

# Baltimore City Community College

**Dr. Debra L. McCurdy**  
President

# Board of Trustees Open Session

**Mr. Kurt L. Schmoke**  
Chair

WEDNESDAY | OCTOBER 16, 2024

**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 1 | Approval of the October 16, 2024 Agenda

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**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

Open Session Agenda | 4:00pm October 16, 2024 (Virtual Zoom Meeting)

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

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|-------|--|---|
| I.    | Call to Order  | Mr. Kurt L. Schmoke, <i>Chair</i>   |
|       | a. Adoption of Agenda <b>(Vote)</b>                                  |   |
|       | i. Approval of the October 16, 2024 Agenda (Tab 1)                   | Mr. Kurt L. Schmoke, <i>Chair</i>   |
| II.   | Board Actions/Consent Agenda <b>(Vote)</b>                           | Mr. Kurt L. Schmoke, <i>Chair</i>   |
|       | 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)                       |   |
|       | f. Faculty Senate Comments (Tab 5)                                   |   |
| III.  | Items Removed from the Agenda (Tab 6)                                | Mr. Kurt L. Schmoke, <i>Chair</i>   |
|       | a. None  |   |
| IV.   | New Business (Tab 7)   |   |
|       | a. Finance/Audit Committee Meeting October 10, 2024                  | Mr. Kurt L. Schmoke, <i>Chair</i><br>Dr. Debra McCurdy, <i>President</i><br>Mr. Michael Thomas, <i>VP Workforce</i><br>Ms. Anna Lansaw, <i>ED Procurement</i>   |
|       | i. Procurement Policies & Procedures <b>(Information)</b>            |   |
|       | ii. Procurements Exceeding \$25,000 to \$99,999 <b>(Information)</b> |   |
|       | a. Textbooks (Pearson Education Inc.)                                | \$32,397.00   |
|       | b. Thermal Copier Machines (Canon USA, Inc.)                         | \$25,410.00   |
|       | iii. Financial Monthly Performance Report <b>(Information)</b>       |   |
| V.    | College Policies (Tab 8) <b>(Vote)</b>                               | Mr. Kurt L. Schmoke, <i>Chair</i>   |
|       | a. None  |   |
| VI.   | Presentations (Tab 9)  | Mr. Kurt L. Schmoke, <i>Chair</i><br>Dr. Debra McCurdy, <i>President</i><br>Ms. Donna Thomas, <i>Interim VP Student Affairs</i><br>Dr. Debra McCurdy, <i>President</i><br>Mr. Peter Farrell, <i>CIO</i> |
|       | a. Enrollment Update   |   |
|       | b. ERP Update  |   |
| VII.  | President's Report (Tab 10)  | Mr. Kurt L. Schmoke, <i>Chair</i><br>Dr. Debra McCurdy, <i>President</i>  |
| VIII. | Active Search Listing (Tab 11)                                       | Mr. Kurt L. Schmoke, <i>Chair</i>   |
| IX.   | Motion for Adjournment <b>(Vote)</b>                                 | Mr. Kurt L. Schmoke, <i>Chair</i>   |

**BOARD OF TRUSTEES**

**BALTIMORE CITY COMMUNITY COLLEGE**

**BOARD ACTIONS / CONSENT AGENDA**

TAB 2 | September 18, 2024 Minutes

TAB 2 | September 18, 2024 Closed Session Meeting Summary

TAB 2 | October 10, 2024 Finance/Audit Committee Meeting Minutes

TAB 3 | Student Government Association Report

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**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 2 | September 18, 2024 Minutes

TAB 2 | September 18, 2024 Closed Session Meeting Summary

TAB 2 | October 10, 2024 Finance/Audit Committee Meeting Minutes

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**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

Open Session Minutes | 4:00pm September 18, 2024 (Virtual Zoom Meeting)

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

**Also Present:** President Debra L. McCurdy

**Board Members Absent:** Ms. Leila Parker and Ms. MacKenzie Garvin

I. Call to Order

Chairman Schmoke called the meeting to order at 4:04pm on September 18, 2024. The Agenda was unanimously approved upon a motion by Trustee Weiss, seconded by Trustee Blum.

II. Board Actions/Consent Agenda

- a. June 18, 2024 Open Session Meeting Minutes (Tab 2)
- b. June 18, 2024 Closed Session Meeting Summary (Tab 2)
- c. September 12, 2024, Finance/Audit Committee Meeting Minutes (Tab 2)
- d. Student Government Association (Tab 3)

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

III. Items Removed from the Agenda (Tab 6)

- a. Faculty Senate Comments (Tab 5)
- b. AFSCME Local #1870 at BCCC Comments (Tab 4)

IV. New Business (Tab 7)

- a. Finance/Audit Committee Meeting, September 12, 2024
  - i. Procurement Polices & Procedures
  - ii. Procurement Exceeding \$25,00 to \$99,999
    - a) Strategic Planning Online Platform (Cordance, LLC) \$83,272.00
    - b) Microsoft HoloLens (Microsoft Corporation) \$42,000.00
    - c) Adobe Creative Cloud/Sign Subscriptions (Bell Techlogix Inc.) \$45,956.96
    - d) IT Helpdesk Ticketing Management System (Freshworks Inc.) \$45,987.00
    - e) Dental Kits (Hu-Friedy MFG ) \$52,705.23
    - f) Textbooks/ Access Codes (Cengage Learning Inc.) \$161,200.75
    - g) Access Codes (Cengage Learning Inc.) \$25,896.00
    - h) Textbooks (Elsevier, Inc.) \$38,174.06
    - i) Textbooks/Access Codes (Pearson Education Inc.) \$238,751.89
    - j) Textbooks/Access Codes (McGraw-Hill) \$60,372.50
    - k) Textbooks/Access Codes (McGraw-Hill) \$235,569.00
    - l) LSB Gas Leak Repair (Warrior Plumbing & Heating Inc.) \$28,654.00
  - iii. Procurement(s) exceeding \$100,000.00

a. Architectural & Engineering Services Indefinite Quantity Contract

Awardee(s):

Noelker and Hull (SBR designated)  
K.Dixon Architecture, LLC (SBR designated)  
Gipe Associates, Inc. (SBR designated)  
Colimore Architects (SBR designated)  
Quinn Evans Architects, Inc.

Contract Term: May 1, 2023-April 30, 2026

Modification: \$1,000,000.00

Original Contract Amount: \$500,000.00

New Contract Amount: \$1,500,000.00

The Finance Committee recommended approval. This contract will go before the BPW once the Board approves.

b.	Temporary Staffing (Creative Staffing Solutions)	\$169,500.00
c.	HVAC Preventative Maintenance & Services (Control Sources)	\$446,000.00
d.	Renovations of Fine Arts and Main Building Energy Upgrade	\$250,000.00

Items b, c and d came before the Finance Committee and were recommended for approval during its September 12<sup>th</sup> meeting; these were supported by the Board without objection.

iv. Approval Request – Bookstore Fee \$24.80 per credit hour

Aubrey Bascombe, VP of Finance and Administration explained that the Barnes & Noble First Day Program would charge each student, who did not opt out of the program, a fee per credit hour in exchange for providing all necessary textbooks. The increase to the hourly fee was now before the Board for approval. He provided information showing approximately 25 other institutions with similar Barnes and Noble textbook programs that charge students a fee between \$20 to \$27 per credit hour, with the average being \$24.40 and a minimum of \$20.00 per credit hour.

Chair Schmoke asked what happened if a student opted out of the program and VP Bascombe stated that those students would then have the option to procure the textbooks outside of the program's established fees; either through the Bookstore or through other external options of their choosing.

VP Bascombe provided information to reflect projected revenue for BCCC if various pricing options were charged. In response to a question from Trustee Terrell, he noted that there was a Maryland community college listed in the information — Cecil College, which charges \$24 per credit hour.

Dr. McCurdy noted that the College had presented the First Day contract to the Board some months ago and had since worked out various aspects of the deal with Barnes and Noble. The contract was finalized in September and would go before the Board of Public Works (BPW) in October.

The new fee was recommended for approval by the Finance Committee and was supported by the Board.



## Financial Monthly Performance Report

BCCC Monthly Financial Performance Snapshot Report						Expenditure by Category						
Baltimore City Community College												
Appropriation Year 2023												
as of August 2024												
Revenue Fund	Budget	AY23	Monthly Budget	AY23	AY24	Net Change	Description	Object	AY25	AY24	Net Change	Percentage Change
General (Unrestricted)	64,681,547	64,681,547	14,330,797	14,330,797	17,913,358	1,582,561	Labor: FTE Salaries	01	4,097,949	3,595,748	-502,202	-14.0%
Reserve	17,610,000	17,610,000	4,301,000	4,301,000	5,100,000	799,000	Labor: Contractual Employees	02	1,277,802	990,576	-287,226	-29.0%
<b>Total Revenue AY23</b>	<b>86,581,631</b>	<b>86,581,631</b>	<b>18,431,817</b>	<b>18,431,817</b>	<b>23,013,358</b>	<b>4,581,541</b>	Communications	03	43,385	4,767	-38,618	-810.1%
<b>Year-over-Year (YOY) Expense Comparison</b>												
Expense Fund	Budget	AY23	Monthly Budget	AY23	AY24	Net Change						
General (Unrestricted)	81,832,197	81,832,197	2,022,222	2,022,222	4,976,733	2,954,511	Travel	04	55,480	58,709	-3,229	-5.5%
Reserve	21,655,000	21,655,000	5,408,778	5,408,778	6,036,265	627,487	Utilities	06	87,999	183,996	-95,997	-108.2%
<b>Total Expense</b>	<b>86,581,631</b>	<b>86,581,631</b>	<b>18,431,817</b>	<b>18,431,817</b>	<b>21,013,000</b>	<b>-2,418,837</b>	Motor Vehicle	07	42,278	78	-42,200	-99.8%
<b>Net Surplus</b>												
Revenue Source	Budget	AY23	Monthly Budget	AY23	AY24	Net Change						
Unrestricted Revenues	42,881,524	42,881,524	10,670,381	10,670,381	13,082,347	2,411,966	Contractual Services	08	655,804	385,881	-269,923	-69.9%
Board of Examiners - Unrestricted	600,000	600,000	150,000	150,000	150,000	0	Supplies	09	758,156	665,821	-92,335	-13.9%
Reserve Revenues	43,800,107	43,800,107	10,951,436	10,951,436	12,830,661	1,879,225	Replacement Equipment	10	0	0	0.0%	
Continued Fund	1,870,199	1,870,199	467,550	467,550	467,550	0	New Equipment	11	71,225	284	-70,941	-24,266.2%
Grants	9,250,708	9,250,708	2,312,671	2,312,671	2,702,200	389,529	Scholarships and Fellowships	12	341,558	2,271,977	-1,930,419	-85.0%
Capital Fund	0	0	0	0	0	0	Fixed Expenses	13	725,684	668,183	-57,501	-8.6%
Reserve Fund	0	0	0	0	0	0	Deferred Maintenance	14	0	731,358	-731,358	-100.0%
Reserve Fund	0	0	0	0	0	0	<b>Total Expenses: AY25</b>	<b>8,119,318</b>	<b>9,667,387</b>	<b>-1,458,069</b>	<b>-18.0%</b>	
Reserve Fund	0	0	0	0	0	0	<b>Current Expenses by Division</b>					
Division	Budget	AY25	AY24	Net Change	Percentage Change							
Academic Affairs	21,378,054	2,709,830	2,606,672	103,158	4.0%							
Administration & Finance	17,256,053	2,089,020	2,694,368	-605,347	-22.5%							
Advancement & Strategic	1,512,726	123,476	121,350	2,126	1.8%							
Partners	7,531,891	-58,447	-175,622	117,176	-66.7%							
College Wide	4,800,389	827,241	474,593	352,648	74.3%							
Information Technology	874,023	102,692	115,371	-12,679	-11.0%							
Institutional Research & Strategic Initiatives	1,443,433	216,311	210,495	5,816	2.8%							
President's Office (Executive)	18,406,740	1,255,194	2,606,256	-1,351,062	-51.8%							
Student Affairs	2,075,968	133,612	150,075	-16,464	-11.0%							
WBC	11,229,354	720,389	753,831	-33,441	-4.4%							
WDCE	86,608,631	8,119,318	9,667,387	-1,458,069	-18.0%							
<b>Total Expenditures</b>	<b>86,608,631</b>	<b>8,119,318</b>	<b>9,667,387</b>	<b>-1,458,069</b>	<b>-18.0%</b>							

VP Bascombe stated that timing issues accounted for the changes between FY 24 and FY 25. He stated that the college had just completed its request to the state for FY 26, which was the same \$86.5 M received in FY 25.

Trustee Weiss asked if the College would meet the state's audit deadlines and VP Bascombe responded that we anticipate being done with the 2024 audit in November. He further indicated that the 2023 audit was delayed by 1 month because the chief auditor at CliftonLarsonAllen (CLA) who had oversight for the audit left the firm and a new individual assumed responsibility for the audit.

Dr. McCurdy stated that an outline and timeline regarding that FY 24 audit would be presented to the Board as work was already underway and in preparation.

## Performance Accountability Report

VP Becky Burrell gave an overview of the metrics, data and benchmarks covered in the report and explained how it addresses the college's realignment goals, its strategic plan, MHEC requirements, and the Maryland blueprint for higher education. She indicated that the Performance Accountability Report (PAR) is an annual requirement of the Maryland Higher Education Commission (MHEC) for all Maryland public colleges and universities. VP Burrell stated that the Board of Trustees approved the current cycle's benchmarks at its meeting in September 2021 and that there are 28 performance indicators and 11 student characteristics that align with the College's mission. The indicators are organized by the three goals of the 2017-2021 State Plan for Postsecondary Education and the 2022 State Plan for Higher Education. VP Burrell closed by stating that MHEC requires that each institution's governing board approves their PAR which must be submitted to MHEC by October 1, 2024.

Chair Schmoke noted that the report was dense and was obviously the result of a group effort; he commended everyone involved in putting it together.

Upon a motion by Trustee Ward, seconded by Trustee Terrell, the report was unanimously approved.

## Enrollment Update

Interim VP of Student Affairs Donna Thomas stated that MHEC projected a total enrollment for Fall 2024 of 4649 and as of earlier that day the college had reached a total enrollment of 4750 for Fall 2024.



She described an in-person student orientation session that had taken place a few Saturdays ago and said more than 500 students attended. She also noted that the College's dual enrollment program had added 7 high schools (from 8 to 15) and now had 367 students. IVP Thomas also indicated that the Early College Access Programs (Dual Enrollment) partnerships have increased from last year and that courses began September 3<sup>rd</sup> and 16<sup>th</sup> in fifteen schools. The College will continue to work through course scheduling and student attendance challenges as points of improvement. She provided highlights of the Panther Success Initiative, noting that the new program is in partnership with the Maryland Higher Education Commission and Manpower Demonstration Research Council. IVP Thomas shared information technology improvements in Student Affairs with the implementation of and ongoing training of staff for Who's Next Software and Banner Degree Works. She noted that faculty will receive Degree Works training to automate the current manual process and streamline degree auditing.

### **IT Report**

CIO Farrell noted that the College ERP implementation maintained a "green" status and that the College, which has been under DOIT oversight since 2009, anticipates an end to state oversight in June 2025. He noted that the College has contracted Ellucian Advisory Services, and that the College has prioritized its needs and will address them with Ellucian. He showed a slide showing the work underway in various areas of the College, including in payroll which the state will turn over to us completely starting in spring, 2025.

CIO Farrell provided an update regarding the College's data recovery systems, which are on-track and noted that IT had replaced all lab classroom computers, deployed Windows 11 and was working on further improvements. He also noted that the College had significantly improved its Security Awareness Training completion rates, with 98% of all PIN employees taking the training course.

### **President's Report**

The President gave a detailed presentation regarding the types of salary increases (COLA, Bonus, Increment, Additional Increment) for PIN and Eligible Contractual employees from January of 2022 to present. She also noted the 2023 increases for adjunct faculty in Academic Affairs and Workforce Development and Continuing Education and that additional increases for adjuncts are under consideration.

President McCurdy stated that she and the vice presidents for Finance, Institutional Effectiveness, and Workforce presented to the Capital Debt Affordability Committee on September 16<sup>th</sup>. The presentation included the FY2026 Operating Budget, Capital Debt Profile, and Five-Year Capital Program which included the Learning Commons, Nursing Building, North Pavilion, Wellness Center, Facilities Building, Deferred Maintenance and the downtown Center for Innovation.

The President provided a detailed update on the working progress of capital projects. She shared information regarding the Learning Commons (Library) and Nursing Building renovations and additions. She discussed the demolition and conversion of the North Pavilion as well as the status of the Wellness Center project as it relates to the Physical Education Center. The President explained how the Facilities trailer has exceeded its useful life and the College's plans for constructing a new facility. The Board was also informed of the academic capital needs in the Fine Arts Wing and the Life Science Building. The Workforce Development programming in the South Pavilion and West Pavilion occupancy of Information Technology were highlighted. An overview of the Harbor and BioPark downtown instructional spaces was provided. When asked about the capacity and utilization of the various locations by Trustee Terrell, Dr. McCurdy stated she will provide the Board with data regarding such. The programming in the

Reisterstown Plaza Center and WBJC Radio Station location were discussed. The President concluded the capital project portion of her presentation with an update on the Bard Building (Center for Innovation), parking, deferred maintenance and leased properties revenue and expenditures.

The President also noted that she and the vice presidents presented the College's progress related to the Maryland Higher Education Commission's (MHEC) strategic plan goals: Access Success, Student Success and Institutional Innovation. The MHEC presentation updates included the status of financial literacy, quality instruction, enrollment/retention/graduation strategies, information technology, capital improvements, and planning.

Chair Schmoke asked whether the enrollment numbers justified having various sites. VP for Workforce and Continuing Education Michael Thomas noted that the College needs to be in the community and needs to go where its students are. Dr. McCurdy noted that having come through COVID, the College can now plan and market with these concerns in mind. Trustee Terrell noted that it makes sense to consolidate, but it also makes sense to go where our students are.

#### IX. Motion for Adjournment

At 5:51 P.M., Chairman Schmoke read the following closing statement prior to moving to the Closed Session.

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

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

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

The Closed Session was scheduled to reconvene in five minutes.

Respectfully submitted,

Debra L. McCurdy, Ph D  
President

Next Board Meeting: October 16, 2024



### **Attendees/Participants**

Kurt Schmoke, Esq. - Chair  
Leonor Blum  
Tanya Terrell  
Dr. Roger Ward  
J.C. Weiss  
Debra L. McCurdy - President  
Gussener Augustus  
Aubrey Bascombe  
Becky Burrell  
Peter Farrell  
Lyllis M. Green  
Maria E. Rodriguez, Esq.  
Donna Thomas  
Michael D. Thomas

### **Non-BCCC Attendees**

Kristin McFarlane  
Kelly Norton

### **BCCC Faculty/Staff Attendees**

Michael Berends  
Christina Carter  
Aquila Evans  
Nadijee Fletcher  
Andrea Fricks  
Noah Grant  
Eileen F. Hawkins  
Dr. Charice Hayes  
Dr. Denise Holland  
Dorothy Holley  
Cora James  
Keenan Jones  
Anna Lansaw  
Chuck Marquette  
Dr. Tony McEachern  
Glenn Peterson  
Phillip Powell  
Patricia Raines  
Dr. Sylvia Rochester  
Shawnette Shearin  
Karen King-Sheridan  
Ja Hon Vance  
Eileen Waitsman  
Natasha Williams  
Dr. Charles N. Wilson



## **BOARD OF TRUSTEES BALTIMORE CITY COMMUNITY COLLEGE**

Closed Session Summary | September 18, 2024 (Virtual Zoom Meeting)

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

**Board Members Absent:** Ms. Leonor Blum; Ms. MacKenzie Garvin, Esq.

**Also Present:** Dr. Debra L. McCurdy

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

Chairman Schmoke brought the closed session meeting to order at 5:56 PM.

