped these recommendations thematically based on potential goal area (or the "how might we" questions we utilized in our conversations) and drafted objectives to capture the intent and purpose of those groups of action steps. In a number of cases, the language of the objective is also drawn from ideas or expressions of thought during constructive meetings.

- Nested the objectives and activities under four goals, the content of which we have proposed using language from the "how might we" questions that resulted in the many good suggestions that produced the objectives and action steps in this draft.

In sum, the draft reflects the conversations, suggestions, and ideas that emerged across our conversations with you and your colleagues over several months.

Moving forward, the College will refine the draft through additional working sessions with the faculty and staff to finalize its strategic plan.

BCCC
Baltimore City Community College

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TAB 11 | Active Search Listing

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	Div	PIN #	Position	Oversight	Date posted	Status 6/7/2022
	BCCC Baltimore City Community College		**HR Active Search List As of June 7th, 2022**			
1	AA	66682	Assistant Professor of Nursing-Mental Health	Dr. Liesl Jones	11/10/2020	Resumes forwarded to Vice President
2	AA	81697	Assistant Professor of Nursing-Adult Medical/Surgical	Dr. Liesl Jones	3/12/2021	Resumes forwarded to Vice President
3	AA	66743	Assistant Professor of Microbiology	Dr. Liesl Jones	3/15/2021	Resumes forwarded to Vice President
4	AA	66808	Assistant Professor/Program Coordinator for Biotechnology	Dr. Liesl Jones	12/1/2021	Resumes forwarded to Vice President
5	AA	67006	Director of the Academic Success Center	Dr. Liesl Jones / Becky Burrell	12/8/2021	Resumes forwarded to Vice President
6	AA	66715	Associate Dean of School of Arts & Social Sciences	Dr. Liesl Jones	2/21/2022	Resumes forwarded to Vice President
7	AA	66811	Assistant Professor of Dental Hygiene	Dr. Liesl Jones	4/1/2022	Resumes forwarded to Vice President
8	AA	66902	Dean of Natural and Physical Sciences, Business, Technology, Engineering & Math	Dr. Liesl Jones	5/16/2022	Resumes forwarded to Vice President
9	SA	66948	Director of Testing & Accommodative Services	Becky Burrell	5/15/2020	Resumes forwarded to Vice President
10	SA	TBD	Assistant Vice President of Student Affairs	Becky Burrell	10/19/2021	Resumes forwarded to Vice President
11	SA	66689	Coordinator of Veteran Services	Becky Burrell	11/1/2021	Resumes forwarded to Vice President
12	SA	74211	Academic Coordinator, TRIO Student Support Services Program	Becky Burrell / Dr. Leslie Jackson	1/19/2022	Resumes forwarded to Vice President
13	SA	67005	Office Specialist	Becky Burrell / Sharon Stoddord	2/9/2022	Resumes forwarded to Vice President
14	SA	66831	Senior Financial Aid Specialist	Becky Burrell	2/11/2022	Resumes forwarded to Vice President
15	SA	66991	Director of Admissions	Becky Burrell	4/4/2022	Resumes forwarded to Vice President
16	SA	69257	Admissions Recruiter/Advisor	Becky Burrell	4/28/2022	Resumes forwarded to Vice President
17	SA	66634	Director of Student Success Center	Becky Burrell	5/24/2022	Resumes forwarded to Vice President
18	ASP	67013	Senior Accountant- Foundation	Eileen Waitsman	5/12/2021	Resumes forwarded to Oversight
19	ASP	66686	Vice President of Advancement	Dr. Debra McCurdy	7/23/2021	Resumes forwarded to President
20	ASP	76586	Assistant Director of Content Strategy	Michael Berends	2/4/2022	Resumes forwarded to Oversight
21	ASP	76586	Director of Community Outreach & College Relations	Dr. Debra McCurdy	4/4/2022	Resumes forwarded to President

