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Baltimore City Community College

Board of Trustees Open Session

Dr. Debra L. McCurdy
President

Mr. Kurt L. Schmoke
Chair

WEDNESDAY | NOVEMBER 20, 2024

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TAB 1 | Approval of the November 20, 2024 Agenda

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BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda │ 4:00pm November 20, 2024 (Virtual Zoom Meeting)
Meeting Link: https://bccc-edu.zoom.us/j/98767455910

I. Call to Order   Mr. Kurt L. Schmoke, *Chair*
   a. Adoption of Agenda **(Vote)**
      i. Approval of the November 20, 2024 Agenda (Tab 1)   Mr. Kurt L. Schmoke, *Chair*

II. Board Actions/Consent Agenda **(Vote)**   Mr. Kurt L. Schmoke, *Chair*
   a. October 16, 2024 Open Session Meeting Minutes (Tab 2)
   b. October 16, 2024 Closed Session Meeting Summary (Tab 2)
   c. November 14, 2024 Finance/Audit Committee Meeting Minutes (Tab 2)
   d. Student Government Association (Tab 3)
   e. AFSCME Local #1870 at BCCC Comments (Tab 4)
   f. Faculty Senate Comments (Tab 5)

III. Items Removed from the Agenda (Tab 6)   Mr. Kurt L. Schmoke, *Chair*
   a. None

IV. New Business (Tab 7)
   a. Finance/Audit Committee Meeting October 10, 2024   Mr. Kurt L. Schmoke, *Chair*
        Dr. Debra McCurdy, *President*
        Mr. Michael Thomas*, VP Workforce*
        Ms. Anna Lansaw*, ED Procurement*

   i. Procurement Policies & Procedures **(Information)**   Mr. Richard Walsh*, Sr. Analyst*
   ii. Procurements Exceeding $25,000 to $99,999 **(Information)**

a. Textbooks (Cengage)	$27,861.58
b. Zoom Site Licenses (SHI International)	$46,994.22
c. Annual Lease – WBJC (Tide Realty)	$97,093.80
d. BlueCat Core Network Infrastructure (EC America)	$32,610.05
e. Consulting Services – Admissions (Mason Consulting)	$55,000.00
f. Mailing Services – WBJC (KM Printing LLC)	$46,941.12
g. Art Program For Refugee Youths (Arts For Learning MD)	$40,000.00

   iii. Pre-Approval Procurement(s) exceeding $100,000 **(Vote)** $674,435.00
      a. International Rescue Committee
   iv. Procurement(s) exceeding $100,000 **(Vote)** $102,127.01
      a. Transportation Services (Mr. Tim's Bus Service)
   v. Financial Monthly Performance Report **(Information)**

     Mr. Kurt L. Schmoke, *Chair*

V. College Policies (Tab 8)
   a. None

     Mr. Kurt L. Schmoke, *Chair*
     Dr. Debra McCurdy, *President*

VI. Presentations (Tab 9)
   a. Enrollment Update   Ms. Donna Thomas, *Interim VP Student Affairs*
        Dr. Debra McCurdy, *President*
   b. ERP Update   Mr. *Ishwor Aryal, Director, Enterprise Applications*

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VII.   President's Report (Tab 10)   Mr. Kurt L. Schmoke, *Chair*
                                                                Dr. Debra McCurdy, *President*

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

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

BALTIMORE CITY COMMUNITY COLLEGE

BOARD ACTIONS / CONSENT AGENDA

TAB 2 | October 16, 2024 Minutes

TAB 2 | October 16, 2024 Closed Session Meeting Summary

TAB 2 | November 14, 2024 Finance/Audit Committee Meeting Minutes

TAB 3 | Student Government Association Report/Comments

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BALTIMORE CITY COMMUNITY COLLEGE

TAB 2 | October 16, 2024 Minutes
TAB 2 | October 16, 2024 Closed Session Meeting Summary
TAB 2 | November 14, 2024 Finance/Audit Committee Meeting Minutes

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BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE
Open Session Minutes│ 4:00pm October 16, 2024 (Virtual Zoom Meeting)
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Board Members Present: Chairman Kurt L. Schmoke, Ms. Tanya Terrell, Dr. Roger Ward, Ms. Lenor Blum, Ms. MacKenzie Garvin and Ms. Lelia Parker.

Also present: President Debra L. Dr. McCurdy

I. Call to Order

Chairman Schmoke called the meeting to Order at 4:04 PM.   The day's agenda was unanimously approved upon a motion by Trustee Blum, seconded by Trustee Terrell.

II. Board Actions/Consent Agenda

a. September 18, 2024 Open Session Meeting Minutes (Tab 2)
b. September 18, 2024 Closed Session Meeting Summary (Tab 2)
c. October 10, 2024 Finance/Audit Committee Meeting Minutes (Tab 2)
d. Student Government Association (Tab 3)
e. AFSCME Local #1870 at BCCC Comments (Tab 4)

Chairman Schmoke asked for a motion to approve the Consent Agenda items a through e. The Consent Agenda was unanimously approved upon a motion by Trustee Blum, seconded by Trustee Ward.

<u>The Board heard comments from AFSCME President Ms. Nena Kutniewski</u>

Ms. Kutniewski gave greetings and noted ongoing and urgent concerns affecting the College.

She stated as follows: there is high turnover in key positions that cripples the College. The VP for Finance & Administration and the VP for Academic Affairs both left abruptly. There is an interim VP for Student Affairs, few staff in Human Resources, and no Admissions or Advising Directors which are destabilizing and damaging. Those who are hired do not stay. The number of union staff are shrinking, from 260 to 130. She expressed concerns about meeting student needs, operating multiple locations and functioning without departmental budgets. There is an impact on students, teachers are brought on at the last minute, and it is challenging to maintain buildings; these reflect poor planning and commitment to students. She expressed that the administration refuses to engage with the union in a meaningful way. Professional development hours are insufficient and inadequate. The first

meeting of the Health and Safety Committee has now been scheduled. The union raises issues and feels that no actions are taken. She asked if the Board recognizes that this is impacting the institution. Other concerns noted were high salaries of leadership, "bots" enrolling, the high number of contractual staff, and the recent lockdown in terms of ensuring the safety of the staff and community.

Chair Schmoke shared that he had a productive meeting with AFSCME representatives Patrick Moran and Stuart Katzenberg on October 17; he had not had the opportunity to discuss the meeting with the Trustees and administration and wanted to be able to do that before making any public comments. Labor management issues are very important with respect to Realignment Tasks. He noted that he needed to have the appropriate conversations and thanked Ms. Kutniewski.

The Board heard comments from Faculty Senate President Dr. Katana Hall

Dr. Hall shared greetings and good news from the Academy. A Cybersecurity student was awarded a scholarship to learn Chinese and a paid summer internship. The Dental Hygiene program will host a mission of mercy in November. Math & Engineering have three new FT faculty hired with searches underway and are preparing for the fall 2024 STEM symposium. Respiratory Care graduates attained a 100% pass rate on the licensure exam and one student received a $6000 scholarship from MEDSTAR hospital and a guaranteed job.

Program Coordinators' meetings with Dr. McCurdy throughout the semester have been productive and covered topics including scheduling book adoptions, enrollment, retention, and communication. There has been resolution on many issues including books and clean facilities, which the Academy appreciates. They are looking forward to the transition to Barnes and Noble as the Bookstore vendor. The never-attend reporting for classes remains an issue as the process needs more communication. They hope to have a VP for Academic Affairs appointed soon to provide some relief for Dr. McCurdy.

"Students First" remains the focus.

III. New Business
   a. Finance/Audit Committee Meeting October 10, 2024 (minutes of Committee Meeting were included in Board packet at Tab 2)
      i. Procurement Policies & Procedures
      ii. Procurements Exceeding $25,000 to $99,999 (Information)
             a. Textbooks (Pearson Education Inc.) $32,397.00
             b. Thermal Copier Machines (Canon USA, Inc.) $25,410.00

Items were for information only. There were no questions and no action taken.

IV. Presentations

Enrollment Update

Donna Thomas, Interim VP of Student Affairs, provided updates on enrollment and Student Affairs.

Current enrollment as of October 4th - 4, 808 credit headcount, surpassing MHEC target of 4,649 and 21;4% ahead of 2023. Registration is still underway through October 18. Updates will continue at the November meeting. Chair Schmoke asked about FTEs and commended the progress. Dr. McCurdy noted that the number will drop with never-attends, but it will be ahead of Fall 2023 and asked that in the future a corresponding slide for FTEs be provided.

Recruitment on Partnership Engagements – Tonight's college fair has 5,000 expected attendees at the Convention Center.

Mayor's Scholars Program – Advisors and Coordinators are conducting mid-year check-ins and ensuring additional supports and engagements are provided. They are planning a Panther Talks series in November and December and FAFSA completion sessions for AY 2024-25 and 2025-26.

Student Affairs Update

Testing Center – now offers "Ability to Benefit Testing," which allows test takers without a HS diploma to receive Title IV financial aid when they are dually enrolled in a career pathway program and adult education.

National Society of Leadership & Success – now have 261 students who've completed the application process.

Transfer Fair – will take place on October 30, and over 30 colleges and universities are expected.

ERP Update

President McCurdy gave the update in the absence of Peter Farrell, CIO. Dr. McCurdy shared that the ERP Status is still green for all six criteria. Advisory Services supported by Ellucian are underway with several functional areas (Student Accounts Receivable; Students-Credit and Noncredit, Finance, Financial Aid, Human Resources, Payroll, Flexible Advisory Services). Dr. McCurdy suggested that the ERP presentations will be focused on status and implementation. What is the functional work that is in progress and still must be done? The current contract is for

a year for Advisory Services. What is the day-to-day work that still needs to be supported? As with other institutions that contracted with Advisory Services to support the functional units resulting from an ERP implementation, the need is likely to extend another year; we will assess the progress and then determine the continuation of services. The College is receiving positive comments from the State. Student Affairs and Finance & Administration have huge functional areas and the implementation gaps are a focus. She noted it would be helpful for the Board to hear more operational details and would like the Cabinet members to share what the work is and what's needed.

There is still software that that the College is exploring. Next month, Strategic Planning On Line (SPOL) will be brought on to support strategic planning and institutional effectiveness. Barnes and Noble is now under contract to initiate the implementation work and requires significant technology backbone. A soft Barnes and Noble transition is planned for spring 2025, with a probable pilot for summer 2025, and a full launch in fall 2025.

V. President's Report

Dr. McCurdy noted that some broader topics will be discussed in Closed Session. There are interviews being held for positions and more immediate vacancies have been posted. The Strategic Plan is expected to be presented to the Board at the November/December meeting. She expressed that the leadership is pushing the institution as far and as fast as possible and noted that the disfunction and burdens at this institution are as great as anyone has ever seen. She expressed the hope that the Board understands that the administration has at all times conducted operations and acted ethically. She acknowledged that the Realignment Tasks at the College remain in varying stages of progress and the College will have gaps, that only time, resources and continued effort will bring degrees of needed change – the College has come a long way over the past several years. She emphasized the leadership's commitment to faculty and staff, noting that change will continue to be instituted in a structured, consistent, and organized way that will meet established ethical standards.

Chair Schmoke requested an update on the landscaping for the Bard building. VP Michael Thomas noted that soil samples have been taken and are being analyzed. Once the results have been received, landscaping will begin with a brick sidewalk by the Holocaust site in mid-November. Fencing was not a part of the initial planning, but there will be twenty-four (24) hour lighting and security provided by the College's Public Safety department. The

College is coordinating with the Baltimore Police Department regarding their use of the space as the site is a former hub for them. The President will continue to outreach with the downtown community.

VI. Motion for Adjournment

At 4:37 PM, the Board unanimously agreed to reconvene in Closed Session immediately, following a motion by Trustee Parker, seconded by Trustee Ward.

Respectfully submitted,

President Debra L. McCurdy, PhD

Next Board Meeting: November 20, 2024

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

Non-BCCC Attendees
Kristin McFarlane

BCCC Faculty/Staff Attendees
Anthony Almond
Michael Berends
Dr. Sherri Anna Brown
Marie Byam

Christina Carter
Saleem Chaudhry
Jamie Cofield
Sherron Edwards
Aquila Evans
Rasheedah Evans
Andrea Fricks
Victoria Fuller
Dr. Phil Gatling
Noah Grant
Marshall Goodwin
Dr. Katana Hall
Nadine Harper
Eileen F. Hawkins
Dr. Charice Hayes
Dr. Denise Holland
Monique Hunter
Will Hug
Jazzmine Hugh
Dr. Leslie Jackson
Cora James
William Johnson
Keenan Jones
Shaquitta Jones Hembrick
Chris Jordan
Brett King

Karen King-Sheridan
Nena Kutniewski
Dr. Ghazanfar Mahmood
Chuck Marquette
Courtney Merritt
Dr. Bryan Miller
Dr. Daryl Pope
Phillip Powell
Jason Quick
Patricia Raines
Chavon Robinson
Dr. Sylvia Rochester
Pilot Samuels
Shawnette Shearin
Karen King-Sheridan
D. Fitzgerald Smith
Wanda Walker
Eileen Waitsman
Michelle White
Cherryllynn Williams
Kier Williams
Natasha Williams
Dr. Charles N. Wilson
Cynthia Wilson
Gisele Winston
Mariam Yahaya

Closed Session Summary | October 16, 2024 (Virtual Zoom Meeting)

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

Also Present: Dr. Debra L. McCurdy.

Also in Attendance: Ms. Maria E. Rodriguez, Esq.; Ms. Kirstin McFarlane, Esq.; Ms. Elena Langrill, Esq. (OAG); Ms. Tara Sciscoe, Esq., (Ice Miller).

Chairman Schmoke brought the Closed Session meeting to order at 4:42 PM.

Following a motion made by Trustee Terrell and seconded by Trustee Ward, the Trustees unanimously approved the consent agenda and the attached closed session materials.

The Trustees heard a power point presentation and received legal advice from Ms. Sciscoe. They directed the College to implement the advice of outside counsel.

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

Upon a motion to adjourn, the Board voted unanimously to adjourn the meeting at 6:35 PM.

Respectfully submitted,

Debra L. McCurdy, President

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE
FINANCE COMMITTEE

November Agenda | 8:00 AM November 14, 2024 (Virtual Zoom Meeting)

Attendees: Chair Kurt Schmoke   Mr. Michael Thomas, Vice President of Workforce
              Trustee J. C. Weiss   Development & Continuing Education
              Trustee Roger Ward   Ms. Anna Lansaw, Director of Procurement &
              President Debra McCurdy   Auxiliary Services
              Mr. Richard Walsh, Senior Budget Analyst

I.   Call to Order (Vote)

At 8:00 am, Chair Kurt Schmoke called the meeting to order of the Finance Committee of the Board of Trustees.

II.   Procurement Policies and Procedures (Overview)

Nothing reported under the Procurement Policies and Procedures.

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

a.	Textbooks (Cengage)	$27,861.58
b.	Zoom Site Licenses (SHI International)	$46,994.22
c.	Annual Lease – WBJC (Tide Realty)	$97,093.80
d.	BlueCat Core Network Infrastructure (EC America)	$32,610.05
e.	Consulting Services – Admissions (Mason Consulting)	$55,000.00
f.	Mailing Services – WBJC (KM Printing LLC)	$46,941.12
g.	Art Program For Refugee Youths (Arts For Learning MD)	$40,000.00

Chair Schmoke requested if there were any questions regarding the information items. Trustee J.C. Weiss inquired about Arts for Learning.   VP Michael Thomas provided an explanation about the program stating that this was grant funded and part of the Refugee support program for students.

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

a.	International Rescue Committee	$674,435.00

VP Thomas explained the contract, which is for refugee case management services. This annual grant, awarded by the Maryland Department of Human Services' Office for Refugees and Asylees (MORA), supports the College in assisting incoming refugees. Chairman Schmoke asked about the longevity of the grant with the College and VP Thomas indicated that the College has been receiving this grant for over 10 years.

Trustee Roger Ward made a motion for approval, which was seconded by Trustee Weiss. The motion was unanimously approved.

V.   Procurement(s) exceeding $100,000 (Vote)

a.   Transportation Services (Mr. Tim's Bus Service) $102,127.01
        Refugee Programs

VP Thomas explained that the contract is for transportation services for students in Refugee Youth Programs, with the vendor being the preferred choice of Baltimore City. The funding for this contract comes from the MORA grant and Trustee Weiss asked how many are served – VP Thomas indicated we serve approximately 300 students. Trustee Ward inquired about the number of students from this program who go on to attend the College. While VP Thomas did not have the exact number, he indicated he would provide the information. He did mention that many refugees are enrolled in English as a Second Language (ESL) classes at the College.

Trustee Weiss made a motion for approval, which was seconded by Trustee Ward. The motion was approved unanimously.

VI.   Finance Update (Informational)

Mr. Richard Walsh provided an overview of the College's financial status, covering current revenues and expenditures, including both unrestricted and restricted funds. He highlighted specific revenues and expenditures specifically stating that there is timing issue regarding specific revenues and expenditures.

Trustee Weiss inquired about the status of the current audit. President Debra McCurdy explained that the audit is progressing due to challenges not caused by the institution. The vendor (Blackbaud) responsible for storing the College's data transferred it to a new system but failed to transfer all the necessary data into the new system. The company has claimed responsibility for the mishap and is working with the College to recover the required data. The College is holding meetings with the company to recover the missing data and produce the required financial information. Additionally, President McCurdy mentioned that the Controller is conducting daily meetings with internal staff to gather the needed data to complete the audit.

VII.   Motion for Adjournment (Vote)

Chair Schmoke motioned to adjourn; Trustee Weiss seconded. All approved.
The meeting adjourned at 8:35 am.

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TAB 3 | Student Government Association Report

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Baltimore City Community College
CABINET UPDATE
Board of Trustees, November 20, 2024
Student Affairs

STUDENT GOVERNMENT ASSOCIATION

Student Government Association (SGA) Monthly Meeting – The SGA leadership team held their second general meeting of the 2024-2025 academic year. The meeting was held on October 2, 2024, in the Mini Conference Center. Students could also join the meeting virtually via Zoom. The SGA leadership followed up on some items presented at the September meeting such as: items that are covered by financial aid in the bookstore including lab coats and other health professional equipment, and the updates on the completion of upgrades to the Student Center. The SGA leadership stated that the other items presented in September will be discussed with Dr. McCurdy later in October. The next general meeting will be held on November 6, 2024.

Monthly Meeting with Dr. McCurdy – The first SGA leadership meeting with Dr. McCurdy was held on October 23, 2024. The following officers were at the meeting: Rachel Hundertmark (president), Cindy Allsup (vice president) and Jasmine Walker (secretary). The Leadership team discussed their main goals for the 2024-2025 academic year. They also discussed the following issues brought to them by current students in previous meetings:

• Updates on Activity Hour on Wednesdays
• Implementation of College-Wide initiatives showcasing the student-first model
• Student Celebrations, dean's list, awards ceremonies, etc.
• College Fundraising Policy
• Campus Daycare
• On/Off Campus Housing & Resources
• Music Practice Rooms Availability
• Fine Arts Initiatives
• On-Campus Nurse
• Possibilities of a health professional and health-resources available on campus
• Student Lounge with Comfortable Furniture
• Campus Meal Plans
• ADA Doors in Main Building

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

Fall Festival – October 9, 2024 -The annual Fall Festival was held from 12:00 – 2:00 pm. The campus community celebrated the fall season with food, music, games, prizes, local community vendors, and more.

I Stand With Immigrants Day – October15, 2024 - In recognition of Hispanic Heritage and all immigrants, BCCC once again participated in the National "I Stand With Immigrants" Day along with many other colleges and universities across the United States. This event allowed BCCC to show support and honor the rich contributions that immigrants and their descendants have made to our shared history and culture. Participants learned facts about the immigrant population at BCCC and beyond. They also got to write down why they support immigrants or to acknowledge that they were an immigrant.

Voter Registration – October15, 2024 - On the last day of mail in Voter Registration, the Student Government Association and the office of Student Life and Engagement sponsored an informational session to get students, faculty, and staff involved in understanding the voting process and registering to vote.

Ice Cream Social – October 23, 2024 - The Gender and Sexualities Club (GSA) hosted an ice cream social on October 23, 2024, where they handed out various types of wrapped ice cream desserts as well as provided affirmational activities (coloring pages), pride stickers, and information on being inclusive on campus (adding pronouns to canvas).

Keeping It Real Lecture Series – October 25, 2024 - The first session of the "Keeping It Real Series" was held via Zoom on October 25, 2024. The topic was "Revisiting the Complexities of the Assassination Of Martin Luther King, Jr." The presenter was Baba Zak A. Kondo, BCCC professor of History, author, scholar, lecturer and activist.

Fright Night– October 30, 2024 - The Student Leadership Club held a fun evening event titled, "Fright Night". It was an evening of contests, music, festive Halloween games and refreshments. Students also got to view the movie "Coraline "at the end of the event.