Following a motion made by Trustee Weiss, the trustees unanimously approved the consent agenda and the attached closed session materials.

Dr. McCurdy noted that the College was still in the process of hiring faculty for the upcoming semester.

Dr. McCurdy and Ms. Rodriguez gave the trustees an update on personnel and pending litigations.

Trustee Terrell noted that she had heard positive feedback regarding the demolition of the Bard building and the speed with which the College had cleaned up the site.

Upon a motion to adjourn made by Trustee Weiss, the Board voted unanimously to adjourn the meeting at 6:11 PM.

Respectfully submitted,

Debra L. McCurdy

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

October Minutes | 8:00 AM October 10, 2024 (Virtual Zoom Meeting)

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

**I. Call to Order (Vote)**

At 8:05am Chair Kurt Schmoke called the meeting to order of the Finance Committee of the Board of Trustees.

**II. Procurement Policies and Procedures (Overview)**

Nothing was reported under the Procurement Policies and Procedures.

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

a.	Textbooks (Pearson Education Inc.)	\$32,397.70
b.	Thermal Copier Machine (Canon USA, Inc.)	\$25,410.00

President Debra McCurdy presented two informational items. Trustee J.C. Weiss inquired about the cost of the thermal copier machine. Later in the meeting, Ms. Anna Lansaw clarified that the copier lease is for a 60-month term and includes a monthly estimated cost per copy, depending on whether it is black and white or color. Given that the machine is intended for Student Accounts, the estimate was set high due to expected heavy usage, particularly for printing.

**IV. Finance Update (Informational)**

CFO Aubrey Bascombe provided an overview of the College's financial status, covering current revenues and expenditures, including both unrestricted and restricted funds. He noted a college-wide negative expenditure of \$377,000, which reflects a reimbursement from an insurance claim of approximately \$800,000 received by the College.

For the upcoming budget request, CFO Bascombe stated that the College is seeking \$86.5 million for Fiscal Year 26, the same amount received from the State in Fiscal Year 2025. The College anticipates receiving about \$43.8 million from the state, with tuition and fees estimated at around \$12.5 million, restricted grants at approximately \$20.7 million, and auxiliary services expected to be just under \$5 million.

Chair Schmoke inquired whether any expenses related to the Realignment Tasks would be eliminated once the College meets these tasks and the State is satisfied. CFO Bascombe responded that, indirectly, some expenses might be reduced, but operationally, these costs would persist as they are essential for continuous operations. Dr. McCurdy concurred, emphasizing that these Realignment Tasks are activities the College should have been performing all along. While there will be additional costs due to consulting fees required to meet some Realignment Tasks, these expenses are expected to stabilize after the upcoming year. This includes managed services and consulting fees for the strategic plan, encompassing both institutional and unit plans.

Chair Schmoke also asked about any additional expenses for the Bard building, especially now that it is down. President McCurdy mentioned potential additional costs for security and grounds upkeep. VP Michael Thomas added that expenses might slightly increase, particularly for permanent staff for security and groundskeeping. The College will continue to oversee the Bard space.

CFO Bascombe provided a status on the audits and stated that College's 2023 Audit has been finalized and they are currently working on the College's 2024 Audit with weekly engagements.

**V. Motion for Adjournment (Vote)**

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

**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 3 | Student Government Association Report

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## **Baltimore City Community College**

### **CABINET UPDATE**

**Board of Trustees, October 16, 2024**

*Student Affairs*

#### **STUDENT GOVERNMENT ASSOCIATION**

**SGA Monthly Meeting** – The SGA leadership team held their first general meeting of the 2024-2025 academic year. The meeting was held on September 4, 2024 in the Mini Conference Center. Students could also join the meeting virtually via Zoom. Highlights from the meeting included the official installation of the three officers and senators. Rachel Hundertmark, President, Cindy Allsup, Vice President, Jasmine Walker, Secretary, Michaye Duncan, SGA Senator, and Tyasia Small, SGA Senator. Dayona Green (senator) was not in attendance and was not installed. Representatives from the various clubs and organizations were introduced and given a chance to tell everyone about their organization. The students also brought up concerns to the leadership to follow up. Some items included classes during the approved activity hour, lack of student appreciation, music practice rooms, lack of an on campus nurse and financial Aid account usage in the bookstore. The SGA leadership will be following up to get answers on these concerns and others from the meeting. The next general meeting will be held on October 2, 2024.

**Monthly Meeting with Dr. McCurdy** – The first scheduled meeting will held on October 23, 2024.

#### ***Activities and Events***

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

**Cookies and Constitution – September 17, 2024** -The annual Constitution Day program was held in the Mini Conference Center from 12:00 – 2:00 pm. The topic was “The Constitution: Your Right to Vote” where students were able to learn about the US Constitution with a focus on the 15<sup>th</sup> and 19<sup>th</sup> amendments. The guest speaker this year was Councilman John T. Bullock, Ph.D. Students were also given a pocket sized constitution on check-in and gourmet cookies at the end of the program. The event was co-sponsored by the Office of Student Life and Engagement, History Club, Anthropology and Sociology Club, Student Government Association and the Dept. of Education, Social and Behavior Sciences.

**Hispanic Heritage Festival – September 25, 2024** – The Hispanic Heritage Festival was held this year in the Lower Atrium of the Main Building from 12:00 – 2:00 pm. Participants were able to enjoy assorted cultural food, activities and a live performance by the artist Matias. The event was held in recognition of National Hispanic Heritage Month and was co-sponsored by the Office of Student Life and Engagement and the Student Government Association.



**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

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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**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 6 | Items Removed from the Agenda

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- None

**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

**TAB 7 | New Business**

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- a. Finance/Audit Committee Meeting September 12, 2024
  - i. Procurement Policies & Procedures **(Information)**
  - 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
  - iii. Financial Monthly Performance Report **(Information)**



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

Contract No. / Contract Title	R95P5600098 Textbooks/ Access Codes (Pearson)		
Description/Remarks: Textbook access codes for the Fall 2024 semester. (200) Human Anatomy & Physiology 12th edition. ISBN - 9780138244361 for Bio 202/203. (30) Exceptional Children: An Introduction to Special Education (11th ed.) Boston, MA: Pearson. ISBN – 978-0-13-516042-8 for SED 220. Textbooks are exempt from a formal procurement process as these are for retail purposes.			
Procurement Method:	Exempt	Category:	Textbooks
Award Amount:	\$32,397.70	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Finance & Administration	Fund Source:	08801 / 0951

Contract No. / Contract Title	R95B5600011 / R95P5600109 Thermal Copier Machine (Canon USA Inc)		
Description/Remarks: Monthly copier rental needed for the Bursar's / Student Accounts Office. A five-year lease was submitted under a Blanket Purchase Order.			
Procurement Method:	SW Contract	Category:	Computer Maintenance Contracts
Award Amount:	\$25,410.00	Contract Term:	5 Years
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Bursar's Office	Fund Source:	06640 / 0854



**Monthly Financial Performance Snapshot Report**  
**Appropriation Year 2025**  
 as of September 2024

**Total Revenue by Appropriated Fund**

Revenue Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	16,272,018	20,330,153	18,076,978	2,253,174
Restricted	21,610,084	5,355,140	4,014,191	5,729,884	-1,715,693
<b>Total Revenue AY25</b>	<b>86,508,631</b>	<b>21,627,158</b>	<b>24,344,344</b>	<b>23,806,862</b>	<b>537,481</b>

**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	16,272,018	11,260,029	11,037,287	222,742
Restricted	21,610,084	5,355,140	5,061,244	6,356,625	-1,295,381
<b>Total Expenses</b>	<b>86,508,631</b>	<b>21,627,158</b>	<b>16,321,273</b>	<b>17,393,912</b>	<b>-1,072,639</b>

	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
<b>Net Surplus</b>	<b>0</b>	<b>0</b>	<b>8,023,071</b>	<b>6,412,951</b>	<b>1,610,120</b>

**Year-over-Year (YoY) Revenue Comparison**

Revenue Sources	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
<b>Unrestricted Revenues</b>	<b>65,088,071</b>	<b>16,272,018</b>	<b>20,330,153</b>	<b>18,076,978</b>	<b>2,253,174</b>
Board of Estimates - Unrestricted	600,000	150,000	0	0	0
Bookstore Revenue	935,232	233,808	637,596	486,977	150,619
Consolidated Fees	1,050,559	262,640	510,435	478,620	31,815
Credit Tuition	9,251,716	2,312,929	4,985,540	3,934,970	1,050,570
Facilities Capital Fees	109,971	27,493	48,829	44,968	3,861
Investment Income	514,604	128,651	218,508	399,688	-181,180
Local Contract	189,524	47,381	189,524	0	189,524
Non-Credit Fee Revenue	420,610	105,153	463,818	190,176	273,642
Non-Credit Tuition	750,000	187,500	584,340	212,250	372,090
Other Fee Revenue	0	0	8,706	0	8,706
Other Revenue	0	0	1,355	11,947	-10,592
Parking and Transportation	34,719	8,680	3,699	4,420	-721
Real Estate Lease Income	1,569,908	392,477	94,027	387,529	-293,503
Registration Fee	299,995	74,999	138,138	106,678	31,460
State Appropriation	48,280,224	12,070,056	12,070,056	11,456,178	613,878
Technology Fees	700,000	175,000	340,290	293,420	46,870
Tower Rental Income	131,092	32,773	22,040	59,642	-37,602
Transcripts	39,084	9,771	9,773	9,515	258
Vending Machine Commission	0	0	3,479	0	3,479
WBJC Asset Agreement	210,833	52,708	0	0	0
<b>Restricted Revenues</b>	<b>21,420,560</b>	<b>5,355,140</b>	<b>4,014,191</b>	<b>5,729,884</b>	<b>-1,715,693</b>
Deferred Maintenance	0	0	0	3,091,702	-3,091,702
COVID Relief	0	0	0	0	0
Federal Grants	14,266,708	3,566,677	2,432,146	422,249	2,009,896
Indirect Cost - Other	117,800	29,450	0	0	0
Other Restricted Revenue	0	0	6,660	0	6,660
Private Gifts, Grants & Contracts	495,167	123,792	0	0	0
RYP - Artworks	0	0	0	0	0
State and Local Grants	4,874,323	1,218,581	1,201,309	1,541,925	-340,616
Student Activities	0	0	25	0	25
WBJC	1,666,562	416,641	374,051	674,008	-299,956
<b>Total Revenue AY25</b>	<b>86,508,631</b>	<b>21,627,158</b>	<b>24,344,343</b>	<b>23,806,862</b>	<b>537,481</b>



**Monthly Financial Performance Snapshot Report**  
**Appropriation Year 2025**  
**as of September 2024**

**Expenditure by Category**

Description	Object	AY25 YTD	AY24	YTD	Net Change	Percentage Change
Labor: PIN Salaries	01	7,016,799		6,713,286	303,514	4.5%
Labor: Contractual Employees	02	1,797,151		1,503,868	293,283	19.5%
Communications	03	6,370		7,299	-929	-12.7%
Travel	04	104,496		77,666	26,829	34.5%
Utilities	06	265,848		336,509	-70,661	-21.0%
Motor Vehicle	07	6,716		78	6,638	8510.5%
Contractual Services	08	1,196,531		719,643	476,887	66.3%
Supplies	09	1,548,555		1,154,473	394,082	34.1%
Replacement Equipment	10	12,611		0	12,611	0.0%
New Equipment	11	71,225		10,906	60,319	553.1%
Scholarships and Fellowships	12	4,051,494		5,380,876	-1,329,382	-24.7%
Fixed Expenses	13	243,477		687,737	-444,260	-64.6%
Deferred Maintenance	14	0		801,572	-801,572	-100.0%
<b>Total Expenses AY25</b>		<b>16,321,273</b>		<b>17,393,912</b>	<b>-1,072,639</b>	<b>-6.2%</b>

**Current Expenses by Division**

Division	Budget	AY25 YTD	AY24	YTD	Net Change	Percentage Change
Academic Affairs	21,378,054	4,036,715		4,239,365	-202,650	-4.8%
Administration & Finance	17,256,053	3,767,954		4,066,087	-298,133	-7.3%
Advancement & Strategic Partners	1,512,726	198,589		195,323	3,266	1.7%
College Wide	7,531,891	-376,765		12,687	-389,451	-3069.8%
Information Technology	4,800,389	1,239,248		837,887	401,362	47.9%
Institutional Research & Strategic Priorities	874,023	168,848		180,806	-11,957	-6.6%
President's Office (Executive)	1,443,433	311,079		287,781	23,298	8.1%
Student Affairs	17,651,859	5,577,839		6,122,213	-544,374	-8.9%
WBJC	2,075,968	254,274		238,718	15,556	6.5%
WDCED	11,984,236	1,143,491		1,213,046	-69,555	-5.7%
<b>Total Expenditures</b>	<b>86,508,631</b>	<b>16,321,273</b>		<b>17,393,912</b>	<b>-1,072,639</b>	<b>-6.2%</b>

**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 8 | College Policies

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- None



**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 9 | Presentations

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- Enrollment Update
- ERP Update

# **Board of Trustees Meeting**

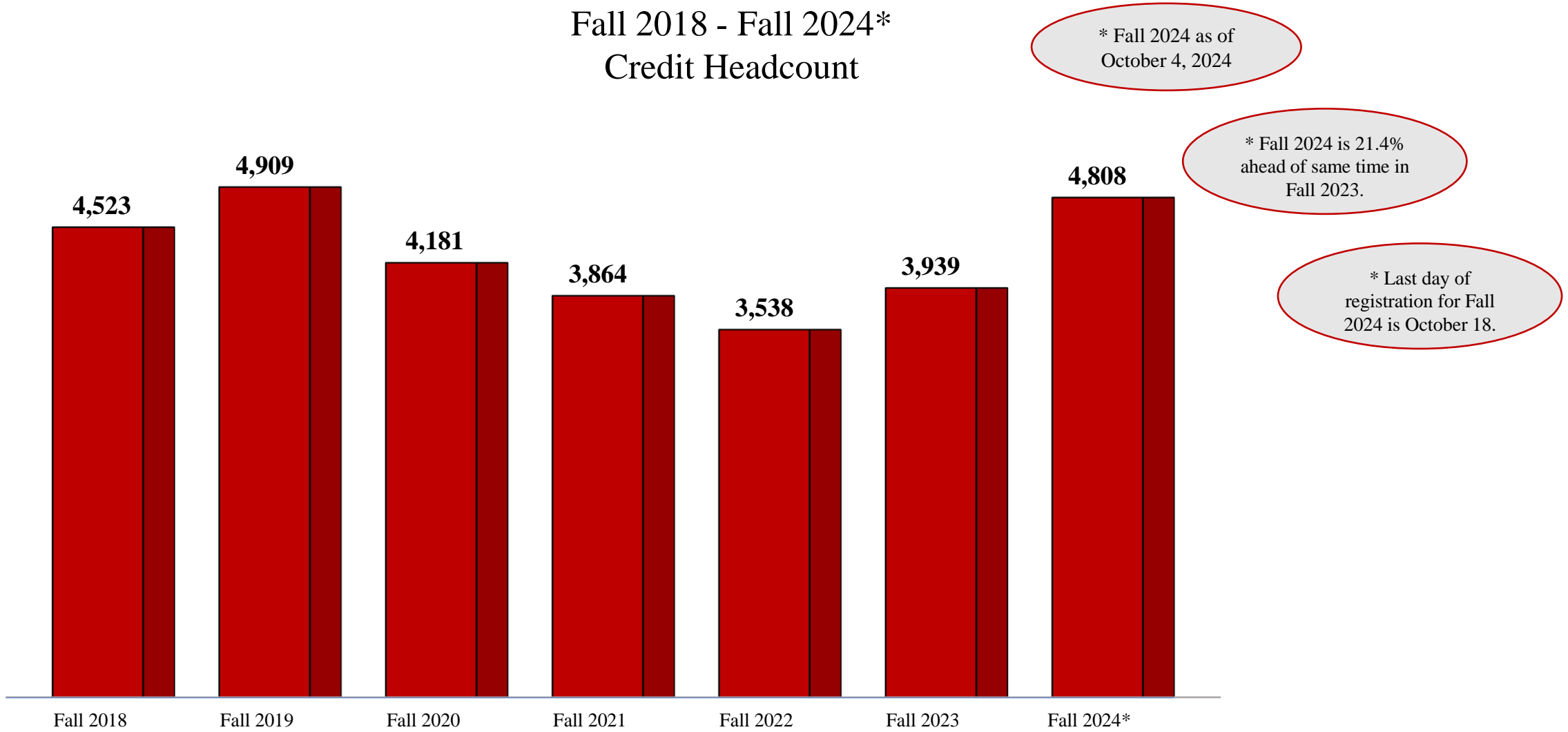
Wednesday, October 16, 2024

## **Enrollment Report**

Donna Thomas, Interim Vice President for Student Affairs

# Realignment Task 5 Enrollment & Recruitment Planning

## Fall 2018 - Fall 2024\* Credit Headcount



# Realignment Task 5

## Enrollment & Recruitment Planning

### **Recruitment & Partnership Engagements**

- **National Association for College Admission Counseling (NACAC) College Fair** – October 16, 2024, at Baltimore Convention Center from 9:00-12:00 p.m. and 6:00-8:00 p.m.
- **Weekly Information Sessions** – Beginning the week of November 4<sup>th</sup> weekly informational sessions on the General and MSP Admission Process will be conducted virtually
- **Gwynns Falls Elementary School Partnership** – Established partnerships with school in 2023-2024, will return to participate in Character Book Parade on October 31<sup>st</sup>

# Realignment Task 5

## Enrollment & Recruitment Planning

### **Mayor's Scholars Program Updates**

- **Mid-year student Advisor Appointments**
  - Meet with students and evaluate current academic standing and if applicable develop an academic plan for success
- **Planning Panther Talks Series: November & December**
  - Real-life discussion on topics that engage with students and build student connections
- **FAFSA Completion Sessions**
  - **2024-2025** - resolving outstanding FAFSA applications for current MSP participants
  - **2025-2026** - assisting current students with next years application

# Realignment Task 5

## Enrollment & Recruitment Planning

### Updates

- **Testing Center – *Now* offers Ability to Benefit (ATB) Testing**
  - Allows postsecondary test takers without a high school diploma to receive Title IV financial aid when they're dually enrolled in a career pathway program and in adult education
  
- **National Society of Leadership & Success (NSLS) –** BCCC is the second chapter at a community college in Maryland to launch NSLS. To date a total of 257 students have accepted their nominations.
  
