

Baltimore City Community College

Board of Trustees Open Session

Dr. Debra L. McCurdy
President

Mr. Kurt L. Schmoke
Chair

WEDNESDAY | May 15, 2024

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 1 | Approval of the May 15, 2024 Agenda

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda | 4:00pm May 15, 2024 (Virtual Zoom Meeting)

Zoom 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 May 15, 2024, Agenda (Tab 1) Mr. Kurt L. Schmoke, *Chair*

- II. Board Actions/Consent Agenda **(Vote)** Mr. Kurt L. Schmoke, *Chair*
 - a. April 17, 2024 Open Session Meeting Minutes (Tab 2)
 - b. April 17, 2024 Closed Session Meeting Summary (Tab 2)
 - c. May 9, 2024 Finance/Audit Committee Meeting Minutes (Tab 2)
 - d. Student Government Association (Tab 3)

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

- IV. New Business (Tab 7) Mr. Kurt L. Schmoke, *Chair*
 - a. Finance/Audit Committee Meeting, May 9, 2024 Dr. Debra McCurdy, *President*
 - i. Procurement Polices & Procedures **(Overview)** Ms. Anna Lansaw, *ED Procurement*
 - ii. Procurement Exceeding \$25,00 to \$99,999 **(Information)** Mr. Aubrey Bascombe, *VP Finance*
 - a) Temporary Staffing -Bookstore
(Creative Financial Staffing) \$94,800.00
 - b) Chiller Rental (United Rentals) \$75,405.26
 - c) Transmission Line Replacement
(US Tower Services, LTD) \$50,500.00
 - d) Statistical Data for Non-Commercial Radio \$49,095.00
(Radio Research Consortium)
 - e) Cloud Based Management/Underwriting of WBJC \$35,184.00
(Allegiance Fundraising, LLC)
 - f) Commencement Venue (Baltimore Symphony Orchestra) \$26,000.00
 - iii. Procurement(s) exceeding \$100,000.00 **(Vote)**
 - a) Gymnasium Structural Repair -Modification
(Building Concepts)
Original Contract Amount: \$779,030.00
Modification Amount: \$74,424.93
New Contract Amount: \$853,454.93
 - b. Repair/ Replace Deteriorated Doors and Frames-
Modification (Bob Andrews Construction, Inc.)
Original Contract Amount: \$421,431.68
Modification Amount: \$15,764.84
New Contract Amount: \$437,196.52

- b. A&E Task Order: MEP Systems Design for Dental Suite –
Modification (Colimore Architects)
Original Task Order Amount: \$99,935.00
Modification Amount: \$19,750.00
New Task Order Amount: \$119,685.00

- V. Finance Update (**Informational**)
- VI. College Policies (Tab 8) Mr. Kurt L. Schmoke, *Chair*
Dr. Debra McCurdy, *President*
- VII. Presentation (Tab 9) Mr. Kurt Schmoke, *Chair*
Dr. Debra McCurdy, *President*
Ms. Donna Thomas *Interim VP*
Student Affairs
 - a. Enrollment Update
 - b. ERP Update Dr. Debra McCurdy, *President*
Mr. Pete Farrell *Interim C/O*
- VIII. Presidents Report (Tab 10) Mr. Kurt Schmoke, *Chair*
Dr. Debra McCurdy, *President*
- IX. Active Search Listening (Tab 11) Mr. Kurt Schmoke, *Chair*
- X. Motion for Adjournment (**Vote**) Mr. Kurt Schmoke, *Chair*

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

BOARD ACTIONS / CONSENT AGENDA

TAB 2 | April 17, 2024 Minutes

TAB 2 | April 17, 2024 Closed Session Meeting Summary

TAB 2 | May 9, 2024 Finance/Audit Committee Meeting Minutes TAB

TAB 3 | Student Government Association Report

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 2 | April 17, 2024 Minutes

TAB 2 | April 17, 2024 Closed Session Meeting Summary

TAB 2 | May 9, 2024 Finance/Audit Committee Meeting Minutes

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm April 17, 2024 (Virtual Zoom Meeting)

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

Also Present: President Debra L. McCurdy

Board Members Absent: Ms. Lelia Parker, Ms. MacKenzie Garvin

I. Call to Order

Chairman Schmoke called the meeting to order at 4:01pm on April 17,2024. The Agenda was unanimously approved upon a motion by Trustee Weiss, seconded by Trustee Pfeifer.

II. Board Actions/Consent Agenda

- a. March 20, 2024 Open Session Meeting Minutes (Tab 2)
- b. March 20, 2024 Closed Session Meeting Summary (Tab 2)
- c. April 11, 2024, Finance/Audit Committee Meeting Minutes (Tab 2)
- d. Student Government Association (Tab 3)
- e. Faculty Senate Comments (Tab 4)

Chairman Schmoke asked for a motion to approve the Consent Agenda items a through e. There were no objections; the Agenda was unanimously approved.

Dr. Hall, President of Faculty Senate addressed the Board with updates. She noted the Academy has attended and contributed to the Middle States Self Study working sessions. She stated the College is making progress in formalizing the Shared Governance process. She concluded by noting the progress of the College and thanking the Board of Trustees for all their hard work and dedication.

III. Items Removed from the Agenda (Tab 6)

- a. AFSCME Local #1870 at BCCC Comments (Tab 4)

IV. New Business (Tab 7)

- a. Finance/Audit Committee Meeting, April 11, 2024
 - i. Procurement Polices & Procedures
 - ii. Procurements Exceeding \$25,00 to \$99,999
 - a. Ford Transit Cargo Van (72 Hour LLC) \$59,826.30
 - b. West Pavilion Restroom Toilet Renovation (Noelker & Hull) \$69,468.00
 - c. Three Canon Copiers (Canon USA) \$46,740.00
 - d. Change Order(s)
 - a) Replacement of the Fire Lite (Premier Fire Protection Services)
CO Amount: \$3,210.00 New Contract Total: \$31,271.00

- b) Audio Upgrade (Lee Hartman & Sons, Inc)
CO Amount: \$5,104.49 New Contract Total: \$33,910.16

- iii. Pre-Approval Procurement(s) exceeding \$100,000
 - a. Managed Services: Advisory Services (Ellucian), \$483,000.00

Mr. Rading provided an overview and summary of the services for pre-approval to award the Managed Services contract to Ellucian to begin in May. He further explained that the Maryland Department of Information Technology (DoIT) recommended that the College continue with Ellucian for this contract which was limited to a single source provider without MBE subcontracting opportunity.

- b. Phase II – IT Modernization

- 1. Nutanix, Rubrik, HPE Servers (CAS Severn) \$294,891.52
- 2. Microsoft Azure (Bell Techlogix) \$183,127.80

Mr. Rading explained the contracts being requested for pre-approval fall under Realignment Task # 9 to modernize the College’s Information Technology infrastructure. He further explained that this was Phase II of the modernization and that Phase I was previously presented to the Board of Trustees in September 2022. He explained these contracts provide for disaster recovery of the College’s data. Currently, the College has two data centers, one located on the main campus, and the other located in the Bio Park. However, in the event of natural disaster, Microsoft Azure is a cloud-based server that houses all the data in another location of the country. This provides additional protection of the College’s data which can be quickly recovered.

Chairman Schmoke called for a motion to approve. Trustee Weiss made the motion; seconded by Trustee Terrell. The motion was unanimously approved for the Pre-Approval Procurement (s) exceeding \$100,000.

- iv. Procurement(s) exceeding \$100,000.00 – Approval
 - a. Four Shuttle Buses (72 Hour LLC) \$524,740.00

Dr. McCurdy and Ms. Lansaw provided a summary of the approval request for the shuttle buses. Ms. Lansaw explained that in December 2023, the BOT was asked to pre-approve the purchase of three shuttle buses; however, due to the higher utilization of the shuttle buses, the College required an additional bus. Ms. Lansaw explained that a revised quote was needed due to the additional increase in costs from the previous pre-approval. The 2025 models will also be purchased and have expanded seat capacity.

Chairman Schmoke asked if there were any objections. There were no objections, and the Board unanimously approved the purchase of the Four Shuttle Buses.

VP Bascombe presented the financial report for the College, specifically highlighting the revenues and expenditures of the College. He summarized that the College was in a good position financially.

iv. Financial Monthly Performance Report

Mr. Bascombe provided the financial summary:

Actuals	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change
Revenue Fund					
General (Unrestricted)	62,689,753	47,167,315	49,573,678	38,870,418	10,703,260
Restricted	25,610,084	19,207,563	25,862,509	19,434,402	6,428,107
Total Revenue FY24	88,299,837	66,374,878	75,436,187	58,304,820	17,131,367

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change
General (Unrestricted)	62,689,753	47,167,315	39,791,379	33,747,688	6,043,691
Restricted	25,610,084	19,207,563	18,301,962	6,288,082	12,013,879
Total Expenses	88,299,837	66,374,878	58,093,341	40,035,771	18,057,570

	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change
Net Surplus	0	0	17,342,847	18,269,049	-926,203

V. College Polices (Tab 8)

a. Academic Honesty Policy

Dr. Hill provided a synopsis of the proposed Policy. This policy was previously called “Academic Integrity” and now includes Artificial Intelligence. The policy states: Policy Purpose: Academic dishonesty jeopardizes the quality of education and depreciates the genuine achievements of others. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. All members of the College Community, students, faculty, and staff share the responsibility to challenge and make known acts of apparent Academic dishonesty. Any of the following acts, when committed by a student, is a level line act of academic dishonesty. Cheating, Fabrication, Plagiarism, and Artificial Intelligence.

Chairman Schmoke asked whether the faculty would decide if Artificial Intelligence would be prohibited in a given class and disclose that information in the syllabus. Dr. Hill responded that yes, each faculty would make that decision.

b. Records Retention and Disposal Policy

Ms. Green explained the purpose of this policy was to develop a system for storage and disposal of College records that will ensure efficient retrieval, retention and destruction of records and compliance with the Annotated Code of Maryland Title 10-633 and other requirements related to administration of higher education, as required by:

- Code of Federal Regulations (CFR)
- Maryland Higher Education Commission (MHEC)
- Discipline/Industry specific regulations (i.e., Nursing, Athletics, Accounting and Finance, etc.).

VI. Presentations (Tab 9)

a. Enrollment Update

IVP Thomas reported an increase in enrollment since Fall 2023 of 11%, Winter 33%, and Spring 21%. She stated that the registration goal for Summer is between 1900-2000. Currently Summer enrollment for students is nine hundred and sixty-eight.

Chairman Schmoke asked if the 1900 enrollment goal will be met and what is the start date for Summer Classes to begin. Ms. Thomas responded that she expected our goal will be met, and Summer Classes begin May 29, 2024.

IVP Thomas addressed the following Mayors Scholars Program 2024 Summer Bridge Efforts:

- MSP Acceptance Letter
- Spring 24 Recruiter HS Visits
- Continuous Communication
- Virtual Preparedness Sessions
- Panther Talks Series
- Community Partnerships

She noted the MSP Summer Bridge Applications have doubled from 180 in 2023 to currently 380 applications. IVP Thomas reported on the College & Career Readiness (CCR) Next Steps in implementation of Pillar III of the Blueprint for Maryland. She Presented the following:

1. Completed the dual enrollment MOU with BCPSS
2. Submitted the dual enrollment expansion proposal to BCPSS
 - BCPSS notified BCCC \$514,500 is available for use to implement the new development math and English curriculum.
3. BCCC will create a math and English developmental course for high school students that do not meet the CCR standards at the end of grade 10.
 - The math and English BCCC and BCPSS workgroups will continue to meet to discuss curriculum design to begin offering developmental courses in Spring 2025 to high school students.
 - (Exploring utilization of Odell or Aleks)
4. Fall 2024 BCCC will engage with BCPSS schools to offer dual enrollment courses to students that meet CCR standards in grades 11 or 12.

She reported on the Enrollment & Recruitment Planning Partnerships:

- Dual Enrollment - BCCC expanded partnerships in dual enrollment to include: Patterson High School, Western High School and Baltimore School for the Arts.
- CASA de Mayland- conducted informational sessions for approximately 60 individuals on April 5, 2024, concerning the Mayor's Scholars Program.
- Prison-to Professional (P2P) Program-BCCC continues to expand access to students in the P2P program through the annual job fair. The virtual Job Fair will be held on April 27, 2024.

IVP Thomas shared that next on the Horizon is:

- The Panther Success Program- implementation Fall 2024-programs provide retention support through financial Incentives to students from low-income families who enroll in at least 9 credits. Students may receive \$60 monthly (MDRC Grant.)
 - BCCC, PGCC and Wor-WIC - partnering with MDRC.
- Virtual Open House - to expand awareness of BCCC to our international students. BCCC will host a virtual open house in June.

b. ERP Update

Mr. Rading reported that the College has an overall Green status from the State’s Department of Information Technology (DoIT). Dr. McCurdy spoke on the project history. She addressed a communication from the Secretary of Information Technology, Katie Savage, where it was stated that the project was to begin FY2010 and was anticipated to be completed by FY2013. She noted the project is now on track.

Mr. Rading reported on current and upcoming work: Time Entry in New ERP -PIN where employees transitioned from the legacy to new ERP payroll system in March 2024. He noted the three areas of focus are Data cleanup, Reporting and Cyclical operational procedures. He explained the Data Center Upgrades featured a two- phased approach to planned upgrades:

- (Phase 1) – Data Center- Refresh replacement of legacy data center equipment and implementation of modern backup & recovery tool.
- (Phase 2) – Disaster Recovery -Addresses risks with redundancy and enhanced disaster recovery. Phase 2 will start after Board approval.

VII. President’s Report (Tab 10)

Dr. McCurdy provided updates from the President’s Report. She emphasized the College would continue promoting a “Students First” model. Dr. McCurdy reported that the Bard Building demolition is on target with 25% done. She noted that August is the projected completion date. She also stated that she is getting inquiries about the use of the green space once the building is demolished.

Trustee Terrell asked what the inquiries are about. Dr. McCurdy said they were next phase conversations and Green space inquiries.

Dr. McCurdy addressed the following:

- Procurement Authorities
- Presidential Spending Limits at Maryland Community Colleges – BCCC’s spending authority is in the middle of the 2-year college spending authorities.
- BCCC Emergency Chiller will be completed in a few days.
- Legislative Capital Needs -We will continue to request increases.
- The Governors FY25 Proposed Capital Budget amounts:
 - Deferred Maintenance -\$4M
 - Nursing Renovation and addition -\$1.29M
 - Facility Building design -\$472,000
 - North Pavilion demolition -\$133,000
- Projects that were requested but were not included in the Governor’s FY25 Budget
 - The Center for Innovation on the Harbor-\$9.5M
 - Acquisition of property -\$6M
 - The Wellness Cener-\$2.7M

Trustee Weiss inquired about the library design stage and asked when will the shovel go into the ground at the site. Dr. McCurdy responded in about a year and the complete renovation should be completed by late 2027 or early 2028.

Dr. McCurdy reported on the Highlights from the 2024 Legislative Session:

- Enrollment and the Mayor’s Scholars Report – Due date December 2, 2024

- Legislation regarding scholarship opportunities for students
- Legislation requiring action from BCCC
 - Student Withdrawal Policy- Reimbursement of Tuition and fees
 - Mental Health Training
 - Contraceptions – Access to Resources

Dr. McCurdy spoke about the Middle States visit. She stated that after the meeting she would be distributing the Self Study Report.

Trustee Ward asked about the size of the Middle States Team. Dr. McCurdy responded, a total of ten, representing eight from the Middle States Higher Education Commission and two observers from MHEC.

X. Active Search Listing (Tab 11)

There was no discussion.

VIII. Motion for Adjournment

At 5:03 P.M., Chairman Schmoke read the following closing statement prior to moving to the Closed Session.

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

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

Chairman Schmoke called for a motion to adjourn and close. Trustee Ward made the motion; Trustee Weiss seconded. The Board unanimously approved the motion to adjourn and close the Open Session.

The Closed Session was scheduled to reconvene immediately following the open session.

Respectfully submitted,

Debra L. McCurdy, PhD
President

Next Board Meeting: 5/15/24

**Attendees/
Participants**

BCC Faculty/Staff Attendees

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

Jim Lynch
Andrea Fricks
Anna Lansaw
April Chambers
Chris Jordan
Chuck Marquette
Constance Mannone
Dr. Charles N. Wilson
Dr. Elizabeth Van Pate
Dr. Nicole L. Fortune
Dr. Sylvia Rochester
Dr. Tony McEachern
Eileen F. Hawkins
Jason Quick
Elizabeth Massanopoli
Glenn Peterson
Takiyah Hamilton

Jennifer Joyner
Karen King-Sheridan
Keenan Jones
Marshall Goodwin
Michael Berends
Noah Grant
Peter Farell
Dr. Phillip Powell
Stanley Cavouras

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Closed Session Summary | April 17, 2024 (Virtual Zoom Meeting)

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

Board Members Absent: Ms. MacKenzie Garvin; Ms. Leila Parker

Also Present: Dr. Debra L. McCurdy

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

Chairman Schmoke brought the Closed Session meeting to order at 5:05 PM.

The trustees unanimously approved the Consent Agenda and the attached Closed Session materials.

The Chairman asked if there were any pending issues related to the Agenda. The Chairman then excused Dr. McCurdy and Ms. Rodriguez from the meeting so that the Board could go into executive session to discuss an employment contract.

Upon a motion to adjourn, the Board voted unanimously to adjourn the meeting at 5:40 PM.

Respectfully submitted,

Debra L. McCurdy, President

**BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE
FINANCE/AUDIT COMMITTEE**

MAY Agenda | 8:00 AM May 9, 2024 (Virtual Zoom Meeting)

Meeting Link: <https://bccc-edu.zoom.us/j/93489419586?pwd=VlhqVWx2ZTdlbkdlQU16MktZUU0wQT09#success>

Attendees: Chair Kurt Schmoke
Trustee J.C. Weiss
Trustee Roger Ward
President Debra McCurdy
Mr. Aubrey Bascombe, Chief Financial Officer
Mr. Michael Thomas, Vice President of Workforce Development & Continuing Education
Ms. Anna Lansaw, Director of Procurement & Auxiliary Services

I. Call to Order (Vote)

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

II. Procurement Policies and Procedures (Overview)

Chair Schmoke stated there is nothing to be presented under the Procurement Policies and Procedures and proceeded to the procurements exceeding \$25,000 to \$99,999.

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

a.	Temporary Staffing – Bookstore (Creative Financial Staffing)	\$94,800.00
b.	Chiller Rental (United Rentals)	\$75,405.26
c.	Transmission Line Replacement (US Tower Services, LTD)	\$50,500.00
d.	Statistical Data for Non-Commercial Radio (Radio Research Consortium)	\$49,095.00
e.	Cloud Based Management/ Underwriting of WBJC (Allegiance Fundraising, LLC)	\$35,184.00
f.	Commencement Venue (Baltimore Symphony Orchestra)	\$26,000.00

Dr. McCurdy provided an explanation on item(s) a. the Temporary Staffing and f. the Commencement Venue. Dr. McCurdy explained the need for the temporary staffing in the bookstore and provided explanation on item f. the Commencement Venue and explained that due to change in the calendar, the 2024 Commencement venue was changed from the Lyric to the Joseph Meyerhoff Symphony Hall.

Mr. Michael Thomas, Vice President of WDCE, provided a summary of item b. concerning the Chiller Rental and further explained that Library building needs air conditioning due to the failure of the system which forced the College to rent a chiller as a temporary solution until the HVAC system in the Library is replaced.

Ms. Anna Lansaw, Director of Procurement & Auxiliary Services summarized items c. Transmission Line Replacement, d. Statistical Data for Non-Commercial Radio, and e. Cloud Based Management/ underwriting of WBJC and provided a

brief description of each item being presented.

IV. Procurement(s) exceeding \$100,000.00 – Approval (Vote)

- a. Gymnasium Structural Repair – Modification (Building Concepts)
Original Contract Amount: \$779,030.00
Modification Amount: \$ 74,424.93
New Contract Amount: \$853,454.93

VP Thomas stated the reasons for the modification being presented on the gymnasium structural repair. VP Thomas explained during the work it was found that the foundation was cracked due to age and deterioration that needed to be repaired to stabilize the foundation. VP further explained that flower boxes placed at the footing of the structures has caused erosion and deterioration that now requires the repouring of the concrete at the base of the footing to repair the damage. Lastly, the modification includes a time extension due to delays caused by the weather and additional work that is needed; an additional 60 days has been added to the contract term.

Chair Schmoke motioned for approval; Trustee J.C. Weiss seconded. All approved.

- b. Repair/ Replace Deteriorated Doors and Frames- Modification (Bob Andrews Construction, Inc.)
Original Contract Amount: \$421,431.68
Modification Amount: \$ 15,764.84
New Contract Amount: \$437,196.52

VP Thomas explained the modification is connected to the deterioration of the doors and frames due to the upgrade in the College’s security system; this included the cameras, and card readers on the doors throughout the building; the modification also covers the required hardware to make the outside doors compatible with the new security system so it can be operated and controlled through one system. The modification also includes an additional 60 days to the contract term.

Chair Schmoke motioned for approval; Trustee Roger Ward seconded. All approved.

- c. A&E Task Order: MEP Systems Design for Dental Suite - Modification (Colimore Architects)
Original Task Order Amount: \$ 99,935.00
Modification Amount: \$ 19,750.00
New Task Order Amount: \$119,685.00

VP Thomas explained the modification for the dental suite was based on the recommendations from the accreditation team to bring the dental suite into compliance with CODA standards. Based on the recommendations of the accreditation team for dental hygiene programs, the College is replacing 18 dental chairs and the operatories. The modification includes expanding and redesigning underutilized space for efficiencies, which may allow for additional student enrollment.

Dr. McCurdy further provided information regarding the dental program and how successful the program has been as likely there is now a short waiting list. The construction of the dental suite may cause a disruption in the fall; but this has to be minimized.

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

V. Finance Update (Informational)

CFO Aubrey Bascombe indicated a year-to-year comparison cannot be provided at this time due to the implementation of the ERP and not having a full fiscal year of data in the ERP (enterprise resource planning) system. CFO Bascombe summarized the College’s financial position by providing the current revenues and expenditures specifically detailing

the revenue, the unrestricted, and restricted funds. He further explained that the College is still in the process of spending HERF funds as the year-end extension expires in June. The College just received notification that BCCC may be able to extend the remaining balance of the HERF funds for another year. He explained that there are 2 portions of the HERF funds: the student portion (which ended at the end of December) and the institutional portion (which ends in June 2024).

CFO Bascombe indicated the challenges with the ERP system and the inability to provide a year-to-year comparison. He further explained that there are current challenges with the data migration from HP Lan (legacy Student Accounts Receivable system) into the Banner system and other finance data challenges with Banner.

Trustee Weiss requested a status on the current audit and other audits identified by the Middle States visiting team. CFO Bascombe replied the current audit is being worked on and should be completed within a week. Dr. McCurdy stated that the BCCC submitted the previous 4 years of audits, with the exception of 2023; the 4 years of audits were included in the evidence submitted to Middle States. The College was able to refer them back to the evidence log when they were requested the audits, however the 2023 audit is the one outstanding. Dr. McCurdy stated that the College referred the team to the evidence logs for other requested information that was previously submitted.

Trustee Weiss requested to see the management and opinion letters of the audits. Dr. McCurdy stated that they will be provided today and will follow up to schedule a meeting to go over the audits, and management letters. The meeting was confirmed for 8:00am on Monday, May 13.

