

Baltimore City Community College

Dr. Debra L. McCurdy
President

Board of Trustees Open Session

Mr. Kurt L. Schmoke
Chair

WEDNESDAY | DECEMBER 20, 2023

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 1 | Approval of the December 20, 2023 Agenda

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda | 1:00pm December 20, 2023 (Virtual Zoom Meeting)

Meeting Link: <https://bccc-edu.zoom.us/j/93145261642>

- I. Call to Order Mr. Kurt L. Schmoke, *Chair*
 - a. Adoption of Agenda **(Vote)**
 - i. Approval of the December 20, 2023 Agenda (Tab 1) Mr. Kurt L. Schmoke, *Chair*

- II. Board Actions/Consent Agenda **(Vote)** Mr. Kurt L. Schmoke, *Chair*
 - a. November 15, 2023 Open Session Meeting Minutes (Tab 2)
 - b. November 15, 2023 Closed Session Meeting Summary (Tab 2)
 - c. December 14, 2023 Finance/Audit Committee Meeting Minutes (Tab 2)
 - d. Student Government Association (Tab 3)
 - e. Faculty Senate Comments (Tab 5)

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

- IV. New Business (Tab 7) Mr. Kurt L. Schmoke, *Chair*
 - a. Finance/Audit Committee Meeting December 14, 2023
 - i. Procurement Policies & Procedures **(Information)** Dr. Debra McCurdy, *President*
 - ii. Procurements Exceeding \$25,000 to \$99,999 **(Information)** Ms. Anna Lansaw, *ED Procurement*
 - a. Uninterrupted Power Batteries (DC Group) \$34,114.98 Mr. Aubrey Bascombe, *VP Finance*
 - b. Textbooks (McGraw-Hill) \$88,481.40 Dr. Jacqueline Hill, *VP Academics*
 - c. Textbooks (McGraw-Hill) \$105,821.45 Mr. Michael Thomas, *VP Workforce*
 - d. Textbooks (Vital Topco) \$118,695.34
 - iii. Procurements over \$100,000 Pre-Approved and Finalized
 - iv. Procurements Exceeding \$100,000 and above **(Vote)**
 - a. Security Guard Kiosk – Modification (Dade Star) \$15,972.00
 - b. Exterior Door Improvements – Modification (Bob Andrews) \$68,143.68
 - c. 54-Passenger Bus (National Bus Sales Inc.) \$416,139.00
 - v. Procurements Pre-Approval **(Vote)**
 - a. Vehicle Replacements
 - i. Three 16/20 ADA Compliance Shuttle Buses (Creative Bus Sales) \$397,605.00
 - ii. Two 14-Passenger Vans (Creative Bus Sales) \$156,482.00
 - b. Bookstore Services (Barnes & Noble College) TBD
 - vi. Finance Report Dr. Debra McCurdy, *President*
Mr. Aubrey Bascombe, *VP*
Finance & Administration

- V. College Policies (Tab 8) **(Vote)**
 - a. Firewall Security Policy Mr. Kurt L. Schmoke, *Chair*
Dr. Debra McCurdy, *President*
Mr. Michael Rading, *CIO*
 - b. Information Technology Security Policy Dr. Debra McCurdy, *President*
Mr. Michael Rading, *CIO*
 - c. Mission, Vision, Values Policy Dr. Debra McCurdy, *President*
Ms. Burrell, *VP Institutional*
Effectiveness

- | | | |
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| VI. | Presentations (Tab 9) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| | a. Enrollment Update | Dr. Debra McCurdy, <i>President</i> |
| | | Ms. Donna Thomas, <i>Interim VP</i> |
| | | <i>Student Affairs</i> |
| | b. ERP Update | Dr. Debra McCurdy, <i>President</i> |
| | | Mr. Michael Rading, <i>CIO</i> |
| VII. | President's Report (Tab 10) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| | | Dr. Debra McCurdy, <i>President</i> |
| VIII. | Active Search Listing (Tab 11) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| IX. | Motion for Adjournment (Vote) | Mr. Kurt L. Schmoke, <i>Chair</i> |

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

BOARD ACTIONS / CONSENT AGENDA

TAB 2 | November 15, 2023 Minutes

TAB 2 | November 15, 2023 Closed Session Meeting Summary

TAB 2 | December 14, 2023 Finance/Audit Committee Meeting Minutes

TAB 3 | Student Government Association Report/Comments

TAB 4 | Faculty Senate Report/Comments

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 2 | November 15, 2023 Minutes

TAB 2 | November 15, 2023 Closed Session Meeting Summary

TAB 2 | December 14, 2023 Finance/Audit Committee Meeting Minutes

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session minutes | 4:00pm November 15, 2023 (Virtual Zoom Meeting)

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

Also Present: President Debra L. McCurdy

Board Members Absent: Ms. Lelia Parker

I. Call to Order

Chairman Schmoke called the meeting to order at 4:03pm on the 15th of November, 2023. The Agenda was unanimously approved upon a motion by Trustee Weiss, seconded by Trustee Blum.

II. Public comment.

Chairman Schmoke stated that two individuals had asked to address the Board and that each of them had been given 3 minutes.

- a. AFSCME Local 1870 President, Ms. Nena Kutniewski, presented her comments to the Board. She discussed vacancies, staffing of the virtual help desk, the telework policy and alleged lack of transparency, noting that the same issues had been raised with the Board in earlier meetings and a petition circulated asking for a vote of no confidence. She also requested a meeting between Union leadership and the Board of Trustees. Chairman Schmoke thanked Ms. Kutniewski for her remarks.
- b. Katana Hall, president of the Faculty Senate, presented comments on behalf of the Faculty Senate. Dr. Hall stated that most issues that she has brought up to Dr. McCurdy have been resolved, but noted that the Faculty Senate is still concerned about staff vacancies, LSB air quality, mold and cleanliness, and students' inability to register, withdraw from classes or receive textbooks in a timely manner. She further noted that there are plans in place to address the problems she had just mentioned. Chairman Schmoke acknowledged Dr. Hall for her comments.

III. Board Actions/Consent Agenda

- a. October 18, 2023 Open Session Meeting Minutes
- b. October 18, 2023 Closed Session Meeting Summary
- c. November 9, 2023 Finance/Audit Committee Meeting Minutes
- d. Student Government Association

e. AFSCME Local #1870 at BCCC Comments

Chairman Schmoke asked for a motion to approve the Consent Agenda items a through e and the agenda was unanimously approved.

IV. Procurements

Dr. McCurdy reminded the Board of the College’s procurement procedures, which allow procurements of less than \$100,000 to go forward without Board approval, and stated that some of the procurements listed are put before the Board for informational purposes only:

i. Procurements of \$25,000 to \$99,999

- a. Textbooks (Cengage) \$34,173.85
- b. Textbooks (Pearson) \$70,310.98
- c. F-350 Truck (Apple Ford) \$65,282.64
- d. Vehicle Maintenance Service \$35,000.00
(Elemental Vehicle Management Service)
- e. WBJC Promotional Gifts (Forest Incentives) \$32,129.37

ii. Procurements of \$100,000 and above

Chairman Schmoke noted that the Finance Committee had met the prior week and had been presented with the procurement items that now appear before the Board for approval.

- Occupational Training Skills (Parkway Management)
- Occupational Training Skills – Modification No. 1
 - i. Rosche’ Cosmetics
 - ii. International Continuing Education (\$156,128.00)
- Refugee Management Services (\$476,441.00)
- After School Program (Soccer Without Borders) \$151,169.81

Each of the items listed above was described by Michael Thomas, Vice President of Workforce Development. He responded to Trustee Garvin’s questions by noting that the training partners were selected in response to an RFP and that performance data are evaluated in conjunction with MD DSS and currently exceed expectations.

Upon the recommendation and motion of Trustee Weiss, Chairman of the Finance Committee, the Board unanimously approved all procurements previously approved by the Finance Committee.

iii. Pre-Approval for Procurements over \$100,000

Vice President of Academic Affairs, Dr. Jacqueline Hill presented the Board with information regarding the following procurement:

- a. Nursing Program Simulator Mannequins
(Laerdal) \$373,742.74

Dr. McCurdy noted that the current simulators had been determined to be outdated and noncompliant. She added that an additional \$60,000 (approximate) will be provided for nursing beds. In response to a question from Trustee Ward, Dr. Hill stated that the timing will be tight, but she expects that the new equipment will arrive in time for the Nursing site visit, which will occur in March, 2024.

V. Financial Monthly Performance Report

Mr. Aubrey Bascombe, Vice President of Finance and Administration, presented the Board with a financial performance report and reviewed the following chart with the Board:

Revenue Fund	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change	Percentage Change
General (Unrestricted)	62,689,753	15,672,438	32,214,203	25,530,011	6,684,192	26.2%
Restricted	25,610,084	6,402,521	5,603,842	5,776,413	-172,571	-3.0%
Total Revenue FY24	88,299,837	22,074,959	37,818,045	31,306,424	6,511,621	20.8%

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget FY24	Monthly Budget FY23	FY24	FY23	Net Change	Percentage Change
General (Unrestricted)	62,689,753	11,806,086	15,255,453	12,538,301	2,717,152	21.7%
Restricted	25,610,084	6,238,481	7,685,812	4,175,552	3,510,260	84.1%
Total Expenses	88,299,837	18,044,567	22,941,264	16,713,853	6,227,412	37.3%

VI. College Policies

a. Acceptable Use of Technology Policy

Michael Rading, CIO, provided a synopsis of the proposed policy, which will appear on the BCCC website under “policies.”

b. Intellectual Property Policy

Dr. Jacqueline Hill, VP of Academic Affairs, provided a synopsis of the proposed policy and responded to a question from Chairman Schmoke, saying that the policy aligned with those of other institutions. The policy will appear on the BCCC website under “policies.”

c. Leave Transfer Policy

Maria Rodriguez, General Counsel, provided a synopsis of the proposed policy, which will appear on the BCCC website under “policies.”

VII. Presentations

ERP Update—given by Michael Rading, CIO. His PowerPoint presentation highlighted the following areas: Project Status which remains “green” as the State designation; Key Date; Recent Work Challenges (identified as data clean-up; cyclical projects; and reporting), and Current and Upcoming Work which ties to several areas.

Enrollment Update—given by Donna Thomas, Interim Vice President of Student Affairs. Key points of her PowerPoint presentation were: Actual Enrollment Data (Fall 2023 MHEC Credit Headcount Projection of 4414 versus Fall 2023 Actual-to Date Headcount of 89% of projection, or 3,940); Fall 2023 Dual Enrollments; an Expanded Recruitment Territory; and Process Improvement. She further identified the following initiatives as “On the Horizon”: Spring Open House; New Dual Enrollment Webpage Layout; Increasing Visual Presence at Baltimore City Public High Schools; Enhancements to CRM Recruit (to include Improved Messaging, Event Management, & Case Management of Prospective Students Through the Onboarding Process); and 2023-2024 Recruitment Planning for the College – Enrollment Management Planning.

In response to various questions from the Trustees, Ms. Thomas commented that MSP was being expanded into Howard and Hartford Counties, that the Strategic Plan was in development and would incorporate measures for assessing the effectiveness of outreach efforts, that plans for other, similar community colleges had been consulted and that Trustee Garvin’s suggestion that a 3d party evaluate the enrollment progress was duly noted.

Trustee Terrell asked why some students chose to attend CCBC instead of BCCC and Chairman Schmoke attributed the choice to historic stability and community perception. Dr. McCurdy noted that BCCC had previously cut many of its program offerings and had shortcomings with its facilities and options available for students outside of the classroom experience. The historic operational image has improved over the short term, however, without additional adequate facilities, the social/cultural engagements for students tied to space is tremendously void (eg. student center, wellness facility, recreational space). The facility shortcomings has had an impact on the competitive climate for the College.

VIII. President’s Report

Dr. McCurdy gave a PowerPoint presentation regarding the following: the College’s Mission and Vision; MSCHE (re-accreditation) Highlights; Strategic Planning Phases and timeline; Entrance Sign Replacement; Security Kiosk; Life Science Building Improvements; Physical Education Center; Restroom Renovations; Main Building Cooling Tower Replacement; Maintenance Projects; and Projects Awarded on which construction would be starting soon.

Dr. McCurdy concluded by presenting the areas of operational focus where work continues to evolve and move forward (eg. Master Planning for Cabinet areas aligned with Strategic Planning):

-
- Banner Managed Services to Support Operations (data center upgrades)
 - Beginning Conversations on Departmental Infrastructure Model
 - Classroom Upgrades in Process (i.e. furniture, technology)
 - Expansion of Dual Enrollment per Maryland Blueprint
 - Alignment of Workforce Programs with Associate Degrees
 - Professional Development Opportunities for Faculty & Staff
 - Institutional Budget Process
 - Robust Employee Onboarding/Orientation Process
 - Sunset of MD Time & Transition of Manage Leave in Banner
 - College Staffing
 - Automate the Payroll Process from Manual Entry
 - Virtual Help Desk/Call Center Transition
 - ERP Enhancements (i.e. CRM Recruit/SPAM, Print Capabilities Staff/Students, Degree Works Implementation, Data Clean-up/Majors & Reporting Capabilities)
 - Increase & Creative Advertisement of Programs & Success Stories

She noted that she had an open-door policy, called for issues to be brought forward openly and invited the Board to visit the campus.

IX. Motion for Adjournment

At 5:33 P.M., Chairman Schmoke read the following closing statement and asked for a motion to adjourn and move to a closed session:

Pursuant to the General Provisions Article, Sections 3-305(b) (1), (7), (8), and (9), the meeting will now be closed so that the Board can:

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

Trustee Weiss made a motion to adjourn and close; Trustee Pfeifer seconded it and the Board approved the motion unanimously.

Respectfully submitted,

Debra L. McCurdy, PhD
President

Next Board Meeting: 12/20/2023

Attendance/Participants:

President McCurdy
Kurt Schmoke, Chair
Leonor Blum
MacKenzie Garvin
Tanya Terrell
Dr. Roger Ward
Dr. Rachel Pfeifer
J.C. Weiss
Lyllis Green
Maria E. Rodriguez
Dr. Jacqueline Hill
Donna Thomas
Becky Burrell
Michael D. Thomas
Aubrey Bascombe
Michael Rading
Gussener Augustus
Anna Lansaw
Dr. Katana Hall
Nena Kutniewski

Non-College Attendees:

Kristin McFarlane

BCCC Faculty/Staff Attendees:

Aquila Evans
Brett E. King
Cassandra Wilks
Dr. Charice Hayes
Dr. Charles N. Wilson
Chavon Robinson
Chris Jordan
Christina Carter
Cynthia Wilson
D. FitzGerald Smith
Eileen F. Hawkins
Elizabeth Massanopoli
Dr. Ghazanfar Mahmood
Glenn Peterson
Kadeirdra Thompson
Karen King-Sheridan
Katherine Zurlage
Kathy Hastings
Katria Mooring
Keenan Jones
Kimberly Woolford
Dr. Leslie Jackson

Mariam Yahaya
Michael Berends
Natasha Williams
Dr. Nicole L. Deutsch
Patricia Raines
Peter Farrell
Rasheedah Evans
Saleemah Franklin
Shawnette Shearin
Dr. Sherri Anna Brown
Sherron Edwards
Stanley Cavouras
Dr. Sung Yoon Kim
Dr. Sylvia Rochester
Takiyah Hamilton
Theresa Tunstall
Theresa White
Valerie Grays
Wanda Walker
Will Hug
William Johnson
Xylina Sanders

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Closed Session Summary | November 15, 2023 (Virtual Zoom Meeting)

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

Board Members Absent: Ms. Leila Parker, Esq.

Also Present: Dr. Debra L. McCurdy, President

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

Chairman Schmoke brought the Closed Session meeting to order at 5:37 PM.

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

The Board discussed legal questions and collective bargaining issues.

Trustee Blum moved to adjourn the meeting at 5:59 PM and the motion was approved by unanimous consent.

Respectfully submitted,

Debra L. McCurdy, President

**BOARD OF TRUSTEES – FINANCE COMMITTEE
BALTIMORE CITY COMMUNITY COLLEGE**

December Minutes | 8:00 AM December 14, 2023 (Virtual Zoom Meeting)

Zoom Meeting: <https://bccc-edu.zoom.us/j/92934601740?pwd=T0tWZHVOc29FU1VQMTZkUGlqUU9EUT09>

Meeting ID: 929 3460 1740 / Passcode: 210383

ATTENDEES: Chair Kurt Schmoke
Trustee J.C. Weiss
Dr. Debra McCurdy, President
Michael Thomas, Vice President of Workforce Development & Continuing Education
Aubrey Bascombe, Vice President of Finance & Administration
Anna Lansaw, Executive Director of Procurement & Auxiliary Service

I. Call to Order (Vote)

At 8:01 am, Chair Schmoke called the meeting to order for the Finance Committee of the Board of Trustees. Chair Schmoke motioned the meeting to open; Trustees Weiss seconded. All approved.

II. Procurement Policies and Procedures (Information)

Dr. McCurdy stated that Procurement Policies and Procedures is a standing item on the agenda each month; however, noted that an item will be presented to the Committee for consideration in the next month.

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

a. Uninterrupted Power Batteries (DC Group)	\$34,114.98
b. Textbooks (McGraw-Hill)	\$88,481.40
c. Textbooks (McGraw-Hill)	\$105,821.45
d. Textbooks (Vital Topco)	\$118,695.34

A summary of purchases was presented by Dr. McCurdy with an overview explanation of all the items being presented. There were no questions concerning any of these items.

IV. Procurements over \$100,000 Pre-Approved and Finalized (Information)

a. Nursing Program Simulator Mannequins (Laerdal)	\$373,742.74
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Anna Lansaw provided an update on the purchase of the mannequins noting that the purchase had been finalized and estimated time of delivery of the mannequins will be in mid-January. Further noted, the vendor will be responsible for installation and training and the mannequins come with a three-year warranty. There were no questions concerning this item.

V. Procurement Exceeding \$100,000 and above (Vote)

a. Security Guard Kiosk – Modification (Dade Star)	\$15,972.00
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VP Michel Thomas described the need for the modification in detail outlining the need for a temporary kiosk at the front entrance until the new one is being completed. This was not originally

in the scope of services when solicited.

Chair Schmoke motioned to approve; Trustee Weiss seconded. All approved.

- b. Exterior Door Improvements – Modification (Bob Andrews) \$68,143.68

VP Thomas continued with the explanation of the next modification - Exterior Door Improvements, and described the need for the modification stating additional hardware was needed to ensure that the doors would be ADA compliant.

Chair Schmoke motioned to approve; Trustee Weiss seconded. All approved.

- c. 54-Passenger Bus (National Bus Sales Inc.) \$416,139.00

On the next item for approval, the 54-Passenger Bus, Dr. McCurdy provided an overview of the College's fleet and its current condition and the necessity of replacing the fleet. Unfortunately, because timely replacements and repairs had not been made over the years, the condition of the vehicles deteriorated and safety factors called for simultaneous purchases.

VP Thomas continued with an explanation about the current condition of the 54 passenger bus, which was over 20 years old, and was constantly under repair. VP Thomas further explained that the bus is used for student events, athletics, and faculty trips. Trustee Weiss requested providing further explanations for the Board of Trustees' meeting.

Chair Schmoke motioned to approved; Trustee Weiss seconded. All approved.

VI. Procurement Pre-Approval (Vote)

- a. Vehicle Replacements
 - i. Three 16/20 ADA Compliant Shuttle Buses (National Auto) \$397,605.00
 - ii. Two 14-Passenger Vans (Creative Bus Sales) \$156,482.00

Dr. McCurdy continued the discussion on the replacement of the fleet outlining the necessity for pre-approval of these items due to their current condition and clarified that the College needed the pre-approvals or Procurement could not proceed with finalizing the proposals. VP Thomas further added that the use of the vehicles was mainly for the transportation of students between the campuses but was receiving numerous complaints on the conditions of both shuttle buses and vans. VP Thomas also added the shuttle buses were costing the College more to maintain and most of the vehicles are over 10 years old or more.

Chair Schmoke motioned to approve; Trustee Weiss seconded. All approved.

- b. Bookstore Services (Barnes & Noble College) TBD

VP Aubrey Bascombe provided a summary of why the College is requesting pre-approval from the BOT Finance committee to move forward on negotiating a contract with Barnes & Noble College. VP Bascombe outlined the benefits to the students and highlighted the efficiency and effectiveness of the operations for the College. He further explained that all departments had the opportunity to meet with Barnes & Noble College; how it would affect their areas of operations and how it streamlines some of the current processes.

The College anticipates bringing a fully negotiated contract back to the Board for approval in January and if applicable to present to the Board of Public Work's for approval.

Chair Schmoke made a motion to approve; Trustee Weiss seconded. All approved.

VII. Finance Report (Information)

VP Aubrey Bascombe went over the financial report of the College; specifically highlighting the revenues and expenditures of the College. There were no questions regarding the report.

VIII. Motion for Adjournment (Vote)

Chair Schmoke motioned to adjourn; Trustee Weiss seconded. All approved.

Meeting adjourned at 8:41 am.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 3 | Student Government Association Report

Baltimore City Community College

CABINET UPDATE

Board of Trustees, November 2023

Student Affairs

STUDENT GOVERNMENT ASSOCIATION

SGA meetings are being consistently held the first and third Mondays of each month at 12:15 pm in the Gaare Auditorium at the Liberty location. There was some student feedback given on the possibility of having some SGA meetings on Zoom. The SGA has agreed to have some meetings via Zoom to accommodate all student profiles. The first will be November 6, 2023.

SGA Monthly Meeting – October 2, 2023. This meeting was held in the Gaare Auditorium and there were special BCCC guests in attendance. See notes below:

Dr. Darryl Pope, Director of Athletics discussed the individual sports teams at BCCC, the need for an increase in marketing of athletic events, the availability of work study positions to work as a broadcast team and the need for students, faculty, and staff to come out to support the student-athletes and wear school colors to name a few.

Dr. Jade Borne, Vice President for Student Affairs stated that many of the items brought by the SGA to Dr. McCurdy were approved. For example, the purchase of the wear Red Wednesdays, t-shirts, TVs for the Student Center Game Room, and the area around the campus were discussion points as well. Additionally, the need for a cheerleading team, getting concession stands up and running and upgrading bathrooms in the gym were also topics of discussion. Dr. Borne also discussed the Nursing/Dental kits and common hour updates along with letting everyone know that the college is in the process of getting an outside vendor to operate the institution bookstore.

Gussener Augustus, Jr., Vice President for Advancement and Mike Berends, Director of Marketing discussed the campus radio station (Classical music WBJC), the process for sending designed flyers to marketing early for approval, as well as a break-down of BCCC branding for all products and flyers. VP Augustus also mentioned BCCC being under realignment and contacting the Marketing department for possible work study positions.

SGA Monthly Meeting – October 16, 2023. The meeting was held in the Gaare Auditorium and some new agenda items discussed were as follows:

- SGA Zoom Meetings – The SGA will now include a monthly zoom meeting for those that may not be able to attend.
- Updating of Website – The SGA leadership is working with Student Life and Engagement to get the SGA website updated.
- SGA Survey – The SGA will be launching a survey this semester to get more feedback on programming, academics, and community involvement.

SGA Meeting with Dr. McCurdy – September October 23, 2023, Dr. McCurdy met with SGA leadership team in the SGA Office. Some items discussed were as follows:

- Updates on the progress made for approved items for purchasing were given,
- Dr. McCurdy wants the SGA to now submit their budget for the academic year so that funds can become available for the SGA and clubs and organizations.
- The re-establishment of a separate fundraising budget for clubs and organizations
- The student refund timeline each semester
- The need for a dedicated lounge or quiet space for students other than the library

Baltimore City Community College

CABINET UPDATE

Board of Trustees, November 2023

Student Affairs

- Dr. McCurdy gave an update that the request for a “Common or Activity” hour had been discussed with cabinet and more research is required as well as the costs for the required equipment and kits for the pre professional students.

Special Budget Meeting – October 27, 2023, The SGA Executive Board held a special meeting to develop a budget for the remainder of the academic year as requested by Dr. McCurdy. The budget will be forwarded to Dr. McCurdy prior to their November meeting for approval.

Activities and Events

Members of the SGA team participated and or volunteered at the following campus events below:

“I Will Listen” Campaign in conjunction with NAMI (National Alliance on Mental Illness) and BCCC’s Office of Student Support and Wellness. (October 2 – 6, 2023)

- Pledge & Picture Day - Monday, October 2, 2023
- “Take What You Need” - Tuesday, October 3, 2023
- Mental Health Education Training for Students - Wednesday, October 4, 2023
- Mental Health 101 Wellness Workshop – Thursday, October 5, 2023
- Free Depression Screenings on National Depression Awareness Day - Thursday, October 5, 2023
- Mental Health Wellness Break - Thursday, October 5, 2023
- Mental Health Matters: Leadership & Training Workshop - Friday, October 6, 2023

National Coming Out Day Trivia – October 11, 2023

Hispanic Heritage Festival – October 12, 2023

CCBC – Catonsville Presentation - October 12, 2023 - A presentation was held on the CCBC - Catonsville campus that explored the intersection of verbal art in Native American Culture and addressed the need for restorative justice for that community. Members of the Anthropology and Sociology Club, History Club, and students interested in Criminal Justice attended this event. Professors/clubs advisors Rebecca Johns-Hackett and Dr. Boyd Servio-Mariano chaperoned the students on this trip.

MCCA Student Leadership Conference – October 13, 2023 – Members of the SGA leadership team attended the annual Student Leadership Conference that was held for the first time in person since 2019. The conference was held at Howard Community College. Students were able to select and attend various workshops throughout the day allowing them to connect and network with student leaders from more than fourteen different Maryland Community Colleges.

I Stand With Immigrants – October 25, 2023 – SGA president (Alice Andrade) was a member of an all student panel that discussed their experiences as an immigrant student in the US and in particular, a student at BCCC.

Recognizing Breast Cancer Awareness at BCCC Members of the SGA leadership team volunteered and helped with set up and facilitation of the discussion on Breast Cancer Awareness.

Fall Festival and Transfer Day– October 31, 2023. Members of the SGA leadership team volunteered and help with set up of the Transfer Fair and worked a rotating schedule at the various event stations at the Fall Festival.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

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

- None

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 5 | Faculty Senate Report/Comments

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 6 | Items Removed from the Agenda

- AFSCME Local #1870 at BCCC Report/Comments

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 7 | New Business

- a. Finance/Audit Committee Meeting December 14, 2023
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 - ii. Procurements Exceeding \$25,000 to \$99,999 **(Information)**
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 - b. Bookstore Services (Barnes & Noble College) TBD
 - vi. Finance Report



PROCUREMENT AWARDS
Contracts, Modifications, and Renewals Options
\$25,000 to \$99,999
December 2023

Contract No. / Contract Title	R95P4600191 Uninterrupted Power Batteries (DC Group)		
Description/Remarks: For the purchase and installation of multiple uninterruptible power supply (UPS) batteries to prevent equipment damage, provide backup power, and surge protection to critical electronics due to power fluctuations or power outages.			
Procurement Method:	Sole Source	Category:	IT Hardware
Award Amount:	\$34,114.98	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	41-0957854
College Department:	Information Technology Services	Fund Source:	06618/0872

Contract No. / Contract Title	R95P4600194 Textbooks (McGraw-Hill)		
Description/Remarks: Textbook access codes for the Winter and Spring 2023 – 2024 semesters. Textbooks are exempt from a formal procurement process as these are for retail purposes.			
Procurement Method:	EXEMPT	Category:	Commodities
Award Amount:	\$88,481.40	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Bookstore	Fund Source:	08801/0914

Contract No. / Contract Title	R95P4600193 Textbooks (McGraw-Hill)		
Description/Remarks: Textbook access codes for the Winter and Spring 2023 – 2024 semesters. Textbooks are exempt from a formal procurement process as these are for retail purposes.			
Procurement Method:	Exempt	Category:	Commodity
Award Amount:	\$105,821.25	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Bookstore	Fund Source:	08801/0914



PROCUREMENT AWARDS
Contracts, Modifications, and Renewals Options
\$25,000 to \$99,999
December 2023

Contract No. / Contract Title	R95P4600176 Textbooks (VitalSource Technologies LLC)		
Description/Remarks: Textbook access codes for the Winter and Spring 2023 – 2024 semesters. Textbooks are exempt from a formal procurement process as these are for retail purposes.			
Procurement Method:	Exempt	Category:	Commodity
Award Amount:	\$118,695.34	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Bookstore	Fund Source:	08801/0914

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE
ACTION ITEM
December 2023**

Contract Title: Six simulated mannequins with a three-year warranty for the Nursing program.