22	**WDCE**	**73965**	Director of Business Development Services	Michael Thomas	11/12/2020	Resumes forwarded to Vice President
23	**WDCE**	**66861**	Maintenance Supervisor	Michael Thomas / Kate Zurlage	4/21/2021	Resumes forwarded to Vice President
24	**WDCE**	**66769**	Police Officer II	Michael Thomas	7/28/2020	Resumes forwarded to Vice President
25	**WDCE**	**72346**	Master Electrician	Michael Thomas	9/7/2021	Resumes forwarded to Vice President
26	**WDCE**	**76566**	Director of Division Operations & Services	Michael Thomas	1/26/2022	Resumes forwarded to Vice President
27	**WDCE**	**66967**	Assistant Director of Capital Projects	Michael Thomas / Kate Zurlage	3/7/2022	Resumes forwarded to Vice President
28	**WDCE**	**TBD**	Building Construction Supervisor	Michael Thomas / Kate Zurlage	3/24/2022	Resumes forwarded to Vice President
29	**WDCE**	**66722**	Director of Workforce Development	Michael Thomas	4/19/2022	Resumes forwarded to Vice President
30	**WDCE**	**66951**	Administrative Assistant	Michael Thomas/ Kate Zurlage	4/19/2022	Resumes forwarded to Vice President
31	**WDCE**	**66632**	Instructional Specialist	Michael Thomas	5/10/2022	Resumes forwarded to Vice President
32	**WDCE**	**TBD**	Environmental Services Technician	Michael Thomas	5/17/2022	Resumes forwarded to Vice President
33	**A&F**	**66916**	Assistant Director of Human Resources- EEO & Compliance	Charles Hall	4/16/2021	Resumes forwarded to AVP
34	**A&F**	**66879**	Assistant Vice President of Finance & Administration	Dr. Debra McCurdy	6/8/2021	Resumes forwarded to President
35	**A&F**	**82344**	Accounts Payable & CPC Manager	Eileen Waitsman	11/9/2021	Resumes forwarded to Oversight
36	**A&F**	**66757**	Senior Accountant	Eileen Waitsman	11/9/2021	Resumes forwarded to Oversight
37	**A&F**	**66740**	Vice President of Finance & Administration	Dr. Debra McCurdy	12/15/2021	Resumes forwarded to President
38	**A&F**	**66875**	Accounts Clerk III	Patricia Raines	1/26/2022	Resumes forwarded to Oversight
39	**A&F**	**66842**	Accounts Clerk III	Patricia Raines	4/26/2022	Resumes forwarded to Oversight
40	**A&F**	**66984**	Payroll Clerk	Charles Hall	4/21/2022	Resumes forwarded to AVP
41	**A&F**	**66934**	Director of Student Accounting (Bursar)	Dr. Debra McCurdy	4/21/2022	Resumes forwarded to President
42	**A&F**	**82345**	Human Resources Generalist	Charles Hall	5/16/2022	Resumes forwarded to AVP
43	**A&F**	**66933**	Agency Procurement Specialist	Anna Lansaw	6/6/2022	Search is Open
44	**IREP**	**66640**	Director of Grants	Becky Burrell / Nicole Deutsch / Eileen Hawkins	2/1/2022	Resumes forwarded to Vice President
45	**OP**	**66855**	Director of Government Relations/Special Assistant to the President	Dr. Debra McCurdy	1/18/2022	Resumes forwarded to President

46	OP	66987	Programmer/Analyst	Michael Rading	5/10/2021	Resumes forwarded to CIO
47	OP	66963	Executive Administrative Assistant to the President	Dr. Debra McCurdy	10/13/2021	Resumes forwarded to President
48	OP	67007	Director of Client Services	Michael Rading	4/20/2022	Resumes forwarded to CIO
49	OP	73960	Director of Enterprise Applications	Michael Rading	5/16/2022	Resumes forwarded to CIO