VI. Motion for Adjournment (Vote)

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

The meeting adjourned at 9:00 am.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 3 | Student Government Association Report



Baltimore City Community College

CABINET UPDATE

Board of Trustees, May 03, 2024

Student Affairs

STUDENT GOVERNMENT ASSOCIATION

SGA Monthly Meeting – The SGA leadership held one general meeting during the month of April. Some of the topics discussed were as follows:

April 15, 2024

1. SGA Team discussed and summarized their meeting with Dr. McCurdy that took place on April 8, 2024.
2. Students were informed they could still apply for all SGA positions except for president and vice president.
3. Clubs and Orgs were reminded to submit their new executive board list (if their constitution allows) and a proposed budget for 2024-2025 by April 17, 2024.
4. The Elections' Week schedule was provided and discussed (April 16 – 22, 2024)
5. Students were able to meet and greet of the two SGA candidates running for president and vice president (Sara Motaal and Rachel Hundertmark)

SGA Meeting with Dr. Debra L. McCurdy

April 8, 2024 – The SGA leadership met with Dr. McCurdy for their regular monthly meeting with the president. The following main points were discussed:

1. Confirmation was given that there will be an activity hour put in place starting in fall 2024. Dr. Hill and her team will be following up on this as the fall class schedule is created.
2. There is a need for landlines for emergency calls when a cell phone is not available.
3. Handicap doors need to be repaired to work properly on a regular basis, especially the one on the front entrance of the Main Building.
4. Discussed the limited scope of the current student database in the library.
5. There still is a need for a dedicated nursing area/room for moms that is not the designated Prayer Room.
6. There is still a need for development/updating of the budget and fund raising procedures.
7. SGA expressed gratitude for President McCurdy's follow-up to the matters brought to her attention

Additional Meetings

Members of the SGA along with selected students met with administration during the month and with the visiting Middles States Team when they arrived.

Activities and Events

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



BCCC Club Transfer Fair – April 3, 2024 – Members of the SGA assisted with the Spring Transfer Fair by volunteering with set up, breakdown and providing participants with information throughout the event. The event was held 11:00 am to 2:00 pm in the upper and lower atrium in the Main Building on the Liberty campus.

SGA Elections Open for Voting April 16 – 22, 2024. – Polls were opened for the 2024 SGA Elections. Students were able to vote for the candidates Sara Motaal and Rachel Hundertmark that were running unopposed for SGA president and vice president. All students voted via their Canvas portal/access. Voting was open from 8:00 am, April 16 through 10:00 am, April 22, 2024. Sara Motaal and Rachel Hundertmark were elected as the new SGA president and vice president.

SGA Candidate Speeches – April 16, 2024 – There was only one SGA president/vice president team to submit applications. They were Sara Motaal (president) and Rachel Hundertmark (vice president). Both candidates participated in the event by providing their speeches and answering questions. The event was held in the lower Atrium of the Main Building from 11:00 am – 2:00 pm.

Holi Celebration – April 18, 2024 - The International Students Club sponsored a Holi Celebration. Holi is a traditional Hindu festival. The Holi Festival is celebrated with the throwing of colored powder to symbolize the triumph of good over evil, unity, and joy. The colors also represent the arrival of spring and the blossoming of new life. The event was held on the outside of the upper Atrium from 12:00 – 2:00 pm with music and dancing.

Maryland STEM Conference – April 20, 2024 – Members of the BCCC STEM Club, BCCC STEM students and the Student Government Association participated in the 9th annual conference of Maryland Collegiate STEM Conference (MCSC). BCCC was a Silver Sponsor of the conference. The conference allows community college students to exhibit their original STEM-focused research and it's organized by community college faculty. The event was held was from 9:00 am to 5:00 pm at Montgomery Community College.

Color Escape – April 24, 2024 - The Student Leadership Club held an outdoor event where students were able to take a break from their studies to tie dye shirts or to create a canvas picture with paint. The event was held outside the upper atrium of the Main building from 12:00 – 2:00pm. Snacks were provided along music for a little dancing.

Men on the Move Luncheon – April 29, 2024 – The Office of Student Life and Engagement along with the Student Leadership club and the Student Government Association held the college's first "Men on the Move" Luncheon. Nationally known recording artist and motivational speaker, David Chance was the guest speaker. The program also included a poem by Dwight Guyton and a panel discussion. Guest panelist were as follows: David Chance, recording artist and motivational speaker, Larry Owens, manager, Salesforce, Kevin Johnson, Director of Special Programs, BCCC and Duane Norwood, Coordinator of Mayor's Scholars Program, BCCC. The event was held in the Mini Conference Center from 12:00 – 2:00 pm. Participants were able to enjoy a special prepared meal while networking after the panel discussion.

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

- None

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 6 | Items Removed from the Agenda

- Faculty Senate Comments
- AFSCME Local #1870 at BCC Comments

**BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE**

TAB 7 | New Business

- I. Procurement Policies and Procedures (**Overview**)
- II. Procurements Exceeding \$25,000 to \$99,999 (**Informational**)
- III. Pre-Approval Procurement(s) exceeding \$100,000 (**Vote**)
- IV. Procurement(s) exceeding \$100,000.00 – Approval (**Vote**)
- V. Finance Update (**Informational**)



PROCUREMENT AWARDS
Contracts, Modifications, and Renewals Options
\$25,000 to \$99,999
April 2024

Contract No. / Contract Title	R95P4600351 Temporary Staffing for the College Bookstore (Creative Financial Staffing)		
Description/Remarks: This is a release from Temporary Staffing contract blanket purchase order that was pre-approved by the BOT last month for the College Bookstore. Staffing is currently for five (5) staff.			
Procurement Method:	BPO Release	Category:	Service
Award Amount:	\$94,800.00	Contract Term:	02/11/20 – 02/28/25
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Bookstore	Fund Source:	08801/0951

Contract No. / Contract Title	R95P4600336 Five (5) Month Temporary Chiller Skid (United Rentals North America Inc.)		
Description/Remarks: This purchase is for a five (5) month rental of a 100 ton chiller skid for the Library building. The existing chiller has failed beyond repair and requires replacement. The temporary chiller rentals will provide a way to cool off the Library building until such time as the permanent chillers are received and installed. This was procured via an ICPA Sourcewell Contract for Equipment Rental w/Related Services. Contract Number#: 062320-URI/Statewide Contract#: 001B1600185.			
Procurement Method:	ICPA	Category:	CSE
Award Amount:	\$75,405.26	Contract Term:	Five (5) Months
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Facilities	Fund Source:	07706/0808

Contract No. / Contract Title	R95P4600326 Replacement of Transmission Line (United States Tower Services LTD)		
Description/Remarks: This purchase is for the replacement of critical transmission equipment at the WBJC-FM Pikesville Radio Tower. Keeping this line operational is critical as it carries the on-air signal from the backup transmitter to the antenna. This was procured via the Baltimore County, Office of Budget and Finance, ICPA-Master Agreement#: 00004513 for Radio Tower Maintenance.			
Procurement Method:	ICPA	Category:	Maintenance
Award Amount:	\$50,500.00	Contract Term:	60 Calendar Days
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	WBJC Radio 91.5 FM	Fund Source:	03332/0873



PROCUREMENT AWARDS
Contracts, Modifications, and Renewals Options
\$25,000 to \$99,999
April 2024

Contract No. / Contract Title	R95B4600011 Statistical Data for Non-Commercial Radio (Radio Research Consortium)		
Description/Remarks:	This purchase is to secure audience size data as well as other information based on raw data obtained from Nielsen radio listener's Portable People Meters (PPM). Radio Research Consortium, by exclusive contract, is the only entity authorized by Nielsen to produce local market audience estimates for non-commercial radio stations.		
Procurement Method:	Sole Source	Category:	Service
Award Amount:	\$49,095.00	Contract Term:	04/01/2024 – 03/31/2026
No. of Bids:	1	Tax Clearance:	N/A
College Department:	WBJC FM Radio Station	Fund Source:	03301/0873

Contract No. / Contract Title	R95B4600012 Cloud Based Management/ Underwriting of WBJC (Allegiance Fundraising LLC)		
Description/Remarks:	WBJC continuous service for a cloud-based solution that allows the radio to better manage and maintain its traffic tracking and fundraising efforts. The current software services provide the following functionality: 1) email invoices, 2) works on various PC platforms such as Mac and PC, 3) provides credit card payment options, 4) move the data to cloud-based storage, 5) monitors program traffic, and sets radio programming.		
Procurement Method:	Sole Source	Category:	Service
Award Amount:	\$35,184.00	Contract Term:	03/29/2024 – 03/28/2026
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	WBJC	Fund Source:	03352/0862

Contract No. / Contract Title	R95P4600331 Baltimore Symphony Orchestra/Rental of Joseph Meyerhoff Symphony Hall for BCCC's May 18, 2024, Commencement		
Description/Remarks:	This purchase is to secure the Joseph Meyerhoff Symphony Hall as the venue for this year's graduation.		
Procurement Method:	Exempt	Category:	Service
Award Amount:	\$26,000.00	Contract Term:	N/A
No. of Bids:	1	Tax Clearance:	N/A
College Department:	Advancement Division Marketing	Fund Source:	05525/0873

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE – FINANCE COMMITTEE
ACTION ITEM
MAY 2024**

Contract ID: BCCC-FY23-PE-07
Gymnasium Structural Repairs and Protection

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: Building Concepts, LLC.

Contract Term: 240 Calendar Days from Notice to proceed.

Modification: \$74,424.93

Original Contract Amount: \$779,030.00

New Contract Amount: **\$853,454.93**

Procurement Method: CSB

Requesting Remarks: Requesting approval to modify the existing contract with Building Concepts, LLC., for Gymnasium Structural Repairs and Protection. This modification broadens the Scope of Work to include the following:

1. RFC – 2 installations of Helic Pile;
2. The differences in dimensions between the original design of the temporary shoring columns which are 6”x6”x1/4” steel posts and the approved design which were made of 8”x8”x5/16”, including different dimension of the reinforcements of the supports by post, base plate, and bolts;
3. The difference in the thickness of the concrete sidewalks along the front of the Gym, the concrete thickness is 10 inches, compared to a typical 4-to-6-inch sidewalk. In the same work area, there are three planters in front of the building that are damaged and must be demolished because they pose a trip hazard;
4. Extend the Contract for 60 calendar days due to weather delays and the issuance of documentation to proceed.

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.

Fund Source:

MD Tax Clearance: 23-3575-0111

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
MAY 2024**

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: 360 Calendar Days from NTP

Modification No. 2: \$15,764.84

Contract Amount: \$421,431.68

New Contract Amount: \$437,196.52

Procurement Method: Competitive Sealed Bid

Requesting Remarks: Requesting approval to modify the existing contract with Bob Andrews Construction Inc. for exterior door improvements. This is the second modification to additional hardware for the doors of Life Sciences and Student Services with similar ones that were previously installed by Biztec on the rest of the doors of the BCCC buildings, thus standardizing the hardware in all college buildings. The modification also includes a time extension to the delays in receiving the hardware needed to repair the doors, especially the aluminum for the frames.

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

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
MAY 2024**

Contract ID: BCCC-FY23-AE-001-B
LSB Dental Hygiene Clinic

Contract Description: Renovation of the LSB Dental Hygiene Clinic to meet the standards of the CDCA.

Award: Colimore Architects

Contract Term: 07/05/2023 – 07/04/2027

Modification: \$19,750.00

Original Contract Amount: \$99,935.00

New Contract Amount: \$119,685.00

Procurement Method: Task Order Release

Requesting Remarks: Requesting approval to modify the existing task order contract with Colimore Architects for the renovation of the LSB Dental Hygiene Clinic. This modification broadens the scope of work to include the following: 1) Standalone mechanical system for dental hygiene clinic space; 2) MEP Systems design for dental suite; 3) East Side of Lobby – Renovate 700 sf for Reception/File, Debrief, Orbital X-Ray 1 and Storage /Darkroom; 4) East Side of Lobby – New ceilings and lighting, 1335 sf.

This is a task order off the Architecture & Engineering contract that was approved by the Board of Trustees in March 2023 awarding to five (5) A & E firms.

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.

Fund Source: 07706 /1410

BOARD OF TRUSTEES ACTION THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION



Monthly Financial Performance Snapshot Report
Appropriation Year 2024
 as of April 2024

Total Revenue by Appropriated Fund

Revenue Fund	Budget		Actuals		Net Change
	FY24	Monthly Budget FY24	FY24	FY23	
General (Unrestricted)	62,689,753	52,341,461	63,317,367	50,011,686	13,305,681
Restricted	25,610,084	21,341,737	25,685,058	19,216,274	6,468,784
Total Revenue FY24	88,299,837	73,683,198	89,002,425	69,227,960	19,774,465

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget		Actuals		Net Change
	FY24	Monthly Budget FY24	FY24	FY23	
General (Unrestricted)	62,689,753	52,341,461	43,549,365	36,975,921	6,573,444
Restricted	25,610,084	21,341,737	19,259,333	6,689,723	12,569,610
Total Expenses	88,299,837	73,683,198	62,808,698	43,665,644	19,143,054

	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change
Net Surplus	0	0	26,193,727	25,562,316	631,411

Year-over-Year (YoY) Revenue Comparison

Revenue Sources	Budget		Actuals		Net Change
	FY24	Monthly Budget FY24	FY24	FY23	
Unrestricted Revenues	62,689,753	52,341,461	63,317,367	50,011,686	13,305,681
Board of Estimates - Unrestricted	600,000	600,000	600,000	0	600,000
Bookstore Revenue	935,232	779,360	1,071,050	775,444	295,606
Consolidated Fees	1,050,559	875,466	976,818	207,585	769,233
Credit Tuition	8,737,042	7,280,868	7,912,854	1,584,083	6,328,771
Covid Relief Funds	0	0	0	0	0
Facilities Capital Fees	109,971	91,643	105,622	23,544	82,078
Investment Income	514,604	428,837	1,698,263	1,078,477	619,786
Non-Credit Fee Revenue	420,610	350,508	510,844	265,360	245,484
Non-Credit Tuition	750,000	625,000	598,830	325,030	273,800
Other Fee Revenue	0	0	14,142	1,285	12,858
Other Revenue	0	0	14,062	-2,289	16,350
Parking and Transportation	34,719	28,933	11,954	81	11,873
Real Estate Lease Income	2,331,299	1,942,749	1,881,330	1,756,301	125,029
Registration Fee	299,995	249,996	251,810	61,984	189,826
State Appropriation	45,824,713	38,187,261	46,824,713	43,735,135	3,089,578
Technology Fees	700,000	583,333	651,354	138,559	512,795
Tower Rental Income	131,092	109,243	158,834	41,244	117,590
Transcripts	39,084	32,570	26,376	19,430	6,946
Vending Machine Commission	0	0	8,512	435	8,077
WBJC Asset Agreement	210,833	175,694	0	0	0
Restricted Revenues	25,610,084	21,341,737	25,685,058	19,216,274	6,468,784
Deferred Maintenance	4,000,000	3,333,333	5,091,702	2,610,261	2,481,440
COVID Relief	0	0	3,820,165	3,197,731	622,435
Federal Grants	14,266,708	11,888,923	11,191,559	9,706,481	1,485,079
Indirect Cost - Other	117,800	98,167	0	15,449	-15,449
Other Restricted Revenue	0	0	1,500	0	1,500
Private Gifts, Grants & Contracts	495,167	412,639	4,847	4,661	186
RYP - Artworks	0	0	3,500	0	3,500
State and Local Grants	5,063,847	4,219,873	3,884,450	2,606,146	1,278,304
Student Activities WBJC	0	0	0	0	0
	1,666,562	1,388,802	1,687,335	1,075,545	611,789
Total Revenue FY24	88,299,837	73,683,198	89,002,425	69,227,960	19,774,465



Monthly Financial Performance Snapshot Report
Appropriation Year 2024
as of April 2024

Expenditure by Category

Description	Object	FY24	FY23	Net Change	Percentage Change
Labor: PIN Salaries	01	27,551,101	25,689,311	1,861,790	7.2%
Labor: Contractual Employees	02	6,065,537	4,619,263	1,446,274	31.3%
Communications	03	138,424	218,608	-80,184	-36.7%
Travel	04	174,137	110,391	63,747	57.7%
Utilities	06	1,341,884	1,551,428	-209,544	-13.5%
Motor Vehicle	07	171,587	61,582	110,005	178.6%
Contractual Services	08	5,528,105	2,879,237	2,648,868	92.0%
Supplies	09	3,703,630	1,770,182	1,933,448	109.2%
Replacement Equipment	10	1,000,242	97,187	903,055	929.2%
New Equipment	11	1,086,037	70,022	1,016,015	1451.0%
Scholarships and Fellowships	12	11,883,985	3,111,544	8,772,442	281.9%
Fixed Expenses	13	3,054,120	2,822,571	231,549	8.2%
Deferred Maintenance	14	1,109,909	664,318	445,591	67.1%
Total Expenses FY24		62,808,698	43,665,644	19,143,054	43.8%

Current Expenses by Division

Division	Budget FY24	FY24	FY23	Net Change	Percentage Change
Academic Affairs	24,379,951	15,939,397	14,577,900	1,361,497	9.3%
Administration & Finance	17,352,844	13,706,521	10,475,105	3,231,416	30.8%
Advancement & Strategic Partners	1,896,951	698,652	665,157	33,495	5.0%
College Wide	1,722,771	6,520,987	3,196,784	3,324,203	104.0%
Information Technology	4,329,378	2,913,392	3,166,499	-253,107	-8.0%
Institutional Research & Strategic Priorities	1,306,585	751,825	585,484	166,341	28.4%
President's Office (Executive)	1,735,618	852,349	869,645	-17,295	-2.0%
Student Affairs	22,004,712	14,884,587	5,162,967	9,721,620	188.3%
WBJC	2,495,112	1,017,379	891,652	125,728	14.1%
WDCED	11,075,916	5,523,608	4,074,453	1,449,156	35.6%
Total Expenditures	88,299,837	62,808,698	43,665,644	19,143,054	43.8%

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 8 | College Policies

None

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 9 | Presentations

- Enrollment Update
- ERP Update

Board of Trustees Meeting

Wednesday, May 15, 2024

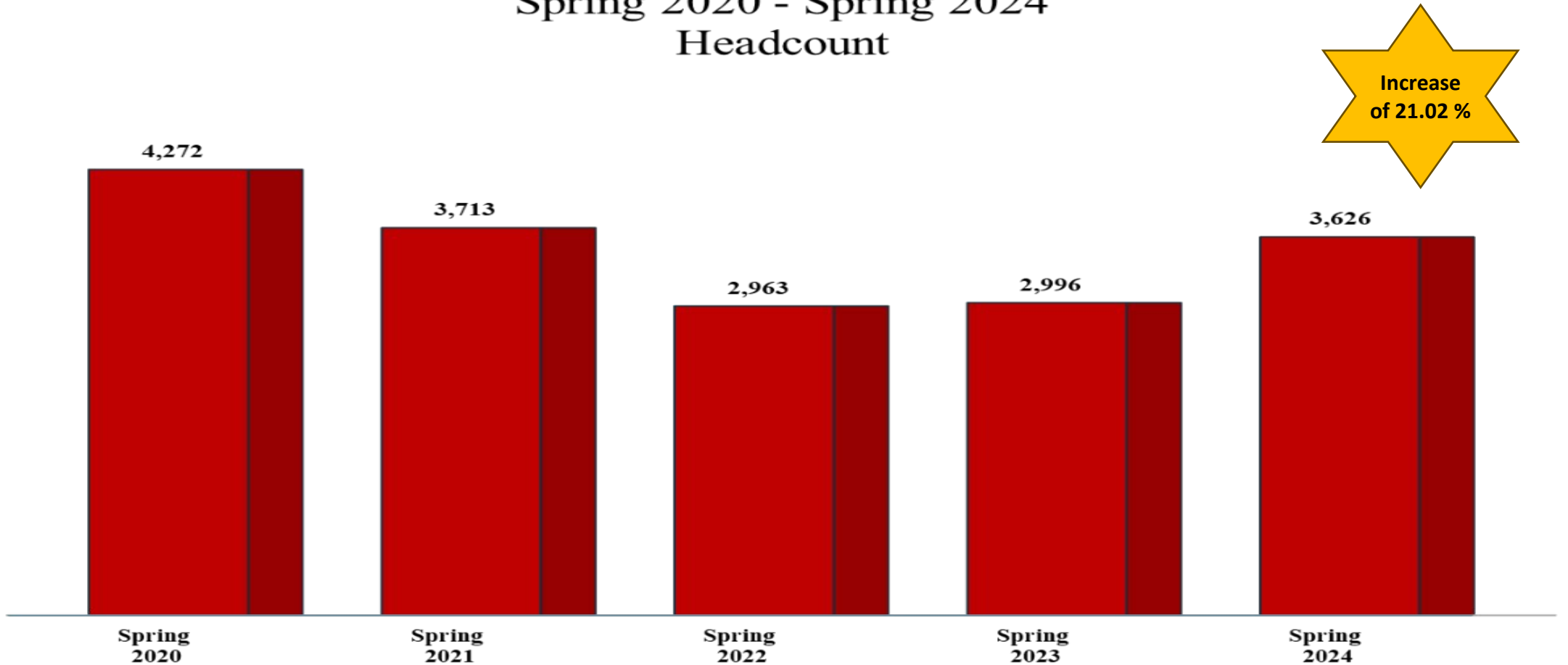
Enrollment Report

Donna Thomas, Interim Vice President for Student Affairs

Realignment Task 5 Enrollment & Recruitment Planning

CREDIT ENROLLMENT

Spring 2020 - Spring 2024
Headcount

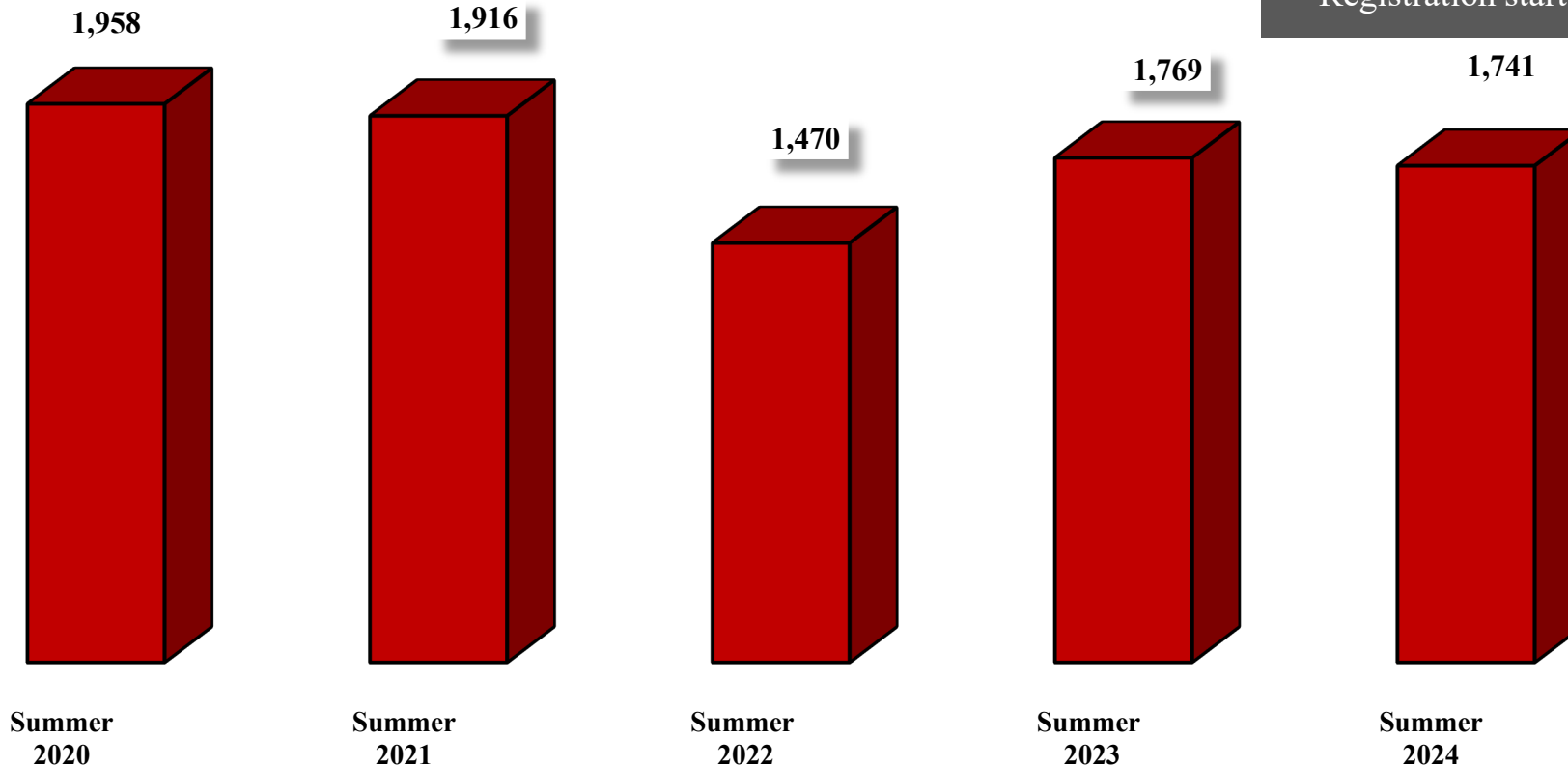


Source: BCCC Enrollment Information System files submitted to the Maryland Higher Education Commission and Student Information System. | Office of Institutional Research