- **Transfer Fair –** October 30, 2024, 10:00-1:00 p.m.
  - More than 30 colleges and universities expected to attend

# Realignment Task 5

## Enrollment & Recruitment Planning

Questions?

## Realignment Task Update #9

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



Peter Farrell, CIO

Date: October 16, 2024

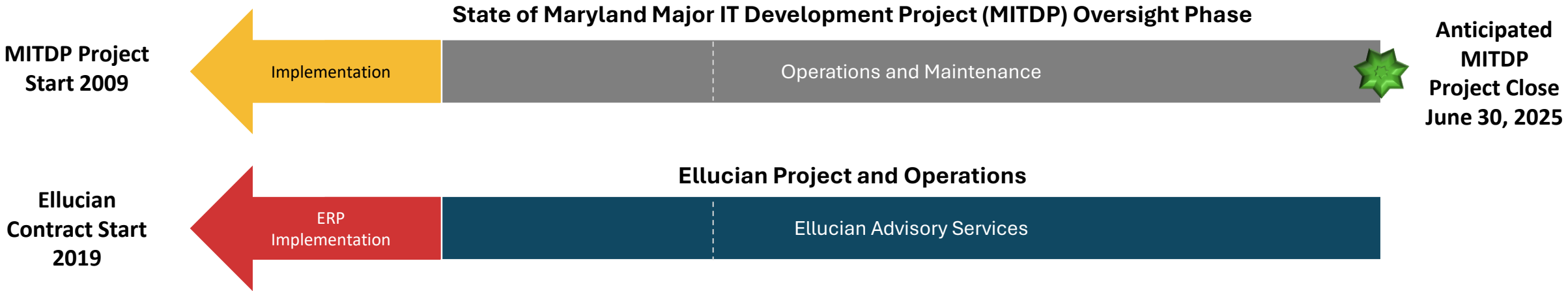
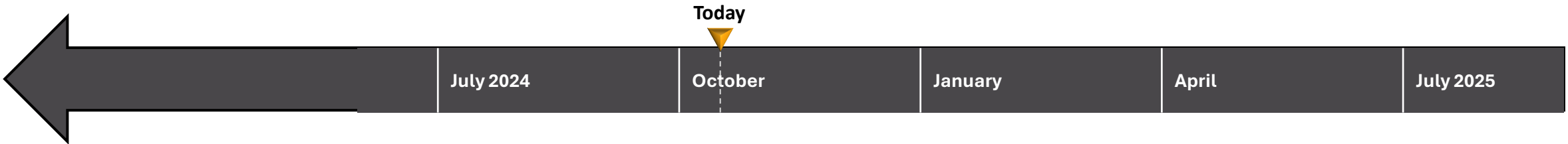


# ERP Project Status

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)



# 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

Student	CRM Recruit / Admissions	Financial Aid	Student Accounting	Finance	Human Resources / Payroll	Information Technology Services
<p><b>Credit</b></p> <ul style="list-style-type: none"> <li>• Test Score load in Banner</li> <li>• Pre-requisite and co-requisite configuration</li> </ul> <p><b>WDCE</b></p> <ul style="list-style-type: none"> <li>• Student life-cycle overview</li> <li>• Admissions process</li> <li>• Test scores (TABE and CASAS)</li> <li>• Class registration (self registration vs staff registration)</li> <li>• Block registration</li> </ul>	<ul style="list-style-type: none"> <li>• Recruiter territory configuration</li> <li>• Inquiry form</li> <li>• Reporting and dashboard</li> <li>• User access administration</li> </ul>	<ul style="list-style-type: none"> <li>• Award Year 2024/25 Configuration</li> <li>• FISAP data discrepancies</li> <li>• Work-study financial aid discrepancy correction</li> <li>• Refund of Pell and SEOG for withdrawn students</li> </ul>	<ul style="list-style-type: none"> <li>• Refund of Pell and SEOG for withdrawn students (joint effort with Financial Aid)</li> <li>• Detail code evaluation and prioritization</li> <li>• Correction of student accounts</li> <li>• Application of payment</li> </ul>	<ul style="list-style-type: none"> <li>• Review of finance system configuration</li> <li>• Pooled budget vs line-item budget</li> <li>• State appropriation implementation using <i>grant</i> module</li> </ul>	<ul style="list-style-type: none"> <li>• Contractual payroll</li> <li>• Payroll error correction</li> <li>• Shift-differential rules using the premium pay functionalities</li> <li>• Salary update using <i>Salary Planner</i> tool</li> <li>• Salary update using <i>EPAF (Electronic Personal Action Form)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Enrollment dashboards and reports</li> <li>• Employee dashboards and reports for Payroll</li> <li>• Active Directory integration (person search and sync) for help desk support</li> </ul>

# Disaster Recovery Project

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.

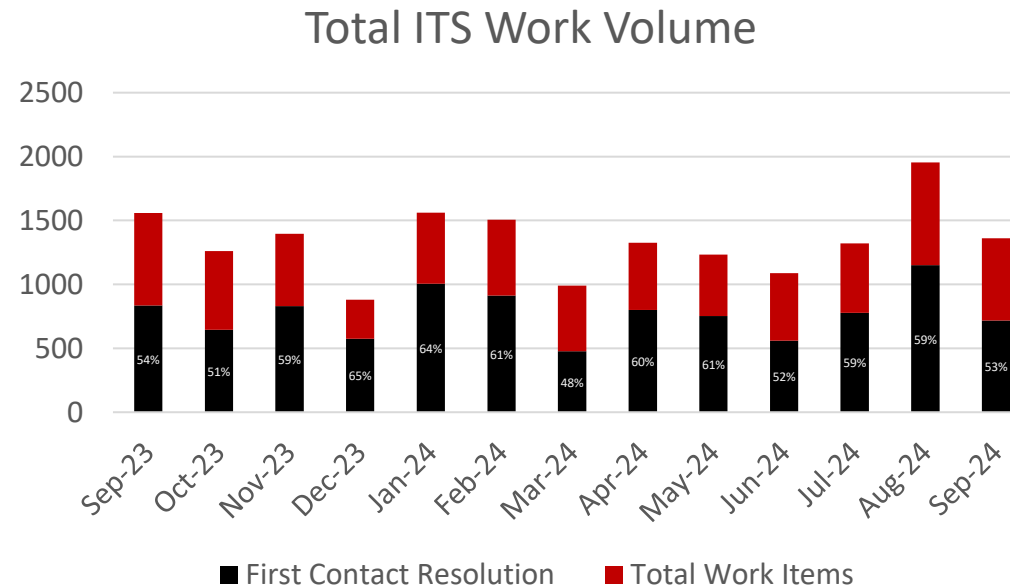
## **Work underway:**

- 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*



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

Questions?

**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 10 | President's Report

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



## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

**Board of Trustees, October 16, 2024**

#### **CABINET UPDATE**

*Academic Affairs*

#### **ACCREDITATION**

##### ***ACEN and MBON Site Visit Follow-Up***

The Office of Academic Affairs assisted with and helped lead the post accreditation planning meetings for Nursing. The purpose of the planning meetings is to ensure that all findings resulting from the 2024 Self-Study report and site visit are addressed for program compliance and continuous improvement.

##### ***Accreditation Council for Business Schools and Programs (ACBSP)***

Administrative oversight and support was provided to the Business and Technology faculty and staff in preparation for the ACBSP Self-Study report submitted on June 15, 2024, and site visit scheduled for October 8 – 11, 2024. The Self-Study report focused on showing compliance with the seven Standards outlined by the accreditor. The academic programs undergoing review as part of the Self-Study review process include Accounting; Business Administration, Transfer; Business Management; Business Marketing; Computer Information Systems; Office Administration.

Each program is required to show evidence of compliance with the Standards listed below.

- Standard I – Leadership
- Standard II - Strategic Planning
- Standard III – Student and Stakeholder Focus
- Standard IV – Student Learning Assessment
- Standard V – Faculty Focus
- Standard VI – Curriculum
- Standard VII – Business Unit Performance

##### ***Program Review and Evaluation***

Deans, Associate Deans, and the AVP for Curriculum and Instruction met with the Program Review and Evaluation Committee Chair to prepare for the 2024-2025 program review. A standing meeting is available to faculty and administrators throughout the academic year to provide ongoing support to deans and program coordinators with academic programs scheduled for review. There are six academic programs in the School of Business, Science, Technology, Engineering, and Mathematics (BSTEM) scheduled for review by the Program Review and Evaluation Committee (PREC) during the current academic year.

##### ***Program Development***

The AVP for Curriculum and Instruction and the AVP for Academic Engagement and Partnerships reviewed the American Sign Language and Deaf Studies Certificate program proposal for submission to the Maryland Higher Education Commission (MHEC for approval). Once the program is approved by MHEC and the U.S. Department of Education, the College can begin offering the program in the Summer or Fall of 2025. The College currently offers an Associate's degree in American Sign Language and Deaf Studies.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

**Board of Trustees, October 16, 2024**

#### *External Reporting to Regulatory Agencies*

##### Maryland Higher Education Commission (MHEC)

- The Academic Leadership team collaborated to provide information that informed the 2024 Report on Best Practices and Annual Progress toward the 55% Completion Goal.
- The Academic Leadership team collaborated to provide information that informed the Operating and Capital Budget Report.

#### *Professional Development*

Deans, Associate Deans, and Program Coordinators in Academic Affairs attended in-house professional development training on the Degree Works. Degree Works is a web-based tool used by students and advisors to track degree requirements and monitor progress toward degree completion. The training was hosted by the Registrar and was a collaborative effort between Academic Affairs and Student Affairs. A number of faculty in nursing and other disciplines engaged in professional travel for conferences.

#### *Faculty Credential Evaluation and Review*

- The AVP for Curriculum and Instruction reviewed transcripts for newly hired FT and adjunct faculty for the 2024-2025 academic year. The evaluation and review of faculty credentials is a critical prerequisite for hiring highly qualified faculty appropriate to the discipline.
- The AVP for Curriculum and Instruction reviewed transcripts for faculty in Business and Technology to prepare for the ACBSP site visit. Deans/Associate Deans were provided direction on transcript review and the degree requirements for hiring faculty

#### *Adjunct Faculty Contracts*

The AVP for Curriculum and Instruction reviewed and recommended adjunct faculty contracts for fall 2024. This included personnel across each of the three Schools to ensure that up to date transcripts were on file. Orientation sessions will be refined to provide an overview to prepare adjunct faculty for accessing student information and attendance/grade submissions.

**Baltimore City Community College**

**PRESIDENT’S REPORT**

**Board of Trustees, October 16, 2024**

**CABINET UPDATE**

*Ms. Donna Thomas, Interim Vice President, Student Affairs*

**RECRUITMENT & ADMISSIONS**

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

The Admission Recruiters participated in on-off campus recruitment activities. Also provided in-person tours to students/parents who visited the College and completed the admission application. Due to the in person increase in traffic, recruiters provided support to the main office by evaluating transcripts and assisting students in completing the admissions application.

The remaining Admission Recruiter positions were filed in September. Active recruiting is ongoing to fill vacant positions in Admissions: Veterans Coordinator, Office Specialist, and Data Entry Clerks.

**Recruitment Activities**

Date of Event	Organization/School	Event Type
9/6/2024	YO Baltimore (Westside)	Community Event
9/17/2024	Edmondson Westside High School	College Information Session
9/26/2024	Augusta Bell Savage Institute of Visual Arts	College Tour & Information Session
9/26/2024	Excel Academy at Francis M. Wood	College Tour & Information Session

**Admission Operations**

	September 2024
Number of Sign ins for Walk-in Service	404

**Enrollment**

**Fall 2024**

The Fall 2024 enrollment goal set by the Maryland Higher Education Commission is 4,649. BCCC current enrollment is 4,808. The College exceeded the enrollment goal set by MHEC. The Fall 2024 enrollment is 21.4% ahead of the Fall 2023 enrollment at this time last year. The last date for students to register for the Fall 2024 second 8-week term is October 18, 2024.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

**Board of Trustees, October 16, 2024**

#### **MAYOR'S SCHOLARS PROGRAM**

A total of 483 (new and continuing) students are enrolled for the Fall 2024 term in the Mayor's Scholars Program (MSP).

In, September 2024, the MSP provided direct support to 182 students by email or in-person. Students presented themselves for assistance with advising, weekly class/grade check-in appointments, schedule changes, etc.

Also, a Canvas page was created to communicate to students with reminders about the MSP program and to conduct student grade check-in processes for the mid-term review/engagement.

Additionally, MSP staff are planning the November and December "Panther Talks" series for students. The Panther Talks series allow students to come together for real-life discussions on topics that matter to student success and connect with their peers.

#### **INTERNATIONAL STUDENT SERVICES (ISS)**

ISS held over 79 admission and advisement meetings with F1 visa international students in-person, by phone and virtually. Also, over 47 emails to F-1 visa students were sent. ISS staff met with many students in-person (212), which accounted for 51.6% of the Admissions Office total (n=411).

Most of the ISS enrollment-based appointments were related to applications and enrollment activity for Spring 2025. Several admitted students at the end of the application period continued to have difficulties finding enough courses to meet their F1 visa requirements- at least 12 credits overall, of which at least 9 credits/hours must meet in-person (completely or hybrid).

ISS staff received 147 new applications in September, of which 134 were for spring 2025 entry, compared to 47 total applications received for spring 2025 during the June-August application period. The 147 applications in September 2024 were an increase from September 2023. To date, the applications for Winter-Spring 2025 (n=181) are at the approximately same pace as the applications for Winter-Spring 2024 (January-September) (n=200).

Of the 92 new I-20s issued for fall 2024, about 23 were unable to receive an F-1 visa in time to join the College in time. There were 7 students who decided to transfer to another college.

There has been approximately 50% growth in F-1 student visa enrollment compared to fall 2023 semester. Of the 92 students issued new I-20s, most enrolled for the fall 2024. Some F-1 visa students are no longer actively enrolled, with 34 students transferring to other colleges/universities, 4 students changing their visa status, and 3 on post-graduate employment (OPT). Currently about 140 students are in F-1 status at BCCC.

The Coordinator of International Student Services and the International Student Advisor convened the weekly meetings of the International Students Club, along with co-advisor Prof. Daniel Izume starting on 8/22/24. The club held 4 weekly meetings, with annual elections held on 9/5/24, proctored by two of the co-advisers.

#### **ATHLETICS**

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees, October 16, 2024**

This month will see Women's Basketball team back in action for the first time since 2019. They are slated to play a 30-game season culminating with the Region 20 championships, which will be hosted by BCCC. Their first events will be exhibition games at Mount Zion Prep and Morgan State University. The exposure will be a great opportunity for the women to play in front of NCAA Division I coaches who are looking for talent. The Women's Volleyball team continues its season through October. The Men's Basketball team kicks off their first competition at the Henrico Jamboree in Virginia. This event is a showcase opportunity for our student athletes as there will be dozens of four-year coaches in attendance looking for recruits.

The competition schedules for all the teams are posted on the Athletic Department website located at [www.bcccpanthers.com](http://www.bcccpanthers.com)

### **OFFICE OF FINANCIAL AID**

In September 2024, financial aid disbursements for the 2023-2024 award year paid to students from the following sources are:

- Total Federal funds paid to students: \$9,887,897
- Total State funds paid to students: \$462,321
- Total Institutional aid paid to students: \$101,300

For the 2024-2025 award year the Office of Financial Aid has generated financial aid packages for students as follows:

- Federal Work-Study Allocation: \$1,025,125
- Pell Grant Allocation: \$22,784,067
- Federal SEOG Allocation: \$817,000
- **Total Packaged Amount:** \$24,646,189
- Federal Work-Study **Disbursed:** \$110,424
- Pell Grant **Disbursed:** \$3,662,220
- Federal SEOG **Disbursed:** \$110,500
- **Total Disbursed Amount:** \$3,873,144

During the month of September, the Financial Aid Office achieved several significant milestones:

1. **FISAP Submission:**
  - Successfully submitted the Federal Fiscal Operations Report and Application to Participate (FISAP) on September 27, 2024. This is a critical compliance requirement for continued participation in federal student aid programs.
2. **Aggressive Campaign for Federal Work-Study (FWS) Community Service Placements:**
  - An aggressive campaign was launched to promote FWS, specifically focusing on community service placements. This led to the successful placement of 15 students as tutors and assistants in various community departments, allowing students to gain valuable work experience while addressing community needs.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

**Board of Trustees, October 16, 2024**

#### **3. FAFSA Completion Support:**

- The Financial Aid Office provided comprehensive one-on-one support for students completing their FAFSA forms. This assistance ensured that students completed their applications accurately and on time, supporting their access to aid.

### **TRIO STUDENT SUPPORT SERVICES PROGRAM**

In September 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 academic advising, assisting participants with class selection for the fall semester, and guiding students through the FAFSA completion process. These efforts were crucial in ensuring that participants were well-prepared and had the necessary resources for a successful academic year.

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.

#### **Monthly Contact Totals:**

<b>Type of Contact</b>	<b>No. of Students</b>	<b>No. of Visits</b>
Virtual and In-person	43	52

#### **Student Programming Highlights:**

##### **StudentLingo Online Workshops:**

Currently, there are 137 participants enrolled on the platform, with 48 actively working on modules. The average time spent on these modules is 11 hours, and there were 40 successful completions of workshops in September. 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:**

Outreach and recruitment efforts included social media blasts, Canvas posts, emails, and participation in college-sponsored events. At these events, students met with SSS staff and current program participants, learned about the services and resources offered by SSS, and received assistance with completing the SSS application. These efforts resulted in a total of 11 new applications.

##### **Professional Development:**

The program director and coordinator attended the Council for Opportunity in Education (COE) annual conference in New York City from September 8–11. The director also attended the U.S. Department of Education's "Introduction to TRIO APR Digital Signature" webinar on September 24, 2024.

## **Baltimore City Community College**

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#### **TRIO UPWARD BOUND MATH AND SCIENCE PROGRAM (UMBS)**

##### **UBMS Student Participants**

**Number funded to Serve:** *objective met*

- Target enrollment: 62
- Actual enrollment: 63 students=102% capacity
- Percentage of students First Generation & Low Income: 66.6% (42/63)

##### **Outreach and Recruitment**

UBMS had reached the target number for recruitment for our Target Schools:

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

##### **Program Highlights:**

- An 11th grade UBMS participant attending Digital Harbor will graduate 1 year earlier in 2025.
- Coordinator Shephard attended the Back-to-school night event at National Academy Foundation (NAF) on Sept. 19<sup>th</sup>, for 2024-25 recruitment
- Ongoing Administrative task to close out the 2023-24 School year:
  1. Compile student data in preparation for the annual performance report (APR)
  2. UBMS Fall program planning, including dual enrollment advisement at BCCC
  3. Planning for the *new* Saturday Parent Academy to include workshops, community engagement, fun and resources to support the needs of the UBMS family.