Café and Conversations – October 30, 2024 – On the last day of early voting in Maryland, a special event titled "Café and Conversations: What's Your Plan? Your Guide to the Elections". Students and guests were able to discuss why their vote matters, having a plan for voting, and what are the next steps after the November elections. The guest speaker was Andrea Curley, MPA (Office of the City Council President, Baltimore City) who represented a non-partisan voice focused on the importance of elections. After the program, if students were interested, they were able to go vote and or register at the BCCC South Pavilion location as it was an Early Voting Election Site. The event was co-sponsored by the Student Government Association, the office of Student Life and Engagement, and Win With Black Women Baltimore City.

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

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BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE
TAB 5 | Faculty Senate Report/Comments

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TAB 6 | Items Removed from the Agenda
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- None

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

TAB 7 | New Business

a. Finance/Audit Committee Meeting November 14, 2024
   i. Procurement Policies & Procedures **(Information)**
   ii. Procurements Exceeding $25,000 to $99,999 **(Information)**
      a. Textbooks (Cengage) $27,861.58
      b. Zoom Site Licenses (SHI International) $46,994.22
      c. Annual Lease – WBJC (Tide Realty) $97,093.80
      d. BlueCat Core Network Infrastructure (EC America) $32,610.05
      e. Consulting Services – Admissions (Mason Consulting) $55,000.00
      f. Mailing Services – WBJC (KM Printing LLC) $46,941.12
      g. Art Program For Refugee Youths (Arts For Learning MD) $40,000.00
   iii. Pre-Approval Procurement(s) exceeding $100,000 **(Vote)**
      a. International Rescue Committee $674,435.00
   iv. Procurement(s) exceeding $100,000 **(Vote)**
      a. Transportation Services (Mr. Tim's Bus Service) $102,127.01
   v. Financial Monthly Performance Report **(Information)**

Contract No. / Contract Title	R95P5600135 Textbooks (Cengage)		
Description/Remarks: Textbooks needed for the Fall 2024 semester. Textbooks are exempt from a formal procurement process are for curriculum instructions provided WDCE.			
Procurement Method:	Exempt	Category:	Textbooks
Award Amount:	$27,861.58	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	WDCE	Fund Source:	E9442 / 0914

Contract No. / Contract Title	R95P5600155 Zoom Site Licenses FY25 (SHI International)		
Description/Remarks: This purchase is for the renewal of Zoom licenses for FY25, covering a one-year period. The contract was established under an intergovernmental cooperative purchasing agreement with Sourcewell. This procurement is exempt from a formal procurement process based on Section 1.3.2.6 of the College's Procurement Policies and Procedures. Zoom is a cloud-based video communications platform that allows users to conduct virtual meetings, webinars, live chats, and screen-sharing sessions. It supports video and audio conferencing, making it a versatile tool for the College.			
Procurement Method:	ICPA	Category:	IT Services
Award Amount:	$46,994.22	Contract Term:	10/17/24 – 10/16/25
No. of Bids:	3	Tax Clearance:	N/A
College Department:	Information Technology Services	Fund Source:	06622 / 0858

Contract No. / Contract Title	R95P5600152 WBJC Rent for studio/office location (Tide Realty)		
Description/Remarks: WBJC Radio Station studio and office rent at 6776 Reisterstown Rd, Suite 202 Baltimore, MD 21215. This is the annual lease amount for the fiscal year. Contract was negotiated by the Maryland Department of General Services.			
Procurement Method:	BPO Release	Category:	Lease
Award Amount:	$97,093.80	Contract Term:	12 months
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	WBJC	Fund Source:	03301 / 1301

Contract No. / Contract Title	R95P5600101 / R95B36000012 BlueCat Core Network Infrastructure (EC America)		
Description/Remarks: This is the purchase order release for the final year of the 3-year warranty contract on the hardware equipment purchased in 2022. This is part of the realigning task to update the IT infrastructure of the College.			
Procurement Method:	BPO Release	Category:	ITS Services
Award Amount:	$32,610.05	Contract Term:	1 Year
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Information Technology Services	Fund Source:	06618 / 0862

Contract No. / Contract Title	R95P56000167 Consulting Services – Admissions (Mason Consulting Services)		
Description/Remarks: This is a six-month consulting service for Student Affairs. The consultant will provide day to day oversight for operation including policies, procedures, and improvements in the Admissions Office.			
Procurement Method:	Sole Source	Category:	Professional Services
Award Amount:	$55,000	Contract Term:	6 months
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Student Affairs	Fund Source:	05506/0872

Contract No. / Contract Title	R95P56600161 Mailing Services (KM Printing LLC)		
Description/Remarks: This is a one-year contract for mailing services for WBJC radio station. The services include providing and distributing mail envelopes soliciting donations from WBJC members. The contract was established through a competitive process in Baltimore County. It includes a rider provision that allows other governmental units to utilize the contract with the same vendor and pricing.			
Procurement Method:	ICPA	Category:	Services
Award Amount:	$46,941.12	Contract Term:	11/01/2024-10/31/2025
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	WBJC Radio Station	Fund Source:	03352 / 0873

Contract No. / Contract Title	R95P5600151 Art Program for Refugee Youth (Arts For Learning Maryland, Inc.)		
Description/Remarks: This is a grant-funded program by ARPA to provide art classes for city youth, aimed at enhancing their artistic skills and allowing them to express themselves. The grant is for a duration of four months. Arts For Learning Maryland, Inc. was pre-approved by the grantor.			
Procurement Method:	Sole Source	Category:	Services
Award Amount:	$40,000.00	Contract Term:	09/01/2024 – 11/30/2024
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	WDCE	Fund Source:	E9081 / 0873

Contract ID: BCCC-FY25-MORA-001
                                  Refugee Case Management

Contract Description: This contract parnters with the International Rescue Committee, (IRC) to provide case management, intake services, and conduct school based orientations for newly resettled students and their families who qualify for services utilizing funding from the Refugee School Impact Grant. The IRC is uniquely qualified to provided resources, wraparound services, barrier removal, and support for both students and their families recently settled in the Baltimore Region.

Award: International Rescue Committee
                                  New York, New York

Contract Term: 12/19/2024 – 10/31/2025

New Contract Amount: $674,435.00

Procurement Method: Sole Source

Requesting Remarks: Request for Pre-Approval of the New Contract with the International Rescue Committee (IRC), Baltimore's agency that provides resettlement service to recently arrived refugees and asylees. The Maryland Department of Human Services, Office for Refugees and Asylees (MORA) has awarded the College several grants to assit with servicing this community. The grants are the Refugee School Impact Grant (RSIG), Services for Older Refugees (SOR), and English for Speakers of Other Languages (ESOL) grants. Under the grant agreements, the College is permitted to partner only with companies listed in the grant's appendix. The IRC, is a pre-approved vendor.

In accordance with the State's Finance and Procurement Articles Section 14-302, IRC is a non-profit organization and is exempt from providing an MBE goal for this contract.

Due to the contract's value and the type of services provided, this contract will be presented to the Maryland Board of Public Works upon the Trustees' approval.

Fund Source: MORA – RSIG / SOR / ESOL Grant(s)

BOARD OF TRUSTEES ACTION   THIS ITEM WAS:

APPROVED   DISAPPROVED   DEFERRED   WITHDRAWN

WITH DISCUSSION   WITHOUT DISCUSSION

Contract ID: BCCC-FY25-MORA-002
                                  Transportation Services – Refugee Youth Program

Contract Description: This contract provides transportation services for students enrolled in the College's Refugee Youth Programs participating in BCCC sponsored events.

Award: Mr. Tim's Bus Rides
                                  Owning Mills, MD

Contract Term: 11/21/2024 – 10/31/2025

New Contract Amount: $102,127.70

Procurement Method: Sole Source

Requesting Remarks: Request for approval for transportation services with Mr. Tim's Bus Service. Baltimore City Community College sponsors educational and cultural events for students enrolled in the RYP program throughout the fiscal year. Additionally students are provide with transportation to their homes at the completion of daily programing. The grant awarded through the Maryland Office for Refugees and Asylees (MORA) allows for the College to fund transportation events that directly impact students educational needs. Mr. Tim's Bus Service is a pre-approved vendor and is a preferred transportation service provider for Baltimore City Public Schools, BCCC's partner in the RYP Program.

Fund Source: MORA – RSIG / SOR Grant(s)

BOARD OF TRUSTEES ACTION   THIS ITEM WAS:

APPROVED   DISAPPROVED   DEFERRED   WITHDRAWN

WITH DISCUSSION   WITHOUT DISCUSSION

BCCC
BALTIMORE CITY
COMMUNITY COLLEGE

Total Revenue by Appropriated Fund

Revenue Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	29,742,728	33,014,816	32,218,329	796,487
Restricted	21,610,084	7,140,187	7,883,239	5,569,210	2,314,029
Total Revenue AY25	**86,508,631**	**36,882,914**	**40,898,055**	**37,787,539**	**3,110,516**

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	29,742,728	15,606,376	15,428,416	177,960
Restricted	21,610,084	7,140,187	6,919,624	8,383,904	-1,464,280
Total Expenses	**86,508,631**	**36,882,914**	**22,526,000**	**23,812,320**	**-1,286,320**

	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
Net Surplus	**0**	**0**	**18,372,055**	**13,975,219**	**4,396,836**

Year-over-Year (YoY) Revenue Comparison

Revenue Sources	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
Unrestricted Revenues	**65,088,071**	**29,742,728**	**33,014,816**	**32,218,329**	**796,487**
Board of Estimates - Unrestricted	600,000	200,000	0	0	0
Bookstore Revenue	935,232	311,744	729,898	522,898	207,000
Consolidated Fees	1,050,559	350,186	455,895	470,988	-15,093
Credit Tuition	9,251,716	3,083,905	4,571,425	3,869,255	702,170
Facilities Capital Fees	109,971	36,657	45,221	45,144	77
Investment Income	514,604	171,535	680,122	592,866	87,256
Local Contract	189,524	63,175	189,524	0	189,524
Non-Credit Fee Revenue	420,610	140,203	667,840	247,876	419,964
Non-Credit Tuition	750,000	250,000	521,178	284,110	237,068
Other Fee Revenue	0	0	11,958	3,914	8,044
Other Revenue	0	0	-26,078	-43,134	17,056
Parking and Transportation	34,719	11,573	4,750	5,187	-438
Real Estate Lease Income	1,569,908	523,303	531,702	838,576	-306,874
Registration Fee	299,995	99,998	142,922	102,414	40,508
State Appropriation	48,280,224	24,140,112	24,140,112	24,912,357	-772,245
Technology Fees	700,000	233,333	303,930	288,454	15,476
Tower Rental Income	131,092	43,697	28,093	65,519	-37,426
Transcripts	39,084	13,028	12,091	11,905	186
Vending Machine Commission	0	0	4,233	0	4,233
WBJC Asset Agreement	210,833	70,278	0	0	0
Restricted Revenues	**21,420,560**	**7,140,187**	**7,883,239**	**5,569,210**	**2,314,029**
Deferred Maintenance	0	0	0	2,091,702	-2,091,702
COVID Relief	0	0	0	0	0
Federal Grants	14,266,708	4,755,569	2,795,906	957,298	1,838,608
Indirect Cost - Other	117,800	39,267	0	0	0
Other Restricted Revenue	0	0	34,833	49,459	-14,626
Private Gifts, Grants & Contracts	495,167	165,056	0	0	0
RYP - Artworks	0	0	0	3,500	0
State and Local Grants	4,874,323	1,624,774	2,183,696	1,632,414	551,282
Student Activities	0	0	25	0	25
WBJC	1,666,562	555,521	2,868,779	834,837	2,033,942
Total Revenue AY25	**86,508,631**	**36,882,914**	**40,898,055**	**37,787,539**	**3,110,516**

Expenditure by Category

Description	Object	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Labor: PIN Salaries	01	9,937,301	9,531,761	405,540	4.3%
Labor: Contractual Employees	02	2,793,362	2,156,682	636,680	29.5%
Communications	03	12,374	8,989	3,385	37.7%
Travel	04	98,017	116,249	-18,232	-15.7%
Utilities	06	457,667	510,905	-53,238	-10.4%
Motor Vehicle	07	27,782	32,094	-4,312	-13.4%
Contractual Services	08	1,693,632	941,111	752,521	80.0%
Supplies	09	1,916,127	1,436,343	479,784	33.4%
Replacement Equipment	10	22,362	151,443	-129,081	-85.2%
New Equipment	11	71,225	555,610	-484,385	-87.2%
Scholarships and Fellowships	12	5,231,053	6,322,053	-1,091,001	-17.3%
Fixed Expenses	13	264,090	1,159,723	-895,632	-77.2%
Deferred Maintenance	14	1,009	889,357	-888,349	-99.9%
Total Expenses AY25		**22,526,000**	**23,812,319**	**-1,286,319**	**-5.4%**

Current Expenses by Division

Division	Budget AY25	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Academic Affairs	21,410,746	5,367,174	6,038,575	-671,401	-11.1%
Administration & Finance	17,400,053	5,247,366	5,218,205	29,160	0.6%
Advancement & Strategic Partners	1,512,726	267,662	258,370	9,292	3.6%
College Wide	6,052,398	-161,948	1,074,254	-1,236,202	-115.1%
Information Technology	4,800,389	1,610,530	1,056,607	553,923	52.4%
Institutional Research & Strategic Priorities	878,455	237,258	253,431	-16,173	-6.4%
President's Office (Executive)	1,443,433	389,085	365,154	23,931	6.6%
Student Affairs	18,635,851	6,947,082	7,505,165	-558,083	-7.4%
WBJC	2,075,968	351,122	321,359	29,763	9.3%
WDCED	12,298,612	2,270,671	1,721,199	549,472	31.9%
Total Expenditures	**86,508,631**	**22,526,000**	**23,812,319**	**-1,286,319**	**-5.4%**

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BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 8 | College Policies

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- None

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BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

TAB 9 | Presentations

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- Enrollment Update
- ERP Update

Realignment Task 5
Enrollment & Recruitment Planning

Fall 2018 – Fall 2024
Credit Headcount

* Fall 2024 headcount is 10.8% above the Fall 2023 final headcount.

Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024*
4,523	4,909	4,181	3,864	3,538	3,939	4,365
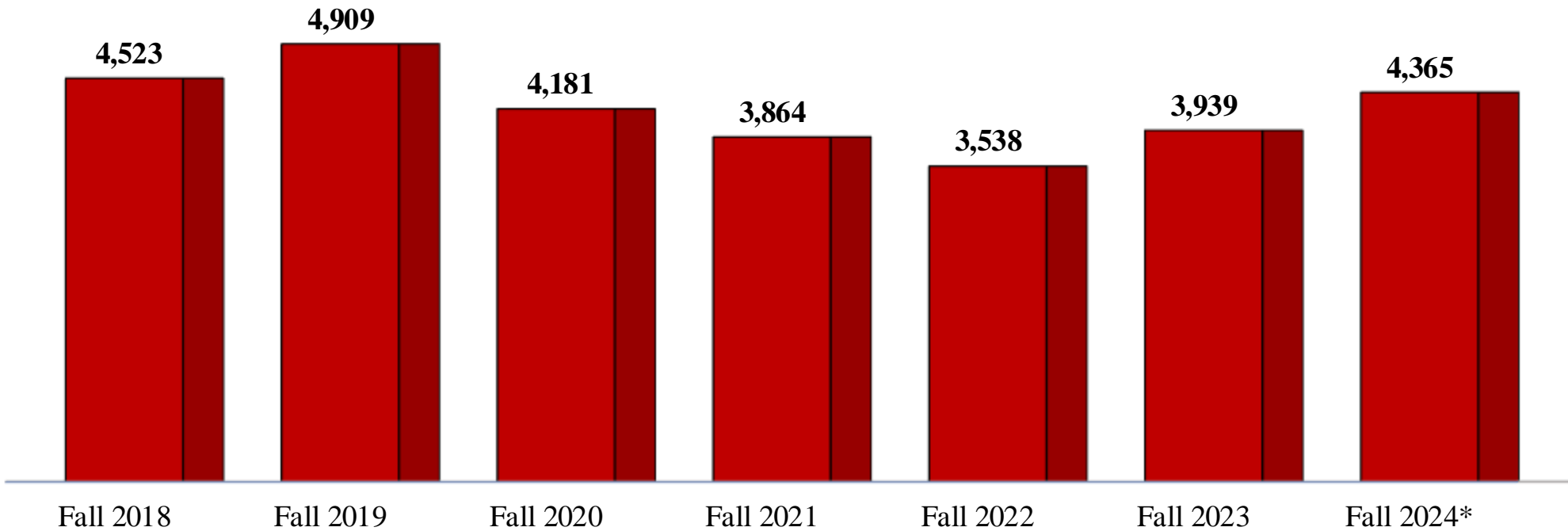
Source: BCCC Enrollment Information System (EIS) files (Fall 2020 - Fall 2023) and Student Information System .
*Source: Fall 2024 – BCCC Preliminary EIS file prepared for MHEC. | BCCC Office of Institutional Research

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Realignment Task 5
Enrollment & Recruitment Planning

Fall 2018 – Fall 2024
Eligible Credit FTEs

Bar chart of Eligible Credit FTEs:
- Fall 2018: 1,185
- Fall 2019: 1,229
- Fall 2020: 1,008
- Fall 2021: 887
- Fall 2022*: 820
- Fall 2023*: 891
- Fall 2024**: 920
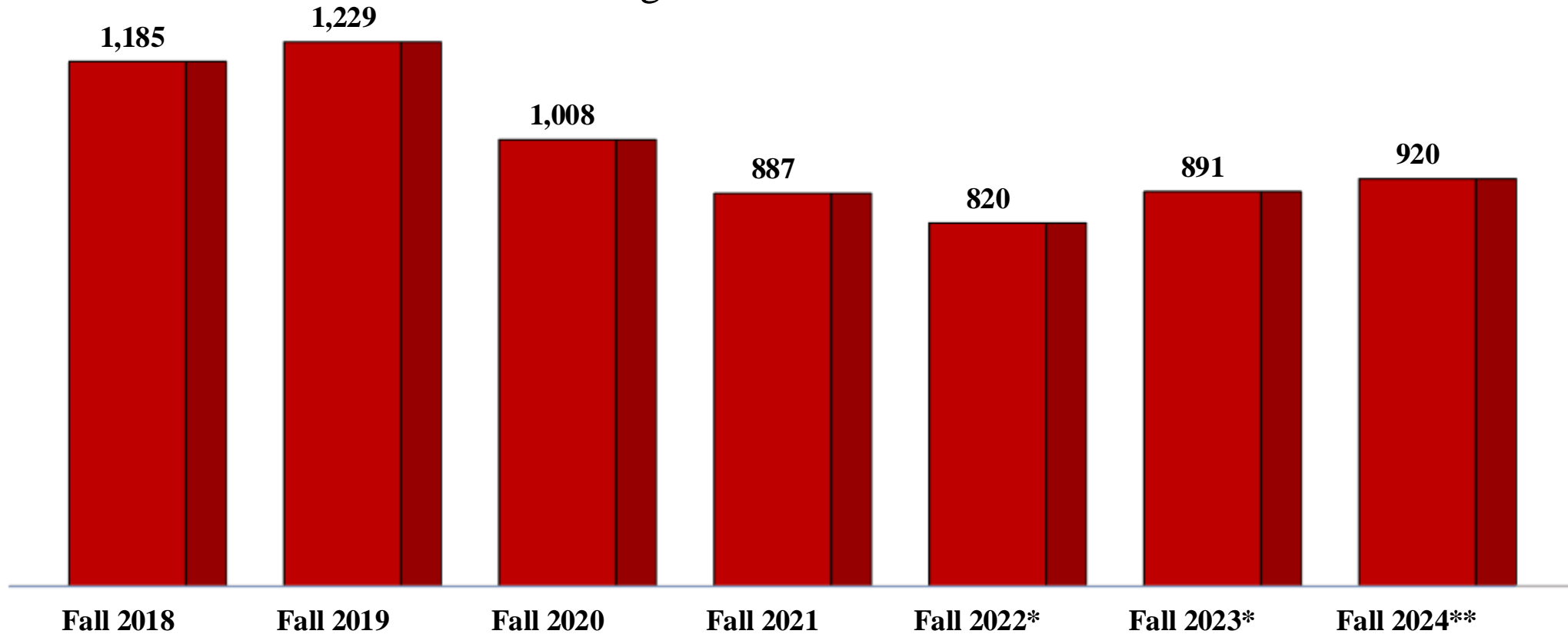
Source: BCCC audited CC-2 Credit FTE Reports submitted to MHEC and Student Information System. | BCCC Office of Institutional Research

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

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

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Realignment Task 5
Enrollment & Recruitment Planning

Winter 2020 - Winter 2025
Credit Headcount

* Winter 2025 as of November 16, 2024.