Proposed Vendor: Laerdal Medical Corporation

Proposed Award Amount: \$373,742.74

Procurement Method: Intergovernmental Cooperative Purchasing Agreement (ICPA)
Sourcewell Cooperative Purchasing Agreement

Requesting Remarks: The Board of Trustees approved the purchase of the six simulated mannequins with a three-year warranty for the Nursing Training Program in November 2023. The College finalized the purchase with Laerdal Medical Corporation and issued the purchase order. Estimated time of delivery for the mannequins will be in mid-January which includes installation and training.

In accordance with the College's Procurement Policies and Procedures Section 1.3.2, purchases purchased under intergovernmental contracts are excluded from a formal procurement process; however, still required the appropriate approval authority based on the dollar value.

Fund Source: Operating

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

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE – FINANCE COMMITTEE
ACTION ITEM
DECEMBER 2023**

Contract ID: BCCC-FY23-CY-22
Construction of New Guard Booth

Contract Description: This contract was created to remove and replace the guard booth located at the entrance of the main campus located at 2901 Liberty Heights Avenue.

Award: Dade Star Group, LLC.

Contract Term: 180 Calendar Days from Notice to proceed.

Modification: \$15,972.00

Original Contract Amount: \$237,000.00

New Contract Amount: \$252,972.00

Procurement Method: Competitive Sealed Bid

Requesting Remarks: Requesting approval to modify the existing contract with Dade Star Group, LLC., for the construction of a new security kiosk. This modification broadens the Scope of Work to include the erection of a temporary guard kiosk for a four (4) month period. This will include the security booth, windows & trim, electrical hook, monthly rate, delivery, pick-up, as well as the electrical service hookup for the temporary guard booth. The electrical service hookup shall be inclusive of materials (conduit & wiring) as well as the labor to install and dismantle electrical service.

For the convenience and safety of Campus Security staff, interim arrangements must be made while the new security kiosk at the Main Liberty Avenue Campus entrance is built.

In accordance with the College's Procurement Policies and Procedures, the Board of Trustees is required to approve any modification when the contract exceeds the accumulated amount over \$100,000 or already over \$100,000. The BOT approved the original contract on June 19, 2023, and it was subsequently approved by the BPW on September 20, 2023.

Fund Source: 07706 /1415

MD Tax Clearance: 23-3575-0111

BOARD OF TRUSTEES ACTION

THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE – FINANCE COMMITTEE
ACTION ITEM
DECEMBER 2023**

Contract ID: BCCC-FY23-MC-0001
Exterior Door Improvements

Contract Description: Repair and replace deteriorated doors and frames in College’s buildings.

Award: Bob Andrews Construction, Inc.

Contract Term: 180 Calendar from NTP

Modification: \$68,143.68

Original Contract Amount: \$353,288.00

New Contract Amount: \$421,431.68

Procurement Method: Competitive Sealed Bid

Requesting Remarks: Requesting approval to modify the existing contract with Bob Andrews Construction Inc. for exterior door improvements. This modification broadens the Scope of Work to include items that were overlooked in the original bid package. These additions include auto-operators for three (3) doors at the Nursing Building, to include extending the rails; hardware only for the Shipping/Receiving doors and the addition of PEC doors (Storefront not included).

These modifications are necessary to guarantee that the project satisfies ADA requirements. In addition, the initial notion of a separate contract is eliminated by adding the PEC doors.

In accordance with the College’s Procurement Policies and Procedures, the Board of Trustees is required to approve any modification when the contract exceeds the accumulated amount over \$100,000 or already over \$100,000. The BOT approved the original contract on March 15, 2023, and it was subsequently approved by the BPW on April 5, 2023.

Fund Source: 07706 / 1415

MD Tax Clearance: 23-0411-0111

BOARD OF TRUSTEES ACTION THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE – FINANCE COMMITTEE
ACTION ITEM
DECEMBER 2023**

Contract Title: 54-Passenger Bus

Contract Description: The College is purchasing various vehicles to replace its current 54-passenger bus.

Awardee: National Bus Sales, Inc.

Award(s): \$416,139.00

Procurement Method: Intergovernmental Cooperative Purchasing Agreement

Requesting Remarks: The College is requesting approval to purchase a 54-passenger coach bus through the Houston-Galveston Area Council Buy Cooperative. This is nationwide, government procurement service striving to make the governmental procurement process more efficient. Units of local government are eligible to become participating members of the HGACBuy Cooperative; the College is a participating member. The College is excluded from conducting a formal procurement process as the College's Procurement Policies and Procedures allow purchases from intergovernmental agreements.

The College is currently in the process of replacing the whole fleet due to age and constant repair. The bus is used for students, athletics, and faculty events. The bus also serves as a backup for shuttle services between the campuses when the shuttle buses are out of service.

Fund Source: 0771 / 0701

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

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE – FINANCE COMMITTEE
ACTION ITEM
DECEMBER 2023**

Contract Title Vehicle Replacements

Contract Description: The College is purchasing three 16/20 ADA compliant shuttle buses and two 14-passenger vans.

Awardee(s) and Award(s): National Auto Fleet Group

Three 16/20 ADA Compliant Shuttle Buses \$397,605.00

Creative Bus Sales, Inc.

Two 14-Passenger Vans \$156,482.00

Procurement Method: Intergovernmental Cooperative Purchasing Agreement

Requesting Remarks: The College is requesting pre-approval to purchase three (3) ADA compliant shuttle buses and two 14-passenger vans through the Houston-Galveston Area Council Buy Cooperative. This is nationwide, government procurement service striving to make the governmental procurement process more efficient. Units of local government are eligible to become participating members of the HGACBuy Cooperative; the College is a participating member. The College is excluded from conducting a formal procurement process as the College’s Procurement Policies and Procedures allow purchases from intergovernmental cooperative agreements.

Fund Source: 07711 / 0701

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

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE – FINANCE COMMITTEE
ACTION ITEM
DECEMBER 2023**

Contract Title Bookstore Services

Contract Description: The College is contracting for a vendor to manage and operate the campus bookstore.

Awardee(s): Barnes & Noble College

Procurement Method: Request For Proposal

Requesting Remarks: The College is requesting pre-approval to negotiate a contract with Barnes and Noble College (B&N) to manage and operate the on-site campus bookstore. The College reached out to several vendors to receive proposals to outsource the operations of the College’s Bookstore. Only Follet and Barnes & Noble provided both an online and on-premises bookstore. Both proposals were reviewed and found that B&N to be more advantageous to the College and to the students. B&N has proposed the following which is under negotiation:

- Equitable Program.
- One-time Sign-on Bonus: \$25,000
- 5% Commission of all Gross Sales of Course Materials
- 12% Commission of all Gross Sales of General Merchandise
- 10% Discount Faculty and Staff Purchases
- 20% Discount Departmental Purchases
- Capital Investment of \$75,000 to refresh and fixture of the Campus Bookstore

Student Benefits:

- Lowers the cost of course materials.
- Enhance retail experience.
- More affordability
- Readily available course materials

College’s Intangible Benefits:

- Full-Service Operation
- Cost Savings
- Saves Time
- Access to Centralized bookkeeping systems

BOARD OF TRUSTEES ACTION

THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION



Baltimore City Community College





Baltimore City Community College



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- HD Arctic Plus A/C (Industrial Grade Compressors)
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- Ride-Control Stabilization System
- Premium REI Audio/Video System
- Heated Power Side Mirrors
- Pinnacle Premium Air Ride Driver's Seat
- Premium Sound Abatement Package
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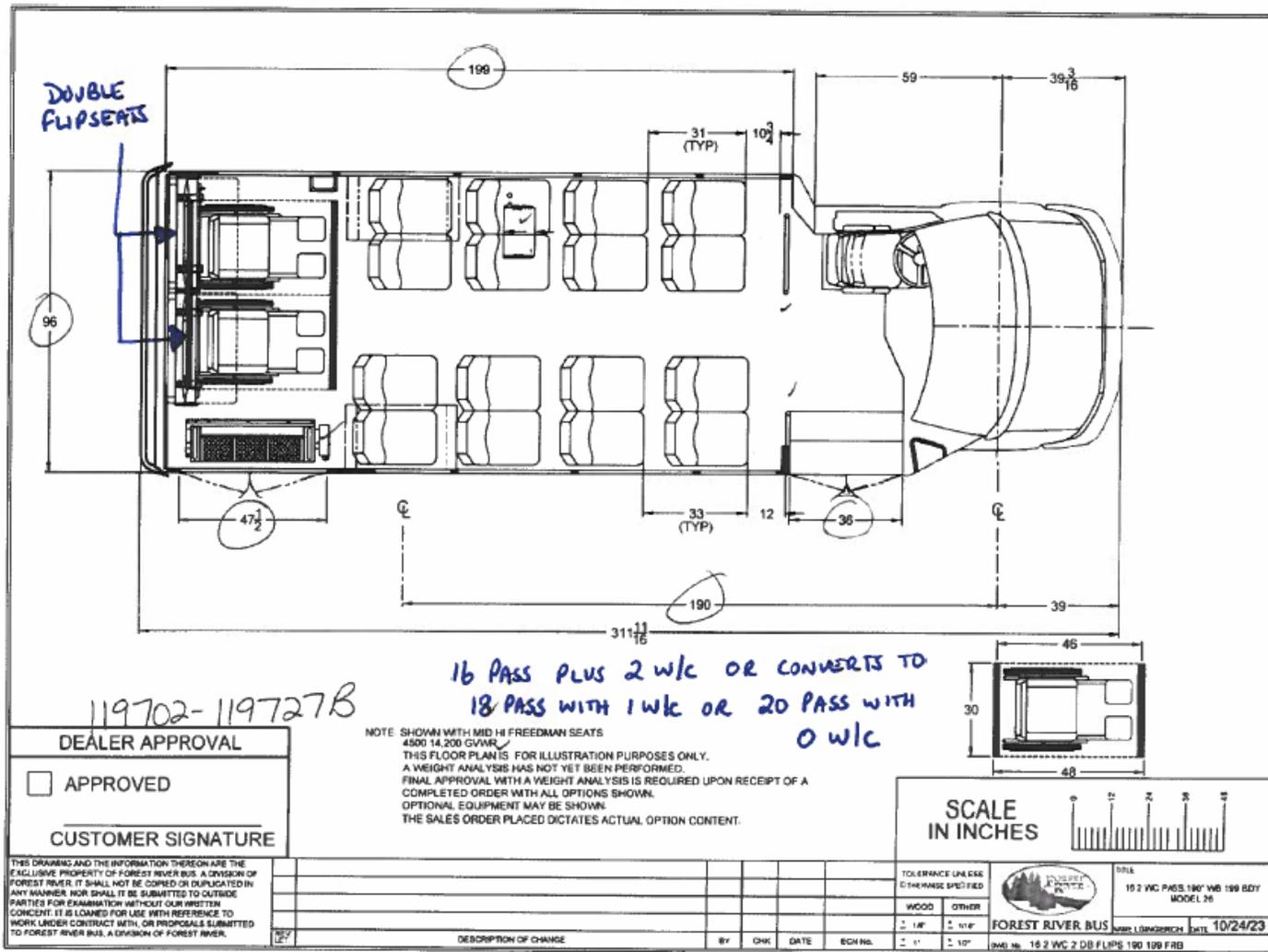


Baltimore City Community College





Baltimore City Community College



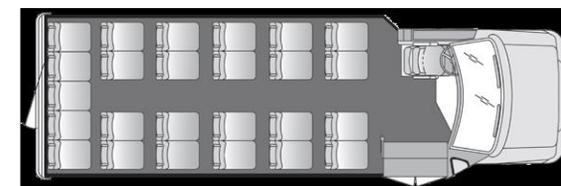
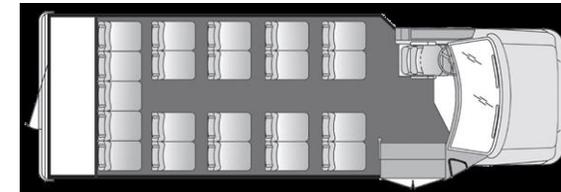
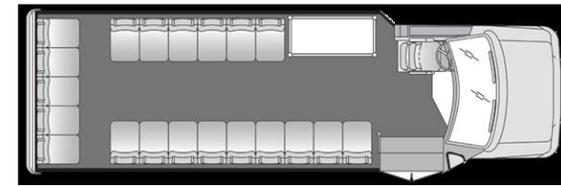
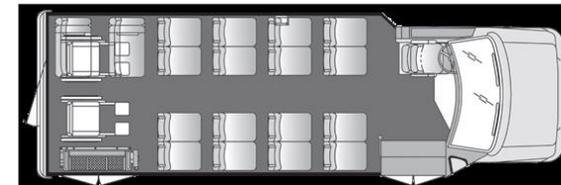
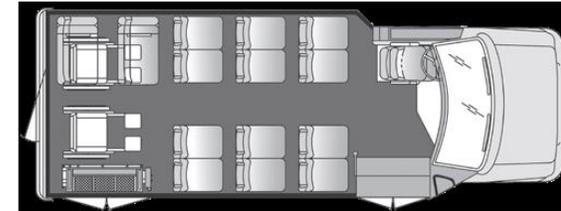


Baltimore City Community College





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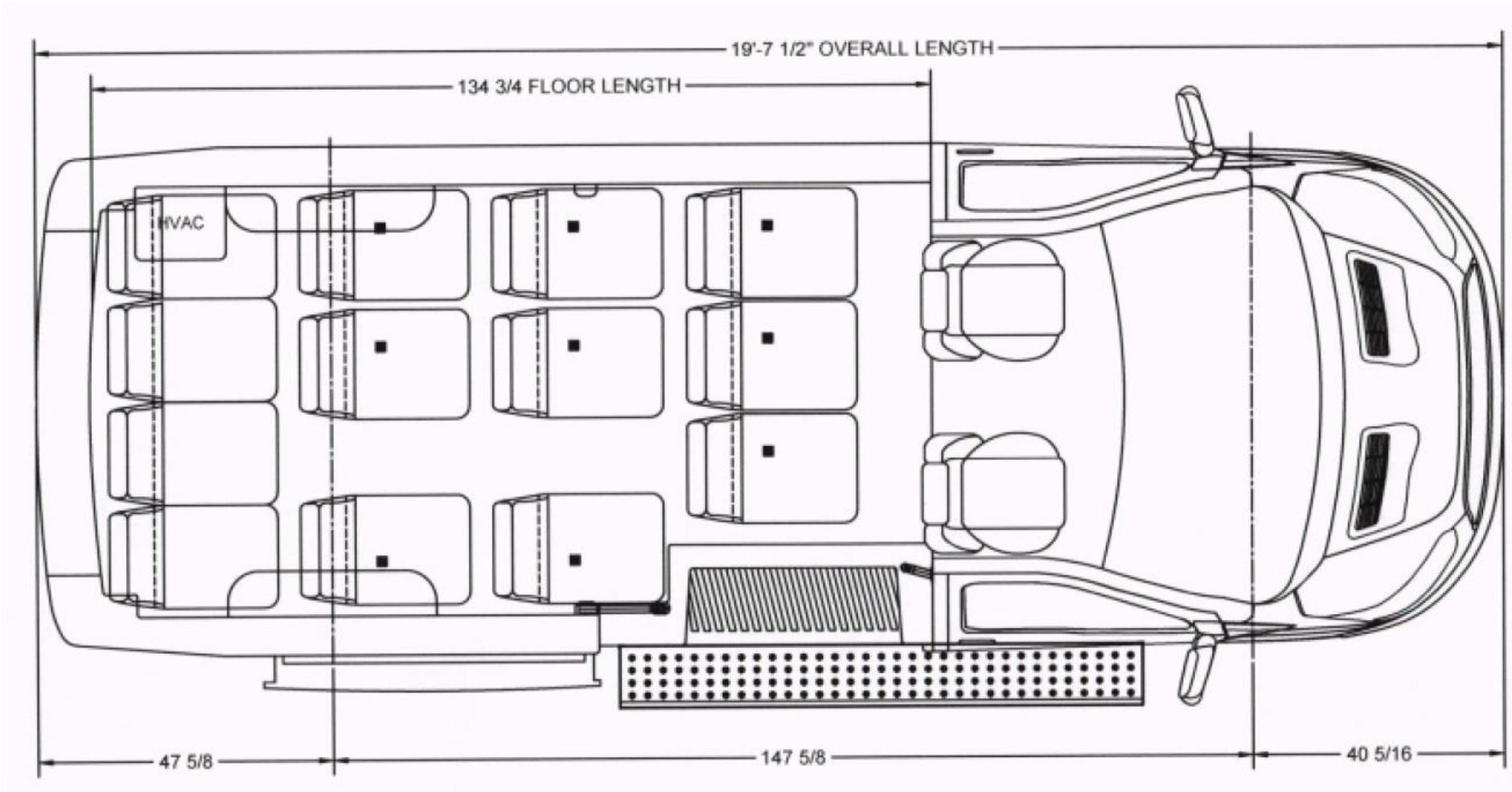


Baltimore City Community College





Baltimore City Community College





Monthly Financial Performance Snapshot Report
Appropriation Year 2024
as of November 2023

Total Revenue by Appropriated Fund

Revenue Fund	Budget FY24	Monthly Budget FY24	Actuals		Net Change	Percentage Change
			FY24	FY23		
General (Unrestricted)	62,689,753	12,537,951	33,553,098	25,810,202	7,742,896	30.0%
Restricted	25,610,084	5,122,017	10,322,412	7,944,419	2,377,992	29.9%
Total Revenue FY24	88,299,837	17,659,967	43,875,510	33,754,621	10,120,888	30.0%

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget FY24	Monthly Budget FY24	Actuals		Net Change	Percentage Change
			FY24	FY23		
General (Unrestricted)	62,689,753	9,444,869	20,546,040	16,234,771	4,311,269	26.6%
Restricted	25,610,084	4,990,785	9,967,521	4,482,285	5,485,236	122.4%
Total Expenses	88,299,837	14,435,654	30,513,561	20,717,057	9,796,504	47.3%

	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change	Percentage Change
Net Surplus	0.00	3,224,313.80	13,361,948.91	13,037,564.80	324,384.11	2.5%

Year-over-Year (YoY) Revenue Comparison

Revenue Sources	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change	Percentage Change	
Unrestricted Revenues	62,689,753	30,289,457	33,553,098	25,810,202	7,742,896	30.0%	
Board of Estimates - Unrestricted		600,000	600,000	0	600,000	0.0%	
Bookstore Revenue		935,232	389,680	526,208	386,660	139,548	36.1%
Consolidated Feed		1,050,559	437,733	511,833	207,810	207,810	146.3%
Credit Tuition		8,737,042	3,640,434	4,221,502	1,584,523	2,636,980	166.4%
Covid Relief Funds		0	0	0	0	0	0.0%
Facilities Capital Fees		109,971	45,821	49,742	23,566	23,566	111.1%
Investment Income		514,604	214,418	819,899	344,831	475,068	137.8%
Non-Credit Fee Revenue		420,610	175,254	269,636	144,160	125,476	87.0%
Non-Credit Tuition		750,000	312,500	326,960	172,560	154,400	89.5%
Other Fee Revenue		0	0	4,763	1,285	3,478	270.7%
Other Revenue		0	0	-41,273	-49,208	7,935	-16.1%
Parking and Transportation		34,719	14,466	5,874	32	5,843	18547.6%
Real Estate Lease Income		2,331,299	971,375	838,576	877,568	-38,991	-4.4%
Registration Fee		299,995	124,998	108,836	61,984	46,852	75.6%
State Appropriation		45,824,713	22,912,357	24,912,357	21,867,568	3,044,789	13.9%
Technology Fees		700,000	291,667	315,714	138,709	177,005	127.6%
Tower Rental Income		131,092	54,622	65,519	33,891	31,627	93.3%
Transcripts		39,084	16,285	14,380	13,830	550	4.0%
Vending Machine Commission	\$-		0	2,573	435	2,138	492.0%
WBJC Asset Agreement		210,833	87,847	0	0	0	0.0%
Restricted Revenues	25,610,084	10,004,202	10,322,412	7,944,419	2,377,992	29.9%	
Deferred Maintenance		4,000,000	1,000,000	2,091,702	2,610,261	-518,560	-19.9%
COVID Relief	\$-		0	0	1,233,270	-1,233,270	-100.0%
Federal Grants		14,266,708	5,944,462	4,577,379	1,590,463	2,986,917	187.8%
Indirect Cost - Other		117,800	49,083	0	20,127	-20,127	-100.0%
Other Restricted Revenue		0	0	56,210	48,383	7,827	16.2%
Private Gifts, Grants & Contracts		495,167	206,320	0	4,661	-4,661	-100.0%
RYP - Artworks		0	0	3,500	0	3,500	0.0%
State and Local Grants		5,063,847	2,109,936	2,663,772	2,014,078	649,694	32.3%
WBJC		1,666,562	694,401	929,848	423,176	506,673	119.7%
Total Revenue FY24	88,299,837	40,293,658	43,875,510	33,754,621	10,120,888	30.0%	



Monthly Financial Performance Snapshot Report
Appropriation Year 2024
as of November 2023

Expenditure by Category

Description	Object	FY24	FY23	Net Change	Percentage Change
Labor: PIN Salaries	1.00	12,349,741	11,348,721	1,001,020	8.8%
Labor: Contractual Employees	2.00	3,078,248	2,327,128	751,120	32.3%
Communications	3.00	33,859	127,884	-94,025	-73.5%
Travel	4.00	153,366	79,816	73,550	92.2%
Utilities	6.00	623,773	655,574	-31,801	-4.9%
Motor Vehicle	7.00	74,642	14,339	60,304	420.6%
Contractual Services	8.00	2,078,274	1,213,839	864,435	71.2%
Supplies	9.00	1,802,716	565,923	1,236,794	218.5%
Replacement Equipment	10.00	903,036	328	902,708	275417.3%
New Equipment	11.00	598,803	5,761	593,043	10294.4%
Scholarships and Fellowships	12.00	6,637,384	2,786,787	3,850,596	138.2%
Fixed Expenses	13.00	1,166,776	1,614,866	-448,091	-27.7%
Deferred Maintenance	14.00	1,012,942	-23,909	1,036,851	-4336.7%
Total Expenses FY23		30,513,561	20,717,057	9,796,504	47.3%

Current Expenses by Division

Division	Budget FY24	FY24	FY23	Net Change	Percentage Change
Academic Affairs	24,165,327	7,578,834	7,017,585	561,248	8.0%
Administration & Finance	25,761,857	6,705,925	4,067,448	2,638,477	64.9%
Advancement & Strategic Partners	1,889,951	323,132	243,110	80,023	32.9%
College Wide	7,139,781	2,951,278	1,831,553	1,119,725	61.1%
Information Technology	4,314,378	1,319,858	1,425,006	-105,148	-7.4%
Institutional Research & Strategic Priorities	1,207,444	317,135	248,072	69,063	27.8%
President's Office (Executive)	1,694,618	437,590	459,886	-22,296	-4.8%
Student Affairs	19,237,378	8,270,325	3,053,201	5,217,124	170.9%
WBJC	2,495,112	393,457	360,106	33,351	9.3%
WDCED	10,685,692	2,216,027	2,011,090	204,937	10.2%
Total Expenditures	98,591,539	30,513,561	20,717,057	9,796,504	47.3%

Monthly Finance Review 11/30/23

Aubrey Bascombe
Vice President, Finance & Administration

Baltimore City Community College

FY 2024 YTD Overview

- Revenues:
 - Year to Date (YTD) Total Revenues
 - FY 2024 - \$48.9M
 - FY 2023 - \$33.7M
 - An increase of \$10.1M
 - Unrestricted Revenues (up \$7.7M)
 - Restricted Revenues up \$2.4M
- Expenditures:
 - YTD Total Expenditures
 - FY 2024 - \$30.5M
 - FY 2023 - \$20.7M
 - An increase of \$9.8M



FY 2024 YTD Revenues – Unrestricted

Revenue Source	Amount	Share %
Board of Estimates - Unrestricted	600,000	1.8%
Bookstore Revenue	526,208	1.6%
Consolidated Feed	511,833	1.5%
Credit Tuition	4,221,502	12.6%
Facilities Capital Fees	49,742	0.1%
Investment Income	819,899	2.4%
Non-Credit Fee Revenue	269,636	0.8%
Non-Credit Tuition	326,960	1.0%
Other Fee Revenue	4,763	0.0%
Other Revenue	(41,273)	-0.1%
Parking and Transportation	5,874	0.0%
Real Estate Lease Income	838,576	2.5%
Registration Fee	108,836	0.3%
State Appropriation	24,912,357	74.2%
Technology Fees	315,714	0.9%
Tower Rental Income	65,519	0.2%
Transcripts	14,380	0.0%
Vending Machine Commission	2,573	0.0%
Unrestricted Revenues	33,553,099	100.0%



Unrestricted Revenue by Source FY 2022

Unrestricted Revenue by Source - FY 2022												
Community College	Amount \$						Share %					State & Local
	Federal	Other	Tuition and Fees	State Aid	Local	Total	Federal	Other	Tuition and Fees	State Aid	Local	
Allegany	576	2,438,132	12,666,061	9,380,462	7,706,856	32,192,087	0.0%	7.6%	39.3%	29.1%	23.9%	53.1%
Anne Arundel	-	12,302,924	31,993,527	40,979,594	51,905,467	137,181,512	0.0%	9.0%	23.3%	29.9%	37.8%	67.7%
BCCC	-	4,235,872	10,137,331	41,153,753	595,749	56,122,705	0.0%	7.5%	18.1%	73.3%	1.1%	74.4%
Carroll	-	1,380,319	9,865,790	11,452,104	12,288,126	34,986,339	0.0%	3.9%	28.2%	32.7%	35.1%	67.9%
CCBC	-	14,315,856	64,981,616	58,272,333	59,277,026	196,846,831	0.0%	7.3%	33.0%	29.6%	30.1%	59.7%
Cecil	1,147,422	245,417	7,184,381	8,248,705	11,986,591	28,812,516	4.0%	0.9%	24.9%	28.6%	41.6%	70.2%
Chesapeake	1,595,240	1,348,067	6,451,724	9,361,774	6,930,336	25,687,141	6.2%	5.2%	25.1%	36.4%	27.0%	63.4%
CSM	-	544,093	20,713,778	18,796,792	19,268,038	59,322,701	0.0%	0.9%	34.9%	31.7%	32.5%	64.2%
Frederick	-	3,952,303	15,855,398	16,007,628	21,798,561	57,613,890	0.0%	6.9%	27.5%	27.8%	37.8%	65.6%
Garrett	1,766	603,656	2,998,974	5,224,377	5,110,160	13,938,933	0.0%	4.3%	21.5%	37.5%	36.7%	74.1%
Hagerstown	-	1,979,002	13,933,125	13,179,827	10,035,290	39,127,244	0.0%	5.1%	35.6%	33.7%	25.6%	59.3%
Harford	-	677,855	18,398,397	16,639,456	18,074,369	53,790,077	0.0%	1.3%	34.2%	30.9%	33.6%	64.5%
Howard	-	2,126,743	36,814,711	28,638,136	39,628,837	107,208,427	0.0%	2.0%	34.3%	26.7%	37.0%	63.7%
Montgomery	-	1,110,736	67,848,513	57,401,892	147,696,496	274,057,637	0.0%	0.4%	24.8%	20.9%	53.9%	74.8%
Prince George's	-	5,781,685	33,398,477	44,250,965	43,926,200	127,357,327	0.0%	4.5%	26.2%	34.7%	34.5%	69.2%
Wor-Wic	1,675,833	420,595	8,975,849	11,730,531	8,778,754	31,581,562	5.3%	1.3%	28.4%	37.1%	27.8%	64.9%
Grand Total	4,420,837	53,463,255	362,217,652	390,718,329	465,006,856	1,275,826,929	0.3%	4.2%	28.4%	30.6%	36.4%	67.1%