##### **Professional Development:**

September 8, 2024-Sept. 11, 2024

- **COE Annual Conference, New York City, NY**  
This national conference provided TRIO professionals with new and innovative best practices in managing a TRIO program. Updates from the COE President, Board members and DOE leaders shared regulatory and legislative initiatives that impact TRIO funding. TRIO Alum and community partners also shared success stories that highlight the necessity and success of our programs.

Sept. 19, 2024

- **Department of Education, Annual Performance Report- Digital Signature Training**  
Discussion from DOE regarding updates and the new digital signatures that will be implemented for the 2023-24 APR submission and beyond.

Sept. 19, 2024

- **Active Shooter Training for BCCC Staff.** Staff Training on emergency preparedness and early warning behaviors to identify and address active shooter incidents in the workplace and beyond.

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**STUDENT SUCCESS CENTER**

Advising Operations (In-Person Drop-In Visits)

**Year to Date Comparison**

Month	September 2023	Month	September 2024
Advising	773	Advising	857

Month	Count	Average Wait Times	Average Session Times
September 2024	857	28 Minutes	23 Minutes

September: Week Of	Count	Average Wait Times	Average Session Times
9/2/2024	234	24 Minutes	30 Minutes
9/9/2024	226	22 Minutes	23 Minutes
9/16/2024	217	46 Minutes	15 Minutes
9/23/2024	152	18 Minutes	23 Minutes
9/30/2024	28	24 Minutes	21 Minutes
<b>Total</b>	<b>857</b>	<b>28 Minutes</b>	<b>23 Minutes</b>

- Most visits were Mondays-Wednesday.
- More students arrive between 10AM-12PM.
- There was an increase of 84 students comparing September 2023 to September 2024.
- There was a gradual increase of wait times throughout the summer as advising staff are also serving on the Virtual Help Desk (VHD).

Most students requested assistance with academic planning and registration. The Other category was explored with advisors who report that students come for discussions/concerns about their classes and life matters. No Response indicates the number of students who left prior to their name being called (likely due to the inability to wait).

Service Name	Total Services
Academic Planning	307
Registration	265
Other	103
No Response	74
Withdrawal/Drop Class	42
Satisfactory Academic Progress (SAP/Financial Aid)	40
Unnamed	37
Career Advising	36
Transfer Advising	23
Completion/Graduation	10



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Academic Standing	8
Group Advising	1
Total Department Services*	947

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

Appointments

31 Scheduled for September

The highest scheduled service was Panther Success ONLY: General Studies & Visual Arts, Health & Biosciences and Panther Success ONLY: Health & Biosciences.

Highlights

- **Panther Success**

- As of September 30th, three hundred and thirty-three (333) students expressed interest in Panther Success.
- After screening, 167 students have been admitted with no priority for students in academic warning and/or below a 2.5 grade point average.
- Enrollment has almost doubled to 43 students since August. A total of seventy-two percent (72%) of students have achieved one or more contacts with an advisor for the month. Thirty-seven percent (37%) of the cohort has 2 or more contacts.
  - The Pathway with the most student participants includes Health & Biosciences, Human Services & Law Enforcement and Business & Hospitality. The advisor with the highest participation (percentage) is Manufacturing, Construction, Engineering, Transportation, Distribution and Logistics combined with General Studies & Visual Arts.
- Proactive Advising Approach
  - Students have received communications via Canvas and directly from their advisor.
  - Participation opportunities included the Better Student Success Workshops from the Center for Academic Achievement.
  - Opportunities to connect with an advisor included drop-in services (walk-in advising and Virtual Help Desk) and appointments.

- **Fall Registration**

- Advisors have continually serviced students who presented after the Fall semester start and were still looking to enroll in late starting sessions.
- Communicated with relevant Associate Deans/Deans when courses were full and students were presenting with an enrollment demand in certain courses to include primarily developmental English and mathematics, PRE 100, pre-nursing and health profession prerequisites, general education courses and first year Information Technology courses.

Next Steps

- **Interview and selection** process to replace the two (2) advisor vacancies and Director of the Student Success Center.
- **Transfer Fair** Coordination-October 30<sup>th</sup> from 10AM-1PM and **Ready, Set, Graduate Sessions** for near completers.

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- **Panther Success-** the focus is providing quality programming for the students enrolled and continue to work towards our target (300) as the department rebuilds our staffing. Student ambassadors will continue to call students who have been admitted but have taken no action (completion of orientation and commitment form).
  - Proactive outreach to students for either October advising meetings, attendance at programs sponsored by the Center for Academic Achievement or the Transfer Fair. November opportunities will include programs sponsored by the Student Support and Wellness Services (SSWS).
  - Continued contact with students to complete the final steps for full admission before the start of the 2<sup>nd</sup> 8-week session (to be included in the Fall 2024 cohort). After the 2<sup>nd</sup> 8-week session begins, other students will be considered for the Spring 2025 cohort.
  - Advisors having caseload reviews for enrollment, academic history and participation. Reaching out to students with no contacts via phone.

**TESTING CENTER**

*Summary of Testing Appointments*

The Baltimore City Community College (BCCC) Liberty Campus Testing Center administered 445 exams to BCCC students and community members.

Exam Name	Exams Administered	Revenue
Accuplacer	264	
Accuplacer ESL	17	
Accuplacer MSP	2	
Accuplacer MSP ESL	1	
Accuplacer HS Testing	0	
Accuplacer Retest	15	
External Accuplacer	0	
BCCC Course Exams	12	
Biology Exemption	12	
Biology Exemption Retest	1	
CLEP	3	\$101.85
Computer Literacy	7	
Computer Literacy Retest	3	
External Course Exams	5	\$203.70
GED	61	-
Parapro	26	\$984.55
TEAS	16	\$509.25
<b>Total Exams Given</b>		
	445	
<b>Total Number of Individuals Tested</b>		
	372	
<b>Total Revenue Generated</b>		
	\$1,799.35	

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*Data Breakdown*

- BCCC Testing Center administered 445 exams in-person to 372 individuals (unduplicated) in September.
- GED August Revenue:
  - Exams Delivered: 68
  - Revenue Earned: \$713.75
- GED September Revenue data will be released in the second week of October

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
66	110	87	68	69	45

*Updates and Collaborations Efforts towards Goals*

1. The BCCC Testing Center is now an Ability-To-Benefit (ATB) Testing Site
  - a. Ability to Benefit (ATB) allows postsecondary test takers without a high school diploma to receive Title IV financial aid when they’re dually enrolled in a career pathway program and in adult education.
    - 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**

During September 2024, the Disability Support Services Center registered 15 students for renewal accommodations and conducted 32 new intakes/ orientations totaling 102 students receiving services to date.

The Director conducted a total of 45 in-person meetings, zoom, and video conference calls with prospective students and their parents, as well as faculty, Departmental Associate Deans, and Deans, to address critical concerns related to accommodative services. These meetings served as a vital platform for clarifying policies, providing guidance, and ensuring that accommodations were aligned with each student’s specific needs. In addition, Disability Support Services staff played an active role in student-driven activities such as Welcome Week, New Student Orientation, and classroom visits, where they directly engaged with students to raise awareness and increase the visibility and utility of the services offered. To further bolster support for students with disabilities, the Director and team conducted weekly recruitment efforts aimed at enhancing disability awareness among both existing and potential students, ensuring that the community remains informed about the available resources.

**STUDENT SUPPORT AND WELLNESS SERVICES**

During the month of September 2024, the Student Support and Wellness Services office (SSWS) served approximately 40 students virtually and in person via office visits, intakes, scheduled counseling sessions with (18) new student service request. The Counselors, Cortney Merritt, LMSW and Brian Taltoan, LCPC, conducted counseling intakes and facilitated (22) in-person (in-office) and virtual (telehealth) individual counseling sessions. Students this month present with issues surrounding school- related stress and anxiety, health stressors, test and social anxiety, depressive symptoms, struggles with basic needs and resources, interpersonal and relationship (family, romantic, platonic) issues and other major or minor mental health symptoms.

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SSWS was represented at (32) campus planning and routine meetings. SSWS counselors attended 17 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 supports is active. Further efforts will continue in hopes to bridge 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 Baltimore City Department of Health & Cultivating & Embracing Change organizations to initiate additional community partnerships to bring additional services to the BCCC community.

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. We continue to partner with the staff/faculty at Harbor Place to ensure all students are being served.

Courtney Merritt was honored at NAMI's annual award ceremony for her outstanding work and partnership with the community organization, Courtney is this year's Frances J. Lentz Mental Health Professional of the Year recipient! This award recognizes individuals who reach beyond the requirements of their profession to improve the lives of individuals living with mental illness and their families.

### **STUDENT LIFE & ENGAGEMENT**

The Office of Student Life & Engagement had a very successful month. The department was able to host several enriching events and launch new initiatives to support students at BCCC. This month we supported the Mayor's Scholars Program, Wellness, Student Affairs, and Admissions with various events.

#### ***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 continued to host 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.

#### ***Collaborations***

##### **Admissions Tours**

The Office of Student Life & Engagement participated in Campus Visit presentations. The office also provided student leaders who assisted with conducting tours on campus.

#### **Transform Mid-Atlantic Senior Advisory Engagement Retreat**

On September 17, 2024, Baltimore City Community College hosted 33 different colleges and their community engagement representatives in the Mini Conference Center.

**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees, October 16, 2024****New Initiatives**

BCCC is proud to officially launch the National Society of Leadership & Success. BCCC makes the second chapter at a community college (Prince George's Comm. was first) out of 16 community colleges in the state of Maryland. BCCC now joins the ranks of 13 other 4-year institutions with chapters in the state of Maryland. The NSLS is the largest and only accredited leadership honor society in the nation, with more than 800 chapters and over 1.9 million members. As of October 4, 2024, 257 students have accepted their nominations. On October 15, 2024, the Office of Student Life & Engagement will host two orientation sessions for students to continue to the next phase. After students continue through the cohort, they will officially become inducted members in November.

**Activities and Events****September 4, 2024: SGA General Body Meeting**

The executive board led their first meeting of the semester with a calendar of events and 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 got a snapshot of what the academic year will hold and enjoyed pizza and conversations with the SGA Leadership Team.

**September 11, 2024: Voter Registration Information**

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.

**September 16, 2024: Mind & Motion Mondays**

Every 3rd Monday of the month Student Life & Engagement hosts an opportunity to get involved in mental or physical health activities. This month featured the well-known and popular Line Dance class.

**September 17, 2024: Grab & Go Event at Harbor Location**

To continue the tradition of offering "Welcome Back" activities on all locations, the Harbor location gave out Welcome Back Bags and snack items to students as they started the first day of the semester.

**September 17, 2024: Cookies & Constitution**

Councilman John Bullock visited BCCC for Constitution Day. Students were able to learn more about the Constitution, the government, and more about local procedures in Baltimore City.

**September 17, 2024: Suicide Prevention Awareness Month Workshop (Virtual)**

The Wellness Center provided information and tips for suicide prevention awareness month. Students were able to learn how to help others, as well as what resources and hotlines are available for people in need.

**September 18, 2024: Student Leadership Club Meeting**

The Director of Student Life & Engagement assisted the Student Leadership Club as they hosted their second meeting of the 2024 – 2025 academic year. Students were able to recap their involvement as ambassadors during New Student Orientation, their future campus tours as student leaders, and their plans for events throughout the semester. They are currently developing plans to recruit new members and to host events during October.

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##### **September 18, 2024: Spanish Bingo (Loteria) SPANISH BINGO (LOTERIA)**

To continue the celebration and education of National Hispanic Heritage Month, Student Life & Engagement hosted an educational Spanish.

##### **September 19, 2024: Make It Take It Thursdays**

Students joined SLE and the Student Government Association for the monthly Make It Take It Thursday's event.

##### **September 25, 2024: Hispanic Heritage Festival**

Students attended the celebration of Hispanic Heritage Month in the Main Building. Students were able to sample from a Spanish-inspired menu of assorted foods while listening to live performances from the national recording Latin Band, *Matias*.

##### **September 26, 2024: Campus Tour**

Student Leaders participated in a campus visit from 4 area high schools. For this tour, Student Life presented to more than 30 students from Excel Academy. Additionally, student leaders presented their involvement on campus and assisted the Admissions Recruiters with guided tours.

##### **September 30, 2024: Celebrating You at BCCC!**

In honor of National Love People Day (Sept 30th), SLE gave away free Ice Cream and kudos (positive affirmations) to students.

## **Baltimore City Community College**

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#### **CABINET UPDATE**

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

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

#### **WORKFORCE DEVELOPMENT & CONTINUING EDUCATION (WDCE)**

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

#### **Divisional News/Accomplishments:**

- The ESOL FTE report was submitted to MHEC on October 1, 2024
  - FTE increased by 32% in FY 24 as compared to FY 23
- City Schools and MOED Blueprint for Maryland's Future: City Schools moved into South Pavilion in September 2024 to provide middle and high school students with career counseling. These students can choose one or more post-secondary and career readiness pathways.
- Merit Scholars will be on campus on 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
- Dept. of Corrections Veterans Outreach – Oct. 26, 2024, from 8am-6pm, we will have representatives from the Dept of Veterans Affairs will be available to:
  - 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 will be one (1) of several Baltimore City Early Voting sites for the upcoming General Election period starting on October 24, 2024, ending October 31, 2024, from 7am-7pm at our South Pavilion location.
  - The College communicated to the Board of Election where to place the drop box for early voting ballots. The site is located to the south of the main entrance to the South Pavilion.
- 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

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- o International Rescue Committee (IRC) Citizenship - \$120,000
- o Department of Social Services (DSS) – July – Dec. 2024 - \$753,113.03
- o ARPA (Mayor's Office) - \$750,000
- o Maryland Department of Labor - \$1,044,693
- o Department of Human Services (DHS)- Supplemental Nutrition Assistance Program (SNAP) - \$600,000
- o **Total - \$5,716,076.03**

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

#### **Adult Basic Education**

- 556 ABE registrations were submitted for September.
- 35 ABE classes in September
  - o 11- In Person, 2 - IET Online, 4 - Corrections, 18 - Online.
- Forty-five (45) official GED exams were taken; 27 content-specific exams were passed; 67 GED content exams did not pass by 1-3 pts.
- Sixty-three (63) GED Ready tests were taken; 40 received a “Likely to Pass” on the GED Ready tests, and 4 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 11 for FY 25.
- Thirty-one (31) students earned their high school diploma for fiscal year (2024), including 1 student from the correctional facility, MTC earned his high school diploma.

#### **Community ESL**

- Twenty-one (21) classes will be starting between September and October
- 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.
- In partnership with MD Labor, the College has adopted the new CASAS English exam. Testing new students and scheduling current ones to take a new CASAS assessment is now underway.
- Classes have finished at Johns Hopkins Hospital for employees.
  - o 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.
  - o Planning for future Warehousing and Childcare cohorts has begun

#### **Partnerships**

- 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.



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Students who complete the IELCE/IET and IET programs are far more likely to be employed in an above minimum wage position. The intensive nature of the sequence also allows for students to complete in 12 weeks (about 3 months) or fewer.

- ABE/ELS Directors and Community ESL Coordinator have formalized a partnership with Coty and Global Refuge to provide contract training ESL classes to their employees.
  - Testing dates are currently being discussed and the preliminary start date for these classes is October 18
- ABE/GED continues running classes in Corrections and had their first student earn a HS Diploma.
- BCCC has partnered with City of Refuge to provide off-site GED preparation classes to a large population of students located in and around the center.
- The ELS department 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)**

- ELI submitted 256 registrations for Fall 2024, it's 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)**

- Three (3) Citizenship classes are currently running, closing out Federal Fiscal Year 24.
- BCCC is serving 44 SOR clients to provide resources and information about ESL and Citizenship classes (projected FY 24 total was 35). These clients, if willing, will be reregistered in FY 25 to further their English language and cultural acquisition
- 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
- Continued 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.
- Continued 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.

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#### **Refugee Youth Project (RYP)**

- Programming for FY '25 is currently in the planning stages, but is slated to start this fall at the following schools:
  - o Moravia Park ES
  - o Furley ES
  - o Patterson HS
  - o Mt. Royal E/MS
- Currently coordinating volunteer recruitment via Loyola University
- Summer programming was a success at Patterson High School
  - o 55 students enrolled in ESL, Art, and 3-D printing

#### **Refugee Assistance Program (RAP)**

- Eleven (11) classes currently running—the last for Federal Fiscal Year 24
- Sixty (60) clients were referred for the ESL services in September from the following resettlement agencies: IRC (International Rescue Committee), Lutheran Social Services (LSS), Hebrew Immigrant Aid Society (HIAS) in March.
- Testing appointments have been made with over 100 students this month
- The RAP specialist continued to update refugee client cases in MORA with class information and notes.
  - o Uploaded documents for the cases.
  - o Opened cases in MORA as walk ins for Global 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 September**

- **Cybersecurity**
  - o A+ - 5 total classes, 91 students enrolled, 23 certified
  - o Network+ - 2 total classes, 41 students enrolled
  - o Security + - 2 total classes, 31 students enrolled
  - o Microsoft class- 1 class, 10 students enrolled
- **Hospitality** - 1 class, 6 enrolled
- **Construction** - 2 classes, 21 enrolled
- **OSHA 10** – 1 class, 11 enrolled
- **Diesel Mechanic**– 1 class, 9 enrolled
- **Childcare** – 4 classes, 19 enrolled, 6 completed
- **Commercial Driver's License (CDL) Class B** – 5 classes, 68 enrolled, 4 licensed

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#### **Healthcare**

##### **Open Enrollment:**

- PCT Course:
  - 1 class starting, 11 students enrolled, scheduled to complete 12/20/2024.
- CMA Update Class:
  - 1 class, 10 students enrolled, 10 successfully completed the class.
- CHW Course:
  - 1 class starting, 15 students enrolled, scheduled to complete 1/20/2025.
- Pharmacy Course:
  - 2 classes starting, 24 total enrolled, both scheduled to complete in February of 2025.
- Venipuncture Course:
  - 1 class starting, 23 students enrolled, scheduled to complete 2/21/2025.
- CNA Course:
  - 1 class starting, 27 students enrolled, scheduled to complete 2/28/2025.
- CNA Theory:
  - continuation from the August PM CNA course, 23 students are enrolled, students are scheduled to complete the full CNA course 11/22/2024.

##### **Contract Training:**

- Green Street Academy:
  - One (1) CNA course, 18 students enrolled
  - Scheduled to complete in June of 2025
- Vivien T. Thomas:
  - Two (2) CNA courses, 31 total students enrolled
  - VTT Juniors are scheduled to complete in June of 2025
  - VTT Seniors are scheduled to complete in November of 2024.
- CNA (IET—students recruited from BCCC ABE/GED program):
  - One (1) CNA course, 23 students enrolled
  - Scheduled to complete on 12/20/24.
- Goodwill:
  - Pharmacy Theory runs 9/10/24-10/28/24, continuation of the August Pharmacy cohort
  - Eight (8) students enrolled
  - Scheduled to complete the entire Pharmacy course on 11/29/2024.