	Winter 2020	Winter 2021	Winter 2022	Winter 2023	Winter 2024	Winter 2025*
Credit Headcount	35	247	283	320	402	553

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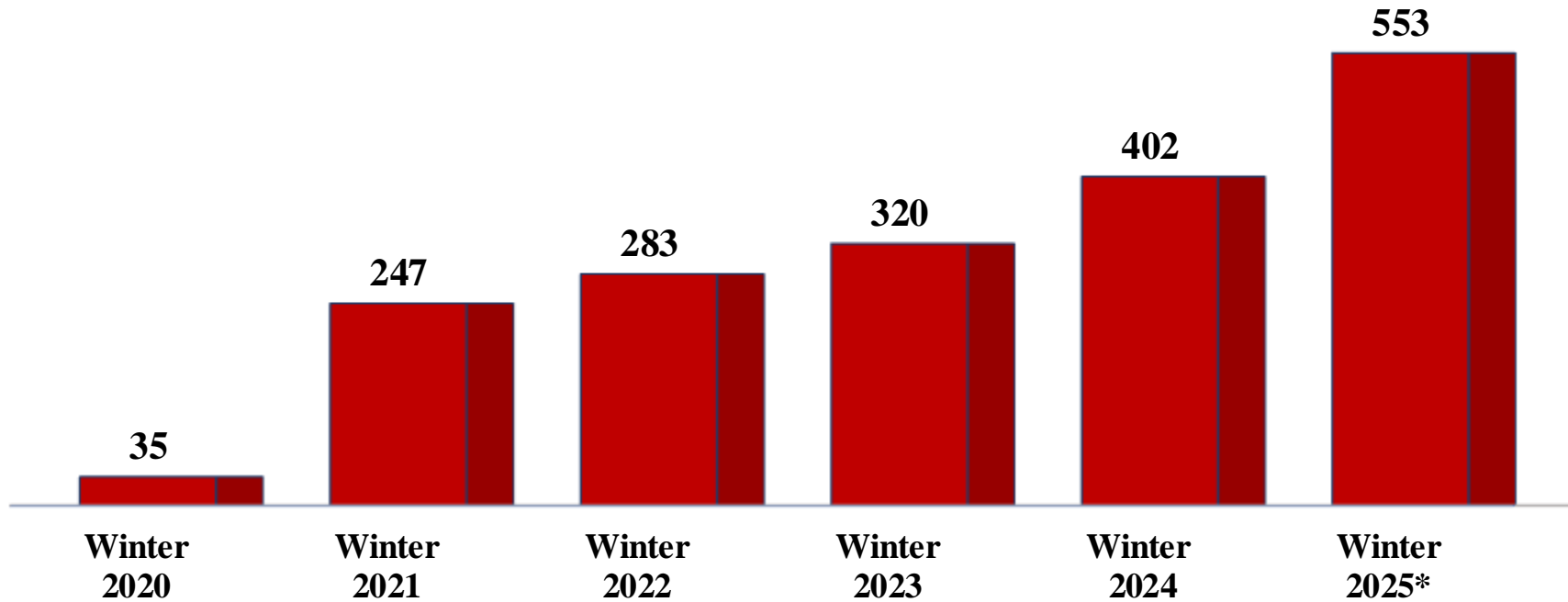
Realignment Task 5
Enrollment & Recruitment Planning

Winter 2025*
46 Sections of 18 Credit Courses

* As of November 16, 2024

Course ID	Course Title	Online (Asynchrounous) Sections	Virtual (Synchronous) Sections	Total Sections
ACT 221	Prin of Financial Accounting I	0	1	1
BIO 101	General Biology	0	2	2
BUA 112	Computers for Business Mgmt	2	0	2
CLT 100	Computer Literacy	3	4	7
ECO 201	The Amer Econ. I: Macro Theory	2	0	2
ECO 202	The Amer Econ II: Micro Theory	1	0	1
ENG 101	English Writing	0	2	2
ENG 102	Introduction to the Term Paper	0	2	2
ENV 110	Environmental Science	1	0	1
HIS 101	American Civilization I	0	1	1
HLF 210	Physical Fitness and Health	0	4	4
MAT 107	Modern Elementary Statistics	4	2	6
PRE 100	Prep for Academic Achievement	0	3	3
PSY 101	Introductory Psychology	0	3	3
PSY 104	Developmental Psychology	0	1	1
SOC 101	Introduction to Sociology	0	1	1
SPE 101	Fundamentals of Speech	1	5	6
THE 113	Vocal Production for the Actor	0	1	1
	Total Sections	*14*	*32*	*46*

- 69.6% of sections are virtual
  - 30.4% are online

Highest Enrolled Courses
1) CLT 100
2) MAT 107
3) SPE 101
4) HLF 210
5) PRE 100

Source: BCCC Student Information System. | BCCC Office of Institutional Research

Realignment Task 5
Enrollment & Recruitment Planning

Winter 2024
26 Sections of 15 Credit Courses

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

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

Highest Enrolled Courses
1) SPE 101
2) HLF 210
3) MAT 107
4) PRE 100
5) ENG 101

Realignment Task 5
Enrollment & Recruitment Planning

Recruitment & Partnership Engagements

*Recruiters participated in twenty-four on and off campus engagements.

*A total of 1,069 leads were collected from the NACAC College Fair held on October 16.

Date of Event	Organization/School	Event Type
10/1/2024	DVAM Kickoff Block Party	Community Event
10/7/2024	CollegeBound	College Fair
10/7/2024	CollegeBound	College Fair
10/8/2024	Baltimore International Academy	College Tour & Information Session
10/8/2024	College Bound	College Fair
10/8/2024	Baltimore School for the Arts	College Fair
10/8/2024	CollegeBound	College Fair
10/9/2024	CollegeBound	College Fair
10/9/2024	CollegeBound	College Fair
10/9/2024	CollegeBound	College Fair
10/10/2024	Cesar Chavez	Campus Tour & Information Session
10/10/2024	CollegeBound	College Fair
10/10/2024	CollegeBound	College Fair
10/11/2024	Edmondson Westside High School	College Fair
10/15/2024	CollegeBound/Urban Alliance	Information Session
10/16/2024	NACAC College Fair	College Fair
10/17/2024	Horus Scholars	College Fair
10/23/2024	National Academy Foundation High School	College Fair
10/23/2024	Baltimore Design School	College Fair
10/24/2024	Local Advisory Council Meeting	On-Campus Tour
10/30/2024	Carver Vocational-Technical	College Information Session

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Realignment Task 5
Enrollment & Recruitment Planning
Early College Access Programs (Dual Enrollment)

Participating High Schools	# of Students
Bais Yaakov	36
Coppin Academy	51
Green Street Academy	55
The Community School	7
Baltimore Design School	12
Dunbar High School	33
Forest Park High School	13
Mergenthaler High School	14
Patterson High School	25
Port Virtual School	9
REACH! Partnership High School	12
Reginald Lewis High School	29
Vivien T. Thomas High School	22
Total	**318**

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Baltimore City Community College

Realignment Task 5
Enrollment & Recruitment Planning
Pathways in Technology (P-Tech) Early College Program (Grades 9-14)

Participating High Schools	# of Students
Carver High School	47
Dunbar High School	90
Digital Harbor High School	9
New Era Academy	7
Total	**153**

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Realignment Task 5
Enrollment & Recruitment Planning

Questions?

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Baltimore City Community College

Realignment Task Update #9
"Address the information technology (IT) and infrastructure needs of BCCC"

Mr. Ishwor Aryal

Director, Enterprise Applications

Date: November 20, 2024

ERP Project Status

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

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

ERP Project Timeline (FY25)

Today

| July 2024 | October | January | April | July 2025 |

State of Maryland Major IT Development Project (MITDP) Oversight Phase

MITDP Project Start 2009

Implementation | Operations and Maintenance

Anticipated MITDP Project Close June 30, 2025

Ellucian Project and Operations

Ellucian Contract Start 2019

ERP Implementation | Ellucian Advisory Services
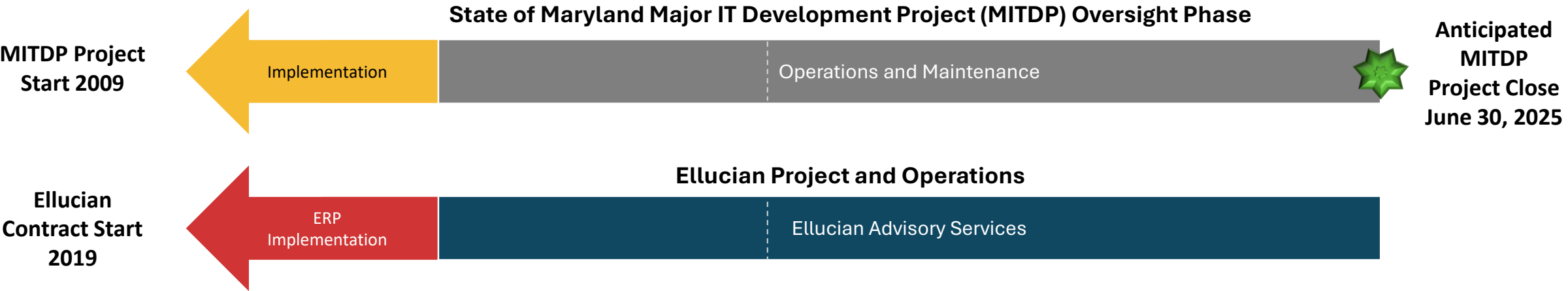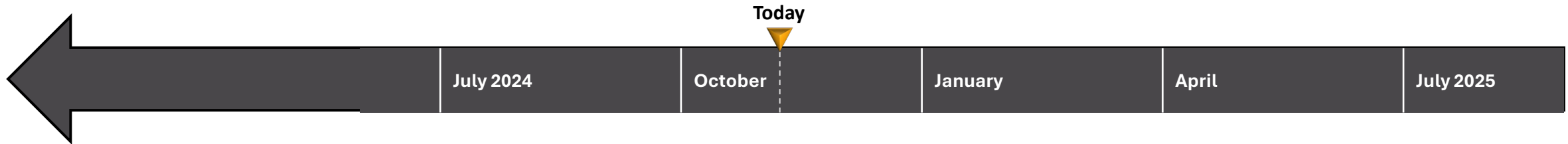
Ellucian Advisory Services

In April 2024, the Board approved a one-year Ellucian Advisory Services contract for $483,000.00. The contract began July 1, providing support, training, and tailored guidance across all Banner areas:

- Student (credit & non-credit)
- CRM Recruit (admissions for credit and non-credit)
- Financial Aid
- Student Accounting
- Finance
- Human Resources / Payroll
- Information Technology Services

Current ERP Advisory Work

BCCC
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Student

Credit
- Test Score load in Banner
- Pre-requisite and co-requisite configuration

WDCE
- Student life-cycle overview
- Admissions process
- Test scores (TABE and CASAS)
- Class registration (self registration vs staff registration)
- Block registration

Recruit / Admissions

- Recruiter territory configuration
- Inquiry form
- Reporting and dashboard
- User access administration

Financial Aid

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

Student Accounting

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

Finance

- Review of finance system configuration
- Pooled budget vs line-item budget
- State appropriation implementation using *grant* module

Human Resources / Payroll

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

Information Technology Services

- Enrollment dashboards and reports
- Employee dashboards and reports for Payroll
- Active Directory integration (person search and sync) for help desk support

Disaster Recovery Project

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Baltimore City Community College

In April 2024, the Board approved Phase 2 of the Disaster Recovery project for $478,019.32 to provide redundancy in IT services, which can be quickly recovered in the event of a disaster.

Work underway:

- New redundant servers were installed in the Life Science Building (LSB) data center to build resiliency around the campus Wi-Fi environment.
- The College's data in Microsoft 365 has been configured with redundant, immutable backups
- BCCC ITS is working with vendor partners and Maryland Department of IT to developing the appropriate network architecture to connect the College's on-campus network to the Microsoft Azure disaster recovery environment

IT Operations

Current initiatives:

- Lab/classroom computer replacements – *completed September 2024*
- Windows 11 deployment– *Fall 2024 – Fall 2025*
- FreshService service management system improvements – *Fall 2024*

Total ITS Work Volume

■ First Contact Resolution   ■ Total Work Items
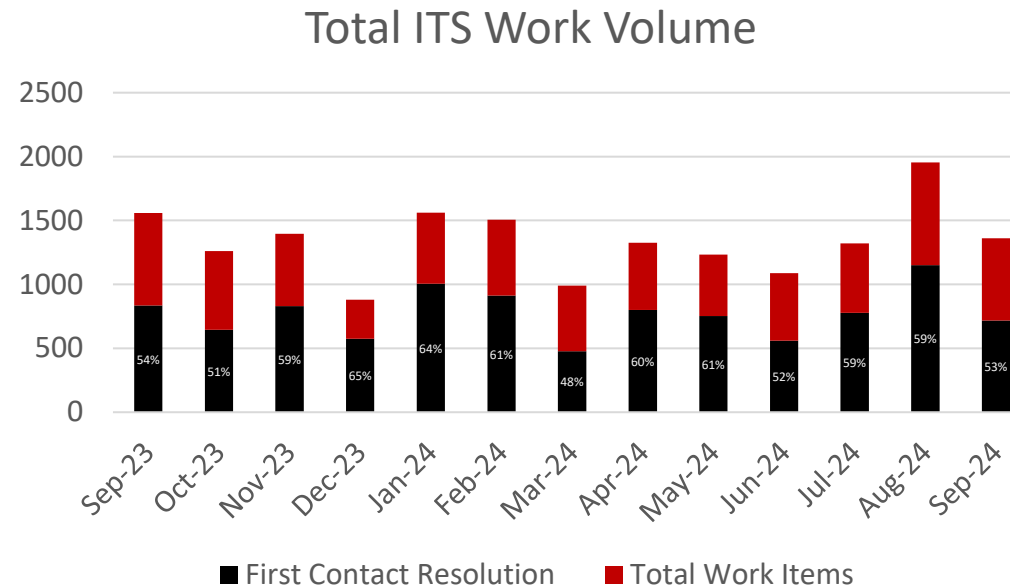
Source: FreshService ITS ticket data, September 1, 2023 – September 30, 2024

Questions?

BALTIMORE CITY COMMUNITY COLLEGE

TAB 10 | President's Report

A. Operational Update
B. Realignment Tasks Update

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Baltimore City Community College

Baltimore City Community College

CABINET UPDATE
Academic Affairs

VPAA Candidate Interviews
The Academic Affairs leadership team participated in the campus-wide interview process for two candidates who were selected to interview for the Vice President for Academic Affairs position. Interview sessions were held for faculty, Deans and Associate Deans and the Assistant Vice President for Curriculum and Instruction and the Assistant Vice President for Academic Engagement and Partnerships. The sessions allowed stakeholders to engage in dialogue with the candidates to garner additional information about each candidate's employment experiences. The interviews were held on Friday, October 18, 2024, for the first candidate and Wednesday, October 30, 2024, for the second candidate. The faculty and leadership team were provided with an opportunity to provide formal feedback regarding each candidate's strengths and weaknesses.

Accreditation
Faculty, staff, and select students in the Business and Technology unit participated in the Accreditation Council for Business Schools and Programs (ACBSP) site visit for the Business and Technology unit within the School of Business, Science, Technology, Engineering, and Mathematics (BSTEM) in collaboration with the ACBSP Co-champions, staff from the Office of Institutional Effectiveness, Research, and Planning (OEIRP), other campus leaders and Cabinet members. During the visit, the visiting team met with the AVP for Curriculum and Instruction and Human Resources to verify transcripts for full time and adjunct faculty teaching courses in the ACBSP accredited programs. Preparation for the credential review was extensive to ensure compliance with the ACBSP Standards regarding faculty credentials.

Winter 2024 and Spring 2025 Schedule of Classes
The Academic Affairs Leadership team and Program Coordinators reviewed the preliminary course offerings prepared earlier this year for the winter 2024 and spring 2025 terms. The review also included Dual Enrollment and PTECH requests from Baltimore City Public Schools course requests. Schedules for both semesters have been published and are available for students to begin registering for courses.

Winter 2024 and Spring 2025 Textbook Adoptions
Targeted in-person work sessions were conducted to allow Program Coordinators the opportunity to review and confirm textbooks and course materials for winter 2024 and spring 2025. The sessions allowed the Academic Leadership team, Program Coordinators and the Director of Procurement to confirm the accuracy of textbook ISBN information, textbook or e-text format, and the availability of textbooks options. The sessions were held over a three-day period.

CLT100 Professional Development and Training for SIMnet
Met with McGraw Hill representatives to schedule training on the new SIMnet virtual platform and review training content and outline for instructors who will teach the newly redesigned CLT100 course. The training is scheduled for mid-November. Faculty names were provided to the publisher to allow the team to create training accounts. The virtual platform allows students to gain practical hands-on experience and skills in Microsoft Word, Excel, PowerPoint, Access, and Outlook. One of many benefits of the new platform is the innovative functionality and ease of use for end users. The platform also provides students with real time feedback critical to the teaching and learning process. The new course and platform will be rolled out at the beginning of the Spring semester.

Title IV Renewal Application
Academic Affairs provided institutional documentation regarding academic program approval required as part of the Title IV Renewal Application. Clock hours were calculated and reviewed for academic certificate programs and Classification of Instructional Programs (CIP) and Standard Occupational Codes (SOC) information was uploaded for review by the Director of Financial Aid.

General Education Committee
The Committee meets on the first and third Wednesday of each month. During the month of October, the Committee met and finalized the review of the General Education courses for each academic program to confirm that all academic programs offer the correct courses based on specific categories outlined in COMAR. The AVP for Curriculum and Instruction developed a TEAMS site that will be key in organizing documents including agendas, minutes, and other documents that will be used to complete Committee activities.

CABINET UPDATE
Interim Vice President, Student Affairs

RECRUITMENT & ADMISSIONS

In October 2024, Admissions engaged with various high schools and community partners. The Recruiters and Mayor's Scholars Program staff participated in twenty-four recruitment activities. The number of on-campus and off-campus events increased by twenty events.

Recruiters actively engaged with external partners by contacting high school/nonprofit organizations/middle schools and other community partners to schedule in-person or attend off-site meetings.

The Admission Recruiters participated in on and off campus recruitment activities. As well as providing in-person tours for students/parents who come in person to visit the college and complete the admission application.

Also, in October a consultant started in the Office of Admissions. The consultant assists with day-to-day operations. As well as identifying and recommending processes and procedures based on best practice standards in admissions and recruitment.

The Interim Vice President for Student Affairs is actively recruiting to fill 3 vacant positions in Admissions: Veterans Coordinator, Office Specialist, and 2- Data Entry Clerks.

Baltimore City Community College
PRESIDENT'S REPORT
Board of Trustees Meeting – November 20, 2024

Recruitment Activities

Date of Event	Organization/School	Event Type
10/1/2024	DVAM Kickoff Block Party	Community Event
10/7/2024	CollegeBound	College Fair
10/7/2024	College Bound	College Fair
10/8/2024	Baltimore International Academy	College Tour & Information Session
10/8/2024	College Bound	College Fair
10/8/2024	Baltimore School for the Arts	College Fair
10/8/2024	CollegeBound	College Fair
10/9/2024	CollegeBound	College Fair
10/9/2024	CollegeBound	College Fair
10/9/2024	CollegeBound	College Fair
10/10/2024	Cesar Chavez	Campus Tour & Information Session
10/10/2024	CollegeBound	College Fair
10/10/2024	CollegeBound	College Fair
10/11/2024	Edmondson Westside High School	College Fair
10/15/2024	CollegeBound/Urban Alliance	Information Session
10/16/2024	NACAC College Fair	College Fair
10/17/2024	Horus Scholars	College Fair
10/23/2024	National Academy Foundation High School	College Fair
10/23/2024	Baltimore Design School	College Fair
10/24/2024	Local Advisory Council Meeting	On-Campus Tour
10/30/2024	Carver Vocational-Technical	College Information Session

Admission Operations

	October 2024
Number of Sign ins for Walk-in Service	285

Enrollment

Fall 2024

Baltimore City Community College

The Fall 2024 enrollment goal set by the Maryland Higher Education Commission is 4,649. BCCC current enrollment is 4,365. The Fall 2024 enrollment is 10.8% ahead of the Fall 2023 enrollment at this time last year. The last date for students to register for the Fall 2024 term was October 18, 2024.

Process Improvements

The Office of Admissions meets weekly with Ellucian Advisory services. During the weekly meetings several items have been discussed for system improvements that include, but are not limited to:
- Creating the recruiter dashboards in CRM Recruit
- Reviewing/updating supplemental items in CRM Recruit
- Creating and assigning territory maintenance for recruiters

MAYOR'S SCHOLARS PROGRAM (MSP)

The new Director for Mayor's Scholars and Special Programs was hired. Ms. Sonce Reese will join BCCC on November 6, 2024.

In October 2024, MSP engaged directly with 195 students who presented for various reasons:

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

Additionally, MSP staff attended the following external recruitment events:
- College Fair – Patterson High School (10/8/2024)
- College Fair - Edmondson Westside High School (10/11/2024)
- Symposium at Carver Vocational High School (10/30/2024)

MSP staff continue to finalize the November Panther Talks series on Financial Literacy, planned for November 20, 2024. Planning for the December Panther Talks series is in progress. The Panther Talks series allows students to come together for real-life discussions on topics that matter to student success and connect with their peers.

