

# Baltimore City Community College

**Dr. Debra L. McCurdy**  
President

# Board of Trustees Open Session

**Mr. Kurt L. Schmoke**  
Chair

WEDNESDAY | October 18, 2023

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

TAB 1 | Approval of the October 18, 2023 Agenda

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

**Open Session Agenda** | 4:00pm October 18, 2023 (Virtual Zoom Meeting)  
Meeting Location: <https://bccc-edu.zoom.us/j/93145261642>

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- I. Call to Order Mr. Kurt L. Schmoke, *Chair*
  - a. Adoption of Agenda **(Vote)**
    - i. Approval of the October 18, 2023 Agenda (Tab 1) Mr. Kurt L. Schmoke, *Chair*
  
- II. Board Actions/Consent Agenda **(Vote)** Mr. Kurt L. Schmoke, *Chair*
  - a. September 20, 2023 Open Session Meeting Minutes (Tab 2)
  - b. September 20, 2023 Closed Session Meeting Summary (Tab 2)
  - c. October 12, 2023 Finance/Audit Committee Meeting Minutes (Tab 2)
  - d. Student Government Association (Tab 3)
  - e. Faculty Senate Comments (Tab 5)
  
- III. Items Removed from the Agenda (Tab 6) Mr. Kurt L. Schmoke, *Chair*
  - a. AFSCME Local #1870 at BCCC Comments (Tab 4)
  
- IV. Presentations (Tab 9) Mr. Kurt L. Schmoke, *Chair*  
Dr. Debra McCurdy, *President*  
Mr. Michael Rading, *CIO*  
Dr. Jade Borne, *VP Student Affairs*
  - a. ERP Update
  - b. Enrollment Update
  
- V. New Business (Tab 7) Mr. Kurt L. Schmoke, *Chair*  
Dr. Debra McCurdy, *President*  
Mr. Aubrey Bascombe, *VP Finance & Administration*
  - a. Finance/Audit Committee Meeting October 12, 2023
    - i. Procurement Policies & Procedures **(Overview)**
    - ii. Procurement Awards over \$25,000 to \$99,999 **(Information)**
      - a. WP Furniture Replacement \$177,183 (BOT Pre-Approved 06/21/2023)
      - b. Bulk Mailing Services \$42,727.92
      - c. Textbooks – Cengage \$104,168.60
      - d. Textbooks – Pearson \$54,995.00
      - e. WP Chiller Repair \$54,884.00 (Emergency)
      - f. Services for Older Refugees \$50,240.00
      - g. Textbooks – LLW \$46,066.89
      - h. Dental Kits \$38,660.41
      - i. MD Time (SaaS) \$30,000.00
      - j. Textbooks – Cengage \$25,041.64
    - iii. Financial Monthly Performance Report **(Information)** Mr. Aubrey Bascombe, *VP Finance & Administration*

b. Early Childhood Education Associate of Arts  
Degree Proposal **(Vote)**

Dr. Debra McCurdy, *President*  
Dr. Jacqueline Hill, *VP*  
*Academic Affairs*

VI. College Policies (Tab 8)  
a. None

Mr. Kurt L. Schmoke, *Chair*

VII. President's Report (Tab 10)

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

VIII. Active Search Listing (Tab 11)

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

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

Mr. Kurt L. Schmoke, *Chair*

**BOARD OF TRUSTEES**

**BALTIMORE CITY COMMUNITY COLLEGE**

**BOARD ACTIONS / CONSENT AGENDA**

TAB 2 | October 18, 2023 Minutes

TAB 2 | October 18, 2023 Closed Session Meeting Summary

TAB 2 | October 12, 2023 Finance/Audit Committee Meeting Minutes

TAB 3 | Student Government Association Report

TAB 4 | Faculty Senate Report

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

TAB 2 | September 20, 2023 Minutes

TAB 2 | September 20, 2023 Closed Session Meeting Summary

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

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

**Open Session Agenda** | 4:00pm September 20, 2023 (Virtual Zoom Meeting)

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**Board Members Present:** Chair Kurt L. Schmoke, Ms. Leonor Tannhauser Blum, Ms. Lelia Parker, Dr. Rachel Pfeifer, Mr. J. C. Weiss, Ms. Tanya Terrell, Dr. Roger Ward and Ms. MacKenzie Garvin.

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

**I. Call to Order**

- a. Adoption of Agenda
  - i. Approval of the September 20, 2023 Agenda

Chair Schmoke asked for a motion to adopt the September 20, 2023 Agenda. Trustee Weiss moved to adopt the Agenda and trustee Pfeifer seconded it. There were no objections and the Agenda was adopted. The open session began at 4:07pm.

Chairman Schmoke made an opening statement addressing a local news station report that he described as “quite erroneous” about President McCurdy’s salary. He read the following statement:

In the interest of clarity and full transparency, I would like to take this opportunity to address President McCurdy's salary. Here are the facts. Dr. McCurdy went more than two years without being fully compensated pursuant to her contract. In 2021, the Chief Financial Officer discovered the mistake. To correct this error, Dr. McCurdy received retroactive corrective payments over a twelve-month period, primarily occurring in 2022.

The Board of Trustees takes very seriously our responsibilities as trustees of Baltimore City Community College and operates in accordance with the by-laws and values of the institution.

Chairman Schmoke went on to state that he would be glad to provide further explanation to the new Trustees but that the bottom line was that the media had reported a “bulge” or increase in Dr. McCurdy’s compensation, but that report was not true—she received retroactive payments to make up for missed pay.

Chairman Schmoke then went on to welcome and acknowledge several new Trustees:

Ms. MacKenzie Garvin, Chief of Staff, Mayor’s Office of Employment Development  
Ms. Tonya Terrell, Director of Corporate Community Impact at BGE  
Dr. Roger Ward, Provost, and Executive Vice president of the UMB

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**II. Board Actions/Consent Agenda**

- a. June 21, 2023 Open Session Meeting Minutes
- b. June 21, 2023 Closed Session Meeting Summary
- c. September 1, 2023 Finance/Audit Committee Meeting Minutes
- d. Student Government Association
- e. AFSCME Local #1870 Comments
- f. Faculty Senate Comments

Chair Schmoke asked for a motion to approve the Consent Agenda. Trustee Weiss moved to adopt the Agenda and Trustee Pfeifer seconded it. There were no objections, and the Consent Agenda was adopted. There were no comments from the Faculty Senate or AFSCME Local #1870.

**III. Items Removed from the Agenda**

- a. Local #1870 Comments
- b. Faculty Senate Comments

**IV. Presentations****a. ERP Update**

- Michael Rading, Chief Information Officer, highlighted the project status from the State Department of Information Technology, DoIT. He identified gaps and resolutions to move forward and DoIT provided a monthly health status with the following criteria: Scope, Schedule, Risks, Quality, Resources, and Cost which all received a green status and were on target.
- On September 06, 2023, the BCCC Board of Trustee approved the contract modifications for the ERP, which were subsequently approved by the Board of Public Works (BPW), to extend funding, modify extended terms, exercise the one-year renewal options and for BCCC to receive delegated authority to exercise future renewal options without BPW approval.
- A Review of Key dates from implementation in November 2020 to core module implementation to BPW contract modification was provided.
- ERP had challenges with data migration given that the legacy system did not have strict validation rules for many fields, residency codes and historical majors.
- The resolution focused on working closely with the vendor to build out additional institutional reports (cross functional work to include functional areas and vendor support).
- It was noted that cyclical operations such as end year reporting in finance and budget development only run on cycle which create challenges. Additional training to support functional areas and vendor support for configuration changes are still needed.

**b. Enrollment Update**

Jade Borne, Vice President of Student Affairs, provided a presentation on recruitment and enrollment efforts and discussed the following:

- The 12 weeks registration was still enrolling, and the 10-week session ends in 2 weeks and the accelerated eight-week session would end in October.



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- The demographic outreach, with information provided in English/Spanish.
  - Recruitment outreach efforts for Summer and Fall 2023 included June high school visits, a Music Festival and Fair with 2500 attendees; an MSP Fall Outreach; Dual Enrollment, on campus information sessions and e-mail, all of which generated 22,750 contacts.
  - Mayor's Scholars program enrollment for Summer Bridge term included 184 participants and 100 for Fall 2023.
  - Recruitment of more international students through ESL training and hiring of Spanish-speaking staff.
  - Trustee Ward asked what percentage of students are Spanish speaking. Vice President Borne replied approximately 6% but he reiterated that he could see the population approximately 6 Baltimore. Trustee Blum offered further support regarding the potential to expand Dual Enrollment with students from the Adelante Latina Program.

## V. **New Business**

### a. MHEC 2023 Performance Accountability Report

The Vice President for Institutional Effectiveness, Becky Burrell, reviewed MHEC State guidelines along with the BCCC Strategic Plan. VP Burrell touched on key points as BCCC prepares to meet State goals for Student Success, Student Access and Innovation. She discussed the following:

- A Review of The Performance Accountability Report, (PAR), as it pertains to Maryland State Goals, Community College Performance Indicators and BCCC Institutional Characteristics.
- Community College Performance Indicator highlights for annual headcount has increased by 18% and enrollment for Continuing Education increased 32%. Respiratory Care has received a 100% license examination passing rate 3 years consecutively and students are employed within one year of graduation.
- Challenges were COVID and competing plans and priorities. The focus of the College's strategic plan will include the alignment of all plans, goals and objectives. The Cabinet is scheduled for a Planning Retreat in October that will focus on a comprehensive alignment of strategies.

Chairman Schmoke commented the good news outweighed the bad. Trustee Ward commented, great outcome for the Respiratory Program. Key attributes make it successful, which can be scaled across all programs.

- Finance/Audit Committee Special Meeting September 1, 2023

A Special Meeting of the Finance Committee was scheduled to review funding approvals and the initial review of the Cultural Diversity Report.

#### i. MHEC Cultural Diversity Report

Jade Borne, Vice President of Student Affairs, summarized the Cultural Diversity report. He reported documents were completed and were due on September 1, 2023. He outlined primary goals the College needs to accomplish as indicated in the summary of his presentation. The focus was directed toward an increase in enrollment to include underrepresented groups such as ESL, Military Refugee, and the Mayor's Scholars Program.

Dr. Borne indicated the next Cultural Diversity Report would need to be submitted by September 01, 2024.

Chairman Schmoke asked for a motion to approve the Cultural Diversity Report; Trustee Weiss made the motion, and it received a second from Trustee Ward.

- ii. Approval Requests
  - a. Nursing Cooling Towers
    - i. Control Sources, LLC \$156,246 (Rescind)
    - ii. BMC Services, LLC \$128,455 Base Bid  
\$29,956 Alternate
  - Total \$158,411
  - iii. Shoreline Mechanical, LLC \$165,965
  - iv. Best Mechanical Service, LLC \$169,956
  - b. Construction of Security Kiosk \$237,000
  - c. Strategic Plan Consulting (Credo) \$107,000

Anna Lansaw, Director of Procurement, confirmed BMC Services, LLC should have been awarded the Sole Source contract for The Nursing Cooling Tower. Ms. Lansaw indicated the error and that BMC did follow guidelines. There was an additional \$29k for piping needed. Control Sources, LLC. never submitted information for piping. Ms. Lansaw confirmed that no vendors were contacted and awarded the bid for The Nursing Cooling Tower and therefore the contract can be rescinded and awarded to BMC Services, LLC. Chairman Schmoke moved to approve to rescind the contract for Control Sources, LLC. Trustee Terrell asked if there were any consequences. Ms. Lansaw confirmed vendors were not notified or contacted. Chairman Schmoke asked for a motion to accept the report of the Finance Committee. Trustee Weiss moved to accept, and Trustee Ward seconded the motion. There were no objections.

iii. Financial Monthly Performance Report

Mr. Aubrey Bascombe, Vice President of Finance, presented the monthly financial performance report. The Board was informed about the College' financial performance in a year-over-year comparison. The presentation contained details about the College's Revenue, Total Expenses, Unrestricted Revenue, Restricted Revenues, Expenditures by Category and Current Expenses by Division.

VI. College Policies

*None*

VII. President's Report

President McCurdy summarized that the September Board information reflects June reports and July reports from the respective Cabinet as the Board does not meet during the Summer. She provided information on the following:

- Noted the Strategic Plan overall and affordability.
- Students can attend college free if their financial aid and other funds are packaged. For the fall 2024, HERF fund was used to fund textbooks.

- Information was provided to compare BCCC tuition with other two-year institutions in Maryland which included instate residents, and out of state/International. BCCC has the lowest overall tuition making the College number 1. Tuition has not increased in approximately 6 years.
- Finance approved \$237,000 for the construction for the Security Booth.
- Credo is the consultant entity who will start working with BCCC on the next phase of the Strategic Plan.

No further action was needed from the Board; this was approved through the Finance Committee. There were no further questions.

VIII. Active Search Listing

IX. Motion for Adjournment

Chairman Schmoke asked if the Governor was planning a visit before the holiday. President McCurdy responded yes, and that the visit was upcoming. Chairman Schmoke suggested we would revisit having the Board Meetings on site. He looked forward to completion of the Loop Road by the time the Board meets on site. There were no other questions and Chairman Schmoke asked for a motion to adjourn at 6:07pm which was provided by Trustee Pfeifer and seconded by Trustee Ward.

The Chairman read the following closing statement:

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

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

He stated that the closed session would convene at 6:15pm.

Attendance Participants:

President McCurdy  
Kurt Schmoke  
Anna Lansaw  
Kristin McFarlane  
Tanya Terrell  
Rachel Pfeifer  
Gussener Augustus  
Roger Ward  
Aubrey Bascombe  
Maria Rodriguez  
Leonor Blum  
J.C. Weiss  
Michael Rading  
MacKenzie Garvin  
Katherine Zurlage  
Eileen F. Hawkins  
Michael D. Thomas  
Jade Borne  
Lyllis Green Dr.  
Jacqueline Hill  
Becky Burrell

BCCC Faculty/Staff Attendees:

Cortney Merritt  
Cherrylynn Williams  
Natasha Williams  
Wanda Walker  
Keenan Jones  
Bryan Miller  
Russell Watkins  
Rachel Frank  
Rasheedah Evans  
Omar Cox  
Aundrea Wheeler  
Freida Davis  
Michael Berends  
Taylor Millner  
Alexis Williams  
Stanley Cavouras  
Ursula Subeer  
Christina Carter  
Abdon Chica  
Matt Carpenter  
Dean Thomas  
Sylvia Rochester  
Karen Allen Curtis  
Glenn Peterson  
Cynthia Wilson

Shannon Guy  
David Hase  
Daymon Stewart  
Brett E. King  
Kathy Hastings  
Katana L. Hall  
Caren Jones  
Katherine Zurlage  
Eve Burton  
Professor Kimara  
Shawnette Shearin  
Chris Jordan  
D. FitzGerald Smith  
Sung Yoon Kim  
Brian Terrill  
Antwan Degross  
Saleemah Franklin  
Rodney Johnson  
Karen Tillery-Williams  
Theresa White  
Pam Hendrick  
Susan Gruz  
Omar Gaston  
Joan Fountain

Theresa Tunstall  
Nena Kutniewski  
Charice Hayes  
Elena Uribe  
Geovania Ellis  
Courtney Ross  
Ishwor Aryal  
Afryea Lucas  
Cassidy Keller  
Dorothy Byam  
Dee Simpson-Bradsher  
Nisha Thomas  
Cassandra Wilks  
Natalie Comas  
Noah Grant  
Denise Holland  
Jason Quick  
Phil G. Gatling Jr.  
Leslie Jackson  
Kytica Crawford  
Victoria Fuller  
Melissa Baldwin  
Myra Mccullough  
Valerie Grays  
Aquila Evans

Ants Voiter  
Chuck Marquette  
William Johnson  
Charles N. Wilson  
Sherron Edwards  
Mariam Yahaya  
Jamie Gillis  
Elizabeth Massanopoli  
Karen King-Sheridan  
Nicole L. Deutsch  
Katria Mooring  
Peter Farrell  
Kadeirdra Thompson  
Pilot Samuels



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

Closed Session Summary | September 20, 2023 (Virtual Zoom Meeting)

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

**Board Members Absent:** Ms. Leonor Tannhauser Blum; Ms. MacKenzie Garvin, Esq.; Ms. Lelia F. Parker, and Mr. J.C. Weiss III.

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

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

Chairman Schmoke brought the closed session meeting to order at 6:16 PM.

Upon a motion by Dr. Pfeifer, seconded by Mr. Ward, the Trustees unanimously approved the consent agenda and attached closed session materials.

The Board discussed specific personnel issues and legal questions and collective bargaining issues.

The closed session was adjourned at 6:46 PM upon unanimous consent.

Respectfully submitted,

Debra L. McCurdy  
President

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

**Finance Committee Minutes | 8:00 AM October 12, 2023 (Virtual Zoom Meeting)**

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

Chairman Schmoke asked for a motion to call the meeting to order at 8:04am; Trustee Weiss made the motion to call the meeting to order.

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

There were no Policies and Procedures for discussion or changes and Chairman Schmoke asked that we proceed with the Agenda items.