Realignment Task 5 Enrollment & Recruitment Planning

CREDIT ENROLLMENT

Summer 2020 - Summer 2024
Headcount

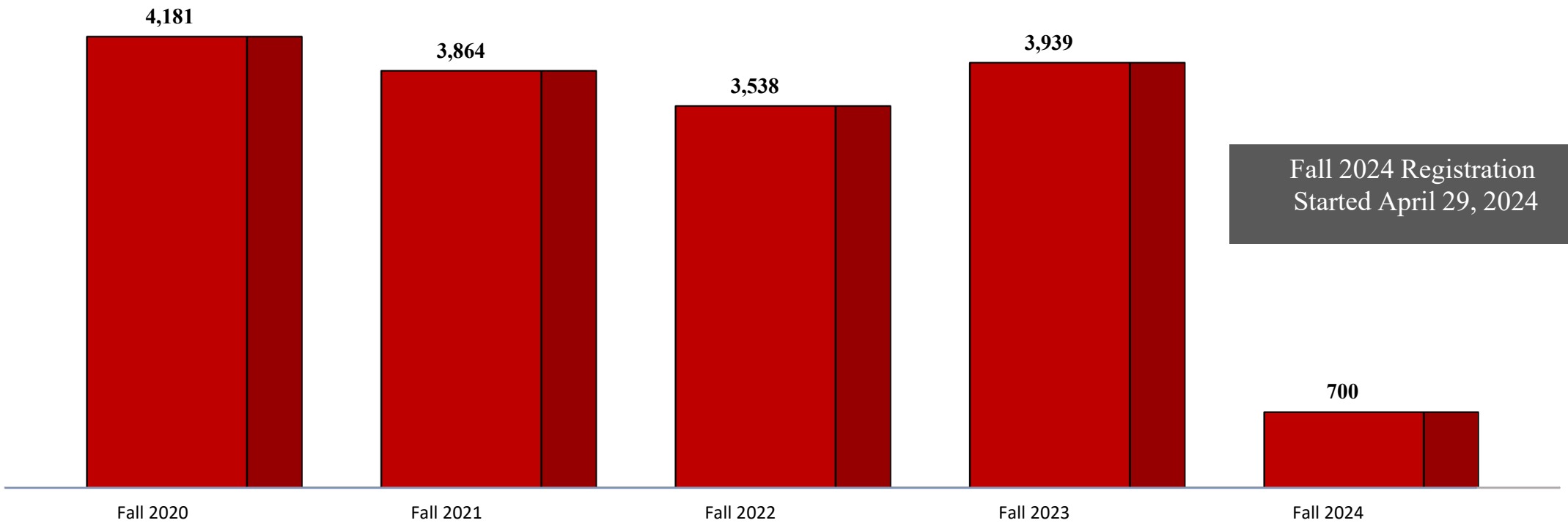


Summer 2024, excludes MSP
Summer Bridge students.
Registration starts after June 1.

Realignment Task 5 Enrollment & Recruitment Planning

CREDIT ENROLLMENT

Fall 2020 - Fall 2024
Headcount



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

Realignment Task 4

Student Pathways to Success

Recruiters participated in 13 recruitment events in the month of April. Engaging with more than 100 individuals.

Date	Organization/School	Event Type
4/2/2024	Career Academy	MSP Presentation
4/3/2024	Lansdowne High School	Senior Address
4/5/2024	Vivian T Thomas	Career Fair
4/9/2024	Patterson High School	Career Fair
4/10/2024	BCJJC	Spring Trade & Career Fair
4/10/2024	City Neighbors	Testing Center, Campus Tour, Informational Session
4/11/2024	ACCE	Campus Tour and Informational Session
4/18/2024	ConneXions	Campus Tour and Informational Session
4/19/2024	Forest Park High School	Campus Tour & Informational Session
4/23/2024	Career Academy	MSP Presentation
4/24/2024	Achievement Academy	Campus Tour & Informational Session
4/27/2024	Virtual	Virtual Job Fair
4/30/2024	Achievement Academy at Harbor City High School #413	College Decision Day

Realignment Task 5

Enrollment & Recruitment Planning

Mayor's Scholars Program

1. High School Visits - Visited a total of twelve high schools in April and conducted presentation on program or assisted students in completing the admissions application to the College.

2. Summer Bridge Program

- A total of 450 students have committed to participating in the program
- 156 students completed a Youth Works Application
- Conducting virtual preparedness sessions to ensure students submitted all required documents (*i.e., FAFSA, transcript or taken the Accuplacer*)

3. Chick-fil-A Partnership

- Chick-fil-A will provide lunch during the three-day Summer Bridge Program Orientation for students
- BCCC will host an Operator Panel Discussion w/Chick-fil-A during the Summer Bridge Program to educate students on the many career pathways an opportunities the company has to offer (*i.e., Human Resources, IT, Management*)

Realignment Task 5

Enrollment & Recruitment Planning

Dual Enrollment Program

BCCC expanded partnerships for 2024-2025 to the following high schools:

- Reginald Lewis High School
- Patterson High School
- Forest Park High School
- REACH! Partnership High School
- Vivian T. Thomas High School

College & Career Readiness (CCR) Pillar III

BCCC is in phase two of the developmental course creation process for Math and English. BCCC faculty participated in exploratory meetings to evaluate curriculum options.

Realignment Task 5

Enrollment & Recruitment Planning

Questions?

Enterprise Resource Planning (ERP) Project Update



Peter Farrell, Deputy CIO

Date: May 15, 2024

Project Status

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

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

Current & Upcoming Work

- Degree Works training was conducted for Advisor (MSP Program, TRIO Program, First Time Freshmen) in April
- Ellucian Insights (reporting module) - additional end-user training is being scheduled for May 2024 for enhanced features and functionalities of Insight for the BCCC Technical team followed by general user training for BCCC functional users on Insights usage

ERP Managed Services

A 1-year contract was approved by the Board in April 2024 to address institution defined ERP focus areas to increase operational efficiency, address challenges and maximize the use of the ERP system's full capabilities.

Each functional office is reviewing and updating the list of priorities to focus on with the Ellucian advisors.

- **Banner Finance** – General Ledger, Procurement, Budget Development, Finance Operations
- **Student** – Credit and Non-Credit areas, Registration, Advising, Institutional Research
- **Accounts Receivable** – Student Accounts Operations
- **Financial Aid** – Financial Aid operations, New FAFSA regulations
- **Human Resources** – HR and Payroll operations
- **CRM Recruit** – Student Recruitment and Admissions operations
- **IT** – Reporting, Configuration and Integrations

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
 - This was approved by the Board in April 2024. *Contracts begin July 1, 2025.*



IT Master Plan

- Work is underway on the new 2024-2029 IT Master Plan
- This plan will incorporate unit-level goals and KPIs and will be in alignment with the College's overall strategic plan



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, May 15, 2024

Dr. Jacqueline Hill, Vice President for Academic Affairs

Academic Affairs

- College-wide collaboration to prepare for the MSCHE site visit.
- Participated in the CREDO Strategic Planning sessions.
- Participated in the SPOL Planning, Budget, and Assessment-Hands (On Demonstration).
- Participated in the Helio Campus "Hands-On" Planning & Assessment Demonstration.
- Met with General Education Committee to review General Education requirements according to the Code of Maryland Regulations (COMAR).
- Met with Center for Teaching, Learning, and Innovation Committee.
- Participated in Self-Study interviews hosted by the MSCHE visiting team.
- Met with Baltimore City Public Schools Law and Public Safety Program Advisory Committee to discuss the alignment with industry standards.

Course Development and Redesign

A review of the recommendations from the Senate Executive Committee (SEC) of the redesigned **CLT100 Computer Literacy** was completed. The recommendations have been implemented. The course will be presented to the Curriculum and Instruction Committee and SEC for vetting and approval this month.

Recruitment and Hiring

School Nursing and Health Professions (NPS)

Hired an Assistant Professor of Nursing, Caprie Warren and Assistant Professor Emergency Medical Services, Rudolph Leonard.

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

Business and Technology

The Business and Technology department hired three new adjuncts to ensure adequate staffing for the 2024-2025 academic year. Recruitment and hiring will continue throughout the summer to address FT vacancies.

Natural and Physical Sciences

Student Award: Ms. Aaliyah Hughes on April 28 received the 2024 ACS (American Chemical Society, MD) Student Award. Aaliyah is currently a BCCC student registered in the Organic Chemistry II (CHE 214) course. She completed both Introduction to Biochemistry (CHE 105) and Organic Chemistry I (CHE 213) in the Spring of 2023 and earned an 'A' in both courses. Her current cumulative GPA is 3.6. Aaliyah plans to transfer her chemistry courses along with her other course credits taken at BCCC to a four-year college where she intends to attend dental school.

MD Collegiate STEM Conference – April 20, 2024

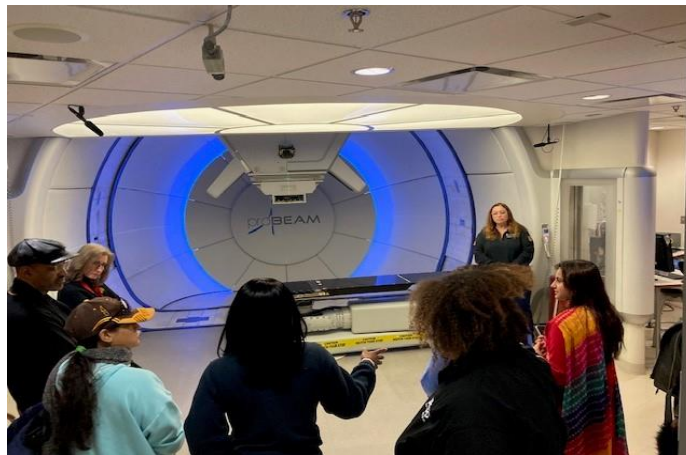
BSTEM’s Natural and Physical Sciences department participated in the Maryland Collegiate STEM Conference at Montgomery College with the sponsorship by the College for faculty and student registration. The attendees/participants were 30 students, 7 faculty, Associate Dean of Natural Sciences, and Vice President for Academic Affairs.

The Biotech students conducted five research poster presentations during the STEM Conference. Two BCCC students were recognized for outstanding research projects.

BioPark and Proton Center Tour – April 22, 2024



The University of Maryland Baltimore Proton Center tour was well received by BCCC students and faculty.



Library

Elizabeth Van Pate (Library Director) coordinated a Solar Eclipse Event on April 4th with over 250+ attendees to include community members. Partnered with Student Life & Engagement in providing glasses, outer space slap bracelets and "I saw the eclipse" pins. Collaborated with Science and Math departments to provide Physics professor opportunity to introduce step-by-step explanation of solar eclipse as it was happening. Provided eclipse face cutout photo booth.

The Library Director also organized a Poetry Slam on April 8th with 45+ attendees in partnership with Student Life & Engagement. Students, Staff & Faculty presented original written works and published works.

On April 18th, the Bard Library hosted its Book Club. The book selected was *The Five: The Untold Lives of the Women Killed by Jack the Ripper* on April 18th with 20+ attendees acknowledging the past of how women were regarded. We discussed how much progress we've made as a society for women's rights but that there is still growth to be made.

Who do we serve?	April, 2024	April, 2023	Year to date FY 2024	Year to date FY 2023
Circulation of Print / Media		11	280	205
Use of Reserve Materials		11	288	326
Database Sessions				
Database Searches		4,651	34,598	33,823
Articles Retrieved		3,088	21,158	22,245
Library Online Public Access Catalog (OPAC) Searches				
eBook downloads		155	1,325	968
Use of Group Study Rooms		187	2,034	1,628
Computer Usage		0	0	0
Laptop Usage		12	25	78
Printed Pages	9,509	4,226	82,567	39,536
Gate Count		5,358	67,321	64,770
Registration of new Patrons		6	118	146
Registration/Update of Community patrons		1	28	25
Information Services				
Information Literacy Sessions	13	9	111	68
Information Literacy Attendance	95	62	1,374	707
Technology Training Sessions	5	3	34	37
Technology Training Attendance	1	1	16	13
Training Center Use by Other College Departments	0	1	0	4
Book Purchases - Print		0	18	78
Book Purchases - eBooks		0	0	6
Rapid Response-Students		0	2	5
Rapid Response-Faculty and Staff		0	0	5
ILL Requests/ Document Delivery	1	0	3	2
eBook Purchases via Patron Driven Acquisitions (PDA)		0	0	0
Community/Alumni Services		1	0	1
LibAnswers & social media				
LibAnswers	7	5	533	532
Facebook Followers	498	502	498	502
Facebook Engagement	1	4	70	77
Instagram Followers	73	67	73	67
Instagram Engagement	4	0	4	0

Note: certain data not available from our vendors until the 8th of the month.

Additional Notes

1. The Software to track student login & usage was removed during COVID and never replaced. Will revisit need and usage.
2. Training Center closed for safety until renovations.
3. The most popular guides this month are APA Papers 7th edition (650 views), Online Databases (478 views), MLA 9th Edition (437 views), and Library Handouts (226 views).

Professional Staff Highlights

- Vetted and interviewed candidates for Circulation Manager, a position eliminated during the pandemic.
- The library began a new search to replace Glenn Peterson (Instructional Librarian) who is retiring at the end of June.
- Constance Mannone (Electronic Resources Librarian) participated in MSCHE Working Group Readiness Sessions for Standard IV. She also participated in the Library Services MSCHE meeting.
- Wendy Ma (Systems Librarian) streamlined the process involved in the library inventory project. This will save time as the library completes the inventory of the library collection over the summer.
- Jim Lynch (Collection Development Librarian) attended a 1-hour online seminar on transitioning from the old OCLC cataloging platform to the new system (WorldShare).
- Glenn Peterson (Instructional Librarian) completed work on two LibGuides. Speech Communication and Technology.

ELearning

E-Learning worked with Instructure, and the GSA club to include optional pronoun usage on user profiles within Canvas. This will further a sense of inclusion for students and Canvas users who have specific pronouns.

Course surveys went live for students in April for the rest of the semester and will close on May 7th. Currently, the Spring term has a 30% response rate across all non-A1 sections. This is in line with previous term response rates and is likely to increase as the survey windows begin to close.

Miscellaneous cleanup of the 24-25 catalog continued in April ahead of the Middle States visit correcting thirteen instances referencing off campus sites as campuses.

Another module of the Kaleidoscope: Online Learning & Teaching (KOLT) revision had video included in the module content. This brings the revision to four completed modules and editing continuing for the remaining three modules. Go live for the revised course is in the Fall 2024 semester.

BCCC's E-Learning department was selected to develop a presentation for Maryland Online's (MOL) Professional Development Day, with a tentative delivery in August, on the topic of Combating Contract Cheating in Higher Education.

The procurement for renewal of the College's LMS, Canvas, was initiated with Procurement following training on the process for entering both Banner Finance and the Smartsheet data. The proposed new contract will be for three years.

E-Learning presented to Deans Council on the process and status of attaching outcomes to assignments in Canvas; the department also worked with the RENG faculty to incorporate outcomes to their final exam for use in the Spring 2024 term.

E-Learning partnered with ITS to review the possibility of including preferred first name in Banner rosters so that Canvas and Banner names will match. This is an effort to increase inclusion for students who have preferred names and want their name called in roll to better match their gender identity. ITS is going to research how easily this could be done and whether Ellucian, our vendor partner, needs to be involved in making this change.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, May 15, 2024

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

- The FY 25 MD Department of Labor Continuation Grant will be submitted May 9.
 - The funding will continue to support all ABE programming and the Community ESL program.
- ABE and ESL students have formed a cohort for the IELCE/IET Warehousing training course. This is the first iteration of this combined model that isn't healthcare focused, which BCCC hopes draws a more diverse group of interested students. This combined model will allow ESL and ABE students to work together in an inclusive instructional environment. CASA de Maryland is supporting BCCC by advertising and recruiting potential students.
 - There are 15 students enrolled between ABE and ESL.
 - Orientation was held on 3.26 at South Pavilion
- ABE has registered 62 students for 10 classes starting in May.
 - 6 online classes.
 - 2 classes in corrections.
 - 2 classes at Harbor campus.
- ABE registered 368 ABE students for 19 ABE classes that started in April.
- The BCCC GED and Alternative High School Commencement planning is underway, with a tentative date of Saturday 06/08/2024 at 10am in the BCCC Fine Arts Auditorium. Arrangements are being made, such as marketing materials and brainstorming ideas for speakers and special guests.
- Opened a Saturday morning class for students who can't attend a weekday course.
- 24 official GED exams were taken; 13 content-specific exams were passed; 11 GED content exams did not pass by 1-3 pts.
- 43 GED Ready tests were taken; 28 received a "Likely to Pass" on the GED Ready tests, 14 students missed getting a "Likely to Pass" by 1-3 pts.
- 2 more students have earned their high school diploma for a total of 23 this fiscal year (2024).
- April saw the end of 4 CBO classes; this includes 2 at MOED One-Stop CBOs, 1 at Penn North Wellness & Recovery Center, and 1 at Gilmore Homes. There were 15 post-testers.

Community ESL

- ABE and ESL students have formed a cohort for the IELCE/IET Warehousing training course. This is the first iteration of this combined model that isn't healthcare focused, which BCCC hopes draws a more diverse group of interested students. This combined model will allow ESL and ABE students to work together in an inclusive instructional environment. CASA de Maryland is supporting BCCC by advertising and recruiting potential students.
 - There are 15 students enrolled between ABE and ESL.
 - Orientation was held on 3.26 at South Pavilion
- 466 students have been registered this month between the Harbor, off-site community locations, and virtual. Community sites include:

- Fallstaff ES, Curtis Bay E/MS, and Hampstead Hill Academy will host Community ESL classes in April
- Classes are currently running at the Holabird Judy Center and at the Moravia Park Judy Center
- Saturday classes began at the Harbor on April 13 with contract training partner Thomas Shortman/32BJ.
- Classes have finished at Johns Hopkins Hospital for their staff. Classes began in January, with a second class that began at Bayview Hospital in February. JHH has requested more classes in the future.

Partnerships

- BCCC and CASA de Maryland continue to partner on IELCE/IET CNA, CHW, and Warehousing courses. The college expects this partnership to produce multiple cohorts and serve over 100 students per fiscal year. This partnership allows for students who need to improve their English proficiency the support they need while also taking a workforce training program. Students who complete the IELCE/IET and IET programs are far more likely to be employed in an above minimum wage position. The intensive nature of the sequence also allows for students to complete in 12 weeks or fewer.
- 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 continues to partner with City Schools and local Judy Centers to provide ESL classes in the community.

English Language Institute (ELI)

- The semester is finishing in May, adjuncts are preparing for final exams.
- ELI continues coordinating with MSP to ensure a steady flow of information to plan for incoming Summer Bridge students who require academic ESL classes.
 - This summer, there may be as many as 75 students registered in ELI's summer bridge. In summer 2023, there were fewer than 40 total students registered.
- ELI is running 11 sections this Spring. 2 new sections were opened in February due to increased demand and to accommodate students who applied after the census date.
- ELI continues to work with admissions on ELI referrals for ESOL students.

Citizenship and Services to Older Refugees (SOR)

- Six (6) Citizenship classes are currently running with 36 students enrolled.
- BCCC is serving 44 SOR clients to provide resources and information about ESL and Citizenship classes (projected FY 24 total was 35).
- Contacted various senior centers for resources for SOR clients
- Reached out to all eligible PAL (Participating in American Life) clients to see if they were interested in enrolling in the PAL class
- Applied for BCHD food box delivery for Baltimore City SOR clients
- Continued outreach to new SOR clients
- Reached out to SOR clients for the Eat-together program
- Reached out to the Herring Run Library for the SOR program to inquire about running in-person classes
- Provided Senior Center information to SOR clients
- Working with the Mayor's Office of Immigrant Affairs (MIMA) to expand outreach for older refugees and permanent residents who need preparation classes for naturalization.
- Refugee Programs Manager presented at the Baltimore City Health Department of Aging in an effort to increase awareness about class offerings.

- Working with University of Maryland Extension to provide digital literacy classes to Afghan families recently resettled in Baltimore. Partnering with Dorothy I. Height Elementary School, who will provide the classroom space.

Refugee Youth Project (RYP)

- Awarded Afghan Support to School Impact Grant (AS2SI) Grant from DHS-MORA for \$546,504 in funding to complement Refugee School Impact Grant and Refugee Youth Project (RYP).
 - Services through the Afghan Support to School Impact (AS2SI) program will enable these populations by ensuring equitable access to opportunities to thrive in the U.S, including academic and career/vocational pathways that facilitate long-term self-sufficiency.
- 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
 - 87 students currently enrolled.
 - More students potentially being enrolled
 - Six instructors and 1 site coordinator
- Furley ES
 - Let's GO Boys and Girls will be running 2 STEM classes with students starting in March
 - 70 students currently enrolled
 - Planning field trips to Sankofa and SkyZone
 - 5 instructors, 1 site coordinator
- Patterson HS
 - 25 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
- Mt. Royal E/MS
 - 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
- RYP is still considering two (2) new sites for the spring: Digital Harbor HS and Hazelwood ES. Alanna Hays Met with Kristine Sieloff at Digital Harbor about starting RYP site there.
- Met with Holistic Life Foundation to discuss programming for Moravia Park
- Met with Let's Go discussing spring and summer programming
- Met with Arts for Learning; planning on running summer program with them at DIH; will support with ARPA funds

Refugee Assistance Program (RAP)

- 72 students were referred to RAP from the following resettlement agencies: IRC (International Rescue Committee), LSS, HIAS in March.
- 6 classes began in April
 - 2 in-person at Furley ES

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.

Baltimore City Schools

- In partnership with Baltimore City Schools, WF has developed a summer training program in four (4) areas: Certified Nursing Assistant (14 students), Pharmacy Technician (7 students), Community Health Worker (15 students), and Emergency Medical Responder (EMR) (17 students). Designed for rising seniors, the summer training is scheduled to begin in June and be completed in August.
- With this programming, WF have worked in collaboration with Ed Burrell in the Emergency Medical Services Department to develop a new certification for Emergency Medical Responder. A 60-hour course that prepares students for a state and national certification.

Department of Juvenile Services

- WF is in the planning stages to provide workforce training to the students at Department of Juvenile Services to begin in Fall 2024 with a Cyber Security A+ course and certification.

Childcare Training

- In March 2024, WF began in person classes for Early Childhood Education and Childcare at South Pavilion. The training leads to the 90-hour certification from the Maryland State Department of Education (MSDE).