Source: MACC



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FY 2024 YTD Revenues – Restricted

Revenue Source	Amount	Share %
Deferred Maintenance	2,091,702	20.3%
Federal Grants	4,577,379	44.3%
Other Restricted Revenue	56,210	0.5%
RYP - Artworks	3,500	0.0%
State and Local Grants	2,663,772	25.8%
WBJC	929,848	9.0%
Restricted Revenues	10,322,412	100.0%



FY 2024 YTD Expenditures - Objects

Description	FY24	FY23	Net Change	Percentage Change	Percentage Share
Labor: PIN Salaries	12,349,741	11,348,721	1,001,020	8.8%	40.5%
Labor: Contractual Employees	3,078,248	2,327,128	751,120	32.3%	10.1%
Communications	33,859	127,884	-94,025	-73.5%	0.1%
Travel	153,366	79,816	73,550	92.2%	0.5%
Utilities	623,773	655,574	-31,801	-4.9%	2.0%
Motor Vehicle	74,642	14,339	60,304	420.6%	0.2%
Contractual Services	2,078,274	1,213,839	864,435	71.2%	6.8%
Supplies	1,802,716	565,923	1,236,794	218.5%	5.9%
Replacement Equipment	903,036	328	902,708	275417.3%	3.0%
New Equipment	598,803	5,761	593,043	10294.4%	2.0%
Scholarships and Fellowships	6,637,384	2,786,787	3,850,596	138.2%	21.8%
Fixed Expenses	1,166,776	1,614,866	-448,091	-27.7%	3.8%
Deferred Maintenance	1,012,942	-23,909	1,036,851	-4336.7%	3.3%
Total Expenses FY24	30,513,561	20,717,057	9,796,504	47.3%	100.0%



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FY 2024 YTD Expenditures - Divisions

Division	FY24	FY23	Net Change	Percentage Change	Percentage Share
Academic Affairs	7,578,834	7,017,585	561,248	8.0%	24.8%
Administration & Finance	6,705,925	4,067,448	2,638,477	64.9%	22.0%
Advancement & Strategic Partners	323,132	243,110	80,023	32.9%	1.1%
College Wide	2,951,278	1,831,553	1,119,725	61.1%	9.7%
Information Technology	1,319,858	1,425,006	-105,148	-7.4%	4.3%
Institutional Research & Strategic Priorities	317,135	248,072	69,063	27.8%	1.0%
President's Office (Executive)	437,590	459,886	-22,296	-4.8%	1.4%
Student Affairs	8,270,325	3,053,201	5,217,124	170.9%	27.1%
WBJC	393,457	360,106	33,351	9.3%	1.3%
WDCED	2,216,027	2,011,090	204,937	10.2%	7.3%
Total Expenditures	30,513,561	20,717,057	9,796,504	47.3%	100.0%



Tuition Comparison

				Percentage over BCCC		
				Maryland Resident - Service Area	Maryland Resident - Outside of Service Area	Out of State Resident
MD Community College	Maryland Resident - Service Area	Maryland Resident - Outside of Service Area	Out of State Resident	Maryland Resident - Service Area	Maryland Resident - Outside of Service Area	Out of State Resident
Allegany College of Maryland	\$4,912	\$8,902	\$11,242	48%	169%	52%
Anne Arundel Community College	\$4,970	\$9,230	\$13,760	50%	179%	86%
Baltimore City Community College	\$3,314	\$3,314	\$7,394	0%	0%	0%
Carroll Community College	\$5,160	\$8,648	\$11,160	56%	161%	51%
Cecil College	\$4,920	\$8,310	\$9,510	48%	151%	29%
Chesapeake College	\$5,000	\$7,910	\$10,610	51%	139%	43%
College of Southern Maryland	\$5,138	\$9,000	\$11,550	55%	172%	56%
Community College of Baltimore County	\$5,016	\$8,586	\$12,516	51%	159%	69%
Frederick Community College	\$4,717	\$9,307	\$12,307	42%	181%	66%
Garrett College	\$4,260	\$10,710	\$12,990	29%	223%	76%
Hagerstown Community College	\$4,320	\$6,390	\$8,190	30%	93%	11%
Harford Community College	\$4,860	\$7,710	\$10,560	47%	133%	43%
Howard Community College	\$5,110	\$8,560	\$10,510	54%	158%	42%
Montgomery College	\$5,322	\$10,254	\$14,034	61%	209%	90%
Prince George's Community College	\$4,880	\$7,730	\$10,790	47%	133%	46%
Wor-Wic Community College	\$4,530	\$8,400	\$10,350	37%	153%	40%

Full-time is defined as at least 15 credit hours in each semester. These data reflect what a typical student attending on a full-time basis (30 credits in an academic year) would pay in tuition and fees. Tuition and fee charges may vary at individual colleges by the number of credits a student is taking, the number of courses with additional fees, or the student's program of study ("major"). Also, some fees may be "flat fees" and not charged on a per-credit basis. Only fixed/mandatory fees are included. Fees are defined as consolidated registration, student, technology, activity, and parking fees. Calculations exclude lab, graduation, physical education fees, etc. Source: Maryland Community Colleges, Fall 2022 Survey of Institutional Researchers.



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BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 8 | College Policies

- Firewall Security Policy
- Information Technology Security Policy
- Mission, Vision, and Values Statements Policy



Baltimore City Community College

Firewall Security Policy

Policy (check one): New _____ Revised X _____ Reformatted _____

Applies to (check all that apply):

Faculty _____ Staff _____ Students _____

Division/Department _____ College X All Members of the Public _____

Purpose:

The purpose of this policy is to ensure that Firewall(s) have been implemented and configured appropriately to protect BCCC’s Information Technology infrastructure and network systems from untrusted sources and unauthorized personnel.

Policy Statement:

It is the policy of Baltimore City Community College to maintain Firewall(s) to protect the College’s Local Area Networks (LAN) from untrusted sources such as the Internet. In specific functional areas, Firewalls are used to restrict connectivity between the internal networks used to service sensitive and confidential information (financials, faculty/staff, and students). All Firewalls are configured and administered in accordance with the State of Maryland, Department of Information Technology Security Policy and the National Institute of Standards and Technology.

State/Federal Regulations Requirements (cite if applicable):

The State of Maryland, Department of Information Technology (DoIT) Security Policy
National Institute of Standards and Technology Special Publication 800-41

Previously Approved by the Board: March 22, 2011

Approved by Board of Trustees: TBD

Effective Date: Upon Board Approval

Originator/Division: Information Technology Services



Baltimore City Community College

Information Technology Security Policy

Policy (check one): New _____ Revised Reformatted _____

Applies to (check all that apply):

Faculty Staff Students College All Members of the Public

Purpose:

The purpose of this policy is to ensure that appropriate security controls are implemented and enforced to protect the College's information that resides on computer systems. The State of Maryland requires each state agency to implement safeguards to protect the confidentiality, integrity, and availability of information and information technology resources.

The Policy:

Baltimore City Community College implements and maintains an Information Technology Security Plan that protects the confidentiality, integrity, and availability of information. The plan: (a) ensures the security and confidentiality of students' and employees' records and sensitive information; (b) protects against potential threats or vulnerabilities to the security or reliability of students' and employees' records and sensitive information; and (c) protects against unauthorized access to or use of students' and employees' records and sensitive information.

State/Federal Regulations Requirements (cite if applicable):

The State of Maryland, Department of Information Technology (DoIT) Security Policy

Previously Approved by the Board: March 22, 2011

Approved by Board of Trustees: TBD

Effective Date: Upon Board Approval

Originator/Division: Information Technology Services



Mission, Vision, and Values Statements Policy

Policy (check one): New Revised Reformatted

Applies to (check all that apply):

Faculty Staff Students College All Members of the Public

Purpose:

Institutions of higher education must have specific institution-wide policy and guidance on the development and update of institutional, departmental, and programmatic missions, visions, and values statements to ensure the integrity and soundness of the strategic planning process, and to align with all requirements mandated by state or federal regulation and accreditor compliance.

The Policy:

It is the policy of Baltimore City Community College that the development and update of Mission, Vision, and Values statements at the Institutional, Departmental, and Programmatic levels must accommodate the Strategic Planning timeline and processes of the College and bylaws of the Board of Trustees and adhere to any relevant state, federal, or accreditors' requirements. New statements and the modification of statements must be approved by the Board of Trustees.

State/Federal/Accreditor Regulatory Requirements (cite if applicable):

1. Maryland State Plan for Higher Education published by the Maryland Higher Education Commission (MHEC)
2. Standards and Requirements of Affiliation of the Middle States Commission on Higher Education (MSCHE)
3. Program accreditor guidelines.

Previously Approved by the Board: New

Approved by Board of Trustees: TBD

Effective Date: Upon Board Approval

Originator/Division: Institutional Effectiveness, Research & Planning

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 9 | Presentations

- Enrollment Update
- ERP Update

Board of Trustees Meeting

Wednesday, December 20, 2023

Enrollment Report

Donna Thomas, Interim Vice President for Student Affairs

Realignment Task 5
Strategic Enrollment & Recruitment Planning

**Registration
for the
Winter & Spring
2024 classes
started
November 13,
2023**



Apply or Register Now for
Winter and Spring 2024 Classes

Realignment Task 5

Strategic Enrollment & Recruitment Planning

Registration Outreach Efforts

- Winter/Spring Registration Fair held November 29 – December 1
- BCCC website and Social Media platforms have been updated to promote registration
- Flyers and Emails sent to students
- Targeted emails sent to students admitted for the Fall 2023 term, but did not enroll
- 2nd Registration Fair to be held January 8-16

Realignment Task 5

Strategic Enrollment & Recruitment Planning – 25

Date	Organization/School	Activity
11/2/2023	Commodore John Rodgers School	College Fair (Tabling) MSP Presentation
11/7/2023	Coppin Academy High School	Informational Session: Mayor's Scholars Program, Dual Enrollment, Application Process
11/8/2023	Career Academy	Informational Session: Mayor's Scholars Program, Application Process
11/9/2023	Baltimore Leadership School for Young Women	Information Session
11/9/2023	Academy for College and Career Exploration	College and Career Readiness Night (Presentation Dual Enrollment, MSP) (Presentation 10-12)
11/9/2023	REACH! Partnership High School	Campus Tour & Information Session
11/12/2023	Veterans & Military Families Month Program at Northwood Appold United Methodist Church	Veterans & Military Family
11/13/2023	Western High School	College Fair (Tabling)
11/13/2023	Green Street Academy	College Fair (Tabling)
11/14/2023	Reginald F. Lewis High School	College Fair (Tabling)
11/14/2023	Dunbar High School	College Fair (Tabling)
11/14/2023	Patterson High School	College Fair (Tabling)
11/14/2023	Benjamin Franklin High School	College Fair (Tabling)
11/15/2023	Carver Vocational-Technical High School	College Fair (Tabling)
11/15/2023	Coppin Academy High School	College Fair (Tabling)
11/15/2023	The Excel Center Adult High School	Presentation: Dual Enrollment,
11/15/2023	Frederick Douglass High School	College Fair (Tabling)
11/16/2023	Mergenthaler Vocational Technical High School	College Fair (Tabling)
11/16/2023	Dunbar High School	College Fair (Tabling)
11/16/2023	Reach! Partnership High School	College Fair (Tabling)
11/16/2023	Career Academy	College Fair (Tabling)
11/16/2023	National Academy Foundation High School	College Fair (Tabling)
11/16/2023	Augusta Fells & Bulford DreJemison STEM Academy	Family College Info Night (Tabling)
11/29/2023	Bluford Drew Jemison STEM Academy	MSP Presentation, Application Assistance, Information Session
11/29/2023	Mt. Clare Christian School	Information Session & Campus Tour

Realignment Task 5

Strategic Enrollment & Recruitment Planning

Recruitment Efforts

- **Baltimore City Middle Schools**
 - Compiled contact information for each middle school to begin engagement after January 1 to discuss the dual enrollment program and college/career pathways
- **Expanded Visibility**
 - Discussions with each Baltimore City high school to be mentioned in their newsletter and/or social media post are in progress

Realignment Task 5

Strategic Enrollment & Recruitment Planning

On the Horizon

- High School Basketball Night- December 9
- New Student Orientation: January 9 (in person) & January 10 (virtual)
- Utilization of Text Messaging

Realignment Task 5

Strategic Enrollment & Recruitment Planning

Questions?

Enterprise Resource Planning (ERP) Project Update



Michael Rading, CIO

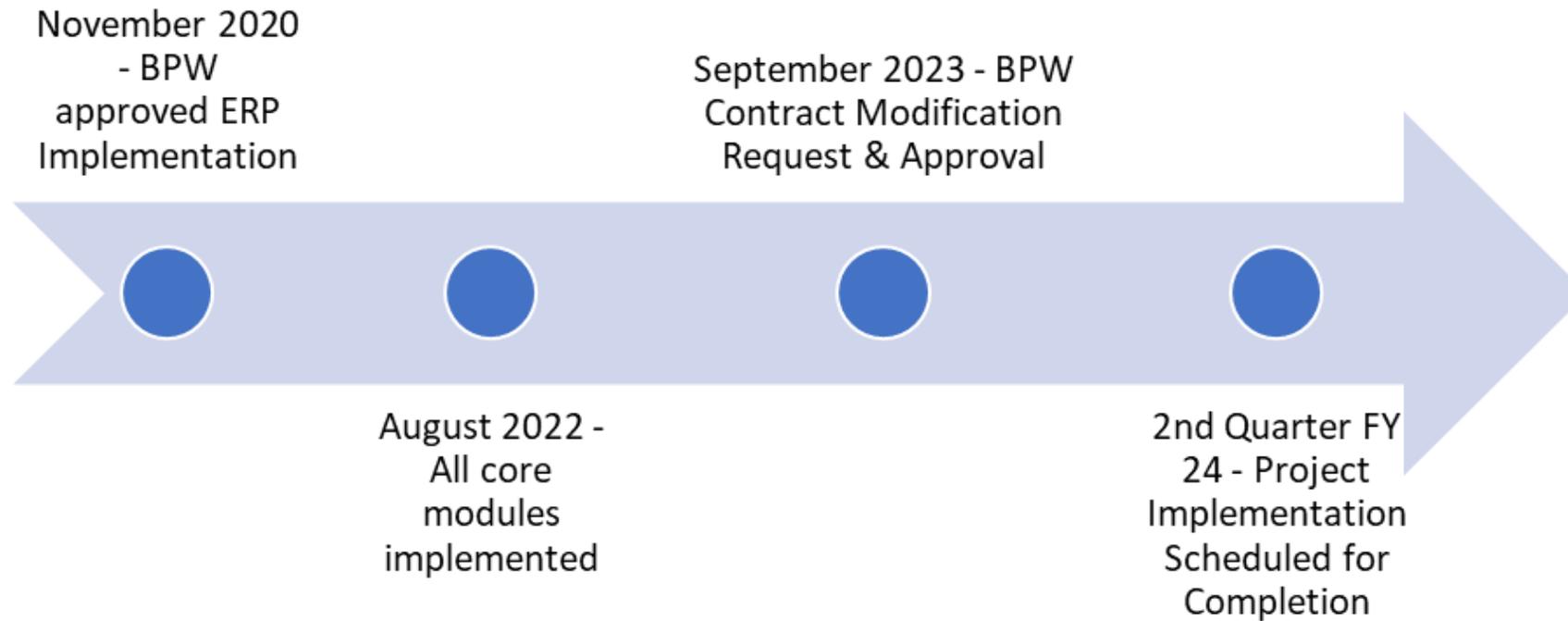
Date: December 20, 2023

Project Status

The College is currently at an overall **Green** status from the State’s Department of Information Technology (DoIT). DoIT has provided additional information on the monthly health status of the project, which includes the following criteria:

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

Key Dates



Recent Work

- **Insights** – Reporting platform that enables institutional reports to be created for internal and external uses.
 - In October, a kick-off call was initiated with functional areas, IT and the vendor
 - In November, working sessions held to configure the tool, provide training and plan for the launch of the tool
 - For December, scheduled sessions for report development and end-user training

ERP Challenges – Data Cleanup

- Data migration from the legacy ERP took place over the last year and was validated by functional offices
- It is normal and expected for an ERP migration project of this magnitude to have data errors and inconsistencies that need to be addressed in production
 - Data is decades old
 - Legacy system did not have strict validation rules in place for many fields
 - Data fields don't match 1:1 from legacy ERP to Banner
 - Banner SaaS (software-as-a-service) does not offer customization
- Examples:
 - Residency codes for student records that need to be updated
 - Historical majors do not always appear sequentially
- Approach to Resolve
 - Collaborative work with functional areas, Institutional Research and IT to identify what needs to be updated
 - Vendor support to update data in the ERP system

ERP Challenges - Reporting

- There is a catalog of compliance and operational reports that have been identified by functional offices that require data out of Banner
- Resource constraints & learning curves
 - New data structures
 - New reporting tool
 - Many reports need to be written from baseline
- Examples:
 - CTE Report on enrollment for the Maryland State Department of Education (MSDE) reporting
 - Integrated Postsecondary Education Data System (IPEDS) reporting
 - Operational reports used for daily operations and informed decision making
- Approach to Resolve
 - Implementation of the Insights Reporting module that provides additional capabilities is underway
 - Cross-functional work that includes functional areas, Institutional Research and IT to identify needs
 - Vendor supported implementation of Insights reporting platform in FY 24
 - Vendor services to build out additional institutional reports

ERP Challenges – Cyclical Operations

- Due to the cyclical nature of college operations, there are many processes that are only run annually, so implementing the new system means that offices will be running new processes for the next couple of years.
- Ellucian project team has built the foundation but will not be available beyond the initial implementation scope
- Examples:
 - End-of-year reporting in Finance
 - Budget Development
- Approach to Resolve
 - Additional training to support functional areas with new processes
 - Vendor support for ERP configuration changes

Current & Upcoming Work

1. ERP Implementation Work

Period	Module	Implementation Phase
FY 24	Degree Works	Design and Configuration
FY 24	Ellucian Experience	Design and Configuration
FY 24	Ellucian Insights	Design and Configuration

2. Pursue Managed Services beyond December 2023

- Consulting provides ongoing operational support for the year or two post go-live after the project team is complete

Data Center Upgrades

Two-phased approach to planned upgrades:

- **Data Center Refresh (Phase 1)** – replacement of legacy data center equipment and implementation of modern backup & recovery tool
 - This was approved by the Board in October 2022. *Completed*
- **Disaster Recovery (Phase 2)** – Addresses risks with redundancy and enhanced disaster recovery
 - Planning for this phase is starting.



Questions

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 10 | President's Report

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

Baltimore City Community College

CABINET UPDATE

Board of Trustees, December 20, 2023

Dr. Jacqueline Hill, Vice President for Academic Affairs

ACADEMIC AFFAIRS

Middle States Commission on Higher Education (MSCHE)

The assistant vice president of curriculum, and instruction was appointed by the President to serve as co-chair of the MSCHE upcoming Self-study. The AVP for curriculum and instruction replaces the former dean of the School of Nursing and Health Professions (SNHP) who previously served in the role.

Accreditation Council of Business Schools and Programs (ACBSP)

The Business and Technology department continues its work in preparation for the Accreditation Council of Business Schools and Programs (ACBSP) visit. The team is writing the Self-study report to address standards and demonstrate program excellence. The report is due July 2024, and the site visit is scheduled for September 2024.

Policy Review

The Office of Academic Affairs conducted a preliminary review of the institutional policies specific to Academic Affairs. A planning session with all impacted areas is forthcoming to crosswalk the policies listed below for recommendations and feedback.

- Intellectual Properties
- Academic Renewal
- Instructor Absence
- Program Advisory Committee

Academic Achievement Center

BCCC is collaborating with Baltimore City Schools to create and implement a Developmental Education program to provide courses in reading, writing, mathematics, and college readiness skills through the Academic Achievement Center. These courses will be available to dual enrollment students who have not demonstrated progress in meeting college and career readiness standards. Six high schools from MSDE's list of low performing schools have also been identified as potential partners for implementation.

Course Development and Redesign

SCI092 Introductory Science was developed to provide remedial study in concepts from Biology, Chemistry and Physics for students who are not prepared to pursue credit-bearing science courses at the college. The course is also a collaboration with Baltimore City Schools to provide remedial education for students requiring additional support to meet College and Career Readiness standards. The course will be part of the Developmental Education program available to dual enrollment students beginning Spring 2024.

The redesign of **CLT100 Computer Literacy** was completed last month. The newly redesigned course will be offered in the Spring of 2024. Professional development training for all faculty teaching the course will be

conducted in conjunction with McGraw Hill Publishing to ensure that faculty are well-versed in the use of the new learning platform to deliver effective and quality instruction aimed at improving student success.

Expanding SUCCESS Initiative

In January 2024, BCCC will participate in the Expanding SUCCESS initiative with the Maryland Higher Education Commission (MHEC) and Manpower Demonstration Research Corporation (MDRC). Expanding SUCCESS aims to expand Scaling Up College Completion Efforts for Student Success (SUCCESS), a comprehensive student supports program—grounded in some of the strongest evidence in higher education centered on intensive advising, financial incentives, and using data for continuous improvement. Student Affairs, Finance and Administration, Institutional Effectiveness, and Academic Affairs will collaborate on the implementation.

MDRC is a nonprofit, nonpartisan organization conducting rigorous studies of programs and policies that affect people with low incomes, actively disseminates the lessons to policymakers and practitioners, and works directly with programs and agencies to help improve their effectiveness.

Partnerships/Agreements

The following partnerships/agreements are under review:

Coppin State University

This articulation agreement facilitates the transfer of academic credits from the AAS in Health Information Technology for the completion of a BS in Health Information Management or a Bachelor of Professional Studies (BPS) in Health Information Management. Scholarships are available to students who meet eligibility requirements for the CSU Transfer Merit Award which offers \$3,000 upon transfer and \$1,500 per semester, renewable for up to six semesters.

Goucher College

This scholarship agreement recognizes the outstanding academic achievement of BCCC Honors students participating in the Granville T. Woods Scholars and Phi Theta Kappa. The agreement seeks to provide a seamless and successful transition, for students who meet BCCC's Honors requirements, to Goucher College. The agreement offers guaranteed admission, \$2,000 and \$2,500 scholarships and a renewable transfer merit scholarship ranging from \$17,000 to \$31,000.

Morgan State University

The College collaborated with Morgan State University on the HBCU-UP grant sponsored by the National Science Foundation (NSF). The grant is intended to provide support to design, implement, study, and assess comprehensive institutional efforts for increasing the number of students receiving undergraduate degrees in STEM fields and enhance their preparation by strengthening STEM education and research. The grant application was submitted to NSF in November 2023.

University of Baltimore

This articulation agreement facilitates the transfer of academic credits from the AA in Arts and Sciences, Science concentration for the completion of BS in Forensic Studies, Forensic Science concentration at the University of Baltimore.

University of Maryland Medical Center (UMMC)

The UMMC Pathways to Nursing program aims to provide a comprehensive academic and career pathway for UMMC entry level employees with a CNA to enroll in BCCC's AS in Nursing. The

program will address barriers such as academic preparedness, program prerequisites, and financial assistance. Students will be supported for four or five years, until degree attainment.

Recruitment and Hiring

School of Nursing and Health Professions (SNHP)

- Surgical Technology (ST): The program is actively recruiting a full-time clinical coordinator.
- Health Information Technology (HIT): A new full-time faculty for the clinical coordinator's position has been interviewed and approved for the position.

Academic Affairs

- Academic Affairs has concluded interviews for the transfer and articulation services coordinator.
- A review of applications for the instructional designer and retention coordinator positions is underway and interviews are expected to begin in January 2024.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, December 20, 2023

Ms. Donna Thomas, Interim Vice President for Student Affairs

RECRUITMENT & ADMISSIONS

In November 2023, Admissions engaged with various high schools and community partners. The Recruiters and Mayor’s Scholars Program staff participated in twenty-five off-campus and on-campus recruitment activities.

Also, the Interim Vice President of Student Affairs worked with Admissions staff to develop a new internal review process for transcripts not uploaded by the applicant when completing the admissions application. Under the new process, transcripts are evaluated by the Specialist and recorded in Banner, then the transcript is uploaded into CRM Recruit and SharePoint by the Data Entry Team. This new process streamlines the internal review process leading to faster and efficient processing of transcripts.

Additionally, the Admission Recruiter reviewed the Baltimore City Middle School profiles and collected the school’s contact information for BCCC to begin engaging with middle schools in the new year. BCCC is planning to engage with 8th grade students to discuss the dual enrollment program. Earlier engagement allows the college to work with students to begin developing college and career pathways.

The Interim Vice President of Student Affairs is conducting interviews to fill vacant positions. The vacant positions are: 3-Admission Recruiters and Director of Admissions.

Off-Campus Recruitment Activities

Date	Organization/School	Activity
11/2/2023	Commodore John Rodgers School	College Fair (Tabling) MSP Presentation
11/7/2023	Coppin Academy High School	Informational Session: Mayor's Scholars Program, Dual Enrollment, Application Process
11/8/2023	Career Academy	Informational Session: Mayor's Scholars Program, Application Process
11/9/2023	Baltimore Leadership School for Young Women	Information Session
11/9/2023	Academy for College and Career Exploration	College and Career Readiness Night (Presentation Dual Enrollment, MSP) (Presentation 10-12)
11/12/2023	Veterans & Military Families Month Program at Northwood Appold United Methodist Church	Veterans & Military Family
11/13/2023	Western High School	College Fair (Tabling)
11/13/2023	Green Street Academy	College Fair (Tabling)
11/14/2023	Reginald F. Lewis High School	College Fair (Tabling)
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11/15/2023	The Excel Center Adult High School	Presentation: Dual Enrollment,
11/15/2023	Frederick Douglass High School	College Fair (Tabling)
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11/16/2023	National Academy Foundation High School	College Fair (Tabling)
11/16/2023	Augusta Fells & Bulford Dre Jemison STEM Academy	Family College Info Night (Tabling)
11/29/2023	Bluford Drew Jemison STEM Academy	MSP Presentation, Application Assistance, Information Session

On-Campus Recruitment Activities

Date	School/Organization	Activity
11/9/2023	REACH! Partnership High School	Campus Tour & Information Session
11/29/2023	Mt. Clare Christian School	Information Session & Campus Tour

Admissions Operations

	November 2023
Number of Sign ins for Walk-in Service	246

Connection to Enrollment

During the month of November, the Data Entry Specialists reviewed SPAM applications for any application submitted with an out of state address. A standard view is used that identifies all SPAM applications and if the address is verified or not found. Each application reviewed by the Data Entry Specialists is recorded on a spreadsheet to track how many applications are being withdrawn due to the application being flagged as SPAM or have been cleared because the application is valid. This spreadsheet allows Admissions to collect data as it pertains to SPAM applications and identify common trends.

The number of SPAM applications received in November increased significantly. Given the increase in SPAM applications and to enhance safeguards in the systems, IT scheduled meetings in December with fraud detection vendors who can support the front-end fraud detection in the CRM application that other Banner schools are using.

Lastly, the Dean of Enrollment Management continues to work with IT to create standard views or reports in CRM Recruit that will provide the following data:

- Applications by Recruiter
 - o Allow recruiter to monitor applicants by assigned territory.
- Number of Applications Received (Daily/Weekly/Monthly)

INTERNATIONAL STUDENT SERVICES (ISS)

Student Services & Workshops

In the month of November ISS had direct communication with students via email 91, phone calls 48, and in-person/virtual meetings, 42.

The Coordinator of International Student Services and the International Student Advisor convened meetings of the International Students Club. The club spent most of its time working with the Office of Student Life and Engagement to plan the College's annual International Education Week, a nationwide series of events to explore various aspects of international education (study abroad opportunities for students of U.S. HEIs, cooperative education opportunities between HEIs around the world, and celebrating/supporting incoming international students and scholars attending U.S. HEIs).