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

The Executive Director of Procurement and Auxiliaries, Anna Lansaw provided an overview of the costs for the informational items; the WP Furniture Replacement (Maryland Corrections) was a pre-approval and on the agenda to show such; Bulk Mailing Services (Strategic Factory) covers the radio station and outreach efforts; Cengage Learning Inc. (2) are for the purchases of fall textbooks as are Pearson Education Inc. and Wolters Kluwer Health, Inc; Maryland Mechanical System Inc. covers the WP chiller water coils emergency; HU Friedy Mfg Co LLC covers the cost for Dental Kits; 3C Solutions is a sole source contract for tracking BCCC employee time; and the International Rescue Committee is a grant that covers services for older refugees

a.	WP Furniture Replacement	\$177,183 (BOT Pre-Approved 06/21/2023)
b.	Bulk Mailing Services	\$42,727.92
c.	Textbooks – Cengage	\$104,168.60
d.	Textbooks – Pearson	\$54,995.00
e.	WP Chiller Repair	\$54,884.00 (Emergency)
f.	Services for Older Refugees	\$50,240.00
g.	Textbooks – LLW	\$46,066.89
h.	Dental Kits	\$38,660.41
i.	MD Time (SaaS)	\$30,000.00
j.	Textbooks – Cengage	\$25,041.64

**IV. Finance Update (Informational)**

The Vice President for Finance and Administration, Aubrey Bascombe provided an overview of the Operating Budget for Fiscal Year 2024 (revenues and expenses) and briefly spoke about comparisons for FY 2023. He presented several charts that showed the allocation of expenditures (Salaries and Benefits, Financial Aid, Facilities Renewal, and Other Operating Expenses). Trustee Weiss asked about the

Facilities Renewal and how the College spends the allocation. Dr. McCurdy responded this is an amount that comes from MHEC to support the 16 two-year institutions in the State; every other year, eight institutions split the allocation. The funds are allocated for a variety of initiatives, generally in the deferred maintenance category. Chairman Schmoke asked for a breakdown of the supply line on the Monthly Financial Performance Snapshot Report. Mr. Bascombe indicated he would provide further information during the Board Meeting.

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

With no further business for the Finance Committee, Chairman Schmoke called for a Motion to adjourn the meeting. Trustee Weiss made the motion to adjourn the meeting at 8:30am.

Respectfully Submitted  
Debra L. McCurdy  
President

**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 18, 2023**

*Student Affairs*

#### **STUDENT GOVERNMENT ASSOCIATION**

During the month of September, the Student Government Association (SGA) started having regular general body meetings. The SGA meetings will be held the first and third Mondays of each month at 12:15 pm in the Gaare Auditorium at the Liberty location.

**SGA Monthly Meeting** – September 18, 2023 2:30 pm. The SGA held its first general body meeting in the Gaare Auditorium at the Liberty location. The executive board members were officially sworn in before the start of the meeting. Ms. Valerie Grays, Student Life Advisor was the guest presenter at the meeting to discuss the process for forming a club and/or organization. During the meeting, students brought up several concerns and or suggestions. Some are listed below:

1. *The need for more options in the cafe*
2. *The establishment of an activity or common hour each*
3. *Would like to start Wear Red Wednesday at least one time a month to promote school pride*
4. *The need for confirming the SGA budget so that they can plan effectively during the semester*
5. *Lack of promotion and support of student athletes/team.*
6. *Concerns on how Marketing promotes events on campus and the lack of a strong social media presence.*
7. *The need for more off campus partnerships need to be redeveloped for the health care students*
8. *Cost of the required classroom equipment/kits for health professional students*

The SGA leadership said that they would invite Dr. Borne (Vice President for Student Affairs), the BCCC Marketing Team, and Dr. Pope to their October 2, 2023 meeting to address some of these concerns directly.

**SGA Meeting with Dr. McCurdy** – September 25, 2023. Members of the SGA executive board met with Dr. McCurdy to discuss items that were brought up at the SGA General Meeting. They also met to give their feedback on upcoming additions to the Student Center (game room). Dr. McCurdy informed the SGA that funds for the SGA budget is in the process of confirmation so that they will have access to it. Dr. McCurdy also stated that she will address the common hour with Dr. Hill (Vice President for Academic Affairs) and Cabinet about the possibility of the activity or common hour; this will take more review as it impacts the instructional schedule. Also, she indicated the same with developing partnerships for the health programs as well as the cost of their needed classroom equipment. These items will take more research but there will be follow up.

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

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

National Suicide Prevention Month Program – September 13, 2023 (11 am – 12 pm)

Student Leadership Launch Meeting – September 13, 2023 (12 – 1 pm)

Cookie and Constitution – September 18, 2023 1 – 2 pm. The SGA along with the Anthropology and Sociology Club, History Club and the Office of Student Life and Engagement co-sponsored this annual

program. The guest speaker was BCCC Professor, Autumn T. Wallace, Esq. The topic was “The Constitution: Due Process of Law”. This discussion highlighted the guarantees outlined in the Bill of Rights that support the Criminal Procedural Process (right against self-incrimination, right to counsel, fair trial, etc.) with Q&A, to follow. The program was well attended with 62 participants.

Spanish Bingo (Loteria) – September 20, 2023 11am – 12:30 pm. The event was held to kick off Hispanic Heritage Month.

National Voter Registration Day– September 19, 2023 11 am – 1 pm. This was a co-sponsored program with the Baltimore League of Women Voters and the Office of Student Life and Engagement. The event was successful with 21 new registrations and 17 Election Poll Worker applications received. The event was held in the lower atrium at the Liberty location.

Celebrating YOU at BCCC – September 28, 2023 11 am– 1pm

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

**TAB 4 | AFSCME Local #1870 at BCCC Comments**

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- None

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

TAB 5 | Faculty Senate Comments

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

TAB 6 | Items Removed from the Agenda

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- AFSCME Local #1870 at BCCC Comments

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

**TAB 7 | New Business**

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- a. Finance/Audit Committee Meeting October 12, 2023
  - i. Procurement Policies & Procedures **(Overview)**
  - ii. Procurement Awards over \$25,000 to \$99,999 **(Information)**
    - a. WP Furniture Replacement \$177,183 (BOT Pre-Approved 06/21/2023)
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    - g. Textbooks – LLW \$46,066.89
    - h. Dental Kits \$38,660.41
    - i. MD Time (SaaS) \$30,000.00
    - j. Textbooks – Cengage \$25,041.64
  - iii. Financial Monthly Performance Report **(Information)**
- b. Early Childhood Education Associate of Arts Degree Proposal **(Vote)**



**PROCUREMENT AWARDS**  
**Contracts, Modifications, and Renewals Options**  
**\$25,000 to \$99,999**  
**October 12, 2023**

Contract No. / Contract Title	R95P4600053 Maryland Correctional Services		
Description/Remarks:	Replacement furniture for the West Pavilion due to flooding. BOT Pre-approved the award in June 2023.		
Procurement Method:	Prefer Provider	Category:	Commodities
Award Amount:	\$177,183	Contract Term:	90 Days
No. of Bids:	-	Tax Clearance:	-
College Department:	IT Services	Fund Source:	07706 / 1115

Contract No. / Contract Title	R95P4600062 Strategic Factory		
Description/Remarks:	Provides bulk mailing services for the radio station. This was solicited on eMaryland Marketplace for a week due to the value is under \$50,000 and only needs to be advertised for a minimum of 3 days. Only a single bid was received and evaluated. The vendor was awarded a contract for the same service in the past.		
Procurement Method:	CSB	Category:	Services
Award Amount:	\$42,727.92	Contract Term:	09/05/2023 – 09/04/2023
No. of Bids:	1	Tax Clearance:	-
College Department:	WBJC Radio Station	Fund Source:	03301/0873

Contract No. / Contract Title	R95P4600035 Cengage Learning Inc.		
Description/Remarks:	Textbooks for bookstore for Fall semester. Textbooks are exempt from a formal procurement process as these are for retail purposes.		
Procurement Method:	Exempt	Category:	Commodity
Award Amount:	\$104,168.60	Contract Term:	-
No. of Bids:	N/A	Tax Clearance:	-
College Department:	Bookstore	Fund Source:	08801/0914



**PROCUREMENT AWARDS**  
**Contracts, Modifications, and Renewals Options**  
**\$25,000 to \$99,999**  
**October 12, 2023**

Contract No. / Contract Title	R95P4600036 Pearson Education Inc.		
Description/Remarks:	Textbooks for bookstore for Fall semester. Textbooks are exempt from a formal procurement process as these are for retail purposes.		
Procurement Method:	Exempt	Category:	Commodity
Award Amount:	\$54,995.00	Contract Term:	-
No. of Bids:	N/A	Tax Clearance:	-
College Department:	Bookstore	Fund Source:	08801/0914

Contract No. / Contract Title	R95P4600051 Maryland Mechanical System Inc.		
Description/Remarks:	West Pavilion chiller water coils emergency - labor and material to remove 4 failed coils and furnish and install (4) chilled water coils serving the air handling unit. furnish and install one freezstat.		
Procurement Method:	Emergency	Category:	Maintenance
Award Amount:	\$54,884.00	Contract Term:	30 Days
No. of Bids:	-	Tax Clearance:	-
College Department:	Facilities	Fund Source:	07706/1415

Contract No. / Contract Title	R95P4600022 International Rescue Committee		
Description/Remarks:	Services For Older Refugees. This MORA grant funded and the IRC is pre-approved for the listed award amount.		
Procurement Method:	Sole source	Category:	Services
Award Amount:	\$50,240.00	Contract Term:	10/01/2022 – 09/30/2023
No. of Bids:	-	Tax Clearance:	-
College Department:	WDCE	Fund Source:	E9325/0873





**PROCUREMENT AWARDS**  
**Contracts, Modifications, and Renewals Options**  
**\$25,000 to \$99,999**  
**October 12, 2023**

Contract No. / Contract Title	R95P4600041 Wolters Kluwer Health, Inc.		
Description/Remarks:	Textbooks for bookstore for Fall semester. Textbooks are exempt from a formal procurement process as these are for retail purposes.		
Procurement Method:	Exempt	Category:	Commodity
Award Amount:	\$46,066.89	Contract Term:	N/A
No. of Bids:	-	Tax Clearance:	-
College Department:	Bookstore	Fund Source:	08801/0951

Contract No. / Contract Title	R95P4600059 HU FRIEDY MFG CO LLC.		
Description/Remarks:	Dental kits for bookstore. Dental kits are exempt from a formal procurement process as these are course material for classes.		
Procurement Method:	Exempt	Category:	Commodity
Award Amount:	\$38,660.41	Contract Term:	N/A
No. of Bids:	-	Tax Clearance:	-
College Department:	Bookstore	Fund Source:	08801/0951

Contract No. / Contract Title	R95P4600055 3C Solutions		
Description/Remarks:	This contract is for the MD Time for tracking of time for BCCC employees. This is a sole source contract due to proprietorship of the software and distribution is only held by the Company. The contract was set up for one year with a one-year renewal option if needed. It is anticipated that the ERP system will take over this function once final implementation is completed.		
Procurement Method:	Sole Source	Category:	IT Services
Award Amount:	\$ 30,000.00	Contract Term:	N/A
No. of Bids:	-	Tax Clearance:	-
College Department:	HR	Fund Source:	06616/0873



**PROCUREMENT AWARDS**  
**Contracts, Modifications, and Renewals Options**  
**\$25,000 to \$99,999**  
**October 12, 2023**

Contract No. / Contract Title	R95P4600052 Cengage Learning Inc.		
Description/Remarks:	Textbooks for bookstore for Fall semester. Textbooks are exempt from a formal procurement process as these are for retail purposes.		
Procurement Method:	Exempt	Category:	Commodity
Award Amount:	\$25,041.64	Contract Term:	-
No. of Bids:	N/A	Tax Clearance:	-
College Department:	Bookstore	Fund Source:	08801/00951

# FY 2024 YTD Overview

- Revenues:
  - Year to Date (YTD) Total Revenues
    - FY 2024 - \$23.0M
    - FY 2023 - \$18.6M
      - An increase of \$4.3M
- Expenditures:
  - YTD Total Expenditures
    - FY 2024 - \$17.4M
    - FY 2023 - \$12.7M
      - An increase of \$4.6M



## FY 2024 YTD Revenues

<u>Revenue Source</u>	<u>Amount \$</u>	<u>Percentage %</u>
Bookstore Revenue	\$ 69,030	0.3%
Credit Tuition	3,632,998	15.8%
Federal Grants & Contracts	448,761	1.9%
Investment Income	185,379	0.8%
Non-Credit Fee Revenue	170,936	0.7%
Non-Credit Tuition	188,410	0.8%
Real Estate Income	387,529	1.7%
Registration Fee	93,028	0.4%
State & Local Grants & Contracts	1,526,963	6.6%
State Appropriation	12,456,178	54.1%
Technology Fees	269,090	1.2%
Tower Rental Income	53,937	0.2%
Transcripts	9,515	0.0%
WBJC Revenue	944,698	4.1%
Consolidated Fees	442,125	1.9%
Facilities Capital Fees	40,568	0.2%
Parking and Transportation	2,882	0.0%
Capital Projects	2,091,702	9.1%
<b>Total</b>	<b>\$ 23,013,730</b>	<b>100.0%</b>



## FY 2024 YTD Expenditures

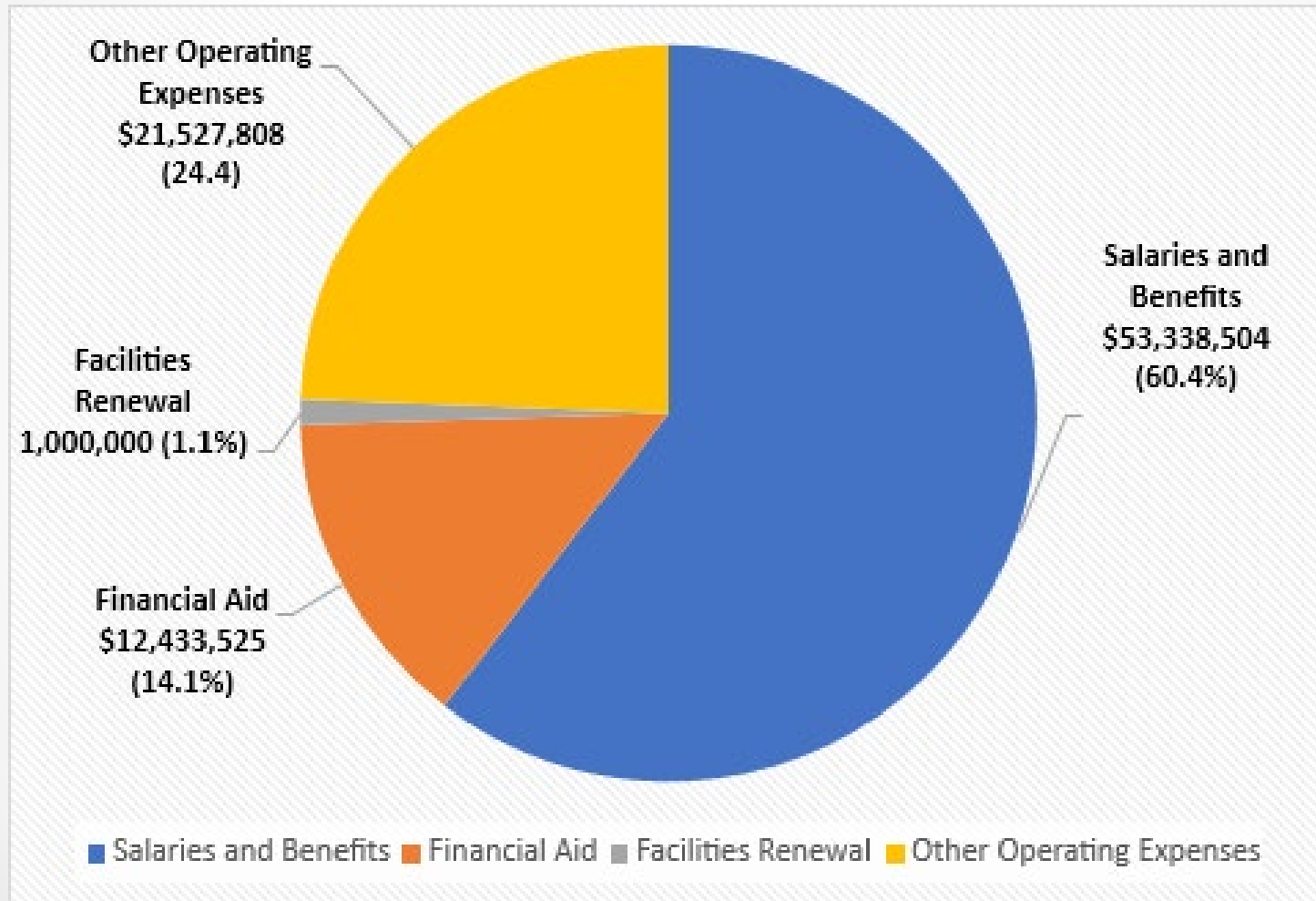
Description	FY24	FY23	Net Change	Percentage Change	
Labor: PIN Salaries	6,713,286	6,319,724	393,562	6.2%	<b>38.6%</b>
Labor: Contractual Employees	1,502,147	1,081,162	420,985	38.9%	<b>8.6%</b>
Communications	7,299	111,793	-104,494	-93.5%	<b>0.0%</b>
Travel	124,947	50,724	74,223	146.3%	<b>0.7%</b>
Utilities	336,509	354,324	-17,815	-5.0%	<b>1.9%</b>
Motor Vehicle	78	264	-186	-70.4%	<b>0.0%</b>
Contractual Services	638,846	741,792	-102,946	-13.9%	<b>3.7%</b>
Supplies	1,176,645	305,672	870,973	284.9%	<b>6.8%</b>
Replacement Equipment	0	0	0	0.0%	<b>0.0%</b>
New Equipment	10,906	5,281	5,625	106.5%	<b>0.1%</b>
Scholarships and Fellowships	5,380,876	2,659,137	2,721,738	102.4%	<b>31.0%</b>
Fixed Expenses	682,503	1,119,461	-436,958	-39.0%	<b>3.9%</b>
Deferred Maintenance	802,180	0	802,180	0.0%	<b>4.6%</b>
Clearing	0	0	0	0.0%	<b>0.0%</b>
<b>Total Expenses FY23</b>	<b>17,376,220</b>	<b>12,749,332</b>	<b>4,626,888</b>	<b>36.3%</b>	<b>100.0%</b>