#### **Partnerships and Community Events**

##### **Baltimore City Schools**

- In partnership with Baltimore City Schools, Workforce developed a summer training program in four (4) areas: Certified Nursing Assistant (14 students), Pharmacy Technician (7 students), Community Health Worker (15 students), and Emergency Medical Responder (EMR) (17 students). Designed for rising seniors, the summer training finished in August.
  - All classroom hours are completed, and students are participating in the required clinicals.

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### **PRESIDENT'S REPORT**

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- With this programming, Workforce worked with Ed Burrell in the Emergency Medical Services Department to develop a new certification for Emergency Medical Responder. A 90-hour course that prepares students for state and national certification.
- Workforce Development is coordinating with Vivian T Thomas Medical Arts Academy, to launch noncredit pathways in dual enrollment for Fall 2024 semester.

#### **Mayor's Office of Employment Development (MOED)**

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

#### **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.

#### **Center for Urban Families (CFUF)**

- Workforce Development worked closely with the Center for Urban Families to enroll over seventy-five students in Certified Nursing Assistant (CNA) and Community Health Worker Programs (CHW), Diesel Mechanic, and Commercial Driving License (CDL) programs. The workforce department is entering the final year of the BOOST grant partnering with the Center for Urban Families. CFUF has also received funding for an additional seventy-five students (total 150).
- In partnership with MOED's Train up program, CFUF has enrolled forty-three (43) students in CNA, CDL, Cyber, and CHW programs since January 2023. More students are expected to be enrolled in the programs in 2024.

#### **Goodwill Industries**

- To date in FY24, in collaboration with Goodwill, WF trained and licensed thirty-one (31) Certified Nursing Assistants and twelve (12) Pharmacy Techs.
- The April CNA cohort of sixteen (16) completed the classroom portion and their clinicals in June/July.
- The May Pharmacy Tech cohort enrolled fifteen (15) students who completed their training in July.

#### **University of Maryland Medical Center**

- A cohort of sixteen (16) students began their Patient Care Tech (PCT) training in January and completed coursework in July 2024. These students are currently in their clinicals.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees, October 16, 2024**

- A March cohort of eight (8) students is currently finishing up their training and will enter clinicals next month.

#### **Department of Human Services SNAP**

- In July 2023, Workforce Development submitted a grant proposal for FY 2024-2026 to continue the current funding available to SNAP recipients. The proposal was to double the previous grant and provide training for up to (200) two hundred participants. BCCC has submitted the executed contract to the Department of Human Services and is awaiting return to begin serving SNAP recipients.

#### **Baltimore City Department of Social Services**

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

#### **Baltimore Urban League**

- In cooperation with Greater Baltimore Urban League, WF participated in a Career & Resource Fair at Enoch Pratt Free Library. The Workforce Staff enrolled seventeen students in upcoming classes and interacted with over seventy community members.

#### **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**

- Three (3) Job Readiness Daytime Training Sessions were conducted:
  - On 09/24/24, 09/25/24, and 09/26/24, those 3 classes were composed of students from workforce programs: Phlebotomy, Certified Nursing Assistant, Community Health Worker, Certified Medicine Aide, Patient Care Technician, Cybersecurity, Pharmacy Technician and Microsoft Administration.
- Six (6) Job Readiness Evening Training Sessions were conducted:
  - On 09/10/24, 09/11/24, and 09/12/24, 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 09/17/24, 09/18, 24 and 09/19/24 those 3 classes were composed of students from workforce programs: Multi-skilled Medical Technician, Phlebotomy, Pharmacy Technician, Community Health Worker, Certified Nursing Assistant, and Certified Medicine Aide.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

**Board of Trustees, October 16, 2024**

#### Client Services

- Sixty-two (62) Students were placed in employment opportunities with employer-partners. Pay rates ranged from \$15.25 - \$28.00 per hour, with an average of \$18.50 per hour, with the majority of students placed at Johns Hopkins, UMMC, LifeBridge Health, McCormick, Amazon and Holly Poultry.
- Three (3) students were submitted to WBJC Radio for internship
- Twenty-six (26) student walk-ins for Career Services assistance:
  - 12 – resume development
  - 6 – internship opportunities
  - 3 – job search assistance
  - 3 – employment assistance
  - 2 – mock interviews
- Fifteen (15) student resumes were developed.
- Three (3) student resume review sessions were conducted in person.
- Twelve (12) student resume review sessions were conducted via Zoom.
- Meeting with Leo Lara with the Physical Therapy & Sports Medicine Center to discuss prospective partnership and employment opportunities for physical therapy assistants, which resulted in 2 placements – 09/09/24.

#### Community Events

- Career Services attended the following events:
- Attended the UMMC/Baltimore's Promise meet and greet event for the 4 Patient Care Technicians who are graduating from the PCT program and are beginning employment with UMMC in October 2024 – 09/11/24.
- Attended a Zoom information session and afterwards discussed prospective partnership to address the employment needs of Northop Grumman with Debra Carr, Principal Talent Acquisition Partner. Debra will forward student employment opportunities tailored to student career goals and schedules – 09/17/24.
- Attended MOED's 2024 Healthcare Job Fair at Middle Branch Wellness & Fitness Center, where 56 students expressed interest and signed up for more information on our workforce healthcare programs. Follow-up with those interested students will be conducted by the healthcare programs coordinator – 09/19/24.

#### 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 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.
- Assisted eight (8) walk-in students at the Harbor Campus to assist w/disability services, resumes, and listings of available jobs.
- Facilitated (2) CNA Information Sessions for upcoming October Integrated Education Training Session.09/10/24
- Attended GED Orientation for students starting classes in October. (Presented available services for the Career Center) 09/25/24.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

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

- Total # of 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 Harbor students to segway from BCCC, where they'll earn their AAS in Transportation and Supply Management, into MSU, where they will earn their BAS in Supply Chain Management.
- PTECH continues to work collaboratively with external partners BCPSS schools Digital Harbor, Dunbar, and Carver High Schools to ensure a smooth transition into college classes for students.
- PTECH works internally with a panel of BCCC departments, representatives from e-learning, IT, Student Support and Wellness Services, Center for Academic Achievement, BCCC Library, and Disability Support Services Center to best equip students for success.
- The ELS department, in partnership with City Schools, has started programming at 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.

## **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.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

**Board of Trustees, October 16, 2024**

- **Bard Building Demolition:**
  - Work Completed is 96 %. 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 work 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
  - Inspection to be scheduled for South Pavilion #2 within the next few weeks
  - Old elevators need to be maintained on the existing phone line auto dialers until taken over by construction.
  - **West Pavilion Elevator** 99% Completed. pending the installation of the emergency telephone, camera and final inspection.
  - **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
  - **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**
  - 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.
  - 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.
  - 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.



**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees, October 16, 2024****Ongoing projects in the design stage include:**

- **Dental Clinic Renovation (LSB)**
  - BCCC Approved the 75% CD Design on a Zoom Meeting on 9/26/24, Colimore Architects will send the 95% in 22 days by 10/18/2024.
  - Colimore Architects will send a panel of finishes with a minimum of (3) options to be selected by the president.
  - Colimore will send an updated schedule with the phases to complete the project.
- **Main Building Ground and 1<sup>st</sup> floor Restrooms Renovation.**
  - 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**
  - The Architect has sent 95% of the designs to BCCC for review and comment
- **South Pavilion Restrooms Renovation**
  - The Architect has sent 95% of the designs to BCCC for review and comment
- **West Pavilion Windows Replacement**
  - The Architect has sent 95% of the designs to BCCC for review and comment
- **Life Sciences 1<sup>st</sup> and 2<sup>nd</sup> Floor Restrooms Renovation**
  - The Architect has sent the finishes board to BCCC for review and selection
- **South Pavilion Exterior Windows Replacement**
- **Fine Arts Curtainwall Replacement**
  - 50% Construction Documents: 50% construction documents will begin once the Structural Engineers fee proposal has been approved by DPRB/BPW. Waldon Studios mentioned that the work should take approximately 30 days to complete.
  - Waldon Studios will provide samples that closely resemble the adjacent building for BCCC review and approval.
- **Learning Commons Project (New Library)**
  - AE provided documentation for a new subconsultant, changes to paperwork, etc. pushed BPW approval to 8/7/24 Agenda.
  - Schedule Project Kickoff for 9/10 or 9/11 (date/time TBD by BCCC)
- **North Pavilion Demolition**
  - DGS PM has reviewed and approved the Part 2 program. However, DGS PM is waiting on DBM to finalize their review in reference to the Part 1 program prior to procuring an Architect.
  - The design phase of the work is planned for the fiscal year 2026.
- **Wellness Center**
  - BCCC coordinated with Colimore Architects to facilitate document downloads based on data submission on 7/12/24. DGS PM will be in touch with Colimore Architects to provide a progress report and schedule a workshop.
- **Facilities Building**
  - 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**
  - 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

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

**Board of Trustees, October 16, 2024**

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

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

### **PUBLIC SAFETY AND SECURITY**

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

- Working in collaboration with BCPD to provide an “Active Shooter “presentation on October 2, 2024, in person at the main campus.
- Working with the Baltimore City Board of Elections in preparation for Early Voting in October.
- Working in collaboration with the Maryland State Department of Correctional Service to support Veterans.

**Baltimore City Community College**

**PRESIDENT’S REPORT**

**Board of Trustees, October 16, 2024**

**CABINET UPDATE**

*Mr. Aubrey Bascombe, Vice President, Finance & Administration*

**BUDGET OFFICE**

- The Budget Office is working with various departments on reports due to the Department of Budget and Management.
- The Budget Office coordinated with the Controller’s Office to verify the fiscal data in Banner compared to FMIS.
- **Appropriation Year (FY 2025) Revenue Summary as of 10/02/2024**

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	\$20,330,153	(Includes Bookstore of \$637,596)
Restricted	\$ 4,014,191	(Includes WBJC of \$374,051)
<b>Total Revenue</b>	<b>\$24,344,344</b>	

- o **Unrestricted Revenue:** Total unrestricted revenue through September Appropriation Year (FY) 2025 is \$2.3 million higher than the revenue earnings through the same period in FY 2024. The primary driver is an increase in Tuition and Fees, bookstore revenues, and State Aid.
  - o *Tuition & Fees: overall increased.* The overall tuition and fee revenue increase is due to higher revenues from the Fall semesters and a rise in Non-Credit Tuition and Fees.
  - o *Sales, Service, Auxiliary & Leasing: decreased.* - Sales, Service, Auxiliary, & Leasing revenue earnings are lower in FY 2025 than at this same time in FY 2024 due to an increase in Bookstore revenues but a decrease in Real Estate Lease Income.
  - o *Bookstore Revenues: Increased.* - There is an increase in the bookstore revenue categories compared to the same period in FY 2024. This is due to an increase in new textbook sales and an increase in Sundries.
- o **Restricted Revenue:** Total restricted revenue through September AY 2024 is \$1.7 million lower than in FY 2024. The primary driver of the decrease is due to reduced Deferred Maintenance.

**Baltimore City Community College**

**PRESIDENT’S REPORT**

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Appropriation Year (FY 2025) Expense Summary as of 10/02/2024.

Expense Fund	Expense Amount	Notes
General (Unrestricted)	\$11,260,029	(Includes Bookstore of \$1,205,985.38)
Restricted	\$ 5,061,244	(Includes WBJC of \$254,274.03)
<b>Total Revenue</b>	<b>\$16,321,273</b>	

- o **Unrestricted Expenditures:** Total unrestricted expenses increased by \$222,742 compared to this same period in FY 2024, primarily due to increased contractual vendors and supplies.
  
- o **Restricted Expenditures FY 24:** Total restricted expenses decreased by \$1.3 million compared to this same period in FY 2024. The primary driver is a decrease in educational grants.

**CONTROLLER’S OFFICE/GENERAL ACCOUNTING/GRANTS/FOUNDATION**

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

The BCCC Foundation audit report from FY2023 was issued. The response to the management letter is pending.

- o WBJC Financial Statements from FY2023 were issued. The Annual Financial Report (AFR) to the Corporation for Public Broadcasting (CPB) was issued. The response to the management letter is pending.
- o The College audit report from FY2023 has been issued. The response to the management letter is pending.
- o The updated CC-4 audit report has been issued.
- o The agreed-upon enrollment procedures from FY2023 and FY2024 are being worked on and completed.
- o BCCC has completed all closing reports for the State and answered the General Accounting Division’s (GAD) questions.
- o BCCC is working with CLA to provide the audit requests for the FY2024 audit, trial balances, and schedules. From the information CLA receives, they have been giving additional requests or sampling and requesting further information.

**Baltimore City Community College**

**PRESIDENT’S REPORT**

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- **Grants/COVID Funds**

The final drawdowns in the 2023-2024 award year for Title IV funds were completed, and the FISAP was completed by the Financial Aid Office (reviewed by Finance). Final adjustments were needed for PELL, PELL ACA, and Federal Work Study.

- o The Perkins grant final report was finalized and provided to the Maryland State Department of Education (MSDE).

**Ellucian Advisory Services**

- o Engagements are ongoing with Ellucian to discuss issues encountered in the conversion.
- o The discussions have been very productive. The Finance module may require a reset and significant changes to mapping as the system configuration implemented at go-live was incorrect. These are under review.

*Accounts Payable*

**Details of outstanding invoices are below:**

Status	Total Amount
<31 days	\$ 64,248.77
31-60 days	465,552.15
61-90 days	167,320.80
91-180 days	142,013.38
<b>Total Revenue</b>	<b>\$1,465,707.51</b>

- **Highlights** – Although the total payables are higher, 43.4 percent are current, and 74.8 percent are less than 60 days. Payables greater than 60 days were reduced by 58.8 percent from the last report. The focus is to continue to pay invoices on time and pay older ones.

**Baltimore City Community College**

**PRESIDENT’S REPORT**

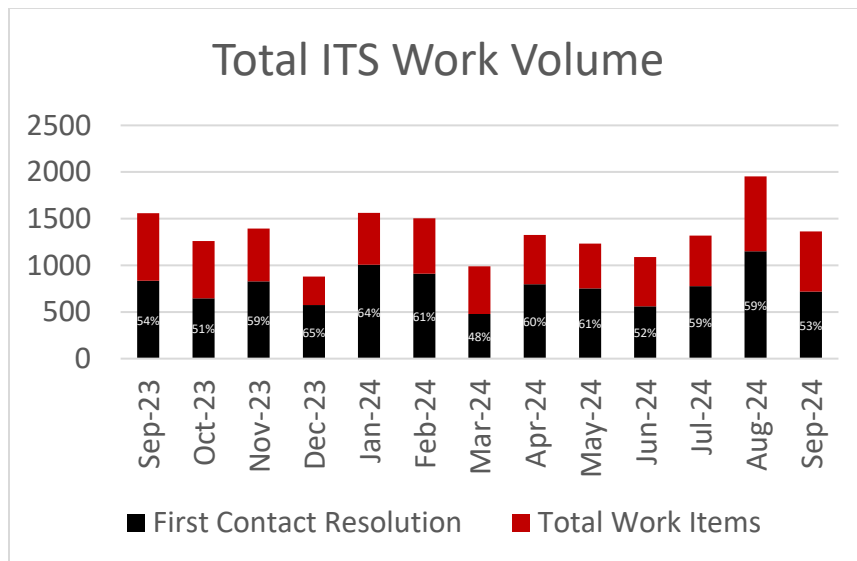
**Board of Trustees, October 16, 2024**

**CABINET UPDATE**

*Mr. Peter Farrell, Chief Information Officer*

**INFORMATION TECHNOLOGY SERVICES**

In September 2024, Information Technology Services (ITS) Client Services saw a total of 1,362 work items completed, 53% 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 – September 30, 2024*

**ITS Operational Initiatives**

- Cyber Lab (LSB 307) – the Cyber Lab was refreshed with all new equipment in Summer 2023. The ITS team is now working with facilities and an external contractor to run new network cabling to the lab.
- Classroom and Lab refresh - all classrooms and labs on all campuses have new instructor and student workstations
- South Pavilion – ITS is partnering with the Workforce Development team to identify classroom and lab requirements for the South Pavilion classrooms
- CAD Plotter – a new plotter is being leased for the computer-aided design (CAD) lab
- Harbor Equipment Refresh – Existing classrooms, labs and staff equipment has been refreshed
- Faculty and staff computer refresh – work is underway to provide all faculty and staff with new computers. In September and October, the team is focused on LSB & Main buildings.
- Mongoose text messaging software has been configured in coordination with Student Affairs

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

**Board of Trustees, October 16, 2024**

#### *Client Services*

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

- Degree Works Training
- Youth Leadership
- Student Live- Mind & Motion
- Ashburton Community Meetings
- Transform Mid-Atlantic Retreat
- Hispanic Heritage Festival
- Author Dolen Perkins-Valdez Take My Hand coordinated with WBJC

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.

#### *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.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

**Board of Trustees, October 16, 2024**

#### **CABINET UPDATE**

*Mr. Gussener Augustus, Vice President, Advancement*

#### **WBJC**

##### ***Staff Community Engagement***

The station created opportunities to extend the BCCC brand in the community while establishing partnerships and engagement opportunities with organizations such as the Baltimore Choral Arts, Bach in Baltimore, Johns Hopkins Orchestra, Post Classical Ensemble, Baltimore Mandolin Orchestra, and Evergreen Museum & Library.

##### ***Corporate Support Partnerships***

The Station developed underwriting partnerships and content on WBJC from numerous clients, including returning clients such as Opera Baltimore, Osher JHU, Emmanuel Episcopal Church, Cynipid Fund, Elville and Associates, Zeke's Coffee, and True Chesapeake Restaurant. Additionally, the Station secured the University of Maryland Medical Center as a new client.

##### ***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. Featured artists included Yo Yo Ma with the Baltimore Symphony Orchestra, Leon Fleisher, Baltimore Symphony Orchestra, Baltimore Chamber Orchestra, and Marko Topchii with the Baltimore Classical Guitar Society, Candlelight Concert Series.

##### ***BCCC Event Promotion***

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

- **Hourly Identification:** WBJC identifies itself at the start of each hour as "The Classical Radio Voice of Baltimore City Community College".
- **Public Service Announcements:** Financial Aid Information Nights; Free Textbooks

#### **Community Outreach**

##### ***Ashburton Community Association***

As an anchoring institution the Ashburton/Mondawmin corridor, BCCC continues to solidify key relationships with community partners. In partnership with the Ashburton Community Association, BCCC provides space for monthly community meetings and now features advertisement of those meetings on its digital marquee located at the main entrance on Liberty Heights Avenue.

##### ***Baltimore Vertical Farming Association (BVFA)***

BVFA is headquartered in the historic Ashburton Community within a few blocks of the BCCC campus. BCCC hosted a meeting with the founder, Ms. Alish Edwards, to discuss her proposed concepts of future partnerships and development of programs that support the vertical farming industry.

##### ***Cookies & Constitution w/Councilman John Bullock, PhD***

BCCC scheduled a Cookies & Constitution event on September 17. The guest speaker, Councilman John T. Bullock, PhD, shared a historical perspective of the Constitution, specifically the 15<sup>th</sup> and 19<sup>th</sup> Amendments, with BCCC students.