RECORDS & REGISTRATION

Records & Registration received one hundred fifty-six (156) official college transcripts in October. Currently, one hundred seventy-six (176) transcripts for September and October still need review for articulation. The staff evaluated two hundred nineteen (219) transcripts.

Winter 2025 registration started on October 14, 2024. Four hundred and thirty-five students are enrolled for courses. The last day to register for winter courses is December 19, 2024.

The office anticipates 94 Fall 2024 conferrals. 191 unduplicated students submitted graduation applications for degree audits: Fall 2024 (62), Spring 2025 (86), and Summer 2025 (19).

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

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

- Linking courses with lectures and labs
- Pre-requisite requirements
- CIP codes

Additionally, the 2024-2025 SAA Catalog Review and Uniform Application was completed and submitted to the Maryland Higher Education Commission.

Lastly, the office is working to add the Spring 2025 courses in Banner. Priority registration for the Spring 2025 term starts November 11.

ATHLETICS

The Athletic Department conducted a sports inclusion workshop in cooperation with the Disability Support Services Office. The Director of Athletics coordinated a volleyball and wheelchair basketball demonstration for students and staff. The goal of the event was to highlight the benefits sports participation can have for all.

The Director of Athletics hosted the Baltimore City Girls High-School Volleyball Championships. The event drew more than 400 fans and friends to the Physical Education Building. The Baltimore Sun Newspaper covered the championship.

The first women's basketball home game in 5 years took place Sunday November 3, 2024. The Lady Panthers will take on the Raptors of Montgomery College. The Men took to the court at the conclusion of the game and begin their regular season home campaign against Washington Adventist College.

The competition schedules for all the teams are posted on the Athletic Department website located at www.bcccpanthers.com.

TRIO STUDENT SUPPORT SERVICES PROGRAM

In October 2024, the TRIO Student Support Services Program focused heavily on outreach, participant engagement, and preparation for the upcoming academic year. The TRIO SSS staff prioritized onboarding new program participants and creating individualized action plans to support their academic, personal, and career goals.

Throughout the month, the program provided a variety of comprehensive services to participants, including coaching, academic advising, financial literacy education, transfer assistance, and career decision-making support. Monthly check-ins were held to track student progress and address issues such as degree audits, financial aid, student accounts, technology access, tutoring, and referrals to additional support services.

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Monthly Contact Totals:

Type of Contact	No. of Students	No. of Visits
Virtual and In-person	44	54

Student Programming:

In October, TRIO SSS hosted a variety of events aimed at fostering student engagement, promoting academic success, and offering essential life skills. These activities ranged from personal empowerment discussions to financial literacy workshops and tutoring meet-and-greets. Students had opportunities to connect with staff, learn valuable financial management skills, and meet the Center for Academic Achievement tutors to better utilize available academic resources. Below is a summary of key programming events and attendance:

Date	Activity	Time	Facilitator	Attendance
10/2/24	Empowerment Hour	1:00 – 2:00 PM	Dr. Jackson	2
10/03/24	Chill Out & Refuel Snack Break	11:00 AM - 2:00 PM	Dr. Jackson & Ms. Evans	10
10/17/24	Dollars and Sense: Financial Literacy Workshop	10:00 AM – 2:30 PM	MJ Bridges Young & Debt Free	25
10/23/24	Tutoring Workshop/Meet & Greet Tutors	3:00 - 4:00 PM	Aquila Evans & Rasheedah Evans	5

The **Dollars and Sense workshop**, facilitated by financial literacy expert MJ Bridges, also known as "Young and Debt Free," provided students with critical financial skills aimed at equipping them with practical tools to build a strong financial foundation. Held on October 17 the workshop offered two interactive sessions and garnered a great response from current program participants as well as prospective applicants. Topics covered included budgeting basics, understanding credit, investing, and practical strategies for managing debt. Students left with actionable insights, and feedback indicated increased confidence in handling personal finances.

StudentLingo Online Workshops: Currently, there are 143 participants enrolled on the platform, with 27 actively working on modules. The average time spent on these modules is 28.48 minutes, and there were 14 successful completions of workshops in October. With over 49 on-demand workshops available, students have access to resources that enhance their academic and non-cognitive skills 24/7.

Outreach and Recruitment:

Throughout October, TRIO SSS actively engaged in outreach and recruitment efforts, utilizing social media blasts, Canvas posts, and email campaigns. The program also participated in various college-sponsored events where students connected with SSS staff and current program participants. These interactions provided information regarding the services and resources offered by SSS, and staff assisted students with completing their SSS applications. These efforts yielded 11 new applications for the program.

Professional Development:

The director attended the Chief Student Affairs Officers Community College Leadership Institute at Anne Arundel Community College on October 24, 2024. The session covered Budget Development, Resource

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Allocation, Data Analytics, and Analysis. The year-long program, which meets monthly, aims to enhance leadership capabilities in preparation for senior administrator positions and provides training and resources relevant to community college Student Affairs professionals.

OFFICE OF FINANCIAL AID

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

2024-2025 Aid Year Total Award Packaged

- **Federal Aid Packaged**:
  - Federal Work-Study: **$1,189,776**
  - Pell Grant: **$24,163,478.68**
  - Federal SEOG: **$429,250**
  - **Total Federal Aid Packaged**: **$25,782,505**
- **State Aid Packaged**:
  - MD-Delegate-E: **$5,013**
  - MD-Delegate-F: **$2,329**
  - MD Part-Time Grant: **$244,300**
  - MD Delegate-D: **$6,902**
  - Senatorial - INT: **$3,400**
  - Senatorial Renewal: **$5,050**
  - Social Security Waiver: **$880**
  - **Total State Aid Packaged**: **$267,874**

Federal Aid Disbursed to Students

- Federal Work-Study: **$168,312.40**
- Pell Grant: **$4,197,311.65**
- Federal SEOG: **$113,719**
- **Total Disbursed Amount**: **$4,479,343.05**

State Aid Disbursed

- MD-Delegate-E: **$3,513**
- MD-Delegate-F: **$1,829**
- MD Part-Time Grant: **$97,650**
- MD Delegate-D: **$5,552**
- Senatorial - INT: **$1,700**
- Senatorial Renewal: **$3,400**
- Social Security Waiver: **$770**
- **Total Disbursed Amount**: **$114,424**

Institutional Aid Packaged and Disbursed

- **Packaged Aid**:
  - SGA Leadership Scholarship: **$6,628**

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- **Disbursed Aid**:
    - SGA Leadership Scholarship: **$3,314**
    - BCCC Scholarship: **$950**
  Total Disbursed Amount: **$4,301**

Key Achievements in October

1. **Aggressive Campaign for FWS Community Service Placements**
    a. Successfully placed 15 students in community service roles as tutors and assistants in various departments, providing valuable work experience while addressing community needs.
2. **FAFSA Completion Support**
    a. Delivered individualized support to students completing FAFSA applications, ensuring accuracy and timeliness.
3. **Reconciliation for Late NA Reporting and Financial Aid Adjustments**
    a. Conducted necessary reconciliations to address late reporting and adjustments, ensuring compliance and accuracy.
4. **Regular Award Notifications**
    a. Continued weekly dissemination of award notifications to students who were packaged and awarded.

TESTING CENTER

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

Exam Name	Exams Administered	Revenue
Accuplacer	208	
Accuplacer ESL	9	
Accuplacer MSP	4	
Accuplacer MSP ESL	2	
Accuplacer Retest	10	
BCCC Course Exams	15	
Biology Exemption	10	
Biology Exemption Retest	2	
Computer Literacy	10	
Computer Literacy Retest	4	
External Course Exams	10	$339.50
GED	53	$596.25
ParaPro	49	$1,662.50
TEAS	29	$882.70
Total Exams Given	**415**	
Total Number of Individuals Tested	**353**	
Total Revenue Generated	**$3,480.95**	

Data Breakdown
- BCCC Testing Center administered 415 exams in-person to 353 individuals (unduplicated) in September.
- GED September Revenue:
  - Exams Delivered: 70
  - Revenue Earned: $716.25

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
44	107	76	76	81	31

Updates and Collaborations Efforts towards Goals
1. In the month of October, the Director of Testing requested approval from Pearson Vue for BCCC Testing Center to offer Pearson Vue Information Technology Exams.
   a. With this bundle of IT certification exams, we will be able to administer tests for an additional 30+ vendors
      i. **Aligns with Testing Center's Enrollment Goal #1: Baltimore City Liberty Campus Testing Center will be identified as a certified testing center that encourages students' success through assessments provided.**

DISABILITY SUPPORT SERVICES CENTER (DSSC)

In the past month, the Disability Support Services Center has focused on advancing its mission to support and encourage students through a series of targeted initiatives. Efforts include a robust recruitment campaign aimed at increasing outreach to prospective students, which has already shown promise in growing our student base. Additionally, we've strengthened retention strategies, focusing on individualized support to ensure students feel encouraged and engaged throughout their academic journey.

For Fall 2024 DSSC is supporting 115 students. With a rise in students presenting more intense diagnoses, our team has worked diligently to address these complex needs, adapting services to be even more comprehensive and accommodating. DSSC remains dedicated to enhancing the student experience by fostering strategic collaborations within the institution and with external partners. Through these partnerships, DSSC is expanding access to vital resources, including adaptive technology, alternative book formats, tailored tutoring, and other essential tools, all aimed at enabling students to achieve academic success. With these initiatives, DSSC is not only supporting students' immediate academic needs but also equipping them with skills and resources for long-term success.

This month, DSSC proudly launched its Disability Awareness Campaign, designed to highlight the diversity and richness of disability experiences under the theme "Disability is Diverse". An engaging series of events were held, including interactive training, group discussions, and a vibrant sports day featuring volleyball and adaptive basketball.

STUDENT SUPPORT AND WELLNESS SERVICES

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During the month of October 2024, the Student Support and Wellness Services office (SSWS) served approximately 57 students virtually and in person via office visits, intakes, scheduled counseling sessions with (18) new student service requests. The Counselors, Cortney Merritt, LMSW and Brian Taltoan, LCPC, conducted counseling intakes and facilitated (40) in-person (in-office) and virtual (telehealth) individual counseling sessions. Students this month present with issues surrounding school- related stress and anxiety, test and social anxiety, depressive symptoms, 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 (28) campus planning and routine meetings. These meetings ranged from: weekly check-ins with key staff, the monthly Student Affair interviews and team building session. The office also participated in five BCCC community events this month led by Student Life and Engagement, AED-GED, Pre-100.

SSWS counselors attended 11 off-campus meetings and continuing education events to help continue attaining knowledge, competencies and build community partners & resources to best serve students. The continuation of identifying basic needs, resources and campus support is active. Further efforts will continue in hopes of creating personalized resources for the BCCC community. Various virtual meetings were held as a part of our 2024 Fall/2025 Spring semester workshops & resource planning continues.

SSWS office held meetings with Licensed Clinical Professional Counselors of Maryland (LCPCM) to bring counseling interns to further support our students. The Counselors attended the LCPCM Conference allowing us to build on our clinical training. We meet with NAMI for the "I WILL LISTEN" week on campus, MD AHEAD Board meetings (Cortney)

Members of faculty and staff contacted SSWS for counseling support, event planning or community resources. Three faculty/Staff members collaborated with counselors to plan additional in-class support for the fall semester. Four in-person classroom presentations were facilitated and three workshops (signs of depression, Food & Mental Health, Suicide prevention). We continue to partner with the staff/faculty at Harbor Place to ensure all students are being served.

STUDENT LIFE & ENGAGEMENT

In October the department hosted several enriching events and launched new initiatives to support students at BCCC.

Work-study
The work-study students continued to assist with programming check-in/logistics and operating the front desk of the Student Center and the Food Pantry. The Office of Student Life & Engagement is fully staffed with work-study students. The department has 6 students who are dedicated to the work-study program. During this month, the department added one new work-study student to the rotation.

Logistics Planning Committee Meetings
The Director of Student Life & Engagement hosts the bi-weekly logistics meetings. These meetings include representatives from all departments on the main campus and partners at the Harbor and RPC locations. The committee discusses upcoming events each month and coordinates logistics for each event. Many collaborations and new events occur because of these routine meetings. This semester the Director has started working closely with representatives from the Harbor Location to increase engagement and resources. The Director of Student Life & Engagement has been working with staff at the Harbor Location to identify the needs and use of

resources, as well as a review of data that shows the increase of student traffic at programs, to create a strategic plan for enhancing programming and engagement at that location.

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

Transfer Fair
33 colleges and universities from various states set up tables in the Main Building on Wednesday, October 30, 2024, to showcase their institution and offer resources to BCCC students. Students were able to learn more about the respective institutions and the process of transferring from BCCC.

Athletics and Student Life & Engagement
For the month of October, BCCC recognized Breast Cancer Awareness with a special event featuring the Women's Basketball Team. Members of the Women's Basketball team hosted the tabling event where guests could get information about Breast Cancer, write a note to survivors, and receive refreshments and giveaways all while getting to know the Women's Basketball team members.

Transform Mid-Atlantic Student Civic Fellow
Kya Moore, BCCC Student Leadership Club President is this year's Transform Mid-Atlantic Student Civic Fellow. She has participated in monthly meetings with student representatives from 16 campuses in Delaware, DC, Maryland, and West Virginia, along with professional staff from Transform Mid-Atlantic. Due to her leadership, initiative, and excited spirit, she has been recognized as a group leader, and more recently the "Student of the Month" for Transform Mid-Atlantic.

Activities and Events
October 2, 2024: SGA General Body Meeting
The executive board led their monthly meeting to go over past events, and upcoming events for the month. The board also allowed each active club to discuss the vision and mission of their organization. Advisors were able to offer words of wisdom as well. The 30+ students that attended were able to participate in a Q&A and share their concerns, new ideas, and questions with the SGA Leadership Team.

October 9, 2024: Fall Festival
The Office of Student Life & Engagement collaborated with Disability Student Support Services, the Wellness Center, and many community partners to host a wellness fair during the annual Fall Festival.

October 10, 2024: Voter Registration Information with League of Women Voters Baltimore
The League of Women Voters of Baltimore sponsored their monthly informational session to get students, faculty, and staff involved in understanding the voting process and registering to vote.
October 10, 2024: World Mental Health Day
BCCC celebrated World Mental Health Day with an event sponsored by the Wellness Center and Student Life and Engagement. The event also featured a Therapy dog on Campus and a depression screening.

October 11, 2024: Celebrating National Coming Out Day

![BCCC logo](BCCC Baltimore City Community College)

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BCCC celebrated National Coming Out Day during World Mental Health week with the second annual event featuring a series of games related to LGBTQ+ facts and history, with a special performance by one of Baltimore's own Drag Queen performers.

October 14, 2024: Mind & Motion Monday
The monthly session of Mind & Motion Monday focused on Zumba activities that allowed students to focus on their health and wellness.

October 15, 2024: I Stand with Immigrants
The Office of Student Life & Engagement supported the rich contributions that immigrants and their descendants have made to history and culture.

October 15, 2024: Voter Registration: Last Day to Register to Vote in Maryland
On the last day of mail in Voter Registration, the Student Government Association and the Office of Student Life and Engagement sponsored an informational session to get students, faculty, and staff involved in understanding the voting process and registering to vote.

October 17, 2024: Recognizing Breast Cancer Awareness
The Office of Student Engagement hosted an information panel discussion of preventive measures for Breast Cancer.

October 17, 2024: Make It Take It Thursday
Every month students have the chance to design an art creation that can be taken with them. This month students were able to make bracelets that support Breast Cancer Awareness Month.

October 23, 2024: Ice Cream Social: Meet the GSA
The Gender Sexuality Alliance Club hosted an Ice Cream Social that allowed students to meet the leadership team.

October 25, 2024: Keeping it Real Lecture Series: "Revisiting the Complexities of the Assassination of Martin Luther King Jr.
This monthly speaker series event featured conversations surrounding the assassination of Dr. Martin Luther King Jr.

October 30, 2024: The Student Leadership Club Presents: Fright Night
The Student Leadership Club hosted an evening of contests and festive Halloween games and refreshments.

October 31, 2024: Café & Conversations
The League of Women Voters Baltimore and Win with Women Baltimore partnered with the Office of Student Life & Engagement to host an event focused on teaching students the importance of registering to vote and participating in the current election.

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CABINET UPDATE

Vice President, Workforce Development & Continuing Education

WORKFORCE DEVELOPMENT & CONTINUING EDUCATION (WDCE) DIVISION
WDCE classes have moved to a combination of in-person and virtual instruction, with additional resources for academic support and both remote and in-person testing.

Divisional News/Accomplishments:

- Dept. of Corrections Veterans Outreach – Oct. 26, 2024, from 8am-6pm, representatives from the Dept. of Veterans Affairs assisted veterans with:
  - File or follow up on VA disability claims
  - Discuss VA Health Care benefits and services
  - Education on current benefit updates
  - Survivor benefits
  - Discuss VA center counseling
  - Provide information on veteran burial benefits
- Election 2024:
  - BCCC was one (1) of several Baltimore City Early Voting sites for the early voting period for the President General Election period that started on October 24, 2024, ending October 31, 2024, from 7am-7pm at our South Pavilion location.
  - The college hosted an official election drop box so citizens could drop off their mail ballots. The drop off box was located at the front of the main entrance to the South Pavilion.
- BCCC hosted the City Schools Volleyball Championship Games on October 29, 2024, from 3:30-8pm in the gymnasium. Over the 2-day period, more than 500 people were in attendance.
- Merit Scholars were on campus October 5, 2024, from 8am-3pm in the Nursing Building. The Merit Scholars Program educates and empowers students from underrepresented backgrounds to become health professionals and change agents who advance equity. Below are some out of school activities Merit provides:
  - Saturday College Prep Classes
  - Professional Internships
  - College Admissions Guidance
  - Academic Support
- The following are grant renewals and continuations for FY 25 under WDCE:
  - MD Department of Health $10,059.00
  - Maryland Office for Refugees and Asylees (MORA) Afghan Grant (AS2SI) $546,504
  - MORA Refugee School Impact Grant (RSIG) - $1,236,745
  - MORA English to Speakers of Other Languages (ESOL) - $410,650
  - MORA Services to Older Refugees (SOR) - $244,312
  - International Rescue Committee (IRC) Citizenship - $120,000
  - Department of Social Services (DSS) – July – Dec. 2024 - $753,113.03
  - ARPA (Mayor's Office) - $750,000
  - Maryland Department of Labor - $1,044,693

o Department of Human Services (DHS)- Supplemental Nutrition Assistance Program (SNAP) - $600,000
o **Total - $5,716,076.03**

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

Adult Basic Education

- ABE registrations were submitted for October, totaling 121.
- Seven (7) ABE classes started in October
    - 1- In Person, 2 – Community Based Organizations, 4- Online.
- 40 official GED exams were taken; 22 content-specific exams were passed; 6 GED content exams did not pass by 1-3 pts.
- 31 GED Ready tests were taken; 20 received a "Likely to Pass" on the GED Ready tests, and 5 students missed getting a "Likely to Pass" by 1-3 pts.
- Five (5) more students earned their Maryland High School Diploma this month, bringing the total to 16 for FY 25.
- Thirty-one (31) students earned their high school diploma for fiscal year (2024), including 1 student from the correctional facility, Metropolitan Transition Center who earned his high school diploma.
- Hired 4 new ABE adjunct instructors

Community ESL

- Ten (10) classes began in October
    - 4 are in person and 6 are virtual
    - Classes meet 3 times/week and serve as a bridge for students who want to enroll quickly before winter break
- Community ESL continues to provide instruction at off-site community locations: Fallstaff ES, Curtis Bay Elementary/Middle School, and Hampstead Hill Academy, Holabird Judy Center and at the Moravia Park Judy Center
- ESL Coordinator continues to visit classes (in person and Zoom) to talk about post-testing and summer class options.
- Classes have finished at Johns Hopkins Hospital for employees.
    - JHHS has requested more classes and the College will build a schedule that works for all stakeholders
- In partnership with CASA de Maryland, a new cohort for the Integrated English Language and Civics Education/Integrated Education and Training (IELCE/IET) Certified Nursing Assistant (CNA) training course started in August with 12 students enrolled.
    - All students have now completed their clinicals and are awaiting confirmation of certification
    o In partnership with CASA, the ELS department is planning to run a Community Health Worker (CHW) IELCE/IET cohort in December and a Childcare cohort in January 2025

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Partnerships

- The ELS department has partnered with UMMC to provide English language instruction to hospital workers. Classes are slated to start in January 2025.
- BCCC and CASA de Maryland continue to partner on IELCE/IET CNA, Community Health Worker, Warehousing, and in FY 25, Childcare courses. The College expects this partnership to produce multiple cohorts and serve over 100 students per fiscal year. This partnership allows for students who need to improve their English proficiency the support they need while also taking a workforce training program. Students who complete the IELCE/IET and IET programs are far more likely to be employed in an above minimum wage position. The intensive nature of the sequence also allows students to complete in 12 weeks (about 3 months) or fewer.
- ABE/ELS Directors and Community ESL Coordinator have formalized a partnership with Coty and Global Refuge to provide contract training ESL classes for their employees.
    - Testing continues as recruitment has expanded. Classes are scheduled to start in December 2024
- ABE/GED continues running classes in Corrections and had their first student earn a HS Diploma.
- BCCC has partnered with the City to provide off-site GED preparation classes to a large population of students located in and around the center.
- The ELS department entered a partnership with Johns Hopkins Hospital to provide contract training classes to staff at the main hospital center and Bayview.
- BCCC continues to partner with City Schools and local Judy Centers to provide ESL classes in the community.