# FY 2024 Full-Year Budget

# Operating Budget Fiscal Year 2024 Expenditures \$88.3M

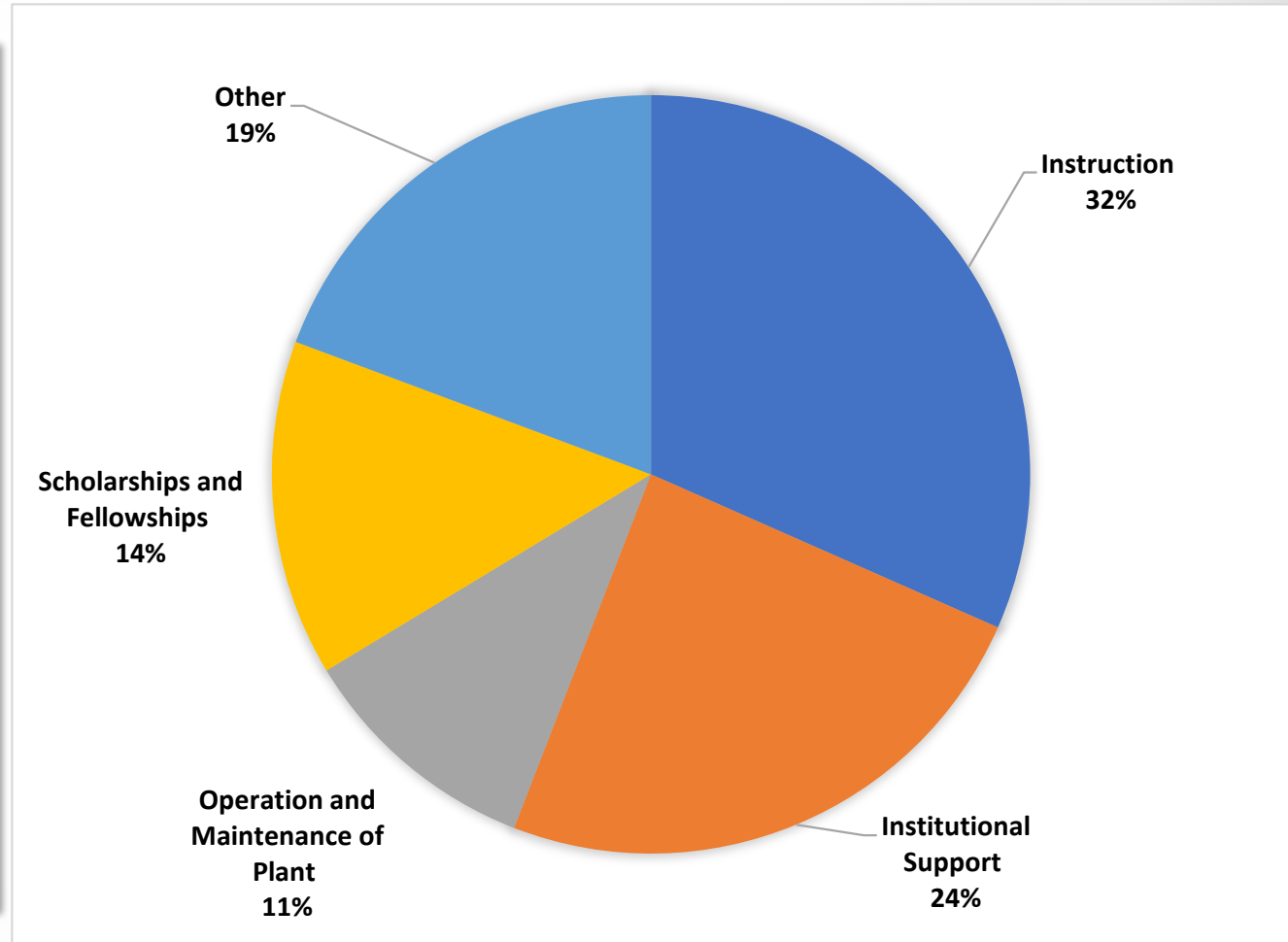
## By Object



# Operating Budget Fiscal Year 2024 Expenditures \$88.3M

## Other 19%

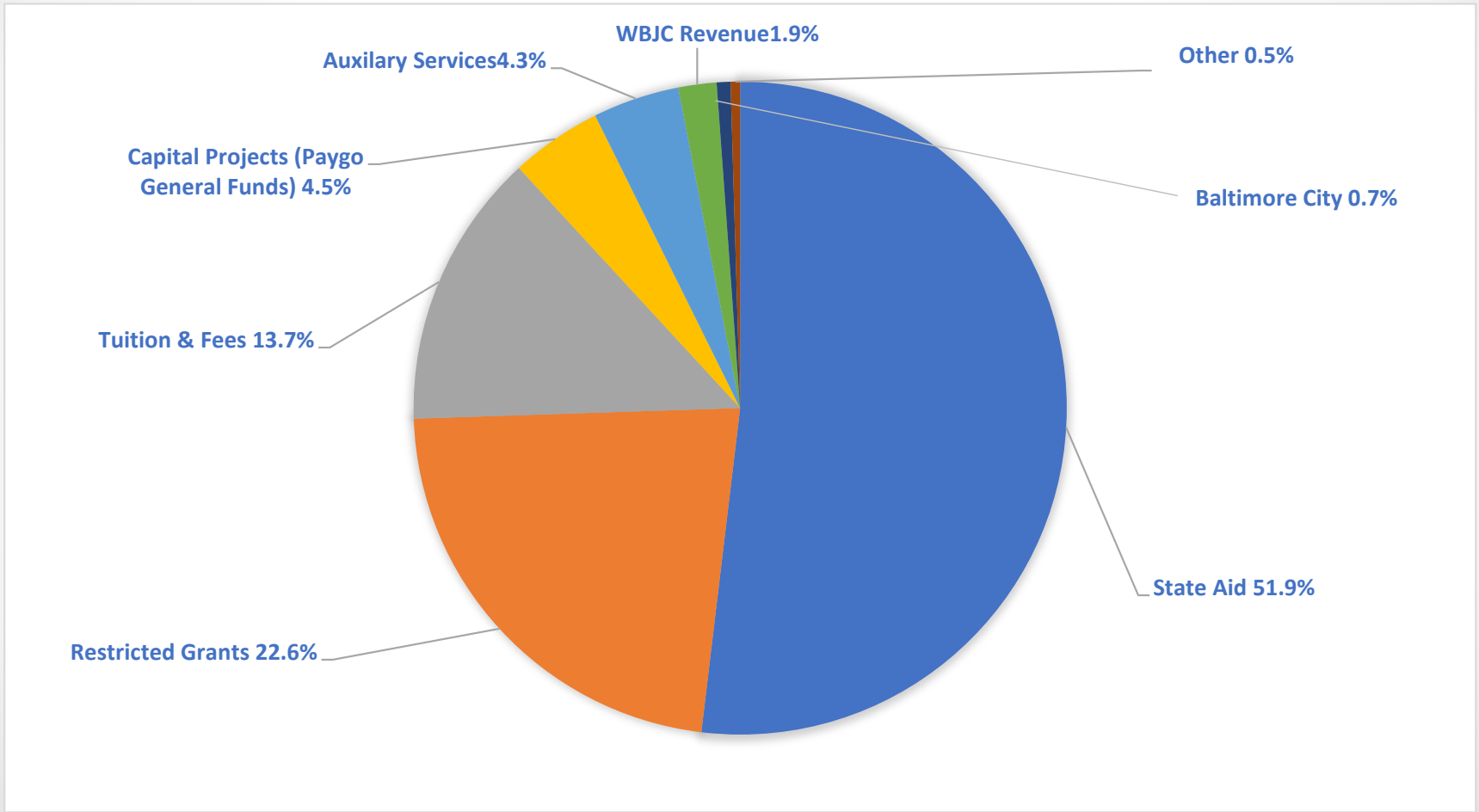
1. **Auxiliary Enterprises**
  - 2%
2. **Student Services**
  - 7%
3. **Academic Support**
  - 8%
4. **Public Service**
  - 2%





# Operating Budget Fiscal Year 2024

## Revenues \$88.3M



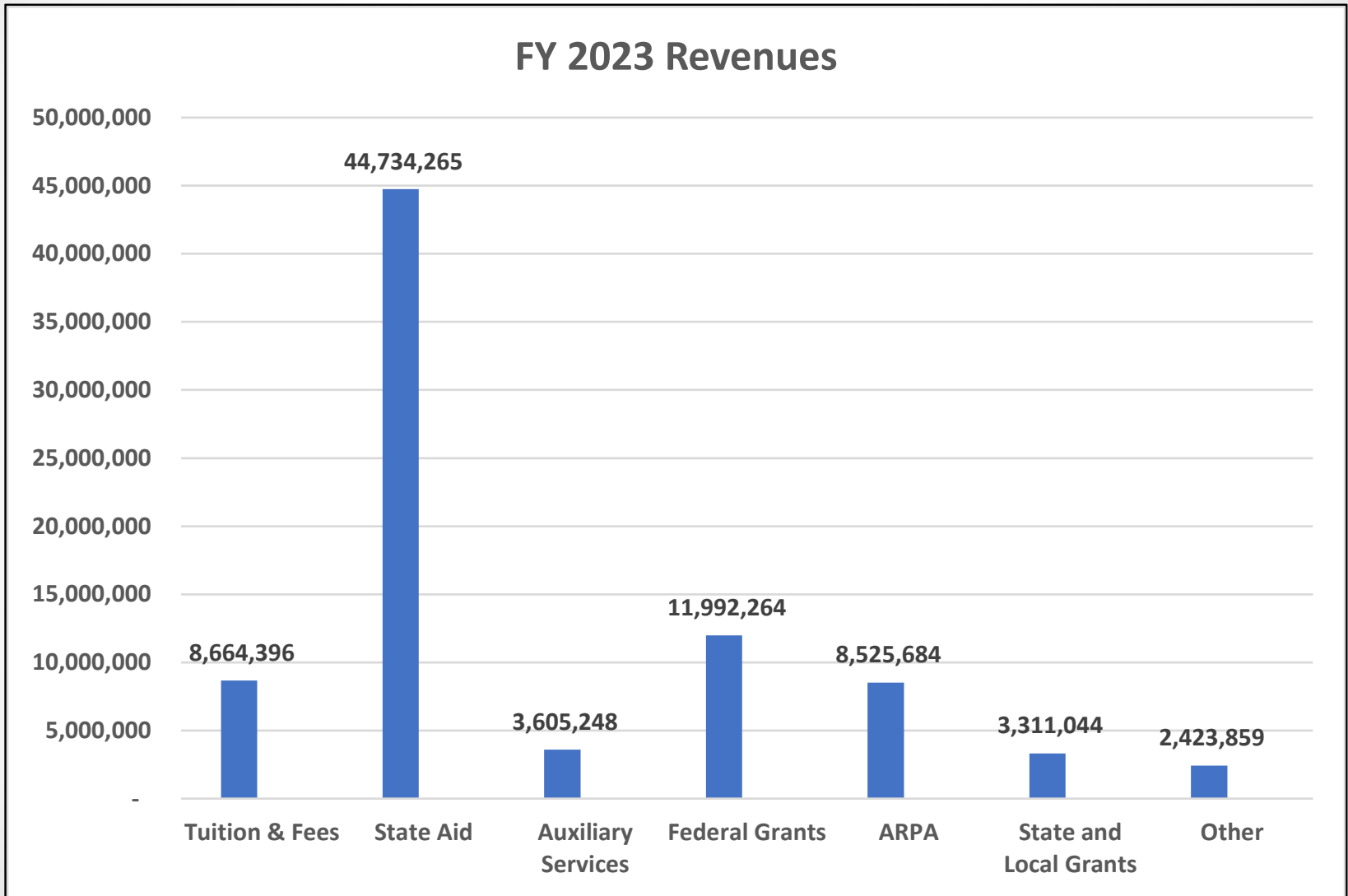
# FY 2023 Full-Year Summary

## Actual Expenditures Fiscal Year 2023

Category	Percentage	Total
Salary & Fringe	53%	\$ 44,049,034
Scholarship & Grants	23%	18,903,575
Outside Services	9%	7,368,821
Fixed Expenses	5%	3,967,505
Supplies	3%	2,284,107
Utilities	3%	2,098,591
Equipment Replacement	2%	1,658,446
Equipment Additional	2%	1,621,639
Operations & Maintenance	1%	820,967
Communications	0%	233,062
Motor Vehicle	0%	135,466
Travel & Professional Development	0%	115,547
<b>Grand Total</b>	<b>100%</b>	<b>\$ 83,256,760</b>



# Actual Revenues Fiscal Year 2023 \$83.3M





**Monthly Financial Performance Snapshot Report**  
**Appropriation Year 2024**  
**as of September 2023**

**Total Revenue by Appropriated Fund**

Revenue Fund	Budget FY24	Actuals		Net Change	Percentage Change	
		Monthly Budget FY24	FY24			FY23
General (Unrestricted)	62,689,753	52,471,493	18,001,605	13,923,470	4,078,135	29.3%
Restricted	25,610,084	27,726,584	5,012,125	4,752,210	259,914	5.5%
<b>Total Revenue FY24</b>	<b>88,299,837</b>	<b>80,198,077</b>	<b>23,013,730</b>	<b>18,675,681</b>	<b>4,338,050</b>	<b>23.2%</b>

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

Expense Fund	Budget FY24	Actuals		Net Change	Percentage Change	
		Monthly Budget FY23	FY24			FY23
General (Unrestricted)	62,689,753	47,224,343	11,055,092	9,120,710	1,934,382	21.2%
Restricted	25,610,084	24,953,925	6,321,128	3,628,622	2,692,507	74.2%
<b>Total Expenses</b>	<b>88,299,837</b>	<b>72,178,269</b>	<b>17,376,220</b>	<b>12,749,332</b>	<b>4,626,888</b>	<b>36.3%</b>

	Budget FY24	Monthly Budget FY23	FY24	FY23	Net Change	Percentage Change
<b>Net Surplus</b>	<b>0.00</b>	<b>8,019,808.00</b>	<b>5,637,509.76</b>	<b>5,926,348.68</b>	<b>-288,838.92</b>	<b>-4.9%</b>

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

Revenue Sources	Budget FY24	Actuals		Net Change	Percentage Change		
		Monthly Budget FY23	FY24			FY23	
<b>Unrestricted Revenues</b>	<b>62,689,753</b>	<b>15,672,438</b>	<b>18,001,605</b>	<b>13,923,470</b>	<b>4,078,135</b>	<b>29.3%</b>	
Board of Estimates - Unrestricted		600,000	150,000	0	0	0.0%	
Bookstore Revenue		935,232	233,808	69,030	429,423	-360,393	-83.9%
Consolidated Feed		1,050,559	262,640	442,125	207,810	207,810	112.8%
Credit Tuition		8,737,042	2,184,261	3,632,998	1,585,033	2,047,965	129.2%
Covid Relief Funds		0	0	0	0	0	0.0%
Facilities Capital Fees		109,971	27,493	40,568	23,566	23,566	72.1%
Investment Income		514,604	128,651	185,379	137,511	47,868	34.8%
Non-Credit Fee Revenue		420,610	105,153	170,936	118,720	52,216	44.0%
Non-Credit Tuition		750,000	187,500	188,410	143,590	44,820	31.2%
Other Fee Revenue		0	0	0	1,285	-1,285	-100.0%
Other Revenue		0	0	0	-707,446	707,446	-100.0%
Parking and Transportation		34,719	8,680	2,882	14	2,869	21248.1%
Real Estate Lease Income		2,331,299	582,825	387,529	824,511	-436,981	-53.0%
Registration Fee		299,995	74,999	93,028	61,984	31,044	50.1%
State Appropriation		45,824,713	11,456,178	12,456,178	10,933,784	1,522,395	13.9%
Technology Fees		700,000	175,000	269,090	138,709	130,381	94.0%
Tower Rental Income		131,092	32,773	53,937	30,950	22,987	74.3%
Transcripts		39,084	9,771	9,515	10,005	-490	-4.9%
Vending Machine Commission		0	0	0	435	-435	-100.0%
WBJC Asset Agreement		210,833	52,708	0	0	0	0.0%
<b>Restricted Revenues</b>	<b>25,610,084</b>	<b>6,402,521</b>	<b>5,012,125</b>	<b>4,752,210</b>	<b>259,914</b>	<b>5.5%</b>	
Capital Projects		4,000,000	1,000,000	2,091,702	593,411	1,498,290	252.5%
COVID Relief		0	0	0	1,233,270	-1,233,270	-100.0%
Federal Grants		14,266,708	3,566,677	448,761	662,622	-213,861	-32.3%
Indirect Cost - Other		117,800	29,450	0	20,127	-20,127	-100.0%
Other Restricted Revenue		0	0	0	0	0	0.0%
Private Gifts, Grants & Contracts		495,167	123,792	0	4,661	-4,661	-100.0%
RYP - Artworks		0	0	0	0	0	0.0%
State and Local Grants		5,063,847	1,265,962	1,526,963	2,024,055	-497,091	-24.6%
WBJC		1,666,562	416,641	944,698	197,652	747,046	378.0%
<b>Total Revenue FY24</b>	<b>88,299,837</b>	<b>22,074,959</b>	<b>23,013,730</b>	<b>18,675,681</b>	<b>4,338,050</b>	<b>23.2%</b>	



**Monthly Financial Performance Snapshot Report**  
**Appropriation Year 2024**  
**as of September 2023**

**Expenditure by Category**

Description	Object	FY24	FY23	Net Change	Percentage Change
Labor: PIN Salaries	1	6,713,286	6,319,724	393,562	6.2%
Labor: Contractual Employees	2	1,502,147	1,081,162	420,985	38.9%
Communications	3	7,299	111,793	-104,494	-93.5%
Travel	4	124,947	50,724	74,223	146.3%
Utilities	6	336,509	354,324	-17,815	-5.0%
Motor Vehicle	7	78	264	-186	-70.4%
Contractual Services	8	638,846	741,792	-102,946	-13.9%
Supplies	9	1,176,645	305,672	870,973	284.9%
Replacement Equipment	10	0	0	0	0.0%
New Equipment	11	10,906	5,281	5,625	106.5%
Scholarships and Fellowships	12	5,380,876	2,659,137	2,721,738	102.4%
Fixed Expenses	13	682,503	1,119,461	-436,958	-39.0%
Deferred Maintenance	14	802,180	0	802,180	0.0%
Clearing	96	0	0	0	0.0%
<b>Total Expenses FY23</b>		<b>17,376,220</b>	<b>12,749,332</b>	<b>4,626,888</b>	<b>36.3%</b>

**Current Expenses by Division**

Division	Budget FY24	FY24	FY23	Net Change	Percentage Change
Academic Affairs	24,069,627	4,229,631	3,978,580	251,051	6.3%
Administration & Finance	15,470,155	4,021,259	2,318,499	1,702,760	73.4%
Advancement & Strategic Partners	1,889,951	190,298	129,017	61,281	47.5%
College Wide	7,213,441	93,244	1,315,772	-1,222,528	-92.9%
Information Technology	4,314,378	831,220	879,431	-48,210	-5.5%
Institutional Research & Strategic Priorities	1,207,444	180,332	149,214	31,118	20.9%
President's Office (Executive)	1,694,618	304,214	302,919	1,295	0.4%
Student Affairs	19,741,436	6,084,801	2,374,268	3,710,533	156.3%
WBJC	2,495,112	236,348	216,077	20,271	9.4%
WDCED	10,203,675	1,204,875	1,085,556	119,319	11.0%
<b>Total Expenditures</b>	<b>88,299,837</b>	<b>17,376,220</b>	<b>12,749,332</b>	<b>4,626,888</b>	<b>36.3%</b>



## **Board Cover/Summary Sheet**

### **Associate of Arts in Early Childhood Education**

Baltimore City Community College's (BCCC) Associate of Arts in Early Childhood Education program will provide a seamless transfer pathway to colleges and universities in Maryland offering a baccalaureate degree in Early Childhood Education, Special Education, or related Teacher Education program of studies. Students will develop skills to work with children from Pre-K to third grade with an outstanding educationally comprehensive program that will provide practical teaching strategies and tools to promote positive outcomes in all children and serve as a resource to support the learning needs of an increasingly diverse population in the local education agency and childcare community.