## Baltimore City Community College

### PRESIDENT'S REPORT

Board of Trustees, October 16, 2024

#### *Transform Mid-Atlantic*

BCCC hosted a yearly Transform Mid-Atlantic Sage Retreat, including members from all Maryland Community Colleges.

#### Marketing

##### *Complete Your FAFSA Campaign*

The College received a \$100,000 grant from the Maryland Higher Education Commission (MHEC) to promote students completing FAFSA. Working with Student Affairs, Grants Office, and Finance & Administration, the Marketing Department created an integrated campaign and designs, including:

- Website Billboard
- External Digital Entrance Signage
- Internal Digital signage in every building
- Posters
- Flyers
- Brochures
- Bus Signage: MTA Lime Line (9/30 – 11/24/2024)
- Radio Campaign: 92Q (Radio One; 90 days)
- Outdoor Electronic Billboards (I-395 at Ravens Stadium and I83; 30 days)
- Promotional Items:
  - T-shirts
  - Pens
  - Backpacks
  - Lanyards
- Workshops by the Financial Aid Office
- Social Media Campaign



#### *Credit & Non-Credit Recruitment Support*

The division continues to work with the Office of Admissions and The Division of Workforce Development & Continuing Education to provide recruitment support, including:

- **Recruitment Materials**  
Flyers & brochures, recruitment signage, trade show materials, and promotional items were completed

**Baltimore City Community College**

**PRESIDENT'S REPORT**

**Board of Trustees, October 16, 2024**

for the Office of Admissions & the Division of Workforce Development & Continuing Education.

- **Digital Advertising:**

- Link Clicks: Clicks Campaign – 14,799; Awareness Campaign – 402,486
- Reach Total: 732,544
- Impressions: 2,040,027
- Click Thru Rate: 0.78% (The industry average is 0.5 – 1% for display ads)

Campaign	Delivery ↑	Bid strategy	Budget	Attribution setting	Results  →	Reach  →	Impressions  →
New Traffic Campaign - Fall 2024	Active 1 recommendation	Using ad set bid ...	Using ad set bud...	7-day click or ...	4,139 Link clicks	183,427	800,468
Career Impact Starts at BCCC	Off	Using ad set bid ...	Using ad set bud...	7-day click or ...	3,664 Link clicks	53,595	207,490
New Traffic Campaign with recommended setti...	Off	Using ad set bid ...	Using ad set bud...	7-day click or ...	6,996 Link clicks	93,036	611,396
Fall 2024 Enrollment Campaign 7-15-2024	Off	Using ad set bid ...	Using ad set bud...	7-day click or ...	402,486 Reach	402,486	420,673

- **Social Media Campaigns**

The department continues social media campaigns with noticeable increases in engagement during September 2024. Results include:

- **Facebook: September 1, 2024 – September 30, 2024, vs. Prior Month**
  - Page Reach: 96,300 (Up 73.5% over the prior month)
  - Page Visits: 3,600 (Up 8.9% over the prior month)
  - New Likes & Follows: 56 (Up 27.3% over the prior month)
- **YouTube: September 1, 2024 – September 30, 2024, vs. Prior Month**
  - Monthly views: 734
  - Watch time: 17.3 hours
  - Subscribers: +6
- **Instagram: September 1, 2024 – September 30, 2024, vs. Prior Month**
  - Page Reach: 23,100 (Up 555.9% over the prior month)
  - Page Visits: 1,300 (Up 5.6% over the prior month)
  - New Instagram Followers: 91 (Down 18.8% over the prior month)
- **Twitter: 28 Day Summary**
  - Impressions: 680 (Up 67%)
  - Engagement rate: 3.5% (Down 32%)
  - Profile Visits: 1 (Down 67%)
  - New follows: 1 (Down 67%)
  - Replies: 0 (Down 100%)
  - Likes: 3 (Flat)
  - Reposts: 0
  - Bookmarks (0)
  - Shares: 1 (Flat)

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##### Media Activity

Video views: 48 (Up 500%)

Media views: 57 (Up 613%)

- **LinkedIn**

- Reactions: 103

- Comments: 5

- Reposts: 2

- Organic Impressions: 5,016

##### Visitor Highlights

Page Views: 371 (Up 11.7%)

Unique Visitors: 171 (Up 5.6%)

Custom button clicks (Down 66.7%)

##### Follower Highlights:

Total Followers: 14,376

New Followers in the last 30 days: 169

#### Campus Brand Management & Engagement

The division continues to develop brand efforts for offices and events, seeking to provide a strong brand creative component with deliverable tactics to grow engagement. Tactics include website billboards, indoor and outdoor electronic signage, posters, flyers, signs, photography, and social campaigns. September included, among others:

- **Preventative Dental Hygiene Clinic**

The Clinic requested assistance to build interest among the community for their preventative dental care. The department created a website billboard, entrance signage, and social media campaigns that ran until the Clinic could no longer accommodate more inquiries or appointments due to such high volume.



- **Cookies & Constitution**
- **Transform Mid-Atlantic Sage Meeting**
- **Transfer Fair**
- **Wellness Workshops**

## **Baltimore City Community College**

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#### **CABINET UPDATE**

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

#### **OFFICE OF INSTITUTIONAL RESEARCH**

##### *National Center for Education Statistics*

###### *IPEDS Fall Collection*

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

##### *College Collaborations for External Reporting or Stakeholder Needs*

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

###### Audit Support

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

###### Capital Projects

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

###### Department of Budget and Management

*Responses to Questions for Nursing Building Program* – Supported the Facilities department in responding to questions regarding weekly student contact hours and FTDEs for current programs currently held in the Nursing Building and programs that may be housed there in the future. Provided occupational projections for Maryland for current Nursing and Health Professions programs and for programs under consideration. Responses were submitted to meet the deadline of September 6, 2024.

*FY 2026 Budget Forms* – Collaborated with Budget Office to complete forms required to accompany FY 2026 budget submission. Developed data related to enrollment and outcomes; top degrees and certificates awarded; and faculty/staff headcount. Budget Office completed the submission to meet the deadline of September 6, 2024.

###### 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)
- SPOL Engagement Meetings

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##### 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 September 13, 2024.
- *Central Maryland Health Career Pathway Consortium Colleges Training Programs* – Provided data and narrative review for grant application narrative for a potential partnership with Howard County Community College. Materials were submitted to meet the deadline of September 23, 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; collaborated with him to ensure the narrative reflected the data appropriately in preparation for the submission deadline of October 11, 2024.
- *Carl D. Perkins Grant – Maryland State Department of Education (MSDE)*
  - *Career & Technical Education Enrollment and Outcomes File* – Conducting meetings with Deans Council and ITS to ensure MSDE requirements are met for student-level data file reporting demographic and socio-economic characteristics in addition to program, academic totals, degree/certificate attainment, and credentials. File must be uploaded by 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. The file must be uploaded by October 11, 2024.

##### Maryland Higher Education Commission (MHEC)

- *Cultural Diversity Report* – Developed updated faculty, staff, and student trend data based on selected characteristics and provided to VP for Student Affairs. Suggested information to utilize from Performance Accountability Report and other sources. The Report was approved by the Board of Trustees and submitted to meet the deadline of September 1, 2024.
- *Operating and Capital Budget Presentation* – Served on the core team to develop the presentation to address MHEC's questions. Created slides showing economic impact information, credit and continuing education enrollment projections, updated credit and continuing education enrollment trends, retention rates, and degree/certificate attainment by race.
- *Report on Best Practices and Progress to 55% Completion Goal* – Created template with BCCC awards trend data and SharePoint folder with all necessary materials for VP IERP to share with Cabinet; collaborated with Academic Affairs to compile and edit information; prepared final package for submission and uploaded it to meet the submission due date of September 20, 2024.

##### Maryland State Treasurer

*Capital Debt and Affordability Committee (CDAC) Presentation* – Served on the core team to develop the presentation needed for CDAC meeting. Created slides showing enrollment projections for credit and continuing education students, updated enrollment trend data, and economic impact information. The presentation was submitted to meet the deadline of September 13, 2024.

##### Program Accreditations

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

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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 for faculty. Updated trend data for each ACBSP program for fall enrollment, annual degrees and certificates awarded, and discipline credit hours. Served on the final review team to support preparation of the final submission. The ACBSP Self-Study was submitted to meet the deadline of July 15, 2024. Providing support as needed in preparation for the site visit scheduled for October 8 – 11, 2024.

*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 Dental Hygiene program's accreditation needs. The Director serves on the core team to review all information (including budget, curriculum, and faculty) prior to the submission, which is due by October 18, 2024.

*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 members, the survey is ready for administration via QR code, links for email distribution, and/or by paper in the Clinic.

*Accreditation Commission for Education in Nursing (ACEN) Annual Report* – Director is serving on core team to support ongoing accreditation initiatives. OIR is developing cohort-based enrollment and completion data in accordance with ACEN's guidelines to meet the submission deadline of October 25, 2024.

#### United States Department of Education

*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 September 30, 2024.

*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 October 1, 2024.

#### **Support for Internal Priorities**

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

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

#### Enterprise Resource Planning (ERP) Implementation and Operationalization

Continued collaboration with ITS regarding extracting student, graduate, course, and program level data needs. 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.

#### Marketing

*At-A-Glance* – Provided updated credit and continuing education enrollment, student characteristics, and outcomes data to support the Director of Marketing in preparing the document for publication.

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

#### Professional Development

- Provided support for planning content, attendance, facilitation, and evaluation of Institutional Professional Development (PD) activities held during Fall 2024 Opening Week.
- Conducted Program Review & Evaluation Committee professional development session with Committee Chair.
- 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.
- Research Analyst II attended the Southern Association for Institutional Research's fall conference.

#### 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.
- *Director of the Center for Academic Achievement* – The Director served as a member of the search committee.

#### Strategic Planning

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

#### Surveys

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

- *Mayor's Scholars Program 2024 Summer Bridge Orientation Participant Survey*
- *New Student Orientation for Fall 2024 Participant Survey*
- *Nursing Program Pre-Entry Sessions Student Survey*
- *Panther Talks Series Workshops Participant Surveys*
- *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*
- *Program Review and Evaluation Surveys* – For the current cycle year's programs' students, faculty, and advisory committees.

#### 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.
- *SPOL Implementation Team* – Director serves as a member of the team implementing the selected planning and assessment tool.

*Program Review and Evaluation Committee (PREC) Planning Team* – Director serves as member and participates in weekly meetings during the academic year. OIR develops enrollment, short and long-term

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persistence, completion, and discipline credit hours data and provides survey support. The Team collaborates on establishing calendar of deadlines for review year. The Director and Chair coordinate the review and update of student, faculty, and advisory committee surveys which began in September with the Team and Academic Deans. The surveys are scheduled to launch on October 9, 2024.

*Writing Teams* – Director serves on writing teams for grant applications and other projects as needed.

## OFFICE OF ASSESSMENT

### *Program Review & Evaluation Preparation 2024-2025 Year*

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

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

Weekly planning meetings take place under the direction of Dr. Hall, Chair of the Program Review and Evaluation. Program leadership is gearing up for the cycle and adapting around key vacancies. Work on Phase One worksheets and Action Plans is about to be underway with file review documentation being due in early May.

Program	Program Coordinator	Associate Dean	Assigned PREC Reviewer
1. Accounting	Mr. Quintin Davis	Dr. Bob Iweha (Interim)	Dr. Katana L. Hall
2. Biotechnology	Dr. Kate Gillespie	Dr. Anil Malaki	Dr. Denise Holland
3. Business Administration Transfer	Mr. Daniel Izume	Dr. Bob Iweha (Interim)	Mr. Tiloy Gilyard
4. Business Management Marketing (we do have a regular marketing program with graduates.	Dr. Bob Iweha (Management) Dr. Victoria Miller (Marketing)	Dr. Bob Iweha (Interim)	Mr. Fred Paraskevoudakis
5. Computer Information Systems	Dr. Bob Iweha	Dr. Bob Iweha (Interim)	Mr. Fred Paraskevoudakis
6. Computer Aided Drafting and Design	Dr. Yohannes Weldegiorgis	Dr. Bob Iweha (Interim)	Dr. Nataliya Reznichenko
7. Construction Supervision	Dr. Solomon Fakinlede	Dr. Bob Iweha (Interim)	Dr. Kathleen Gillespie

### *Professional Development On Data Management*

The Office of Assessment continues to co-lead, with the Office of eLearning, the transition of learning outcomes data collection to the College’s learning management system (LMS), Canvas. The eLearning office completed the migration of learning outcomes into Canvas in July, and the Academy continues to collect existing master



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syllabi into a data archive. Additional training occurred on August 13th, 2024 to establish blueprints and connections between learning outcomes, assessments, and coursework. The Offices will continue this training with Program Coordinators and Academy leadership this fall. This will allow the Academy to utilize automated data collection for the generation of Learning Mastery Reports and shared assessments across course sections and semesters for PREC review and further datal analysis. The goal is for all courses to be set up in Canvas by December 15th 2024 to enable full utilization when classes are back in session.

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

#### ***Commission On Accreditation of Allied Health Education Programs (CAAHEP)***

The BCCC EMS-Paramedic program has been able to address all of the deficiencies identified by the CoAEMSP review in the response that was submitted on June 1, 2024. On September 20, 2024, CAAHEP awarded continuing accreditation to the Emergency Medical Services Professions-Paramedic program. The next self-evaluation and site visit will be scheduled for 2029.

#### ***Commission On Dental Accreditation (CODA)***

CODA is nationally recognized by the United States Department of Education (USDE) as the sole agency to accredit dental and dental-related education programs conducted at the post-secondary level. BCCC Dental hygiene is preparing their annual report to CODA which will be submitted no later than October 18th.

#### ***Accreditation Commision For Educaiton In Nursing (ACEN)***

ACEN is anticipated to open their annual reporting portal on October 14th with a final submission due on October 25th.

#### ***Accreditation Council For Business Schools And Programs (ACBSP)***

The Business and Technology Department completed the self-study process for ACBSP on July 15, 2023. During that review six programs were evaluated for meeting ACBSP accreditation standards. After submission of the self-study, a routine Site Visit was scheduled for *October 8 to October 11th*. The Office of Assessments is working with Business and Technology to data availability during the site-visit.

Programs being reviewed for accreditation include:

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

#### ***Strategic Planning Support***

The Strategic Planning Online (SPOL) tool was launched with a kickoff meeting on September 29th. The core implementation group was in attendance in addition to Cabinet members. It will take approximately four weeks to launch SPOL with the initial focus on the Planning Module, then Budgets and the Assessment Module. SPOL will provide key support as Baltimore City Community College continues implementation of the Strategic Plan.

**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees, October 16, 2024****OFFICE OF GRANTS DEVELOPMENT**

The Office of Grants Development oversees grant operations and ensures compliance with various funding regulations at BCCC. The Director continues to enhance efficiency by streamlining processes and ensuring timely submission of proposals, budget modifications, and reports. The Office works closely with both institutional and external partners to ensure effective grant administration.

***Grant Administration***

The Office manages 18 renewal grants for various programs, including AmeriCorps VISTA, CCCPDF, and TRIO programs. Regular meetings with Principal Investigators (PIs) ensure that program goals and financials are aligned, while collaboration with the Finance department ensures that grant expenditures are accurately monitored in the Banner system.

***Collaboration for Student Success***

Weekly meetings with stakeholders have helped launch the BCCC Panther Success program, which kicked off in September 2024. The initiative is designed to provide intrusive advising to at least 300 students, helping them stay enrolled, earn their associate degrees, and graduate.

***P2P Curriculum Implementation***

BCCC collaborates with Howard University on the P2P program, aimed at helping formerly incarcerated individuals pursue research degrees and eventually obtain PhDs. Currently, eight scholars are enrolled. The office worked with the Registrar to create attribute codes in the Banner system to associate these scholars with the program and facilitate the application of tuition and fees to their accounts. An institutional form for scholarships and stipends related to grants is also in development.

***Community Health Worker (CHW) Training Programs***

The Office monitored two grants from the Maryland Department of Health (MDH):

- The first grant focused on providing tuition stipends and laptops to remove barriers to access for the CHW program. This grant targeted 17 students, but 18 students enrolled.
- The second grant provided 18 students with textbooks and 15 students with laptops. Of those, 12 students successfully passed the 108-hour Community Health Worker Theory course and are now enrolled in the certification program.

***New Grant Award***

The office secured a new \$100,000 grant from the Maryland Commission on Higher Education (MHEC) for the FAFSA College Support Strategy Grant. This funding will help students complete the FAFSA application correctly, ensuring they can secure financial aid for the next academic year.

***New Grant Opportunities***

The Office has partnered with several institutions for new grant applications, awaiting approval. These include:

- Bowie State University: Enhancing Social Emotional Learning and Mental Health Support through Comprehensive Teacher Training.
- Howard County Community College: Central Maryland Health Career Pathway Consortium Colleges Training Programs.

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- Johns Hopkins Medical Institute HIV Prevention: The Bartlett HIV Testing, Linkage to Care, Prevention, and Program Treatment.
- Montgomery Community College: Cyber Security Good Jobs.

The Office of Grants Development continues to manage these initiatives and is actively seeking new opportunities to support BCCC's mission of transforming lives and building communities through education.

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**CABINET UPDATE**

*Ms. Lyllis M. Green, Chief Internal Auditor*

**Internal Audit Reviews and Activities**

Activities of the Office of Internal Audits during the month of September 2024 focused on:

- Internal reviews of processes and procedures within the Finance and Administration Division
- Financial Statement Reviews and participation in audit discussions for specific issues and potential findings as noted in the chart below:

Audit Report	Audit Period/Auditors	Finding
BCCC Financial Audit, September 23, 2024	FY 2023 / Clifton, Larson (CLA)	
BCCC Internal Control Management Letter	FY 2023 / Clifton, Larson (CLA)	<p>No opinion expressed on the effectiveness of the College’s internal controls. Material weaknesses noted:</p> <ul style="list-style-type: none"> <li>• Recognition of Tuition Revenue and Students Accounts Receivable</li> <li>• Recognition of Accounts Payables</li> </ul> <p>Other deficiencies and matters:</p> <ul style="list-style-type: none"> <li>• Management’s Review of CC-4</li> <li>• Approval of Timesheets</li> <li>• Allowance for Uncollectible Receivables</li> <li>• Depreciation Schedules</li> </ul>
BCCC Governance Communication	FY2023 / Clifton, Larson (CLA)	<p>Significant audit findings:</p> <ul style="list-style-type: none"> <li>• Accounting policies GASB 96 (SBITAs)</li> <li>• Accounting estimates for allowance for doubtful accounts, depreciation, net pension liability, compensated absence liability (all reasonable)</li> <li>• Financial statement disclosures (none)</li> <li>• Uncorrected misstatements</li> </ul>
Fiscal Compliance Audit issued Feb 2022	Nov. 30, 2016 – Nov. 30, 2020 / Legislative Auditors (OLA)	Open findings related to PII, Inventory and Disaster Recovery

Note: The findings from the College’s last Legislative audit continue to be followed with the anticipation that the completed implementation of the ERP will resolve the findings related to PII, Disaster recovery and inventory.