English Language Institute (ELI)

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

Citizenship and Services to Older Refugees (SOR)

- Twenty-three students are currently enrolled in Citizenship class during this first quarter of FFY 25.
- BCCC continues to serve its 44 SOR clients by providing resources and information about ESL and Citizenship classes
- Contacted various senior centers for resources for SOR clients
- Reached out to all eligible PAL (Participating in American Life) clients to see if they were interested in enrolling in the PAL class
- Applied for BCHD food box delivery for Baltimore City SOR clients
- Continued outreach to new SOR clients

- Working with the Mayor's Office of Immigrant Affairs (MIMA) to expand outreach for older refugees and permanent residents who need preparation classes for naturalization.
- Refugee Programs Manager presented at the Baltimore City Health Department of Aging in an effort to increase awareness about class offerings.
- Working with University of Maryland Extension to provide digital literacy classes to Afghan families recently resettled in Baltimore. Partnering with Dorothy I. Height Elementary School, who will provide the classroom space.

- **Refugee Youth Project (RYP)**
- Programming for FY '25 is currently taking place at the following schools:
    - Moravia Park ES
    - Patterson HS
    - Furley ES (December start)
    - Mt. Royal E/MS (December start)
- Currently coordinating volunteer recruitment via Loyola University

Refugee Assistance Program (RAP)

- Five (five) classes currently running with 54 students enrolled—these short courses allow for newly resettled refugee and asylee students to take an ESL class before winter break.
    - These students will be re-enrolled in January 2025.
- Eighty-six (86) clients were referred for the ESL services in October from the following resettlement agencies: IRC (International Rescue Committee), Lutheran Social Services (LSS), Hebrew Immigrant Aid Society (HIAS) in March.
    - Many have been registered for classes in October while others will join the new session in January.
- Twenty-six (26) students were post tested from August sessions
- The RAP specialist continued to update refugee client cases in MORA with class information and notes.
    - Uploaded documents for the cases.
    - Opened cases in MORA as walk ins for Global Refuge and HIAS clients. Documents uploaded. Notes made.

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

Enrollment Update for October

- **Cybersecurity**
    - A+ - 4 total classes, 80 students enrolled, 10 certified, others pending completion of the program
    - Network+ - 2 total classes, 38 students enrolled, 3 certified, one class is stil in session
    - Security + - 2 total classes, 17 students enrolled, 3 certified
    - Microsoft class- 1 class, 13 students enrolled, pending certification testinng

- **Hospitality -** 1 class, 4 enrolled, 4 certified
- **Construction -** 2 classes, 31 enrolled, pending certification testing
- **Warehouse –** 1 class, 17 enrolled pending certification testing
- **Childcare –** 3 classes, 71 enrolled, pending certification testing
- **Commercial Driver's License (CDL) Class B – 3** classes, 65 enrolled, students are participating in pre checks and driving scenarios

Healthcare

Open Enrollment:

- PCT Course:
  - 1 class starting, 11 students enrolled, scheduled to complete 12/20/2024.
- CMA Update Class:
  - 1 class, 9 students enrolled, 9 successfully completed the class.
- CHW Course:
  - 2 classes starting, 31 students enrolled
- Pharmacy Course:
  - 2 classes starting, 11 total enrolled
- Venipuncture Course:
  - 2 class starting, 38 students enrolled
- CNA Course:
  - 5 class starting, 103 students enrolled
- EMT
  - 1 class, 19 students enrolled
- CMA Theory:
  - 2 classes, 17 students are enrolled

Partnerships and Community Events

Baltimore City Schools

- In partnership with Baltimore City Schools, WF developed a summer training program in four (4) areas: Certified Nursing Assistant (14 students), Pharmacy Technician (7 students), Community Health Worker (15 students), and Emergency Medical Responder (EMR) (17 students). Designed for rising seniors, the summer training was a huge success, and we will prepare to continue with the classes.
  - All classroom hours are completed, and students are participating in the required clinicals.
- With this programming, WF have partnered with Ed Burrell in the Emergency Medical Services Department and developed a new certification for Emergency Medical Responder. A 90-hour course that prepares students for a state and national certification. This will grant access to those who are interested in the field and need to work immediately.
- Workforce Development is coordinating with Vivian T Thomas Medical Arts Academy, to launch noncredit pathways in the health care pathway. Instructors are currently teaching at the school.

Mayor's Office of Employment Development (MOED)

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

CVS

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

Goodwill Industries

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

Service Employees International Union (SEIU)

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

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

- In coordination with Adult Basic Education (ABE), WF combined GED pathways with workforce training. A Certified Nursing Assistant (CNA) cohort will begin in September to complete with CNA licensure with the Maryland Board of Nursing in December.
- Additional combined ABE and ESL cohorts in Childcare, Community Health Worker and Warehousing are being planned for FY5 completion.
- In a partnership with CASA of Baltimore, we coordinated English Second Language courses with Certified Nursing Assistant (CNA). For FY25, there are three cohorts planned. The first began in July 2024 with eleven (11) students slated to complete their training by the end of October.

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

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Other Funding Opportunities

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

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

Career Services Updates

Job Readiness Sessions

- Six (6) Job Readiness Daytime Training Sessions were conducted:
    - 10/01/24, 10/02/24, 10/03/24, 10/15/24, 10/16/24, and 10/17; those classes were composed of students from workforce programs: Phlebotomy, Certified Nursing Assistant, Community Health Worker, Certified Medicine Aide, Cybersecurity, and Pharmacy Technician.
- Six (6) Job Readiness Evening Training Sessions were conducted:
    - On 10/08, 10/09/24 and 10/10/24: those 3 classes were composed of students from workforce programs: Pharmacy Technician, Patient Care Technician, CDL-B, Community Health Worker, Certified Medicine Aide, and Phlebotomy.
- On 10/21/24, 10/22/24, and 10/23/24: those 3 classes were composed of IELCE/CASA students enrolled in the Certified Nursing Assistant program.

Client Services

- 41 – Students were placed in employment opportunities with employer-partners. Pay rates range from $14.00 - $30.10 per hour, with an average of $18.00 per hour, with most students placed at Johns Hopkins, UMMC, Amazon, MD Dept. of Corrections and Sinai Hospital.
- Two (2) students started internships with WBJC Radio for the semester: Caleb Kalu and Quiyana Tucker.
- Two (2) Federal Work Study students were placed in employment opportunities within the school: Dante Roulhac and Benedict Eze.
- Twenty-five (25) – Student resumes were developed
- Thirty-three (33) student walk-ins for Career Services assistance:
    - 16 – resume development
    - 3 – internship opportunities
    - 2 – job search assistance
    - 10 – employment assistance
    - 2 – mock interviews
- Resume Development Workshop held on 10/29/2204, with 2 sessions at 9:00 am and 3:00 pm:
    - 14 students interested in attending
- 5 students – 9:00 am session

     o   4 students – 3:00 pm session
     o   Conducted meeting with Mike Berends with BCCC Marketing Department to discuss edits to Career Services page of the BCCC website – 10/30/24.

Community Events

- Career Services attended the following events:
- Attended Baltimore City Office of Equity & Civil Rights - Beyond College Expo at Middle Branch Fitness and Wellness Center – 10/09/2024
- Attended the MOED Manufacturing and Retail Career Expo on 10/17/24:
  - 32 students expressed interest in the CDL, Warehouse, EMT, Pharmacy Technician, GED, Phlebotomy, and Hospitality workforce programs, and the Nursing, Information Technology, Business Administration and Social Work credit programs.
- High School Diploma Achievement and Transition Services
- For fiscal year (2024), 31 students earned their high school diploma.
  - 5 more students earned their high school diploma for a total of 6 for fiscal year (2025).
  - A total of 42 students have earned their high school diplomas for the 2024 graduation ceremony.
  - Two (2) students from SBAH earned their high school diplomas.
- Ninety-four (94) students are currently enrolled in South Baltimore Adult High School.
- ***Partnering with Baltimore City Schools*** – Several initiatives led by WDCE support implementation of the college's Career Pathways, increase early college access, and support for students' transition to college.
- Total # of Pathways in Technology Early College High School (PTECH) Students: 200
  - Carver: 60
  - Digital Harbor: 40
  - Dunbar: 100
- P-TECH students are taking between 6 – 15 credits, 2 + classes each, this Fall 2024 semester here at BCCC.
- BCCC is working with Morgan State University (MSU) to develop an agreement that will allow PTECH Digital Habor students to segway from BCCC, where they'll earn their AAS in Transportation and Supply Management, into MSU, where they will earn their BAS in Supply Chain Management.
- PTECH continues to work collaboratively with external partners BCPSS schools Digital Harbor, Dunbar, and Carver High Schools to ensure a smooth transition into college classes for students.
- PTECH works internally with a panel of BCCC departments, representatives from e-learning, IT, Student Support and Wellness Services, Center for Academic Achievement, BCCC Library, and Disability Support Services Center to best equip students for success.
- The ELS department, in partnership with City Schools, has started programming at four (4) schools: Moravia Park Elementary School, Patterson High School, Mt. Royal Elementary/Middle School, and Furley Elementary School. The afterschool programming focuses on ESL instruction, College and Career Readiness, Dance, Sports, and STEM enrichment classes. These classes are funded through DHS-MORA's RSIG (Refugee School Impact Grant) which was renewed for FY '25. Digital Harbor HS and Hazelwood ES, have all inquired about hosting programming at their sites in FY 25.

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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:

- **Completed – 9/13/2024 - Main gas line replacement in the Life Sciences building**
  Contractor Warrior Plumbing and Heating Co.

- **Replacement of the Cooling Towers of the Main Building**
  - RMF Engineers and JCI - Commissioning is projected to commence on 09/26/24 once the additional data has been completed by JCI and submitted to JCI for review.
  - A maximum of 2 weeks to complete and submit final data to the contractor.

- **Bard Building Demolition:**
  - Work Completed is 96 %. The change Order received and will process PCO for brick paving of a small sidewalk area.
  - The project is estimated to be completed by November 10, 2024.

- **Life Sciences & Fine Arts HVAC Upgrades Project:**
  - The Work is 80% Boilers installation to be completed by 10/15/2024
  - At Fine Arts, the works to replace the electrical panels will be completed on 10/9/2024. The FA Auditorium will be available to the public on 10/15/2024.

- **Elevators Renovation:**
  - **Life Science Building**:
  - The Public Safety Dept. must set up accounts and assign cameras to the RATH portal. All instructions have been sent by email.
  - The Public Safety Dept. will need to set up a monitor/workstation in the public safety control room for video communication.
  - DMV will provide training on RATH Portal use after registration is complete by BCCC.
  - Auto dialers need to be removed from all new elevators/elevators currently under construction,
  - BCCC will need to hire an outside contractor to perform this work.
  - The installation of the freight elevator in the Life Science building is 99% complete, pending the installation of the emergency telephone, camera and final inspection. Elevator inspections currently have a 2-4-week lead time.
  - Inspections to be scheduled for Life Sciences #2 and West Pavilion as soon as phone line and emergency response video system are up and running

- o Inspection to be scheduled for South Pavilion #2 within the next few weeks
- o Old elevators need to be maintained on the existing phone line auto dialers until taken over by construction.
- o **West Pavilion Elevator** 99% Completed. pending the installation of the emergency telephone, camera and final inspection.
- o **South Pavilion Elevator #2,** The Work is 88% completed, Piston installation has been completed, Elevator installation is expected to be completed by 9/27/24
- o **Gymnasium:** All equipment has been placed on the jobsite, which will begin installation on 9/3/2024 and will last 90 days due to the installation of a new piston.

- **The Exterior Door and Storefront Replacement Project**
  - o Andrews Construction Inc. The installation of the exterior doors in the Nursing Building, Life Sciences Building, Fine Arts Building, Student Services Building, Shipping and Receiving Building and Gymnasium is 98% complete.
  - o Biztec's proposal is pending a purchase order for the installation of an automatic system on the doors of the Life Sciences Building and the Fine Arts Building and a request has been submitted to Procurement for the issuance of the purchase order. Work to install the exterior doors on this contract is scheduled to be completed by 9/20/2024.
  - o There have been some issues with the exterior doors of Student Services and Shipping and Receiving that need to be addressed. Stanley Security will be contacted to resolve these issues.

Ongoing projects in the design stage include:

- **Dental Clinic Renovation (LSB)**
  - o BCCC Approved the 75% CD Design, Colimore Architects will send the 95% in 22 days by 10/18/204.
  - o Colimore Architects will send a panel of finishes with a minimum of (3) options to be selected by the College.
  - o Colimore will send an updated schedule with the phases to complete the project.
- **Main Building Ground and 1st floor Restrooms Renovation.**
  - o The specifications and Design have been sent to the Purchasing Dept to be published in e-MMA to be bid on the construction project.
- **West Pavilion Restrooms Renovation**
  - o The Architect has sent 95% of the designs to BCCC for review and comment
- **South Pavilion Restrooms Renovation**
  - o The Architect has sent 95% of the designs to BCCC for review and comment
- **West Pavilion Windows Replacement**
  - o The Architect has sent 95% of the designs to BCCC for review and comment
- **Life Sciences 1st and 2nd Floor Restrooms Renovation**
  - o The Architect has sent Finishes board to BCCC for review and selection
- **South Pavilion Exterior Windows Replacement**
- **Fine Arts Curtainwall Replacement**

- o 50% Construction Documents: 50% construction documents will begin once the Structural Engineers feeproposal has been approved by DPRB/BPW. Waldon Studios mentioned that the work should take approximately 30 days to complete.
  - o Walson Studios will provide samples that closely resemble the adjacent building for BCCC review and approval.
- **Learning Commons Project (New Library)**
  - o AE provided documentation for a new subconsultant, changes to paperwork, etc. pushed BPW approval to 8/7/24 Agenda.
  - o A kick of meeting for the DGS staff, Cannon Contractors and the BCCC steering committee was held October 23, 2024. The afternoon session included gathering feedback from the college community.
  - o The next session is scheduled for November 22, 2024
- **North Pavilion Demolition**
  - o DGS PM has reviewed and approved the Part 2 program. However, DGS PM is waiting on DBM to finalize their review in reference to the Part 1 program prior to procuring an Architect.
  - o The design phase of the work is planned for the fiscal year 2026.
- **Wellness Center**
  - o BCCC coordinated with Colimore Architects to facilitate document downloads based on data submissions. DGSPM will be in touch with Colimore Architects to provide a progress report and schedule a workshop.
- **Facilities Building**
  - o Second Draft Part 1 & 2 for informal DGS review; Update 4/12/24 – DGS reaching out to AE for update; Update 6/21/24 - Draft submitted on 6/7/24 for DGS and BCCC review.
- **Nursing Building**
  - o BCCC will provide comments and parts 1 and 2 of revised program in response to DBM comments; UPDATE 7/12/24: BCCC response forthcoming; UPDATE 7/15/24

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).

- · Working in collaboration BCPD, Public Safety hosted "Active Shooter Training for the college community both in person and virtually.
- · In partnership with the Baltimore City Board of Elections, Public Safety coordinated security at the South Pavilion and mail in ballot box.
- · Partnered with WDCE to assist the Maryland State Department of Correctional Service with an event on campus that provided support to our US Veterans.

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CABINET UPDATE

Finance & Administration

BUDGET OFFICE

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

- **<u>Appropriation Year (AY 2025) Revenue Summary as of 11/02/2024</u>**

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	$33,014,816	(Includes Bookstore of $729,898)
Restricted	$ 7,883,239	(Includes WBJC of $2,868,779)
Total Revenue	**$40,898,055**	

- o **Unrestricted Revenue:** Total unrestricted revenue through October Appropriation Year (AY) 2025 is $796 k higher than the revenue earnings through the same period in AY 2024. The primary driver is an increase in Tuition and Fees and bookstore revenues.

  - o *<u>Tuition & Fees: overall increased.</u>* The overall increase in tuition and fee revenue is due to higher revenues from the Fall semesters and a rise in Non-Credit Tuition and Fees.

  - o *<u>Sales, Service, Auxiliary & Leasing: decreased.</u>* - Sales, Service, Auxiliary & Leasing revenue earnings are lower in AY 2025 than at this same time in AY 2024, due to an increase in Bookstore revenues, but a decrease in Real Estate Lease Income.

  - o *<u>Bookstore Revenues: Increased.</u>* - There is an increase in the bookstore revenue categories compared to the same period in AY 2024. This is due to an increase in new textbook sales and an increase in Sundries.

- o **Restricted Revenue:** Total restricted revenue through October AY 2025 is $2.3 million higher than in the same period in AY 2024. The primary driver of the increase is due to an increase in Federal Grants and WBJC revenues.

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- **Appropriation Year (AY 2025) Expense Summary as of 11/02/2024.**

Expense Fund	Expense Amount	Notes
General (Unrestricted)	$15,606,376	(Includes Bookstore of $1,545,049)
Restricted	$ 6,919,624	(Includes WBJC of $351,122)
Total Revenue	22,526,000	

  o **Unrestricted Expenditures:** Total unrestricted expenses increased by $178 k when compared to this same period in AY 2024, primarily due to an increase in contractual vendors, and supplies.

  o **Restricted Expenditures:** Total restricted expenses decreased by $1.5 million compared to this same period in AY 2024, the primary driver is a decrease in educational grants and new equipment.

CONTROLLER'S OFFICE/GENERAL ACCOUNTING/GRANTS/FOUNDATION

- **BCCC (BALTIMORE CITY COMMUNITY COLLEGE), BCCC Foundation Audits.**

  o BCCC is working through the various FY2024 audits with CLA.
  o BCCC is meeting weekly with CLA to work through the audit requests. The College trial balances have been provided. Schedules are being provided as requested. The draft financial statements are expected to be provided in November.
  o The BCCC Foundation software Financial Edge is not functioning correctly as a result of a migration by the company, Blackbaud. BCCC has made it clear that this issue needs to be resolved as soon as possible. BCCC is moving forward to provide information manually and the other audit requests.

- **Grants/COVID Funds**

  o The first 2024-2025 drawdown for Title IV funds was completed for PELL.

- **Ellucian Advisory Services**
  o Meetings have started with Ellucian to discuss issues encountered in the conversion.
  o The discussions have been very productive and have led us to take a step back to ensure all setups are reviewed and adjusted as needed.

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Accounts Payable

Details of outstanding invoices are below:

Status	Total Amount
<31 days	$ 902,640.27
31-60 days	362,263.33
61-90 days	148,029.53
91-180 days	144,708.65
>180	66,884.12
Total Revenue	**$1,624,525.90**

- **Highlights – Although the total payables are higher, 55.5 percent are current, and 77.8 percent are less than 60 days. A large number of items have been paid since this report was compiled. The focus is to continue to pay invoices timely and pay older ones.**

OFFICE OF PROCUREMENT & AUXILARY SERVICES

Procurement Awards

In October, 44 procurements were awarded, amounting to $633,627.10. These procurements were distributed across the following categories:

Category	Total Amounts
Services	$323,236.12
Commodities	$180,138.31
IT Services	$78,602.17
Maintenance	$20,705.50
IT Hardware	$20,000.00
IT Equipment	$10,945.00
TOTAL	$633,227.10

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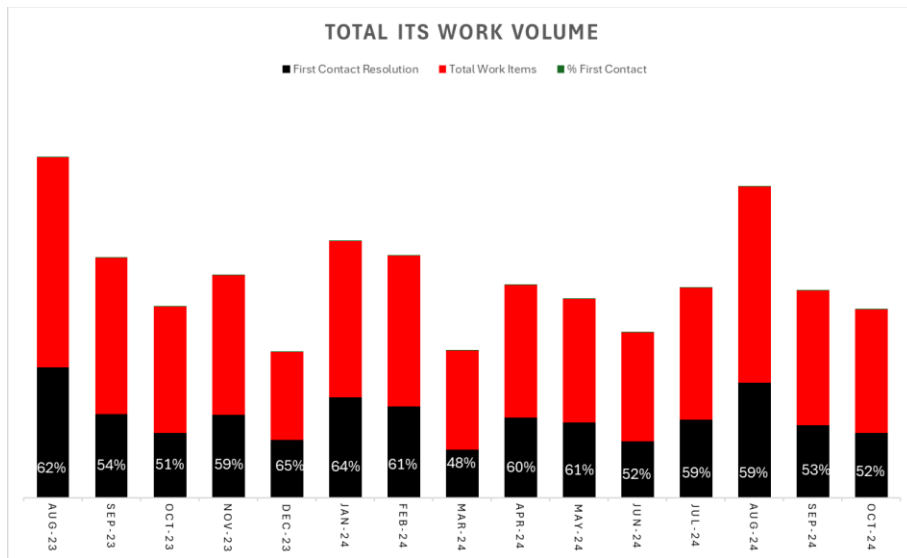**Board of Trustees Meeting – November 20, 2024**

CABINET UPDATE
Chief Information Officer

ITS OPERATIONS

In October 2024, Information Technology Services (ITS) Client Services saw a total of 1240 work items completed, 52% being closed at first contact. This includes student, faculty, and staff support across all areas of ITS.