In alignment with the mission of BCCC: "Baltimore City Community College provides quality, affordable, and accessible education meeting the professional and personal goals of a diverse population, changing lives, and building communities," the new Associate of Arts in Early Childhood will enable BCCC to become competitive with other area community colleges that offer an Early Childhood Education Associate of Arts degree. Similar programs are offered at Anne Arundel Community College, Community College of Baltimore County, Howard Community College, Carol Community College, and Harford Community College. BCCC is one of a few out of the sixteen community colleges in Maryland without an Early Childhood Education Associate of Arts option. The AA option will allow seamless transfer.

Early Childhood Education workers overall have good career outlooks. For example, according to the U.S. Bureau of Labor Statistics (BLS):

- Early childcare special education teachers could see an employment growth of eight percent from 2016-2026.
- Preschool and childcare center directors could see an 11 percent growth in jobs during these same years.
- Employment growth of seven percent is predicted for childcare workers for 2026.
- The Bureau projected that kindergarten teachers could experience seven percent job growth.
- Employment of preschool teachers is projected to grow 15 percent from 2021 to 2031, much faster than the average for all occupations.
- About 63,100 openings for preschool teachers are projected each year, on average, over the decade.

# Proposal for an Associate of Arts in Early Childhood Education

*Academic Affairs*

*October 18, 2023*



# Rationale for AA in Early Childhood Education

## Blueprint for Maryland's Future

- Pillar 1: Early Childhood Education
  - expansion of full-day Pre-K access
  - increase in Pre-K centers
  - increase in early childhood educators
- Pillar 2: High Quality and Diverse Teachers and Leaders
  - rigorous teacher preparation programs
  - career ladders for teachers
  - increase teacher salaries

## Why an Associate of Arts in Early Childhood Education?

- seamless transfer; eliminating course by course evaluation
- compete with other institutions offering Early Childhood transfer programs
- increased need for preschool teachers and administrative leaders of 40% and 30% respectively, by 2030
- limited supply (annual average of 250 early childhood educator graduates over the past five years)
- affordability and primary provider for BCPSS

# BCCC

1 <sup>st</sup> Semester		
PRE 100	1	Preparation for Academic Achievement
BUA 112	3	Computers for Business Management
ECE 111	3	Principles and Practices in Early Childhood Education
ENG 101	3	English Writing
PSY 101	3	Introductory Psychology
SPE 101	3	Fundamentals of Speech Communication
	<b>16</b>	<b>Semester Credits</b>
2 <sup>nd</sup> Semester		
SED 220	3	Special Education: An Overview
ENG 102	3	Introduction to Term Paper & Research Methods
ECE 112	3	Maryland State Child Day Care Training Certification: Child Growth and Development, Part I
ECE 113	3	Maryland State Child Day Care Training Certification: Programs and Activities, Part II
GEO 102	3	Elements of Cultural Geography
	<b>15</b>	<b>Semester Credits</b>
3 <sup>rd</sup> Semester		
HIS Elective	3	Choose One: HIS 101, HIS 110, or HIS 151
MAT 113	4	Mathematical Concepts I
BPS Elective	3	Choose One: BIO 101, ES 110, SCI 100, SCI 106
ART/HUM Elective	3	Gen. Ed. Requirement: Arts & Humanities
	<b>13</b>	<b>Semester Credits</b>
4 <sup>th</sup> Semester		
EDU 215	3	Developmental Processes & the Acquisition of Reading Competency
BPS Elective	4	Gen. Ed. Req.: Biological & Physical Sciences Course with Lab
HLF/HEA Elective	3	Choose any 3-credit HLF or HEA course
PSY 201	3	Educational Psychology
ECE 222	3	Early Childhood Education Capstone
	<b>16</b>	<b>Semester Credits</b>
<b>Total Credits</b>	<b>60</b>	

# CCBC

## Semester 1\*

- CMNS 101 - Fundamentals of Communication
- EDTR 101 - Foundations of Education
- EDTR 120 - Child Growth and Development
- ENGL 101 - College Composition I
- PSYC 101 - Introduction to Psychology

## Semester 2

- EDTR 107 - Introduction to Special Education
- EDTR 121 - Curriculum and Materials in Early Childhood Education
- ENGL 102 - College Composition II
- ERSC 101 - Earth Science
- MATH 131 - Concepts of Mathematics I: Numeration Systems and Operations

## Semester 3

- BIOL 108 - Investigating the Living World
- EDTR 242 - Processes and Acquisition of Literacy
- FAPA 101 - Introduction to Fine and Performing Arts
- HIST 111 - History of the United States I
- MATH 132 - Concepts of Mathematics II: Geometry and Measurement

## Semester 4

- EDTR 115 or ENGL 115 3 Credit(s).
- EDTR 273 - Field-Based Experience
- MATH 153 - Introduction to Statistical Methods
- PHYS 105 - How Things Work
- PHYS 111 - Physical Science Lab
- SOCL 141 - The Sociology of Race, Ethnicity, and Culture

## Early Childhood Education AA Degree Program Proposal

### **A. Centrality to Institutional Mission and Planning Priorities:**

- 1. Provide a description of the program, including each area of concentration (if applicable), and how it relates to the institution's approved mission.**

BCCC's Associate of Arts Early Childhood Education program is designed to create a pathway to colleges and universities in Maryland offering a baccalaureate degree primary in Early Childhood Education, Special Education, or related Teacher Education Programs of Study. Students will develop skills to work with children from Pre-K to 3rd grade with an outstanding educationally comprehensive program that will provide practical teaching strategies and tools to promote positive outcomes in all children and serve as a resource to support the learning needs of an increasingly diverse population in the local education agency and childcare community.

- 2. Explain how the proposed program supports the institution's strategic goals and provide evidence that affirms it is an institutional priority.**

In alignment with the Mission of BCCC: "Baltimore City Community College provides quality, affordable, and accessible education meeting the professional and personal goals of a diverse population, changing lives, and building communities," the new Early Childhood program will enable BCCC to become competitive with other area community colleges that offer an Early Childhood Education Associate of Arts degree. Similar programs are offered at AACC, CCBC, Howard CC, Montgomery CC, Carol CC, and Harford CC. BCCC is one of a few out of the 16 community colleges in Maryland without an Early Childhood Education Associate of Arts option.

From the above and what's detailed below, it's clear that this proposed Early Childhood Education program will support the College's Strategic Plan Goal #1. "Provide equitable access to a learning environment that supports a diverse population of learners and promotes student goal attainment," insofar as BCCC serves a minority population, and insofar as the job prospects for Early Childhood Education majors are bright (please see below in sections B and C).

- 3. Provide a brief narrative of how the proposed program will be adequately funded for at least the first five years of program implementation. (Additional related information is required in section L.**

Regarding funding and as detailed in section L, the program will rely on anticipated enrollment growth based on the popularity of the program. As with all programs at BCCC, resources also derive from the strategic allocation of college funding which is sustained in large part through funding from the State. BCCC's unique relationship as a quasi-State entity provides greater fiscal stability during enrollment instability. BCCC already has full-time faculty teaching Early Childhood Education courses. As this program's popularity increases, additional full-time hires are anticipated (see section L table 2).

- 4. Provide a description of the institution's a commitment to:**
- a) ongoing administrative, financial, and technical support of the proposed program**
  - b) continuation of the program for a period of time sufficient to allow enrolled students to complete the program.**

The Early Childhood Education program will be housed in the School of Arts and Social Sciences (SASS), overseen by the Dean and Associate Dean of SASS, and by the Program Coordinator for Early Childhood Education. The program will have ample administrative support. Further, the College's IT Department and E-Learning Department are poised to assist with any technical issues that may arise for the program.

The students who enroll in this program will be provided with an educational plan clearly delineating course sequencing and the academic scheduling is built with this in mind. Currently, faculty advising ensures that all students enrolled in the program of study are able to complete their program.

- B. Critical and Compelling Regional or Statewide Need as Identified in the State Plan:**
- 1. Demonstrate demand and need for the program in terms of meeting present and future needs of the region and the State in general based on one or more of the following:**
- a) The need for the advancement and evolution of knowledge**
  - b) Societal needs, including expanding educational opportunities and choices for minority and educationally disadvantaged students at institutions of higher education**
  - c) The need to strengthen and expand the capacity of historically black institutions to provide high quality and unique educational programs**

The proposed program in Early Childhood Education will assist the College in meeting the particular educational needs of the city, region, and state. As a formally designated Predominantly Black Institution (PBI), BCCC serves minority and educationally disadvantaged students. The U.S. Census Bureau (2022) states that Baltimore City has a population of 576,498, with 62% Black or African American, 29.7% Caucasian, and 5.4% Hispanic or Latino residents. BCCC serves a student body that is over 94% minority ([IPEDS 2021 data](#)). Further, 63.5% of the College's first-time students need mathematics remediation, and 50.8% need English remediation, indicating that a large percentage of BCCC's students are also educationally disadvantaged. Thus, in fulfilling its mission of providing greater and more equitable access to members of the community, the College is likewise providing greater educational opportunities and choices for minority and educationally disadvantaged students.

While BCCC is not a Historically Black Institution (HBI) itself, several of its four-year partnering institutions are HBIs, including Coppin State University, Bowie State University, and Morgan State University. These Universities are among the most popular transfer schools for BCCC students. BCCC is sending well-prepared students into their bachelor's programs, thus strengthening and expanding the capacity of our HBI partners to provide high quality and unique educational programs. (Please also see sections E and F below.)

In addition, the proposed program is designed to partner with BCCC's local education agencies to meet the goals of Pillars 1 and 2 of The Blueprint for Maryland's Future, a landmark legislation passed in 2021 that includes sweeping changes to nearly every aspect of Maryland's public education system. Increasing annual education funding by over \$3.8 billion over the next ten years, the Blueprint will enrich student experiences, accelerate improvements to student outcomes, and improve the quality of education in Maryland.

#### Pillar 1: Early Childhood Education

Initiatives identified in Pillar 1 address full-day Pre-K at no- or reduced-cost for more families, public-private Pre-K partnerships to expand options for families, expansion of wraparound services for students and families through Judy Centers and Patty Centers, increased funding for the Maryland Infants and Toddlers Program to support students with special needs, and more funding dedicated to elevating the quality of student experiences in early childhood education.

#### Pillar 2: High Quality and Diverse Teachers and Leaders

The Blueprint for Maryland's Future is elevating the stature of the teaching profession through the implementation of a career ladder and competitive salaries, including raising starting pay to \$60,000, incentives for National Board-Certified teachers up to \$17,000, as well as increasing expectations for teacher preparation, induction, and mentoring programs to attract and retain high-quality teachers.

## 2. **Provide evidence that the perceived need is consistent with the Maryland State Plan for Postsecondary Education.**

The need for the proposed Early Childhood Education degree program is consistent with the Maryland State Plan for Postsecondary Education. BCCC is deeply committed to the Plan's Goals and Strategies:

- to "Ensure equitable access to affordable and quality postsecondary education for all Maryland residents";
- to "Promote and implement practices and policies that will ensure student success";
- and to "Foster innovation in all aspects of Maryland higher education to improve access and student success."

BCCC's proposed Early Childhood Education program clearly aims at: a) providing greater access to underserved populations, given the College's status as a Predominantly Black Institution (see section B1 above); and b) fostering student success, given the promising job prospects for Early Childhood Education majors, as detailed in section C below.






The Plan’s primary goals of access and success are enshrined in the College’s Mission to provide “quality, affordable, and accessible education meeting the professional and personal goals of a diverse population...”; in its Vision as “an innovator in providing quality career pathways and educational opportunities for a diverse population of learners to exceed the challenges of an ever-changing competitive workforce and environment”; and in its [Strategic Plan](#).

Consequently, in helping to meet the College’s Mission, the Early Childhood Education program also helps fulfill the goals and strategies of the Maryland State Plan for Postsecondary Education.

**C. Quantifiable and Reliable Evidence and Documentation of Market Supply and Demand in the Region and State:**

**1. Describe potential industry or industries, employment opportunities, and expected level of entry (ex: mid-level management) for graduates of the proposed program.**

From the Bureau of Labor Statistics (<https://www.bls.gov/ooh/personal-care-and-service/childcare-workers.htm#tab-8>):

	OCCUPATION	JOB DUTIES	ENTRY-LEVEL EDUCATION	2022 MEDIAN PAY
	<a href="#">Kindergarten and Elementary School Teachers</a>	Kindergarten and elementary school teachers instruct young students in basic subjects in order to prepare them for future schooling.	Bachelor's degree	\$61,620
	<a href="#">Preschool and Childcare Center Directors</a>	Preschool and childcare center directors supervise and lead their staffs, design program plans, oversee daily activities, and prepare budgets.	Bachelor's degree	\$49,690
	<a href="#">Preschool Teachers</a>	Preschool teachers educate and care for children younger than age 5 who have not yet entered kindergarten.	Associate's degree	\$35,330
	<a href="#">Special Education Teachers</a>	Special education teachers work with students who have a wide range of learning, mental, emotional, and physical disabilities.	Bachelor's degree	\$62,950
	<a href="#">Teacher Assistants</a>	Teacher assistants work with a licensed teacher to give students additional attention and instruction.	Some college, no degree	\$30,920

**1. Present data and analysis projecting market demand and the availability of openings in a job market to be served by the new program.**

Early Childhood Education workers overall have good career outlooks. For example, according to the [U.S. Bureau of Labor Statistics](#) (BLS):

- Early childcare special education teachers could see an employment growth of eight percent from 2016-2026;
- preschool and childcare center directors could see an 11 percent growth in jobs during these same years;
- employment growth of seven percent was predicted for childcare workers between 2016 and 2026;
- the Bureau projected that kindergarten teachers could experience seven percent job growth;
- employment of preschool teachers is projected to grow 15 percent from 2021 to 2031, much faster than the average for all occupations.

Career	Period of Growth	Anticipated Growth
Early Childhood Special Education Teachers	2016 – 2026	8%
Preschool and Childcare Center Directors	2016 – 2026	11%
Childcare Workers	2016 – 2026	7%
Kindergarten Teachers	2016 – 2026	7%
Preschool Teachers	2021 - 2031	15%

**2. Discuss and provide evidence of market surveys that clearly provide quantifiable and reliable data on the educational and training needs and the anticipated number of vacancies expected over the next 5 years.**

About 63,100 openings for preschool teachers are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. (The Bureau of Labor Statistics, U.S. Department of Labor, *Occupational Outlook Handbook*, Preschool Teachers, at <https://www.bls.gov/ooh/education-training-and-library/preschool-teachers.htm>.)

Much of the projected employment growth in this occupation is due to recovery from the COVID-19 recession of 2020.

**3. Provide data showing the current and projected supply of prospective graduates.**

The table below estimates the projected numbers of majors and graduates of the new proposed program in Early Childhood Education.

Program: Early Childhood Education
Projected Number of Majors Over Five Years

Estimates	2025	2026	2027	2028	2029
Number of Students*	50	70	90	110	130
Projected Graduates	10	15	25	40	50
*Not all Full-Time Students					

**D. Reasonableness of Program Duplication:**

**1. Identify similar programs in the State and/or same geographical area. Discuss similarities and differences between the proposed program and others in the same degree to be awarded.**

Three institutions that have comparable programs are:

- Community College of Baltimore County; Early Childhood Education, A.A.T.
- Anne Arundel Community College; Early Childhood Education, A.A.T.
- Frederick Community College; Early Childhood Education, A.A.T.

The most notable difference between the proposed program and these is that they have the A.A.T. degree, and the proposed program is an A.A. degree. The A.A.T. degree requires a minimum G.P.A. of 2.75, whereas the A.A. degree requires at least 2.5.

In addition, the Frederick Community College and Anne Arundel Community College programs have combined Early Childhood Education with Special Education. The Community College of Baltimore County program is more prescriptive in its general education requirements, while the proposed program gives students more choice of courses to fulfill general education requirements.

**2. Provide justification for the proposed program.**

The College will continue to offer the A.A.S. degree for those students interested in entering the workforce in various childcare professions without continuing on with their education. The proposed program is directed at those students who are interested in transferring to a four-year institution to pursue a bachelor’s degree. The proposed program will provide students with a greater range of educational and career options and thus better serve the community and its schools.