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*Other activities*

- **Regular Cabinet meetings**
- **Bargaining Unit prep meetings including reviews of MOU articles**
- **Strategic Planning Sessions including Managing for Results Projections and SPOL Kick-off**

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**President's Report - Realignment Tasks Update**  
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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 NURSING AND HEALTH PROFESSIONS (SNHP)**

Emergency Medical Services

On September 24, 2024, the institution received communication from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) regarding its decision to award continuing accreditation to the Emergency Medical Services--Paramedic program. The letter states, “CAAHEP accreditation is awarded due to the program’s demonstrated compliance with the Standards. The next comprehensive evaluation of the program, including a site visit, is scheduled to occur no later than 2029.”

Dental Hygiene

The program is on track to submit an Annual Survey to the Commission on Dental Accreditation (CODA) on October 18, 2024. This survey is an important part of the program’s ongoing accreditation process. The program coordinator and the Dean’s office coordinated with other offices within the College including Finance, Registrar, Accounting, Financial Aid, and Institutional Research to collect and validate the data required to complete the survey. The survey is complete and is ready to undergo final reviews and approval by Academic Affairs, the Office of Institutional Effectiveness, and the President.

Health Information Technology and Surgical Technologist

The Health Information Technology and Surgical Technologist programs are anticipating responses from their programmatic accreditors, the Commission on Accreditation for Health Informatics and Information Management and Commission on Accreditation of Allied Health Education Programs, respectively, regarding annual reports submitted during Summer 2024.

SNHP Professional Development

Three Nursing faculty members attended the National League for Nursing (NLN) Annual Education Summit in San Antonio, Texas. The three-day seminar focused on the importance of innovation and technology in nursing education. The conference provided faculty with knowledge for implementing student success strategies as well as evidence-based best practices that will be utilized throughout the Nursing program.

**Realignment Task #2**

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

*Vice President, Workforce Development & Continuing Education*

**Partnerships and Community Events**

*Baltimore City Schools*

Workforce Development (WF) at BCCC has forged a vital partnership with Baltimore City Schools to create a summer training program designed for rising seniors. This program provides students with comprehensive training in critical healthcare fields, preparing them for certification and immediate employment upon graduation. The program includes Certified Nursing Assistant (CNA) training for 14 students, Pharmacy Technician training for 7 students, Community Health Worker (CHW) training for 15 students, and Emergency

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Medical Responder (EMR) training for 17 students. The students have completed their classroom instruction and are now participating in the required clinicals, gaining hands-on experience that is essential for their professional development.

WF has also collaborated with the academy to develop a new 90-hour course aimed at Emergency Medical Responder certification. This initiative will expand the range of healthcare certifications available to students, addressing the growing demand for skilled professionals in emergency medical services. Further enhancing the collaboration between BCCC and Baltimore City Schools, WF is preparing to launch noncredit pathways for dual enrollment starting in Fall 2024. In partnership with Vivian T. Thomas Medical Arts Academy, WF is developing a CNA sequence for juniors and seniors, which will include coursework in Medical Terminology, CNA Theory, CPR, and clinicals. Fifteen juniors and ten seniors are currently enrolled in the program. Additionally, an EMT program is in development and is awaiting sponsorship from BCCC.  
*Mayor's Office of Employment Development (MOED)*

BCCC has strengthened its partnership with the Mayor's Office of Employment Development (MOED) to expand workforce opportunities for city residents. A recent highlight of this partnership was the hosting of 30 Career Coaches from Baltimore City Schools at BCCC's South Pavilion. This tour and orientation introduced the coaches to the wide array of programs offered at BCCC, allowing them to better guide students toward career training pathways. In addition, WF staff have been attending weekly intake sessions at MOED's Workforce Reception Center, where they present workforce training opportunities to participants in the Department of Social Services (DSS) programs. This outreach is crucial in connecting residents with career-building resources. Moreover, WF staff participate in a weekly community job and training fair at MOED's Northwest Job Center, held every Thursday. These fairs offer local residents' direct access to information about BCCC's workforce training programs, providing opportunities for engagement and enrollment. In alignment with community workforce development, WF also played an active role in MOED's 2024 Healthcare Job Fair. This event allowed BCCC staff to meet with over 50 prospective students interested in healthcare training programs, including Certified Nursing Assistant and Pharmacy Technician pathways.

WF has taken a proactive approach in integrating Adult Basic Education (ABE) and workforce training, creating comprehensive pathways for adult learners. This initiative allows students to pursue their GED while simultaneously receiving vocational training. In September 2024, WF will launch a new Certified Nursing Assistant (CNA) cohort, with a goal of preparing students for CNA licensure by December. Additionally, WF is planning to combine ABE and ESL cohorts in other high-demand fields, including Childcare, Community Health Worker, and Warehousing, which are slated for completion in Fiscal Year 2025.

A key component of WF's IELCE/IET initiative is its partnership with CASA of Baltimore, which has allowed for the coordination of ESL courses with CNA training. This collaboration ensures that non-native English speakers can receive language instruction alongside their vocational training. The first cohort of this partnership began in July 2024 with 11 students, who are expected to complete their training by the end of October. Two additional cohorts are planned for Fiscal Year 2025, further expanding access to critical workforce training for Baltimore's ESL community.

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*Center for Urban Families (CFUF)*

WF's partnership with the Center for Urban Families (CFUF) continues to yield significant results in workforce training and student enrollment. Over 75 students have enrolled in a variety of workforce programs, including Certified Nursing Assistant, Community Health Worker, Diesel Mechanic, and Commercial Driver's License (CDL). These programs provide participants with the skills and certifications needed to secure employment in high-demand fields. WF is currently in the final year of its BOOST grant partnership with CFUF, which has been extended to accommodate an additional 75 students. Since January 2023, CFUF has also enrolled 43 students in various programs, including CNA, CDL, Cybersecurity, and CHW, through MOED's Train Up initiative. Additional enrollments are anticipated throughout 2024, further expanding workforce training opportunities for Baltimore residents.

*Goodwill Industries*

WF has also maintained a successful partnership with Goodwill Industries, which has resulted in the training and licensing of 31 Certified Nursing Assistants and 12 Pharmacy Technicians in Fiscal Year 2024. A CNA cohort that began in April with 16 students successfully completed their training in June and July, while a Pharmacy Technician cohort that started in May finished their coursework in July. These students are now prepared to enter the healthcare workforce, meeting the increasing demand for trained professionals in nursing and pharmacy.

**CAREER SERVICES UPDATES**

*Job Readiness Sessions*

Career Services has been actively engaged in preparing students for the workforce through Job Readiness Training Sessions. In September 2024, Career Services conducted a series of sessions, including three daytime and six evening workshops. These sessions targeted students from various workforce programs, such as Phlebotomy, Certified Nursing Assistant, Community Health Worker, and Pharmacy Technician, among others. The training covered critical job search skills, including resume writing, interview techniques, and soft skills necessary for success in the workplace.

*Client Services*

Career Services has made significant strides in helping students transition into employment. In September, the department successfully placed 62 students in various positions with major employers such as Johns Hopkins, University of Maryland Medical Center (UMMC), LifeBridge Health, McCormick, and Amazon. The pay rates for these positions ranged from \$15.25 to \$28.00 per hour, with an average hourly wage of \$18.50. Career Services also facilitated internships for students, including three submissions to WBJC Radio, and provided walk-in services for 26 students, helping with resumes, job searches, internships, and mock interviews.

**High School Diploma Achievement and Transition Services**

Workforce Development continues to support students pursuing their high school diplomas. In Fiscal Year 2024, 31 students earned their diplomas, with an additional five students graduating in Fiscal Year 2025. BCCC's partnership with South Baltimore Adult High School has been instrumental in providing instruction to nearly 100 adult learners, covering core subjects such as math, language arts, science, and social studies. These educational efforts ensure that adult learners not only earn their diplomas but also gain the foundational skills necessary for workforce success or continued education.



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**Realignment Task #3**

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

*Vice President, Academic Affairs*

**SCHOOL OF ARTS AND SOCIAL SCIENCES (SASS)**

Adoption of the Foundations of English Developmental Software

As a significant part of our collaboration with Baltimore City Public Schools, the BCCC Developmental Reading and English (REN) program has acquired the *Foundations of English Developmental Software* bundle from Hawkes Learning for use in instruction. This modernized and enhanced content will assist us in engaging Baltimore City Public School students through innovative instruction that includes the development of the essential skills that all students need:

- managing time and organizing work,
- reading and thinking critically,
- understanding grammar and punctuation,
- writing confidently, and
- researching productively.

Fashion Design Program Improvement

Fashion Design faculty received training on the use of a plotter that blends garment design and technology. As a result, BCCC students will now use the latest computerized system to design digital patterns. The program purchased professional grade equipment such as high-strength vacuum boards, high-steam irons used in the garment industry, and several mannequins to provide students options for dressing individuals of different sizes.

**CENTER FOR ACADEMIC ACHIEVEMENT**

Retention and Tutoring Support

The Center for Academic Achievement (CAA) implemented a 4-part comprehensive workshop series aimed at enhancing student skills in various areas, including syllabus mapping, active reading, note-taking, test-taking, and tutoring services specifically for participants in the Panther Success Program. CAA conducted class visits across several disciplines, including math, writing, accounting, science, business, psychology, and computer literacy. CAA organized 11 academic improvement sessions, providing valuable resources and strategies to help students succeed in their coursework. CAA averaged 40 hours of support on the Virtual Helpdesk (VHD) by responding to questions related to academic programs, course selection, educational plans, registration, and campus resources. To further strengthen student support, CAA recruited three additional tutors specializing in math, writing, and business. A total of 245 students utilized in-person tutoring and 151 participated in virtual tutoring during September.

**PHI THETA KAPPA**

Recognition Banquet

A Baltimore City Community College representative will serve as the PTK All-Maryland Coordinator for the three-year cycle, Fall 2024 to Spring 2027. The coordinator will collaborate with representatives from the other 15 community colleges to promote participation, encourage scholarship nominations, and coordinate the Annual Phi Theta Kappa (PTK) All-Maryland Academic Team Recognition Banquet in May of each year. The 2025 banquet will take place at Turf Valley Resort in Ellicott City, MD on Wednesday, May 7th at 5:30pm.

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Invitation and Scholarships

The PTK faculty advisor sent official invitations to 264 students to join PTK. These are students who have earned at least 24 credits and a 3.4 cumulative GPA. Recruitment efforts to join and apply for competitive, need-based, and/or transfer scholarships will be ongoing and collaborative across BCCC divisions. The student application deadline is December 3, 2024, and the nomination deadline is December 9, 2024.

**BARD LIBRARY**

Student Support

- The Library Staff taught 10 Information Literacy classes in September 2024. The total class attendance was 149 students.
- The Library continues to increase its visibility with improvements in services and collective spaces. The gate count for the Library was 8,588 in September 2024 which totals 22,929 gate count from July – September 2024.
- The six study rooms continue to be a big draw for students to meet and study, especially for the Nursing department. In September, the Library provided 193 study room sessions, which are limited to two hours per session. Study room sessions from July - September 2024 total 389.
- With textbooks moving away from print to eBook format, the Library is seeing a substantial increase in students printing from the five Wireless Everywhere, Print Anywhere (WEPA) stations on campus. Students printed 11,502 pages in September 2024 with a total of 23,472 pages printed in July – September 2024.

Library Improvement

- The Library Director participated in the Learning Commons Kick-off meeting with key College stakeholders, Maryland Department of Governmental Services (DGS), and Architectural Firm, Cannon Design, to discuss data needed to begin design work. The Library Director collected Library data such as specific collection sizes, deaccession plan, staff/faculty count, organizational chart and physical space inventory to inform the process.
- The Library Staff continues to gather vendor information on one-step authentication software to allow a single sign-on service to all of the Library's electronic resources. Currently students have single sign-on access at school, but do not have the same access off campus. Staff have identified a vendor that provides an advanced level of protection in the form of isolating sectors of electronic resources to prevent an intruder from simultaneously controlling all resources.
- The Library Staff identified the need for new Circulation/Catalog software. A vendor that best delivers data collection statistics, is user-friendly, reasonably priced, and provides the new Library of Congress database file format, BIBFRAME has been identified. This software is in place at a peer community college and has a State procurement rider in place for easier purchase.

**E-LEARNING**

Projects

E-Learning completed revisions of two key training courses--Kaleidoscope Online Learning and Teaching (KOLT) and Student Canvas Orientation. E-Learning is in the final stages of creating a Faculty Canvas Orientation. The revised courses are being reviewed by the Assistant Vice President of Curriculum and Instruction. As the courses are approved, E-Learning will launch to faculty and students respectively.

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The 2025-2026 College Catalog editing timeline has been developed in the documentation for editing. The next step will be to assign reviewers by Cabinet and communicate the links and expectations for the file edits. The target publication date is February 2025.

E-Learning staff are purging thousands of Canvas user accounts that were either created by a glitch in the legacy automation scripts or were created but never accessed in over four years. These accounts are being marked for purging and to date, over 13,000 of 187,000 accounts have been marked with more being added to the purge list each month.

Ellucian is releasing a code patch in October to correct the Intelligent Learning Platform (ILP) issue of dropped enrollments being made inactive rather than deleting them from Canvas. Throughout the months of August and September, E-Learning created files to run an update script inside Canvas to remove the inactive enrollments from faculty rosters. Over 2,000 inactive, meant for deletion, enrollments were removed from Canvas between the initial identification in August and September 27.

**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 for Academic Affairs*

**SCHOOL OF NURSING AND HEALTH PROFESSIONS (SNHP)**

**Articulation Agreement**

The presidents of Baltimore City Community College (BCCC) and Coppin State University signed an articulation agreement allowing BCCC students who earn an Associate of Applied Science in Health Information Technology to transfer into a Bachelor of Science or Bachelor of Professional Studies in Health Information Management at Coppin. The agreement is on file with the Maryland Higher Education Commission (MHEC).

**Realignment Task #5**

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

*Interim Vice President, Student Affairs*

*Vice President, Institutional Effectiveness, Research & Planning*

**Enrollment**

**Fall 2024**

The Fall 2024 enrollment goal set by the Maryland Higher Education Commission is 4,649. BCCC current enrollment is 4,808. The College exceeded the enrollment goal set by MHEC. The Fall 2024 enrollment is 21.4% ahead of the Fall 2023 enrollment at this time last year. The last date for students to register for the Fall 2024 term is October 18, 2024.

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**Recruitment Efforts**

The Admission Recruiters participated in on-off campus recruitment activities and provided in-person tours to students/parents who came in person to visit the college and complete the admission application. Due to the in-person traffic increase, recruiters provided support to the main office by evaluating transcripts and assisting students in completing the admissions application.

For September four, events were completed.

Date of Event	Organization/School	Event Type
9/6/2024	YO Baltimore (Westside)	Community Event
9/17/2024	Edmondson Westside High School	College Information Session
9/26/2024	Augusta Bell Savage Institute of Visual Arts	College Tour & Information Session
9/26/2024	Excel Academy at Francis M. Wood	College Tour & Information Session

**OFFICE OF 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 September through early October 2024.

Department of Budget and Management

- *Managing for Results (MFR) Data Template* – With feedback from the Vice President (VP) for Institutional Effectiveness, Research & Planning (IERP) and VP Finance & Administration, proposed revisions were submitted to meet the deadline of June 6, 2024. Developed updated data for credit and continuing education student enrollment and outcomes and prepared definitions, sources, and other explanatory notes as required. Collaborated with Finance & Administration for financial data and projections, and Workforce Development & Continuing Education (WDCE) and Student Affairs for data validations and two-year estimates.

Maryland Higher Education Commission (MHEC) and Maryland General Assembly

- *FY 2024 English for Speakers of Other Languages (ESOL) FTEs Report* – 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 which must be reported with the FTEs submission.
- *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

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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.

- *End-of-Term System (EOTS) Files* – Collaborating with ITS to develop Winter and Spring 2024 files reporting student-level term and cumulative academic totals data to meet the submission deadline of October 15, 2024.

**Realignment Task #7**

*“Establish strong relationships with key stakeholders.”*

*Mr. Gussener Augustus, Vice President, Advancement*

**WBJC**

***Staff Community Engagement***

The station created opportunities to extend the BCCC brand in the community while establishing partnerships and engagement opportunities with organizations such as the Baltimore Choral Arts, Bach in Baltimore, Johns Hopkins Orchestra, Post Classical Ensemble, Baltimore Mandolin Orchestra, and Evergreen Museum & Library.

***Corporate Support Partnerships***

The Station developed underwriting partnerships and content on WBJC from numerous clients, including returning clients such as Opera Baltimore, Osher JHU, Emmanuel Episcopal Church, Cynipid Fund, Elville and Associates, Zeke's Coffee, and True Chesapeake Restaurant. Additionally, the Station secured the University of Maryland Medical Center as a new client.

***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. Featured artists included Yo Yo Ma with the Baltimore Symphony Orchestra, Leon Fleisher, Baltimore Symphony Orchestra, Baltimore Chamber Orchestra, and Marko Topchii with the Baltimore Classical Guitar Society, Candlelight Concert Series.

**Community Outreach**

***Ashburton Community Association***

As an anchoring institution the Ashburton/Mondawmin corridor, BCCC continues to solidify key relationships with community partners. In partnership with the Ashburton Community Association, BCCC provides space for monthly community meetings and now features advertisement of those meetings on its digital marquee located at the main entrance on Liberty Heights Avenue.

***Baltimore Vertical Farming Association (BVFA)***

BVFA is headquartered in the historic Ashburton Community within a few blocks of the BCCC campus. BCCC hosted a meeting with the founder, Ms. Alish Edwards, to discuss her proposed concepts of future partnerships and development of programs that support the vertical farming industry.

***Cookies & Constitution w/Councilman John Bullock, PhD***

BCCC scheduled a Cookies & Constitution event on September 17. The guest speaker, Councilman John T. Bullock, PhD, shared a historical perspective of the Constitution, specifically the 15<sup>th</sup> and 19<sup>th</sup> Amendments, with BCCC students.

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*Transform Mid-Atlantic*

BCCC hosted a yearly Transform Mid-Atlantic Sage Retreat, including members from all Maryland Community Colleges.

**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 regarding Financial Aid Information Nights and Free Textbooks.

**Marketing**

***Complete Your FAFSA Campaign***

The College received a \$100,000 grant from the Maryland Higher Education Commission (MHEC) to promote students completing FAFSA. Working with Student Affairs, Grants Office, and Finance & Administration, the Marketing Department created an integrated campaign and designs, including:

- Website Billboard
- External Digital Entrance Signage
- Internal Digital signage in every building
- Posters
- Flyers
- Brochures
- Bus Signage: MTA Lime Line (9/30 – 11/24/2024)
- Radio Campaign: 92Q (Radio One; 90 days)
- Outdoor Electronic Billboards (I-395 at Ravens Stadium and I83; 30 days)
- Promotional Items:
  - T-shirts
  - Pens
  - Backpacks
  - Lanyards
- Workshops by the Financial Aid Office
- Social Media Campaign



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**Credit & Non-Credit Recruitment Support**

The division continues to work with the Office of Admissions and The Division of Workforce Development & Continuing Education to provide recruitment support, including:

- **Recruitment Materials**

Flyers & brochures, recruitment signage, trade show materials, and promotional items were completed for the Office of Admissions & the Division of Workforce Development & Continuing Education.