Source: FreshService ITS ticket data, September 1, 2023 – October 31, 2024

ITS Operational Initiatives

- Windows 11 Rollout. During the Fall semester, the ITS team is finalizing configuration for Windows 11 deployment to the campus. October 2025 is the deadline for migrating to Windows 11. Internal compatibility testing is underway, and an employee training plan is being developed
- South Pavilion Labs/Classrooms all need to be outfitted with new technology. This project is currently in the planning stage. ITS currently has drawings for some of the rooms and waiting on more drawings.
- Projectors off Cart Mounted to Ceiling Project.
    o Projectors not requiring an electrician are awaiting scheduling with the vendor, Lee Hartman.
    o Projectors needing an electrician before installation are on hold.
- Managed Print Solution is on the horizon. ITS is working to get the vendor, UBT. to come out to do a site survey.
- Nutanix Cloud DR on Microsoft Azure
    o DoIT is putting together pricing for the networking changes (ExpressRoute to Microsoft Azure, which will increase our bandwidth to the cloud resources. The bandwidth increases was previously discussed, but now need to execute.)
    o Microsoft is getting the Nutanix NC2 environment provisioned.
    o It's at the cabinet approval of the necessary ISP circuit stage

- Rubrik backup for Microsoft 365. This was purchased as part of the Data Center Phase 2 Project. This has been implemented.
- Mongoose text messaging software has been configured in coordination with Student Affairs. The roll out plan is being worked out by Student Affairs.
- Employee Application Tracking System (NeoGov) implementation is being kicked off in coordination with Human Resources.

Client Services

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

- Active Shooter Training
- Merit Scholars
- League of Women Voters
- National Coming Out Day LGBTQIA+
- TRIO SSS Dollars & Sense Media Request
- College Bound Foundation Training Space
- Baltimore Public Schools Baltimore City Local Advisory Council Meeting
- DPSCS

IT Systems and Applications Inventory

ITS leadership is collaborating with the Maryland State Department of IT (DoIT) to complete a legislatively mandated, comprehensive inventory of all IT systems and applications currently in use. This inventory will help meet the requirements laid out in Senate Bill 812 Section 3.5-405 and is a crucial part of a report that is required to be provided to the Office of Security Management and the Governor on December 1, 2024.

IT Audit

As part of the Annual Financial Audit, IT is being audited this year. Kick-off call is being scheduled and preliminary documentation is actively being collected for submission.

CABINET UPDATE
Vice President, Advancement

COMMUNITY OUTREACH

Councilwoman Phylicia Porter, District 10
President McCurdy joined Councilwoman Porter in District 10 to meet with several companies in District 10 doing business in Baltimore. This was the first of a series of meetings in District 10 to promote BCCC degree and continuing education programs.

Marlin Steel Corporation
Drew Greenbalt welcomed President McCurdy and Vice President Augustus for a tour of Marlin Steel, a Baltimore-based stainless-steel manufacturing/fabrication company that provides precision devices for the aerospace, automobile, medical, and food industries. The tour included a discussion about a potential partnership to expand and upgrade BCCC's continuing education programs to include manufacturing and fabrication. A series of meetings are to continue including a tour of BCCC's campus.

Early Charm Company
Early Charm Company is a Baltimore-based company specializing in innovative technologies and inventions for military, aerospace, medical, and textile industries. President & CEO Ken Malone welcomed President McCurdy to tour the facility and discuss the potential for students to become a part of their workforce. The company is scheduled to participate in BCCC's 12th STEM Symposium where it will showcase one of its industrial 3D printers.

WBJC

Staff Community Engagement
The station continues to extend the BCCC brand in the community while establishing partnerships and engagement opportunities with organizations such as the Baltimore Choral Arts, Hopewell Cancer Support, Chamber Music Maryland, Snug Books in Lauraville, Shriver Hall, Woman's Club of Roland Park, Towson University, Opera Baltimore, Baltimore Chamber Orchestra, Everyman Theatre, Music at St. Davids, Osher Society of Johns Hopkins and Towson University.

Corporate Support Partnerships
The Station developed underwriting partnerships and content on WBJC from numerous clients, including returning clients such as Cynipid Fund, Elville and Associates, Zeke's Coffee, True Chesapeake Restaurant, Culligan Water, St. David's Church, University of Maryland – Baltimore County, Kennedy Center, Baltimore Symphony Orchestra, Opera Baltimore, Shriver Hall Concert Series, Peabody Institute, University of Maryland – Medical System, Springwell Senior Living, In Series Concerts, Framin' Place, Baltimore Choral Arts Society, Happenstance Theater. New clients include Roggenart Café and Little Paris Crepes.

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

WBJC

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

Marketing

Building Brand Awareness, Engagement, and Enrollment for BCCC's Division of Student Affairs
The department is working with the Division of Student Affairs to develop ongoing marketing campaigns to build awareness, interest, engagement, and enrollment. During October, the following campaigns were implemented.

- **FAFSA Campaign**
  The department collaborated with the Student Affairs and Finance and Administration Divisions to create a campaign to promote FAFSA completion using a grant provided by the Maryland Higher Education Commission (MHEC). The campaign consists of the following:

  o **Bus Advertising**
    The department contracted with Vector Media to provide bus signage throughout Baltimore City and Baltimore County.
  o **Radio One Station (Radio Buy):**
    The department created a :30 spot that was recorded and approved to air on Radio One, 92Q for 200 spots.
  o **Vision Outdoor Electronic Billboards**
    The department contracted with Vision Outdoor to provide two outdoor digital billboards (I-83 and I-395)
  o **Promotional Items**
    Promotional items were ordered to assist with promotion of Finish Your FAFSA, including:
    - T-Shirts
    - Lanyards
    - Backpacks
    - Pens

  o **Website Billboard**
    A homepage website billboard was created to promote Finish Your FAFSA.
  o **Outside Digital Entrance Sign**
    A campus entrance digital sign was created to promote Finish Your FAFSA.
  o **Posters**
    Posters were created and hung throughout campus to promote Finish Your FASFSA.
  o **Social Campaign**
    The department is running an ongoing social campaign to promote Finish Your FAFSA

on Facebook, Instagram, Twitter, and LinkedIn. Results from 9/28/24 – 11/3/2024 include a reach of 4,138, 45 likes, one comment and 5 shares.

- o **Brochures and Flyers**
  The department created flyers and brochures explaining the FAFSA process and providing links to useful website information.
- o **Inside Digital Display Signage**
  The department created digital signage for all campus buildings.
- o **Digital Advertising**
  The department ran digital advertising supporting Finish Your FAFSA with the following cumulative results from October 3, 2024 – November 3, 2024:

  Digital Campaign Analytics
  Advertising Link Clicks: 2,122
  Reach: 81,581
  Impressions: 419,422
  Per Link Click Cost: $0.47 cents

- **Student Life & Engagement Campaigns**
  The department worked with the Office of Student Life & Engagement to create branded campaigns to build awareness, interest, and participation at events. The department created posters, flyers, digital signage, entrance signage, social campaigns, billboards, and obtained photography or video for social campaigns for/at the following events:

  - o Fall Fest
  - o National Coming Out Day
  - o League of Women Voters of Baltimore
  - o I Stand with Immigrants
  - o What Should We Know? Recognizing Breast Cancer Awareness Month
  - o Keeping it Real Lecture Series: "Revisiting the Complexities of the Assassination of Martin Luther King, Jr."
  - o Keeping it Real Lecture Series
  - o I Stand with Immigrants
  - o Fall 2025 Food Donation Drive
  - o November Calendar of Events
  - o Hispanic Heritage Month
  - o Fashion Design Club Flyer (Student creative assistance)
  - o Fright Night
  - o Coming Out
  - o Fall Fest
  - o SGA Sand Art
  - o Café & Conversations: What's Your Guide to the Election 2024

- **Student Support & Wellness Services Campaign**
  The department developed branded campaigns consisting of flyers, posters, a t-shirt design, billboards, and social campaigns for:

- o Wellness Workshops
- o National Depression Awareness Day
- o Our Own Voice
- o Fall Festival for Mental Health
- o Mental Health Trivia
- o World Mental Health Day

- **Fall 2024 Transfer Fair Campaign**
  The department developed a campaign to promote the BCCC Fall Transfer with social campaigns, flyers, posters, digital signage, entrance signage, website billboards, and Welcome signage. The department attended the event and gathered photography and video that was posted on Facebook, Instagram, Twitter and LinkedIn.
- **Disability Support Services Campaign**
  The department created a website billboard, social campaign, posters, flyers, branded promotional bags, and t-shirt design to support the Office of Disability Support Services awareness events.
- **Winter 2025 Enrollment/Registration Campaign**
  In support of Winter 2025 Registration, the department developed a branded campaign consisting of a website billboard, social campaign, entrance signage, indoor digital signage, digital advertising, and posters. Digital campaign results from October 16 – present are listed below.

  - o **Digital Campaign Analytics**
    Reach: 45,696
    Impressions: 528,761
    Link Clicks: 3,158
    Cost Per Click (CPC): $0.57 each

  - o **Dedicated Campaign Web Page**
    Views: 4,868
    Users: 3,631
    Views per user: 1.34 minutes

Building Brand Awareness & Enrollment Marketing for BCCC's Division of Workforce Development & Continuing Education

- **Career Services/Employer Community Relations Branding & Campaign**
  The department is working with Career Services/Employer Community Relations to provide branded retractable signs, tablecloths, flyers, and all available recruitment brochures and flyers for external recruitment events. Additional website page changes are also being discussed.
- **Workforce Development Branding & Marketing Plan**
  The department is assisting Workforce Development offices to brand recruitment efforts. The department has met with representatives from the Workforce Development & Continuing Education division to discuss initial marketing plans, including:

- o Website architecture
  The department is working with Workforce Development & Continuing Education to rearchitect Workforce Development & Continuing Education web pages and streamline the admission process. Plans will be shared with Leadership for consideration.
- o Digital Entrance signage promoting programs
- o Adult Basic Education Testing Center banner
- o Partner flyers advertising individual programs were created for:
  - Commercial Driver's License (CDL) – Class B
  - Certified Medicine Aid
  - Childcare Training
  - Certified/Geriatric Nursing Assistant (CAN/GNA)
  - Construction Core (Pre-Apprentice)
  - Customer Service
  - Diesel Mechanic
  - Cyber Security Network + Certification
  - Cyber Security + Certification
  - Pharmacy Technician
  - Venipuncture
  - Warehousing & Inventory Control Associate
  - Reprinted Workforce Development & Continuing Education brochures for use with Workforce Training recruitment.

- **Certificate of Completion**
  The department designed a new Certificate of Completion for use when students complete Workforce Development & Continuing Education programs.

Baltimore City Community College

PRESIDENT'S REPORT

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CABINET UPDATE

Vice President, Institutional Effectiveness, Research & Planning

OFFICE OF INSTITUTIONAL RESEARCH

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.

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

Capital Projects

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

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

External Meetings/Working Groups

- Maryland Community College Research Group (MCCRG) Monthly Meetings
- NIH Prisoners to Professionals Bridges to Baccalaureate with Howard University Partnership Meetings
- Ellucian Advisory Services Sessions
- SUCCESS Meetings with MHEC and Manpower Demonstration Research Corporation (MDRC)
- Clifton Larson Allen Audit Meetings

Grant Support

- *Panther SUCCESS Partnership – MHEC and MDRC*
  - Collaborated with AVP Student Affairs to prepare three monthly templates on reporting student-level and aggregate activity to MHEC. Templates were submitted to meet the deadline of October 10, 2024.
- *AmeriCorps Vista Quarterly Report* – Developed summer and fall course pass rate and graduation data to support the Director of E-Learning in preparing the quarterly report and collaborated with him to ensure the narrative reflected the data appropriately. The Report was submitted to meet the deadline of October 11, 2024.
- *Carl D. Perkins Grant – Maryland State Department of Education (MSDE)*
  - *Career & Technical Education Enrollment and Outcomes File* – Conducted meetings with Deans Council and ITS to ensure MSDE requirements were met for student-level data file reporting demographic and socio-economic characteristics in addition to program, academic totals, degree/certificate attainment, and credentials. Compiled data from ITS, Deans, and Disability Support Services in accordance with MSDE's file specifications and uploaded file to meet the deadline of October 11, 2024.
  - *Technical Skills Assessments File* – Conducted meetings with Deans Council and Perkins Coordinator/AVP Academic Engagement & Partnerships to underscore importance of student-level data arrangements with external licensing/certification bodies to obtain data required for submission. Provided SharePoint folder with necessary information including a workbook developed for them to

compile student-level TSA information. Compiled and formatted data in accordance with MSDE's file specifications and uploaded it to meet the deadline of <u>October 11, 2024</u>.

<u>Program Accreditations</u>

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

- *Accreditation Council for Business Schools and Programs (ACBSP) Self-Study* – Updated surveys for distribution to students and faculty for administration in spring 2024 ACBSP programs' courses; facilitated review and provided links for administering surveys and monitoring results to Chair. Prepared summaries of surveys' results for faculty team. Developed updated trend data for each ACBSP program for fall enrollment, annual degrees and certificates awarded, and discipline credit hours. Attended selected BCCC ACBSP team meetings. Served on the final review team to support preparation of the final submission of the Self-Study on July 15, 2024. Provided support to prepare for the site visit and participated in selected meetings during the site visit held on <u>October 8 – 11, 2024</u>. Provided data guidance and support for response to the visiting team's report to meet the submission deadline of <u>November 4, 2024</u>.
- *Commission on Dental Accreditation (CODA) Annual Report* – Developed data workbook reporting fall 2024 first- and second-year student-level demographic and enrollment characteristics as well as graduate-level data as needed to support the program's accreditation needs. The Director serves on the core team to review all information (including budget, curriculum, and faculty) prior to the submission and conducted review of all data with Coordinator. Recommended revisions were incorporated into the final Report which was submitted to meet the deadline of <u>October 18, 2024</u>.
  - *Dental Clinic Satisfaction Survey* – Created updated version of survey required by CODA for the BCCC Dental Clinic in SurveyMonkey and met with Dental Hygiene faculty to review. Upon approval by respective Cabinet created a QR code and link for email distribution and a version for administration via paper and pencil in the Clinic; all were provided to Dental Hygiene Program Coordinator by <u>October 14, 2024</u>.
- *Accreditation Commission for Education in Nursing (ACEN)Annual Report* – Director is serving on core team to support ongoing ACEN accreditation initiatives. OIR is developed cohort-based enrollment and completion data in accordance with ACEN's guidelines and conducted review of all student data with Nursing team. The Report was submitted to meet the deadline of <u>October 25, 2024</u>.

<u>United States Department of Education</u>

- *FY 2024 Fiscal Operations Report and Application to Participate (FISAP)* - Developed updated annual enrollment data for credit students to support the Financial Aid Office's submission of the FISAP to meet the deadline of <u>October 1, 2024</u>.
- *2024 Campus Security Report and Clery Act Statistics* – Provided support to the Public Safety Department in ensuring the accuracy of the information reflected in the annual report. The Report was posted on the BCCC website to meet the deadline of <u>October 1, 2024</u>.
- *Title IV Recertification* – Serving on team to support the Financial Aid Office in compiling data and documentation related to academic programs.

Support for Internal Priorities

Enterprise Resource Planning (ERP) Implementation and Operationalization

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

Onboarding – Participated in an onboarding session for the new Director of Public Relations with the full OIERP team.

Professional Development

- Attended professional development sessions for active shooter training.
- Customized, administered, and compiled survey results for all institutional PD activities.
- Completed any required information technology security awareness training for Maryland Department of Information Technology.
- Director attended "Prison Education Programs: The Power of Education" webinar conducted by the Middle States Commission on Higher Education

Search Committees

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

Surveys

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

- *Dental Hygiene Clinic Patient Survey* – Provided design and SurveyMonkey support to update survey to obtain data required by CODA, the accrediting body.
- *Program Accreditation Surveys* – Support is provided based on respective accreditation requirements for student, graduate, faculty, employer, and/or advisory committee/board surveys.
- *Professional Development Surveys* – Create customized surveys for all College professional development sessions, administer surveys via email, and provide results to VP IERP for distribution to appropriate areas.
- *Program Review and Evaluation Surveys* – For the current cycle year's programs' students, faculty, and advisory committees.
- *Student Support and Wellness Services Survey* – Provided design and SurveyMonkey support to create a satisfaction and needs assessment survey to assist the Student Support and Wellness Services Center in planning and assessment initiatives.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – November 20, 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 Core Team* – Director serves on core team for MSCHE-related submissions and planning. Supported VP IERP/Accreditation Liaison Officer in making preparations for a BCCC team to attend the annual MSCHE conference in December.
- *Program Review and Evaluation Committee (PREC) Planning Team* – Director serves as member and participates in weekly meetings during the academic year.
    - o OIR developed updated completion, discipline credit hours, and employment data for the degree and certificate programs included in the Cycle 3, Year 3: Accounting, Biotechnology, Business Administration Transfer, Business (Marketing and Management Areas of Concentration), Computer Information Systems, Computer-Aided Drafting and Design, and Construction Supervision. OIR's workbook was provided to the PREC Chair on October 25 in accordance with the Committee's deadline calendar.
    - o The Team collaborates on establishing calendar of deadlines for review year. The Director and Chair coordinate the review, update, and distribution of student, faculty, and advisory committee surveys which began in September with the Team and Academic Deans.
    - o After extensive review and discussion with PREC and Academic Deans and Program Coordinators, OIR updated the Student, Faculty, and Advisory Committee/Board surveys and provided the links and QR codes on October 15, 2024, in accordance with the Committee's calendar of deadlines. The Director provided links for Program Coordinators to monitor responses along with weekly updates to the PREC Chair. The surveys are scheduled to close on November 15.
- *SPOL Implementation Team* – Director serves as a member of the team implementing the selected planning and assessment tool.
- *Writing Teams* – Director serves on writing teams for grant applications and other projects as needed.
    - o Department of Budget and Management (DBM) – Agency Head Memo regarding FY 2026 budget submission.

OFFICE OF GRANTS DEVELOPMENT

The Office currently manages 20 grants (including 18 renewals), holding monthly meetings with Principal Investigators (PIs) and collaborating with Finance and Administration to ensure alignment with program and financial requirements in the Banner system. Additionally, the Office coordinated with Financial Aid, Records and Registration, and Student Accounting to identify students awarded scholarships or stipends through grants. A new attribute code in Banner was created for grant-aided students, along with a student list to facilitate tracking.

Key Initiatives and Programs

1. Collaboration for Student Success:
    a. BCCC Panther Success Program: Launched in September 2024 to support 300 students with intrusive advising, helping to improve retention and graduation rates. The Office met with the Manpower Demonstration Research Corporation (MDRC) and Maryland Higher Education Commission (MHEC) in October 2024 to review student participation and stipend distribution for this initiative. The team also explored new ways to increase awareness and engagement.
2. Free Application for Federal Student Aid (FAFSA) College Support Strategy Grant:

     a. BCCC received a $100,000 grant from Maryland Higher Education Commission (MHEC) to support workshops, brochures, flyers, and other materials to assist students and their families in accurately completing FAFSA applications.

New Grant Submissions

- October 7, 2024: Submitted the Maryland Works for Wind grant with the Mayor's Office of Economic Development for $101,055.15.
- October 11, 2024: Submitted the Heritage Award Grant to the Maryland State Arts Council for $10,000.
- October 18, 2024: Collaborated with Student Life and Engagement to submit the Martin Luther King, Jr. National Day of Service Grant FY 2024-2025 to Transform Mid-Atlantic. This grant aims to support student involvement in social justice and food insecurity initiatives, following a successful event last year that inspired plans for 2025.

Ongoing Grant Reports

- October 11, 2024: Submitted AmeriCorps VISTA quarterly report.
- October 15, 2024: Submitted semi-annual reports for the following MORA grants:
    - Afghan Support to School Impact Grant (AS2SI)
    - English for Speakers of Other Languages (ESOL)
    - Refugee School Impact Grant (RSIG)
    - Services to Older Refugees (SOR)

Partnerships for Future Grants

- Bowie State University: Social-Emotional Learning and Mental Health Training.
- Howard County Community College: Central Maryland Health Career Pathway.
- Johns Hopkins Medical Institute: HIV Testing and Prevention.
- Montgomery Community College: Cybersecurity workforce training.

Additional Activities

Hospitality Management Apprenticeship Program: Partnered with Academic Affairs and Workforce Development to create a two-year Action Plan for the Department of Labor's program. BCCC is waiting for Department of Labor approval.