From November 13-17 International Education Week took place at BCCC. The following events took place for the week:

Opening Ceremony- Interactive Panel Discussion

A panel discussion on life internationally to introduce International Education Week to the campus. Panelists were also able to share details about their culture and their experience in the United States as a student or alum of BCCC.

Nepali Culture Day at BCCC

Students enjoyed learning about students of Nepalese heritage, while dining on cultural food, learning new customs and information about their culture.

International Cultural Festival

Highlighted foods of Nigeria, Jamaica, and Mexico.

Annual International Film Festival – Exploring African Culture

Film festival that included students from the African Diaspora, who shared rich traditions and history through art and music.

Annual Geography Bee & Ping Pong Tournament

Students tested their knowledge of international cultures and geography. Immediately following the geography bee, students participated in a Ping Pong tournament.

Training

- On 11/1: attended the Duolingo English Test Webinar.
- On 11/7-11/10: attended NAFSA Region VIII conference in VA.
- On 11/21: ISS staff had a meeting with a CEO from English3/Gateway to learn about their English test and online orientation platform.

VETERAN SERVICES

In November 2023, the highlights for Veteran Service include:

- Attended Fort Meade's Annual Recognition and Graduation Ceremony. The Coordinator engaged with the Education Services Specialist to discuss creating a bridge for service members stationed at Ft. Meade to attend the College.

- In November the College held Veterans Appreciation Week from November 6 to 10. During the week the College held the following activities:
 - **History of the Poppy**
 - Students were given a presentation on the Military flower and a Poppy broach to wear to show their support for those who have served.
 - **Thank you to a Veteran**
 - Students were given a Thank you card to write motivational quotes that would be sent to the State Veterans Home.
 - **What Does Leaving No Behind Means to You?**
 - Ret. Sergeant Major Melinda Pressley and Cherrylynn Williams were guest speakers.
 - **Slideshow Of Faculty, Staff, and Students**
 - Picture slideshow shown in the atrium of BCCC Panthers who served.
 - **Baltimore City Veterans Day Parade**
- The Marine Toys for Tots collection continued for the month of November.

MAYOR’S SCHOLARS PROGRAM (MSP)

In November 2023 the Mayor’s Scholars Program (MSP) team completed twenty-three on-and-off campus tours, information sessions, college fairs and application sessions. The team provided information to approximately 2,337 students.

Monthly Recruitment Calendar

Date	School	Estimated # of Participants
11/2/23	Commodore John Rodgers	200
11/7/23	Coppin Academy High School	35
11/8/23	Career Academy	25
11/9/23	Baltimore Leadership School for Young Women	20
11/9/23	REACH Partnership High School	100
11/9/23	Academy for College and Career Exploration	100
11/12/23	Veterans & Military Family at Northwood Appold United Methodist Church	100
11/13/23	Western High School	150
11/13/23	Green Street Academy	50
11/14/23	Reginald F. Lewis High School	150
11/14/23	Dunbar High School	350
11/14/23	Patterson High School	150
11/14/23	Benjamin Franklin High School	50
11/15/23	Carver Vocation-Technical High School	40
11/15/23	The Excel Center Adult High School	50
11/16/23	Mergenthaler Vocational Technical High School	62
11/16/23	Dunbar High School	265
11/16/23	REACH Partnership High School	120
11/16/23	Career Academy	50
11/16/23	National Academy Foundation High School	100
11/16/23	Augusta Fells & Bulford Dre Jemison STEM Academy	75
11/29/23	Bluford Drew Jemison STEM Academy	15
11/29/23	Mt. Clare Christian School	80

		2,337 Total Est.
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Retention Efforts

MSP completed check-ins with students to discuss midterm reports. Students were contacted through emails and phone to discuss their schedule for the Spring semester and if applicable identify and provide resource tools. Also, MSP scheduled priority advising/planning for students, as well as workshops on life skills and first year college experience in course offerings of PRE 100.

ATHLETICS

BCCC basketball season is underway. The Panthers lost their first two games to teams that were nationally ranked last season. Those losses provided lessons and gave the inexperienced team an opportunity to grow. Since then, the team bounced back with three victories in a row.

Plans are being made to conduct basketball camps this coming summer of 2024. The camps will provide both the Women’s Volleyball and the Men and Women’s Basketball programs an opportunity to promote their programs to the local community. In addition, summer camps provide opportunities for recruitment. Tentatively, the camps will be conducted in June. The two age groups include: 12-14 and 15-18.

- June 3 – 7 Women’s Volleyball Ages 12-14
- June 10- 14 Women’s Volleyball Ages 15-18
- June 17 – 21 Girls Basketball Ages 12 - 14
- July 8 – 12 Boys Basketball 12 – 14
- June 17 – 21 Girls Basketball Ages 15 – 18
- July 8 – 12 Boys Basketball 15 – 18

RECORDS AND REGISTRATION

Enrollment

Currently 3,778 students are registered for the Fall 2023 semester. All registration periods for the fall semester have ended. Students are now withdrawing from courses and faculty are reporting their never attended students.

Registration

Registration for the Winter and Spring 2024 semesters started on November 13, 2023. The current enrollment for the Winter semester is 402 and the current enrollment for the Spring semester is 1,977. The current registration for the Winter increased by 34 percent, compared to the Winter 2023 semester.

Banner

Records and Registration continues to collaborate with IT and Ellucian to discuss Banner technical concerns.

Records

An evaluation will be conducted to evaluate the resources needed to coordinate the review of paper records for document imaging.

Fall 2023 Degree Audits

- 772 Audits are still pending Academic Affairs review and approval.

- The number of projected conferrals is down significantly from past Fall semesters.

Between September 14 and December 1, 2023, Records and Registration staff:

- conducted 945 first-time degree audits for students enrolled in Fall courses;
- updated 29 previously performed audits;
- emailed audit findings to the respective Program Coordinators with a request for response by no later than December 1, 2023;
- updated students via email that their audit(s) had been dispatched to Program Coordinators; and,
- processed 169 audits verified by Program Coordinators and emailed those results to students' BCCC and personal email addresses.

Below is a breakdown of Fall 2023 totals recorded thus far:

	AA	AAS	AS	ASE	AAT	Deg Total	Cert Total	Full
<i>Conferred</i>	0	0	0	0	0	0	0	0
<i>Anticipated Conferrals</i>	30	42	24	2	0	98	25	123

At this time, there are no known audits to be performed.

Over the course of the semester, students who appeared on the degree auditing report were contacted twice for the purposes of confirming their program of study, and any corrections made are factored into the Fall 2023 totals cited earlier. Currently there are only 122 anticipated conferrals this semester.

Conversely, the conferrals-to-audits performed ratio for Fall 2023 is at 12.91%, slightly higher than Fall 2021 and Fall 2022 (but lower than Fall 2020). This uptick can be traced directly to the lead degree auditor's efforts to communicate with students at the start of the semester for the purposes of verifying their program of study. It is important to note that these numbers will likely change as we approach the December 16, 2023, conferral date, and as Program Coordinators begin submitting course substitutions / grade changes; and students request to be evaluated for a different program.

Replacement Degrees (Fall 2023):

Currently three (3) replacement degrees have been issued during the Fall semester, netting \$60 for the College.

Transfer Articulation

As of November 2023, Records and Registration staff conducted a total of 1,941 Official Transcript Evaluations with total credits reviewed of 23,702. Currently there are 268 open evaluations pending review.

Transfer Articulations (YTD)

	Received	Processed	Rem to review	# of Credits Evaluated	# Credits Awarded
2022 proc in 2023	0	149	0		
January-23	202	202	0	3009	2651
February-23	108	108	0	1499	1398
March-23	116	116	0	1680	1586
April-23	138	138	0	1899	1722
May-23	235	235	0	3273	3316
June-23	223	223	0	2871	2765
July-23	226	162	64	2210	1961
August-23	363	72	291	673	625
September-23	141	163	355	2481	2293
October-23	121	87	414	568	512
November-23	120	286	268	3539	3261
Totals	1993	1941		23702	22090

Projects

Records and Registration staff are working on:

1. Assisting with validating/correcting student majors related to fy23 Perkins funding;
2. Preparing the grad application in Banner;
3. Assisting with evaluating incoming transcripts;
4. Creating elective courses in Banner for use in articulations and Degree Works;
5. Creating dv equivalents in Banner for all cc for dv exemptions.
6. Developing new courses in Banner to be used for articulations.

Collaboration with Academic Affairs is in process for the following:

1. Transfer with Success Act
2. Cambridge AICE Credits
3. IB Credits

Outgoing Transcript Orders

The “Ready to Generate” issue has been corrected by Ellucian and there has been a big reduction in the number of orders that get stuck in this status. We will continue to monitor this issue.

Month	Number of Transcripts Sent	Total Paid to BCCC
August 2023	755	\$3,775
September 2023	478	\$2,390
October 2023	495	\$2,475
November 2023	446	\$2,230
Totals	1728	\$8,640

OFFICE OF FINANCIAL AID

In November 2023 the Financial Aid Office focused on increasing capacity for the financial aid file review process and increasing communication with students about their financial aid application status and other financial aid-related action items (e.g., receipt of documents, file review status, review SAP (Satisfactory Academic Progress) /approval status).

During the month of November, the office completed the following:

- Reviewed 633 files for late Naver Attending issues and cleared them.
- Reviewed 180 errored-out files due to duplicate records, incorrect demographic records, or incorrect programs.
- Reviewed and awarded 826 files for pending documents (e.g., SAP, Verification) and reached out to students.
- Reviewed 378 files for the FSEOG files due to a glitch in Banner defecting the corrected amounts.
- Performed weekly and monthly reconciliation process for G5 amounts to be drawdowns.

Funds Awarded and Disbursed

The Financial Aid office awarded and disbursed more than \$3.6 million in aid for Fall 23. The salient summary of the disbursements by source is detailed below.

Federal Pell: \$ 3,651,507.51

FSEOG: \$337,940

FWS: \$643,200

State: \$1,65141

Institutional: \$51,869

Also, the Financial Aid office started discussions with the advising department to find attrition, and enrollment variables affecting the current students on Satisfactory Academic Progress and increasing the retention rate for Spring 24 by early alert.

Outreach efforts

The following outreach efforts were performed in November:

- Early FAFSA (Free Application for Federal Student Aid) Application notification emails, weekly workshops, monthly Financial Aid information Sessions.
- One on One assistance for FAFSA completion.
- Participated in TRIO students' workshop for "Understanding Your Credit Report."
- Participated in the Advising sessions for Near Completers and presented them with the funding options.

STUDENT SUPPORT AND WELLNESS SERVICES

During the month of November 2023, the Student Support and Wellness Services office (SSWS) served approximately 45 students virtually and in person via office visits, intakes, scheduled counseling sessions.

The Counselor conducted about nine counseling intakes and facilitated 33 in-person (in-office) and virtual (telehealth) individual counseling sessions. Students this month present with issues surrounding school- related stress and anxiety, test and social anxiety, depressive symptoms, grief and loss, addiction recovery, health troubles affecting mental health, struggles with basic needs and resources, interpersonal and relationship (family,

romantic, platonic) issues and other major and minor mental health symptoms. The Counselor intervened with two students in a school-based crisis that involved outside stressors such as health struggles and lack of basic need resources. The office provided immediate resources and support.

SSWS was represented at eight campus planning and routine meetings. The meetings ranged from: monthly Board of Trustees meetings, weekly check-ins with key staff, planning and preparing to facilitate the inaugural on-site Mental Health First Aid training and collaborating with marketing professionals to update BCCC website with extensive basic need resources. The continuation of identifying basic needs resources and campus supports has been helpful to update BCCC website. Mental Health First Aid Training is set to involve key Student Affairs leaders in the upcoming month.

Two wellness workshops aimed to facilitate conversations and education about mental health were led by SSWS. The workshops focused on stress awareness/management in school settings and understanding the importance of boundary setting for wellbeing.

The Counselor attended four off campus meetings and education events to help continue attaining knowledge and resources for students. Two events held by NAMI Baltimore and Good-Will involve gathering agencies in the community to share resources, fellowship, and brainstorm ways to support those in need, especially surrounding the holiday season. Other meetings involved collaborating with higher education partners and Mental Health First Aid instructors to receive support before facilitating on campus training.

Members of faculty and staff contacted SSWS for resources and counseling support or community resources. They were consulted to discuss student’s wellbeing and collaboration efforts. Two faculty members also collaborated with counselors to plan in-class support for the Fall Semester. SSWS continues to collaborate with staff from the Mayor’s Scholars Program (MSP), Center for Academic Achievement, Trio Support Program, Student Life and Engagement, Disability Support, Admissions, Records and Registration, Public Safety, and key faculty to discuss the essential mental health and wellness needs of students at Baltimore City Community College. These efforts have also led to community-based partners and events that are aimed to assist students, transitional adults, and the community.

TRIO STUDENT SUPPORT SERVICES PROGRAM

In November, TRIO Student Support Services offered various mandated and permissible services, such as coaching, academic advising, financial literacy, financial aid information, transfer services, and career and decision-making. SSS advisors meet with program participants monthly or as needed to monitor progress and address concerns. Common concerns or issues addressed include degree audits, financial aid, student accounting, lack of reliable technology, tutoring, and referrals to Student Support and Wellness and Disability Support Services. Additionally, an outreach campaign is underway to bolster winter/spring registration and retention efforts.

Monthly Contact Totals	No. of Students	No. of Visits
Virtual and In-person	63	91

SSS Book Award

The institution has committed \$13,500 bi-annually in book awards to TRIO Student Support Services (SSS) Program participants who demonstrate academic achievement and significant financial need. Fifty-four participants received an award of \$250.00.

Student Programming

Eastern Shore First Generation College Celebration

TRIO SSS sponsored a visit to Salisbury University for the Inaugural Eastern Shore First Generation College Celebration, a day of fun-filled and informative presentations and sessions with opportunities to explore the campus, course offerings, and network opportunities. Seminar topics included transfer programming, attaining a bachelor’s and master’s degree, financial aid resources, veteran student services, taking action within your community, and more.

Priority Registration Workshop

SSS hosted a Priority Registration workshop to guide students in the online registration process for the upcoming Winter/Spring 2024 terms. Students learned how to access resources via myBCCC to help them with educational planning, course selection, and registering online.

Activity	Date	Attendees	Location
Priority Registration Workshop	11//23	4	MNB 04B
Eastern Shore First Generation College Celebration	11/10/23	8	MNB 023
StudentLingo Online Workshops	Varies	12	Online

Outreach and Recruitment

Outreach and recruitment efforts included social media blasts, Canvas posts, emails, and attendance at various College-sponsored events. As a result of the preceding initiatives, SSS received a total of 19 new applications, approved 19 applications from October and November, and eight applications are currently under review.

UPWARD BOUND MATH AND SCIENCE PROGRAM

On November 1, the new UBMS Director was appointed, Ms. Sherron C. Edwards. The Director has expertise in TRIO Upward Bound as a former Upward Bound Director for 14 years with a STEM educational background.

Program Highlights

The UBMS students participated in a workshop by BCCC graduate and CEO of Global Air Drone Academy (GADA) Austin Brown. The students learned the National Air Space (NAS) safety rules of flying a Drone where air space is controlled by the Federal Aviation Administration (FAA). UBMS students will have the opportunity to register and train for a Drone pilot license through our partnership with GADA. Workshop images are included below.

UBMS Student Participants

- 25 returning students from FY 22-23
- 18 new student applications FY 23-24
- Total enrollment: 43 students=69.3 % capacity

Outreach and Recruitment

UBMS visited target schools to continue recruitment efforts and follow up on student application submissions. Also, UBMS re-established connections with our Target High schools with scheduled follow- up recruitment visits in December. Group and individual recruitment sessions have been scheduled in December.

Event	Contacts
Academy for College and Career Exploration (ACCE) HS College and Career Fair	8 student interest forms
Edmondson-Westside HS (follow-up from meeting)	4 student interest forms
National Academy Foundation (NAF)	12 student interest forms
Digital Harbor HS (from BCCC STEM Symposium)	7 student interest forms
Follow-up Recruitment calls from Sept, Oct & Nov	14 student interest forms

STEM Engagement Events

UBMS attended the BCCC STEM Symposium on November 16. The Director consulted with Dr. Malaki to discuss plans to include UBMS students in the 2024 BCCC STEM Symposium to showcase their STEM projects and have our staff and student group create a presentation for a breakout session.

UBMS attended the National Society of Black Engineers (NSBE) meeting on November 14 to gain partnerships.

Professional Development

- 2022-2023 UB and UBMS APR: Getting Ready Webinar - The Director attended the Council for Opportunity in Education (COE) 2022-2023 UB and UBMS APR: Getting Ready webinar on November 17. This professional development provided step-by step guidance in preparing the Annual Performance Reports for Upward Bound programs. This training was critical as the UBMS APR will be due January 10, 2024.
- BCCC All Grants Meeting – The Director attended the inaugural BCCC All Grants meeting on Nov. 1. This ongoing professional development is designed to gather all Grant Project Administrators and develop college wide best-practices processes to best manage the institutional Grants.

STUDENT SUCCESS CENTER

Advising Operations (In-Person)

Month	September 2023	October 2023	November 2023	December 2023
Advising	773	563	1002	

- Most visits were Mondays, Tuesdays, and Wednesdays (least visits Friday and Saturdays).
- Most visits occurred around 10AM, 11AM, and 12PM during the weekday.
- The average wait time was 27 minutes with approximately 22 minutes on average spent with each student.

Week Of	Count	Average Wait Times	Average Session Times
10/30/2023	59	8 Minutes	32 Minutes
11/6/2023	102	8 Minutes	28 Minutes
11/13/2023	425	39 Minutes	17 Minutes
11/20/2023	131	20 Minutes	23 Minutes
11/27/2023	285	23 Minutes	24 Minutes
Total	1002	27 Minutes	22 Minutes

Most students presented for assistance with registration followed by academic planning, other needs, career advising and graduation/completion.

Service Name	Total Services
Registration	539
Academic Planning	331
Other	66
Career Advising	42
Completion/Graduation	42
Satisfactory Academic Progress (SAP/Financial Aid)	25
Withdrawal/Drop Class	24
Transfer Advising	14
Academic Standing	11
Total Department Services*	1095

*Students can present for more than 1 service at a time so this total is not the same as the total number of students served.

Highlights

- Offered two **Advising Sessions for Future BCCC Graduates** on Wednesday, November 8 (Virtual) and Thursday, November 9 (In-Person). Participation included Academic Affairs, Advising, Records & Registration and Workforce. This is a program for near-completers to provide guidance on how to graduate from BCCC successfully and transition to the workforce and/or a college/university. A total of 45 students participated, out of 132 students that signed up.
- From November 29-December 1, the department participated in **Arena Registration** to encourage continuing students to register in advance of the Winter Break.
- The 2nd half of the advising department has completed the **Appreciative Advisor training** offered by the Office of Appreciative Education of Florida Atlantic University. All advisors are now trained in this approach with expectations of implementation in advising delivery.

Next Steps/In-Progress

- **New Student Orientation** will be on Tuesday, January 9th (In-Person) and Wednesday, January 10th (Virtual) in coordination with Admissions and Student Life.
- Initiate **Transfer Tuesdays** in Spring 2024 to allow colleges/universities to offer virtual information sessions.
- Preparation to provide proactive outreach to students in negative academic standing (as of Fall 2023) and to further develop advising caseloads.

TESTING CENTER

The Testing Center administered 228 exams to BCCC students and community members. This month's collaborations included: DSSC, Virtual Help Desk, Student Success Center, Admissions, English Language Services, Mayor Scholar's Program, Academic Affairs, Upward Bound Math and Science and Baltimore City Teacher's Union. The below data table provides a breakdown of the testing appointments that occurred in November 2023.

Exam Name	Exams Administered	Revenue
Accuplacer	128	
Accuplacer ESL	15	
Accuplacer MSP	1	
Accuplacer MSP ESL	1	
Accuplacer HS Testing	0	
Accuplacer Retest	7	
Accuplacer Remote	1	\$33.95
BCCC Course Exams	14	
Biology Exemption	13	
Biology Exemption Retest	3	
CLEP	0	\$33.95
Computer Literacy	9	
Computer Literacy Retest	1	
Distance Learning Exams	2	\$101.85
Parapro	29	\$1,112.63
TEAS	4	\$169.75
Total Exams Given	228	
Total Number of Individuals Tested	191	
Total Revenue Generated	\$1,452.13	

Data Trends

- BCCC Testing Center administered a total of 228 exams in-person to a total of 191 individuals (unduplicated) in the Month of November.

Exams Given by Day:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
38	47	52	46	32	13

Updates and Collaborations Efforts towards Goals

1. The Testing Center has been approved and reinstated as a PearsonVue Certified Testing Center and will be able to offer GED Testing to Baltimore City and Maryland Community Members. The IT department is working on installing new computers in the testing room approved for PearsonVue, once completed the test center staff will complete training to be certified as test administrators.

- a. Aligns with Testing Center’s Enrollment Goal #1: **Baltimore City Liberty Campus Test Center will be identified as a certified testing center and one that encourages students' success through assessments provided.**
- 2. The Director of Testing is working with RegisterBlast to restructure the Test Center’s appointment scheduling and check-in management system.
 - a. Aligns with Test Center’s Retention Goal #2: **Improve Test Center’s branding and customer management systems.**

DISABILITY SUPPORT SERVICES CENTER

In November 2023 Disability Support Services Center (DSSC) services conducted a Chat and Chew luncheon to allow students time to reflect, evaluate, share, and ask questions relative to their experience with receiving services from DSSC.

FALL 2023, 8 Weeks	
Renewal Accommodations	Intakes
0	7

Total Students for Renewals and Intakes for 2023: 107

DSSC developed a draft comprehensive transition plan that outlines a deliberate and coordinated process aimed at helping students with disabilities regain educational experiences, support, and services with a focus on success. DSSC has also embarked on a dynamic outreach agenda, addressing enrollment expectations and goals through weekly phone banking, texting, and social media engagement. The introduction of weekly in-person and virtual drop-in office hours, along with bi-monthly program-sponsored presentations and workshops, provides a multifaceted support system for students.

Recognizing the importance of staying connected, the DSSC's staff has actively engaged in networking with local, regional, and national disability organizations. This outreach not only promotes disability inclusion as a core value but also facilitates the exchange of knowledge and best practices.

STUDENT LIFE & ENGAGEMENT

The Office of Student Life & Engagement has had a very successful semester to date. The department was able to host several enriching events and launch new initiatives to support students at BCCC. This month the department was able to support many departments such as Advising, Academic Affairs and Admissions with various events.

Work-study

Work-study students continue to assist with programming check-in/logistics and operating the front desk of the Student Center and the Food Pantry. The Office of Student Life & Engagement is fully staffed with work-study students. The department has 6 students who are dedicated to the work study program. The work-study students have been able to assist the Director in creating an item list for the Student Center Game Room enhancement project. The work-study students assisted with the Winter/Spring Registration Event November 29 – December 1. They were able to help distribute snacks and t-shirts, as well as helping students get registered for the Winter and Spring semester.

Food Pantry

The Office of Student Life & Engagement is currently planning another Donation Drive for December 1-4, 2023, to collect more items that will help to refill the food pantry for the spring semester.

Student Government Association

The Student Government Association (SGA) continues to host bi-weekly general body meetings as well as meeting with President McCurdy bi-weekly to discuss updates and serve as a liaison between the student body and the institution administration. More information is documented in the SGA Board of Trustees Report submitted separately.

Professional Development and Campus Involvement***Middle States Contribution:***

The Director of Student Life & Engagement continues to work as a dedicated member of the Middle States Planning Committee. The Director serves as a member of the STANDARD VI: PLANNING, RESOURCES, AND INSTITUTIONAL IMPROVEMENT team.

The Student Life Advisor and Director of Student Life & Engagement continue to be active participants in MCCADA (the Maryland Association for Community Colleges) meetings. The most recent meeting took place on Friday, December 1, 2023. This meeting was held to debrief the previous student leadership conference that the Student Life Advisor served on the planning committee for, as well as planning future events with the association.

The Student Life & Engagement Staff attended the National Alliance on Mental Illness (NAMI) Metropolitan Community Partners Brunch/Meeting on Thursday, November 16, 2023. The brunch recognized BCCC and other community partners for their contributions this year, particularly with the strong attendance and support of events the campus hosted during Mental Health Awareness Week. BCCC Student Life & Engagement dined with more than 100 Baltimore City community partners at the Bons Secure Community Resource Center in Baltimore.

The Director of Student Life & Engagement, in his role as a member of the Transform-Mid Atlantic Professional Association in Maryland collaborated with the Director of Grants to submit a grant on behalf of the institution. The preparation of this grant consisted of the Director of Student Life & Engagement, the Interim Vice President of Student Affairs, the Director of Grants, Student Leadership Club, and the Student Government Association representatives. Baltimore City Community College (BCCC) has been awarded \$3,600 (\$2,600 above the \$1,000 original request) by AmeriCorps to host an event on Friday, January 19, 2024, for Transform Mid-Atlantic 2024 Martin Luther King Jr. Day of Service Grant. This award will allow the College to provide a meal for up to one hundred underserved individuals in the West Baltimore community. This event will include a collaboration with The Office of Student Life & Engagement, Student Affairs Division, Grants Office, Advancement Office, TRIO Student Support Services, Veterans Affairs, Transform Mid-Atlantic, Urban Rural Action, The John G. Bartlett Specialty Practice and many more community partners.

Cross-Campus Collaborations**Leadership Opportunities:**

The Director of Student Life & Engagement has created a leadership workshop series that will provide a one-hour session with a topic centered on leadership and community engagement for students. The most recent workshop titled “Suited for Success” featuring K & G Fashion occurred on Friday, November 17, 2023. Managers and the CEO of K & G Store of Baltimore presented leadership skills, how to dress for success, and techniques for perfecting the craft of interviewing for a job. Fifteen student leaders attended the most recent workshop as a part of the Student Leadership Club.

Winter/Spring Registration Fair

The Office of Student Life & Engagement team worked with the Interim Vice President of Student Affairs and the Student Affairs Division to host the Winter/Spring Registration Fair. From Wednesday, November 29 – Friday, December 1, nearly 70 students stopped by the Main Building to participate in the registration fair. Student leaders, work-study students, and professional staff assisted students with registering for classes or

either showing their winter/spring semester schedules for a chance to win a Samsung Tablet and a new unreleased BCCC t-shirt. Students enjoyed live music and snacks during this event.

New Initiatives

Wear Red Wednesdays: Every Wednesday, Baltimore City Community College encourages students, faculty, and staff to wear red to show school spirit. The department was able to order a new t-shirt to kick off the “**On Wednesday’s We Wear Red**” campaign. The campaign launched during the Winter/Spring Registration Fair with students and will continue in January as a part of the Welcome Week Activities for the spring semesters.

Activities and Events

November 6 & 20, 2023: SGA General Body Meetings

The Student Government Association hosted their bi-weekly general body meeting to allow students to voice concerns and offer suggestions on how to enhance their experience at Baltimore City Community College. This meeting also serves as an opportunity for SGA to share their vision for the upcoming months at BCCC.

November 6 – 10, 2023: Veteran’s Day Week

Supported the Veterans Service in their weeklong series of events celebrating veterans at BCCC.

November 6 – 17, 2023: Community Outreach Project

Hosted a drive to collect new socks, gloves, and hats to donate to our Pantry on campus. Additional donations went to various community partners as the weather gets cold and we see more students and community members in need of these items.

November 8, 2023: Let’s Discuss Diabetes Awareness Month

More than 20 students stopped by the Student Life & Engagement table in the Main Building Atrium to grab informational packets about diabetes. Students who participated were able to play an interactive game to test their knowledge of diabetes, as well as the opportunity to receive prizes.

November 13, 2023: Mind & Motion Monday’s – Zumba Dance Class

Hosted a dance class that featured dances taught as a form of exercise. This Zumba class featured hip-hop music as an expressive form of music and art. Over 20 people attended and had the opportunity to learn popular hip-hop dances, also known as *Trap Zumba* through the initiative titled “Mind & Motion Monday’s”.

November 14, 2023: Voter Registration Info Session

Over 30 students signed up and became registered voters with the League of Women Voters of Baltimore. For this month’s session, 10 students signed up for paid positions as poll workers for upcoming Election Day events. This event not only allowed students to learn more about registering to vote, but also gave them the opportunity to be involved and earn income.