In addition, the College has entered into an exclusive cooperative agreement with Baltimore City Public Schools to allow paraprofessionals to earn their associate degree in Early Childhood Education at BCCC. There are approximately 250 paraprofessionals in the school system, and the Maryland Blueprint now requires them to have a degree in the field. This is an opportunity and a major source of new students for this proposed program and the college.

**E. Relevance to High-demand Programs at Historically Black Institutions (HBIs)**



- 1. Discuss the program's potential impact on the implementation or maintenance of high-demand programs at HBI's.**

**F. Relevance to the identity of Historically Black Institutions (HBIs)**

- 1. Discuss the program's potential impact on the uniqueness and institutional identities and missions of HBIs.**

Answer to E and F above. While BCCC is not a Historically Black Institution itself, several of its four-year partnering institutions are HBIs, including Coppin State University, Bowie State University, and Morgan State University. It's quite likely that graduates from BCCC's two-year program in Early Childhood Education will transfer to one of the four-year degree programs at one of these institutions, thus enrolling well-prepared students in their bachelor's programs and strengthening them in the process.

Further, in continuing BCCC's historic role as a feeder school for our four-year partnering institutions that are HBIs, the College and its proposed Early Childhood Education program will have no negative impact on the unique identities or mission of these four-year institutions; but will rather continue to bolster their enrollment numbers.

**G. Adequacy of Curriculum Design, Program Modality, and Related Learning Outcomes (as outlined in COMAR 13B.02.03.10):**

- 1. Describe how the proposed program was established, and also describe the faculty who will oversee the program.**

The School of Arts and Social Sciences has one full-time faculty member in Early Childhood Education, who also serves as the Program Coordinator, and one full-time faculty member in K-12 Teacher Education. They first proposed the idea of an Early Childhood Education A.A. program to the Dean. With the Dean's support, the faculty spearheaded the efforts to create the new program.

**Darlene Godwin-Lee**, M.Ed. in Early Childhood Education from Towson University. Professor Godwin-Lee serves as the Program Coordinator for Early Childhood Education and will continue to teach a range of Early Childhood Education courses.

**Dr. Nicole Davis-Taylor**, Ph.D. in Education from Capella University. Dr. Davis-Taylor will teach the Education and Special Education courses in the program.

**Assistant Professor** – Early Childhood Education. To be hired in the 2<sup>nd</sup> academic year the program is active.

- 2. Describe educational objectives and learning outcomes appropriate to the rigor, breadth, and (modality) of the program.**

The proposed Early Childhood Education program is designed to create a seamless transfer pathway to colleges and universities offering a baccalaureate degree in Early Childhood Education or related Teacher Education programs of study. Students will develop skills to work with children from Pre-K to 3<sup>rd</sup> grade with an educationally comprehensive program that will provide practical teaching strategies and tools to promote positive outcomes in all children and serve as a resource to support the learning needs of an increasingly diverse population in the local education agency and the childcare community.

**Program Goals:**

BCCC's Early Childhood Education program is to provide students who are interested in teaching children from Pre-K to third grade with:

- An educationally comprehensive program
- Effective teaching strategies and tools
- Strategies to promote positive outcomes in all children
- A resource to support the learning needs of an increasingly diverse population in the childcare community

**Learning Outcomes:**

Upon successful completion of this program, students will be able to:

- Structure dynamic, respectful, and supportive learning experiences based on children's development and growth.
- Demonstrate how proper observation, documentation, and assessment plans influence children and their family's development.
- Demonstrate partnerships using supportive strategies involving families to assist their children's growth and education.
- Explain and demonstrate developmentally appropriate approaches and tools that positively impact children and families learning environment and relationships.
- Apply effective classroom management techniques when working in the classroom environment.
- Evaluate an early childhood environment and its program regarding its ability to promote growth and positive self-image, creativity, problem-solving behavior, and, if necessary, to have a rationale for change.

3. Explain how the institution will:

- a) **provide for assessment of student achievement of learning outcomes in the program**

By way of a college-wide culture of assessment, Baltimore City Community College (BCCC) provides a quality education for all our students. Assessment is by nature a goal-

driven, evidence-based, and improvement-oriented process that involves all stakeholders working collaboratively. This ongoing process promotes excellence in teaching and learning by assessing all elements of the educational process. Our culture of assessment provides institutional resources, training, and support. Continual assessment is an integral component of BCCC's commitment to excellence as an institution of higher education.

In collaboration, BCCC's Office of Assessment, Office of Institutional Research (OIR), Program Review and Evaluation Committee (PREC), Program Coordinators, and the Associate Dean work together to govern the assessment of student learning outcomes.

The Office of Student Learning Outcomes Assessment (Assessment Office) oversees the academic assessment to improve teaching and student learning. In addition, this office is responsible for managing the data collection, developing, and monitoring the electronic data system, and providing technical support across the Academic Affairs division.

The Office of Institutional Research (OIR) provides faculty, staff, and other key stakeholders with current, accurate, and relevant data to inform planning and decision-making processes. OIR is responsible for the preparation of ongoing reporting requirements for external agencies including the Maryland Higher Education Commission, Maryland State Department of Education, Maryland Association of Community Colleges, Middle States Commission on Higher Education Commission, and National Center for Education Statistics.

PREC is designed to work in collaboration with the Office of the Vice President of Academic Affairs and the various academic departments to systematically assess the quality and viability of academic programs. The committee follows a set of procedures<sup>23</sup> developed by the faculty and administration to ensure programs meet standards for relevance, viability, cost effectiveness, and adherence to Code of Maryland (COMAR) and Middle States Commission on Higher Education (MSCHE) requirements, program specific secondary accrediting institutions and support the College and program goals in terms of retention, graduation, student learning outcomes, etc.<sup>24</sup> PREC uses the Office of Assessment and the Faculty Senate Office as the repository for all final documents.

Each semester, in collaboration with the Director of Assessment, the academic units of BCCC document student achievement in every course and program area.

**b) document student achievement of learning outcomes in the program**

Every program at the College goes through a program review every five years. This is a rigorous process overseen by BCCC's Program Review and Evaluation Committee (PREC). During this review, each program does a top-to-bottom analysis and evaluation of its performance with an eye towards continual self-improvement. The Program Coordinator and faculty are provided with a rating and a set of recommendations by their specified representative from PREC.

**4. Provide a list of courses with title, semester credit hours and course descriptions, along with a description of program requirements.**

BCCC’s Associate of Arts Early Childhood Education program is designed to create a pathway to colleges and universities in Maryland offering a baccalaureate degree primary in Early Childhood Education, Special Education, or related Teacher Education programs of study. Students will develop skills to work with children from Pre-K to 3rd grade with an educationally comprehensive program that will provide practical teaching strategies and tools to promote positive outcomes in all children and serve as a resource to support the learning needs of an increasingly diverse population in the local education agency and childcare community.

**Early Childhood Education Degree Program Outline:**

<b>1<sup>st</sup> Semester</b>		
PRE 100	1	Preparation for Academic Achievement
BUA 112	3	Computers for Business Management
ECE 111	3	Principles and Practices in Early Childhood Education
ENG 101	3	English Writing
PSY 101	3	Introductory Psychology
SPE 101	3	Fundamentals of Speech Communication
	<b>16</b>	<b>Semester Credits</b>
<b>2nd Semester</b>		
SED 220	3	Special Education: An Overview
ENG 102	3	Introduction to Term Paper & Research Methods
ECE 112	3	Maryland State Child Day Care Training Certification: Child Growth and Development, Part I
ECE 113	3	Maryland State Child Day Care Training Certification: Programs and Activities, Part II
GEO 102	3	Elements of Cultural Geography
	<b>15</b>	<b>Semester Credits</b>
<b>3rd Semester</b>		
HIS-Elective	3	Choose One: HIS 101, HIS 110, or HIS 151
Math 113	4	Mathematical Concepts I
BPS Elective	3	Choose One: BIO 101, ES 110, SCI 100, SCI 106
ART/HUM Elective	3	Gen. Ed. Requirement: Arts & Humanities
	<b>13</b>	<b>Semester Credits</b>

4th Semester		
EDU 215	3	Developmental Processes & the Acquisition of Reading Competency
BPS Elective	4	Gen. Ed. Req.: Biological & Physical Sciences Course with Lab
Health Elective	3	Choose any 3-credit HLF or HEA course
PSY 201	3	Educational Psychology
ECE 222	3	Early Childhood Education Capstone
	<b>16</b>	<b>Semester Credits</b>
<b>Total Credits</b>	<b>60</b>	

### Course Descriptions

**PRE 100 – PREPARATION FOR ACADEMIC ACHIEVEMENT**—1 credit –15 lecture hours

**Prerequisites:** None

All new, degree- or certificate-seeking students and students entering with fewer than 15 credits are required to complete the College’s Orientation course. The purpose of this course is to provide information necessary for academic success in college and to give students knowledge of what to expect in their classes. Students learn strategies that empower them to achieve success.

**BUA 112 – COMPUTERS FOR BUSINESS MANAGEMENT** – 3 credits – 45 lecture hours

**Prerequisites:** REN 92

Passing this course with a “C” or better fulfills the College’s Computer Literacy Requirement.

An introduction to the use of desktop, stand-alone computers, and computer terminals for nonprofessional users is provided. The theory of operation and the history of computers are studied to the degree needed to understand operational procedures encountered in the workplace. Emphasis is placed on the use of applications programs rather than the writing of new programs. Both user-friendly, menu-driven programs and the more elaborate spreadsheet, PowerPoint, database, and word processing programs are actually operated by the student. This course is designed to make the average citizen computer literate.

**ECE 111 - Principles and Practices in Early Childhood Education** –3 credits—45 lecture hours

**Prerequisites:** None

This course develops an understanding of the roles and responsibilities of the early childhood education profession, as well as history, theory and standards-based education for developmentally appropriate practices and programs. It includes curriculum and methods for planning developmentally appropriate activities and environments to enhance children’s cognitive, emotional, physical and language development that includes methods to foster respect and appreciation for cultural diversity.

**ENG 101: ENGLISH WRITING**—3 credits—45 lecture hours

Meets Category V General Education Requirements; D and F Grades are not awarded. A minimum of a C grade is required to pass the class.

**Prerequisites:** REN 92 or appropriate course waivers or ACCUPLACER scores.

This course offers classroom instruction and practice in the skills necessary to write effective informative and persuasive essays, to understand the primary principles of scholarly inquiry and research, and to use the conventions of documentation. Students learn to use the conventions of standard written American English to establish a clear purpose in their writing, to develop their purpose with adequate and pertinent evidence, and to adapt their presentations to a range of audiences. The preparation of regularly scheduled essays is required, as is revision and editing of instructor-evaluated work.

**PSY 101: INTRODUCTORY PSYCHOLOGY**—3 credits—45 lecture hours;

Meets Category II General Education Requirements

**Prerequisites:** REN 92 or appropriate course waivers or ACCUPLACER scores.

Students are introduced to the scientific study of behavior and a survey of the physiological, emotional, intellectual, and social forces that influence the development of human behavior.

**SPE 101: FUNDAMENTALS OF SPEECH COMMUNICATION**—3 credits—45

lecture hours; Meets Category I General Education Requirements.

**Prerequisites:** REN 92 or appropriate course waivers or ACCUPLACER scores.

Human communication in both a theoretical and an experiential framework is investigated. Areas of study include communication theory, interviewing, and informative and persuasive speaking. Students prepare, and present informative and persuasive speeches based on classic models. Theory, preparation, appropriate form, and delivery are studied and evaluated. Each student is responsible for at least one formal interview and three speeches. Several impromptu speeches may be included.

**SED 220 - Special Education: An Overview**—3 credits—45 lecture hours

**Prerequisites:** ENG 101

The field of special education and the population it serves are introduced. The history of special education is discussed. Federal and State regulations are emphasized. Each exceptionality is presented in terms of group characteristics, accepted category definitions, causes of disorder, and developmental assessment and identification techniques. The course focuses on the need for early identification of special children and the ways in which these children can be identified. The physical and psychosocial needs of special children and the effects of their exceptionalities on their families, teachers, and peers are presented. Students are introduced to appropriate educational techniques and to individualized instructional approaches in the special education setting.

**ENG 102: INTRODUCTION TO THE TERM PAPER AND RESEARCH**

**METHODS**—3 credits—45 lecture hours

**Prerequisites:** ENG 101

Skills are developed in basic research and analysis focusing on topic selection, note taking, planning, composing, and documentation. Students prepare research assignments, including abstracts, bibliographies, and research essays. Certain sections of the course may be designated specifically for students in the Arts and Sciences Transfer Program, Business programs, Allied Health programs, or Legal Assistant programs, providing specialized treatment of students' varying research needs.

### **ECE 112 – MARYLAND STATE CHILD DAY CARE TRAINING**

**CERTIFICATION: CHILD GROWTH AND DEVELOPMENT, PART I** – 3 credits

– 45 lecture hours

**Prerequisites:** ECE 111 (This prerequisite is only for Early Childhood Education students). **Corequisites:** ECE 113

Students are provided with a broad overview of normal child growth and development from birth to twelve years, with particular emphasis on the period from two to five years. Developmental delays and disturbances are described. Also discussed are basics in terms of guiding the learning of the young child in order to promote optimum development both at home and in a group. Topics include setting limits, building self-esteem, helping children handle emotions, and learning through play. Students are required to participate in guided observations of individual children. ECE 112 fulfills one-half of the Maryland State Department of Human Resources minimum training requirements for child day care senior staff certification.

### **ECE 113 – MARYLAND STATE CHILD DAY CARE TRAINING**

**CERTIFICATION: CHILD GROWTH AND DEVELOPMENT, PART II** – 3 credits

– 45 lecture hours

**Prerequisites:** ECE 111 (This prerequisite is only for Early Childhood Education students). **Corequisites:** ECE 112

A broad overview is provided of the child day care environment for the development of appropriate physical, psychosocial, and cognitive skills of children from birth to twelve years. Key program components such as indoor and outdoor play, transitions, parent involvement, and program scheduling are covered. Philosophical bases of developmentally appropriate curricula in both home and group settings are examined. Students have the opportunity to observe different program types and the application of principles of learning. In addition, students are given opportunities to demonstrate beginning-level competence in planning and implementing activities for children. ECE 113 fulfills one half of the Maryland State Department of Human Resources training requirements for child day care senior staff certification.

### **GEO 102 – ELEMENTS OF CULTURAL GEOGRAPHY** – 3 credits – 45 lecture

hours

No prerequisites

This elements course provides the student with a view of the various ways human societies make an imprint on their particular environment and its available resource. World regional concepts appropriate to community and settlement, technology and livelihood, race, religion, and language are examined.

**HIS-Elective: HISTORY – 3 credits – 45 lecture hours**

**Prerequisites:** None

Students can choose HIS 101 History of American Civilization I, HIS 110 History of African American Civilization I, or HIS 151 World History I to fulfill this requirement.

**MAT 113 - Mathematical Concepts I—4 credits—45 lecture hours/30 lab hours**

**Prerequisites:** MAT 82 or MAT 92; REN 92 or appropriate course waivers or ACCUPLACER scores.

This course is intended primarily for teacher education majors. This course will focus on introducing fundamental mathematical concepts through problem-solving. The topics included are logic, sets, elements of number theory, and revisiting the arithmetic of real numbers from the perspective of various algorithms, why they work, and their applications. Students will explore algorithms and problem-solving strategies using manipulatives and relatives and numerous hands-on activities. Critical thinking skills will be emphasized throughout the course.

**BPS Elective: Biological and Physical Science Elective – 3 credits**

Students can choose one of the following to fulfill this requirement: BIO 101, ES 110, SCI 100, SCI 106.

**ART/HUM Elective: Arts and Humanities Elective –3 credits—45 lecture hours**

Students can choose from a number of Arts and Humanities classes to fulfill this requirement.

**EDU 215 - Developmental Process and the Acquisition of Reading Competency—3 credits—45 lecture hours**

**Prerequisites:** ENG 101

This course explains the process of language development, including the impact of phonemic awareness, and how the brain responds to reading instruction. Students will learn about the latest brain research and the relationship and role of each component of language acquisition to reading development. Students will discuss the interactive nature of the reading process and analyze the effects of phonemic awareness and phonics on developing readers. Finally, students will analyze the essential connection of language development, reading acquisition, and writing.

**BPS Elective: Biological and Physical Science Elective with Lab – 4 credits**

Students can choose from a number of Biological and Physical Sciences courses with a lab to fulfill this requirement.

**HLF Elective: HEALTH AND LIFE FITNESS—3 credits—45 lecture hours**

**Prerequisites:** None

Students can choose any 3-credit HLF course to fulfill this requirement.

**PSY 201 - Educational Psychology—3 credits—45 lecture hours**

**Prerequisites:** PSY 101

Students examine psychological findings and concepts as they apply to educational



situations. Techniques for measuring an individual’s capacity and achievement are studied.

**ECE 222 - Early Childhood Education Capstone Field Experience—3 credits**

**5. Discuss how general education requirements will be met, if applicable.**

Below is a table detailing how the curriculum in the proposed program fulfills the general education requirements set by COMAR and by the College.

Course Code and Title	General Education Category	Credits
<b>COMAR Requirements</b>		
Arts and Humanities Elective	Arts and Humanities	3
SPE 101 Fundamentals of Speech Communication	Arts and Humanities	3
GEO 102 Elements of Cultural Geography	Social and Behavioral Sciences	3
History Elective	Social and Behavioral Sciences	3
PSY 101 Introduction to Psychology	Social and Behavioral Sciences	3
BPS Elective (no lab): Choose One: BIO 101, ES 110, SCI 100, SCI 106	Biological Physical Sciences	3
BPS Elective with Lab	Biological Physical Sciences	4
ENG 101 English Composition	English Composition	3
MAT 113 Modern Elementary Statistics	Mathematical Concepts I	3
<b>Institutional Requirements</b>		
BUA 112 Computers for Business Management	Computer Literacy	3
<b>Total Credits</b>		<b>31</b>

**6. Identify any specialized accreditation or graduate certification requirements for this program and its students.**

N/A

**7. If contracting with another institution or non-collegiate organization, provide a copy of the written contract.**

N/A

**8. Provide assurance and any appropriate evidence that the proposed program will provide students with clear, complete, and timely information on the curriculum, course and degree requirements, nature of faculty/student interaction, assumptions about technology competence and skills, technical equipment requirements, learning management system, availability of academic support services and financial aid resources, and costs and payment policies.**

BCCC is very cognizant of its responsibilities to provide students with accurate and useful information, so that they can make informed decisions with regard to their academic careers. The College goes through a periodic and thorough review of its catalogue to ensure that that all information concerning every aspect of a student’s experience at BCCC is up-to-date, clear, and helpful. The College currently undergoing such a catalogue review.