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

- Recruitment and enrollment have finished for a Warehouse and Logistics cohort to begin in March of 2024 for up to twenty (20) students, who will be a mix of ESL and ABE students.
 - This is the first IELCE/IET cohort that is not healthcare, which has widened the breadth of the student population from which BCCC was able to recruit.
- For FY 24 Workforce Development and the English Language Services department have coordinated with CASA of Maryland to combine English as a Second Language courses with workforce training. One cohort of Certified Nursing Assistant (CNA) began in July 2023 and certified thirteen (13) students. Another cohort began in September 2023 with eleven (11) students who completed certification January 2024. A third cohort began on January 16, with nine (9) students currently enrolled.
- In coordination with Adult Basic Education and Workforce, two (2) IET cohorts of Certified Nursing Assistant and one (1) Warehouse and Logistics training are running. BCCC will recruit up to twenty (20) students for each cohort, for up to 60 students to receive licensure/certification in addition to their high school diploma.

CASA of Maryland

- CASA of Maryland included BCCC as the training provider on a five (5) year grant from the Health Resources and Services Administration called the Geriatrics Workforce Enhancement Program (GWEP). The GWEP educates and trains the healthcare and supportive care workforces to care for older adults by collaborating with community partners. BCCC would provide training for Certified/Geriatric Nursing Assistant (CNA/GNA) with an extended eight (8) week clinical at assisted living facilities. This is expected to provide training for up to sixty (60) participants a year and with potentially \$250,000 allocated annually as a subaward to support this initiative. BCCC would provide training for Certified/Geriatric Nursing Assistant (CNA/GNA) with an extended eight (8) week clinical at assisted living facilities. This is expected to provide training for up to sixty (60) participants a year.

Maryland Department of Health

- WF was awarded a grant to train and certify fifteen (15) Community Health Workers. Training began in February 2024 and finish in May 2024.

Youth Systems Building

BCCC has partnered with the Mayor's office, City Schools, Baltimore's Promise, and MOED for the following funding opportunity from the U.S. Department of Labor:

- Meetings are happening on a weekly basis between BCCC, Baltimore's Promise, MOED, and City Schools
- The Youth Systems Building (YSB) Academy will engage our proposed team over a six-month period and begin implementing systems, program, and/or policy improvements.
- The goal of YSB is to support efforts to improve employment outcomes and strengthen service delivery systems through a range of strategic planning, in-person, and virtual training and technical assistance activities.
- Participation in the Academy includes least bi-weekly coaching calls, ad hoc peer learning opportunities, and two in-person convenings in Washington, DC.

Johns Hopkins Hospital

- Workforce Development is coordinating with Johns Hopkins Hospital for PCT training that began in February 2024. All eight (8) JHH employees successfully completed their certifications in March 2024.

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. More students are expected to be enrolled in the aforementioned programs in 2024.

Goodwill Industries

- In January 2024, WF began a cohort of Certified Nursing Assistant with sixteen (16) students and a Pharmacy Tech cohort of twenty-four (24) students.
- To date in FY24, in collaboration with Goodwill, WF trained and licensed thirty-one (31) Certified Nursing Assistants and twelve (12) Pharmacy Techs.
- Recruitment has begun for the April Cohorts of Certified Nursing Assistant and Pharmacy Tech.
- BCCC and Goodwill are partnering on an application for Employment Advancement Right Now (EARN) Program. Goodwill will recruit and support up to forty-five (45) students to complete training in Early Childhood Education and Childcare.

University of Maryland Medical Center

- A cohort of sixteen (16) students began their Patient Care Tech (PCT) training in January and are scheduled to complete in July 2024. Recruitment is in process for the March cohort of up to twelve (12) students.
- Workforce Development coordinated with University of Maryland Medical Center to begin a Patient Care Tech (PCT) cohort of eight (8) students in October 2023. They are on schedule to complete training, clinicals, and certification in May 2024.

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 (200) two hundred participants. BCCC has submitted the executed contract to the Department of Human Services and is awaiting return to begin serving SNAP recipients.

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 specifically in healthcare to City residents

Career Services Updates

- 56 – Students were placed in employment opportunities in the following companies:
 - Futurecare Lochearn
 - Berry Global Group
 - KX Car Wash Service
 - Clean Harbors Waste Management Co.
 - WM Waste Management and Recycling Service
 - Kennedy Services
 - Best Friends Fur Ever
 - Seed School of Maryland
 - Grace Medical Center - LifeBridge Health
 - Legal Services, Inc.
 - UPS
 - Little Sister of the Poor
 - U. of Maryland Medical Center
 - Burger King
 - The Driven Group Transportation Service
- 1 – Student was placed in an internship with Catherines Family and Youth Services – Sampana Bon
- 5 – Job Readiness *Daytime* Training Sessions were held in the following areas: CDL and CNA
- 9 – Job Readiness *Evening* Training Sessions were held in the following areas: CNA and CDL
- 19 – Student resumes were developed.
- 11 – Student resume review sessions were conducted in person.
- 7 – Student resume review sessions were conducted via Zoom.
- 6 – Mock interview sessions were conducted. Have scheduled follow-up discussions for outcomes.
- 36 – Student walk-ins for services.
- Attended South Baltimore High School’s Career and Resource Fair
- Meeting with Workforce Programs re: Job Readiness processes
- Attended Western High School’s Career Fair
- Spring 2024 Near Completers presentation for Office of Student Affairs
- Attended Digital Harbor High School’s Seniors Job Fair.
- Attended Divisional Meeting to discuss MSCHE Visit
- MSCHE Standard II Working Group meeting with MSCHE Accreditation Team

- WDCED/Partners meeting with MSCHE Accreditation Team
- 24 official GED exams were taken; 19 content-specific exams were passed; 11 GED content exams did not pass by 1-3 pts.
- 43 GED Ready tests were taken; 28 received a “Likely to Pass” on the GED Ready tests; 14 students missed getting a “Likely to Pass” by 1-3 pts.
- 3 additional students earned their high school diploma in March.
- 24 students earned their high school diploma so far, this fiscal year.
- 2 new students enrolled in Adult High School total of 96 to date.
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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: 256
 - Carver: 73
 - Digital Harbor (New Era): 33
 - Dunbar: 150
- 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 five (5) schools: Moravia Park Elementary School, Patterson High School, Mt. Royal Elementary/Middle School, Armistead Gardens, 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 HS and Hazelwood ES, have all inquired about hosting programming at their sites in FY 24.

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:

Ongoing Facilities projects include:

- Loop Road Project: The step-down transformer for the emergency call boxes has been ordered and shall be ready for installation by May 17th.
- Security Kiosk Project: The roof installation is scheduled for May 20 and the security windows for the last week of May.
 - This project will be completed by the end of May.
- The replacement of the Cooling Towers of the Main Building has been completed. Tower #1 and #2 are operable, the lower roof has been completed.
 - The Commissioning of both towers has not begun.
 - Additional work is required by Daiken and JCI regarding the communication of the Daiken cooling system and Johnson Control automation systems.
- Bard Building Demolition: 67 % completed. The demolition of the building is progressing normally and is scheduled to be completed on September 24, 2024.
- The Cooling Tower Replacement Project in the Nursing building is complete and operational.
- Life Sciences & Fine Arts HVAC Upgrades Project: has a 30% completed. Fine Arts Theater will not have Air Conditioning for two months after May 8, until the installation of the new Air Conditioning equipment in the Penthouse mechanical room.
- Two old boilers in the Life Sciences building have been demolished and will be replaced. The project will be completed on November 10, 2024.
- The project to replace seven elevators in several buildings on the Campus has begun. Work has begun on the Life Sciences building's elevator; its replacement will take nine weeks. A second team will begin next week with the demolition of the West Pavilion elevator. The entire project will be completed by January 02, 2025.
- The exterior door and Storefront doors replacement project has begun, which includes the two storefront doors in the Life Sciences building, all exterior doors in the Nursing building, two exterior doors in the Physical Education building, one door in Fine Arts, two doors in the Main Building and two doors in the Student Services Wing. The contractor has already started on the Nursing Building and this project will be completed in the last week of June.
- The repair of the concrete columns in the Physical Education Building is 85% complete, this week the painting of the building's cornice and the final concrete coating on the rear columns of the building began. This project is scheduled to be completed on June 20, 2024.
- Due to a total and irreparable failure of the Library's Chiller, a temporary chiller has been installed outside the building that will be in place during the Summer.

Ongoing projects in the design stage include:

- Dental Clinic Renovation (LSB)
- Main Building Ground and 1st floor Restrooms Renovation.
- West Pavilion Restrooms Renovation
- South Pavilion Restrooms Renovation
- West Pavilion Windows Replacement
- Life Sciences 1st and 2nd Floor Restrooms Renovation
- South Pavilion Exterior Windows Replacement
- Fine Arts Curtainwall Replacement
- Learning Commons Project (New Library)

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).

- Continue to work with the Baltimore City Board of Election as a host for Early Voting at the South pavilion.
 - Equipment has started to arrive to ensure all items required to establish a voting site is in place prior to the April 28, 2024, move in date
- Provided transportation to the Middle States Accreditation team during their visit to the College.
- Public Safety is working with the vendor for the new card access program and CCTV.
- Public Safety, in collaboration with Baltimore City Police Department Commanders of both the Northern and Northwest District, is addressing the uptick in vehicle theft around the college by performing on-site monitoring of the Student Parking lot (Palladium) daily.
- Public Safety continues to collaborate with BCPD Northern District to support monitoring of the South Pavilion during off hours.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, May 15, 2024

Ms. Donna Thomas, Interim Vice President, Student Affairs

RECRUITMENT & ADMISSIONS

In April 2024, Admissions engaged with various high schools and community partners. The Recruiters and Mayor’s Scholars Program staff participated in thirteen off-campus recruitment activities and on-campus tours.

Admission Recruiters sent communications to Baltimore City and Baltimore County High Schools to promote the Mayor’s Scholars’ Program Summer Bridge Program and admission process. The College received several replies from high schools to schedule campus and high school visits.

Active recruiting is ongoing to fill 2 vacant positions in Admissions: Admission Recruiter and Director of Admissions.

Off-Campus Recruitment Activities

Date	Organization/School	Event Type
4/2/2024	Career Academy	MSP Presentation
4/3/2024	Lansdowne High School	Senior Address
4/5/2024	Vivian T Thomas	Career Fair
4/9/2024	Patterson High School	Career Fair
4/10/2024	BCJJC	Spring Trade & Career Fair
4/2/2024	Career Academy	MSP Presentation
4/3/2024	Lansdowne High School	Senior Address
4/5/2024	Vivian T Thomas	Career Fair
4/23/2024	Career Academy	MSP Presentation
4/24/2024	Achievement Academy	Campus Tour & Informational Session

On-Campus Recruitment Activities

Date	Organization/School	Event Type
4/10/2024	City Neighbors	Testing, Campus Tour, Informational Session
4/11/2024	ACCE	Campus Tour and Informational Session
4/18/2024	ConneXions	Campus Tour and Informational Session
4/19/2024	Forest Park High School	Campus Tour & Informational Session
4/24/2024	Achievement Academy	Campus Tour & Informational Session

Admission Operations

	April 2024
Number of Sign ins for Walk-in Service	280

EARLY COLLEGE & ACCESS PROGRAM

The Early College and Access Program initiated phase two of the developmental course creation process. Math faculty and English faculty participated in exploratory meetings to evaluate curriculum options.

High School Recruitment

The office successfully recruited the schools below, completing initial planning meetings to begin preparation for the 2024-2025 school year. Meetings with Western High School and Frederick Douglass High School await rescheduling.

1. Reginald Lewis High School
2. Patterson High School
3. Forest Park High School
4. REACH! Partnership High School
5. Vivian T. Thomas High School

Partnerships

The office expanded its network to grow program and institutional capacity by partnering with Montgomery College and the Chesapeake and Potomac Association of Collegiate Registrars and Admissions Officers, (CAPACRO).

INTERNATIONAL STUDENT SERVICES (ISS)

ISS held over 69 admission and advisement meetings with international students. Sent over 222 emails to F-1 visa students and other international students in April. Of the in-person appointments, ISS staff appointments (n=112) accounted for 39.8% of the Admissions Office total (n=281).

Of these 112 appointments:

- 12 were F1 visa enrollment (4.3% of office, 10.7% of ISS)
- 42 were F-1 visa retention (14.9% of office, 37.5% of ISS)
- 54 total F-1 visa related appointments (19.2% of office, 48.2% of ISS)
- 13 were foreign-born related (residency, credits, DREAM Act) (4.6% of office, 12% of ISS)
- 45 were general students (counter duty) (16% of office, 40% ISS)
- 58 were non-F-1 visa related (20.6% of office, 52% ISS)

Most of the ISS enrollment-based appointments fell into the following categories: change of status for summer, transfer-in for summer, all types of F1 applications for fall. Retention-related appointments covered topics such as International Students Club upcoming campus-wide diversity, equity, and inclusion programming, upcoming graduation/transfer/travel, employment authorization for on-campus and post-completion optional practical training (OPT) petitions.

Of the 187 F-1 visa applicants for admission for fall 2024, 107 applications were received in April. We reached out to over 110 new F-1 visa applicants during April.

Staff convened and participated in three regular weekly meetings of the International Students Club (ISC), along with the club's other adviser, Prof. Daniel Izume. The fourth meeting represented the College's first ever celebration of the Hindu festival, Holi popular in Nepal and India, and throughout those immigrant communities. Participants included at least 28 students, 3 staff, 3 members of the public, and a faculty member.

Immigration Compliance

The offices of International Student Services and Marketing updated the ISS webpages with corrected SpanTran vendor information for our foreign credential evaluation options.

Partnerships

International Student Services actively promoted and supported the annual spring Transfer Fair, held on 04/03/2024 in the Student Atrium.

International Student Services actively promoted and supported the first ever Midday Café, an open mic held in the Bard Library on 04/04/2024.

The Coordinator of International Student Services participated in several meetings with local Nepali leaders, leaders of Baltimore Sister Cities, and the Mayor of Lalitpur, Nepal. These meetings were scheduled to develop a Sister Cities International partnership between the City of Baltimore and Lalitpur, Nepal, the fourth-largest city in Nepal.

Presentations

On 4/26/2024 the International Student Advisor attended Maryland International Education Day. She presented during the closing event, giving recognition for special guests from Foreign Embassy officials from various countries, Dr. Sanjay Rai, Acting Secretary for the Maryland Higher Education Commission, as well as other dignitaries.

Training

The Coordinator of International Student Services participated in the MSCHE Readiness Session on 04/12/2024.

On 04/19/2024 the International Student Adviser attended the Annual Washington-Baltimore Foreign Student Adviser Breakfast Meeting and training held at the National Institutes of Health in Bethesda, MD. In addition to the traditional networking with peers, participants were granted a rare chance to interact in a live training and Q&A session with representatives of the Department of State, and representatives from NAFSA: Association of International Educators, the worldwide leader for international education training and updated regulatory training [NAFSA is no longer an acronym]. Immigration lawyers also presented from the nationally ranked Murthy Law Firm. The material is crucial to meeting the needs of our F-1 visa students, and protecting the College, as we participate in continuous regulatory training. Several new developments were unveiled at this meeting.

On 04/29/24, the Coordinator of International Student Services and the International Student Advisor attended a Student and Exchange Visitor Program (SEVP) training, "Employment and Training Opportunities for F-1 Students." This training impacts students currently attending and graduating from BCCC. Some updated procedures have already been implemented.

Recognitions

On 04/02/2024 the Coordinator of International Student Services, Mr. William N. Hug, was recognized for decades of exemplary service during the annual “Celebrating Men of Dignity and Scholarship,” held by Prof. Jà Hon Vance, among six other BCCC staff and six faculty members.

On 04/30/2024, the Coordinator of International Student Services and the International Student Advisor attended Student Life & Engagement’s celebration of student and staff excellence for the current academic year. As co-advisers to the International Students Club, ISS staff had nominated four students for recognition.

MAYOR’S SCHOLARS PROGRAM

During the month of **April 2024**, the MSP team completed twelve (12) high school recruiting, information session and youthwork application assistance. MSP sent out information to all Baltimore City Public Schools and Baltimore County High Schools.

MSP Summer Bridge

- 450 students committed to participating in the summer bridge program.
- 160 Youth Works Applications Completed
- The potential partnership with Chick-Fil-a has been finalized for a summer sponsorship

ATHLETICS

The Athletic Department collaborated with the nonprofit organization “My Fathers Plan” to conduct a girl’s high school volleyball tournament. The participating schools included: ACCE, BLSYW Academy, Carver HS, City HS, Patterson HS, and Western HS. The event was a round-robin tournament played in April. Western High School was the eventual champion.

The Athletic Director met with local area AAU coaches to look for opportunities to promote the athletic program and the institution through potential summer camps or competitive playing events. An organization “Girls Getting Better has asked to partner with the department to conduct a basketball camp for girls.

The Athletic Department conducted a 3 on 3 league for the general student population. The league provided an opportunity for the students to compete for trophies and on campus bragging rights. The championship game was held during Panther Pride Week.

A new Women’s Volleyball Coach is scheduled to begin this month.

The coaches of men’s and women’s basketball and women’s volleyball will be conducting open gym sessions throughout May and June. The sessions are open to high school seniors and other college players and provide opportunities for the coaches to see potential recruits who may be looking for an opportunity to play in the fall.

RECORDS AND REGISTRATION

Enrollment

Summer 2024 registration began on April 3, 2024 a waitlist was established for some courses. Fall 2024 priority registration began on April 29.

Summer Student Registration Data

Summer I = 1069 Students enrolled
 Summer II = 661 Students enrolled
 Fall = 43 students enrolled

Transcripts Processed:

Outgoing Fulfilled via National Student Clearinghouse= 504

Transfer Articulation

In April 2024, 200 official transcripts were received for transfer credit evaluation. The staff reviewed 241 student transcripts, evaluated 3379 credits, and awarded 3300 credits. There are 129 open evaluations pending review.

Spring 2024 Confirmed and Anticipated Conferrals

Confirmed Degrees	AA	AAS	AS	ASE	AAT	Total
	3	7	1	0	0	11
Anticipated Degrees	55	125	29	0	2	211
Confirmed Certificates						11
Anticipated Certificated						51
Total Spring Pending Graduation						284

Projects

- Finalized the academic calendar for 2024-2025.
- Entered the Fall 2024 courses in Banner.
- Created and implemented the Graduation Application and Commencement Form.
- Working with IT to create reports in Argos to enhance daily operational functions.
- Banner Database clean-up – identifying duplicate enrollment and inaccurate student status /demographic information, updating student cohorts and attribute codes.
- Discovered migration issues with grades and confirmations for 2022-2023
- Degree Work testing and training of records and registration staff.
- Cross-training to enhance operational efficiencies.
- Reviewing and organizing student files is ongoing to demonstrate compliance.

OFFICE OF FINANCIAL AID

Accomplishments

1. **Disbursement of Funds:** The Department of Financial Aid has successfully disbursed over \$8,806,179 million in federal, state, and institutional funds to deserving students. This achievement reflects our commitment to ensuring that students have access to the financial resources they need to pursue their education.
2. **Middle State Accreditation Participation:** The Department actively participated in the Middle State accreditation process, contributing valuable insights and information regarding financial aid policies and procedures. Our involvement demonstrates our dedication to maintaining high standards of excellence in all aspects of our operations.
3. **Staff Training on FAFSA Updates:** In preparation for the 24-25 FAFSA updates, the Department conducted comprehensive training sessions for staff members. This initiative ensured that our team is well-equipped to assist students and their families in navigating the financial aid application process effectively.

4. **Creation of Promise Scholarship Processes:** Streamlined processes and procedures were developed to administer the Promise scholarships. These efforts would facilitate the efficient and equitable distribution of scholarship funds, enabling more students to benefit from financial assistance.
5. **Summer Set up in Banner System:** We have completed the necessary setup in the Banner system for the summer semester, ensuring smooth and efficient processing of financial aid applications and disbursements during this period. This initiative-taking approach reflects our commitment to providing uninterrupted support to students throughout the academic year.
6. *Outreach efforts:*
 - Outreach efforts include Early FAFSA Application
 - Notification emails, weekly workshops, monthly Financial Aid information
 - Sessions, on One assistance for FAFSA completion every day

STUDENT SUPPORT AND WELLNESS SERVICES

During the month of April 2024, the Student Support and Wellness Services office (SSWS) served approximately 40 students virtually and in person via office visits, intakes, scheduled counseling sessions. The Counselor conducted about 12 counseling intakes and facilitated 26 in-person (in-office) and virtual (telehealth) individual counseling sessions. Student issues focused on school-related stress and anxiety, health stressors, test and social anxiety, depressive symptoms, struggles with basic needs and resources, interpersonal and relationship (family, romantic, platonic) issues and other major or minor mental health symptoms.

SSWS was represented at five campus planning and routine meetings. These meetings ranged from: weekly check-ins with key staff, the monthly Student Affairs gathering and numerous Readiness Sessions to prepare for the Middle States site visit.

The SSWS counselor attended 12 off-campus meetings and continuing education events to identify resources to best serve students. The counselor was present for an off-campus event with College Town Baltimore to celebrate Leaders in Higher Education. SSWS continued to connect with Maryland AHEAD to head and plan an inaugural community event for accessibility students and similar individuals.

The office facilitated one in-person and one virtual Wellness Workshop. These interactive workshops focused on destigmatizing mental health and gaining more awareness on the impact and importance of sleep to overall wellness. Members of faculty and staff contacted SSWS for counseling support, event planning or community resources. Three faculty members also collaborated with a counselor to plan in-class support for the Spring Semester. Five in-person classroom presentations were facilitated for Pre-100 classes, one conducted in Digital Harbor High School with dually enrolled students.

TRIO STUDENT SUPPORT SERVICES PROGRAM

In April 2024, the TRIO Student Support Services Program delivered a wide range of comprehensive services to its participants, covering areas such as coaching, academic advising, financial literacy guidance, transfer services, and career decision-making assistance. Monthly check-in meetings were conducted to monitor progress and address concerns, including degree audits, financial aid, student accounting, technology accessibility, tutoring needs, and referrals to support services. Additionally, the program organized several student programming events aimed at fostering academic success and personal development.

Monthly Contact Totals:

Type of Contact	No. of Students	No. of Visits
Virtual and In-person	48	69

Student Programming Highlights:

Understanding Your Credit Report (4/11/2024): This session aimed to enhance students' financial literacy skills, empowering them to make informed decisions about money management and credit usage.

Color Your Calm (4/23/24): Designed to provide students with a therapeutic outlet during mid-term stress, this event combined painting and mocktail-making.

StudentLingo Online Workshops: Currently, there are 99 participants enrolled on the platform. With over 49 on-demand workshops available, students have access to enhance their academic and non-cognitive skills 24/7.

Outreach and Recruitment:

Efforts in outreach and recruitment encompassed social media blasts, Canvas posts, emails, and participation in college-sponsored events. Despite these initiatives yielding three applications, all applicants were placed on the waitlist for fall 2024 due to program capacity.

Professional Development:

The SSS team actively participated in the Council for Opportunity in Education (COE) Connect, Discuss, and Learn webinar on 4/22/24, providing valuable opportunities for networking, discussions on current challenges, and staying informed about legislative updates. Additionally, the program director attended the Chief Student Affairs Leadership Institute (CSAO) at Wor-Wic Community College and the ATIXA - Title IX Regulations Overview Webinar on 4/24/2024, Procurement Training 4/18/2024, enriching their knowledge and expertise.

UPWARD BOUND MATH AND SCIENCE PROGRAM (UMBS)

Program Highlights:

UBMS Early College Academy

Director Edwards is creating the inaugural BCCC UBMS Early College Academy, with the first cohort to begin during the 2024 summer session. Edwards started the discussion with SA Leadership Dr. Brown & IVP Thomas, BCPSS College Coordinators, Registrar, MSP, Dean Phillip Powell, ECAP Asst. Dean White & Towson State contract liaison Ms. Bell. The 2024 cohort of eligible UBMS students will take **English 101** during the 6-week summer residential program at Towson State University.