November 17, 2023: Keeping it Real Lecture Series – 10 Black Scholars You Should Know

More than 30 students, employees, and guests joined the Office of Student Life and Engagement, Anthropology and Sociology Club, History Club, and the Department of Education, Social and Behavior Sciences as they presented a lecture series focused on “*10 Black Scholars You Should Know Part II*”. The event was presented by Baba Zak A. Kondo, (Activist, Author, Scholar, Lecturer, BCCC History Professor)

November 20, 2023: Friendsgiving Celebration

The campus came together to celebrate things that students and employees are thankful for around this time of year. More than 40 students dined with a thanksgiving themed dinner menu, games, and performances by the Dance Club.

November 22, 2023: Desserts Giveaway

The Office of Student Life & Engagement and the Faculty Senate collaborated to provide desserts to students as they prepared to celebrate the time away from classes during the Thanksgiving holiday. Faculty members donated store-brought desserts that were displayed in the Main Building atrium for students to grab as needed.

November 30, 2023: Make it Take it Thursdays: National Native American Heritage Month

More than 30 students joined Student Life & Engagement for an opportunity to design their own creation that they took with them. Each month there is a new craft that students can enjoy. The department was able to give out more than 30 craft kits to students on this day with a theme of decorating Dream Catchers to celebrate National Native American Heritage Month. Students also got a fact sheet displaying history about National Native American Heritage Month.

November 30, 2023: Recognizing National Alzheimer's disease at BCCC

More than 20 students stopped by the table in the Main Building atrium to learn more about Alzheimer's disease. Participants were able to take away informational packets and play memory games that helps people to learn ways to help people who may be facing memory loss diseases or ways to strengthen your mind and memory.

December 1, 2023: Recognizing World AIDS Day

To recognize World AIDS Day, The Office of Student Life & Engagement collaborated with REACH, Harriet Lane, Gilead, Pioneer Life Enhancement Services, Health Education and Training (HEAT) Corps, AIDS Action and Baltimore City Health Department to offer an interactive educational session. Gilead donated 60-boxed lunches for students that participated. For this event 67 students participated in this event more than anticipated) and were tested for STIs and HIV in honor of World AIDS Day.

International Education Week: November 13 – 17, 2023

The Office of Student Life & Engagement, International Student Services, International Students Club, and the Admissions Office sponsored a full week of events to celebrate International Education Week from November 13-17, 2023. This international initiative happens across the nation each year. Baltimore City Community College participated to provide a cultural experience for students.

November 13, 2023: Opening Ceremony- Interactive Panel Discussion

Students dressed in their international attire for a panel discussion on life internationally to introduce International Education Week to the campus. More than 20 students attended this event featuring student panelists and alumni from at least four different countries. Panelists were also able to share details about their culture and their experience in the United States as a student or alum of BCCC.

November 14, 2023: Nepali Culture Day at BCCC

Over 40 students enjoyed learning about students of Nepalese heritage, while dining on cultural food, learning new customs and information about their culture. Students displayed their talents through dance and music.

November 15, 2023: International Cultural Festival

This event highlighted foods of Nigeria, Jamaica, and Mexico. More than 80 students were able to sample foods from different countries across the world. Students who participated also were able to watch performances and learn information through visual aids about different countries.

November 16, 2023: Annual International Film Festival – Exploring African Culture

A total of 18 students attended the film festival on the Liberty Campus. Students from the African Diaspora shared rich traditions and history through art and music at this informative film review and discussion.

November 17, 2023: Annual Geography Bee & Ping Pong Tournament

Students were able to test their knowledge of international cultures and geography during an interactive geography bee competition. Immediately following the geography bee, students participated in a Ping Pong tournament, as Ping Pong is a popular sport in China. Nearly 20 students attended both events on this day.

Engagement Analytics

The Office of Student Life & Engagement increased all attendance at events by more than 70 percent from this time last year. With the new implementation of using QR codes for sign-in at events, the department has been able to capture more information about attendees such as feedback, email addresses, student status, etc. This has helped the department to improve analytics for events.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, December 20, 2023

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.

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

Adult Basic Education

- 369 ABE students were enrolled in October classes; 23 classes ran.
- 151 students were enrolled in November classes; 8 classes ran.
- Both ABE and ESL departments continue to provide hands-on professional development work with instructors and staff.
- 46 actual GED exams were taken; 28 content-specific exams were passed; 8 GED content exams did not pass by 1-3 pts
- 93 GED Ready tests were taken; 42 received a “Likely to Pass” on the GED Ready tests; 10 students missed getting a “Likely to Pass” by 1-3 points
- 2 more students have earned their high school diploma for a total of 13 this fiscal year (2024)

Community ESL

- Three (3) November mini sessions are running with 32 students attending. Mini sessions allow students to start classes before the new year and then get registered for full sessions in January.
- Ten (10) 10-week sessions began in September with over 170 students registered and started six (6) 10-week sessions in October with 111 students enrolled.
- IELCE/CNA training; fourteen (14) students finished the Integrated English and Civics Education/Certified Nursing Assistant program at CASA de Maryland.
- A second IELCE/IET CNA cohort with CASA began October 2, with 12 students registered and attending.
- A third IELCE/CNA cohort will begin January 17, and an IELCE/IET Warehousing cohort will begin in February.
- The 32BJ Thomas Shortman Training Fund fall session began October 7 with two ESL classes and one computer literacy section.

Partnerships

- ABE/GED continues running classes in Corrections
- BCCC has partnered with City of Refuge to provide off-site GED preparation classes to a large population of students located in and around the center.
- The ELS department has entered a partnership with Johns Hopkins Hospital to provide contract training classes to staff at the main hospital center as well as Bayview.
- BCCC and CASA de Maryland have partnered to run IELCE/IET CNA and CHW courses. The college expects this partnership to produce multiple cohorts and serve over 100 students per fiscal year.
- C-ESL is partnering with Enoch Pratt Library to offer ESL classes at strategic branches across southeast and southwest Baltimore. There will be future discussions about Refugee Assistance Program classes (RAP) taking place at Herring Run branch.

English Language Institute (ELI)

- The ELI Pathways Program was officially approved by USCIS and BCCC can once again begin accepting F-1 students into ELI.
- Spring 2024 registration continues. ELI staff are assisting students at the 82 level to transition over to full-time credit classes as well as getting lower level students registered for their next set of ELI classes.
- ELI is running 12 sections this fall, with many classes at or near capacity.
- ELI supported the MSP Summer Bridge program by providing two (2) cohorts ESL and Pre-100 courses with 36 students registered.
- ELI staff are working with Mayor's Scholar Program students to register them for Fall 2023 classes.
- Updated the Placement & Exemption Rubric needs to be ratified (Advising, Test Center, Registrar, International Student Office) for USCIS compliance purposes.
- ELI continues to work with admissions on ELI referrals for ESOL students

Citizenship and Services to Older Refugees (SOR)

- The SOR continuation grant for FY 24 was officially approved by MORA, with a funding increase of \$70,000 as compared to FY 23.
- BCCC and IRC were awarded a two-year grant to support Citizenship in the amount of \$120,000 (60,000/FY).
 - BCCC expects to serve 250 individual clients over the life of the grant
- Staff reached out to over 40 SOR clients to provide resources and information about ESL and Citizenship classes.
- Four (4) Citizenship Preparation classes began on 10.9, serving approximately 40 unique clients.
- Reached out to 7 potential partners: Two MD Aging Services departments, MD Food Bank, Ukrainian Church, Islamic Society of Baltimore, BMS, Masjid as-Saffat
- After determining SOR clients' interest, completed applications for BCHD food box delivery through August (# of applications still TBD)

Refugee Youth Project (RYP)

- Programming for FY '24 is currently underway at Patterson High School, Moravia Park Elementary School, and Mt. Royal E/MS with over 150 students attending after school classes.
- Moravia Park ES
 - Planning 2 field trips to Sankofa—December 7 and 14
 - Program began 10/3; 81 enrolled students.
 - More students potentially being enrolled
 - Six instructors and 1 site coordinator
- Furley ES
 - Program starting on 11/7 after school
 - 65 students currently enrolled.
 - 5 instructors, 1 site coordinator
- Patterson HS
 - Program started 10/2
 - 23 students currently enrolled
 - 2 instructors plus AmeriCorps MICA member/RYP Specialist
 - 14 JHU International Teaching and Global Learning students volunteering both days with students plus 3 Loyola volunteers

- Sankofa field trip scheduled 12/8 with students
- Mt. Royal E/MS
 - Rehired 2 staff members, looking for additional teachers
 - Start date 10/3, program running 3 days a week
 - 35 students enrolled
 - JHU ITGL masters' students working after school with students and Loyola volunteers
 - Looking to schedule meeting between wellness team and State Refugee Health Coordinator (Dipti) and Refugee Mental Health Program Coordinator (Morgan)
 - RYP ran PD for teachers and staff on Refugee youth at school on 11.3
- Armistead Gardens (new site for FY 24)
 - Hoping to start program in January '24
 - Hired 2 instructors
 - 20 potential students
- RYP is considering two (2) new sites for the upcoming SY: Digital Harbor HS and Hazelwood ES
- The RSIG continuation grant for FY 24 was officially approved by MORA, with a funding increase of about \$50,000 as compared to FY 23. The grant now provides over \$1 million in funds for refugee and asylee youth ages 0-24.

Refugee Assistance Program (RAP)

- With Federal FY 23 now finished, almost 700 individual refugee and asylee clients were served in RAP. The target for the year was 400 unique clients.
- Currently running 11 classes
 - 8 60-hour classes, 149 students enrolled;
 - 3 36-hour classes 49 students enrolled
- 74 newly resettled refugees and asylees were referred to BCCC for ESL classes in October.
- 5 mini-sessions began in August with 99 students registered. These classes were designed to capture students who arrive after the 20% date, providing them an opportunity to begin their learning without unnecessarily waiting for the end of the fiscal year (Sept 30).

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

JHPIEGO

- In August 2023, Workforce Development started a partnership with JHPIEGO Baltimore City Health Department in Community Health Worker training for up to 18 (eighteen) incumbent workers. 11 Participants are scheduled to complete clinicals and certification in November 2023.

Baltimore Alliance For Careers in Healthcare

- Workforce Development is working closely with the Baltimore Alliance for Careers in Healthcare to offer healthcare training for Baltimore City Residents over the summer months. Collaborating with BACH has assisted with enrollment increases in healthcare programs. The partnership has yielded a total of fifty-seven students, including five Patient Care Technician Cohorts (44 students); one Multi-Skilled Medical Technician (4 students); and Emergency Medical Technician (9 students).

Center for Urban Families

- Workforce Development worked closely with the Center for Urban Families to enroll over seventy-five students in Certified Nursing Assistant (CNA) and Community Health Worker Programs (CHW), Diesel Mechanic, and Commercial Driving License (CDL) programs. The workforce department is entering the final year of the BOOST grant partnering with Center for Urban Families (CFUF). CFUF has also received funding for an additional seventy-five students (total 150).
- In partnership with MOED's Train up program, CFUF has enrolled forty-three (43) students in CNA, CDL, Cyber, and CHW programs since January 2023.

Goodwill Industries

- In August 2023, we began a CNA cohort of eighteen (18) students that are scheduled to complete in October 2023 and receive MBON CNA certification. As well as a Pharmacy cohort of twelve (12) students that will complete and certify as Pharmacy technicians in October 2023.
- We started a new CNA Cohort with thirteen (13) in September 2023 to complete and receive certification in December 2023.
- In August 2023, Goodwill enrolled four students into the Warehouse and Logistics program. These students have received their Certified Logistics Associate, OSHA 10, and Forklift certification. Another class is scheduled to begin in November 2023, with ten (10) Goodwill students.
- Workforce Development will be partnering with Goodwill Industries in 2024 to have four cohorts each of Certified Nursing Assistant and Pharmacy Tech with up to sixteen (16) students per cohort.

Baltimore City Schools - Green Street Academy

- Workforce Development has expanded its partnership with Baltimore City Public Schools and offered a workforce training opportunity at Green Street Academy. The first class began in October 2023 with twenty (20) students. The class will finish in April 2023 with successful completers walking away with MBON CNA certification and GNA licenses.

LifeBridge Health

- Workforce Development is partnering with Sinai Hospital to begin a cohort of up to sixteen (16) students for CNA/GNA (Certified Nursing Assistant) to begin in October 2023 and complete in January 2024.

University of Maryland Medical Center

- Workforce Development, working in conjunction with University of Maryland Medical Center, began a PCT (Patient Care Tech) Cohort of ten (10) in October 2023
- In June, the University of Maryland began a Phlebotomy training cohort of seventeen (17) students and completed clinicals in September and October 2023

Commercial Driver's License (CDL B)

- Workforce Development offered its first Commercial Driver's License (CDL) class in spring 2022. Since October eleven (11) more students have received their CDL-B license and thirty-three (33) more students are currently enrolled and expect to pass the MVA test before December 2023.

Warehousing and Logistics

- Workforce Development brought back the Warehousing and Logistics class to South Pavilion in July 2023. With an initial cohort of ten (10) students, they completed their training sequence in August 2023 with certifications in OSHA 10, Forklift Operation and Certified Logistics Technician through the Manufacturing Skills Standards Council.
- A new class began in November 2023 with ten (10) students enrolled and the cohort is scheduled to complete training before winter break in December 2023.

Department of Human Services SNAP

- In July 2023, Workforce Development submitted a grant proposal for FY 2024-2026 to continue the current funding available to SNAP recipients. The proposal was to double the previous grant and provide training for up to two hundred participants. BCCC has received preliminary approval for this award.

Baltimore City Department of Social Services

- In partnership with the Department of Social Services, Workforce Development has coordinated with three outside vendors to provide training in Makeup artistry (12 enrolled), Hospitality (28 enrolled), and Financial Literacy (32 enrolled).

Other Funding Opportunities

- 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

Career Services Updates

- Career Services has been working with City Schools on a recruitment effort for several positions, such as: paraprofessionals, CDL drivers, clerical positions, and food service.
- 42 new students were enrolled in job readiness training this month.
- Career Services has conducted several Job Readiness courses for current healthcare programs, Emergency Medical Technician, Patient Care Technician, and Certified Driver License programs.
- Career Services has recruitment opportunities in Early Childcare (Kreative Minds Learning Center); Morgan State University, Penske, Blakehurst (CDLs) and University of Maryland Medical Center.
- Career Services continues to work with partners to create career placement trainings opportunities for students. This includes placing students with Kennedy Krieger to work with children and young adults with developmental disabilities in the Neurobehavioral Unit.

- 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 comprehensive support to completers.

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

- Total # of PTECH Students: 261
 - Carver: 70
 - Digital Harbor (New Era): 40
 - Dunbar: 151
- Current # of PTECH Students Enrolled in BCCC Classes: 202
 - Carver: 70
 - Dunbar: 106
 - Digital Harbor (New Era): 26
 - P-TECH students are taking between 6 – 15 credits, 2 + classes each, this semester here at BCCC.
- PTECH Dunbar has three students currently scheduled to take their TEAS testing and will hopefully be entering BCCC’s Nursing degree program at the start of SY 24-25.
- BCCC is working with Morgan State University (MSU) to develop an agreement that will allow PTECH Digital Harbor students to segway from BCCC, where they’ll earn their AAS in Transportation and Supply Management, into MSU, where they will earn their BAS in Supply Chain Management.
- PTECH continues to work collaboratively with external partners BCPSS schools New ERA, Dunbar, and Carver High Schools to ensure a smooth transition into college classes for students.
- PTECH works internally with a panel of BCCC departments, representatives from e-learning, IT, Student Support and Wellness Services, Center for Academic Achievement, BCCC Library, and Disability Support Services Center to best equip students for success.
- The ELS department, in partnership with City Schools, has started programming at four (4) schools: Moravia Park Elementary School, Patterson High School, Mt. Royal Elementary/Middle School, and Furley Elementary School. The afterschool programming focuses on ESL instruction, College and Career Readiness, Dance, Sports, and STEM enrichment classes. These classes are funded through DHS-MORA’s RSIG (Refugee School Impact Grant) which was renewed for FY ’24. Digital Harbor, Hazelwood, and Armistead Gardens have all inquired about hosting programming at their sites in FY 24.
- BCCC/RYP received a \$750,000 ARPA Grant award from the Mayor’s office. This money will be used to support Refugee Youth Project’s mission of serving refugee and asylee youth, one of the most vulnerable populations in Baltimore.

ENVIRONMENT SERVICES AND FACILITIES

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

General Project Updates

Construction continues to improve the quality of life on campus! This past month, Facilities kicked off several construction projects:

- The Loop Road Project will be completed this month, and we look forward to opening the new exit soon.
 - The Entrance Sign will be completed by December 15th and will include two digital messaging boards to inform the college community of important information.
 - The Security Kiosk will be completed by the end of April 2024.
- On Monday, December 4th, the old Nursing Cooling Tower will be demolished to make room for new cooling tower, which will be installed by April 1, 2024.
- The concrete repairs are ongoing at the Physical Education Center Concrete Repairs to correct structural deficiencies and retore the exterior beams.
- Ongoing construction projects with DGS include the Main Cooling Tower Replacement, the HVAC Upgrade in LSB and Fine Arts, the Replacement of 7 Elevators, and Restroom Renovation in Fine Arts.

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

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

PUBLIC SAFETY AND SECURITY

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

- Public Safety in collaboration with Baltimore City Police Department Commanders of both the Northern and Northwest District to address the uptick in vehicle theft around the college. We have on-site monitoring of the Student Parking lot (Palladium) daily.
- Public Safety in conjunction with Facilities are working to post traffic safety signage to ensure the safety of both pedestrian and vehicular traffic campus wide.
- 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. Supported All Special Events scheduled.
- Continue to collaborate with BCPD Northern District to support monitoring of the South Pavilion during off hours.

- Collaborating and monitoring the installation of security automatic door swipes and CCTV cameras college wide.
- Public Safety supported the in-person CDL, GED, and ESL programs at RPC and WDCED including weekend classes.
- Public Safety sponsored another Active Shooter presentation to staff on November 15, 2023
- Public Safety in conjunction with Facilities have installed three (3) Light Towers on the Palladium parking lot to enhance security measures along with patrols from 8 am to 10pm .
- 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 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@bcc.edu was implemented and has been utilized to enhance safety by limiting the number of people serviced at one time

Baltimore City Community College

CABINET UPDATE

Board of Trustees, December 20, 2023

Mr. Aubrey Bascombe, Chief Financial Officer

BUDGET OFFICE

1. Highlights
2. Appropriation Year (AY 24) Revenue Summary as of 11/30/2023

<i>Revenue Fund</i>	<i>Revenue Amount</i>	<i>Notes</i>
<i>General (Unrestricted)</i>	\$33,553,098	<i>(Includes Bookstore of \$526,208)</i>
<i>Restricted</i>	\$10,322,412	<i>(Includes WBJC of \$929,848)</i>
<i>Total Revenue</i>	<i>\$43,875,510</i>	

Unrestricted Revenue: Total unrestricted revenue through October Appropriation Year (AY) 2024 is \$7.7 million higher than the revenue earnings through the same period in AY 2023.

- Tuition & Fees: overall increased. - The overall increase in tuition and fee revenue is due to higher revenues from the Fall semester. Please note due to the system conversion the tuition and fees posted in AY23 were recorded in June. There was also an increase in State Aid compared to AY 2023.
- Sales, Service, Auxiliary & Leasing: increased. - Sales, Service, Auxiliary & Leasing revenue earnings are 8% higher AY 2024 than this same time in AY 2023, due to an increase in Bookstore revenues.
- Bookstore Revenues: increased. - There is an increase in the bookstore revenue categories compared to the same period last fiscal year. This is due to an increase in new textbook sales.

Restricted Revenue: Total restricted revenue through November AY 24 is \$2.4 million higher than the same period in AY 2023. The primary driver of the increase is due to an increase in WBJC revenue, and Federal Grants revenues.

3. Appropriation Year (AY 24) Expense Summary as of 11/30/2023

<i>Expense Fund</i>	<i>Expense Amount</i>	<i>Notes</i>
<i>General (Unrestricted)</i>	\$20,546,040	<i>(Includes Bookstore of \$1,278,962)</i>
<i>Restricted</i>	\$ 9,967,521	<i>(Includes WBJC of \$393,457)</i>
<i>Total Expenditures</i>	<i>\$30,513,561</i>	

Unrestricted Expenditures: Total unrestricted expenses increased by \$4.3 million when compared to this same period in AY 2023, primarily due to an increase in salaries, deferred maintenance, and instructional supplies.

Restricted Expenditures AY 23: Restricted expenses increase by \$5.5 million when compared to this same period in AY23, primarily due to federal grants & scholarship expenditure increases.

CONTROLLER’S OFFICE/GENERAL ACCOUNTING/GRANTS/FOUNDATION

1. BCCC (BALTIMORE CITY COMMUNITY COLLEGE), BCCC Foundation Year-End Closeout

- BCCC Foundation is ready for the audit to start. Many of the requests are in the process of being provided to the auditors.
- Various Banner conversion issues continue to be an issue. These are not likely not going to be solved in time for the closeout and reporting. The audit requests are being provided to the audit firm and will continue to be until completion.
- GASB 96, which covers Subscription Based Information Technology Arrangements or SBITA’s, is required to be implemented and information has been provided to the audit firm.
- Various footnotes are being prepared.
- The pension calculation was prepared. The lease calculation is being updated.
- The financial data is being compiled for draft reporting.

2. The SEFA reporting as part of the Single Audit reporting was reported.

3. Grants

- The Controller’s Office continues to work with the various divisions to provide support and comply with reporting requirements.
- Multiple Title IV funding was requested for drawdowns.
- COVID Funding drawdowns are being prepared for drawdown prior to a possible shutdown.
- Perkins and PTECH Grants were closed out for the previous award year.
- CCCPDF current reporting was completed.

Accounts Payable

Details of outstanding invoices are below:

<i>Summary</i>	<i>Unadjusted Totals</i>	<i>Excluding one vendor with contract issues being worked out</i>	<i>Total</i>
<31	385,353.83	(26,648.25)	358,705.58
31-60	380,289.53	(20,021.25)	360,268.28
61-90	384,927.04		384,927.04

>90	935,459.47	(575,600.50)	359,858.97
Grand Total	2,086,029.87	(622,270.00)	1,463,759.87
Total Payables Excluding contract issue. \$1,463,759.87			

1. Highlights - A large percentage of the contract issue has been paid. The remaining 30.0 percent of the unadjusted totals related to the remaining invoices are being reviewed for payment.
2. A large portion of equipment invoices have been received and paid. The remaining invoices are being reviewed for payment.
3. One additional invoice not noted is waiting for additional work to take place before it can be paid.

PROCUREMENT

1. Procurements:

For the month of October a total of 35 procurements were conducted in the total amount of \$369,063.39:

Commodities	\$164,226.11
Services	\$89,016.12
IT Hardware	\$65,376.00
IT Equipment	\$26,684.15
IT Services	\$12,500.00
Maintenance	\$11,261.01

Credit Card: 193 credit card transactions were conducted in the month of October in the total amount of \$168,832.44.

2. Board of Public Works Approval

- November 29, 2023 – Refugee Management Services (International Rescue Committee) will be presented to the Board of Public Works for approval in the amount of \$557,470.00.

OFFICE OF STUDENT ACCOUNTING

1. Banner Student AR Update

- a. Banner Communications Manager (BCM) was used to send mandatory 2023 tax year 1098-T communications to BCCC students.
- b. 1098-T Updates

- i. *Regulatory mandated communications were emailed December 1, 2023. Student Accounting webpage has been updated with new calendar year 1098-T tax information.*
 - ii. *Ellucian system review for the production of the 2023 1098-T file is scheduled for December 14, 2023.*
 - iii. *2023 Tax Year 1098-T File due to ECSI by January 15, 2024.*
2. *Banner System Challenges – Student Accounting continues to identify Banner system challenges that impact payment processing, student refunds, and aging management.*
- a. *Application of payments*
 - i. *Completed training with Ellucian representative. The next step is to review and resolve payments in need of application for 653 accounts.*
 - b. *Tuition and Fees Assessed for Credit Students Winter & Spring 2024 as of December 6, 2023.*
 - i. *Winter & Spring 2024 fees began assessment in Banner on 12/1/2023. Data shows for the Winter term a 45% increase in tuition and a 45% increase in fees assessed as of 12/06/2023 in comparison to this same time last year. There’s a 75% increase in tuition and a 63% increase in fees assessed for Spring 2024 in comparison to this same time last year.*

Winter & Spring Tuition & Fee Assessment Analysis as of 12/06/2023			
	Winter 2024	Winter 2023	% Change
<i>Tuition</i>	\$ 162,280.00	\$ 111,440.00	45.62096195
<i>Fees</i>	\$ 49,335.00	\$ 33,967.00	45.24391321
Total	\$ 211,615.00	\$ 145,407.00	45.53288356
	Spring 2024	Spring 2023	% Change
<i>Tuition</i>	\$ 1,820,620.00	\$ 1,038,300.00	75.34623904
<i>Fees</i>	\$ 421,646.00	\$ 257,548.00	63.71550158
Total	\$ 2,242,266.00	\$ 1,295,848.00	73.03464604

3. *Vacancy Update*
- a. *The assistance from our temps has helped the progression of our reconciliation of refunds returned to the college.*
 - b. *Accounts Clerk III/ Refund Coordinator position has been vacant since 9/29/23. This position is responsible for managing BCCC’s refund process to include funds returned to the college for reissue or funds in need of return to the funding source. The training of the other Accounts Clerk III continues.*

4. Aging Report

- a. Competing priorities such as process assessment for reconciliation process development and implementation for FY23 audit, application of payments review, account reviews for refund processing, creating and conducting process trainings, and MHEC reporting have delayed the invoicing for MSP, P-Tech, and other charter schools.
- b. Past due receivables submission to ECSI is on hold until the FY23 audit tasks are completed.

5. Refunds Update

- a. Reestablished refund reconciliations for FY24 using Banner and third-party refund processor, ECSI systems. The Student Accounting team will reconcile July, August, September and October by the end of November.
- b. During Fall 2023, Student Accounting processed 2,545 refunds. This is a 10.42% decrease in the number of refunds processed in comparison to the same time last year. In the Spring of 2023, Student Accounting conducted a refund notification campaign that placed encouraging students to sign up for direct deposit at the forefront of student engagements and communications. This practice continues to date and has assisted with a 22.96% increase in refunds issued via direct deposit and a 26.05% decrease in the number of refunds issued via checks. This change, along with the decrease in the number of refunds processed, have resulted in slight cost savings for the College.

Refund Distribution Analysis						
	August - December 2022			August - December 2023		
<i>Direct Deposit</i>	906	\$ 942,820.90		<i>Direct Deposit</i>	1114	\$ 1,234,608.72
<i>Checks</i>	1935	\$ 1,381,161.51		<i>Checks</i>	1431	\$ 1,146,228.67
	2841	\$ 2,323,982.41			2545	\$ 2,380,837.39
	% Change In Delivery Methods					
	<i>Direct Deposit</i>	22.96				
	<i>Checks</i>	(26.05)				

Baltimore City Community College

CABINET UPDATE

Board of Trustees, December 20, 2023

Mr. Michael Rading, Chief Information Officer

IT OPERATIONS

Client Services

Client Services continues supporting faculty, staff and students. Over the last month the focus of our work has been on the following:

Support/Maintenance

- **Media Services:** Provided media equipment support and presentation/media equipment for:
 - Veterans Week Events
 - Why is the Military Flower the Poppy
 - What does Leave No One Behind Mean to You?
 - Thank-you for your Service
 - International Education Week
 - Science Symposium
 - Ashburton Area Association
 - P-Tech Dunbar Steering Committee
 - Health Neighborhoods
- **IT Helpdesk**
 - Continuing work on Student, Faculty and Staff tickets. Since November 1, 2023:
 - Dispatch/Tier 1: Closed a total of 627 Tickets with 105 closed on initial call, and 440 were login/password/Account Access issues
 - Tier 2: Closed 113 Tickets.
 - Tier 2: Prepared and Distributed 2 laptops.
 - Prepared 3 rooms for MDPSCS, Sargeant Testing

Projects

- **HEERF Grant IT Hardware Procurement Project**
 - All equipment has been received
 - Tentatively scheduled roll out of projectors to all campuses, 1/3/24 - 1/16/24
 - Staff offices completed with new equipment
 - President Offices
 - VP Thomas Offices
 - VP Burrell Offices
 - VP Augustus
 - CIO Rading Offices
 - VP Donna Thomas Offices
 - Students Upfront Interactions:
 - Admissions Front Desk (2 PCs)
 - Financial Aide Front Desk (2 PCs)
 - Registration (Window) (3 PCs)
 - Cashiers Window (3 PCs)

- Continuing to roll out lab equipment
 - Completed
 - Old Cyber Lab which has new computers and a new Smartboard
 - Harbor 63
 - TRIO
 - In Process
 - The Nursing Department
 - VP Bascombe's Offices
- New Cyber Security Lab Project
 - All equipment has been received and furniture is being installed
 - Smartboard has been installed

IT Security

ITS continues to monitor quarterly employee IT Security Training completion and provides weekly compliance reports to Cabinet to help drive adoption.