Further, the College’s trained and knowledgeable academic and financial aid advisors are readily available to inform and assist students in regard to program requirements, course offerings, course prerequisites, costs, payment policies, etc. In addition, BCCC’s IT Helpdesk provides students with information about, and assistance with, any issues related to technology.

**9. Provide assurance and any appropriate evidence that advertising, recruiting, and admissions materials will clearly and accurately represent the proposed program and the services available.**

BCCC’s Admissions and Marketing Departments regularly update their recruiting and promotions materials, so that prospective students are presented with comprehensive and accurate information regarding the educational programs at the institution.

**H. Adequacy of Articulation** (as outlined in [COMAR 13B.02.03.19](#))

1. If applicable, discuss how the program supports articulation with programs at partner institutions. Provide all relevant articulation agreements. More information for Articulation Agreements may be found [here](#).

BCCC has existing articulation agreements with Coppin State University and will continue partnership with the AA in Early Childhood Education.

**I. Adequacy of Faculty Resources** (as outlined in COMAR 13B.02.03.11).

1. **Provide a brief narrative demonstrating the quality of program faculty. Include a summary list of faculty with appointment type, terminal degree title and field, academic title/rank, status (full-time, part-time, adjunct) and the course(s) each faculty member will teach in the proposed program.**

The faculty listed below are well-qualified to teach the Early Childhood Education (ECE), Education (EDU), and Special Education (SED) courses. BCCC has other faculty in various departments dedicated to teaching the general education courses in English, Speech, Psychology, Biology, etc. (as detailed in section G above).

In addition, the College is prepared to hire an Assistant Professor in Early Childhood Education during the second year that the program is active.

Communication Program Faculty				
Name	Title	Terminal Degree	Status	Courses Taught

		<b>and Field</b>		
Dr. Nicole Davis-Taylor	Assistant Professor	Ph.D., Education, Capella University.	Full-Time	ECE 111, ECE 112, ECE 113, ECE 222
Darlene Godwin-Lee	Professor	M.Ed., Early Childhood Education, Towson University.	Full-Time	EDU 215, SED 220

- 2. Demonstrate how the institution will provide ongoing pedagogy training for faculty in evidenced-based best practices, including training in:**
- a) **Pedagogy that meets the needs of the students**
  - b) **The learning management system**
  - c) **Evidenced-based best practices for distance education, if distance education is offered.**

BCCC is committed to the ongoing professional development of faculty with regard to best practices in pedagogy, to best serve our students in accordance with our “Students First” motto. This includes training in distance education pedagogy. For example, BCCC instructors must be officially certified in online instruction before they may teach any of the College’s online courses. BCCC uses Canvas as its learning management system, and the College’s E-Learning team provides ongoing assistance and instruction in the use of Canvas to full- and part-time faculty.

**J. Adequacy of Library Resources** (as outlined in COMAR 13B.02.03.12).

- 1. Describe the library resources available and/or the measures to be taken to ensure resources are adequate to support the proposed program.**

At present, the library resources are adequate to support the new program.

**K. Adequacy of Physical Facilities, Infrastructure and Instructional Equipment** (as outlined in COMAR

13B.02.03.13)

- 1. Provide an assurance that physical facilities, infrastructure and instruction equipment are adequate to initiate the program, particularly as related to spaces for classrooms, staff and faculty offices, and laboratories for studies in the technologies and sciences.**

The program won’t have any significant impact on the use of existing facilities and equipment, besides the use of traditional classrooms and computer labs. No additional equipment will be required.

- 2. Provide assurance and any appropriate evidence that the institution will ensure students enrolled in and faculty teaching in distance education will have adequate access to:**

- a) **An institutional electronic mailing system, and**
- b) **A learning management system that provides the necessary technological support for distance education**

All BCCC faculty, staff, and students are provided with a college email account. As noted above, the College uses Canvas as its LMS and provides faculty and students with any support they might need in the use of Canvas for distance learning.

**L. Adequacy of Financial Resources with Documentation** (as outlined in COMAR 13B.02.03.14)

1. Complete **Table 1: Resources and Narrative Rationale**. Provide finance data for the first five years of program implementation. Enter figures into each cell and provide a total for each year. Also provide a narrative rationale for each resource category. If resources have been or will be reallocated to support the proposed program, briefly discuss the sources of those funds.

**TABLE I: Resources**

1. Reallocated Funds

No funds are anticipated to be reallocated for the new program.

2. Tuition and Fee Revenue

It is assumed that tuition and fees will be constant in the next five years. The In-state tuition rate is currently \$110 per credit hour and a total fee of \$28 (consisting of consolidated fees of \$15, Tech fee \$10 registration fee of \$2, and facilities capital fee \$1) for a total of \$138 per credit hour rate was used in calculating the revenue: with 24 credits per year for full-time students and 12 credits per year for part-time students. The enrollment projections are based on the current performance of similar associate degree programs in the State.

3. Other Sources

Baltimore City Community College is the only state funded community college in the state of Maryland. The college will receive approximately \$7,573 per student FTE.

4. Total Year

Based on a conservative estimate of resources, the Early Childhood Education A.A. Program at Baltimore City Community College is expected



to have adequate resources from its inception to maintain a successful and expanding academic program.

**TABLE 1: Resources**

Resource Categories	Year 1	Year 2	Year 3	Year 4	Year 5
1. Reallocated Funds	\$0	\$0	\$0	\$0	\$0
2. Tuition/Fee Revenue (c+g below)	\$132,540	\$182,240	\$231,940	\$298,220	\$364,500
a. Number of F/T Students	30	40	50	70	90
b. Annual Tuition/Fee Rate	\$3,314	\$3,314	\$3,314	\$3,314	\$3,314
c. Total F/T Revenue (a x b)	\$99,420	\$132,560	\$165,700	\$231,980	\$298,260
d. Number of P/T Students	20	30	40	40	40
e. Credit Hr. Rate/per semester fee	\$138	\$138	\$138	\$138	\$138
f. Annual Credit Hrs.	12	12	12	12	12
g. Total P/T Revenue	\$33,120	\$49,680	\$66,240	\$66,240	\$66,240
3. Grants, Contracts, & Other External Sources	\$0	\$0	\$0	\$0	\$0
4. Other Sources	\$0	\$0	\$0	\$0	\$0
<b>TOTAL (Add 1 – 4)</b>	<b>\$132,540</b>	<b>\$182,240</b>	<b>\$231,940</b>	<b>\$298,220</b>	<b>\$364,500</b>

- Complete **Table 2: Program Expenditures and Narrative Rationale**. Provide finance data for the first five years of program implementation. Enter figures into each cell and provide a total for each year. Also provide a narrative rationale for each expenditure category.

**TABLE 2: EXPENDITURES**

- Faculty (# FTE, Salary, and Benefits):

At least two full time faculty members are required to teach the core courses in this program. One of the two faculty members will serve as the Program Coordinator. General education courses will be taught in their various departments. It is anticipated that a third faculty member will need to be hired for the start of the second year of the program.

All faculty members are expected to teach a total of 30 Teaching-Assignment Units (TAU) per academic year. One TAU is equivalent to 15 contact hours. The salary and benefits are in line with BCCC’s faculty salary and benefit structure. Faculty will be required to observe office hours in accordance with the faculty handbook, faculty contracts, and the program coordinator contract.

2. Administrative Staff (# FTE, Salary, and Benefits): No additional staff will be needed.
3. Support Staff (# FTE, Salary, and Benefits): No additional staff will be needed.
4. Equipment: The current equipment on campus is sufficient to support the program at its start.
5. Library: No expenditures are anticipated.
6. New and/or Renovated Space: No expenditures are expected.
7. Other Expenses: Funding will be available for professional development for faculty members who teach in the Early Childhood Education program.
8. Total Year: Based on a conservative estimate of expenditures, the Early Childhood Education A.A. program at Baltimore City Community College is expected to have adequate resources to cover the costs of this academic program.

**TABLE 2:  
EXPENDITURES**

<u>Expenditure Categories</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>
<u>1. Faculty (b + c below)</u>	\$0	\$75,600.00	\$84,948.75	\$151,200	\$151,200
<u>a. # FTE</u>	\$0	1.0	1.5	2.0	2.0
<u>b. Total Salary</u>	\$0	\$60,000.00	\$69,348.75	\$120,000	\$120,000
<u>c. Total Benefits</u>	\$0	\$15,600.00	\$15,600.00	\$31,200.00	\$31,200.00
<u>2. Admin. Staff (b + c below)</u>	\$0	\$0	\$0	\$0	\$0
<u>a. # FTE</u>	\$0	\$0	\$0	\$0	\$0
<u>b. Total Salary</u>	\$0	\$0	\$0	\$0	\$0
<u>c. Total Benefits</u>	\$0	\$0	\$0	\$0	\$0
<u>3. Support Staff (b + c below)</u>	\$0	\$0	\$0	\$0	\$0

<u>a. # FTE</u>	0	0	0	0	0
<u>b. Total Salary</u>	\$0	\$0	\$0	\$0	\$0
<u>c. Total Benefits</u>					
<u>4. Technical Support and Equipment</u>	\$0	\$0	\$0	\$0	\$0
<u>5. Library</u>	\$0	\$0	\$0	\$0	\$0
<u>6. New or Renovated Space</u>	\$0	\$0	\$0	\$0	\$0
<u>7. Other Expenses</u>	\$0	\$0	\$0	\$0	\$0
<u>TOTAL (Add 1 – 7)</u>	<u>\$0</u>	<u>\$75,600.00</u>	<u>\$84,948.75</u>	<u>\$151,200</u>	<u>\$151,200</u>

**M. Adequacy of Provisions for Evaluation of Program** (as outlined in COMAR 13B.02.03.15).

**1. Discuss procedures for evaluating courses, faculty and student learning outcomes.**

Each semester, assessment data for each course offered in that term is collected and analyzed, with a view towards the adequacy and effectiveness of student learning outcomes. Each year, faculty are observed and evaluated for their teaching effectiveness by the deans and associate deans.

**2. Explain how the institution will evaluate the proposed program's educational effectiveness, including assessments of student learning outcomes, student retention, student and faculty satisfaction, and cost-effectiveness.**

Each program at the college goes through a rigorous top-to-bottom program review process every five years. This thorough review includes a close examination of student learning outcomes, student retention, faculty satisfaction and the cost-effectiveness of the program. The College's Program Review and Evaluation Committee (PREC) analyzes the program's self-study, then it categorizes the program as having met the College's standards for effectiveness, exceeded those standards, or failed to meet those standards. In each instance, the PREC committee makes recommendations for the continued improvement of the program. Any program that fails to meet the minimal standards of effectiveness



must institute changes and show progress towards meeting those minimal standards by a particular date.

**N. Consistency with the State’s Minority Student Achievement Goals** (as outlined in COMAR 13B.02.03.05).

**1. Discuss how the proposed program addresses minority student access & success, and the institution’s cultural diversity goals and initiatives.**

The College’s most recent Strategic Plan speaks to its cultural diversity goals:

Strategic Plan (2018 – 2022) Goal 1: Student success – Provide equitable access to a learning environment that supports a diverse population of learners and promotes student goal attainment.

The recruitment efforts and objectives for the proposed program will help to achieve this goal. Students will be recruited from the Baltimore City Public Schools as well as from Baltimore County. All students will be encouraged to apply and enroll. Given that the students in the Baltimore City Public School System are over 92% minority and over 60% low-income (<https://www.baltimorecityschools.org/district-overview>), the College’s efforts at recruiting and retaining these students will help to achieve its Strategic Plan Goal #1.

Further, the College will leverage its various dual enrollment programs to recruit public school students into the Early Childhood Education A.A. Program.

**O. Relationship to Low Productivity Programs Identified by the Commission:**

1. If the proposed program is directly related to an identified low productivity program, discuss how the fiscal resources (including faculty, administration, library resources and general operating expenses) may be redistributed to this program.

Currently there are no plans to reallocate funds from low enrolled programs to the new program.

**P. Adequacy of Distance Education Programs** (as outlined in COMAR 13B.02.03.22)

1. Provide affirmation and any appropriate evidence that the institution is eligible to provide Distance Education.

**2. Provide assurance and any appropriate evidence that the institution complies with the C-RAC guidelines, particularly as it relates to the proposed program.**

On November 2, 2015, the Southern Regional Education Board (SREB) approved Maryland as a member state to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA) with an effective date of January 1, 2016. The reciprocity allows participating Maryland colleges and universities to offer distance-learning programs and courses to residents of member states without seeking state-by-state approval. The agreement further provides enhanced quality assurance and consumer protection to Maryland residents taking distance-learning programs from other member states' institutions.

Baltimore City Community College is approved to offer distance education courses to students residing in all NC-SARA states. Students of NC-SARA institutions have expanded access to educational offerings and better resolution of student complaints in SARA states. To date, forty-nine (49) states, the District of Columbia, Puerto Rico and the U.S. Virgin Islands have joined SARA. Only California is not a SARA state. Visit the NC-SARA website for more information on the Council's policies and procedures the College follows as a member institution.

Since C-RAC follows the same elements as NC-SARA regarding what is necessary for a rigorous online program, the College will comply with the C-RAC guidelines.

BCCC offers a student orientation course for the learning management system that demonstrates its features and allows students to practice using the learning management system in a no-stakes environment. Included in the orientation course are information resources relating to the library and academic support. Technology support is available for students via email, phone, and audio/video conferencing technologies. BCCC is committed to responding to support requests within 24 hours.

# Proposal for an Associate of Arts in Early Childhood Education

*Academic Affairs*

*October 18, 2023*

# Rationale for AA in Early Childhood Education

## Blueprint for Maryland's Future

- Pillar 1: Early Childhood Education
  - expansion of full-day Pre-K access
  - increase in Pre-K centers
  - increase in early childhood educators
- Pillar 2: High Quality and Diverse Teachers and Leaders
  - rigorous teacher preparation programs
  - career ladders for teachers
  - increase teacher salaries

## Why an Associate of Arts in Early Childhood Education?

- seamless transfer; eliminating course by course evaluation
- compete with other institutions offering Early Childhood transfer programs
- increased need for preschool teachers and administrative leaders of 40% and 30% respectively, by 2030
- limited supply (annual average of 250 early childhood educator graduates over the past five years)
- affordability and primary provider for BCPSS

# BCCC

1 <sup>st</sup> Semester		
PRE 100	1	Preparation for Academic Achievement
BUA 112	3	Computers for Business Management
ECE 111	3	Principles and Practices in Early Childhood Education
ENG 101	3	English Writing
PSY 101	3	Introductory Psychology
SPE 101	3	Fundamentals of Speech Communication
	<b>16</b>	<b>Semester Credits</b>
2 <sup>nd</sup> Semester		
SED 220	3	Special Education: An Overview
ENG 102	3	Introduction to Term Paper & Research Methods
ECE 112	3	Maryland State Child Day Care Training Certification: Child Growth and Development, Part I
ECE 113	3	Maryland State Child Day Care Training Certification: Programs and Activities, Part II
GEO 102	3	Elements of Cultural Geography
	<b>15</b>	<b>Semester Credits</b>
3 <sup>rd</sup> Semester		
HIS Elective	3	Choose One: HIS 101, HIS 110, or HIS 151
MAT 113	4	Mathematical Concepts I
BPS Elective	3	Choose One: BIO 101, ES 110, SCI 100, SCI 106
ART/HUM Elective	3	Gen. Ed. Requirement: Arts & Humanities
	<b>13</b>	<b>Semester Credits</b>
4 <sup>th</sup> Semester		
EDU 215	3	Developmental Processes & the Acquisition of Reading Competency
BPS Elective	4	Gen. Ed. Req.: Biological & Physical Sciences Course with Lab
HLF/HEA Elective	3	Choose any 3-credit HLF or HEA course
PSY 201	3	Educational Psychology
ECE 222	3	Early Childhood Education Capstone
	<b>16</b>	<b>Semester Credits</b>
<b>Total Credits</b>	<b>60</b>	

# CCBC

## Semester 1\*

- CMNS 101 - Fundamentals of Communication
- EDTR 101 - Foundations of Education
- EDTR 120 - Child Growth and Development
- ENGL 101 - College Composition I
- PSYC 101 - Introduction to Psychology

## Semester 2

- EDTR 107 - Introduction to Special Education
- EDTR 121 - Curriculum and Materials in Early Childhood Education
- ENGL 102 - College Composition II
- ERSC 101 - Earth Science
- MATH 131 - Concepts of Mathematics I: Numeration Systems and Operations

## Semester 3

- BIOL 108 - Investigating the Living World
- EDTR 242 - Processes and Acquisition of Literacy
- FAPA 101 - Introduction to Fine and Performing Arts
- HIST 111 - History of the United States I
- MATH 132 - Concepts of Mathematics II: Geometry and Measurement

## Semester 4

- EDTR 115 or ENGL 115 3 Credit(s).
- EDTR 273 - Field-Based Experience
- MATH 153 - Introduction to Statistical Methods
- PHYS 105 - How Things Work
- PHYS 111 - Physical Science Lab
- SOCL 141 - The Sociology of Race, Ethnicity, and Culture