- **Digital Advertising**

The department places rotating digital ads to build both clicks and engagement. The cumulative total for Fall 2024 campaigns is:

- Link Clicks: Clicks Campaign – 14,799; Awareness Campaign – 402,486
- Reach Total: 732,544
- Impressions: 2,040,027
- Click Thru Rate: 0.78% (The industry average is 0.5 – 1% for display ads)

Campaign	Delivery ↑	Bid strategy	Budget	Attribution setting	Results  →	Reach  →	Impressions  →
New Traffic Campaign - Fall 2024	Active 1 recommendation	Using ad set bid ...	Using ad set bud...	7-day click or ...	4,139 Link clicks	183,427	800,468
Career Impact Starts at BCCC	Off	Using ad set bid ...	Using ad set bud...	7-day click or ...	3,664 Link clicks	53,595	207,490
New Traffic Campaign with recommended setti...	Off	Using ad set bid ...	Using ad set bud...	7-day click or ...	6,996 Link clicks	93,036	611,396
Fall 2024 Enrollment Campaign 7-15-2024	Off	Using ad set bid ...	Using ad set bud...	7-day click or ...	402,486 Reach	402,486	420,673

- **Social Media Campaigns**

The department continues social media campaigns with noticeable increases in engagement during September 2024. Results include:

- **Facebook: September 1, 2024 – September 30, 2024, vs. Prior Month**
  - Page Reach: 96,300 (Up 73.5% over the prior month)
  - Page Visits: 3,600 (Up 8.9% over the prior month)
  - New Likes & Follows: 56 (Up 27.3% over the prior month)
- **YouTube: September 1, 2024 – September 30, 2024, vs. Prior Month**
  - Monthly views: 734
  - Watch time: 17.3 hours
  - Subscribers: +6
- **Instagram: September 1, 2024 – September 30, 2024, vs. Prior Month**
  - Page Reach: 23,100 (Up 555.9% over the prior month)
  - Page Visits: 1,300 (Up 5.6% over the prior month)
  - New Instagram Followers: 91 (Down 18.8% over the prior month)
- **Twitter: 28 Day Summary**
  - Impressions: 680 (Up 67%)
  - Engagement rate: 3.5% (Down 32%)
  - Profile Visits: 1 (Down 67%)
  - New follows: 1 (Down 67%)
  - Replies: 0 (Down 100%)

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**Campus Brand Management & Engagement**

The division continues to develop brand efforts for offices and events, seeking to provide a strong brand creative component with deliverable tactics to grow engagement. Tactics include website billboards, indoor and outdoor electronic signage, posters, flyers, signs, photography, and social campaigns. September included, among others:

- **Preventative Dental Hygiene Clinic**

The Clinic requested assistance to build interest among the community for their preventative dental care. The department created a website billboard, entrance signage, and social media campaigns that ran until the Clinic could no longer accommodate more inquiries or appointments due to such high volume.



- **Cookies & Constitution**
- **Transform Mid-Atlantic Sage Meeting**
- **Transfer Fair**
- **Wellness Workshops**

**REALIGNMENT TASK #9**

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

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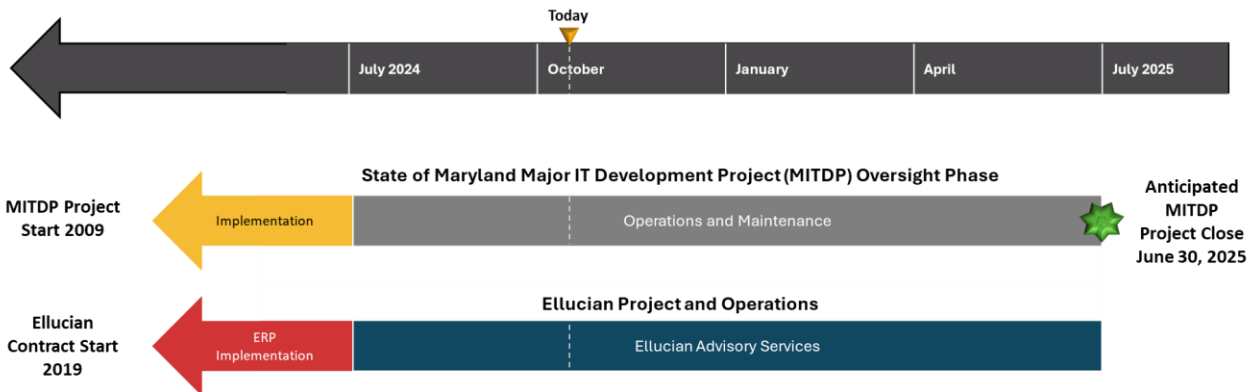
BCCC (Baltimore City Community College) maintains an overall green status from DoIT. DoIT has provided additional information on the monthly health status of the project, which includes the following criteria:

#	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. Additional training sessions were completed in September.

**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

WDCE

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

***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
- State appropriation implementation using *grant* module

***Human Resources / Payroll***

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- 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

**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 was 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 creation of green space on the downtown site formerly occupied by the Bard Building will be completed by November 15. The site has been leveled and we are awaiting the results of soil tests before proceeding with the laying of sod and the installation of trees, benches and lighting.

**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*

***State Reporting Requirements***

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Baltimore City Community College (BCCC) is the only community college in Maryland that has a quasi-State agency status. Due to that status, the College has 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.

The College's employees are considered State employees. Therefore, DBM requires that BCCC submit the Quarterly Vacancy Report which is not required of the other community colleges.

Being under Realignment is itself a burden as it imposes onerous reporting obligations on the College. Realignment calls for BCCC to submit additional reports on an annual basis including the following:

- 1) Enrollment and Mayor's Scholars Program (Task 5);
- 2) Faculty Contract System and Realignment (Task 6);
- 3) Information Technology Master Plan (Task 9);
- 4) Report on Information Technology Infrastructure Renovations (Task 9); and
- 5) Realignment Plan Update (Task 1-12).

By virtue of being a community college in Maryland, 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/>). There are separate MAC schedules for community colleges, public four-year institutions, independent institutions, and private institutions. There are over 50 requirements listed for community colleges as compared to less than 30 for public four-year institutions, and less than 20 for independent and private institutions.

BCCC is unique in terms of its funding structure for Maryland community colleges. The other 15 community colleges are funded through the Cade formula which provides them with a percentage of the funding given to Maryland's public colleges and universities. The Maryland Association of Community Colleges (MACC) was formed to be an advocate for all 16 community colleges in Maryland. However, most of the advocacy relates to the Cade formula which excludes BCCC. Despite that, BCCC must adhere to the additional reporting requirements for MACC which range from surveys on tuition and fees and financial aid to extensive studies such as the Federal Reserve Bank Study and Economic Impact Study. In addition, community college Institutional Research offices develop and compile the data for MACC's annual data book/data dashboards which report student enrollment and outcomes data as well as employee data.

**Realignment Task #12**

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

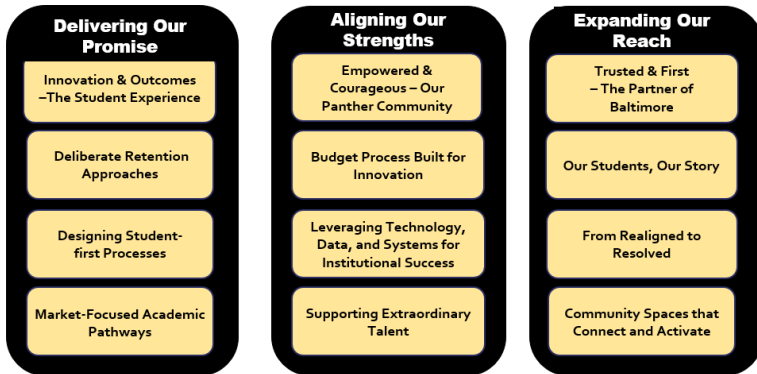
*President & Cabinet*

The Theme & Planning Group has reviewed and analyzed the Board of Trustees, Cabinet, Faculty & Staff engagement data; created descriptive narrative for each strategic theme; and built the draft *2024-2029 Strategic*

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*Plan Framework* based on community input. The Plan will be presented to the Board of Trustees for consideration and approval. After approval, the College will develop unit-level plans to support Plan initiatives.

**2024-2029 Strategic Plan Framework**



**STRATEGIC PLAN IMPLEMENTATION**

***Executive Sponsor Strategic Plan Implementation (Cabinet)***

This is a vendor-led facilitation meeting with Campus Leadership. During this meeting, Credo will share information about the process of implementing strategic plans, the roles and responsibilities of cabinet members and initiative owners, and the project planning process.

***Milestone Development Workshops (Initiative Project Planning)***

This is a workshop led by Credo for Initiative Owners (Budget Managers). The first part of this workshop will outline the role of Initiative Owners and Executive Sponsors and review the steps in the Milestone Development process. During the second part of the workshop, Initiative Owners will begin the Milestone Development process with a goal of identifying at least one milestone by the end of the workshop.

***Virtual Office Hours***

As a follow-up to the Milestone Development Workshop, Credo offers Initiative Owners the opportunity to meet with a Credo team member for 30 minutes to discuss the project plan for their initiative. This is an opportunity for personalized support for individuals/small groups receive additional assistance.

***Implementation Support (Monthly)***

Implementation support is a time when the College begins implementing the strategic plan initiatives and is monitoring the progress of the initiatives and key performance indicators. During this time, Credo will provide implementation support through advising calls. These are 30-minute meetings to discuss the progress of the strategic plan. The topics for discussion may include, but are not limited to, cultural change management, strategic plan updates to the Board of Trustees, strategic plan management, implementation tools, initiative owner progress updates, data visualizations, year 1 initiative conclusion, year 2 initiative preparation and launch.

***Strategic Plan Tool Implementation***

The College is partnering with Strategic Planning Online (SPOL). SPOL is unique in its ability to align institutional goals with departmental goals and assessment outcomes, showing the connections between the

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various departments and stakeholders involved in the holistic institutional effectiveness effort. SPOL users can see how institutional goals are supported by the departmental/unit-level strategic planning objectives, budget resources, and assessment efforts campus wide.

The College is planning to implement **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 indicated that 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.



*Click for more information on the planning, budget and assessment modules.*

**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

TAB 11 | Active Search Listing

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**HR Active Search List As of October 1st, 2024**

Baltimore City Community College						
	Div	PIN #	Position	Oversight	Date posted	Status 10/1/2024
1	AA	67006	Director of the Academic Achievement Center	Dr. Karen-King Sheridan	12/8/2021	Resumes forwarded for Review
2	AA	66902	Dean of Natural and Physical Sciences, Business, Technology, Engineering & Math	Dr. Debra McCurdy	5/16/2022	Resumes forwarded for Review
3	AA	78507	Assistant Professor/Clinical Coordinator, Health Information Technology	Dr. Ghazanfar Mahmood/ Dorothy Holley	3/23/2023	Resumes forwarded for Review
4	AA	66829	Assistant Professor of Cyber Security Digital Forensics	Dr. Enyinnaya Iweha	6/23/2023	Resumes forwarded for Review
5	AA	72080	Assistant Professor & Program Coordinator for Computer Information Systems	Dr. Enyinnaya Iweha	6/27/2023	Resumes forwarded for Review
6	AA	66762	Assistant Professor & Program Coordinator for Office Administration	Dr. Enyinnaya Iweha	6/27/2023	Resumes forwarded for Review
7	AA	66819	Assistant Professor of Nursing-Adult Medical/ Surgical	Dr. Ghazanfar Mahmood/ Dorothy Holley	7/26/2023	Resumes forwarded for Review
8	AA	66803	Assistant Professor & Program Coordinator of American Sign Language/ Deaf Studies	Dr. Phillip Powell/ Dr. Anthony McEachern	7/27/2023	Resumes forwarded for Review
9	AA	66801	Assistant Professor/ Clinical Coordinator, Surgical Technologist	Dr. Ghazanfar Mahmood/ Dorothy Holley	8/25/2023	Resumes forwarded for Review
10	AA	66765	Retention Coordinator	Karen King-Sheridan	10/5/2023	Resumes forwarded for Review
11	AA	66977	Instructional Designer	Aundrea Wheeler	10/9/2023	Resumes forwarded for Review
12	AA	78506	Transfer and Articulation Coordinator	Dr. Debra McCurdy	11/2/2023	Resumes forwarded for Review
13	AA	66725	Dean- School of Nursing & Health Professions	Dr. Debra McCurdy	11/2/2023	Resumes forwarded for Review
14	AA	66823	Nursing Laboratory Manager	Dr. Ghazanfar Mahmood/ Dorothy Holley	3/28/2024	Resumes forwarded for Review
15	AA	66673	Instructional Librarian	Aundrea Wheeler/ Elizabeth Van Pate	4/19/2024	Resumes forwarded for Review
16	AA	66878	Administrative Assistant III	Aundrea Wheeler/ Karen King-Sheridan	6/13/2024	Resumes forwarded for Review
17	AA	66834	Assistant Professor & Program Coordinator of Education	Dr. Phillip Powell/ Dr. Anthony McEachern	6/14/2024	Resumes forwarded for Review
18	AA	66622	Associate Dean of Business & Technology	Dr. Debra McCurdy	6/28/2024	Resumes forwarded for Review
19	AA	66732	Vice President of Academic Affairs	Dr. Debra McCurdy	7/22/2024	Resumes forwarded for Review
20	SA	66844	Federal Work Study Specialist	Donna Thomas/ Saleem Chaudhry	8/11/2022	Resumes forwarded for Review
21	SA	69257	Admissions Advisor for Special Populations	Donna Thomas	5/18/2023	Resumes forwarded for Review
22	SA	66991	Director of Advising/ Student Success Center	Donna Thomas/ Dr. Sherri Brown	6/1/2023	Resumes forwarded for Review
23	SA	66908	Vice President of Student Affairs	Dr. Debra McCurdy	10/20/2023	Resumes forwarded for Review
24	SA	72079	Coordinator of Early College Access & Programs	Donna Thomas/ Michelle White	7/24/2024	Resumes forwarded for Review
25	SA	66952	Coordinator of Testing	Donna Thomas/ Natasha Williams	7/16/2024	Resumes forwarded for Review
26	SA	74207	Director of Mayor's Scholars & Special Programs	Donna Thomas	9/3/2024	Resumes forwarded for Review
27	SA	tbd	Student Success Advisor	Donna Thomas/ Dr. Sherri Brown	9/16/2024	Resumes forwarded for Review
28	SA	tbd	Student Success Advisor	Donna Thomas/ Dr. Sherri Brown	9/16/2024	Resumes forwarded for Review
29	SA	66988	Coordinator of Veteran Services	Donna Thomas	9/30/2024	Search is Open
30	ASP	66932	Administrative Assistant for the Vice President for Advancement	Gussener Augustus	1/10/2023	Resumes forwarded for Review



31	ASP	66960	Director of Development	Gussener Augustus	1/11/2023	Resumes forwarded for Review
32	ASP	76586	Director of Public Relations/ Community Outreach	Gussener Augustus	6/29/2023	Resumes forwarded for Review
33	ASP	66838	Associate Director for Scholarships	Gussener Augustus/ Dr. Debra McCurdy	7/19/2024	Resumes forwarded for Review
34	ASP	66720	Associate Director for Alumni Relations	Gussener Augustus/ Dr. Debra McCurdy	8/12/2024	Resumes forwarded for Review
35	WDCE	66861	Maintenance Supervisor	Michael Thomas	4/21/2021	Resumes forwarded for Review
36	WDCE	66769	Police Officer II	Michael Thomas	7/28/2020	Resumes forwarded for Review
37	WDCE	86277	Police Officer III	Michael Thomas	4/22/2024	Resumes forwarded for Review
38	WDCE	66644	Director of Workforce Development & Employment Services	Michael Thomas	7/5/2023	Resumes forwarded for Review
39	WDCE	66617	Assistant Director of Capital Projects	Michael Thomas	11/14/2023	Resumes forwarded for Review
40	WDCE	66639	Assistant Vice President for Facilities	Michael Thomas	12/5/2023	Resumes forwarded for Review
41	WDCE	66843	Grounds Supervisor	Michael Thomas	2/13/2024	Resumes forwarded for Review
42	WDCE	76591	P-Tech Early College Liaison	Michael Thomas	4/9/2024	Resumes forwarded for Review
43	WDCE	81698	Police Supervisor	Michael Thomas	6/13/2024	Resumes forwarded for Review
44	WDCE	66921	Associate Director of English Language Services	Michael Thomas	8/13/2024	Resumes forwarded for Review
45	WDCE	tbd	Refugee Program Manager	Michael Thomas	9/9/2024	Resumes forwarded for Review
46	WDCE	tbd	Administrative Assistant II- Facilities	Michael Thomas	9/16/2024	Resumes forwarded for Review
47	WDCE	tbd	Director of English language Services	Michael Thomas	9/24/2024	Resumes forwarded for Review
48	F&A	66879	Director of Budget	Aubrey Bascombe	12/5/2022	Resumes forwarded for Review
49	F&A	66757	Senior Accountant	Aubrey Bascombe/ Eileen Waitsmen	1/12/2023	Resumes forwarded for Review
50	F&A	67013	Senior Accountant - Foundation	Aubrey Bascombe/ Eileen Waitsmen	1/12/2023	Resumes forwarded for Review
51	F&A	66986	Budget Analyst	Aubrey Bascombe	3/27/2023	Resumes forwarded for Review
52	F&A	72349	Assistant Vice President of Human Resources	Dr. Debra McCurdy/ Aubrey Bascombe	5/18/2023	Resumes forwarded for Review
53	F&A	66974	Administrative Assistant to the Vice President of Finance & Administration	Aubrey Bascombe	8/11/2023	Resumes forwarded for Review
54	F&A	66842	Accounts Clerk III	Aubrey Bascombe/ Pat Raines	9/19/2023	Resumes forwarded for Review
55	F&A	66916	Assistant Director of Human Resources- EEO & Compliance	Aubrey Bascombe	11/17/2023	Resumes forwarded for Review
56	F&A	66658	Accounting Clerk II- Finance	Aubrey Bascombe/ Eileen Waitsman	5/23/2024	Resumes forwarded for Review
57	F&A	82345	Human Resources Generalist	Aubrey Bascombe	2/6/2024	Resumes forwarded for Review
58	IERP	88494	Research Analyst II	Becky Burrell/ Eileen Hawkins	7/6/2022	Resumes forwarded for Review
59	OP	66855	Director of Government Relations/Special Assistant to the President	Dr. Debra McCurdy	1/18/2022	Resumes forwarded for Review
60	OP	66981	Executive Administrative Assistant to the President	Dr. Debra McCurdy	2/13/2023	Resumes forwarded for Review
61	OP	67000	Network Engineer	Peter Farrell	3/20/2024	Resumes forwarded for Review
62	OP	76592	Systems Administrator	Peter Farrell	3/20/2024	Resumes forwarded for Review
63	OP	73033	Deputy Chief Information Officer	Peter Farrell	8/1/2024	Resumes forwarded for Review