BCCC is implementing the endpoint security platform CrowdStrike. This tool was procured by the State and is managed by DoIT as an extension of the IT Security as a Service and Security Operations Center (SOC). This tool will give 24/7/365 monitoring of BCCC computers and servers by the DoIT SOC for immediate remediation of any identified security incidents.

In November 2023, BCCC saw an influx of spam/fraudulent admission applications, mostly originating from overseas. The IT and Admission teams have put controls in place to help address these fraudulent applications/accounts and both teams are exploring fraud detection & identity verification systems to prevent this in the future.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, December 20, 2023

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

OFFICE OF INSTITUTIONAL RESEARCH

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

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

Maryland Higher Education Commission (MHEC)

- *Survey on Local Campus Student IDs* – Provided responses related to BCCC’s use of campus student identification numbers to meet the deadline of November 27, 2023.
- *FY 2023 Financial Aid Information System (FAIS) File* – Collaborated with colleagues from Information Technology Services (ITS), Financial Aid, and Student Accounting to develop the student-level data file reporting all forms of financial assistance disbursed in FY 2023 in accordance with MHEC guidelines. The file was submitted to meet the deadline of December 1, 2023.
- *Summer and Fall 2023 Enrollment Information System (EIS) Files* – Collaborated with ITS and Records & Registration to develop the student-level data file reporting various demographics and enrollment characteristics for summer and fall 2023 credit students. New requirements set forth by MHEC were incorporated into the files which were submitted to meet the deadline of December 1, 2023.
- *FY 2023 Non-credit Workforce Completer System (NWCS) File* – Collaborated with Workforce Development & Continuing Education (WDCE) colleagues to develop student-level data file reporting completions in approved continuing education course sequences to meet the submission deadline of December 1, 2023.

Middle States Commission on Higher Education (MSCHE)

- *Supplemental Information Report* – Developed preliminary narrative response for request related to threshold for community college graduation rates in preparation for submission deadline of December 13, 2023.
- *Draft 2024 Self-Study Report* – Served on core team to compile draft Self-Study Report to submit to Team Chair in preparation for his visit on December 8, 2023.
- *2023-24 Self-Study Steering Committee* - The Director has been serving as Co-Chair of the Self-Study Steering Committee with the Dean of the School of Nursing and Health Professions until his departure from the College at the end of October. Initiatives conducted during October 2023 include the following.
 - Collaborated with Communication and Events Chair to plan the Draft #4 “Pizza and Peer Review” and led the session held on November 10, 2023.
 - Weekly Steering Committee and Working Group Meetings - The Director conducts Steering Committee meetings, attends all Working Group meetings whenever possible, and attends weekly Co-chairs and Coordinators meetings.

MSCHE Ongoing

- Respond to Evidence & Interview Request Forms with documentation and verbiage to support compliance with Criteria, Federal Regulations, and Requirements of Affiliation. Utilize Microsoft Teams to facilitate communication, collaboration, version control, document management, and archiving the Self-Study process; provide regular updates to the full team.
- Maintain schedule of MSCHE webinars for all Self-Study Team members; send announcements; and upload all materials provided by MSCHE to the Teams folder.

- Add members to appropriate Teams groups and conduct training for Working Group members and administrative support as they join Working Groups.
- Maintain a detailed and dynamic timeline to guide agendas and work for the Working Groups.
- Create agendas and conduct weekly Steering Committee meetings; attend all Working Group meetings; and attend weekly meetings with Self-Study Coordinators and fellow Co-Chair.
- Provide individualized support to Working Group Co-Chairs and members as needed.

MSCHE Working Groups

- The Research Analyst II serves as a member of the Standard VI Working Group and participated in the weekly meetings, distributing Evidence & Interview Request Forms, compiling responses and evidence accordingly, and developing components of the narrative and presentations.
- The Director facilitated the weekly meetings in the absence of a given Working Group's Co-Chairs and attends/supports all Standards, Verification of Compliance, and Communication & Events Working Group meetings with tools, support, and guidance.

College Collaborations for External Reporting or Stakeholder Needs

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

External Meetings/Working Groups

- Maryland Community College Research Group (MCCRG) monthly meetings
- NIH Bridges to Baccalaureate with Howard University Partnership Meetings
- Bookstore Team Meetings
- Vendor Meetings for Planning & Assessment Tool

Department of Budget & Management (DBM)/Department of Legislative Services (DLS)

- *Report on Enrollment and Mayor's Scholars Program* – Provided updated data where possible and conducted review of narrative to support Student Affairs in development of report.

Maryland Higher Education Commission (MHEC)

- *Cyber Warrior System (CWS) File* – Supported WDCE in the submission of the student-level data file for July 1 through December 31, 2023. The file was submitted to meet the deadline of December 1, 2023.

MarylandOnline.org

- *Maryland Online Survey* – To support the Office of E-Learning developed data reflecting credit and continuing education enrollment, courses, and sections by modality for Summer 2022 through Spring 2023

Maryland State Department of Education (MSDE)

- *Revised Career & Technical Education Enrollment and Outcomes File* – With collaboration from ITS, Records & Registration, Financial Aid, and OIR, a revised file was submitted to meet the approved deadline of November 30, 2023.

National Junior College Athletic Association (NCJAA)

- *NCJAA Graduation Rates Data Request* - Provided graduation rates for first-time entrants.

Program Accreditations

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

- *Accreditation Council for Business Schools and Programs (ACBSP) Self-Study* - Updated surveys for distribution to students and faculty for administration in fall 2023 ACBSP programs' courses and provided links for administering surveys and monitoring results to Chair.
- *Commission on Accreditation in Physical Therapy (CAPTE) Annual Report* - Developed data workbook including graduate listings, enrollment and degree trends, rosters with grades, and demographics to support review and validation of annual report. Served on team to conduct final review.
- *Commission on Dental Accreditation (CODA) Responses* – Served on review team for various narrative and data responses to requests from CODA.

Support for Internal Priorities

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

Board of Trustees Meeting – Provide updated enrollment information for inclusion in Board materials.

Daily Credit Enrollment Updates – Through collaboration with ITS, OIR provided daily fall 2023 credit headcount update to reflect progress toward the target established in MHEC's enrollment projections throughout the fall's registration and drop/add periods.

Enterprise Resource Planning (ERP) Implementation and Operationalization - Attend check-in meetings with VPIERP, Director of Assessment, and Director of Grants.

- Participated in Insights Implementation sessions with Ellucian representatives to explore Insights reporting tool.
- Collaborated with ITS, Director of E-Learning, and Associate Registrar to develop means to extract and report student, graduate, and course level data with confidence via development of queries in the new Argos reporting tool and utilize preliminary output for data validation and cleansing.
- Compiling documentation to support development of key data files required for State compliance.
- Meeting with members of Student Affairs, WDCE, ITS and Ellucian to ensure continuing education and credit data can be captured and reported to meet operational and mandated reporting needs.

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

Professional Development

- Customize, administer, and compile survey results for all summer and fall 2023 activities.
- Attended All Grants meetings.
- Conducted MSCHE information sessions and monthly Faculty and Staff Updates.
- Maintained the schedule of MSCHE webinars, created and maintained Teams library of webinar videos and materials, and shared information and links via Teams with Self-Study team members.
- Completed any required information technology security awareness training for Department of Information Technology.

Surveys

OIR provides guidance, develops, administers or provides tools to administer, and compiles results to support the College's survey needs.

- *Program Accreditation Surveys* – As noted above based on respective accreditation requirements.
- *Program Review and Evaluation Committee (PREC) Surveys* – Compiled results of PREC Fall 2023 Faculty, Student, and Advisory Board Surveys by program and shared with PREC Chair.
- *Professional Development Surveys* – As needed.

Teams/Workgroups

- *Bookstore Team* – Serve as a member of the team reviewing documentation related to potential bookstore transition.
- *Curriculum and Instruction Committee (CIC)* - Attended meetings to support new program development needs and course review. Provide input as appropriate.
- *Enrollment Planning Team* – Serve as a member with representatives from Student Affairs to provide, develop, and make recommendations regarding data, its collection, and appropriate metrics. Provided enrollment trends for special populations.
- *MSCHE Self-Study Steering Committee (Co-Chair) and Working Groups (Member)*
- *Strategic Planning and Assessment Platform Team* – Serve as a member of the team evaluating assessment tool/platform options. Supported VPIERP in preparing for Cabinet’s Strategic Planning retreat with vendor.
- *Program Review and Evaluation Committee (PREC) Planning Team* - Serve as member and participate in weekly meetings during the academic year. Develop enrollment, short and long-term persistence, completion, and discipline credit hours data and provide survey support. Collaborate on established calendar of deadlines for review year. Coordinate the review and update of student, faculty, and advisory board surveys.
 - Compiled results by program for the current year’s programs’ students, faculty, and advisory board members by the established timeline of November 16, 2023.
 - Compiled the second round of Fall 2023 PREC data to support Program Coordinators in completing PREC Worksheets to include trend data for programs’ enrollment, short-term outcomes, and four-year outcomes. Discussed challenges with program majors related to data migration from HP-LAN to Banner student information system. Met with Program Coordinators, as requested, to review data.

OFFICE OF GRANTS DEVELOPMENT

Operations

The Office of Grants Development has been continuously providing oversight and management of the operations and compliance of state, federal, and local grant regulations, and requirements. The Office continues to update the grant inventory list with deadlines for year-end reports and renewals. The Office maintains the SharePoint system to centralize grant information for currency and access as well as to archive documents. The Office has shared the draft of the grants guide with key faculty, staff and administrators who currently oversee grants to provide feedback/comments and finalize the guide. This grant guide is a work in progress and the Office wants the campus to contribute and own the process. The Office is looking forward to meeting with all cabinet members, principal investigators, and project managers on a monthly basis to ensure each grant achieves its financial and goals. The four pillars of success for the Office of Grants Development are communicating, coordinating, collaborating, and consistency.

In November, the Office met with the following divisions: Finance & Administration and Workforce Development & Continuing Education to validate the list of grants, scholarships, and contracts for the College. All areas ensured that all award amounts were accurate, pulled Notice of Grant Awards to determine accuracy, looked at the Project cost account, discussed spending authority, and grant period. The divisions are finalizing a master tracking spreadsheet which is housed in the SharePoint system.

On November 10, 2023, the Director of Grants attended the Affinity Group - Maryland Community College Funding Professional (MCCFP) at Frederick County Community College. At the meeting, we discussed Transitions Model by William Bridges and Succession Planning Process Overview from the University of Washington. In addition, attendees shared thoughts on partnering with 4-year institutions documents. In January, the group is planning a workshop on the idea of working with non-4-year institutions, including how MOUs (Memorandum of Understanding) are developed. The group held a discussion on health equity resources, the grant success rate changes this year, and institutional updates.

On November 13, 2023, the Office and the new Director for the Upward Bound Math & Science program met with the Program Officer from the US Department of Education to review the status of the program goals and objective for FY (Fiscal Year) 24.

On December 1, 2023, the Office held its second all-grants meeting with twenty-six (26) attendees consisting of Cabinet, Principal Investigators, Project Managers, Supervisors, and other staff that work with grants. The Office of Grants Development requested external reporting schedule deadlines for December and January 2024, to be forwarded by Thursday, November 7, 2023. The Office will develop a template to capture external reporting deadlines from February to June 2024. The Office has received positive feedback from the all-grants meeting. Individuals that did not attend the December 1, 2023, meeting will be scheduled to attend a meeting during the January Professional Development week. The VP of Institutional Effectiveness, Research and Planning and Director of Grants will work with the VP of Finance and Administration and his Finance and Procurement team to provide training on Fiscal matters and the Banner system in January. The Office plans to have an all-grants meeting to celebrate successes and share best practices at least once a semester.

Office of Grants Development



AGENDA

1. Overview of the Office of Grants Development (Burrell, Jones)
2. External Reporting Schedules (Burrell, Jones)
3. Academic Year 24 (AY 24) – Grants Expenditure Summary as of 0/31/23 (Bascombe, Walsh, Waitsman)
4. Spending Plan (Bascombe, Walsh, Waitsman)
5. Monthly Meeting Schedules with PI/PM and Cabinet (Burrell)
6. Monthly Director of Grants & PI/PM Meetings (Jones)

Grants Presentation		Baltimore City Community College			
AY24 Grants Expenditures Summary as of 11/15/2023					
Grants:	AY 24				
	Budget	Expenses - Encumb	Expenses in Progress	Variance	
Amel/Corps VISTA FY2022-2024	\$ 2,750	\$ -	\$ -	\$ -	\$ 2,750
Baltimore City Department of Social Services (BCDSS) Occupational Train	\$ 1,889,044	\$ 123,681	\$ -	\$ -	\$ 1,765,363
Carl D. Perkins	\$ 396,109	\$ 36,653	\$ -	\$ -	\$ 359,456
Consolidated Adult Education and Family Literacy Services	\$ 939,947	\$ 355,505	\$ -	\$ -	\$ 584,441
Corporation for Public Broadcasting CPB Community Service Grant	\$ 95,607	\$ -	\$ -	\$ -	\$ 95,607
MD DHS MORA English For Speakers of Other Languages (ESOL)	\$ 277,881	\$ 98,329	\$ -	\$ -	\$ 179,552
MD DHS MORA Refugee School Impact Grant (RSIG)	\$ 1,290,130	\$ 159,749	\$ -	\$ -	\$ 1,096,381
MD DHS MORA Services to Older Refugees (SOR)	\$ -	\$ -	\$ -	\$ -	\$ -
MD DHS MORA Services to Older Refugees (SOR)	\$ 133,688	\$ 61,725	\$ -	\$ -	\$ 71,963
MD DHS Supplemental Nutrition Assistance Program (SNAP)	\$ -	\$ -	\$ -	\$ -	\$ -
BC DSS Supplemental Nutrition Assistance Program (SNAP)	\$ 212,261	\$ 36,739	\$ -	\$ -	\$ 175,522
MD State Arts Council W/BIC Grant: for Organization	\$ 109,887	\$ -	\$ -	\$ -	\$ 109,887
MSDE Arts Relief 23298	\$ 50,506	\$ -	\$ -	\$ -	\$ 50,506
MSDE Child Care Career and Professional Development Fund (CCPDF)	\$ 92,089	\$ 13,949	\$ -	\$ -	\$ 78,140
National Centers of Academic Excellence in Cybersecurity (NCAEC) Cyb	\$ 250,000	\$ 37,766	\$ -	\$ -	\$ 212,235
NH Bridges to Baccalaureate Grant Townon Sub-Award	\$ -	\$ 1,719	\$ -	\$ -	\$ (1,719)
NH WINGS Prison to Professionalism (PP) Project Sub-Award	\$ -	\$ -	\$ -	\$ -	\$ -
National Public Radio (NPR) - W/BIC GEAR Station Agreement	\$ 24,775	\$ -	\$ -	\$ -	\$ 24,775
NSF InnovATEBIO National Biotechnology Education Center	\$ -	\$ -	\$ -	\$ -	\$ -
Pathways in Technology Early College High School (P-TECH)	\$ -	\$ -	\$ -	\$ -	\$ -
TRIO Student Support Services (SSS)	\$ 454,165	\$ 173,447	\$ -	\$ -	\$ 280,718
TRIO Upward Bound Math & Science (UBMS) FY2023	\$ 330,284	\$ 129,798	\$ -	\$ -	\$ 200,486
American Rescue Relief ARPA (Refugees)	\$ 187,500	\$ 1,003	\$ -	\$ -	\$ 186,497

On November 10, 2023, the Office facilitated a meeting for the Career Technical Education (CTE) Report for the Carl Perkins grant on Data Collection due to the Maryland State Department of Education (MSDE) on November 30, 2023. The following offices/cabinets areas were represented at the meeting Academic Affairs, Information Technology, Institutional Effectiveness, Research and Planning. The report was submitted to MSDE on November 30, 2023, with 1,506 total CTE students being served. The College will continue to monitor the students' progress.

The Office reviewed five (5) Articulation Agreement Partnership and gave input to the VP, Institutional Effectiveness, Research and Planning.

On November 17, 2023. The Office reviewed the Physical Therapy Assistant Program Annual Report for the 2023 Commission on Accreditation in Physical Therapy Education (CAPTE) Accreditation Report. The Office confirmed there are no physical therapy grants and student's tuition, fees, and other registration cost are accurate.

The Office will meet with Academic Affairs, Institutional Research, and other stakeholders at the College later in the month for a review.

The Office has been working closely with and assisting the Office of Academic Affairs, Finance and Administration, Information Technology, Procurement, and Student Affairs to ensure that all invoices and items have been purchased and delivered at the College for the Cybersecurity lab that was funded by the National Centers of Academic Excellence in Cybersecurity (NCAEC) Cybersecurity Education Diversity Initiative (CEDI). This grant provided scholarships for students and purchased equipment for the Cybersecurity lab. The final report is due on January 15, 2024, to the National Centers of Academic Excellence.

The Office worked with Academic Affairs, Finance and Administration along with Student Affairs to submit a quarterly report for The CCCPDF (Child Care Career and Professional Development Fund) Report on November 16, 2023, to Maryland State Department of Education (MSDE). This quarterly report entailed the following information about students, work log for coordinator, and C-1-25 invoice and supporting documents. A monitoring visit is being scheduled after the new year. The College has successfully completed prior monitoring visits.

On December 1, 2023, the Office met with Academic Affairs, Assessment, Institutional Research, Workforce Development and Continuing Education, VP, Institutional Effectiveness, Research and Planning and President to discuss two reports that needed to be submitted.

The Annual Report for the Cyber Warrior Diversity Program at BCCC to the Maryland Higher Education Commission (MHEC) - Cyber Warrior Diversity Program. This report provided MHEC with the total number of students in the program for this year. This report was submitted on time.

The Physical Therapy Assistant Program Annual Report for the 2023 Commission on Accreditation in Physical Therapy Education (CAPTE) Accreditation Report. The Office confirmed there are no physical therapy grants and student's tuition, fees, and other registration cost are accurate. This report was submitted on time.

On December 4, 2023, the Office met with the National Institute of Health (NIH) Prison to PHD Program, the Howard University (HU) Bridges to Baccalaureate (B2B), and the BCCC Academic Affairs grant representatives. This research grant supports eight scholars who are presently taking classes at BCCC and will transfer to Howard University. Seven out of the eight scholars feel connected to the college. The program leadership are delighted to see seven of the scholars have already registered for Spring 2024. The B2B staff is looking forward to having another cohort begin at BCCC in the Fall 2024.

On November 13, 2023, the Workforce Development and Continuing Education (WDCE) for the Community Health Worker (CHW) Certification Training Program- Reducing Barriers to Access Funding Opportunity was awarded by the Maryland State Department of Health (MSDH) in the amount of \$42,844, which was less than the amount the College requested and reported to the Board last month. The original request was \$99,761. WDCE adjusted the program's goals based upon the reduction in funding. The program will start on January 9, 2024 – April 5, 2024. Classes will be held on Tuesdays, Wednesdays, and Thursdays from 9am-12pm. The College is excited about this program because it will provide funds for tuition stipends for fifteen (15) students and purchase laptops and tablets to be owned by the training program. The College will loan these devices to enrolled students at no cost during the training program.

On November 21, 2023, the Office received communication from the Transform Mid-Atlantic Martin Luther King Jr. Day of Service Grant increasing the student-identified grant from \$1,000 to \$3,600. The grant fund was increased again, totaling \$4,000. The College will host an event on Friday, January 19, 2024. This fund will provide a meal for up to one hundred underserved individuals in the West Baltimore community. BCCC will also

create and distribute packages of toiletries and shower items. The Martin Luther King Jr. Day of Service Grant is led by the Interim Vice President for Student Affairs and the Director of Student Life and Engagement.

Middle States Commission on Higher Education

The Director of Grants continues to participate in weekly meetings for the Verification of Compliance Working Group and provide insight relating to the College following the Middle States Commission on Higher Education standards and requirements of affiliations. He attended two of the Standard Working Group meetings to crosswalk the Requirements of Affiliation with those Standards.

OFFICE OF ASSESSMENT

Middle States Commission on Higher Education (MSCHE) Self-Study

The Director of Assessment continues to support the MSCHE Self-Study process, serving as Co-Chair of Working Group V: Educational Effectiveness Assessment and member of the Self-Study Steering Committee. In November, Working Group V began Draft 5 of the Self-Study Standard V chapter, meeting virtually on Thursdays from 3:00 – 5:00 PM with additional virtual support meetings on Fridays from 10:00 – 10:30 AM. Steering Committee meetings continue Fridays from 11:00 – 11:50 AM.

The Director of Assessment supported the development and submission of the first Self-Study draft in preparation for the MSCHE Self-Study Team Chair Visit on December 8th. Draft preparation included the integration of all in-progress draft chapters into a formatted, indexed document as well as the development of the introductory, College history, and Self-Study approach / research methods chapters.

Operations

The Director of Assessment continues to develop and expand the operational schedule for the Office of Assessment. This month, a Gantt-style chart of historical, ongoing, and upcoming Office activities was developed to visually showcase the Offices activities and collaborations across the College.

ACADEMIC AFFAIRS

Learning Outcomes Data

The Office of Assessment continues to develop learning outcomes data workbooks for the 2023 academic year. The first round of preliminary findings for those Programs in Cycle 3 Year 2 of the Program Review and Evaluation process were provided to the Program Review and Evaluation Committee Chair on November 28th:

- OA_education_2023-11-28.xlsx
- OA_EMS_2023-11-28.xlsx
- OA_CIS-CSA_2023-11-28.xlsx
- OA_robotics_2023-11-28.xlsx
- OA_engineering_2023-11-28.xlsx

Program Review & Evaluation (PRE)

The Director of Assessment sits on the Program Review & Evaluation Planning Group, meeting weekly to support the facilitation of the Program Review and Evaluation Committee. This month, the Office of Assessment brought forward the need for additional professional development and working sessions/labs to assist Program Coordinators, Associate Deans, and Deans in the interpretation and use of the learning outcomes data workbooks for,

1. the completion of the PRE Phase 1 Worksheets, and

2. closing the loop on assessment via Learning Improvement Plans (LIPs) and Resource Allocation Worksheets.

Sessions may be best incorporated into the winter professional development sessions.

Curriculum & Instruction Committee

The Director of Assessment attends the monthly meetings of the Curriculum & Instruction Committee, providing counsel on matters of compliance and application of outcomes data to curriculum development. The Committee met on Wednesday, November 8th and addressed the following (quoted from the agenda):

1. “Approve October 11 minutes.
2. Discuss strategy/process for the upcoming course description changes review.
 - a. Revisions to Course descriptions includes review by:
 - i. Content Area Faculty
 - ii. Program Coordinators/Course Facilitators
 - iii. Department Chairs
 - iv. Associate Deans
 - v. Deans
 - b. To Streamline the process at CIC, will Deans present changes by area?
 - c. Or will CIC representatives present course description changes by area?
3. Nominations for new Chair for CIC
4. Vote on new Chair for CIC”

Reporting

The Office of Assessment supports the continuous quality improvement of academic and non-academic initiatives through the provision of data and guidance for the development of external reports and the use of that data to make meaningful operational change. This month, the Office of Assessment supported the following external reports:

1. Commission on Dental Accreditation (CODA) Progress Report to Demonstrate Compliance
2. Commission on Dental Accreditation (CODA) Report of Program Changes
3. Commission on Accreditation in Physical Therapy Education (CAPTE) Annual Accreditation Report

Baltimore City Community College

CABINET UPDATE

Board of Trustees, December 20, 2023

Mr. Gussener Augustus, Vice President, Advancement

Community Outreach & Engagement

The division participated in several meetings with key stakeholders to continue solidifying relationships and build strong partnerships. Organizations the division met with are:

Baltimore City Fire Department

BCCC partnered with Baltimore City Fire Department to provide meeting space for BCFD personnel and promote BCCC's Emergency Medical Services program.

Hosted Several Community Association Meetings

BCCC provides a meeting space for community associations on an ongoing basis to continue building strong partnerships with external key stakeholders.

MARKETING

The marketing department continues to develop and market the BCCC brand. This requires telling the BCCC story in a way that resonates with our students, faculty, staff, members of the community, and key stakeholders.

Student Affairs Support

Enrollment Support-digital and printed materials were created to promote and the College in various ways including:

- Advising for Graduates Campaign (outreach to students expected to graduate in Spring 2023)
- Admissions Retractable Signs
- Program Cards and Web Pages—updated online and printed Winter & Spring Academic Calendars
- Martin Luther King, Jr. Parade & Banner—for Student Affairs as they prepare to participate in Baltimore City Mayor's Martin Luther King, Jr. Parade.
- Apply and Register Social Media Posts—developed numerous social media posts to promote Winter and Spring Semester Application or Registration.
- Veterans Day Parade Banner & Social Posts—developed a banner for use in marching in the Veterans Day Parade. Social media posts were also created to promote BCCC student, faculty, and staff participation.

Student Life & Engagement Support

- **BCCC Wears Red on Wednesdays**
New t-shirts were created and provided to support BCCC Wears Red on Wednesdays.
- **Keeping it Real Event** (Student event hosted regularly)
Created BCCC branded materials and social media tiles to promote the Keep It Real event.
- **November Student Life & Engagement Events Flyers, Social Posts, and Calendar Posts**
Developed BCCC branded materials & social posts for use in promoting all events for November 2023, which included:

- Community Outreach Project
 - Customer Service
 - December Student Life & Engagement
 - Exploring African Culture
 - Friendsgiving
 - Friendsgiving Celebration (additional social tile)
 - Holiday Party
 - International Cultural Festival
 - International Education Week
 - International Education Week
 - Keeping It Real Lecture Series (additional social tile)
 - Kwanzaa event
 - Leadership Workshop
 - Let's Discuss Diabetes Awareness Month
 - Make It Take It Thursday (additional social tile)
 - Mind & Motion Mondays
 - National Alzheimer's Disease Awareness
 - Nepali Culture Day
 - November events
 - SGA General Body Meetings
 - Sports Competition
 - Trap Zumba
 - Veteran's Day Week
 - Voter Registration Info Session
 - World Aids Day
- ***International Education Week Campaign (Social Media tiles):***
 - Opening Ceremony: Interactive Panel Discussion
 - Nepali Culture Day at BCCC
 - International Cultural Festival
 - Annual International Film Festival" Exploring African Culture
 - Annual Geography Bee & Ping Pong Tournament
 - ***Social Media Video and Photography***
 - International Cultural Festival
 - Community Outreach Project
 - Exploring African Culture
 - Nepali Culture Day
 - International Education Week Opening Ceremony
 - Tram Zumba Class

Workforce Development Support

- ***Construction Core Recruitment Flyer***
The College developed a flyer and social posts supporting The Workforce Development Construction Core program.
- ***Grads2Careers Recruitment Flyer***
A Grads2Careers flyers has been developed to support this partnership.

IT Support

- ***Ellucian Experience Images***
Developed draft test images for use in designing the individual cards within the Ellucian Experience software.
- ***ID Card Design***
Developed additional design updates for the new BCCC ID Card design.