Tutor.com & OnTrack Plus launch preparation

UBMS is launching the **Tutor.com** online educational platform. This software provides over 3,000 highly qualified experts to provide multimodal instruction in over 250 subjects. This program also provides extensive data through real-time analytics with insightful, actionable information to improve student success outcomes.

Additionally, UBMS is preparing to launch **OnTrack Plus**, a free online readiness curriculum platform that prepares students for post-secondary success. OnTrack features more than 200 video modules, to include subjects like social-emotional learning, the college application process, financial literacy and more. Grade level assessment accompanies each module and points are earned upon completion.

Number funded to Serve: *objective met***UBMS Student Participants**

- Target enrollment: 62
- Actual enrollment: 68 students=109% capacity

Outreach and Recruitment

UBMS has reached the target number for recruitment, UMBS conducts college access sessions with students at the Target Schools:

- Academy of College & Career exploration (ACCE)
- Digital Harbor High School
- Edmondson Westside High School
- National Academy Foundation (NAF)

STEM Engagement

The students continue STEM laboratory experiments with BCCC professors Dr. Gillespie (Biotechnology) and Dr. Rajendran (Biology). Students enjoy project-based learning activities to solve “real-world” problems.

Professional Development:

The following sessions were scheduled and attended during the month of April 2024.

BCCC Budget Training for Budget Managers:

This session was designed to provide Budget Managers with additional fiscal practices while using the new Banner Finance system. Training is ongoing.

Student Affairs Division Professional Development

This professional development session was implemented by the Student Affairs division and discussed how each department interrelates and their role in supporting our students. This is Part I of the training, Part II will be in May. Team-building activities were included to help us to become better acquainted with our SA partners.

MECEO Professional Development Seminar(free):

This seminar was designed as an opportunity for TRIO professionals in Maryland to discuss our best practices, our strengths, and challenges with TRIO program implementation. Project Directors participated in a round table discussion and talks about the state of TRIO, fiscally.

BCCC Procurement Training:

This session was designed as an opportunity for BCCC staff that request or approve requisitions to attend training to discuss best practices, policies and procedures in fiscal management.

Connect, Discuss & Learn with COE- Pre-College Programs:

This session was designed as an opportunity for TRIO Pre-College personnel to discuss best practices, Federal TRIO updates, TRIO grant competitions, FAFSA updates and upcoming professional development opportunities.

BCCC Student Affairs Self Study Report Readiness Sessions,

This session was designed for the Student Affairs division to review the Self-study report submitted to Middle States with a Q & A after discussion of each of the seven standards.

BCCC MSCHE Readiness Sessions,

This session was designed for BCCC faculty and Staff to learn more about each college division in preparation for the Middle States visit. This session included mock Q & A questions and garnered participation as each department addressed their role in realizing the goals and mission of BCCC and the seven MHEC standards.

STUDENT SUCCESS CENTER

Advising Operations (In-Person Walk-in Visits)

Month	June 2023	July 2023	August 2023	Summer 2023 Total
Advising	773	827	1647	3247

Month	September 2023	October 2023	November 2023	December 2023	Fall 2023 Total
Advising	773	563	1002	665	3003

Month	Jan. 2024	February 2024	March 2024	April 2024	May 2024	Spring 2024 Total
Advising	1425	643	387	965		3420 to date

- Most visits were on Mondays, Tuesdays, and Thursdays.
- Most visits occurred around 11AM, 12PM and 2PM.
- The average wait time was 22 minutes and the average session time 32 minutes.

The highest scheduled services were General Studies & Visual Arts, Health & Biosciences, and Business & Hospitality.

Highlights

- The Transfer Fair was held on Wednesday, April 3rd. At the fair, the SSC shared information about Panther Success and 30 students completed the interest form.
- The last two Advising Sessions for Future BCCC Graduates were held on Friday, April 12th and Wednesday, April 17th. Participating departments included Records & Registration, Financial Aid and Career Services.

Next Steps

- Operationalizing Panther Success working with MDRC:
 - Program recruitment for Fall 2024.
 - Starting selection process after Spring 2024 semester ends.
 - Finalizing details for program orientation and advising curriculum for the academic year.
 - Coordinating with Student Accounting for the financial incentives.
- Launch of Advising 100 sessions for June and July and planning for New Student Orientation in August.
- Continued work on Standard Operating Procedures (SOP) for the Student Success Center (SSC).
- Mental Health First Aid Training rescheduled for May and June.

TESTING CENTER

The Baltimore City Community College (BCCC) Liberty Campus Testing Center administered exams to BCCC students and community members. This month's collaborations included: Disability Support Services, Virtual Help Desk, Student Success Center, Admissions, English Language Services, Mayor Scholar's Program, Academic Affairs, Maryland College Testing Association, Baltimore City Teacher's Union, Baltimore City Public Schools, Maryland Department of Labor, College of Southern Maryland and Florida State College of Jacksonville's Testing Center. *Data Breakdown.*

- BCCC Testing Center administered 399 exams in-person to 319 individuals (unduplicated) in April.
- Revenue was accrued for GED appointments in April; however, the total revenue earned will be released Mid-May.
 - GED March Revenue:
 - Exams Delivered: 11
 - Revenue Earned: \$133.75

Collaborations Efforts towards Goals

1. BCCC Testing Center is now a Pearson Vue Authorized Testing Center.
 - a. Late Fall 2024, BCCC Testing Center is planning to begin administering Pearson Vue Information Technology Exams.
 - i. Aligns with Testing Center's Enrollment Goal #1: **Baltimore City Liberty Campus Testing Center will be identified as a certified testing center that encourages students' success through assessments provided.**
2. Group placement testing occurred in April for admitted MSP students and City Neighbors High School students in preparation for summer and fall registration.
 - a. Aligns with Test Center's Enrollment Goal #2: **Offer Accuplacer testing to prospective students as a recruitment effort.**
3. Group placement testing will occur in May at two Baltimore City Public Schools for newly admitted BCCC students in preparation for summer and fall registration.
 - a. Aligns with Test Center's Enrollment Goal #2: **Offer Accuplacer testing to prospective students as a recruitment effort.**

DISABILITY SUPPORT SERVICES CENTER

During the month of April 2024, the Disability Support Services Center (DSSC) continued its commitment to providing exceptional accessibility services and care to students.

Spring Semester 2024		
	Renewal Accommodations	Intakes
January	55	8
February	5	6
March	4	7
April	3	2
Total	67	23

Spring 2024 Total: 90 students receiving Accommodative Services

Director Engagement:

The Director of the DSSC conducted a total of 30 in-person meetings, Zoom sessions, and video conferences with prospective students, parents, faculty members, and departmental Associate Deans/Deans. These engagements addressed concerns and ensured a seamless experience for students requiring accommodative services.

Educational Outreach:

Classroom presentations were conducted in two Pre-100 classes and two RENG 91 classes, reaching approximately 35 students. These presentations aimed to inform students about the services offered by the DSSC, promoting awareness and accessibility within the academic community.

Partnership and Recruitment:

The Maryland School for the Blind and the DSSC partnered strategically to explore recruitment opportunities. As a result, at least 14 students are scheduled to tour the main campus in May, fostering inclusivity and expanding accessibility services.

STUDENT LIFE & ENGAGEMENT

The Office of Student Life & Engagement had a very successful month. The department hosted several enriching events and launched new initiatives to support students at BCCC. This month we supported many departments such as the Mayors Scholars Program, Records & Registration, Wellness, Admissions, and the Athletics Department with various events.

Middle States Contribution

The Director serves as a member of the STANDARD VI: PLANNING, RESOURCES, AND INSTITUTIONAL IMPROVEMENT team. The Director has worked with the team to contribute many pieces of evidence and to help write the draft for the Middle States review.

Strategic Planning Team

The Director of Student Life & Engagement continues to work as a member of the Strategic Planning Team. This group is responsible for reviewing the 2022 Maryland State Plan for Higher Education and the College’s associated Key Performance Indicators and institutional characteristics. The Group will also review faculty and staff feedback from the four Mission, Vision, and Core Values sessions to move forward with creating a strategic plan for the institution.

Food Pantry

The Office of Student Life & Engagement receives donations for items available in the Food Pantry. This month, the office continued offering BCCC employees the chance to receive a new BCCC t-shirt after donating to the Food Pantry.

Student Center Game Room

The Office of Student Life & Engagement received new equipment that will enhance the student engagement experience. This month, the department received two new Arcade Gaming Machines installed in the Game Room. On average, these gaming machines receive approximately 25-30 players per day. The Director of Student Life & Engagement was able to confirm a planning meeting with Crunchy Tech (a professional installation vendor) and representatives all across BCCC to begin the next phase of enhancements for the Student Center Game Room.

Future Grant: The Office of Student Life & Engagement received an opportunity to receive funding for the food pantry. Wellpoint, is a health insurance company, also known as Amerigroup or UniCare. Their purpose is to deliver whole-person health insurance plans and solutions. They have a foundation that is focused on providing physical and mental health to communities and will donate to BCCC.

The Maryland Collegiate STEM Conference

The Office of Student Life & Engagement helped and support to members of the student-led STEM Club and the STEM department as they traveled to the Maryland Collegiate STEM Conference on Saturday, April 20, 2024. BCCC is a proud Silver Sponsor of this conference. The Office of Student Life & Engagement also provided a uniform for student representatives who were a part of this conference.

Student Leadership Program

The Office of Student Life & Engagement hosted information sessions on being engaged outside of the classroom for high school students who visited Baltimore City Community College. Student Life & Engagement Staff provided guided tours for two high schools that visited the college during the month.

Transform Mid-Atlantic Civic Fellowship

Kya Moore, President of the Student Leadership Club was nominated to be a Transform Mid-Atlantic Civic Fellow. She will represent Baltimore City Community College in the fellowship program for civic engagement among all institutions in the transform Mid-Atlantic region. She will attend monthly workshops and meetings and receive training through a leadership certification program.

Activities and Events

A host of activities and events were held this month where the Student Life area collaborated with other areas at the College or sponsored the event (Transfer Fair; Mid-Day Cafe; Solar Eclipse Viewing; Voter Registration Information, Sex Ed Boot Camp Workshop; Uno Tournament; SGA Meetings and Candidate Meet and Greet; Sleep Awareness; Autism Awareness; Color Escape; Commencement Photos; Men on the Move Luncheon).

Baltimore City Community College

CABINET UPDATE

Board of Trustees, May 15, 2024

Mr. Aubrey Bascombe, Vice President, Finance & Administration

BUDGET OFFICE

1. Highlights

- a. The Budget Office completed ten training sessions for BCCC Budget Managers.
- b. The Budget Office participated in professional development for the new ERP system.

2. Appropriation Year (AY 2024) Revenue Summary as of 04/30/2024

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	\$63,317,367	(Includes Bookstore of \$1,071,050)
Restricted	\$25,685,058	(Includes WBJC of \$1,687,336)
Total Revenue	\$89,002,425	

Unrestricted Revenue: Total unrestricted revenue through April Appropriation Year (AY) 2024 is \$13.2 million, higher than the revenue earnings through the same period in AY 2023. The primary driver is increased Investment Income, State Appropriations, tuition, and fees.

- *Tuition & Fees: overall increased.* The overall tuition and fee revenue increase is due to higher revenues from the Fall and Spring semesters and a rise in Non-Credit Tuition and Fees. Please note that due to the system conversion, the tuition and fees posted in AY 2023 were recorded in June. There was also an increase in State Aid and Investment Income compared to AY 2023.
- *Sales, Service, Auxiliary & Leasing: Increased.* - Sales, Service, Auxiliary, & Leasing revenue earnings are 17% higher in AY 2024 than at 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 AY 2023. This is due to an increase in new textbook sales and an increase in Sundries.

Restricted Revenue: Total restricted revenue through April AY 2024 is \$6.5 million higher than in AY 2023. The primary driver of the increase is an increase in WBJC revenue, Deferred Maintenance, Federal Grants revenues, and State and Local Grants.

3. Appropriation Year (AY 2024) Expense Summary as of 04/30/2024

Expense Fund	Expense Amount	Notes
General (Unrestricted)	\$43,549,365	(Includes Bookstore of \$2,803,306)
Restricted	\$19,259,333	(Includes WBJC of \$1,017,379)
Total Expenditures	\$62,808,698	

Unrestricted Expenditures: Total unrestricted expenses increased by \$6.6 million compared to this same period in AY 2023, primarily due to increased salaries, deferred maintenance, motor vehicles, and instructional supplies.

Restricted Expenditures AY 24: Total restricted expenses increased by \$12.6 million compared to this same period in AY 2023 due to federal and state grants scholarship expenditures increased. There was also an increase in new equipment expenditure compared to this time last year.

CONTROLLER’S OFFICE/GENERAL ACCOUNTING/GRANTS/FOUNDATION

1. BCCC (BALTIMORE CITY COMMUNITY COLLEGE), BCCC Foundation Audits Status

- The BCCC Foundation audit information is waiting for the draft and final report to be issued.
- The Single Audit report for the State of Maryland was issued.
- For the College, GASB 96 was updated in the data, and a revised draft was provided to the auditors. An open items listing was obtained, and those items are currently being focused on submitting to the auditors. Pending also is a resolution of the student data from Banner that involves the refunds and credit cards and impacts the tuition receivable. This delay is primarily driven by data migration issues and incorrect aging accounts when implementing the new ERP system in 2022.
- WBJC information for their separate financial statement has been updated. It will be updated again after the college information updates. Then, the Annual Financial Report (AFR) will be updated.
- The CC-4 draft was sent to the Maryland Higher Education Commission and the audit firm and is pending review. The CC-4 will be updated after the College open items are provided to the auditors.
- The Howard P. Rawlings audit request was provided, and all information was provided to the auditors. Feedback was received from the auditors and is being provided to the group to provide.

2. Grants/COVID Funds

- Title IV drawdowns continue to be requested.

- Spending on the remaining COVID funds will end in June 2024 unless another extension is obtained.
- P-TECH information has been obtained, and an updated NOGA is pending.
- Reporting for Perkins is being provided to Academic Affairs. A request for cash is being supplied to MSDE.
- Reconciliations are being processed for SSS TRIO and Upward Bound.

ACCOUNTS PAYABLE

Details of outstanding invoices are below:

Status	Total Amount
<31 days	223,197.48
31-60 days	84,702.19
61-90 days	168,378.45
91-120 days	94,302.65
121-180 days	114,043.23
>180 days	125,852.93
Credits	<u>(16,850.15)</u>
Totals	<u>793,626.78</u>

Highlights – The focus is on getting the resolution of the older invoices. The overall balance of payables decreased by \$213,694.26. This focus will continue to resolve the older invoices and process all invoices.

PROCUREMENT

1. Procurements:

In March 2024, a total of \$712,957.53 purchase orders were awarded in the following categories:

Category	Sum of PO/BPO Amount
Commodities	\$593,582.65
Services	\$ 73,966.09
Maintenance	\$ 34,142.79
IT Services	\$ 11,266.00
Grand Total	\$712,957.53

The College processed 188 credit card transactions for \$109,544.64 in March.

OFFICE OF STUDENT ACCOUNTING

1. Banner System Challenges – Student Accounting continues to identify Banner system challenges that negatively impact payment processing, student refunds, and aging management.
 - a. Application of payments
 - i. Review and resolution to payments in need of application for 653 accounts. This manual process can include more than 40 steps to resolve one account. Additional discussions will take place to determine the resources needed and establish a completion timeline. Charges and payments are posted continually; therefore, there's a chance that accounts will always be listed on the report; however, it should be at a minimum.
 - b. Data migration clean-up
 - i. The incorrect detail code migrated CARES act transactions from HP Lan to Banner. Over 5,000 records need manual review and correction to change to the correct detail code for 1098-t reporting (period of time beginning with 2021 transactions).
 - ii. Title IV authorization dates not in Banner prevent Title IV funds from applying to a non-tuition and fee charge, such as a bus pass charge. Therefore, the account will appear on the refund list until the payment is applied to the charge manually or by a Banner system job.
 - iii. Missing student data prevents IT from identifying the Banner ID for over 3,500 CCU student records which covers a period of years **(this is the entire inventory of records that date back some thirty-four (34) years via a legacy system when the College first transitioned to the State)**. This prevents proper collection coding, hold placement, and collection reporting for these accounts.
 - iv. Many non-credit payment transactions were migrated from HP Lan to Banner using the incorrect detail code. An extensive reconciliation is needed to identify incorrect migrated transactions for corrective actions.
 - c. We're currently working with IT to configure Banner to produce invoices.

Aging Report

- a. Student Affairs is working to produce the list of students for Specialty Population invoicing.
- b. Past due receivables submission to ECSI is on hold until payments are posted to the specialty population student account.
 - i. Students with past-due balances cannot enroll in a formal past-due payment plan to clear their balances. Students are instructed to make payments until the balance is paid in full.
- c. Submitting past-due accounts to CCU is on hold until the office can identify accounts needing pre-collection processing. Coding, invoicing, and payment application to the specialty population student balances must take place to remove such students from the aging report.

- i. Student Accounting is currently up to date with posting the CCU payments to student accounts and removing holds for those students who've paid in full.

5. Refunds Update

- a. Student Accounting has identified challenges to timely refund processing, such as data migration issues, application of payment issues, etc. Student Accounting continues to work closely with internal stakeholders to resolve these challenges.
 - b. The Student Accounting Office and Financial Aid unit continue to discuss ways to enhance the separation of duties to serve our students better.
 - c. Reestablishing refund reconciliations for FY24 using Banner and third-party refund processor, ECSI systems. The Student Accounting team is reconciling refunds for January and February 2024. Student Accounts will collaborate with BCCC IT department to determine how to leverage technology to improve the reconciliation process.
 - e. Title IV Refund Compliance Initiatives
 - i. A new report from IT and a change in request for signatures have helped the department process current term refunds within the 14-day deadline.
 - f. April's All Refund Report showed 490 accounts that may be eligible for a refund. As of May 3rd, all refunds from this list have been processed.
- i.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, May 15, 2024

Mr. Peter Farrell, Interim 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:
 - Strategic Planning Meetings
 - Student Transfer Day
 - Middle States Readiness
 - Sexual Assault Awareness
 - Student Affairs
 - SGA Candidate Speeches
 - Graduations
 - Book Club
 - Panthers Dance Club
 - Color Escape
 - Men on the Move
- IT Helpdesk
 - Continuing work on Student, Faculty and Staff tickets. For the month of April 2024:
 - Total Volume (All Channels): 1325; Total Volume by Phone: 694 (52.4%); Total Volume by eMail 570 (43%)
 - Dispatch/Tier 1: First Contact Resolution: 680/1325 (51.3%); and 553 were login/password/Account Access issues.
 - Media Services: Closed 40 issues.
 - Tier 2: Closed 233 Tickets.
 - Tier 2: Prepared and Distributed 40 laptops.

Projects

- 2024 Commencement Project – Attended planning sessions.
- HEERF Grant IT Hardware Procurement Project
 - Continuing to roll out Classroom and Lab equipment. We have completed the following:
 - BioPark
 - Harbor
 - South Pavilion - 3 Computers Setups
- MSCHE Self-Study Design
 - Time spent preparing for the site visit, including but not limited to, getting BioPark & Harbor technology in classrooms, labs, and offices up to date.

IT SECURITY

BCCC utilizes Proofpoint, through the State of Maryland Department of IT, to provide cybersecurity awareness training to all employees. The Quarter 2024 training cycle is underway, with a due date of June 30, 2024. As of April 29, 2024, 29% of eligible employees have completed their training. Cabinet members receive weekly progress reports.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, May 15, 2024

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

OFFICE OF ASSESSMENT

Reporting & External Collaborations

The Director of Assessment supports the continuous quality improvement of academic and non-academic initiatives through data and guidance for reporting and external collaborations. This month the following were supported:

- Commission on Accreditation of Allied Health Education Programs (CAAHEP) Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) Progress Report
 - Addressing practices that resulted in the January 18th designation of *Probationary Accreditation*
- Accreditation Counsel for Business Schools and Programs (ACBSP) Self Study

Planning

Strategic Planning

The Director of Assessment continues to support the facilitation of the strategic planning process and sits on the Delivering Our Promise, Theme & Planning Group. Meetings were held and attended on the following dates:

- April 3, 2024
- April 5, 2024
- April 18, 2024
- April 19, 2024

Planning and Assessment Software Solution

The Director of Assessment continues to support the review and evaluation of software solutions that offer modules for planning, academic and non-academic assessment, and accreditation. This software is anticipated to integrate with the College's Learning Management System (Canvas), Student Information System (Banner), and other systems that support student success, such as curriculum management, placement testing, clinical/internship placement, and faculty credentialing. The software will be used across the College to support and document the College's progress towards programmatic, departmental, divisional, and institutional goals.

On April 8th, HelioCampus provided a guided demonstration and SPOL a hands-on "sandbox" demonstration.

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

Requests for Additional Evidence

The Director of Assessment supports the Self-Study through preparing evidence to satisfy additional requests from the visiting team.

Steering Committee

The Director of Assessment continues to sit as a member of the Self-Study Steering Committee in preparation for the upcoming site visit, April 28th through May 1st. This month, the Steering Committee met on April 5th.

Institutional Readiness Sessions

The Director of Assessment supports and attends the Institutional Readiness Sessions that prepare the College for the site visit. This month, the following sessions were supported and/or attended:

- April 12, 2024
- April 19, 2024
- April 26, 2024

Grants

Maryland Higher Education Commission (MHEC) Expanding SUCCESS Initiative

The Director of Assessment sits on the Institutional Team for the Expanding SUCCESS initiative, a seven-month intrusive advising intervention to facilitate retention to graduation and/or transfer to a four-year institution.

ACADEMIC AFFAIRS

Student Learning Outcomes Assessment

Process and Data Flows

The Directors of Assessment and eLearning facilitate updates to the Student Learning Outcomes Assessment (SLOA) process, developed in Fall 2022. The updated process addresses the sunset of the 2014-2022 assessment software solution, Nuventive Improve (TracDat), providing transitional data flow and assessment solution as the College builds the learning outcomes assessment infrastructure within the Canvas Learning Management System. The transitional solution combines data extractions from Canvas, the historic Nuventive SQL database, and aggregated variably formatted data files into learning outcomes data workbooks for each Program and discipline. The workbooks will continue to be developed until the learning outcomes data infrastructure is fully built within Canvas, when they will become historic reference files for academic assessment. Future data pulls from Canvas will be conducted in aggregate, by learning outcome, and may be analyzed in Excel, the future Planning & Assessment software solution, or other analytics platform.

Meetings with each Program and Discipline will begin following a pending meeting with the Deans Council. The meeting will refresh Academy leadership on:

- The data collection and aggregation process
- Reviewing and interpreting learning outcomes data workbooks
- Supporting Program and Discipline leaders in data collection and the transition to Canvas

Data Workbooks

The Director of Assessment continues to develop learning outcomes data workbooks for the 2023-24 academic year. In March, the following workbooks were in development:

- LO_AddnCousnel.xlsx
- LO_AHS.xlsx
- LO_AlliedHealth.xlsx
- LO_art.xlsx
- LO_biotech.xlsx
- LO_business.xlsx
- LO_CADD.xlsx
- LO_chemistry.xlsx
- LO_CIS-CSA.xlsx
- LO_communications.xlsx
- LO_CompLit.xlsx
- LO_ConstSupr.xlsx
- LO_CoopEd.xlsx
- LO_CriminalJust.xlsx
- LO_DentalHygiene.xlsx
- LO_economics.xlsx
- LO_education.xlsx
- LO_engineering.xlsx
- LO_fashion.xlsx
- LO_GenStud_AA.xlsx
- LO_HIT.xlsx
- LO_math.xlsx
- LO_music.xlsx
- LO_RespCare.xlsx
- LO_science.xlsx
- LO_theatre.xls

Data Compliance

Student Learning Outcomes data for the Fall 2023 semester (202380) were due on December 19th, 2023, and Winter 2024 semester (202410) on January 13th. The Director of Assessment tracks compliance in data submissions. A preliminary report on compliance for these semesters was provided to Academy leadership on February 12th. A follow-up report was provided on May 2nd.