**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 18, 2023

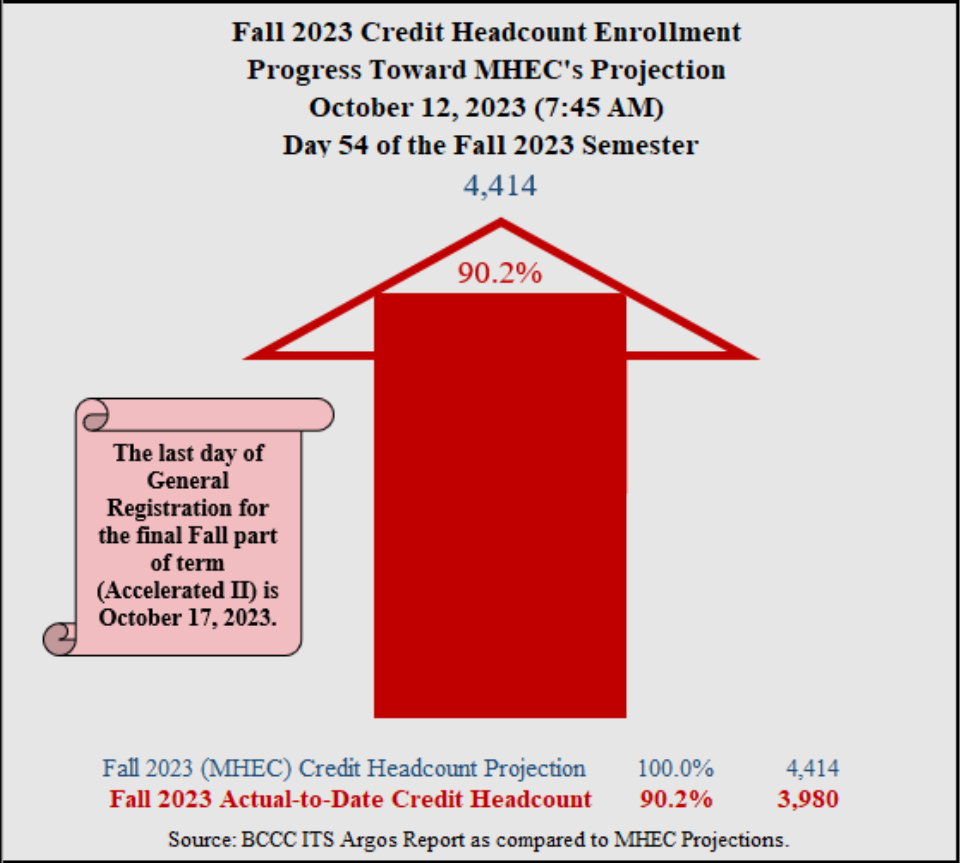
## **Enrollment Report DRAFT**

Dr. Jade Borne, Vice President for Student Affairs



# Realignment Task 5

## Strategic Enrollment & Recruitment Planning



# Realignment Task 5

## Strategic Enrollment & Recruitment Planning

### Fall 2023 Dual Enrollments 10/13/2023

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Carver	29
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# Realignment Task 5

## Strategic Enrollment & Recruitment Planning

### Expanded Recruitment Teams

Team Members	Territory/Focus
4 General Recruiters	K-12 Schools & Community Organizations
Coordinator International Student Support	International Student Organizations
Athletic Director & Coaches	High Schools and Community
Director Disability Support Services	K-12 Schools & Community Support Agencies
Veterans Support Coordinator	Military and VA Support Agencies
Director for MSP	K-12 Schools & Community Organizations
Director for Dual Enrollment	K-12 Schools
Dean of Enrollment Management	Overall Strategic Management

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# Realignment Task 5

## Strategic Enrollment & Recruitment Planning – LatinX / Hispanic

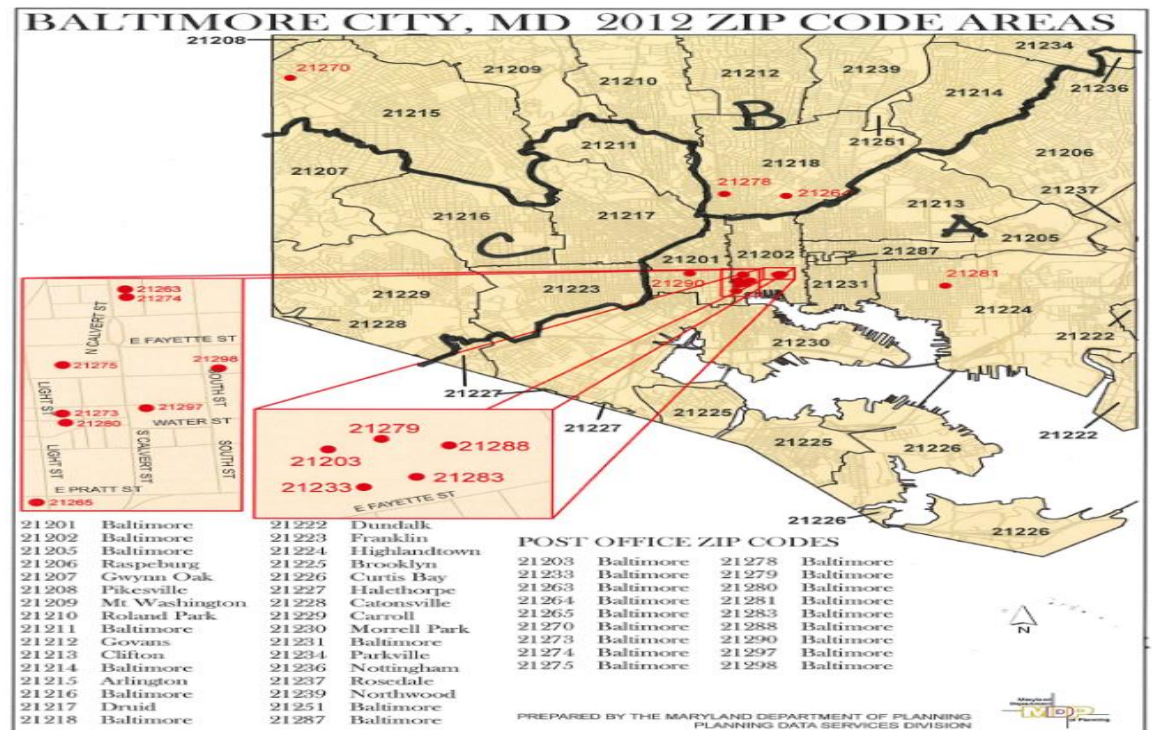
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- **Expanded Student Engagement Activities – Hispanic Heritage Month September 15 – October 15. September 20 – Loteria Event, October 12 – Fiesta Event**

# Realignment Task 5

## Strategic Enrollment & Recruitment Territories

- **Zone A:** Frankford/Northwest Baltimore, Highlands, Belair-Edison, Nottingham, Orangeville Industrial Area/East Baltimore, Inner City, Upper Fells Point, Graceland Park/Southwest Baltimore, Dundalk, Seton Hill/Central Baltimore, Federal Hill, Halethorpe, Brooklyn, Curtis Bay
- **Zone B:** Belair-Edison, Bellona-Gittings/North Baltimore, Cheswolde/Northwest Baltimore, Hamilton, Idlewylde, Pikesville, Waverly, Wyndhurst/North Baltimore, Northeast Baltimore
- **Zone C:** Gwynn Oak, Walbrook/Southwest Baltimore, Irvington/Southwest, Catonsville, Hampden, Druid Heights, Carrolton Ridge/South Baltimore



# Realignment Task 5

## Strategic Enrollment & Recruitment Planning – 33 Upcoming

Date	Organization/School	Event Type
10/9/2023	Renaissance Academy	College & Career Fair
10/9/2023	Carroll County Public Schools	College & Career Fair (Tabling)
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10/25/2023	Dundalk High School	College Representative
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10/26/2023	REACH! Partnership High School	College Fair (Tabling)
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10/27/2023	Horus Scholars	College, Trades, and Scholarship Expo
10/27/2023	Horus Scholars	College, Trades, and Scholarship Expo
10/31/2023	Parkville HS	College/Trade
11/9/2023	Baltimore Leadership School for Young Women	Information Session
11/9/2023	REACH! Partnership High School	Campus Tour & Information Session
11/9/2023	Academy for College and Career Exploration	College and Career Readiness Night (Presentation 10-12)
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# Realignment Task 5

## Strategic Enrollment & Recruitment Planning – LatinX / Hispanic





# Realignment Task 5

## Strategic Enrollment & Recruitment Planning

Questions?

# Enterprise Resource Planning (ERP) Project Update



Michael Rading, CIO

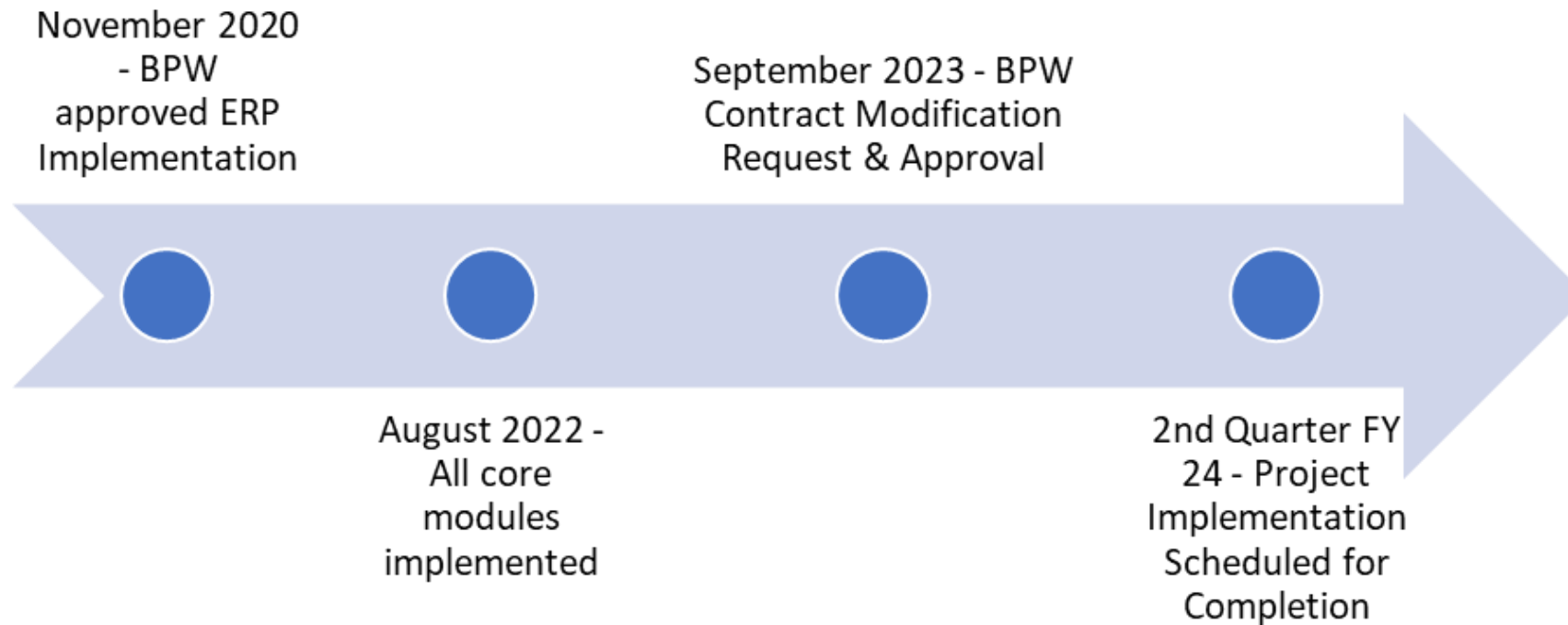
Date: October 18, 2023

# Project Status

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

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

# Key Dates



## Recent Work

- **Degree Works** – An academic advising and degree audit tool that provides students easy access to their academic path and helps them understand degree requirements as well as the next steps to graduation.
  - In September work to scribe, or convert degree requirements into the 2019-2020, 2020-2021, 2021-2022, 2022-2023, 2023-24 catalogs in the Banner ERP system has been completed.
- **Insights** – Reporting platform that enables institutional reports to be created for internal and external uses.
  - Insights was added to the ERP contract as part of the modification that took effect in September 2023.
  - Work has begun to setup the software environment for the reporting platform.

## On-site Meetings between BCCC & Ellucian

- Two on-site meetings held between BCCC cabinet and Ellucian Leadership to discuss:
  - Challenges that involve data cleanup, reporting and cyclical operations
  - College needs that require additional consideration



# Current & Upcoming Work

## 1. ERP Implementation Work

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

## 2. Pursue Managed Services beyond December 2023

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

# Data Center Upgrades

Two-phased approach to planned upgrades:

- **Data Center Refresh (Phase 1)** – replacement of legacy data center equipment and implementation of modern backup & recovery tool
  - This was approved by the Board in October 2022
  - Work is over 90% complete; target completion of all production workloads to the new hardware by the end of 2023
  - During the weekend of September 29, major upgrade completed to bring core infrastructure up to date
- **Disaster Recovery (Phase 2)** – Addresses risks with redundancy, speed of recovery from a disaster, and protection of BCCC’s data in the Microsoft cloud
  - Planning for this phase has started



Data center upgrades are part of Realignment Task #9, “Address the information technology (IT) and infrastructure needs of BCCC” and will modernize BCCC’s network with the latest security and stability enhancements.



# Questions

# Board of Trustees Meeting

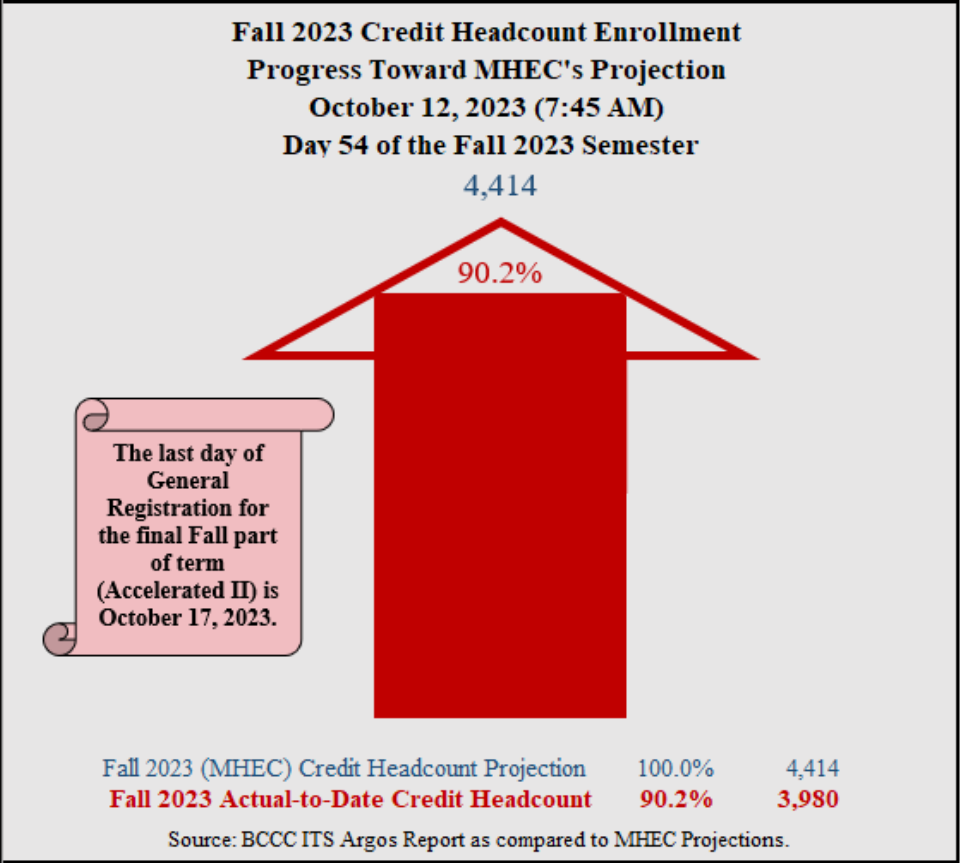
Wednesday, October 18, 2023

## Enrollment Report

Dr. Jade Borne, Vice President for Student Affairs

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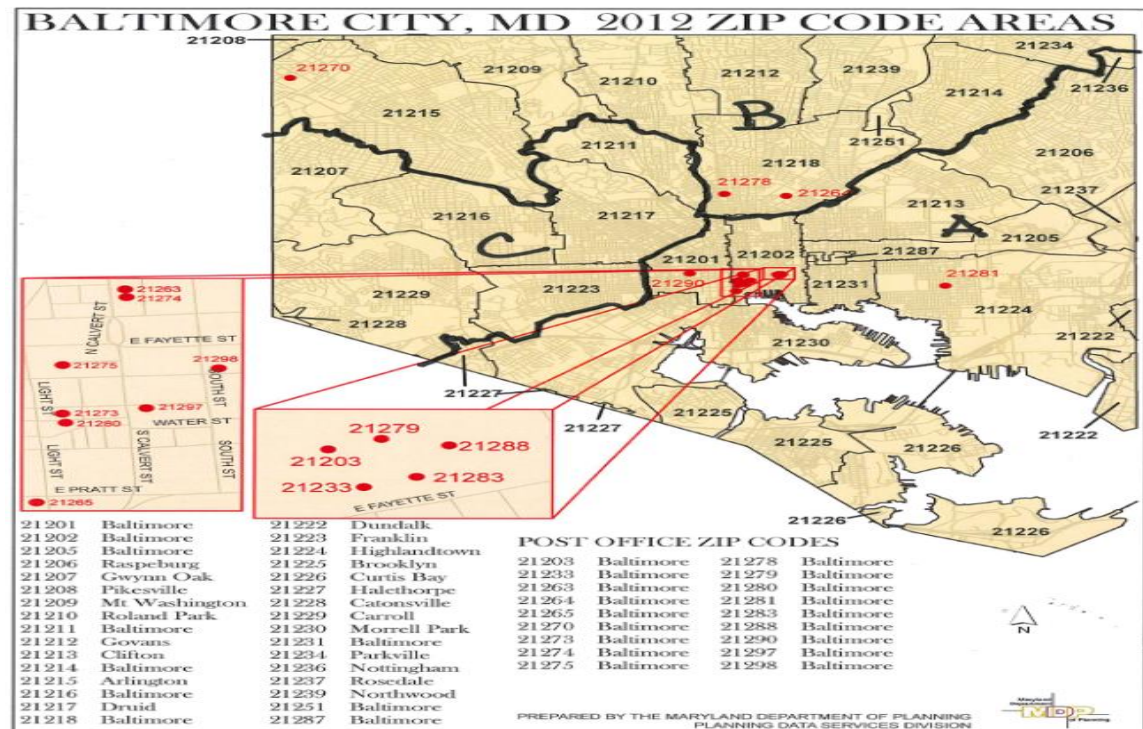
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# Realignment Task 5

## Strategic Enrollment & Recruitment Planning – LatinX / Hispanic



# Realignment Task 5

## Strategic Enrollment & Recruitment Planning

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 UPDATE**

**Board of Trustees, October 18, 2023**

*Dr. Jacqueline Hill, Vice President, Academic Affairs*

## **ACADEMIC AFFAIRS**

Dr. Jacqueline Hill attended the Maryland Council of Community College Chief Academic Officers (M4CAO) Meeting on September 8, 2023. Agenda items included updates about the following:

- Maryland Association of Community Colleges
- Maryland Higher Education Commission
- Maryland Blueprint
- College Readiness MOU
- Cannabis Workgroup

The Office of Academic Affairs in conjunction with the Cabinet selected team leaders to tour the BCCC locations to meet staff and get a firsthand view of the facilities.