Middle States Support

- ***Peers & Pizza Review***
As the College continues the shared-governance model in participating in the MSCHE Self Study process, the department worked with the Middle States Steering Committee to create a day for peer reviews and updates.
- ***Facts & Snacks WBJC***
The department held a Facts & Snacks event with WBJC, the College's radio station.
- ***Mission, Vision, Values Signage***
Marketing began the process of updating signage Mission, Vision & Values statements signage across the college community.
- ***Newsletter***
The College is working to develop a monthly newsletter due to launch in December.

Academic Support

- ***STEM Symposium Campaign***
 - A BCCC STEM Symposium marketing kit was created to promote this year's STEM Symposium. More than 250 students from across the city and BCCC participated in this year's event.
 - Photography and video were captured during the event.
 - Marketing provided BCCC "swag bags" for the STEM Symposium student presentation winners.
 - Numerous social media posts were completed.
- ***Emergency Medical Services Program Campaign***
Marketing developed the following items in support of recruitment for the Emergency Medical Services Program:
 - An outreach plan was developed in collaboration with the program Director to promote the EMS program in Baltimore City, Baltimore County, and Carrol County fire stations.
 - Social posts were developed and posted to Facebook, Instagram, and X (formerly Twitter)
 - A postcard was developed for distribution to the Baltimore City Fire Department.
 - Posters were developed for distribution to the Baltimore City Fire Department.
 - A Website billboard was designed and posted to the website.
- ***Communication and American Sign Language and Deaf Studies Web Pages***
Marketing has launched web pages for the Communication and American Sign Language and Deaf Studies web pages.

Brand Building

Website Billboards

- Registration Open
- Thanksgiving & Native American Heritage Day
- Emergency Medical Services (EMS) Open House
- Athletics Congratulations on Basketball Win
- Winter Break Billboard

Radio

The Division met with Radio One to discuss a spring radio campaign.

Promotional Items

Marketing updated its supply of promotional items and T-shirts. All items will be delivered by the first week of December 2023.

BCCC Social Media Engagement Continues to Grow

BCCC Website, Google, X, Facebook, Instagram continue to increase in online activity. These are measurable outcomes driven by data analytics.

In addition to branded campaigns and programs, the marketing department continues to work with other divisions across the College to create opportunities that showcase students, faculty, staff, and programs on all our social media platforms. Current social media analytics show an increase in activity as we continue building and expanding our reach.

Social Media Posts for October include, but are not limited to:

Analytics & Measurements

- ***Year-to-Date Reach Report***

The Yearly Reach Report identifies the reach for each marketing effort and its annual reach/engagement. To date, the report details a total reach from all marketing efforts as **30,254,833**.

- ***Social Media Analytics***

Note: The monthly metrics show a sharp decrease due to Thanksgiving Break during which time there was an increase in fraudulent activity identified by Google. The Fall 2023 digital campaign ended in late October. As a result, Facebook and Instagram reach are much lower without the residual impact of paid advertising. We anticipate an increase as Winter and Spring promotions launch.

- ***Facebook: November 1, 2023 – November 30, 2023***

Page Reach: 10,017 (Down compared to October)
Page Visits: 2,871 (Down 28% compared to October)
New Likes & Follows: 13 (Down compared to October)

- ***YouTube: November 1, 2023 – November 30, 2023***

Monthly views: 866 (Up 20% more than October)
Watch time: 21.6 (hours)
Subscribers: +7

- ***Instagram: November 1, 2023 – November 30, 2023***

Page Reach: 934 (Down compared to October)
Profile Visits: 703 (Down 18% compared to October)
New Instagram Followers: 41 (Down 21.2% compared to October)

- ***Twitter: 28-day Summary as-of November 1, 2023***

Number of Tweets: 11
Impressions: 47 over 28 days
Engagement Rate: 3.1%
Link Clicks: 7
Retweets: 0
Likes: 6
Replies: 0

- **Web Page Analysis (*bccc.edu*)**
 - **Website Homepage Overview: *https://www.bccc.edu/***
November 1, 2023 – November 30, 2023 vs. the same period in 2022:
 - Pageviews: 550,000
 - User engagement: 225,000
 - Clicks: 130,000
 - Scroll: 78,000
 - First Visit: 35,000
 - Average Engagement Time: 2m 55s
 - Session Start: 309,000 (Enter URL directly, clicks to the site from another site, clicks bookmarks, clicks a link in an email or other electronic communication)
- **Apply Webpage: *https://www.bccc.edu/domain/36***
November 1, 2023 – November 30, 2023 vs. the same period in 2022:
 - Views: 6,091
 - Users: 2,518
 - Views Per User: 2.42
- **Apply Vanity URL – *bccc.edu/apply***
November 1, 2023 – November 30, 2023 vs. the same period in 2022:
 - Views: 6,091
 - Users: 2,518
 - Views per user: 2.42
- **Marketing Landing Page – *bccc.edu/Fall2023* (Used for digital campaigns)**
November 1, 2023 – November 30, 2023 vs. the same period in 2022:

Note: The campaign for Fall 2023 has ended.
 - Views: 25
 - Users: 14
 - Views per user: 1.79
- **Register Webpage - *https://www.bccc.edu/domain/1108***
November 1, 2023 – November 30, 2023 vs. the same period in 2022:
 - Views: 3,362
 - Users: 1,478

- Views per user: 2.27
- **Register Vanity URL – <https://www.bccc.edu/register> (Used for marketing.)**
November 1, 2023 – November 30, 2023 vs. the same period in 2022:
 - Views: 1,490
 - Users: 851
 - Views per user: 1.75
- **MSP Web Page – <https://www.bccc.edu/msp>**
November 1, 2023 – November 30, 2023 vs. the same period in 2022:
 - Views: 809
 - Users: 522
 - Views per user: 1.55

WBJC Radio Station BCCC Event Promotion

BCCC campus events and initiatives are promoted on-air on a regular basis including Public Service Announcements:

- Multiple daily reads by WBJC hosts.
- PSA for BCCC’s National Hispanic Heritage Month Celebration.
- Other BCCC special programs & projects

WBJC Staff Community Engagement

As Maryland’s premiere classical music radio station, WBJC staff work to extend the BCCC brand in the community via broadcasting, events hosted in the community, and other media outlets. These include, but are not limited to:

Candlelight Concert Society: Artistic Director, Irina Kaplan Lande, was interviewed about the upcoming November 11th concert at the University of Maryland Baltimore City by Jonathan Palevsky. Jonathan also gave a pre-concert talk at the performance.

The Poulenc Trio: The trio was interviewed about their upcoming concert at the Peale Museum on November 22nd by Jonathan Palevsky.

Johns Hopkins University – Osher Program: Jonathan Palevsky continues to offer lectures throughout the month on the topics including Music in Vienna and the 12 Pieces that Changed Music.

The Spire Series: Soprano, Melissa Wimbish, was interviewed about the new musical ensemble, S’Amusant, and their November 3rd performance at First and Franklin by Jonathan Palevsky.

Mason Jar Press: Judith Krummeck was in conversation with Iranian-born poet, Pantea Amin Tofangchi, for the launch of her poetry collection, Glazed with War at Red Emma’s Bookstore on November 11th.

Classical Theater of Maryland: Artistic Director, Sally Boyett, was interviewed by Gavin Witt about their original, in-house, adaptations of White Christmas and A Christmas Carol.

The Folger Theatre: Hadi Tabbal was interviewed by Judith Krummeck on November 15th about making his debut at the Folger playing Leontes in The Winter’s Tale by Shakespeare.

Happenstance Theater: Artistic Co-director, Sabrina Mandella, was interviewed about the Edward Gorey-inspired Cabaret Macabre devised by the company & performing at Baltimore Theatre Project by Gavin Witt.

Shriver Hall Concert Series: Takács Quartet violist, Richard O’Neill, was interviewed on November 13th about their program of Haydn, Beethoven, and Nokuthula Ngwenyama inspired by the natural world by Judith Krummeck.

The Acme Corporation: Co-creators Lola B. Pierson and Jarod Hanson were interviewed by Gavin Witt about the process and results of their experimental original opera premiering at Theatre Project, The Lights Went Out Because of a Problem.

Baltimore Chamber Orchestra: Jonathan Palevsky gave a pre-concert talk at their performances at Goucher College on November 19th.

Happenstance Theater: Artistic Co-director, Sabrina Mandella, was interviewed about the Edward Gorey-inspired Cabaret Macabre devised by the company & performing at Baltimore Theatre Project by Gavin Witt.

Annapolis Symphony: Jonathan Palevsky gave a pre-concert talk at their performances at Maryland Hall on December 3rd and 4th.

WBJC Corporate Support Partnerships

Businesses who underwrite programs and content on WBJC:

Returning Clients

Bach in Baltimore
Ballet Chesapeake
Ballet Theater Maryland
Baltimore Choral Arts Society
Baltimore Symphony Orchestra
Candlelight Concerts
Classic Catering
Columbia Orchestra
Culligan Water
Cynipid Fund
Elville & Associates
Evergreen Museum & Library
Kennedy Center
Kirchmeer Chocolate
Opera Baltimore
Peabody Institute
PNC Bank
Shriver Hall
St. David’s Church
St. Paul’s Church
Washington Bach Consort
Zeke’s Coffee

WBJC Program Highlights

WBJC programs and content of note for the month.

Music in Maryland

Live performances from some of Maryland's finest classical ensembles, made possible by a generous grant from the Maryland State Arts Council.

Book Notes

Interview series continues at WBJC hosted by Judith Krummeck and devoted to the world of books — from different genres to book awards, to local and national authors.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, December 20, 2023

Ms. Lyllis Green, Chief Internal Auditor

Activities of the Office of Internal Audits during the month of November 2023 included follow-up to specific audit findings noted below:

Disaster Recovery

The data center refresh, a prerequisite to getting a new Disaster Recovery system in place, is progressing as expected. Currently, the new data center infrastructure is fully installed and planning for Phase 2 has begun. Phase 2 is of particular interest because it includes Business Continuity with options for Disaster Recovery as a Service (DRaaS). It should be noted that Disaster Recovery testing was a prior Legislative Audit finding that has resurfaced due to transitioning from the HPLAN legacy system to the Banner system.

Agreement between BCCC and the Foundation

The College was cited by the Legislative Auditors 2016 report for not having an agreement in place and delineating the in-kind contributions to the Foundation. The issue was discussed with the recently appointed VP Advancement and plans are underway to develop an agreement and identify the in-kind contributions.

Inventory

The physical count was completed; however, documentation is still being collected in support of the valuation of inventory. As a result, the Internal Audit review of vendor invoices to ensure invoice charges were verified to contractual billing rates has been delayed.

Other activities

Other activities include attending Cabinet meetings, strategic planning and training, staff development and problem resolution sessions with the ERP vendor,

Preparation for the Middle States Commission on Higher Education review

- Self-Study Steering Committee meetings.
- Chairing the Verification for Compliance Working Group and preparation of the Institutional Federal Compliance Report required by Middle States. The document is in progress.
- Cabinet member assigned to Standard VII for preparation and revision of draft 5.
- Review of policies and procedures in preparation for presentation to the Board of Trustees, including posting policies for employees' feedback, presenting comments to Cabinet, and preparing responses. Policies are submitted for Board approval once all issues are addressed.:
 - Acceptable Use of Technology Policy
 - Leave Transfer Policy
 - Sexual Harassment – Sexual Assault Policy
 - Non-Discrimination Policy
 - Title IX Policy
 - Missions, Visions, and Values Statements Policy

Office of Legislative Auditors (OLA)

The 2022 OLA Report has eight audit findings which include two repeat findings from the prior 2016 audit. The follow-up to current OLA findings began in May 2022 and includes the related activities:

- Bi-weekly incident reports supplemented by periodic meetings between the Internal Auditor and Information Technology (IT) staff. Meetings provide an opportunity to present evidence in support of resolving IT findings.

- Periodic (at least monthly) communication with the Procurement Director to track progress on procurement activity needed to eliminate or mitigate audit findings. The monthly communications regarding inventory include both the Director of Facilities and the Procurement Director now that the inventory is in progress.
- Periodic communication with the Director and staff in the Office of Human Resources (HR) to obtain supporting documentation and to ensure that the College's responses to payroll-related findings remain accurate. This conversation has transitioned to the VP for Finance. The conversation began as part of the new VP's onboarding meeting with the Internal Auditor.
- Monthly follow-up of all resolved findings to ensure current compliance.

The latest OLA report was issued February 9, 2022. It covered the audit period from November 30, 2016, to November 30, 2020. The Legislative Auditors are expected to return to the College during or after 2024 in accordance with their scheduled review plan. BCCC's OLA Report is on OLA's website at:

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

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. Jacqueline Hill, Vice President, Academic Affairs

School of Nursing & Health Professions (SNHP)

Nursing

The capital expenditure for Nursing Sim Labs has been approved. This will allow the Nursing department to be prepared for the program’s accreditation visit in March 2024. The nursing faculty and staff are writing the Self-study and compiling the evidentiary documents for reaccreditation through the Accreditation Commission for Education in Nursing (ACEN). The first draft of Self-study will be completed by December 15 and the due date to submit the Self-study is February 6, 2024.

Program Coordinators from SNHP are collaborating with the Director of E-Learning to update the Student Learning Outcomes (SLOs) in Canvas for assessment purposes and the division has started updating the curriculum, this will also help in development/update of master syllabi.

Dental Hygiene (DH)

The department submitted two reports with Commission on Dental Accreditation (CODA), the Progress Report in response to the post site visit recommendations and a report for program changes to ensure alignment with accrediting standards. Currently, the program is accredited with reporting conditions.

Physical Therapist Assistant (PTA)

The program submitted its annual report to the Commission on Accreditation and Physical Therapy Education (CAPTE) in November 2023.

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

Business and Technology

The Business and Technology department continues its work in preparation for the Accreditation Council of Business Schools and Programs (ACBSP) visit. The team is writing the Self-study report to address standards and demonstrate program excellence. The report is due July 2024, and the site visit is scheduled for September 2024.

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:

JHPIEGO

- In August 2023, Workforce Development started a partnership with JHPIEGO Baltimore City Health Department in Community Health Worker training for up to 18 (eighteen) incumbent workers. 11 Participants are scheduled to complete clinicals and certification in November 2023.

Baltimore Alliance For Careers in Healthcare

- Workforce Development is working closely with the Baltimore Alliance for Careers in Healthcare to offer healthcare training for Baltimore City Residents over the summer months. Collaborating with BACH has assisted with enrollment increases in healthcare programs. The partnership has yielded a total of fifty-seven students, including five Patient Care Technician Cohorts (44 students); one Multi-Skilled Medical Technician (4 students); and Emergency Medical Technician (9 students).

Center for Urban Families

- Workforce Development worked closely with the Center for Urban Families to enroll over seventy-five students in Certified Nursing Assistant (CNA) and Community Health Worker Programs (CHW), Diesel Mechanic, and Commercial Driving License (CDL) programs. The workforce department is entering the final year of the BOOST grant partnering with Center for Urban Families (CFUF). CFUF has also received funding for an additional seventy-five students (total 150).
- In partnership with MOED's Train up program, CFUF has enrolled forty-three (43) students in CNA, CDL, Cyber, and CHW programs since January 2023.

Goodwill Industries

- In August 2023, we began a CNA cohort of eighteen (18) students that are scheduled to complete in October 2023 and receive MBON CNA certification. As well as a Pharmacy cohort of twelve (12) students that will complete and certify as Pharmacy technicians in October 2023.
- We started a new CNA Cohort with thirteen (13) in September 2023 to complete and receive certification in December 2023.
- In August 2023, Goodwill enrolled four students into the Warehouse and Logistics program. These students have received their Certified Logistics Associate, OSHA 10, and Forklift certification. Another class is scheduled to begin in November 2023, with ten (10) Goodwill students.
- Workforce Development will be partnering with Goodwill Industries in 2024 to have four cohorts each of Certified Nursing Assistant and Pharmacy Tech with up to sixteen (16) students per cohort.

Baltimore City Schools - Green Street Academy

- Workforce Development has expanded its partnership with Baltimore City Public Schools and offered a workforce training opportunity at Green Street Academy. The first class began in October 2023 with twenty (20) students. The class will finish in April 2023 with successful completers walking away with MBON CNA certification and GNA licenses.

LifeBridge Health

- Workforce Development is partnering with Sinai Hospital to begin a cohort of up to sixteen (16) students for CNA/GNA (Certified Nursing Assistant) to begin in October 2023 and complete in January 2024.

University of Maryland Medical Center

- Workforce Development, working in conjunction with University of Maryland Medical Center, began a PCT (Patient Care Tech) Cohort of ten (10) in October 2023
- In June, the University of Maryland began a Phlebotomy training cohort of seventeen (17) students and completed clinicals in September and October 2023

Commercial Driver's License (CDL B)

- Workforce Development offered its first Commercial Driver's License (CDL) class in spring 2022. Since October eleven (11) more students have received their CDL-B license and thirty-three (33) more students are currently enrolled and expect to pass the MVA test before December 2023.

Warehousing and Logistics

- Workforce Development brought back the Warehousing and Logistics class to South Pavilion in July 2023. With an initial cohort of ten (10) students, they completed their training sequence in August 2023 with certifications in OSHA 10, Forklift Operation and Certified Logistics Technician through the Manufacturing Skills Standards Council.
- A new class began in November 2023 with ten (10) students enrolled and the cohort is scheduled to complete training before winter break in December 2023.

Department of Human Services SNAP

- In July 2023, Workforce Development submitted a grant proposal for FY 2024-2026 to continue the current funding available to SNAP recipients. The proposal was to double the previous grant and provide training for up to two hundred participants. BCCC has received preliminary approval for this award.

Baltimore City Department of Social Services

- In partnership with the Department of Social Services, Workforce Development has coordinated with three outside vendors to provide training in Makeup artistry (12 enrolled), Hospitality (28 enrolled), and Financial Literacy (32 enrolled).

Other Funding Opportunities

- Workforce Development has also received several funding opportunities to offer workforce training to city residents:
 - Baltimore City Department of Social Services/SNAP - \$255,000 to offer workforce development training for City residents and recipients of SNAP benefits
 - 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
 - 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

Career Services Updates

- Career Services has been working with City Schools on a recruitment effort for several positions, such as: paraprofessionals, CDL drivers, clerical positions, and food service.
- Career Services has conducted several Job Readiness courses for current healthcare programs, Emergency Medical Technician, Patient Care Technician, and Certified Driver License programs.
- Career Services has recruitment opportunities in Early Childcare (Kreative Minds Learning Center); Morgan State University, Penske, Blakehurst (CDLs) and University of Maryland Medical Center.
- Career Services continues to work with partners to create career placement trainings opportunities for students. This includes placing students with Kennedy Krieger to work with children and young adults with developmental disabilities in the Neurobehavioral Unit.
- 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 comprehensive support to completers.

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. Jacqueline Hill, Vice President, Academic Affairs

School of Arts and Social Sciences (SASS)

BCCC, City Schools, and the Joint Public Safety Program Advisory Committee (PAC) held a session to discuss assisting and advocating for robust and meaningful careers and technical education, career preparation, and work-based learning experiences for students, instructors, and employers in the public safety sector.

Academic Affairs, SASS Education (EDU and ECE) programs, and City Schools met to explore new opportunities for high school student experiences during the Spring 2024 semester. Topics discussed were shadow days and class visits. The purpose is to expose high school juniors and seniors to courses that align with their career interests.

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

Natural and Physical Sciences (NPS)

NPS faculty completed the process of developing a developmental science course, **SCI092 Introductory Science**, to help prepare students for science credit courses at the college. The curriculum includes concepts from Biology, Chemistry and Physics, the curriculum was sent to the Curriculum Instruction Committee (CIC) and approved. The course will be offered for the Spring 2024 semester.

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. Jacqueline Hill, Vice President, Academic Affairs

School of Nursing and Health Profession (SNHP)

Physical Therapy Assistant (PTA)

Academic Affairs along with the division dean, met with the program faculty and coordinators to explore transfer opportunities for PTA students to Frostburg University. The purpose was to explore two different university pathways for PTA students.

Dental Hygiene (DH)

A clinical agreement is executed between the Mercy Medical Center and BCCC for DH students to complete short external clinical experiences.

Health Information Technology (HIT)

A clinical agreement is executed between John Hopkins Health Systems and BCCC for HIT students to complete clinical experiences.

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

Natural and Physical Sciences (NPS)

NPS is in the process of finalizing an articulation agreement that facilitates the transfer of academic credits from the AA in Arts and Sciences, Science concentration for the completion of BS in Forensic Studies, Forensic Science concentration at the University of Baltimore.

Other Academic Initiatives:

Natural and Physical Sciences (NPS)

The NPS department hosted the 11th annual BCCC STEM Symposium on November 16, 2023. The event consisted of a keynote speaker--who discussed Artificial Intelligence in Medical Science, 22 BCCC student science research projects, rock and butterfly collections display, and a drone building and drone flying demonstration. The day also included panel discussions highlighting industry professionals from the fields of Biotechnology, Cybersecurity, and Computer-Aided Drafting and Design. The Symposium provided BCCC students opportunities to showcase undergraduate scientific research. It also afforded BCCC students and Baltimore City high school students occasions to engage with STEM field professionals regarding academic and career pathway opportunities. There were over 350 attendees including 110 students from Baltimore City Schools.

E-Learning

Having completed the task of designating reviewers for the 2024-25 catalog, rollout of the editing process can commence. Publication of the catalog is scheduled for February 2024.

E-Learning continues to produce tutorial videos for the faculty playlist on Canvas tips and refreshers. The final two tutorial videos will be complete and added to the playlist by the end of Fall semester. The next series of videos will assist program and course coordinators in updating and maintaining the outcomes blueprints and outcomes alignment to quizzes and assignments.

The outcomes blueprint project is moving forward with preparations to roll out courses where program coordinators and course facilitators have completed aligning outcomes with assignments. In November, meetings were held with program coordinators and course facilitators to move the project forward in Spring 2024 with data captured inside Canvas. In December, E-Learning will take the completed course blueprints and apply the outcomes collection information to the Spring 2024 sections.

The E-Learning team continues to support the redesign effort for **CLT100 Computer Literacy** by assisting instructors in developing new Canvas course shells that align with the newly redesigned course while creating impactful change and fostering greater student success.

Library

To support BCCC students taking classes in English, Sciences, and the Social Sciences, the reference librarian created a LibGuide on the topic of the Environmental Issues by curating print and electronic resources pertaining to climate change and other environmental issues in recent news.

The Library is engaged in an ongoing project of weeding portions of the collection to remove outdated materials. Also, a review of the title list of the library's e-book holdings was conducted to determine the appropriate addition and removal of titles from the online catalog.

The electronic resources librarian attended the weekly MSCHE Standard IV working group meetings to discuss and review comments provided on the most recent draft.

The systems librarian generated a variety of customized reports, evaluated library system e-book collections to develop a method to improve the College's library e-books accessibility from the major e-book vendors (EBSCO, Credo Reference, and Reference eBook).

Who do we serve? Monthly statistics for November:

Who do we serve?	Nov., 2023	Nov., 2022	Year to date	
			FY 2024	FY 2023
Circulation of Print / Media		20	161	139
Use of Reserve Materials		53	130	224
Database Sessions				

Database Searches		5,914	15,272	17,136
Articles Retrieved		3,705	8,249	11,309
Library Online Public Access Catalog (OPAC) Searches				
eBook downloads		217	477	541
Use of Group Study Rooms			835	592
Computer Usage	0	0	0	0
Laptop Usage		7	15	53
Printed Pages	6,934	4,130	38,483	18,164
Gate Count		6,995	29,932	38,359
Registration of new Patrons		12	43	94
Registration/Update of Community patrons		0	28	24
Centric Copiers #48413 & 48414				
Xerox Copier			0	0
Information Services				
Information Literacy Sessions	14	12	58	44
Information Literacy Attendance	147	101	807	493
Technology Training Sessions	5	5	17	18
Technology Training Attendance	1	1	7	5
Training Center Use by Other College Departments	0	0	0	3
Book Purchases - Print		0		19
Book Purchases - eBooks		0		
Rapid Response-Students		0	2	4
Rapid Response-Faculty and Staff		0	0	5
ILL Requests/ Document Delivery	0	0	1	0
eBook Purchases via Patron Driven Acquisitions (PDA)		0	0	0
Community/Alumni Services			0	0
LibAnswers & Social Media				
LibAnswers	9	9	48	79
Facebook Followers	501	502	501	502
Facebook Engagement	0	5	36	5
Instagram Followers	65	68	65	68

Instagram Engagement	1	0	0	0
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Note: certain data not available from vendors until the 5th of the month.

LibGuides saw decreased usage in November by 1,311 views. In November, we had a total of 2,471 views from BCCC students. The most popular guides this month are APA Papers 7th edition (585 views), Online Databases (545 views), MLA 9th Edition (440 views), and PRE100 (192 views).

Realignment Task #5

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

Ms. Donna Thomas, Interim Vice President, Student Affairs

Process Improvement

The Interim Vice President of Student Affairs worked with Admissions staff to develop a new internal review process for transcripts not uploaded by the applicant when completing the admissions application. Under the new process transcripts are evaluated by the Specialist and recorded in Banner, then the transcript is uploaded into CRM Recruit and SharePoint by the Data Entry Team. This new process streamlines the internal review process leading to faster and efficient processing of transcripts.

Also, to expand communication with potential applicants, BCCC has contacted Mongoose to discuss utilization of their text messaging software. Text messaging would be an additional form of communication for potential applicants and admitted/enrolled students.

Recruitment Efforts

The Admission Recruiter reviewed the Baltimore City Middle School profiles and collected the school’s contact information for BCCC to begin engaging with middle schools in the new year. BCCC is planning to engage with 8th grade students to discuss the dual enrollment program. Earlier engagement allows the college to work with students to begin developing college and career pathways.

For the month of November, a total of 25 events were completed.

Date	Organization/School	Activity
11/2/2023	Commodore John Rodgers School	College Fair (Tabling) MSP Presentation
11/7/2023	Coppin Academy High School	Informational Session: Mayor's Scholars Program, Dual Enrollment, Application Process
11/8/2023	Career Academy	Informational Session: Mayor's Scholars Program, Application Process
11/9/2023	Baltimore Leadership School for Young Women	Information Session
11/9/2023	Academy for College and Career Exploration	College and Career Readiness Night (Presentation Dual Enrollment, MSP) (Presentation 10-12)
11/9/2023	REACH! Partnership High School	Campus Tour & Information Session
11/12/2023	Veterans & Military Families Month Program at Northwood Appold United Methodist Church	Veterans & Military Family
11/13/2023	Western High School	College Fair (Tabling)
11/13/2023	Green Street Academy	College Fair (Tabling)
11/14/2023	Reginald F. Lewis High School	College Fair (Tabling)
11/14/2023	Dunbar High School	College Fair (Tabling)
11/14/2023	Patterson High School	College Fair (Tabling)
11/14/2023	Benjamin Franklin High School	College Fair (Tabling)
11/15/2023	Carver Vocational-Technical High School	College Fair (Tabling)

11/15/2023	Coppin Academy High School	College Fair (Tabling)
11/15/2023	The Excel Center Adult High School	Presentation: Dual Enrollment,
11/15/2023	Frederick Douglass High School	College Fair (Tabling)
11/16/2023	Mergenthaler Vocational Technical High School	College Fair (Tabling)
11/16/2023	Dunbar High School	College Fair (Tabling)
11/16/2023	Reach! Partnership High School	College Fair (Tabling)
11/16/2023	Career Academy	College Fair (Tabling)
11/16/2023	National Academy Foundation High School	College Fair (Tabling)
11/16/2023	Augusta Fells & Bulford Dre Jemison STEM Academy	Family College Info Night (Tabling)
11/29/2023	Bluford Drew Jemison STEM Academy	MSP Presentation, Application Assistance, Information Session
11/29/2023	Mt. Clare Christian School	Information Session & Campus Tour

Realignment Task #7

“Establish strong relationships with key stakeholders.”

Mr. Gussener Augustus, Vice President, Advancement

Community Outreach & Engagement

The division participated in several meetings with key stakeholders to continue solidifying relationships and build strong partnerships. Organizations the division met with are:

Baltimore City Fire Department

BCCC partnered with Baltimore City Fire Department to provide meeting space for BCFD personnel and promote BCCC’s Emergency Medical Services program.