Curriculum Assessment

The Director of Assessment supports the evaluation and continuous improvement of credit curricula. In Summer 2023, Deans and Associate Deans were tasked with aggregating master syllabi for all courses. As of April 30th, syllabi were aggregated for 58% of all offered credit courses.

OFFICE OF INSTITUTIONAL RESEARCH

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

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

Maryland Higher Education Commission (MHEC) and Maryland General Assembly

- *Winter and Spring 2024 Enrollment Information System (EIS) Files* – Collaborated with Information Technology Services (ITS) to develop student-level data files reflecting demographics; enrollment, placement, modality, military, and advanced placement status for credit students. Collaborated with the Testing Center to review and update data on assessment of college-level readiness in mathematics and English/reading for first-time students. Both files were submitted to meet the deadline of April 1, 2024.
- *Summer and Fall 2023 End-of-Term System (EOTS) Files* – Collaborated with ITS to develop student-level data files reporting demographics and course outcomes as well as term and cumulative GPAs, credits attempted, and credits earned. Both files were submitted to meet the deadline of April 15, 2024.

Middle States Commission on Higher Education (MSCHE)

- *2023-24 Self-Study Steering Committee* - The Director has been serving as Co-Chair of the Self-Study Steering Committee. Initiatives conducted during February and March 2024 include the following.
- *Final Self-Study Report and Evidence Submission* – The Director serves as the “Portal Delegate” for the MSCHE portal and collaborated with the Co-Coordinator and Co-Chair to prepare the final report and evidence. This entailed final review of evidence against the narrative, preparing and inventorying evidence for upload via the MSCHE portal, reviewing narrative with Cabinet, key staff, and the President, and uploading final document and evidence. The Co-chairs and Coordinators responded to evidence requests from the Evaluation Team, preparing documents for submission, and uploading information via the portal.
- *Readiness Sessions* - The Director developed and conducted weekly presentations with Co-chairs, Coordinators, Cabinet, and Steering Committee members to prepare faculty, staff, and students for the Evaluation Team Visit. Developed spreadsheets for tracking attendance; and developed and administered surveys as part of the institutional effectiveness process.
- *Weekly Steering Committee, Working Group, and Coordinator Meetings* - The Director develops agendas for and conducts Steering Committee meetings, attends all Working Group meetings whenever possible, and attends weekly Co-chairs and Coordinators meetings.
- *Self-Study Newsletter* – Develop and review content for monthly Self-Study newsletter to support the Communication and Events Working Group.
- *Planning for Team Visit* – Provided support in planning for arrangements for Visiting Team members and in developing Readiness Sessions to prepare the College community for Team Visit held April 28 – May 1.

Director served on Core Team to prepare and attend the Welcome Reception for the Visting Team members, Board of Trustees, and Cabinet held on Sunday, April 28. Director responded to requests for additional information and, in collaboration with VP IERP/Accreditation Liaison Officer (ALO), supported responses required from other Cabinet areas.

- *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.
 - The Director facilitates 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, Teams support, and guidance.

National Center for Education Statistics (NCES)

- *IPEDS Spring Collection* – Developed schedule and conducted kick-off meeting to ensure all “additional users” had current login credentials to complete the Collection’s four surveys. All surveys were completed and “locked” by the deadline of April 3, 2024.
 - *Academic Libraries Survey* – Onboarded the Director of the Library to the process, reviewed responses, assisted with prior year revision process, and coordinated review for AVP for Curriculum and Instruction with the President.
 - *Fall Enrollment Survey* – Developed data to reflect fall 2023 credit enrollment and fall-to-fall retention by various characteristics.
 - *Finance Survey* – Supported the Controller’s consultation with IPEDS Help Desk and review with the President.
 - *Human Resources* – Utilized the fall 2023 Employee Data System (EDS) file to develop faculty and staff data by various position and demographic characteristics. Conducted review with Human Resources Office staff, VP IERP, and the President.

National Council-State Authorization Reciprocity Agreements (NC-SARA)

- *Annual Renewals with MHEC and NC-SARA* – In collaboration with the VP IERP and Controller, completed forms to include institutional enrollment data to complete the annual renewal processes with MHEC and NC-SARA. All processes were completed by the deadline of April 17, 2024.

College Collaborations for External Reporting or Stakeholder Needs

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

Audit Support

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

External Meetings/Working Groups

- Maryland Community College Research Group (MCCRG) Monthly Meetings
- NIH Prisoners to Professionals Bridges to Baccalaureate with Howard University Partnership Meetings
- Vendor Meetings and Demonstrations for Planning & Assessment Tool
- Ellucian Implementation and Support Sessions
- SUCCESS Initiative Meetings with MHEC and Manpower Demonstration Research Corporation (MDRC)
- Baltimore City Public Schools Dual-Enrollment Initiative meetings with internal and external partners

Grant Support

- *Expanding SUCCESS Partnership* – Attended virtual meetings with MHEC and MDRC team to discuss data considerations and criteria. Attended two sessions of the in-person visit with representatives from across the College, MDRC, and MHEC’s Assistant Secretary and Director of Research and Policy Analysis held on May 3, 2024.
- *Maryland Office for Refugees and Asylees (MORA) English for Speakers of Other Languages (ESOL) Mid-year Report* – Developed enrollment data for students enrolled in specified ESOL courses for reporting period to meet the submission deadline of April 22, 2024.

Maryland Higher Education Commission

- *Campus Climate Survey/Sexual Assault & Incident Log and Data Report* – Distributed guidelines and materials from MHEC to BCCC’s Title IX Coordinator and Director of Public Safety; created 2024 SharePoint folder and shared with BCCC team; updated mandated Campus Climate Survey, shared for review and requested updated contact internal/external contact information, and coordinated with E-Learning to have posted on Canvas landing page; shared information with VP IERP to share with Cabinet. Narrative Report on Survey, Incident Log, and Incident Report are due by June 1, 2024.
- *Foster Care and Homeless Youth Tuition Waivers Survey (S-30 Form)* – Created 2024 SharePoint folder with updated MHEC materials; shared materials with VP IERP for distribution to Cabinet; preparing data from FY 2023 Financial Aid Information System (DAIS) file with enrollment and degree/certificate data to be validated by Student Accounting and Financial Aid Offices. The completed workbook is due by June 1, 2024.

Program Accreditations

OIR develops enrollment and outcomes data (e.g., course pass rates, retention, graduation) and/or provides survey guidance, development, and administration tools to support individual program requirements. The Director serves on the review team to ensure all requirements are met, and data are reflected accurately. February and March 2024 support included the following.

- *Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) Annual Performance Assessment Report (APAR)* – Updated graduate and employer surveys and created links for administration and monitoring responses to support the Health Information Management program’s annual accreditation process. The APAR must be submitted by May 31, 2024.
- *Accreditation Council for Business Schools and Programs (ACBSP) Self-Study* – Updated surveys for distribution to students and faculty for administration in spring 2024 ACBSP programs’ courses; facilitated review and provided links for administering surveys and monitoring results to Chair. Developed updated trend data for each ACBSP program for fall enrollment, annual degrees and certificates awarded, and discipline credit hours. Attended BCCC ACBSP team meetings. The ACBSP Self-Study must be submitted by July 15, 2024.
- *Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) Annual Report* – Updated graduate survey and created links for administration and monitoring responses and shared with Program Coordinator and School of Nursing & Health Professions Team to prepare for report submission due date of July 31, 2024.

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.

Enterprise Resource Planning (ERP) Implementation and Operationalization - Continued collaboration with ITS, Director of E-Learning, Student Affairs, Human Resources, and WDCE to develop means to extract and report

student, graduate, course, and program level data with confidence via development of queries for data validation and cleansing and to meet operational and mandated reporting needs.

Policy Development and Review - Under the guidance of the VP IERP, participating in college-wide review of policies with extra focus and support on the draft policy on creating mission, vision, and values. As Steering Committee Co-chair, participated in the Cabinet’s final review of new policies and revisions to existing policies from across the College.

Professional Development

- Provided support for planning content, attendance, facilitation, and evaluation of Institutional Professional Development (PD) activities.
- Customized, administered, and compiled survey results for all institutional PD activities.
- Prepared and conducted MSCHE Readiness Sessions for faculty, staff, and students.
- Maintain the schedule of MSCHE webinars, created and maintain Teams library of webinar videos and materials, and share information and links via Teams with Self-Study team members.
- Completed any required information technology security awareness training for Department of Information Technology.

Strategic Planning

- *Strategic Planning Faculty & Staff Sessions* – Provided planning, attendance, implementation, presentation, and evaluation support for Mission, Vision, Values; Planning and Themes; and Maryland State Plan and BCCC Key Performance Indicators sessions conducted by the Credo consultants and BCCC team held in April 2024 and May 2024.
- *Strategic Planning Student Sessions* – Supported VP IERP in conducting Mission, Vision, & Values, and Maryland State Plan & BCCC KPIs sessions for students held in April and May 2024.

Surveys

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

- *Strategic Planning Faculty & Staff Sessions Participant Survey*
- *Mayor’s Scholars Program Panther Talk Series Student Surveys* – Collaborated with the Director of Mayor’s Scholars Program to develop surveys, create links, and provide results for “Panther Talk” presentations held throughout the spring semester.
- *Program Accreditation Surveys* – As noted above based on respective accreditation requirements.
- *Professional Development Surveys* – As needed.
- *Sexual Assault Campus Climate Survey* – Developed updated mandated Survey in accordance with MHEC guidelines and collaborated with E-Learning, Student Affairs, and Public Safety to have it posted on the Canvas landing page with internal and external contact information. Survey results must be reported to MHEC by June 1, 2024.

Teams/Workgroups

- *Curriculum and Instruction Committee (CIC)* – Director attends meetings to support new program development needs and course review. Provide input as appropriate.
- *MSCHE Self-Study Steering Committee (Co-Chair) and Working Groups (Member)*

- *Planning and Assessment Software Solution Team* – Director serves as a member of the team evaluating planning and assessment tool/platform options.
- *Program Review and Evaluation Committee (PREC) Planning Team* – Director serves as member and participates in weekly meetings during the academic year. OIR develops enrollment, short and long-term persistence, completion, and discipline credit hours data and provides survey support. The Team collaborates on establishing calendar of deadlines for review year. The Director and Chair coordinate the review and update of student, faculty, and advisory board surveys.
- *BCCC-Baltimore City Public Schools (BCPS) Dual Enrollment Team* – The Director serves on a team of BCCC faculty and staff and representatives from to develop the Memorandum of Understanding (MOU), data, and courses needed to meet the Blueprint for Maryland’s Future’ College and Career Readiness requirements (Pillar 3) for college-level readiness in mathematics and English/language arts.

The Office of Grants Development continues to provide oversight and management of the operations and compliance of state, federal, and local grant regulations, and requirements. The Director of Grants strategically looks at ways to improve the quality and execution of the grants process both internal and external. He continues to be a collaborator and a problem solver where there is a need. Jones exemplifies the importance of communicating, coordinating, collaborating, and consistency as it relates to all areas of the College.

The Office has been involved in the facilitation of the strategic planning process and sits on the Aligning Our Strengths, Theme and Planning Group. This group met on several days in the month of April. They were April 5,10,17,19, 2024. The Director of Grants collaborated with the Director of Procurement to create a chain with links that incorporated the College core values: integrity, respect, diversity, teaching, learning, excellence, and leadership with a medallion that stated the theme of our group Aligning Our Strengths. The group came to the April 19 meeting displaying our chains and shared our concepts with other strategic planning members stressing that we are connected.

The Office continues to serve as a member of the Planning & Assessment Software Solution (PASS) group who have had several meetings with software providers for the College to consider planning, academics, non-academics, and accreditation. The Office has been assessing and investigating how these software providers would incorporate and enhance what the College is currently using far as Canvas, Banner, and other areas i.e., student support services to achieve programmatic, financial, departmental, and institutional goals. On April 8, 2024, The Office had the pleasure of participating in a guided demonstration with HelioCampus and a hands-on “sandbox” demonstration with SPOL.

The Office supports and attends the Institutional Readiness Sessions that prepare the College for the Middle States Commission on Higher Education (MSCHE) site visit. This month, the Director of Grants attended and supported all sessions April 5, 12, 19, 26, 2024.

The Office continued to work with the Middle States Commission on Higher Education (MSCHE) Self-Study team to plan, coordinate, create, facilitate, and execute the day-to-day schedule for the visiting team for the site visit. The Director of Grants ensured that everything ran smoothly and on time from Sunday, April 28, 2024, to Wednesday, May 1, 2024. The Director of Grants met the visiting team members daily when they entered the campus to their exit daily. Also, the Director of Grants handled all logistics from morning pastries, drinks, snacks, lunch, and dinner. The visiting team mentioned that they were pleased with the hospitality shown towards them from their arrival to their departure.

The Office attended several sessions during the site visit per the visiting team request prior to the actual date of visit from the Strategic Planning and Themes Group to Standard II workgroup.

The Office continues to attend training that the College offers on the Banner system and Procurement process for the institution and grants.

Grant Administration Overview:

The Office continues to meet monthly with the Principal Investigator (PI) for the College current 19 grants. These meetings address the goals, objectives, outcomes, expenditures, and budgets. In addition, the Office has been working with each PI on their action plan and identifying realignment tasks, strategic plan, and the Middle States Commission on Higher Education Standards. Many modifications are being made to grants in the Banner system to calculate the actual cost spent throughout the year for the grant. For FY2025, the Office will have an all-grants meeting in June (Professional Development week) to close grants for the year.

The Office meets monthly with Manpower Demonstration Research Corporation (MDRC), Maryland Department of Higher Education (MHEC), BCCC's Academic Affairs, Student Affairs, Institutional Effectiveness, Research and Planning, and Institutional Research to strategically develop a seven-month intrusive advising model to ensure students retention rate to graduate and/or transfer to a four-year institution. The BCCC program is titled Panther Success. The team at BCCC has already started recruiting and will continue. The program goal is to serve 300 students. Individuals from MHEC, including the Assistant Secretary of Academic Affairs, Dr. Emily Dow, and lead MDRC representatives were on campus recently to meet with President McCurdy, Cabinet members, key administrators and advisors as well as others key personnel.

The Office continues to meet monthly with Howard University, Prison's to Profession staff, BCCC's Academic Affairs, Institutional Research, and Student Affairs to implement the Bridges to Baccalaureate curriculum for science, technology, engineering, and mathematics (STEM) scholars during this research-based grant. The grants targeted to serve individuals formerly incarcerated and interested in pursuing a degree in research. [Bridges to Baccalaureate Program \(T34\) \(fromprisoncellstophd.org\)](https://www.prisoncellstophd.org)

New Grant Opportunity

Community Health Worker (CHW) Certification Training Program -Increasing Student Access

The Office collaborated with Workforce Development and Continuing Education as well as Finance and Administration and submitted a grant proposal to Maryland Department of Health on March 11, 2024, of \$25,284, to enhance student access to the Accredited CHW certification training program. This grant would provide textbooks and laptops to forty-two students to improve their access to educational resources for online learning, participate in virtual classrooms, and engage with interactive course materials. This grant period is April 1, 2024, to September 15, 2024. BCCC was waiting for an acceptance letter from the Maryland Department of Health.

The Office received an acceptance notification via email on March 18, 2024, from the MDH indicating to BCCC that their administration was only able to offer the College a maximum of \$10,059. MDH requested that BCCC submit a revised budget and proposal by Monday, March 25, 2024. BCCC did as MDH requested and submitted the revised budget and proposal on March 25, 2024. MDH acknowledge receipt as well. The revised proposal will provide 16 textbooks and 17 laptops to students to improve their access to educational resources for online learning, virtual classrooms, and engage with interactive course materials. BCCC looks forward to changing the lives of the students and building communities.

FY 24-25 Maryland Department of Human Services - Maryland Office of Refugees and Asylees (MORA) Afghan Support to School Impact Services Program (AS2SI)

The Office collaborated with Workforce Development and Continuing Education along with Finance and Administration submitted a grant for a half of million-dollar to the Maryland Department of Human Services (MDHS) on February 16, 2024. After submission, the Maryland Department of Human Services wanted to give BCCC additional monies of \$46,501. Therefore, on March 15, 2024, BCCC submitted to MDHS a revised

budget for \$546,501 and grant agreement. This funding will help support at least 115 children and youth to receive school enrollment, support services, afterschool academic/social activities, scholarships for post-secondary academic or vocational/career programs, complete Self-Sufficiency Plan/Individual Employability Plan. This grant period is from April 1, 2024, to September 30, 2025. BCCC is waiting for the grant agreement.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, May 15, 2024

Mr. Gussener Augustus, Vice President, Advancement

Community Outreach & Engagement

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

United Way of Central Maryland (UWCM)

The division is exploring partnership opportunities with the United Way of Central Maryland to provide advance community organizing training in partnership with the Greater Mondawmin Coordinating Council and exploring providing a robust and modern childcare facility in northwest corridor of Baltimore. Although this is exploratory, regular meetings are scheduled to refine a strong working partnership.

Office of City Council President

In preparation for the Middle States Commission on Higher Education (MSCHE), the division has explored including several members of public office to share their experience with BCCC and the MSCHE visiting team. The goal was to summarize the many vital touchpoints that benefit students citywide. The President of City Council's office showed an immediate interest to participate. Representatives have been helpful in collaborating with outreach and collaboration. From back-to-school events to referrals for workforce development, several opportunities were identified. These summaries may be shared with MSCHE visiting team in May.

WBJC

WBJC Staff Community Engagement

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

- **BCCC Library and WBJC Book Club first collaboration**—this is the first of a series of Book Club discussions on the air that will feature local authors, BCCC staff and students.
- **Maryland State Arts Council**
Host, Judith Krummeck, was awarded a creativity grant to support her individual and collaborative artistic pursuits.
- **The Baltimore Classical Guitar Society**
Guest performer, Manuel Barrueco, was interviewed by Jonathan Palevsky about his April 21st concert.
- **Hopkins Symphony Orchestra**
Conductor, Jed Gaylin, was interviewed by Jonathan Palevsky about their April 20th concert. Jonathan also gave a post-concert lecture at that event.
- **American University**
Host, Judith Krummeck, was a panelist at the Barrelhouse Conference – Conversations & Connections: Practical Advice on Writing on April 13th.
- **Gettysburg College**
Host, Judith Krummeck, gave an address to the college's Writer's Association on April 30th.
- **Annapolis Symphony**
Jonathan Palevsky presented pre-concert lectures for their April 12th and 13th performances.
- **Towson University & Johns Hopkins Osher Programs**
Jonathan Palevsky gave lectures throughout the month on the topics of J.S. Bach and Music in Vienna.

- **Brightwood Club for Senior Living**
Judith Krummeck and cellist Molly Aronson presented a program of Words in Music combining seasonal poetry and prose with the 4th Cello Suite by Bach.
- **Peabody Institute**
Peabody Renaissance Ensemble: Founder, Mark Cudek, was interviewed by Judith Krummeck on April 29th about his swansong concerts.
- **Carroll County Arts Council**
Composer Garth Baxter was interviewed by Dyana Neal about the world premiere of his opera, "A Pregnant Pause", which took place on April 12.
- **American Record Guide**
Contributor, Phil Greenfield, joined panelists Jed Gaylin from the Bay Atlantic Symphony and host Kati Harrison on Face the Music to review recordings by Kodaly, Beethoven, and Handel.
- **Spooky Action Theater**
Artistic Director, Elizabeth Dinkova, was interviewed by Gavin Witt about their upcoming show Frontiers sans Frontiers and their season titled Beyond Borders.
- **Theater Project**
Playwright, Cynthia Kaplan, was interviewed on April 25th by Gavin Witt about the debut of her show Cindy of Arc that is coming to the Theatre Project on May 2nd.
- **Opera Baltimore**
Artistic and General Director, Julia Cooke, and librettist of the group's new version of Mozart's The Impresario, Eric McKeever, were interviewed by Jonathan Palevsky on April 6th.
- **Classic Theater of Maryland**
Producing Artistic Director, Sally Boyett, was interviewed by Gavin Witt on April 16th about their production of Gypsy which ran April 11 – 28.

WBJC Corporate Support Partnerships

Businesses who underwrite programs and content on WBJC:

Returning Clients

Annapolis Symphony, Baltimore Symphony Orchestra, The Kennedy Center, Framin' Place of Mt Washington, The Strathmore, Opera Baltimore, Embassy Suites North, Ballet Theatre of Maryland, Bach in Baltimore, University of Maryland Baltimore County, Roland Park Place, Frostburg University, Church of the Redeemer, Baltimore Classical Guitar Society, Johns Hopkins Symphony Orchestra, St. David's Church, Shriver Hall Concert Series, Cynipid Fund, Elville and Associates, Zeke's Coffee, Gertrude's Restaurant, True Chesapeake Restaurant, Culligan Water.

New Clients

JCC of Greater Baltimore

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.
 - 4-20-24 Manuel Barrueco – 50 Years on Stage.

Book Notes

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

4-5-24 Baltimore author, Danielle Ariano, was interviewed about her recent memoir, *The Requirement of Grief*.

MARKETING

The marketing department continues to develop and market the BCCC brand.

BCCC Event Promotion

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

- **Public Service Announcements:** multiple daily reads by WBJC hosts.
 - PSA for BCCC’s Financial Aid Night
 - Interview Segments: short arts-oriented interviews with campus staff and faculty.
 - Director of Library Services, Elizabeth VanPate was interviewed by Judith Krummeck about the library’s recently formed book club. This is the start of a series of conversations and collaboration between BCCC and WBJC.

Branding

President’s Office

- **Wall Lettering**
The department is working with a vendor to provide lettering samples to place on the walls in the President’s Office and hallways of the administrative suite.
- **Seal**
The department is reviewing additional sizing options for two wall seals.
- **Floor Mats**
New floor mats are being branded with the College logo for doorway entrances.
 - Vendor: Eagle Mat
 - Vendor: Unifirst Uniform Services (Original vendor who produced present mats)

Commencement 2024 Campaign & Deliverables

- **Invitations**
The department printed student and VIP Commencement invitations that have been printed. Student invitations are being distributed by the BCCC Bookstore.
- **Visit to the Meyerhoff Symphony Hall**
The department visited the Meyerhoff Symphony Hall for planning purposes for Commencement 2024.
- **Graduation Box**
The Graduation Box and lid design were completed.
- **Commencement Program Content**
The department is working on preliminary content for the Commencement program. The department is receiving names of qualified students to place in the Program as degree audits are completed.
- **Graduation T-Shirt Order**
The department has ordered BCCC “Proud Panther Alum” t-shirts, picture frames and padfolios to be placed in the Commencement graduation box.

- **Commencement Bags**

The department has purchased branded Commencement bags to distribute Commencement regalia at the BCCC Bookstore.

Student Affairs/Student Life

Marketing materials (flyers, billboards, etc.):

- **SGA Voting Posters**

Posters were created to promote SGA voting for the new SGA 2024-25 Board.

- **Summer and Fall 2023 Registration Billboard and Social Posts**

A Summer & Fall 2023 billboard and social posts were created for use on the website, Facebook, Instagram, and Twitter. An electronic entrance sign has also been placed.

- **Panther Pride Week**

A Panther Pride Week poster has been created to promote events during that week.

- **Fashion Show**

A flyer for the yearly spring Fashion Show was created.

- **Spring Credit Schedule**

The Spring Credit Schedule has been created.

Workforce Development Campaigns

- **CDL marketing materials**

- **Administrative Support**

The Administrative Support flier was updated for distribution and posted on social media platforms to promote the program.