The Office continues to be committed to securing and managing grants that support BCCC's mission to transform lives and strengthen communities through education.

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CABINET UPDATE

Chief Internal Auditor

INTERNAL AUDIT ACTIVITIES

Activities include:
- Audit kickoff and weekly meetings with the external auditors for the annual financial audit and preparation of the financial statements.
- Weekly meetings with the General Counsel and Assistant Attorney General to discuss compliance issues relating to discrimination, Title IX, and other policies and procedures.
- A review of the Cashiers' Office procedures and practices
- BCCC Compliance Line issues and investigations when needed
- Participation in the Occupational Health and Safety Committee
- Participation in interviews with candidates applying for the VP Academic Affairs and AVP Human Resources positions

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Realignment Task #1
"Review and strategically align core course offerings of BCCC, consistent with accreditation requirements, and focused on the needs of students at BCCC and the workforce of Baltimore City."
Vice President, Academic Affairs
School of Business, Science, Technology, Engineering, and Mathematics (BSTEM)

Accreditation

The Business & Technology unit participated in the programmatic accreditation site review October 9-11, 2024. The visiting team was comprised of three members from the Accreditation Council for Business Schools and Program (ACBSP). The visiting team followed an itinerary which consisted of meetings with various constituents of the college and campus leaders to clarify and provide information submitted in the ACBSP Self-Study report. Among those interviewed were the President, cabinet members, AVP for Curriculum and Instruction, ACBSP Co-champions, Librarian, Registrar, students, faculty, and BCCC alumni in the ACBSP accredited Business program. The site visit concluded with an exit review in which the visiting team shared preliminary findings including strengths of the ACBSP programs as well as opportunities for improvements. The College received the Executive Summary and Feedback Report from the ACBSP visiting team on October 21, 2024. The reports outlined detailed information regarding the visiting team's findings from the site visit and the Self-Study report.

School of Nursing and Health Professions (SNHP)

Physical Therapist Assistant (PTA)
The first-year PTA program students worked with mock patients (BCCC employees and community/family members) to practice and hone their skills with heating modalities of Hot Packs or Paraffin Wax. The two-hour event was a success and demonstrated the acquisition of skillful competencies by the PTA students.

Annual Survey Dental Hygiene

The Dental Hygiene program submitted a mandatory annual survey to the Commission on Dental Accreditation (CODA) on October 18, 2024. Academic Affairs, Institutional Effectiveness, Research, and Planning, Finance and Administration, and the Registrar collaborated with the Program Coordinator and the Dean to validate and confirm the survey data and information to comply with the internal review and approval procedures required for submission to the President. The annual survey is an integral part of the program's ongoing accreditation process and status.

Health Information Technology (HIT) program - Accreditation Status

The HIT program received a continuing accreditation notification from the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) on October 23, 2024. Listed below is an excerpt from the correspondence sent to the College.

"The degree program offered by your institution has completed the most recent Annual Program Assessment Report as required by the CAHIIM Accreditation Standard(s). The report was accepted as submitted and the program remains in good standing and will maintain accreditation. The Commission recognizes you and your

colleagues for your commitment to continuous quality improvement in higher education as demonstrated by your participation in program accreditation."

Professional Development- Curriculum and Instruction

The Assistant Professor/Program Coordinator for the HIT program attended the American Health Information Management Association conference in Salt Lake City, Utah, from October 27 - October 30, 2024. The conference allows the attendees to acquire up-to-date knowledge about changes in the field aligned to appropriately update and improve the curriculum and learning experiences for students.

E-Learning

Activities

E-Learning participated in group interviews with the Accreditation Council for Business Schools and Programs (ACBSP) peer reviewers as part of the site visit. The Director of E-Learning provided an overview of Canvas, the College's learning management system's architecture and location of specific data. Three laptops were configured for use by the peer reviewers including login credentials. The laptops were provided to allow the peer reviewers to access assessment and course related data for the ACBSP accredited programs.

E-Learning participated in the Instructional Technology Committee meeting on October 18, 2024. The committee meets monthly to discuss technical issues, innovations, and other relevant technological items.

As BCCC's representative to the Maryland Online (MOL) Board, the Director of E-Learning participated in the October meeting held at the Community College of Baltimore County (CCBC) Catonsville Campus on October 25, 2024. The meeting covered the following topics:

- Review of the draft of the 2025 – 2027 MOL strategic plan
- Review of the draft of the 2025 MOL operational budget
- Discussion of the direction of MOL and the services to member institutions
- Nominations for board officers
- Demonstration provided by the Montgomery College representative and board chair of the power and creative use of AI for novel operational use outside the function of teaching and learning. Demonstration included:
    - Notebook LM by Google – used to create AI podcasts and other novel summaries of documents/data
    - Claude Sonnet – Used to create dashboards, html5 page scripts, develop functional website code
    - HeyGen – Generating AI avatar video from transcripts/files

On October 25, 2024, E-Learning participated in an onboarding session for new adjunct faculty. The session included an overview of accessing Canvas, adding a course syllabus, announcements, assignments, and quizzes to a course. The session also included attendance tracking and how to submit never attends and both mid-term and final grades.

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<u>Projects</u>

Outcomes tracking in Canvas – This project is a collaborative project between the Student Learning Outcomes Assessment (SLOA) committee, Program Review Evaluation Committee (PREC), Office of Assessment (OA), faculty, and the E-Learning department to map outcomes to assignments for the ease of collecting student level data in a useful and efficient way facilitating the implementation of functionality in Strategic Planning Online (SPOL). The project is being redefined to fast track the deployment of data collection. Training for faculty will occur throughout the remainder of the Fall 2024 semester and throughout the Spring 2025 semester.

Fall 2024 Course Survey projects were built in late October to capture data on 16-week, 14-week, 12-week, 10-week, and Accelerated II 8-week courses. Accelerated I 8-week surveys were completed in late September with the projects closing in early October 2024. Response rates for Accelerated I were between 40 - 45 percent of enrollments, roughly 200 responses overall. Historically, this response rate is typical for pre & post COVID. This data is available to Associate Deans and Deans with Instructor access opening in December.

Library

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

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

In the month of October, the Collection Development Librarian and Electronic Resources Librarian reviewed about 1600 books in general US history, African American history, and the beginning of the early republic. Approximately half that number was removed using the above five criteria.

The Reference collection was also considered during October. Section A-H, which includes dated encyclopedias, was assessed; many were removed and other reference books of value to the curriculum were moved to the main collection. By the end, this exercise will shrink the number of shelving used for reference to adopt shorter bookshelves allowing unobstructed sightlines across the main floor of Library.

Inventorying Print Collection
Inventorying our print collection will ensure that our library's collection is accurately represented in its online catalog. Missing books from the shelves frustrates users and undermines the integrity of the collection and the credibility of Library staff. The Systems Librarian has inventoried all of print Medicine collection minus Nursing which was completed at an earlier time. Major subjects found in Medicine are: Public Health, Internal Medicine and Diseases, Mental Illness, Dentistry and Pharmacy. Out of 1,923 total Medicine catalog records, 521 records have been deleted due to being missing or long overdue.

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Updating Current Digital Collection
The Electronic Resources Librarian found the Library's *videos on demand* service to be outdated and overpriced. The Library Staff reviewed and selected another product, Academic Videos Online (AVON) by Clarivate Proquest based on more up-to-date content at half the cost.

Increasing Capacity of Digital Collection
In accordance with other College libraries, BCCC Library evaluated and selected an eBooks subscriptions database, a first time offering. This product was chosen because of its more up-to-date resources than its closest competitor. Based on BCCC curriculum and the needs of our students the Library staff chose the following subscriptions: Community College general (67K titles), Medical/Nursing (4K titles), Nursing (800 titles), STEM/IT (5K titles), Psychology (805). eBooks through subscriptions that are constantly updated versus purchasing eBooks in perpetuity provides a more robust, current selection of academic materials.

Renovations
The Architectural team chosen for Library Renovations, Cannon Design, visited the campus on Wednesday, October 23rd for a full day of information gathering. They met with the Steering Committee to discuss how the new Library will fit into the overall strategic plan of the College. Next, they met with Library Staff to establish the functional needs of the Library and how the new design can meet those needs of staff, faculty, students and community members. Lastly, the Design Team met with students, staff and faculty from across campus to reveal what they thought should be kept, tossed and innovated within the current space.

Programming
In collaboration with Student Life and Engagement, the Library held an event on October 10th in partnership with the League of Women Voters. The purpose of this event was to educate students on the importance of voting and register students to vote. Twenty (20) students registered to vote along with six (6) students signing up to be election judges for a paid stipend.

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

Departmental updates

The Workforce Development and Continuing Education division has successfully fostered substantial engagement across various programs, resulting in a total of 152 enrollments. The pre-cyber program saw 80 participants, reflecting a rising interest in cybersecurity, while Network+ attracted 38 participants. The Microsoft program enrolled 13 students, and the Hospitality program drew 4 students, indicating a continued demand for skills in these vital fields. The Commercial Driver's License (CDL) program registered 65 individuals, highlighting the pressing need for qualified drivers in today's workforce. Additionally, the Construction program welcomed 31 students, the Warehouse program saw 17 enrollments, and the Childcare program experienced high interest, with 71 individuals enrolled, underscoring community commitment to early childhood education and care. These classes are ongoing, with students expected to complete certification in due course.

Outreach Initiatives and Community Engagement

BCCC has proactively engaged in outreach initiatives to connect with potential students and promote our programs. A key event was the East Side One Stop Career Center Job Fair, which served as a targeted platform

![BCCC logo](Baltimore City Community College)

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for job seekers. At this event, BCCC highlighted workforce programs as excellent opportunities for career advancement, successfully recruiting several new students.

The Workforce team also attended a background check expungement event, which hosted approximately 60 adults. As a result, 12 attendees registered for training, and 8 individuals completed an interest form, subsequently receiving follow-up meetings with intake specialists.

In response to our stakeholders, Community Health Worker (CHW) students will be participating in the upcoming Turkey Drive at UMMC on November 26, 2024, an event dedicated to supporting families in need during the holiday season.

Another significant outreach effort took place at the GBUL Career Fair on September 25, where the BCCC Workforce Development Department presented educational opportunities to over 100 attendees. Through meaningful dialogue, Workforce staff provided information on programs and financial assistance options, leading to over 20 registrations and a complete interest sheet. An estimated 20% of attendees ultimately enrolled in BCCC courses.

BCCC was also present at the 2024 Fall Manufacturer-Transportation-Retail Hiring Event hosted by the Maryland Department of Labor on October 17, 2024. The event brought together over 200 participants, and the Workforce team connected with more than 20 prospective students interested in BCCC's programs. Additionally, Workforce representatives participated in the HORUS Academy Scholar's College, Trade, & Scholarship Expo, an annual event aimed at educating high school students about post-secondary options, where they engaged with 10+ prospective students.

Each week, Workforce Development attends the NW Career Center's "Employment Thursdays" event, hosted by the Maryland Office of Employment Development, where BCCC offers training opportunities to interested participants. Typically, 15 or more students enroll in Workforce programs during each visit.

Programmatic Developments

Eighteen (18) healthcare courses commenced in October, with a total enrollment of 240 students across three BCCC locations.

In October, 20 Certified Nursing Assistant (CNA) students are expected to complete their certifications. Three Emergency Medical Technician (EMT) students from the Spring 2024 cohort have successfully obtained their state licenses, and ten Patient Care Technician (PCT) students have completed their program and are preparing for the National PCT certification exam.

In IT and business-related programs, we welcomed 95 new students in October, marking a 50-student increase over the same period in 2023. Two new CompTIA A+ classes enrolled 40 students, and two CompTIA Network+ classes with 25 students are scheduled to begin next week, with an additional 7 potential enrollees. The Security+ classes are currently attended by 18 students.

The Hospitality course recently completed phase one, achieving a 100% certification rate in the American Hotel and Lodging Educational Institute's Hospitality Guest Services certification. Participants have progressed to the START program, beginning with the Front Desk Representative course, showing a 25% increase in certifications compared to September.

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Clinical rotations in September and October saw an increase, with 53 students participating. Monthly enrollment in Venipuncture rose by 10%, the Pharmacy program doubled with a 12% increase, driven by partnerships with Walgreens and CVS, and Community Health Worker enrollments increased by 5%. Patient Care Technician (PCT) and Certified Medication Assistant (CMA) enrollments also showed modest growth.

The Workforce Development team has introduced initiatives to enhance student involvement, including student surveys, engagement events, holiday planning, and participation in the Graduation Committee to foster a well-rounded student experience.

High School Diploma Achievement, Transition, and Employment Services

Several partners, including Johns Hopkins, University of Maryland, Good Samaritan, Future Care, and NAMI, have directly hired students following their clinical rotations, underscoring the quality of our training programs.

Workforce Development also continues to support students in attaining their high school diplomas. In FY 2024, 31 students graduated, with an additional five students set to graduate in FY 2025. Our partnership with South Baltimore Adult High School has been instrumental, serving nearly 100 adult learners with comprehensive instruction in math, language arts, science, and social studies. These efforts not only enable adult learners to achieve their diplomas but also equip them with foundational skills for workforce success or continued education.

Realignment Task #3
"Improve student pathways to success, including remedial education, attainment of a degree or postsecondary certificate, and transfer to four-year institutions of higher education."
Vice President, Academic Affairs

School of Nursing and Health Professions (SNHP)

The Baltimore City Public Schools System (BCPSS) and other partners were on campus on Thursday, October 24, 2024, and toured our Dental Hygiene clinic, Emergency Medical Services, and Nursing labs to observe BCCC students participating in clinical/lab activities. Students demonstrated knowledge, skills, and abilities obtained through coursework and clinical practice. Those touring the campus also participated in clinical/lab activities. By observing students engaging in clinical activities, visitors gain a better understanding of the health professions programs offered at the College.

Center for Academic Achievement
The Center for Academic Achievement (CAA) held two workshops focused on notetaking and test-taking strategies, participants included students in the Panther Success Program. The CAA also conducted an informative presentation for TRIO students on available tutoring services. Students had the opportunity to tour the centers and meet directly with tutors, fostering connections and personalized support. In addition to these targeted workshops, the CAA expanded its support by providing services during evening and weekend hours in key areas such as math, writing, and business. In a continued effort to reach evening and weekend students, tutors attend classes, provide information, and encourage utilization of support services.

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The CAA organized 15 academic improvement sessions, providing participants with valuable resources and effective strategies to excel in coursework. Students were able to create personalized study schedules that enhanced their time management skills and promoted a balanced approach to their academic responsibilities. A total of 318 students utilized in-person tutoring and 172 participated in virtual tutoring through Canvas during October.

The CAA actively supports students through the Virtual Helpdesk (VHD) by responding to inquiries related to academic programs, course selection, educational planning, registration, and campus resources.

Realignment Task #4
"Enter into memoranda of understanding in order to establish student pathways to success with the Baltimore City Public Schools (BCPSS), institutions of higher education, and employers."
Vice President, Academic Affairs

School of Nursing and Health Professions (SNHP)

The Nursing faculty, Associate Dean of Nursing, and Dean of SNHP attended a meeting hosted by Future Care to discuss the reinstatement of clinical rotations for BCCC Nursing and Practical Nursing students in the Pediatrics and Maternity areas. BCCC previously established a clinical affiliation with this healthcare provider prior to the COVID-19 pandemic, however, because of unprecedented requirements, the clinical site affiliation was temporarily placed on hold. The Nursing Associate Dean, faculty, and program coordinators are collaborating with the clinical site to draft a renewal agreement.

Realignment Task #5
"Align the budget of BCCC with realistic enrollment projections."
Interim Vice President, Student Affairs
Vice President, Institutional Effectiveness, Research & Planning

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

Maryland Association of Community Colleges

- *2023-24 Tuition and Fees Survey* – Collaborated with Finance & Administration to complete the annual and per-credit tuition and fee data. The Form was submitted to meet the deadline of October 11, 2024.

Maryland Higher Education Commission (MHEC) and Maryland General Assembly

- *2024 Performance Accountability Report* – Created updated SharePoint folder with new guidelines and updated definitions from MHEC; created template for Cabinet responses to institutional questions; developed timeline; and collaborated with VP IERP for Cabinet kick-off. Developed updated credit and continuing education enrollment and outcomes data along with institutional and student characteristics data to complete the required Degree Progress Template and all Performance Indicators. Collaborated with Finance & Administration for financial indicators, Grants Office for new component on federal grants, and WDCE for

Adult Basic Education/English for Speakers of Other Languages (ESOL) testing data. Developed narrative sections for Cabinet review and input. Prepared materials for submission to Board of Trustees for action at the September meeting. All materials were submitted ahead of the deadline of October 1, 2024.

- *FY 2024 English for Speakers of Other Languages (ESOL) FTEs Report and Course Pass Rates* – Collaborated with Information Technology Services (ITS) to develop report reflecting FTEs generated by credit and continuing education students enrolled in ESOL or English Language Instruction (ELI) courses. Developed pass rate data and prepared summary table to accompany Report submission. The Report and pass rates were submitted ahead of the deadline of October 1, 2024.
- *FY 2024 Report on Overdose-Reversing Medication* – Collaborated with the Public Safety Department and Student Affairs to compile information regarding the administration and storage of medication, training for Public Safety, initiatives for increasing students' awareness, and the College's policies and procedures related to drugs and alcohol and the administration of the overdose-reversing medication. The Report was submitted to meet the deadline of October 1, 2024.
- *Winter and Spring 2024 End-of-Term System (EOTS) Files* – Collaborated with ITS to develop EOTS files reporting student-level term and cumulative academic totals data to meet the submission deadline of October 15, 2024.
- *Fall 2024 Opening Enrollment (S-7 Form)* – Compiled preliminary fall 2024 credit enrollment based on enrollment status and demographics. Form was submitted to meet the deadline of November 15, 2024.
- *FY 2024 Workforce Training Completers System File* – Created workbook of students who successfully completed continuing education workforce training course sequences to include student and sequence characteristics to guide WDCE's Workforce Training Program Coordinators through adding additional sequence information. The File was submitted to meet the deadline of November 1, 2024.
- *FY 2024 Workforce Training Registration System File* – In collaboration with ITS, developed new student-level data file reporting students enrolled in continuing education workforce training courses to include student characteristics, registration activity, and course characteristics and outcomes data. The file was submitted to meet the deadline of November 1, 2024.
- *Reconciliation of MHEC and IPEDS Retention, Graduation, and Transfer Data* – Collaborated with MHEC's Research and Policy Analysis Office to document differences between MHEC's data collection and IPEDs data collection as related to credit student outcomes.

National Center for Education Statistics
- *IPEDS Fall Collection*
  - *Cost Survey* – Collaborated with Financial Aid and Finance & Administration to report Cost of Attendance data to meet this new reporting requirement. The Survey was submitted to meet the deadline of October 16, 2024.
  - *Completions Survey* – Developed program and degree-level data reflecting demographics of graduates who earned degrees and/or certificates in FY 2024. Collaborated with Academic Affairs to ensure current information on programs that can be completed entirely online. The Survey was submitted to meet the deadline of October 16, 2024.
  - *12-Month Enrollment Survey* – Developed unduplicated headcount and FTE (based on instructional hours) data for FY 2024 to include demographic and instructional activity for credit students. The Survey was submitted to meet the deadline of October 16, 2024.

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Enrollment

The Fall 2024 enrollment goal set by the Maryland Higher Education Commission is 4,649. BCCC current enrollment is 4,365. The Fall 2024 enrollment is 10.8% ahead of the Fall 2023 enrollment at this time last year. The last date for students to register for the Fall 2024 term was October 18, 2024.

Recruitment Efforts

The Admission Recruiters and Mayor's Scholars staff participated in on-off campus recruitment activities. As well as providing in-person tours for students/parents who come in person to visit the college and complete the admission application. Due to the increase in-person traffic, recruiters provided support to the main office by evaluating transcripts and assisting students in completing the admissions application.

For October, 24 events were completed.

Date of Event	Organization/School	Event Type
10/1/2024	DVAM Kickoff Block Party	Community Event
10/7/2024	CollegeBound	College Fair
10/7/2024	College Bound	College Fair
10/8/2024	Baltimore International Academy	College Tour & Information Session
10/8/2024	College Bound	College Fair
10/8/2024	Baltimore School for the Arts	College Fair
10/8/2024	CollegeBound	College Fair
10/9/2024	CollegeBound	College Fair
10/9/2024	CollegeBound	College Fair
10/9/2024	CollegeBound	College Fair
10/10/2024	Cesar Chavez	Campus Tour & Information Session
10/10/2024	CollegeBound	College Fair
10/10/2024	CollegeBound	College Fair
10/11/2024	Edmondson Westside High School	College Fair
10/15/2024	CollegeBound/Urban Alliance	Information Session
10/16/2024	NACAC College Fair	College Fair
10/17/2024	Horus Scholars	College Fair
10/23/2024	National Academy Foundation High School	College Fair
10/23/2024	Baltimore Design School	College Fair
10/24/2024	Local Advisory Council Meeting	On-Campus Tour
10/30/2024	Carver Vocational-Technical	College Information Session

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Realignment Task #7
"Establish strong relationships with key stakeholders."
Mr. Gussener Augustus, Vice President, Advancement

COMMUNITY OUTREACH

Councilwoman Phylicia Porter, District 10
President McCurdy joined Councilwoman Porter in District 10 to meet with several companies in District 10 doing business in Baltimore. This was the first of a series of meetings in District 10 to promote BCCC degree and continuing education programs.