Hosted Several Community Association Meetings

BCCC provides a meeting space for community associations on an ongoing basis to continue building strong partnerships with external key stakeholders.

WBJC Staff Community Engagement

As Maryland’s premiere classical music radio station, WBJC staff work to extend the BCCC brand in the community via broadcasting, events hosted in the community, and other media outlets. These include, but are not limited to:

Candlelight Concert Society: Artistic Director, Irina Kaplan Lande, was interviewed about the upcoming November 11th concert at the University of Maryland Baltimore City by Jonathan Palevsky. Jonathan also gave a pre-concert talk at the performance.

The Poulenc Trio: The trio was interviewed about their upcoming concert at the Peale Museum on November 22nd by Jonathan Palevsky.

Johns Hopkins University – Osher Program: Jonathan Palevsky continues to offer lectures throughout the month on the topics including Music in Vienna and the 12 Pieces that Changed Music.

The Spire Series: Soprano, Melissa Wimbish, was interviewed about the new musical ensemble, S’Amusant, and their November 3rd performance at First and Franklin by Jonathan Palevsky.

Mason Jar Press: Judith Krummeck was in conversation with Iranian-born poet, Pantea Amin Tofangchi, for the launch of her poetry collection, Glazed with War at Red Emma’s Bookstore on November 11th.

Classical Theater of Maryland: Artistic Director, Sally Boyett, was interviewed by Gavin Witt about their original, in-house, adaptations of White Christmas and A Christmas Carol.

The Folger Theatre: Hadi Tabbal was interviewed by Judith Krummeck on November 15th about making his debut at the Folger playing Leontes in The Winter’s Tale by Shakespeare.

Happenstance Theater: Artistic Co-director, Sabrina Mandella, was interviewed about the Edward Gorey-inspired Cabaret Macabre devised by the company & performing at Baltimore Theatre Project by Gavin Witt.

Shriver Hall Concert Series: Takács Quartet violist, Richard O’Neill, was interviewed on November 13th about their program of Haydn, Beethoven, and Nokuthula Ngwenyama inspired by the natural world by Judith Krummeck.

The Acme Corporation: Co-creators Lola B. Pierson and Jarod Hanson were interviewed by Gavin Witt about the process and results of their experimental original opera premiering at Theatre Project, *The Lights Went Out Because of a Problem*.

Baltimore Chamber Orchestra: Jonathan Palevsky gave a pre-concert talk at their performances at Goucher College on November 19th.

Happenstance Theater: Artistic Co-director, Sabrina Mandella, was interviewed about the Edward Gorey-inspired Cabaret *Macabre* devised by the company & performing at Baltimore Theatre Project by Gavin Witt.

Annapolis Symphony: Jonathan Palevsky gave a pre-concert talk at their performances at Maryland Hall on December 3rd and 4th.

WBJC Corporate Support Partnerships

Businesses who underwrite programs and content on WBJC:

Returning Clients

Bach in Baltimore
Ballet Chesapeake
Ballet Theater Maryland
Baltimore Choral Arts Society
Baltimore Symphony Orchestra
Candlelight Concerts
Classic Catering
Columbia Orchestra
Culligan Water
Cynipid Fund
Elville & Associates
Evergreen Museum & Library
Kennedy Center
Kirchmeer Chocolate
Opera Baltimore
Peabody Institute
PNC Bank
Shriver Hall
St. David's Church
St. Paul's Church
Washington Bach Consort
Zeke's Coffee

WBJC Program Highlights

WBJC programs and content of note for the month.

Music in Maryland

Live performances from some of Maryland's finest classical ensembles, made possible by a generous grant from the Maryland State Arts Council.

Book Notes

Interview series continues at WBJC hosted by Judith Krummeck and devoted to the world of books — from different genres to book awards, to local and national authors.

REALIGNMENT TASK # 8

“Develop and market a brand for BCCC.”

Mr. Gussener Augustus, Vice President, Advancement

MARKETING

The marketing department continues to develop and market the BCCC brand. This requires telling the BCCC story in a way that resonates with our students, faculty, staff, members of the community, and key stakeholders.

Student Affairs Support

Enrollment Support-digital and printed materials were created to promote and the College in various ways including:

- Advising for Graduates Campaign (outreach to students expected to graduate in Spring 2023)
- Creation of Admissions Retractable Signs
- Program Cards and Web Pages—updated online and printed Winter & Spring Academic Calendars
- Martin Luther King, Jr. Parade & Banner—for Student Affairs as they prepare to participate in Baltimore City Mayor’s Martin Luther King, Jr. Parade.
- Apply and Register Social Media Posts—developed numerous social media posts to promote Winter and Spring Semester Application or Registration.
- Veterans Day Parade Banner & Social Posts—developed marketing for use in marching in the Veterans Day Parade. Social media posts were also created to promote BCCC student, faculty, and staff participation.

Student Life & Engagement Support

- **BCCC Wears Red on Wednesdays**
New t-shirts were created and provided to support BCCC Wears Red on Wednesdays.
- **Keeping it Real Event** (Student event hosted regularly)
Created BCCC branded materials and social media tiles to promote the Keep It Real event.
- **November Student Life & Engagement Events Flyers, Social Posts, and Calendar Posts**
Developed BCCC branded materials & social posts for use in promoting all events for November 2023, which included:
 - Community Outreach Project
 - Customer Service
 - December Student Life & Engagement
 - Exploring African Culture
 - Friendsgiving
 - Friendsgiving Celebration (additional social tile)
 - Holiday Party
 - International Cultural Festival
 - International Education Week
 - International Education Week
 - Keeping It Real Lecture Series (additional social tile)
 - Kwanzaa event
 - Leadership Workshop
 - Let’s Discuss Diabetes Awareness Month
 - Make It Take It Thursday (additional social tile)
 - Mind & Motion Mondays
 - National Alzheimer’s Disease Awareness
 - Nepali Culture Day
 - November events
 - SGA General Body Meetings
 - Sports Competition
 - Trap Zumba

- Veteran's Day Week
- Voter Registration Info Session
- World Aids Day

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, December, 2023

- ***International Education Week Campaign (Social Media tiles):***
 - Opening Ceremony: Interactive Panel Discussion
 - Nepali Culture Day at BCCC
 - International Cultural Festival
 - Annual International Film Festival” Exploring African Culture
 - Annual Geography Bee & Ping Pong Tournament

- ***Social Media Video and Photography***
 - International Cultural Festival
 - Community Outreach Project
 - Exploring African Culture
 - Nepali Culture Day
 - International Education Week Opening Ceremony
 - Tram Zumba Class

Workforce Development Support

- ***Construction Core Recruitment Flyer***
The College developed a flyer and social posts supporting The Workforce Development Construction Core program.

- ***Grads2Careers Recruitment Flyer***
A Grads2Careers flyers has been developed to support this partnership.

IT Support

- ***Ellucian Experience Images***
Developed draft test images for use in designing the individual cards within the Ellucian Experience software.

- ***ID Card Design***
Developed additional design updates for the new BCCC ID Card design.

Middle States Support

- ***Peers & Pizza Review***
As the College continues the shared-governance model in participating in the MSCHE Self Study process, the department worked with the Middle States Steering Committee to create a day for peer reviews and updates.

- ***Facts & Snacks WBJC***
The department held a Facts & Snacks event with WBJC, the College’s radio station.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, December, 2023

- ***Mission, Vision, Values Signage***
Marketing began the process of updating signage Mission, Vision & Values statements signage across the college community.
- ***Newsletter***
The College is working to develop a monthly newsletter due to launch in December.

Academic Support

- ***STEM Symposium Campaign***
 - A BCCC STEM Symposium marketing kit was created to promote this year's STEM Symposium. More than 250 students from across the city and BCCC participated in this year's event.
 - Photography and video were captured during the event.
 - Marketing provided BCCC "swag bags" for the STEM Symposium student presentation winners.
 - Numerous social media posts were completed.
- ***Emergency Medical Services Program Campaign***
Marketing developed the following items in support of recruitment for the Emergency Medical Services Program:
 - An outreach plan was developed in collaboration with the program Director to promote the EMS program in Baltimore City, Baltimore County, and Carrol County fire stations.
 - Social posts were developed and posted to Facebook, Instagram, and X (formerly Twitter)
 - A postcard was developed for distribution to the Baltimore City Fire Department.
 - Posters were developed for distribution to the Baltimore City Fire Department.
 - A Website billboard was designed and posted to the website.
- ***Communication and American Sign Language and Deaf Studies Web Pages***
Marketing has launched web pages for the Communication and American Sign Language and Deaf Studies web pages.

Brand Building

Website Billboards

- Registration Open
- Thanksgiving & Native American Heritage Day
- Emergency Medical Services (EMS) Open House
- Athletics Congratulations on Basketball Win
- Winter Break Billboard

Radio

The Division met with Radio One to discuss a spring radio campaign.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, December, 2023

Promotional Items

Marketing updated its supply of promotional items and T-shirts which will be delivered December 2023.

BCCC Social Media Engagement Continues to Grow

BCCC Website, Google, X, Facebook, Instagram continue to increase in online activity. These are measurable outcomes driven by data analytics.

In addition to branded campaigns and programs, the marketing department continues to work with other divisions across the College to create opportunities that showcase students, faculty, staff, and programs on all our social media platforms. Current social media analytics show an increase in activity as we continue building and expanding our reach.

Social Media Posts for October include, but are not limited to:

Analytics & Measurements

- ***Year-to-Date Reach Report***

The Yearly Reach Report identifies the reach for each marketing effort and its annual reach/engagement. To date, the report details a total reach from all marketing efforts as **30,254,833**.

- ***Social Media Analytics***

Note: The monthly metrics show a sharp decrease due to Thanksgiving Break during which time there was an increase in fraudulent activity identified by Google. The Fall 2023 digital campaign ended in late October. As a result, Facebook and Instagram reach are much lower without the residual impact of paid advertising. We anticipate an increase as Winter and Spring promotions launch.

- ***Facebook: November 1, 2023 – November 30, 2023***

Page Reach: 10,017 (Down compared to October)
Page Visits: 2,871 (Down 28% compared to October)
New Likes & Follows: 13 (Down compared to October)

- ***YouTube: November 1, 2023 – November 30, 2023***

Monthly views: 866 (Up 20% more than October)
Watch time: 21.6 (hours)
Subscribers: +7

- ***Instagram: November 1, 2023 – November 30, 2023***

Page Reach: 934 (Down compared to October)
Profile Visits: 703 (Down 18% compared to October)
New Instagram Followers: 41 (Down 21.2% compared to October)

- ***Twitter: 28-day Summary as-of November 1, 2023***

Number of Tweets: 11
Impressions: 47 over 28 days

Baltimore City Community College
Realignment Tasks Update
Board of Trustees, December, 2023

Engagement Rate: 3.1%
Link Clicks: 7
Retweets: 0
Likes: 6
Replies: 0

- **Web Page Analysis (*bccc.edu*)**
 - **Website Homepage Overview: *https://www.bccc.edu/***
November 1, 2023 – November 30, 2023 vs. the same period in 2022:
 - Pageviews: 550,000
 - User engagement: 225,000
 - Clicks: 130,000
 - Scroll: 78,000
 - First Visit: 35,000
 - Average Engagement Time: 2m 55s
 - Session Start: 309,000 (Enter URL directly, clicks to the site from another site, clicks bookmarks, clicks a link in an email or other electronic communication)
- **Apply Webpage: *https://www.bccc.edu/domain/36***
November 1, 2023 – November 30, 2023 vs. the same period in 2022:
 - Views: 6,091
 - Users: 2,518
 - Views Per User: 2.42
- **Apply Vanity URL – *bccc.edu/apply***
November 1, 2023 – November 30, 2023 vs. the same period in 2022:
 - Views: 6,091
 - Users: 2,518
 - Views per user: 2.42
- **Marketing Landing Page – *bccc.edu/Fall2023* (Used for digital campaigns)**
November 1, 2023 – November 30, 2023 vs. the same period in 2022:

Note: The campaign for Fall 2023 has ended.
 - Views: 25
 - Users: 14
 - Views per user: 1.79
- **Register Webpage - *https://www.bccc.edu/domain/1108***
November 1, 2023 – November 30, 2023 vs. the same period in 2022:
 - Views: 3,362

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, December, 2023

- Users: 1,478
- Views per user: 2.27

- **Register Vanity URL – <https://www.bccc.edu/register> (Used for marketing.)**
November 1, 2023 – November 30, 2023 vs. the same period in 2022:
 - Views: 1,490
 - Users: 851
 - Views per user: 1.75

- **MSP Web Page – <https://www.bccc.edu/msp>**
November 1, 2023 – November 30, 2023 vs. the same period in 2022:
 - Views: 809
 - Users: 522
 - Views per user: 1.55

WBJC Radio Station BCCC Event Promotion

BCCC campus events and initiatives are promoted on-air on a regular basis including Public Service Announcements:

- Multiple daily reads by WBJC hosts.
- PSA for BCCC's National Hispanic Heritage Month Celebration.
- Other BCCC special programs & projects

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, December, 2023

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

Project Status

The ERP implementation project is designated as a major information technology development project (MITDP). DoIT has been involved since the start of the project and plays an oversight role. As a MITDP project, a DOIT project manager is assigned and oversees the progress of the project. The College meets on a bi-weekly basis and provides monthly progress reports to the DoIT Project Manager, Dr. Josiah.

BCCC (Baltimore City Community College) is currently at an overall green status from the State’s Department of Information Technology (DoIT). DoIT has provided additional information on the monthly health status of the project, which includes the following criteria:

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

Student Module

Degree Works

Degree Works is a comprehensive academic advising, transfer articulation, and degree audit solution that is an additional module within the new ERP that helps students, and their advisors successfully negotiate your institution’s curriculum requirements. With Degree Works, students are less likely to take courses they don’t need and more likely to stay on a direct path to graduation. Degree Works will support the College with better access to academic advice, better support for academic goals, and better insight into research and reporting.

In October, roll out planning was started to make the tool more broadly available to the campus community. That work continued into November. A tentative soft launch of the tool is planned with the Records and Registration department for the middle of January 2024.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, December, 2023

Finance

Sessions around budget development in the new ERP system were held with the Finance office in November 2023.

Reporting

Insights Reporting Module

Insights is the new reporting platform included in the recent contract modification that took effect in September 2023. Work has begun to set up the software environment as part of the implementation.

In October, the project started with a kick-off call with BCCC IT, functional area and Ellucian resources. Currently Ellucian and BCCC IT department are working on technical configurations to get ready for implementation.

In November, project implementation kicked off. Prerequisite work was completed to get the tool setup and configured. Training was conducted on administration of the Insights Reporting model and providing and updating user access.

For December, sessions are planned for report development and end-user training.

ERP Challenges

There are challenges that involve data cleanup, reporting and cyclical operational procedures that still need to be addressed as part of the ERP implementation.

ERP Gaps and needs sessions were held with different cabinet areas including Finance and Administration and Institutional Research to identify existing ERP related gaps and the support needed to remediate these gaps.

Data Center Refresh Project

The data center refresh project (Phase 1) is complete. On-premises data center services are now running on modern, supported hyperconverged equipment. All on-premises services are now backed up using an immutable, ransomware-protected backup system (this has become a key requirement for continued cybersecurity insurance coverage). There are two physical backups, one located at the Liberty Campus and the other at BioPark.

Planning for Phase 2 of the data center refresh project is underway. This phase is focused on Disaster Recovery and Business Continuity and includes:

- Disaster Recover as a Service (DRaaS) options that will create additional redundancy, enhance the speed of recovery from a disaster
- Expansion of the immutable backup and recovery solution to include BCCC's data in the Microsoft cloud (Microsoft 365, Exchange Online, SharePoint, Teams)
- Implementation of a secondary hypervisor to support virtual appliances within the BCCC environment

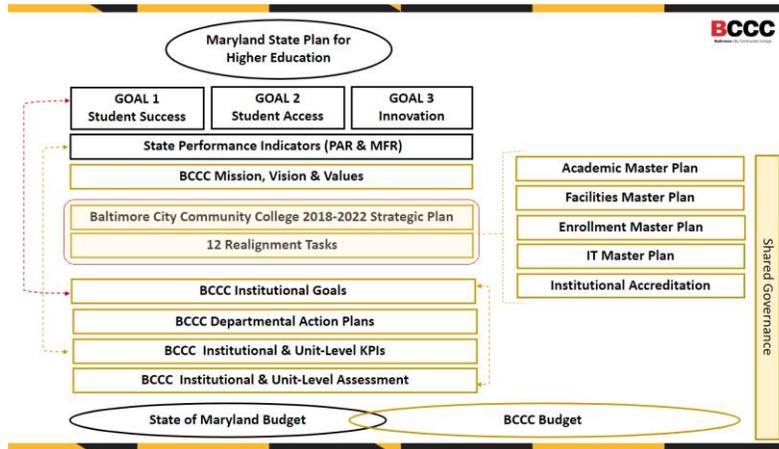
Baltimore City Community College
Realignment Tasks Update
Board of Trustees, December, 2023

Realignment Task #12

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

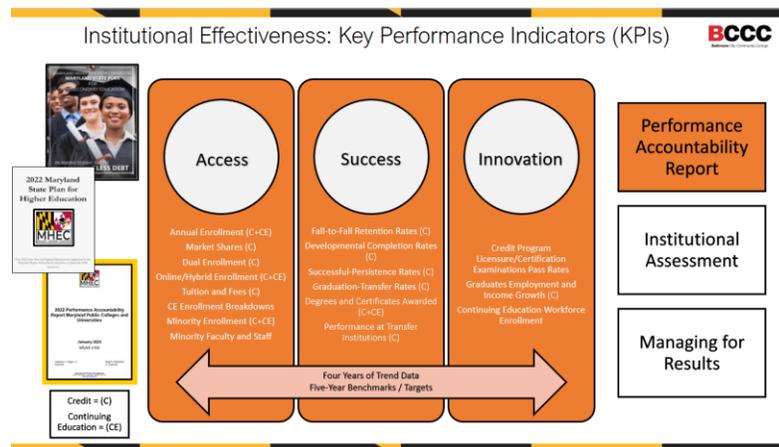
One of the outcomes of the Middle States Commission on Higher Education (MSCHE) Self-Study is the development of the College’s next, comprehensive strategic plan. The College will align its strategic plan with the three goals of the current State Plan for Higher Education.

1. Access – Ensure equitable access to affordable and quality postsecondary education for all Maryland residents.
2. Success – Promote and implement practices and policies that will ensure student success.
3. Innovation – Foster innovation in all aspects of Maryland higher education to improve access and student success.



Source: OIERP presentations to faculty and staff August-December 2023.

The Board of Trustees approved the College’s annual 2023 Performance Accountability Report (PAR) on September 20, 2023, which was presented by the Vice President of Institutional Effectiveness, Research & Planning and outlines the institution’s performance against its Key Performance Indicators (KPIs).



Source: OIERP presentations to faculty and staff August-December 2023.

Baltimore City Community College
Realignment Tasks Update
Board of Trustees, December, 2023

Strategic Plan Development & Implementation

The College is in the first phase of the strategic planning process. President McCurdy and her Cabinet participated in a two-day retreat lead by the consulting firm. The Board of Trustees and the faculty, staff and students will begin planning activities in December 2023 and January 2024 respectively. The firm will provide plan development, implementation and operational support over two years.



Source: OIERP presentation to Faculty Senate December 15, 2023.

Planning and Assessment Software Solution

To ensure sustainability and transparency, the College will utilize a tool to manage strategic and operational planning and assessment. BCCC is in the preliminary phase of identifying potential commercial planning and assessment software solutions. A vetting process to evaluate and select a software solution will engage stakeholders responsible for planning and assessment will occur in the spring. This software will be used across the college to support and document progress towards achieving departmental/programmatic and institutional goals. The strategic plan will align with the budget process and cascade down to the unit/department/program/individual levels.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 11 | Active Search Listing



HR Active Search List As of December 5, 2023

Baltimore City Community College						
Div	PIN #	Position	Oversight	Date posted	Status 12/5/2023	
1	AA	67006	Director of the Academic Achievement Center	Dr. Jacqueline Hill/ Dr. Karen-King Sheridan	12/8/2021	Resumes forwarded for Review
2	AA	66902	Dean of Natural and Physical Sciences, Business, Technology, Engineering & Math	Dr. Jacqueline Hill	5/16/2022	Resumes forwarded for Review
3	AA	66777	Assistant Professor of Fashion Design	Dr. Jacqueline Hill/ Quintin Davis	8/10/2022	Resumes forwarded for Review
4	AA	78507	Assistant Professor/Clinical Coordinator, Health Information Technology	Dr. Jacqueline Hill/ Dr. Ghazanfar Mahmood/ Dorothy Holley	3/23/2023	Resumes forwarded for Review
5	AA	66829	Assistant Professor of Cyber Security Digital Forensics	Dr. Jacqueline Hill/ Quintin Davis	6/23/2023	Resumes forwarded for Review
6	AA	66773	Assistant Professor & Program Coordinator for Marketing	Dr. Jacqueline Hill/ Quintin Davis	6/23/2023	Resumes forwarded for Review
7	AA	72080	Assistant Professor & Program Coordinator for Computer Information Systems	Dr. Jacqueline Hill/ Quintin Davis	6/27/2023	Resumes forwarded for Review
8	AA	66762	Assistant Professor & Program Coordinator for Office Administration	Dr. Jacqueline Hill/ Quintin Davis	6/27/2023	Resumes forwarded for Review
9	AA	70700	Assistant Professor of Nursing-Adult Medical/ Surgical	Dr. Jacqueline Hill/ Dr. Ghazanfar Mahmood/ Dorothy Holley	7/26/2023	Resumes forwarded for Review
10	AA	66803	Assistant Professor & Program Coordinator of American Sign Language/ Deaf Studies	Dr. Jacqueline Hill/ Aundrea Wheeler/ Dr. Anthony McEachern	7/27/2023	Resumes forwarded for Review
11	AA	81589	Assistant Professor & Program Coordinator - Criminal Justice	Dr. Jacqueline Hill/ Aundrea Wheeler/ Dr. Anthony McEachern	8/8/2023	Resumes forwarded for Review
12	AA	66729	Assistant Professor- Allied Human Services & Addictions Counseling	Dr. Jacqueline Hill/ Aundrea Wheeler/ Dr. Anthony McEachern	8/22/2023	Resumes forwarded for Review
13	AA	67021	Program Coordinator/ Assistant Professor, Emergency Medical Services	Dr. Jacqueline Hill/ Dr. Ghazanfar Mahmood/ Dorothy Holley	8/25/2023	Resumes forwarded for Review
14	AA	66801	Assistant Professor/ Clinical Coordinator, Surgical Technologist	Dr. Jacqueline Hill/ Dr. Ghazanfar Mahmood/ Dorothy Holley	8/25/2023	Resumes forwarded for Review
15	AA	66765	Retention Coordinator	Dr. Jacqueline Hill/ Karen King-Sheridan	10/5/2023	Resumes forwarded for Review
16	AA	66977	Instructional Designer	Dr. Jacqueline Hill/ Aundrea Wheeler	10/9/2023	Resumes forwarded for Review
17	AA	66771	Dean, School of Arts and Social Sciences	Dr. Jacqueline Hill	11/2/2023	Resumes forwarded for Review
18	AA	66725	Dean, School of Nursing and Health Professions	Dr. Jacqueline Hill	11/2/2023	Resumes forwarded for Review
19	AA	TBD	Transfer and Articulation Coordinator	Dr. Jacqueline Hill	11/2/2023	Resumes forwarded for Review
20	SA	66831	Financial Aid Coordinator	Donna Thomas/ Saleem Chaudhry	9/14/2022	Resumes forwarded for Review
21	SA	66844	Federal Work Study Specialist	Donna Thomas/ Saleem Chaudhry	8/11/2022	Resumes forwarded for Review
22	SA	66663	Director of Dual Enrollment	Donna Thomas	8/26/2022	Resumes forwarded for Review
23	SA	76573	Student Support & Wellness Coordinator/Counselor	Donna Thomas/ Dr. Sherri Brown	9/30/2022	Resumes forwarded for Review

24	SA	76829	Registrar	Donna Thomas	2/13/2023	Resumes forwarded for Review
25	SA	69257	Admissions Advisor for Special Populations	Donna Thomas/ Kytica Crawford	5/18/2023	Resumes forwarded for Review
26	SA	66991	Director of Advising/ Student Success Center	Donna Thomas/ Dr. Sherri Brown	6/1/2023	Resumes forwarded for Review
27	SA	66733	Admissions & Recruiter/Advisor	Donna Thomas/ Dr. Sherri Brown	7/5/2023	Resumes forwarded for Review
28	SA	66663	Director for Admissions	Donna Thomas	9/7/2023	Resumes forwarded for Review
29	SA	66908	Vice President of Student Affairs	Dr. Debra McCurdy	10/20/2023	Resumes forwarded for Review
30	ASP	66932	Administrative Assistant for the Vice President for Advancement	Gussener Augustus/ Dr. Debra McCurdy	1/10/2023	Resumes forwarded for Review
31	ASP	66960	Director of Development	Gussener Augustus/ Dr. Debra McCurdy	1/11/2023	Resumes forwarded for Review
32	ASP	76586	Director of Public Relations/ Community Outreach	Gussener Augustus/ Dr. Debra McCurdy	6/29/2023	Resumes forwarded for Review
33	WDCE	66861	Maintenance Supervisor	Michael Thomas / Kate Zurlage	4/21/2021	Resumes forwarded for Review
34	WDCE	66769	Police Officer II	Michael Thomas	7/28/2020	Resumes forwarded for Review
35	WDCE	66968	Career Development Specialist	Michael Thomas	5/2/2023	Resumes forwarded for Review
36	WDCE	66891	Environmental Services Technician	Michael Thomas	11/2/2023	Resumes forwarded for Review
37	WDCE	66644	Director of Workforce Development & Employment Services	Michael Thomas	7/5/2023	Resumes forwarded for Review
38	WDCE	84362	Operations Technician	Michael Thomas	9/26/2023	Resumes forwarded for Review
39	WDCE	66617	Assistant Director of Capital Projects	Michael Thomas	11/14/2023	Resumes forwarded for Review
40	F&A	66879	Director of Budget	Aubrey Bascombe	12/5/2022	Resumes forwarded for Review
41	F&A	66757	Senior Accountant	Aubrey Bascombe/ Eileen Waitsmen	1/12/2023	Resumes forwarded for Review
42	F&A	67013	Senior Accountant - Foundation	Aubrey Bascombe/ Eileen Waitsmen	1/12/2023	Resumes forwarded for Review
43	F&A	66986	Budget Analyst	Aubrey Bascombe	3/27/2023	Resumes forwarded for Review
44	F&A	72349	Assistant Vice President of Human Resources	Dr. Debra McCurdy/ Aubrey Bascombe	5/18/2023	Resumes forwarded for Review
45	F&A	66974	Administrative Assistant to the Vice President of Finance & Administration	Aubrey Bascombe	8/11/2023	Resumes forwarded for Review
46	F&A	66842	Accounts Clerk III	Aubrey Bascombe	9/19/2023	Resumes forwarded for Review

47	F&A	81593	Assistant Director of HR & Payroll	Aubrey Bascombe	10/16/2023	Resumes forwarded for Review
48	F&A	66916	Assistant Director of Human Resources- EEO & Compliance	Aubrey Bascombe	11/17/2023	Resumes forwarded for Review
49	IERP	88494	Research Analyst II	Becky Burrell/ Eileen Hawkins	7/6/2022	Resumes forwarded for Review
50	OP	66855	Director of Government Relations/Special Assistant to the President	Dr. Debra McCurdy	1/18/2022	Resumes forwarded for Review
51	OP	66987	Programmer/Analyst	Michael Rading	5/10/2021	Resumes forwarded for Review
52	OP	66981	Executive Administrative Assistant to the President	Dr. Debra McCurdy	2/13/2023	Resumes forwarded for Review
53	OP	72082	Business Systems Analyst	Michael Rading/ Ishwor Aryal	9/1/2023	Resumes forwarded for Review