- **Venipuncture/Phlebotomy**

A Venipuncture/Phlebotomy flyer was revised for promotion of the program. Social posts were added to the social platforms.

- **Administrative Support**

The Administrative Support flyer was updated and posted on social media platforms to promote the program.

- **Workforce Program Brochure**

The department is working with Workforce Development to align the name of programs as listed on the current Workforce Development website, Career Pathways website, viewbook, Career Pathways brochure, and Workforce Brochure.

Academic Affairs Campaigns

- **Program Cards**

The department is reviewing the Program cards, with additional edits in progress.

- **MD STEM Conference**
The department participated in the Maryland STEM Conference, and photography from the event was used to build a social media campaign.

General Branding & Campaigns

- **Mini Conference Center & Gaare Auditorium Podium Signs**
The department is reviewing options to place BCCC logo signage on the two podiums in these locations.
- **Pole Sign Replacement**
Pole signs displaying our values that were destroyed by weather have been replaced.
- **US Flag Replacement**
New US and international flags were ordered, received and hung on campus.
- **Policies Posting to the Website**
Additional policies have been posted and checked on the website. In addition, an Institutional Policy Schedule has been added to the Policies web page.
- **Viewbook, Career Pathways, Workforce Development Webpage and Career Pathways Webpage**
The department is continuing work to update and align Workforce Development program names across all platforms and publications.

Social Campaigns

- How to Wear Commencement Regalia Video
- Get Ready for Commencement 2024
- Financial Aid FAFSA Information Nights
- Pickup Cap & Gown from BCCC's Bookstore
- Maryland Proton Treatment Center BCCC Student Visit
- Maryland STEM Conference Student Presentations
- Apply Now
- Color Escape Event
- Summer & Fall Class Registration
- Commencement Participation Form
- HOLI Event
- Workforce Venipuncture/Phlebotomy Program
- National Autism Awareness Month
- Make-It-Take-It Event
- Workforce Certified Geriatric Nursing Assistant Program
- MSP Workshop Series
- Group Advising for Graduating Seniors
- Sleep Awareness Wellness Workshop
- SGA General Body Meeting & Candidate Meet & Greet
- SGA General Election/Canvas Voting
- Uno Tournament Event
- Spring Events Calendar
- Workforce Development Administrative Support Program
- Save the Date/Commencement 2024
- Student Life & Library Joint Collaboration: Celestial Spectacle Eclipse Event photos and images of student participation; warnings to not view the eclipse without proper protection.
- Mental Health Workshop: Mental Health is Health Event
- Spring 2024 Transfer Fair

- Midday Café Event

Middle States

- **Strategic Planning Session Attendance**
The Marketing department participated in the Strategic Planning sessions.
- **Middle States Steering Committee Attendance**
The Marketing department participated in the Middle States Steering Committee.
- **Standard I Committee Meeting Attendance**
The Marketing department participated in the Middle States Standard I & VII meetings.
- **Middle States Promotional Bag**
The department has purchased promotional bags (with seal) for the President's Office.
- **Welcome MSCHE Signage**
 - The department developed Welcome Middle States Visiting Team signage for the website billboard, digital signs in seven locations, and entrance signs.
 - The department printed and temporarily replaced numerous signage with old logos at the Liberty Campus, BioPark, and Harbor locations, with a longer-range plan of completely replacing all signage at all locations. The department is moving into phase two of permanent replacement.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, May 15, 2024

Ms. Lyllis Green, Chief Internal Auditor

Internal Audit Activities

Activities of the Office of Internal Audits in April 2024 focused on audit issues, policies, and Financial Statements.

- Corporate Purchase Card (CPC) Review by General Accounting Division (GAD) :
 - On Wednesday, April 17, 2024, the Office of Internal Audits received notification from the VP Finance and Administration that a CPC Field Review was scheduled for Thursday, April 25th at 9am.
 - The email notification included audit requests for documentation from a list of twelve employee credit cardholders and the associated activity logs, credit card statements and supporting documentation for June, July, and August 2022.
- Continued review and follow-up of Compliance Line issues
- Along with approximately 50 State agency attendees for the Chief Internal Auditor Roundtable meeting, certain issues impacting State agencies were discussed. Included in the discussion was the IIA's new Global Internal Audit Standards released on January 9, 2024, that will become effective in 2025.
- Performing follow-up of repeat audit findings,
- Internal Audit Risk Assessment and Schedule Draft

Other activities

- Attending sessions for the Strategic Planning Process and Development
- Participation in activities for the MiddleStates (MSCHE (Middle States Commission on Higher Education)) Site Team's visit including:
 - Research and response to additional information requests (i.e., updated resume, telling our story, BCCC's transition from City to State ownership, etc.)
 - 4/28/2024 Reception
 - 4/29/2024 Cabinet meeting, Standard VII working group,
 - 4/30/2024 Standard working groups II with Verifications of Compliance, and
 - 5/01/2024 MSCHE Site Team's report and exit meeting.
- Records Retention and Disposal Update project
- Policy development and review with Cabinet

Disaster Recovery

As reported in our update for March 2024: 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.

During the month of April 2024 greater progress was made on the Disaster Recovery. Two servers were purchased with cloud access such that in the event of a communication failure with our existing servers, network

capabilities would continue using the cloud-based servers. The servers are expected to be delivered and installed in July 2024 with implementation expected during the fall. Or in the words of our Chief Information Officer:

“Phase 2 of the Data Center Refresh project was approved by the Board of Trustees in April, which involves implementing cloud-based Disaster Recovery. BCCC's on-premises servers will be mirrored to Microsoft Azure to provide failover capabilities in the event of a disaster with the Liberty campus data center. In addition, this project will expand BCCC's immutable backups to include all Microsoft 365 data (email, SharePoint, etc.). The contracts and project are scheduled to commence in July 2024 and implementation will take place through the fall.”

Office of Legislative Auditors (OLA)

The 2022 OLA Report has eight audit findings which include two repeat findings Personally Identifiable Information (PII) and Inventory from the prior 2016 audit. The PII finding appears to be resolved, which leaves the Inventory as the only repeat finding. The follow-up to current OLA findings began in May 2022 and includes the related activities below:

- Bi-weekly incident reports supplemented by periodic meetings between the Internal Auditor and Information Technology (IT) staff. Meetings provide a chance to present evidence supporting 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 Finance now that the HR Director position is vacant. 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.

Status of 2020 Repeat Findings

Prior Audit Finding	Finding Description	Implementation Status	Internal Auditor Comments
Finding 6 - PII	Sensitive personally identifiable information maintained by BCCC was stored without adequate safeguards.	Repeated (Current Finding 6) Fully implemented	There have been no more recent developments of the PII issue since the Information Technology Services division facilitated a meeting and observation session regarding the ERP’s security controls on September 26, 2023. Further, there have been no complaints either on the BCCC ComplianceLine, or written or verbal communications received pertaining to Personally Identifiable Information (PII) by students or employees. This matter is considered closed.

Prior Audit Finding	Finding Description	Implementation Status	Internal Auditor Comments
Finding 8 - Inventory	BCCC did not maintain complete and accurate equipment records, could not locate certain equipment, and could not document that it conducted physical inventories of equipment as required. In addition, 40 computers purchased several years ago were never placed into service.	<p>Repeated (Current Finding 8) 40 Computers were located and deployed in 2017. A vendor was selected for a physical inventory. Partially implemented.</p>	<ul style="list-style-type: none"> • The physical count of the College’s inventory was completed over the summer of 2023. • The actual valuation of the inventory is pending reconciliation by the Finance division. <p>Staff is currently working on reconciling the additions/deletions and the next step is comparing the systems’ information to the existing records.</p>

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>

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, May 15, 2024

Realignment Task #1

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

Dr. Jacqueline Hill, Vice President, Academic Affairs

School of Nursing & Health Professions (SNHP)

The Emergency Medical Services Program is completing its accreditation (CoAEMSP) annual report that is due on May 15, 2024. The final stage of validating the data is underway.

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

Math faculty collaborated with BCCC administrators and representatives from Baltimore City Public Schools to evaluate and plan the developmental Math course design to prepare students for College and Career Readiness mandates from the Blueprint for Maryland’s Future.

The Associate Dean for Mathematics and Engineering and selected math faculty were invited to a follow-up meeting in April regarding the design of a developmental mathematics course in response to the request from Baltimore City Public Schools Partnership for College and Career Readiness. The math faculty have begun developing the course outline to identify City Schools’ teachers to assist with the course development. An update on the course development timeline and resources needed for the project will be provided at the next scheduled meeting on Thursday, May 16th.

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:

Baltimore City Schools

- In partnership with Baltimore City Schools, WF has developed a summer training program in four (4) areas: Certified Nursing Assistant (14 students), Pharmacy Technician (7 students), Community Health Worker (15 students), and Emergency Medical Responder (EMR) (17 students). Designed for rising seniors, the summer training is scheduled to begin in June and be completed in August.
- With this programming, WF collaborated with Ed Burrell in the Emergency Medical Services Department to develop a new certification for Emergency Medical Responder. A 60-hour course that prepares students for a state and national certification.

Department of Juvenile Services

- WF is in the planning stages to provide workforce training to the students at the Department of Juvenile Services to begin in Fall 2024 with a Cyber Security A+ course and certification.

Childcare Training

- In March 2024, WF began in person classes for Early Childhood Education and Childcare at South Pavilion. The training leads to the 90-hour certification from the Maryland State Department of Education (MSDE).

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, May 15, 2024

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

- Recruitment and enrollment have finished for a Warehouse and Logistics cohort to begin in March of 2024 for up to twenty (20) students, who will be a mix of ESL and ABE students.
 - This is the first IELCE/IET cohort that is not healthcare, which has widened the breadth of the student population from which BCCC could recruit.
- For FY 24 Workforce Development and the English Language Services department have coordinated with CASA of Maryland to combine English as a Second Language courses with workforce training. One cohort of Certified Nursing Assistant (CNA) began in July 2023 and certified thirteen (13) students. Another cohort began in September 2023 with eleven (11) students who completed certification January 2024. A third cohort began on January 16, with nine (9) students currently enrolled.
- In coordination with Adult Basic Education and Workforce, two (2) IET cohorts of Certified Nursing Assistant and one (1) Warehouse and Logistics training are running. BCCC will recruit up to twenty (20) students for each cohort, for up to 60 students to receive licensure/certification in addition to their high school diploma.

CASA of Maryland

- CASA of Maryland included BCCC as the training provider on a five (5) year grant from the Health Resources and Services Administration called the Geriatrics Workforce Enhancement Program (GWEP). The GWEP educates and trains the healthcare and supportive care workforces to care for older adults by collaborating with community partners. BCCC would provide training for Certified/Geriatric Nursing Assistant (CNA/GNA) with an extended eight (8) week clinical at assisted living facilities. This is expected to provide training for up to sixty (60) participants a year and with potentially \$250,000 allocated annually as a subaward to support this initiative. BCCC would provide training for Certified/Geriatric Nursing Assistant (CNA/GNA) with an extended eight (8) week clinical at assisted living facilities.

Maryland Department of Health

- WF was awarded a grant to train and certify fifteen (15) Community Health Workers. Training began in February 2024 and will finish in May 2024.

Youth Systems Building

BCCC has partnered with the Mayor's office, City Schools, Baltimore's Promise, and MOED for the following funding opportunity from the U.S. Department of Labor:

- Meetings are scheduled weekly between BCCC, Baltimore's Promise, MOED, and City Schools
- The Youth Systems Building (YSB) Academy will engage our proposed team over a six-month period and begin implementing systems, program, and/or policy improvements.
- The goal of YSB is to support efforts to improve employment outcomes and strengthen service delivery systems through a range of strategic planning, in-person, and virtual training and technical assistance activities.
- Participation in the Academy includes bi-weekly coaching calls, ad hoc peer learning opportunities, and two in-person convenings in Washington, DC.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, May 15, 2024

Johns Hopkins Hospital

- Workforce Development is coordinating with Johns Hopkins Hospital for PCT training that began in February 2024. All eight (8) JHH employees successfully completed their certifications in March 2024.

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. More students are expected to be enrolled in the programs in 2024.

Goodwill Industries

- In January 2024, WF began a cohort of Certified Nursing Assistant with sixteen (16) students and a Pharmacy Tech cohort of twenty-four (24) students.
- To date in FY24, in collaboration with Goodwill, WF trained and licensed thirty-one (31) Certified Nursing Assistants and twelve (12) Pharmacy Techs.
- Recruitment has begun for the April Cohorts of Certified Nursing Assistant and Pharmacy Tech.
- BCCC and Goodwill are partnering on an application for Employment Advancement Right Now (EARN) Program. Goodwill will recruit and support up to forty-five (45) students to complete training in Early Childhood Education and Childcare.

University of Maryland Medical Center

- A cohort of sixteen (16) students began their Patient Care Tech (PCT) training in January and are scheduled to complete it in July 2024. Recruitment is in process for the March cohort of up to twelve (12) students.
- Workforce Development coordinated with University of Maryland Medical Center to begin a Patient Care Tech (PCT) cohort of eight (8) students in October 2023. They are on schedule to complete training, clinicals, and certification in May 2024.

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 (200) two hundred participants. BCCC has submitted the executed contract to the Department of Human Services and is awaiting return to begin serving SNAP recipients.

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).

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, May 15, 2024

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 specifically in healthcare to City residents

Career Services Updates

- 56 – Students were placed in employment opportunities in the following companies:
 - Futurecare Lochearn
 - Berry Global Group
 - KX Car Wash Service
 - Clean Harbors Waste Management Co.
 - WM Waste Management and Recycling Service
 - Kennedy Services
 - Best Friends Fur Ever
 - Seed School of Maryland
 - Grace Medical Center - LifeBridge Health
 - Legal Services, Inc.
 - UPS
 - Little Sister of the Poor
 - U. of Maryland Medical Center
 - Burger King
 - The Driven Group Transportation Service
- 1 – 1 – Student was placed in an internship with Catherines Family and Youth Services – Sampana Bon
- 5 – Job Readiness *Daytime* Training Sessions were held in the following areas: CDL and CNA
- 9 – Job Readiness *Evening* Training Sessions were held in the following areas: CNA and CDL
- 19 – Student resumes were developed.
- 11 – Student resume review sessions were conducted in person.
- 7 – Student resume review sessions were conducted via Zoom.
- 6 – Mock interview sessions were conducted. Have scheduled follow-up discussions for outcomes.
- 36 – Student walk-ins for services.
- Attended South Baltimore High School’s Career and Resource Fair
- Meeting with Workforce Programs re: Job Readiness processes
- Attended Western High School’s Career Fair
- Spring 2024 Near Completers presentation for Office of Student Affairs
- Attended Digital Harbor High School’s Seniors Job Fair.
- Attended Divisional Meeting to discuss MSCHE Visit
- MSCHE Standard II Working Group meeting with MSCHE Accreditation Team
- WDCED/Partners meeting with MSCHE Accreditation Team
- 24 official GED exams were taken; 19 content-specific exams were passed; 11 GED content exams did not pass by 1-3 pts.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, May 15, 2024

- 43 GED Ready tests were taken; 28 received a “Likely to Pass” on the GED Ready tests; 14 students missed getting a “Likely to Pass” by 1-3 pts.
- 3 additional students earned their high school diploma in March.
- 24 students earned their high school diploma so far, this fiscal year.
- 2 new students enrolled in Adult High School total of 96 to date.

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

English faculty collaborated with BCCC administrators and representatives from Baltimore City Public Schools and viewed a demonstration hosted by Odell. The demonstration provided information to explore the feasibility of the vendor collaborating with faculty from Baltimore City Public Schools and Baltimore City Community College to design the developmental/remedial English course that prepares students for College and Career Readiness mandates from the Blueprint for Maryland’s Future.

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 Arts and Social Sciences (SASS) and School of Business, Science, Technology, Engineering, and Mathematics (BSTEM)

The College looks to enter into a partnership with Baltimore City Public Schools to design Developmental Education courses that will improve pathways to dual enrollment and student success.

School of Nursing & Health Professions (SNHP)

Medstar has sent a draft of MOA regarding a Universal contract with SNHP. All programs' students would be able to attend clinical sites at all their sites. The Dean's office will coordinate a review of the MOA with the AVP for Academic Engagement and Partnerships.

Realignment Task #5

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

Ms. Donna Thomas, Interim Vice President, Student Affairs

The College is moving positively toward the enrollment projections as demonstrated with the increase in Fall, Spring, Winter and the anticipated summer numbers. The enrollment date will be reviewed with Institutional Research to address the strategies and outcomes.

Student Affairs Division Training

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, May 15, 2024

On April 11, 2024, the Student Affairs Division Training was held for staff. The training provided an overview on the operational functions for each of the following offices: *Admissions, Early College Access and Programs, Records and Registration, Student Success Center, Financial Aid, Testing and the Bookstore*. This training is critical to ensuring staff have a high level of understanding of each department's role to effectively and efficiently serve students.

Recruitment Efforts

Recruiters and Mayor's Scholars Program staff participated in thirteen off-campus recruitment activities and on-campus tours. The Admission Recruiters sent communications to Baltimore City and Baltimore County High Schools to promote the Mayor's Scholars' Program Summer Bridge Program and admission process. The College received responses from high schools to schedule campus and high school visits.

For April, 13 events were completed.

Date	Organization/School	Event Type
4/2/2024	Career Academy	MSP Presentation
4/3/2024	Lansdowne High School	Senior Address
4/5/2024	Vivian T Thomas	Career Fair
4/9/2024	Patterson High School	Career Fair
4/10/2024	BCJJC	Spring Trade & Career Fair
4/10/2024	City Neighbors	Testing, Campus Tour, Informational Session
4/11/2024	ACCE	Campus Tour and Informational Session
4/18/2024	ConneXions	Campus Tour and Informational Session
4/19/2024	Forest Park High School	Campus Tour & Informational Session
Date	Organization/School	Event Type
4/23/2024	Career Academy	MSP Presentation
4/24/2024	Achievement Academy	Campus Tour & Informational Session
4/27/2024	Virtual	Virtual Job Fair
4/30/2024	Achievement Academy at Harbor City High School #413	College Decision Day

Early College & Access Program

The Early College and Access Program initiated phase two of the developmental course creation process. Math faculty and English faculty participated in exploratory meetings to evaluate curriculum options.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, May 15, 2024

High School Recruitment

The office successfully recruited the schools below, completing initial planning meetings to begin preparation for the 2024-2025 school year. Meetings with Western High School and Frederick Douglass High School await rescheduling.

1. Reginald Lewis High School
2. Patterson High School
3. Forest Park High School
4. REACH! Partnership High School
5. Vivian T. Thomas High School

Mayor’s Scholars Program

During the month of **April 2024**, the MSP team completed high school recruiting, information session and youthwork application assistance. MSP sent information to all Baltimore City Public Schools and Baltimore County High Schools.

The increase in recruitment efforts has yielded the change in summer prospective participation.

Date	School
4/2/2024	Career Academy
4/3/2024	Lansdowne High School
4/5/2024	Reginald F Lewis HS
4/9/2024	Patterson High School
4/10/2024	City Neighbors
4/10/2024	BCJJC
4/11/2024	ACCE
4/18/2024	ConneXions
4/19/2024	Forest Park High School
4/23/2024	Career Academy
4/24/2024	Achievement Academy
4/30/2024	Harbor City High School
	12 Total Visits

MSP Summer Bridge

- * 450 students who have committed to participating in the summer bridge program.
- * 160 Youth Works Applications Completed
- * The partnership with Chick-Fil-a has been confirmed for summer sponsorship.

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 building relationships and strong partnerships. Organizations the division met with are:

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, May 15, 2024

United Way of Central Maryland (UWCM)

The division is exploring partnership opportunities with the United Way of Central Maryland to provide advance community organizing training in partnership with the Greater Mondawmin Coordinating Council and exploring providing a robust and modern childcare facility in northwest corridor of Baltimore. This is exploratory and regular meetings are scheduled to refine a strong working partnership.

Office of City Council President

In preparation of Middle States Commission on Higher Education (MSCHE), the division has explored including several members of public office to share their experience with BCCC and the MSCHE visiting team. The goal was to summarize the many vital touchpoints that benefit students citywide.

WBJC

WBJC Staff Community Engagement

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

- **BCCC Library and WBJC Book Club first collaboration**—this is the first of a series of Book Club discussions on the air that will feature local authors, BCCC staff and students.
- **Maryland State Arts Council**
Host, Judith Krummeck, was awarded a creativity grant to support her individual and collaborative artistic pursuits.
- **The Baltimore Classical Guitar Society**
Guest performer, Manuel Barrueco, was interviewed by Jonathan Palevsky about his April 21st concert.
- **Hopkins Symphony Orchestra**
Conductor, Jed Gaylin, was interviewed by Jonathan Palevsky about their April 20th concert. Jonathan also gave a post-concert lecture at that event.
- **American University**
Host, Judith Krummeck, was a panelist at the Barrelhouse Conference – Conversations & Connections: Practical Advice on Writing on April 13th.
- **Gettysburg College**
Host, Judith Krummeck, gave an address to the college's Writer's Association on April 30th.
- **Annapolis Symphony**
Jonathan Palevsky presented pre-concert lectures for their April 12th and 13th performances.
- **Towson University & Johns Hopkins Osher Programs**
Jonathan Palevsky gave lectures throughout the month on the topics of J.S. Bach and Music in Vienna.
- **Brightwood Club for Senior Living**
Judith Krummeck and cellist Molly Aronson presented a program of Words in Music combining seasonal poetry and prose with the 4th Cello Suite by Bach.
- **Peabody Institute**
Peabody Renaissance Ensemble: Founder, Mark Cudek, was interviewed by Judith Krummeck on April 29th about his swansong concerts.
- **Carroll County Arts Council**
Composer Garth Baxter was interviewed by Dyana Neal about the world premiere of his opera, "A Pregnant Pause", which took place on April 12.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, May 15, 2024

- **American Record Guide**
Contributor, Phil Greenfield, joined panelists Jed Gaylin from the Bay Atlantic Symphony and host Kati Harrison on Face the Music to review recordings by Kodaly, Beethoven, and Handel.
- **Spooky Action Theater**
Artistic Director, Elizabeth Dinkova, was interviewed by Gavin Witt about their upcoming show Frontiers sans Frontiers and their season titled Beyond Borders.
- **Theater Project**
Playwright, Cynthia Kaplan, was interviewed on April 25th by Gavin Witt about the debut of her show Cindy of Arc that is coming to the Theatre Project on May 2nd.
- **Opera Baltimore**
Artistic and General Director, Julia Cooke, and librettist of the group's new version of Mozart's The Impresario, Eric McKeever, were interviewed by Jonathan Palevsky on April 6th.
- **Classic Theater of Maryland**
Producing Artistic Director, Sally Boyett, was interviewed by Gavin Witt on April 16th about their production of Gypsy which ran April 11 – 28.

WBJC Corporate Support Partnerships

Businesses who underwrite programs and content on WBJC

Returning Clients

Annapolis Symphony, Baltimore Symphony Orchestra, The Kennedy Center, Framin' Place of Mt Washington, The Strathmore, Opera Baltimore, Embassy Suites North, Ballet Theatre of Maryland, Bach in Baltimore, University of Maryland Baltimore County, Roland Park Place, Frostburg University, Church of the Redeemer, Baltimore Classical Guitar Society, Johns Hopkins Symphony Orchestra, St. David's Church, Shriver Hall Concert Series, Cynipid Fund, Elville and Associates, Zeke's Coffee, Gertrude's Restaurant, True Chesapeake Restaurant, Culligan Water.

New Clients

JCC of Greater Baltimore

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.
 - 4-20-24 Manuel Barrueco – 50 Years on Stage.

Book Notes

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

4-5-24 Baltimore author, Danielle Ariano, was interviewed about her recent memoir, The Requirement of Grief.

Baltimore City Community College
Realignment Tasks Update
Board of Trustees, May 15, 2024

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.