Marlin Steel Corporation
Drew Greenbalt welcomed President McCurdy and Vice President Augustus for a tour of Marlin Steel, a Baltimore-based stainless-steel manufacturing/fabrication company that provides precision devices for the aerospace, automobile, medical, and food industries. The tour included a discussion about a potential partnership to expand and upgrade BCCC's continuing education programs to include manufacturing and fabrication. A series of meetings are to continue including a tour of BCCC's campus.

Early Charm Company
Early Charm Company is a Baltimore-based company specializing in innovative technologies and inventions for military, aerospace, medical, and textile industries. President & CEO Ken Malone met with President McCurdy to discuss recruiting students for their workforce and gave her a tour of their facility. The company is scheduled to participate in BCCC's 12th STEM Symposium in November where it will showcase one of its industrial 3D printers.

WBJC

Staff Community Engagement
The station continues to extend the BCCC brand in the community while establishing partnerships and engagement opportunities with organizations such as the Baltimore Choral Arts, Hopewell Cancer Support, Chamber Music Maryland, Snug Books in Lauraville, Shriver Hall, Woman's Club of Roland Park, Towson University, Opera Baltimore, Baltimore Chamber Orchestra, Everyman Theatre, Music at St. Davids, Osher Society of Johns Hopkins and Towson University.

Corporate Support Partnerships
The Station developed underwriting partnerships and content on WBJC from numerous clients, including returning clients such as Cynipid Fund, Elville and Associates, Zeke's Coffee, True Chesapeake Restaurant, Culligan Water, St. David's Church, University of Maryland – Baltimore County, Kennedy Center, Baltimore Symphony Orchestra, Opera Baltimore, Shriver Hall Concert Series, Peabody Institute, University of Maryland – Medical System, Springwell Senior Living, In Series Concerts, Framin' Place, Baltimore Choral Arts Society, Happenstance Theater. New clients include Roggenart Café and Little Paris Crepes.

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

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REALIGNMENT TASK # 8
"Develop and market a brand for BCCC."
 Mr. Gussener Augustus, Vice President, Advancement

WBJC

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

Marketing

Building Brand Awareness, Engagement, and Enrollment for BCCC's Division of Student Affairs
The department is working with the Division of Student Affairs to develop ongoing marketing campaigns to build awareness, interest, engagement, and enrollment. During October, the following campaigns were implemented.

- **FAFSA Campaign**
  The department collaborated with the Student Affairs and Finance and Administration Divisions to create a campaign to promote FAFSA completion using a grant provided by the Maryland Higher Education Commission (MHEC). The campaign consists of the following:

  - **Bus Advertising**
    The department contracted with Vector Media to provide bus signage throughout Baltimore City and Baltimore County.
  - **Radio One Station (Radio Buy):**
    The department created a :30 spot that was recorded and approved to air on Radio One, 92Q for 200 spots.
  - **Vision Outdoor Electronic Billboards**
    The department contracted with Vision Outdoor to provide two outdoor digital billboards (I-83 and I-395)
  - **Promotional Items**
    Promotional items were ordered to assist with promotion of Finish Your FAFSA, including:
    - T-Shirts
    - Lanyards
    - Backpacks
    - Pens

  - **Website Billboard**
    A homepage website billboard was created to promote Finish Your FAFSA.
  - **Outside Digital Entrance Sign**
    A campus entrance digital sign was created to promote Finish Your FAFSA.
  - **Posters**
    Posters were created and hung throughout campus to promote Finish Your FASFSA.

o **Social Campaign**
The department is running an ongoing social campaign to promote Finish Your FAFSA on Facebook, Instagram, Twitter, and LinkedIn. Results from 9/28/24 – 11/3/2024 include a reach of 4,138, 45 likes, one comment and 5 shares.

o **Brochures and Flyers**
The department created flyers and brochures explaining the FAFSA process and providing links to useful website information.

o **Inside Digital Display Signage**
The department created digital signage for all campus buildings.

o **Digital Advertising**
The department ran digital advertising supporting Finish Your FAFSA with the following cumulative results from October 3, 2024 – November 3, 2024:

Digital Campaign Analytics
Advertising Link Clicks: 2,122
Reach: 81,581
Impressions: 419,422
Per Link Click Cost: $0.47 cents

- **Student Life & Engagement Campaigns**
The department worked with the Office of Student Life & Engagement to create branded campaigns to build awareness, interest, and participation at events. The department created posters, flyers, digital signage, entrance signage, social campaigns, billboards, and obtained photography or video for social campaigns for/at the following events:

  o Fall Fest
  o National Coming Out Day
  o League of Women Voters of Baltimore
  o I Stand with Immigrants
  o What Should We Know? Recognizing Breast Cancer Awareness Month
  o Keeping it Real Lecture Series: "Revisiting the Complexities of the Assassination of Martin Luther King, Jr."
  o Keeping it Real Lecture Series
  o I Stand with Immigrants
  o Fall 2025 Food Donation Drive
  o November Calendar of Events
  o Hispanic Heritage Month
  o Fashion Design Club Flyer (Student creative assistance)
  o Fright Night
  o Coming Out
  o Fall Fest
  o SGA Sand Art
  o Café & Conversations: What's Your Guide to the Election 2024

- **Student Support & Wellness Services Campaign**
The department developed branded campaigns consisting of flyers, posters, a t-shirt design, billboards, and social campaigns for:

- o Wellness Workshops
- o National Depression Awareness Day
- o Our Own Voice
- o Fall Festival for Mental Health
- o Mental Health Trivia
- o World Mental Health Day

- **Fall 2024 Transfer Fair Campaign**
  The department developed a campaign to promote the BCCC Fall Transfer with social campaigns, flyers, posters, digital signage, entrance signage, website billboards, and Welcome signage. The department attended the event and gathered photography and video that was posted on Facebook, Instagram, Twitter and LinkedIn.
- **Disability Support Services Campaign**
  The department created a website billboard, social campaign, posters, flyers, branded promotional bags, and t-shirt design to support the Office of Disability Support Services awareness events.
- **Winter 2025 Enrollment/Registration Campaign**
  In support of Winter 2025 Registration, the department developed a branded campaign consisting of a website billboard, social campaign, entrance signage, indoor digital signage, digital advertising, and posters. Digital campaign results from October 16 – present are listed below.

  - o **Digital Campaign Analytics**
    Reach: 45,696
    Impressions: 528,761
    Link Clicks: 3,158
    Cost Per Click (CPC): $0.57 each

  - o **Dedicated Campaign Web Page**
    Views: 4,868
    Users: 3,631
    Views per user: 1.34 minutes

Building Brand Awareness & Enrollment Marketing for BCCC's Division of Workforce Development & Continuing Education

- **Career Services/Employer Community Relations Branding & Campaign**
  The department is working with Career Services/Employer Community Relations to provide branded retractable signs, tablecloths, flyers, and all available recruitment brochures and flyers for external recruitment events. Additional website page changes are also being discussed.
- **Workforce Development Branding & Marketing Plan**
  The department is assisting Workforce Development offices to brand recruitment efforts. The department has met with representatives from the Workforce Development & Continuing Education division to discuss initial marketing plans, including:

  - o Branded retractable signage and tablecloths used for recruitment efforts for:
    - ▪ Workforce Development & Continuing Education

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- Workforce Development & Continuing Education
  Adult Basic Education.
- Workforce Development & Continuing Education
  English Language Services & Basic Skills
- Community Relations (Credit & Non-Credit Recruitment)
- Career Services flyers and posters
  The department has created several flyers to develop interest in Career Services programming and events.
  o Website architecture
  The department is working with Workforce Development & Continuing Education to rearchitect Workforce Development & Continuing Education web pages and streamline the admission process. Plans will be shared with Leadership for consideration.
  o Digital Entrance signage promoting programs
  o Adult Basic Education Testing Center banner
  o Partner flyers advertising individual programs were created for:
    - Commercial Driver's License (CDL) – Class B
    - Certified Medicine Aid
    - Childcare Training
    - Certified/Geriatric Nursing Assistant (CAN/GNA)
    - Construction Core (Pre-Apprentice)
    - Customer Service
    - Diesel Mechanic
    - Cyber Security Network + Certification
    - Cyber Security + Certification
    - Pharmacy Technician
    - Venipuncture
    - Warehousing & Inventory Control Associate
    - Reprinted Workforce Development & Continuing Education brochures for use with Workforce Training recruitment.

- **Certificate of Completion**
  The department designed a new Certificate of Completion for use when students complete Workforce Development & Continuing Education programs.

REALIGNMENT TASK #9

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

ENTERPRISE RESOURCE PLANNING (ERP) PROJECT

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

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

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

Degree Works

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

A roll out plan for students is being worked on.

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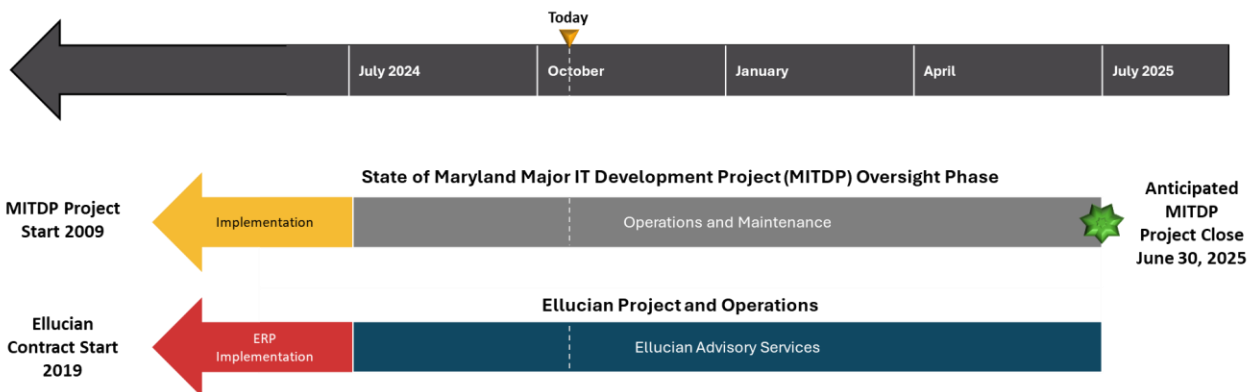
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In April 2024, the Board approved a one-year Ellucian Advisory Services contract for $483,000.00. The contract began July 1, providing support, training, and tailored guidance across all Banner areas. The functional offices meet with the Ellucian Advisory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

Student

Credit

- Test Score load in Banner
- Pre-requisite and co-requisite configuration

Workforce

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

CRM Recruit / Admissions

- Recruiter territory configuration
- Inquiry form
- Reporting and dashboard
- User access administration

Financial Aid

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

Student Accounting

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

Finance

- Review of finance system configuration
- Pooled budget vs line-item budget
- Requisition and Purchase Order Processing in Banner

- State appropriation implementation using *grant* module
- Year-End processing in Banner

Human Resources / Payroll

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

Information Technology Services

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

DATA CENTER MODERNIZATION PHASE II / DISASTER RECOVERY

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

In September, new redundant servers were installed in the Life Science Building (LSB) data center to build resiliency around the campus Wi-Fi environment. Additionally last month, the College's data in Microsoft 365

has been configured with redundant, immutable backups. The design stage of the Azure configuration is underway, and the teams are developing the appropriate network architecture to connect the College's on-campus network to the Microsoft Azure disaster recovery environment.

REALIGNMENT TASK #10

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

The demolition of the inner harbor Bard Building and creation of green space are proceeding as planned. The green space is a temporary use of the property until the College is positioned to use the site to further its educational mission. BCCC is still waiting on soil test results before proceeding with the installation of sod, plants, trees and lighting on the property. Fencing around the site was not initially planned. It is anticipated that the project will be completed by the end of this calendar year. BCCC will be responsible for security and maintenance of the property and will provide more detail about both of those at a later time.

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Realignment Task #11

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

BCCC faces increased state-reporting requirements for three distinct reasons: First, because it is under Realignment, BCCC has to submit additional reports:

Second, BCCC has more reporting requirements than other community colleges in Maryland because it is an independent agency of the State. BCCC is the only community college in Maryland that has a quasi-State agency status. Due to that status, the College has over 100 reporting requirements that are not mandated for any of the other 15 Maryland community colleges. For example, the Managing for Results (MFR) submission is required by the Department of Budget and Management (DBM) for all State agencies. The MFR is DBM's strategic planning, performance measurement, and budgeting process that emphasizes the use of resources to achieve measurable results, accountability, efficiency, and continuous improvement in State government programs. Each agency must submit its mission, vision, goals, objectives and performance metrics which must be approved by DBM.

Third, BCCC is the only one of the Maryland state-sponsored higher education institutions that is a community college. By virtue of being a community college, BCCC has more reporting requirements than Maryland's four-year, independent, and private post-secondary institutions for the Maryland Higher Education Commission (MHEC). Reporting requirements include data and/or narrative related to facilities, finances, financial aid, human resources, and credit and continuing education students' enrollment, progress, and outcomes. The majority, but not all, of the requirements are listed on MHEC's website as part of their Maryland Annual Collection (MAC) Schedule (https://data.mhec.state.md.us/).

Realignment Task #12

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

Strategic Plan Tool Development
The College is collaborating with Credo and Strategic Planning Online (SPOL) to design its planning, assessment and budget tool. The College is implementing Phase One of the SPOL modules in the following order, (1) planning, (2) budgeting, and (3) Assessment in fall 2024 and early spring 2025. SPOL tool customization will take approximately 4 weeks for the planning module, 3 weeks for the budget module and 5 weeks to develop the assessment module. Phase Two will include the implementation of the (4) faculty credentialing and (5) accreditation modules in late spring 2025.

Planning Units will be setup in a way that emulates the institutions organizational chart. Planning units can create an unlimited number of objectives that align with either, assigned goals (top-down planning) or, departmental objectives can be docked to open strategic goals for which their projects support (bottom-up planning). Within an objective, tasks are the individual action steps taken to complete a project. It is at the task level where departments/programs articulate project specifics including, due dates, priority levels, individuals assigned to work, and request financial resources to support strategic needs. These resource requests are organized by account and object code within the budget module. The tools provided between the planning and budget modules help establish a clear process for integrated planning.

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

TAB 11 | Active Search Listing
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	Div	PIN #	Position	Oversight	Date posted
1	AA	67006	Director of the Academic Achievement Center	Karen-King Sheridan	12/8/2021
2	AA	66902	Dean of Natural and Physical Sciences, Business, Technology, Engineering & Math	Audrea Wheeler Dr. Debra McCurdy	5/16/2022
3	AA	78507	Assistant Professor/Clinical Coordinator, Health Information Technology	Dr. Ghazanfar Mahmood/ Dorothy Holley	3/23/2023
4	AA	66829	Assistant Professor of Cyber Security Digital Forensics	Dr. Enyinnaya Iweha	6/23/2023
5	AA	72080	Assistant Professor & Program Coordinator for Computer Information Systems	Dr. Enyinnaya Iweha	6/27/2023
6	AA	66762	Assistant Professor & Program Coordinator for Office Administration	Dr. Enyinnaya Iweha	6/27/2023
7	AA	66819	Assistant Professor of Nursing- Adult Medical/ Surgical	Dr. Ghazanfar Mahmood/ Dorothy Holley	7/26/2023
8	AA	66803	Assistant Professor & Program Coordinator of American Sign Language/ Deaf Studies	Dr. Phillip Powell/ Dr. Anthony McEachern	7/27/2023
9	AA	66801	Assistant Professor/ Clinical Coordinator, Surgical Technologist	Dr. Ghazanfar Mahmood/ Dorothy Holley	8/25/2023
10	AA	66765	Retention Coordinator	Karen King-Sheridan	10/5/2023
11	AA	66977	Instructional Designer	Aundrea Wheeler	10/9/2023
12	AA	78506	Transfer and Articulation Coordinator	Karen King-Sheridan	11/2/2023
13	AA	66725	Dean- School of Nursing & Health Professions	Audrea Wheeler Dr. Debra McCurdy	11/2/2023

14	AA	66823	Nursing Laboratory Manager	Dr. Ghazanfar Mahmood/ Dorothy Holley	3/28/2024
15	AA	66673	Instructional Librarian	Aundrea Wheeler/ Elizabeth Van Pate	4/19/2024
16	AA	66878	Administrative Assistant III	Aundrea Wheeler/ Karen King-Sheridan	6/13/2024
17	AA	66834	Assistant Professor & Program Coordinator of Education	Dr. Phillip Powell/ Dr. Anthony McEachern	6/14/2024
18	AA	66622	Associate Dean of Business & Technology	Audrea Wheeler Dr. Debra McCurdy	6/28/2024
19	AA	66732	Vice President of Academic Affairs	Dr. Debra McCurdy	7/22/2024
20	SA	66844	Federal Work Study Specialist	Donna Thomas/ Saleem Chaudhry	8/11/2022
21	SA	69257	Admissions Advisor for Special Populations	Donna Thomas	5/18/2023
22	SA	66991	Director of Advising/ Student Success Center	Donna Thomas/ Dr. Sherri Brown	6/1/2023
23	SA	66908	Vice President of Student Affairs	Dr. Debra McCurdy	10/20/2023
24	SA	72079	Coordinator of Early College Access & Programs	Donna Thomas/ Michelle White	7/24/2024
25	SA	tbd	Student Success Advisor	Donna Thomas/ Dr. Sherri Brown	9/16/2024
26	SA	tbd	Student Success Advisor	Donna Thomas/ Dr. Sherri Brown	9/16/2024
27	SA	66988	Coordinator of Veteran Servies	Donna Thomas	9/30/2024
28	ASP	66932	Administrative Assistant for the Vice President for Advancement	Gussener Augustus	1/10/2023
29	ASP	66960	Director of Development	Gussener Augustus	1/11/2023
30	ASP	66838	Associate Director for Scholarships	Gussener Augustus/ Dr. Debra McCurdy	7/19/2024
31	ASP	66720	Associate Director for Alumni Relations	Gussener Augustus/ Dr. Debra McCurdy	8/12/2024
32	WDCE	66861	Maintenance Supervisor	Michael Thomas	4/21/2021

33	WDCE	66769	Police Officer II	Michael Thomas	7/28/2020
34	WDCE	86277	Police Officer III	Michael Thomas	4/22/2024
35	WDCE	66644	Director of Workforce Development & Employment Services	Michael Thomas	7/5/2023
36	WDCE	66617	Assistant Director of Capital Projects	Michael Thomas	11/14/2023
37	WDCE	66639	Assistant Vice President for Facilities	Michael Thomas	12/5/2023
38	WDCE	66843	Grounds Supervisor	Michael Thomas	2/13/2024
39	WDCE	81698	Police Supervisor	Michael Thomas	6/13/2024
40	WDCE	66921	Associate Director of English Language Services	Michael Thomas	8/13/2024
41	WDCE	tbd	Administrative Assistant II- Facilities	Michael Thomas	9/16/2024
42	WDCE	tbd	Director of English language Services	Michael Thomas	9/24/2024
43	WDCE	tbd	Director of Workforce Development	Michael Thomas	10/30/2024
45	F&A	66757	Senior Accountant	Eileen Waitsmen	1/12/2023
46	F&A	67013	Senior Accountant - Foundation	Eileen Waitsmen	1/12/2023
47	F&A	66986	Budget Analyst	Richard Walsh	3/27/2023
48	F&A	66974	Administrative Assistant to the Vice President of Finance & Administration	Anna Lansaw	8/11/2023
49	F&A	66842	Accounts Clerk III	Eileen Waitsmen	9/19/2023
50	F&A	66916	Assistant Director of Human Resources- EEO & Compliance	Nicole Carter	11/17/2023
51	F&A	82345	Human Resources Generalist	Nicole Carter	2/6/2024
52	F&A	tbd	Vice President for Finance & Administration	Dr. Debra McCurdy	10/11/2024

53	F&A	66934	Bursar/Director of Student Accounting	Donna Thomas/Dr. Debra McCurdy	11/4/2024
54	IERP	88494	Research Analyst II	Becky Burrell/ Eileen Hawkins	7/6/2022
55	OP	66855	Director of Government Relations/Special Assistant to the President	Dr. Debra McCurdy	1/18/2022
56	OP	66981	Executive Administrative Assistant to the President	Dr. Debra McCurdy	2/13/2023
57	OP	67000	Network Engineer	Becky Burrell	3/20/2024
58	OP	76592	Systems Administrator	Becky Burell	3/20/2024
59	OP	66802	Chief Information Officer	Dr. Debra McCurdy/ Becky Burrell	11/15/2024