BCCC Event Promotion

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

- Public Service Announcements: multiple daily reads by WBJC hosts.
 - PSA for BCCC’s Financial Aid Night
 - Interview Segments: short arts-oriented interviews with campus staff and faculty.
 - Director of Library Services, Elizabeth Van Pate was interviewed by Judith Krummeck about the library’s recently formed book club. This is the start of a series of conversations and collaboration between BCCC and WBJC.

Branding

President’s Office

- **Wall Lettering**
The department is reviewing several additional lettering samples to place lettering on walls in the President’s Office and hallways of the administrative suite.
- **Seal**
The department is reviewing additional sizing options for two wall seals.
- **Floor Mats**
The department is reviewing sample rugs by two vendors, with actual rug samples being delivered as well.
 - Vendor: Eagle Mat
 - Vendor: Unifirst Uniform Services (Original vendor who produced present mats)

Commencement 2024 Campaign & Deliverables

- **Invitations**
The department printed student and VIP Commencement invitations that have been printed. Student invitations are being distributed by the BCCC Bookstore.
- **Visit to the Meyerhoff Symphony Hall**
The department visited the Meyerhoff Symphony Hall for planning purposes for Commencement 2024.
- **Graduation Box**
The Graduation Box and lid design were completed.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, May 15, 2024

- **Commencement Program Content**
The department is working on preliminary content for the Commencement program. The department is receiving names of qualified students to place in the Program as degree audits are completed.
- **Graduation T-Shirt Order**
The department has ordered BCCC “Proud Panther Alum” t-shirts, picture frames, and padfolios to be placed in the Commencement graduation box along with Commencement bags
- **Commencement Polo Shirts**
The department provided the Commencement Committee with pricing on shirts.

Student Affairs/Student Life

Marketing materials (flyers, billboards, etc.):

- **SGA Voting Posters**
Posters were created to promote SGA voting for the new SGA 2024-25 Board.
- **Summer and Fall 2023 Registration Billboard and Social Posts**
A Summer & Fall 2023 billboard and social posts were created for use on the website, Facebook, Instagram, and Twitter. An electronic entrance sign has also been placed.
- **Panther Pride Week**
A Panther Pride Week poster has been created to promote events during that week.
- **MSP Promotional Items & Folders**
The department provided pricing for water bottles, and notebooks. Additional pricing on printing folders has been requested.
- **Men on the Move Poster**
The department designed a poster and flyer to support the Men on the Move event.
- **Graduation Activities**
A Graduation Activities flyer was created for distribution around campus. Additional social posts were completed on all platforms.
- **Fashion Show**
A flyer for the yearly spring Fashion Show was created.
- **Spring Credit Schedule**
The Spring Credit Schedule has been created and is awaiting approval to post.
- **HOLI Photography**
The department obtained photographs of the HOLI event.
- **Autism Awareness Photos**
The department attended and photographed the event.
- **African Diaspora**
The department developed a flyer to promote the African Diaspora event.

Workforce Development Campaigns

- **CDL marketing materials**
- **Administrative Support**
The Administrative Support flier was updated for distribution and posted on social media platforms to promote the program.
- **Venipuncture/Phlebotomy**
A Venipuncture/Phlebotomy flyer was revised for promotion of the program. Social posts were added to the social platforms.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, May 15, 2024

- **Administrative Support**
The Administrative Support flyer was updated and posted on social media platforms to promote the program.
- **Workforce Program Brochure**
The department is working with Workforce Development to align the name of programs as listed on the current Workforce Development website, Career Pathways website, viewbook, Career Pathways brochure, and Workforce Brochure.

Academic Affairs Campaigns

- **Program Cards**
The department is reviewing the Program cards, with additional edits in progress.
- **MD STEM Conference**
The department participated in the Maryland STEM Conference, and photography from the event was used to build a social media campaign.

General Branding & Campaigns

- **Mini Conference Center & Gaare Auditorium Podium Signs**
The department is reviewing options to place BCCC logo signage on the two podiums in these locations.
- **Pole Sign Replacement**
Pole signs displaying our values that were destroyed by weather have been replaced.
- **US Flag Replacement**
New US and international flags were ordered, received and hung on campus.
- **Policies Posting to the Website**
Additional policies have been posted and checked on the website. In addition, an Institutional Policy Schedule has been added to the Policies web page.
- **Viewbook, Career Pathways, Workforce Development Webpage and Career Pathways Webpage**
The department is continuing work to update and align Workforce Development program names across all platforms and publications.

Social Campaigns

- How to Wear Commencement Regalia Video
- Get Ready for Commencement 2024
- Financial Aid FAFSA Information Nights
- Pickup Cap & Gown from BCCC's Bookstore
- Maryland Proton Treatment Center BCCC Student Visit
- Maryland STEM Conference Student Presentations
- Apply Now
- Color Escape Event
- Summer & Fall Class Registration
- Commencement Participation Form
- HOLI Event
- Workforce Venipuncture/Phlebotomy Program
- National Autism Awareness Month
- Make-It-Take-It Event
- Workforce Certified Geriatric Nursing Assistant Program
- MSP Workshop Series

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, May 15, 2024

- Group Advising for Graduating Seniors
- Sleep Awareness Wellness Workshop
- SGA General Body Meeting & Candidate Meet & Greet
- SGA General Election/Canvas Voting
- Uno Tournament Event
- Spring Events Calendar
- Workforce Development Administrative Support Program
- Save the Date/Commencement 2024
- Student Life & Library Joint Collaboration: Celestial Spectacle Eclipse Event photos and images of student participation; warnings to not view the eclipse without proper protection.
- Mental Health Workshop: Mental Health is Health Event
- Spring 2024 Transfer Fair
- Midday Café Event

Middle States

- **Strategic Planning Session Attendance**
The Marketing department participated in the Strategic Planning sessions.
- **Middle States Steering Committee Attendance**
The Marketing department participated in the Middle States Steering Committee.
- **Standard I Committee Meeting Attendance**
The Marketing department participated in the Middle States Standard I & VII meetings.
- **Middle States Promotional Bag**
The department has purchased promotional bags (with seal) for the President's Office.
- **Welcome MSCHE Signage**
 - The department developed Welcome Middle States Visiting Team signage for the website billboard, digital signs in seven locations, and entrance signs.
 - The department printed and temporarily replaced numerous signage with old logos at the Liberty Campus, BioPark, and Harbor locations, with a longer-range plan of completely replacing all signage at all locations. The department is moving into phase two of permanent replacement.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, May 15, 2024

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). The Maryland Department of Information Technology (DoIT) has been involved since the start of the project and plays an oversight role. As a MITDP project, a DOIT project manager is assigned and oversees the progress of the project. The College meets with and submits progress reports to the DoIT Project Manager, Dr. Josiah on a monthly basis.

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

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

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 universally available to the campus community. That work continued into November and December.

In January, preparation was done to review the program specific Degree Works configurations.

In February and March, BCCC continued offering training and program of study configuration review with program coordinators, faculty, deans and VPs.

Baltimore City Community College
Realignment Tasks Update
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In April, additional training was conducted for Advisor (MSP Program, TRIO Program, First Time Freshmen).

Human Resources

In March 2024, the College transitioned all full-time PIN employees from the legacy time entry system (MD Time) to the new ERP system, marking a significant step towards enhancing operational efficiency and accuracy in payroll processing.

Multiple support mechanisms were put in place for employees who were encouraged to consult FAQs on time entry and approval topics that were made available on the website, and direct access to support from the payroll department.

Additional sessions that include budget development for Finance, HR and Payroll using the Banner system are being scheduled.

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. Technical configurations were completed in October 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.

From January through March preliminary reports were created and tested on the new reporting platform.

Additional end-user training is being scheduled for May 2024 for enhanced features and functionalities of Insight for the BCCC Technical team followed by general user training for BCCC functional users on Insights usage.

An additional training schedule is being worked out with Ellucian for the month of May 2024.

ERP Managed Services

A procurement for Ellucian to provide advisory (managed) ERP services for a 1-year period from May 2024 to April 2025 was approved by the Board of Trustees in the April 2024 meeting. As part of the advisory services, experts will be deployed across all key ERP domains including Banner Finance, Student, Accounts Receivable, Financial Aid, Human Resources, CRM Recruit (for student enrollment), and IT. As the College moves forward with the procurement, each functional office is reviewing and updating the list of priorities to focus on with the Ellucian advisors.

Baltimore City Community College
Realignment Tasks Update
Board of Trustees, May 15, 2024

Data Center Modernization Phase II

The procurement to support the second phase of the Data Center modernization was approved by the Board of Trustees Finance Committee during April 2024 meeting. The second phase of the Data Center Modernization is

focused on Disaster Recovery and Business Continuity, which are important to support addressing Realignment Task #9 which focuses on meeting the College's Infrastructure needs. These procurements are underway, with the contracts starting July 1, 2024.

IT Master Plan

Several members of the Information Technology Services division have participated in the College's recent strategic planning sessions with Credo. Work has started on the new 2024-2029 IT Master Plan, that will incorporate unit-level goals and KPIs and will be in alignment with the College's overall strategic plan.

REALIGNMENT TASK #10

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

Office of the President

The Bard Building Demolition is 67 % completed. It is on schedule and, if the weather cooperates, will be completed by September 24, 2024.

Realignment Task #12

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

President & Cabinet

2024-2029 Strategic Plan Update

Facilitated Planning Sessions

The College began institutional planning session with the Cabinet during the October 10 and 11, 2023 leadership sessions. The Board of Trustees continued the facilitated strategic planning during their December 20th 2023 meeting.

The College has advanced the **2024-2029 Strategic Plan** by holding two planning sessions on January 24, 2024, with nearly 200 Faculty and Staff in attendance. Our higher education strategic planning facilitators collected feedback regarding the College's three strategic themes based upon the Cabinet and Board of Trustees engagements: **1. Delivering Our Promise, 2. Aligning Our Strengths, and 3. Expanding Our Reach**. This feedback is being integrated with the Twelve (12) mandated Realignment Tasks, Seven (7) Standards of the Middle States Commission on Higher Education and other institutional planning initiatives to craft our Strategic Plan.

Baltimore City Community College
Realignment Tasks Update
Board of Trustees, May 15, 2024

The faculty and staff engagements in two 3-hour sessions on January 24th 2024 provided over 1,600 plan ideas which are being used to update the Plan.



Please find all survey feedback regarding the open question, *What was most valuable about today's session(s)?* [30 responses, 181 attendees]:

I had the opportunity to meet new individuals (Staff and Faculty) discuss and share information. I was able to participate in the strategic planning process which was awesome. I enjoyed the session very much.

1/30/2024 09:00 AM

It was great hearing that all of the different groups had the same feedback, which (overall) included the reestablishment of Students First practices that have been lost in recent years.

1/26/2024 08:43 AM

The comradeship between faculty and staff in an effort to work together to make our work environment a better place.

1/25/2024 11:39 AM

The chance to gather and meet staff. Because moral is so low at the college it provided an opportunity for people to share and hear how others are also suffering.

1/25/2024 09:25 AM

BCCC community participation and gathering, we need more of this to build trust, communication and camaraderie among faculty and staff, administration in general.

1/25/2024 08:49 AM

The fact that faculty and staff were able to provide feedback regarding our experiences and concerns here at BCCC. The college can be a wonderful contribution to the city. However, we need better leadership, and the voice of the people need to be heard. Changes need to be made in order to bring BCCC back to a great place.

1/25/2024 08:42 AM

Communication and Team work!

1/25/2024 08:19 AM

What was most valuable about the session was seeing how everyone was participating fully and having fun as the same time.

1/25/2024 08:02 AM

Hearing all of the many different perspectives regarding where we are and what will be needed to move us forward in the future.

1/25/2024 07:48 AM

The interaction with the group.

1/25/2024 07:45 AM

So many people have the same issues/thoughts/ideas and we can really work to change things for the better if higher ups listen to our concerns. The slide with the different aspects of a good organization and scenarios of missing pieces (vision, trust etc.) was golden!! Thank you CREDO

1/24/2024 09:01 PM

The most valuable thing about today's session was togetherness, and hearing faculty and staff who want to make the institution effective and efficient for students, faculty, staff and the community.

1/24/2024 07:25 PM

The opportunity to share feedback with institution stakeholders, discuss important topics with colleagues, and the opportunity to have our voices heard on things that impact all of us.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, May 15, 2024

1/24/2024 05:15 PM

The session encourages collaboration amongst participants.

1/24/2024 05:05 PM

Separating attendees from other who work in their own areas, allowing a cross-departmental exchange. I don't know how much they're paying Credo, but these guys know how to do their job

1/24/2024 04:57 PM

The interactive sessions, engagement, community building

1/24/2024 04:49 PM

I've been with BCCC for only 90 days and sat with some seasoned and highly experienced BCCC staff from across varying depts. It was inspiring and encouraging to hear that I am not the only person who cares about the work that we do as 'ONE COLLEGE. ONE BCCC'. I was entertained by the stories shared at the table about how BCCC was once vibrant and booming college of choice for Baltimore City schools and the Mayor's office. Local business partners had BCCC profiled as the best option for students in the city and beyond. One gentleman said "The Red carpet was rolled out to direct prospective students to BCCC. How do we gain that same level of vibrancy, dedication and intrigue in 2024 and beyond, from faculty, staff, business partners? When we do it on the inside, it will happen on purpose on the outside for prospective students and families in the community.

1/24/2024 04:48 PM

Being able to document ideas and to meet new colleagues from other functional areas. We need more networking opportunities like this to foster a sense of community and innovation.

1/24/2024 04:46 PM

The engagement was great. Looking forward to feed-back and updates to address concerns.

1/24/2024 04:38 PM

The group thinking activity. Brainstorming. Having an understanding of the program & it's goal.

1/24/2024 04:35 PM

I am inspired by the courage of my colleagues to present suggestions that are hard to hear.

1/24/2024 04:34 PM

Team building exercises and the ability to streamline communication.

1/24/2024 04:33 PM

The facilitators returned to BCCC on Monday, March 4, 2024 from 8:30am to 3:00pm to work with Cabinet and select budget managers who are charged overall to:

- Review and analyze the Board, Cabinet and Faculty & Staff engagement data;
- Create the descriptive narrative for each strategic theme;
- Build the Strategic Plan based on community input;
- Set the measures and the targets for each initiative and ensure alignment with the Plan's Key Performance Indicators (KPIs);
- Monitor the progress of the Plan, assess Plan outcomes, and make improvements to the Plan.

Faculty & Staff participated in one of four Mission, Vision & Values review sessions on March 5, 2024.



Baltimore City Community College
Realignment Tasks Update
Board of Trustees, May 15, 2024

The 2024-2029 Strategic Plan efforts continued for the Theme & Planning Group 9:00am to 11:00am on Wednesday, April 3rd and Friday April 5th when the group reviewed the 2022 Maryland State Plan for Higher Education and the College’s associated 33 key performance indicators and 11 characteristics measures. The Group will also review faculty and staff feedback from the four Mission, Vision and Core Values sessions on February 9th and the student session on February 22nd.



Student leaders also participated in the development of the 2024-2029 Strategic Plan as well as the Mission, Vision & Values review on February 22 & 29 and April 11 & 18, 2024.



The 2024-2029 Strategic Plan focusing on our three (3) Strategic Themes: 1) Delivering Our Promise, 2) Aligning Our Strengths, and 3) Expanding Our Reach is successfully moving forward. The Theme & Planning Groups have met frequently to analyze the 1,600+ "Ideas" from Faculty and Staff. The next step included expanding the work to include all budget managers meeting with the strategic plan facilitators, from 3:30pm-4:30pm on Thursday May 2nd to develop initiatives to support our Plan.

The Theme & Planning Groups presented the work from our three themes, Delivering Our Promise; Expanding Our Reach; and Aligning Our Strengths during a session for the Faculty and Staff from 1:00pm-2:30pm on Friday, May 3rd.

Facilitators held three meetings (one-hour virtual meeting per Group) on Monday May 6th to work with the Groups who began developing Strategic Plan recommendations for review on May 13th.

Timeline Summary

May 2 (3:30pm-4:30pm) ~ Budget Managers

May 3 (1:00pm-2:00pm) ~ Theme & Planning Groups Present to Faculty & Staff

May 6 (Times Varied) ~ Delivering Our Promise; Expanding Our Reach; and Aligning Our Strengths Theme & Planning Groups - Individual Group Meeting w/ facilitators.

May 13th (10:00am-Noon) Delivering Our Promise; Expanding Our Reach; and Aligning Our Strengths Theme & Planning Groups present to President McCurdy & Cabinet; (Noon-3:00pm) Cabinet meet w/ facilitators to further draft the 2024-2029 Strategic Plan.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 11 | Active Search Listing



HR Active Search List As of May 7th, 2024

	Div	PIN #	Position	Oversight	Date posted	Status 5/7/2024
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/ Aundrea Wheeler	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/ Aundrea Wheeler	6/23/2023	Resumes forwarded for Review
6	AA	66773	Assistant Professor & Program Coordinator for Marketing	Dr. Jacqueline Hill/ Aundrea Wheeler	6/23/2023	Resumes forwarded for Review
7	AA	72080	Assistant Professor & Program Coordinator for Computer Information Systems	Dr. Jacqueline Hill/ Aundrea Wheeler	6/27/2023	Resumes forwarded for Review
8	AA	66762	Assistant Professor & Program Coordinator for Office Administration	Dr. Jacqueline Hill/ Aundrea Wheeler	6/27/2023	Resumes forwarded for Review
9	AA	66819	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. Phillip Powell/ 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. Phillip Powell/ 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. Phillip Powell/ Dr. Anthony McEachern	8/22/2023	Resumes forwarded for Review
13	AA	66801	Assistant Professor/ Clinical Coordinator, Surgical Technologist	Dr. Jacqueline Hill/ Dr. Ghazanfar Mahmood/ Dorothy Holley	8/25/2023	Resumes forwarded for Review
14	AA	66765	Retention Coordinator	Dr. Jacqueline Hill/ Karen King-Sheridan	10/5/2023	Resumes forwarded for Review
15	AA	66977	Instructional Designer	Dr. Jacqueline Hill/ Aundrea Wheeler	10/9/2023	Resumes forwarded for Review
16	AA	78506	Transfer and Articulation Coordinator	Dr. Jacqueline Hill	11/2/2023	Resumes forwarded for Review
17	AA	66725	Dean- School of Nursing & Health Professions	Dr. Jacqueline Hill	11/2/2023	Resumes forwarded for Review
18	AA	66977	Library Circulation Manager	Dr. Jacqueline Hill/ Aundrea Wheeler/ Elizabeth Van Pate	2/7/2024	Resumes forwarded for Review
19	AA	66772	Assistant Professor of Dental Hygiene	Dr. Jacqueline Hill/ Dr. Ghazanfar Mahmood/ Dorothy Holley	2/22/2024	Resumes forwarded for Review
20	AA	66823	Nursing Laboratory Manager	Dr. Jacqueline Hill/ Dr. Ghazanfar Mahmood/ Dorothy Holley	3/28/2024	Resumes forwarded for Review
21	AA	66673	Instructional Librarian	Dr. Jacqueline Hill/ Aundrea Wheeler/ Elizabeth Van Pate	4/19/2024	Resumes forwarded for Review
22	AA	73958	Assistant Professor of Mathematics	Dr. Jacqueline Hill/ Aundrea Wheeler/ Scott Saunders	4/23/2024	Resumes forwarded for Review

23	SA	66844	Federal Work Study Specialist	Donna Thomas/ Saleem Chaudhry	8/11/2022	Resumes forwarded for Review
24	SA	69257	Admissions Advisor for Special Populations	Donna Thomas/ Kytica Crawford	5/18/2023	Resumes forwarded for Review
25	SA	66991	Director of Advising/ Student Success Center	Donna Thomas/ Dr. Sherri Brown	6/1/2023	Resumes forwarded for Review
26	SA	66733	Admissions & Recruiter/Advisor	Donna Thomas/ Dr. Sherri Brown	7/5/2023	Resumes forwarded for Review
27	SA	66663	Director for Admissions	Donna Thomas	9/7/2023	Resumes forwarded for Review
28	SA	66908	Vice President of Student Affairs	Dr. Debra McCurdy	10/20/2023	Resumes forwarded for Review
29	SA	66657	Special Programs Advisor	Donna Thomas/ Kevin Johnson	3/8/2024	Resumes forwarded for Review
30	SA	66767	Office Assistant- Athletics	Donna Thomas/ Dr. Darryl Pope	4/8/2024	Resumes forwarded for Review
31	ASP	66932	Administrative Assistant for the Vice President for Advancement	Gussener Augustus	1/10/2023	Resumes forwarded for Review
32	ASP	66960	Director of Development	Gussener Augustus	1/11/2023	Resumes forwarded for Review
33	ASP	76586	Director of Public Relations/ Community Outreach	Gussener Augustus	6/29/2023	Resumes forwarded for Review
34	WDCE	66861	Maintenance Supervisor	Michael Thomas	4/21/2021	Resumes forwarded for Review
35	WDCE	66769	Police Officer II	Michael Thomas	7/28/2020	Resumes forwarded for Review
36	WDCE	86277	Police Officer III	Michael Thomas	4/22/2024	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	WDCE	66639	Assistant Vice President for Facilities	Michael Thomas	12/5/2023	Resumes forwarded for Review
41	WDCE	66843	Grounds Supervisor	Michael Thomas	2/13/2024	Resumes forwarded for Review
42	WDCE	76591	P-Tech Early College Liaison	Michael Thomas	4/9/2024	Resumes forwarded for Review
43	WDCE	66914	Environmental Services Technician	Michael Thomas	5/7/2024	Search is Open
44	WDCE	tbd	Environmental Services Technician	Michael Thomas	5/7/2024	Search is Open
45	WDCE	tbd	Environmental Services Technician	Michael Thomas	5/7/2024	Search is Open
46	F&A	66879	Director of Budget	Aubrey Bascombe	12/5/2022	Resumes forwarded for Review
47	F&A	66757	Senior Accountant	Aubrey Bascombe/ Eileen Waitsmen	1/12/2023	Resumes forwarded for Review
48	F&A	67013	Senior Accountant - Foundation	Aubrey Bascombe/ Eileen Waitsmen	1/12/2023	Resumes forwarded for Review
49	F&A	66986	Budget Analyst	Aubrey Bascombe	3/27/2023	Resumes forwarded for Review
50	F&A	72349	Assistant Vice President of Human Resources	Dr. Debra McCurdy/ Aubrey Bascombe	5/18/2023	Resumes forwarded for Review
51	F&A	66974	Administrative Assistant to the Vice President of Finance & Administration	Aubrey Bascombe	8/11/2023	Resumes forwarded for Review
52	F&A	66842	Accounts Clerk III	Aubrey Bascombe	9/19/2023	Resumes forwarded for Review
53	F&A	66916	Assistant Director of Human Resources- EEO & Compliance	Aubrey Bascombe	11/17/2023	Resumes forwarded for Review
54	F&A	66928	Payroll Clerk	Aubrey Bascombe	1/11/2024	Resumes forwarded for Review
55	F&A	82345	Human Resources Generalist	Aubrey Bascombe	2/6/2024	Resumes forwarded for Review
56	F&A	tbd	Payroll Clerk II	Aubrey Bascombe	3/4/2024	Resumes forwarded for Review
57	IERP	88494	Research Analyst II	Becky Burrell/ Eileen Hawkins	7/6/2022	Resumes forwarded for Review

58	OP	66855	Director of Government Relations/Special Assistant to the President	Dr. Debra McCurdy	1/18/2022	Resumes forwarded for Review
59	OP	66981	Executive Administrative Assistant to the President	Dr. Debra McCurdy	2/13/2023	Resumes forwarded for Review
60	OP	67000	Network Engineer	Peter Farrell	3/20/2024	Resumes forwarded for Review
61	OP	76592	Systems Administrator	Peter Farrell	3/20/2024	Resumes forwarded for Review