AVP King-Sheridan hosted a Dual Enrollment meeting with members of Academic Affairs, Student Affairs, Workforce Development and Continuing Education, and Baltimore City Public Schools to review the Dual Enrollment program and review and streamline operational aspects of the partnership designed to improve and enhance the program. The team agreed to host meetings on a regular basis to help facilitate information and data sharing regarding the program.

AVP Aundrea Wheeler attended an online seminar that focused on Diversity, Equity, and Inclusion in the Workplace.

BCCC - TU (Towson University) Bridges program funding FY23: The Natural and Physical Sciences Department has finalized the procurement of biotech and science equipment /consumables for \$24,950.

BCCC Faculty Senate Presents: The 2023 Faculty Seminars

Dr. Tonya M. Brown presents her dissertation research:

*An Exploration of the Mentoring Experiences of Ethnically Diverse Women Faculty at an HBCU: A Qualitative Case Study*



Date: Friday, September 29, 2023

# **Baltimore City Community College**

## **PRESIDENT'S UPDATE**

### **Board of Trustees, October 18, 2023**

*Dr. Jade Borne, Vice President, Student Affairs*

#### **RECRUITMENT & ADMISSIONS**

During September 2023, Admissions focused on finalizing its recruitment territories and outreach strategies. A recruitment team has been created that includes *Mayor's Scholars Program Representatives, Disability Services, Athletics, Student Life & Engagement (On-Campus Tours), and Admissions*. Recruiters also attended several off-campus and on-campus recruitment activities and a professional development event.

Admissions continued processing applications for traditional Fall 2023 term admits and dual enrolled students. For dual enrolled students recruiters conducted two off campus orientations and one at the college to assist students in completing the BCCC application, which is required to for enrollment to the college as a dual enrolled student. An orientation was held at both Dunbar High School and Mergenthaler High School, while students from Baltimore School of Design came to campus.

Also, the Dean of Enrollment Management completed one-on-one meetings with all staff to gain greater insight into the day-to-day operations within Admissions. After meeting with staff, several daily processes will be restructured, and Standard Operating Procedures (SOP) created to streamline processes.

The Dean of Enrollment Management continues to conduct interviews to fill vacant positions. The vacant positions are: 2-Admission Recruiters and Director of Admissions.

#### **Off-Campus Recruitment Activities**

<b>Date</b>	<b>School/Organization</b>	<b>Activity</b>
09/21/2023	Frederick Douglas High School	Back to School Event
09/28/2023	Achievement Academy – Collegebound	Information Session

#### **On-Campus Recruitment Activities**

<b>Date</b>	<b>School/Organization</b>	<b>Activity</b>
09/27/2023	August Fells Savage Institute of Visual Arts	Group Tour & Information Session

#### **Admissions Operations**

<b>September 2023</b>	
Number of Sign ins for Walk-in Service	353

## Professional Development

In September two Admission Recruiters attended the annual National Association for College Admission Counseling (NACAC) held in Baltimore, MD from September 21 to 23, 2023. The conference offered several breakout sessions that include but are not limited to *Physical Disabilities and the College Search*; *Diversity Fuels Innovation: How to Ensure Everyone Has a Place in STEM*; *Redesigning College Admission for Inclusion*; *HBCU Roundtable ft. Maryland's HBCUs*; *It's Time to Reimagine the College Admissions Process*.

## Connection to Enrollment

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

Also, a communication plan for applications started, but not submitted was implemented. Any applicant that starts an application but does not complete it will receive an email communication directing them back log back into their application and submit it.

Additionally, the automated process to provide admitted applicants with an email that includes their *BCCC Student ID, username, instructions on how to create their password, and access the myBCCC Panther Portal* has been implemented. Below is an example of the email communication that is sent to each admitted applicant.



**BCCC**  
Baltimore City Community College

### Information Technology Services

[ITS Helpdesk](#) | 410-462-7411 | [helpdesk@bccc.edu](mailto:helpdesk@bccc.edu)

Dear Shirley Telfer,

Welcome to Baltimore City Community College (BCCC)

As a BCCC student, your student ID, username and password provide you access to the [myBCCC Panther Portal](#), class registration, Canvas, financial aid information, tuition and bill payments, student email, and more.

<b>BCCC Student ID:</b>	B00558641
<b>Username / Email Address:</b>	<a href="mailto:stelfer@student.bccc.edu">stelfer@student.bccc.edu</a>
<b>Initial Password:</b>	BCCc_ followed by year of birth in four digits, month of birth in two digits, day of birth in two digits (YYYYMMDD) plus the first initial of your first name as an uppercase letter.

**Example:**

John Smith was born July 20, 1990

<b>Username / Email Address:</b>	<a href="mailto:jsmith@student.bccc.edu">jsmith@student.bccc.edu</a>
<b>Initial Password:</b>	BCCc_19900720J

**Next Step:**

Please visit <https://www.bccc.edu/mybccc> to access student portal, email, and other educational resources.

When you log in for the first time, select a strong password and never share your password with anyone!

Check your BCCC student email, the official communication method of Baltimore City Community College. In the future, information regarding your classes and other BCCC communications will be sent only to your [stelfer@student.bccc.edu](mailto:stelfer@student.bccc.edu) email address.

For further assistance with access, please email [helpdesk@bccc.edu](mailto:helpdesk@bccc.edu) or call 410-462-7411.

Congratulations on taking this next step towards your future success!

With regards,

Information Technology Services  
Baltimore City Community College

2901 Liberty Heights Avenue, Baltimore, MD 21215-7807

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

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

In addition to working on the implementation of the Manage Events and Text Messaging features in CRM Recruit. The Manage Events feature allows admissions to create recruitment events for external stakeholders to registrar online. Once registered admissions can track recipients from each event to see if they apply, are admitted, and enroll. The Text Messaging feature will further enhance BCCCs communication with prospective students.

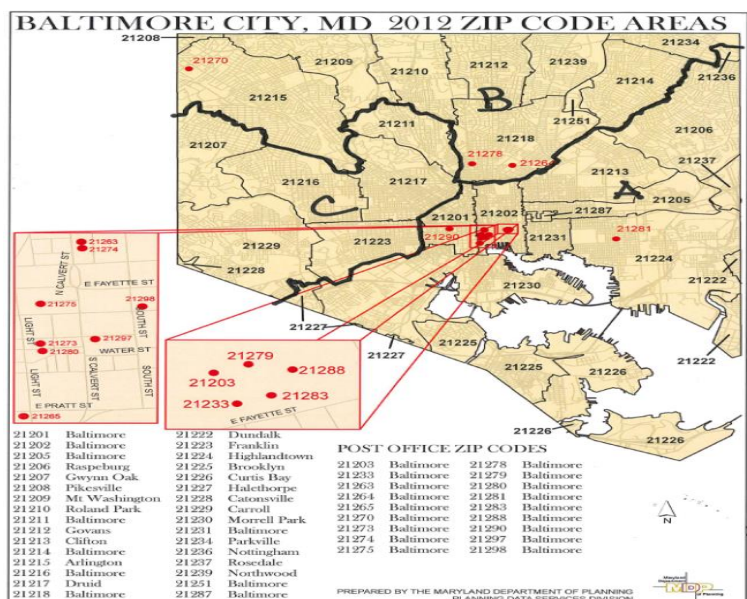
### Enrollment Management Plan

During the month of September 2023, the Dean of Enrollment Management worked with the Admissions recruiters to finalize recruitment territories and strategies. Recruitment territories have been split into three areas. The recruiters are responsible for Baltimore City public high schools, private high schools, and community partners within their assigned zone. The zones have been broken down as:

**Zone A:** Frankford/Northwest Baltimore, Highlands, Belair-Edison, Nottingham, Orangeville Industrial Area/East Baltimore, Inner City, Upper Fells Point, Graceland Park/Southwest Baltimore, Dundalk, Seton Hill/Central Baltimore, Federal Hill, Halethorpe, Brooklyn, Curtis Bay

**Zone B:** Belair-Edison, Bellona-Gittings/North Baltimore, Cheswolde/Northwest Baltimore, Hamilton, Idlewylde, Pikesville, Waverly, Wyndhurst/North Baltimore, Northeast Baltimore

**Zone C:** Gwynn Oak, Walbrook/Southwest Baltimore, Irvington/Southwest, Catonsville, Hampden, Druid Heights, Carrollton Ridge/South Baltimore



Recruiters reviewed each school’s profile and gathered contact information to begin engaging with each high school by phone. Each recruiter was provided a script to reference when speaking to each high school. The purpose of the call is to request BCCC be included in the school’s college and career readiness events, invite the high school to a campus visit, or allow BCCC to visit the high school and conduct an information session about the college and assist students on the spot in completing the



BCCC admissions application. Admissions set a goal to have 100 recruitment events scheduled from October 1, 2023, to July 1, 2024.

As of October 6, a total of 33 recruitment events have been confirmed to date. See chart below.

<b>10/9/2023</b>	Renaissance Academy	College & Career Fair
<b>10/9/2023</b>	Carroll County Public Schools	College & Career Fair (Tabling)
<b>10/10/2023</b>	Digital Harbor High School	MSP Presentation & BCCC Application Assistance
<b>10/10/2023</b>	Dunbar High School	BCCC Application Day and Info Session
<b>10/12/2023</b>	Dunbar High School	BCCC Application Day & Info Session
<b>10/12/2023</b>	Mount Saint Joseph & Mount De Sales Academy	College Fair (Tabling)
<b>10/13/2023</b>	Edmondson Westside HS	College Fair (Tabling)
<b>10/13/2023</b>	Excel Academy at Francis M. Wood	Campus Tour & Info Session
<b>10/18/2023</b>	Park Heights Renaissance	Resource Fair
<b>10/18/2023</b>	Baltimore Design School	College Fair (Tabling)
<b>10/19/2023</b>	National Academy Foundation	Information Session (Mayor's Scholars, Granville T. Woods Program, Nursing Program, Dual Enrollment) & Assist in Completing BCCC Applications
<b>10/20/2023</b>	Green Street Academy	Informational Session: Mayor's Scholars Program, Dual Enrollment, Applications
<b>10/21/2023</b>	Prison 2 Professionals	Virtual Job Fair
<b>10/23/2023</b>	Augusta Fells Savage Institute of Visual Arts	Application Assistance
<b>10/24/2023</b>	Baltimore Polytechnic	College Fair (Tabling)
<b>10/25/2023</b>	Dundalk High School	College Representative
<b>10/25/2023</b>	Youth Opportunity Academy & Mayor's Office of Employment Development	Fall Open House
<b>10/26/2023</b>	REACH! Partnership High School	College Fair (Tabling)
<b>10/27/2023</b>	Baltimore Design School	Campus Tour and Informational Session
<b>10/27/2023</b>	Horus Scholars	College, Trades, and Scholarship Expo
<b>10/27/2023</b>	Horus Scholars	College, Trades, and Scholarship Expo
<b>10/31/2023</b>	Parkville HS	College/Trade
<b>11/7/2023</b>		
<b>11/9/2023</b>	Baltimore Leadership School for Young Women	Information Session
<b>11/9/2023</b>	REACH! Partnership High School	Campus Tour & Information Session
<b>11/9/2023</b>	Academy for College and Career Exploration	College and Career Readiness Night (Presentation 10-12)
<b>11/13/2023</b>	Western High School	College Fair (Tabling)
<b>11/13/2023</b>	Green Street Academy	College Fair (Tabling)
<b>11/14/2023</b>	Reginald F. Lewis High School	College Fair (Tabling)
<b>11/14/2023</b>	Patterson High School	College Fair (Tabling)
<b>11/14/2023</b>	Benjamin Franklin High School	College Fair (Tabling)
<b>11/15/2023</b>	Carver Vocational-Technical High School	College Fair (Tabling)
<b>11/15/2023</b>	Coppin Academy High School	College Fair (Tabling)
<b>11/15/2023</b>	Frederick Douglass High School	College Fair (Tabling)
<b>11/16/2023</b>	Mergenthaler Vocational Technical HS	College Fair (Tabling)
<b>11/16/2023</b>	Reach! Partnership High School	College Fair (Tabling)
<b>11/16/2023</b>	National Academy Foundation High School	College Fair (Tabling)

## **Student Services & Workshops**

ISS held admission and advisement meetings with international students online, in-person, and through phone calls. Also, over 180 emails to F-1 visa students and other international students were sent. As well as over 37 general students visited Admissions. Most international students were at varying stages of enrollment in classes or meeting with a Designated School Official to review their applying for fall 2023 entry, but some had just graduated and/or needed help transferring out to other HEIs. Many were applying for Optional Practical Training (OPT), a year of employment where they are able to apply their BCCC training in the workplace.

The Coordinator of International Student Services and the International Student Advisor convened meetings of the International Students Club, along with the club's other adviser, Prof. Daniel Izume. The three advisers had been promoting the club during last month's International Student Orientation, through classes, and tabling in the Student Atrium. Former ISC student leaders returned to promote the club during the beginning weeks of the semester. The club held its first weekly meeting on 9/6/23 and held its elections on 9/27/23. Most positions were filled, with at least two candidates for every position except for one, demonstrating a strong start to the new academic year for the club. Newly elected officers are mostly students on F-1 student visa and represent the following countries: India (1), Nepal (2), and Nigeria (5). These positions were filled: President, Vice President, Secretary, Treasurer, Public Relations Officer, Assistant Secretary, Assistant Treasurer, Assistant Public Relations Officer, and Parliamentarian. Active participants from the club are from (in alphabetical order): Ghana, India, Nepal, Nigeria, and the USA. During recruitment drives students from the following countries signed up: Brazil, Cameroon, Côte d'Ivoire, Dominican Republic, El Salvador, Ethiopia, Honduras, Kenya, Kuwait, Nepal, Nigeria, Trinidad & Tobago, and the USA. Many students did not disclose their country of origin on our sign-in sheets.

## **Immigration Compliance**

The month of September is one of two main reporting times of year for Designated School Officials to update the immigration record of every F-1 visa student in the Department of Homeland Security (DHS) Student & Exchange Visitor Information System (SEVIS), in compliance with F-1 regulations. The International Student Advisor and the Coordinator of International Student Services completed all such registrations in SEVIS by the deadline - within 30 days of the start of the semester. The International Student Advisor took lead on this project, to update over 100 records, comparing the BCCC database and the SEVIS database, making manual updates to names, majors, addresses, phone numbers, email addresses, foreign addresses and more. They also had to print new forms I-20 for the 40+ new students who either transferred in, arrived from overseas, or changed their immigration status. The International Student Advisor reviewed all F-1 international students' registration status multiple times during the month of September to ensure their full-time registration. Students must register for at least 12 credits each semester, of which at least 9 credits must be in-person. The system has not yet been configured to report how many credits are either online (ON) or virtual (VIR) for this F-1 visa student population. ISS staff communicated with all F-1 students via emails, phone calls, Canvas announcements, and through in-person meetings and orientation to help them to complete full-time registration and continue to comply with F-1 regulations, with the International Student Adviser taking the lead on this communication project.

## **Partnerships**

On 9/6/23, the Coordinator of International Student Services and Registration & Records representatives met with a foreign transcript evaluation agency, International Education Evaluations, LLC (IEE), to discuss discounts for BCCC students and applicants. There is no cost to BCCC, or any agreement to sign. The College has an option to place a link on its Admissions and Records webpages for students who want to transfer credits to BCCC using a foreign credential agency. IEE is a member of the National Association of Credential Evaluation Services (NACES). Currently BCCC will accept foreign transcript evaluation reports from any NACES member. As a result of this meeting, IEE created a landing page for our students: <https://myiee.org/university/baltimore-city-community-college>, with this promise: “By utilizing the Baltimore City Community College Institution Portal, students not only receive a DISCOUNT for digital portal deliveries but also receive their evaluation in 3 days with standard processing.”

On 9/12/23, the Coordinator of International Student Services met with institutional partners to discuss proposed updates to the “Exemption Rubric,” a tool used to help place students in math and English based on multiple measures of assessment (e.g., testing, transcript review, and standardized test scores). International Student Services has been advocating for changes to the rubric to better serve our growing foreign-born population, including students on F-1 student visa. Some of the changes came as a direct result of the work ISS, ESL and Testing have done as the College implements its new ESL Pathways Program, allowing students with intermediate and advanced English proficiency to enroll on F-1 visa status, starting with ESL classes.

## **Training**

On 9/7/23, the International Student Adviser attended a virtual training, “*Best Practices - Working with Recruitment Partners in Latin America*,” hosted by the U.S. Commercial Service, featuring their Education Commercial Specialist for Chile, Colombia, and Mexico, to gain insights on international student recruitment in Latin America, trends and opportunities, and specifically how to work with recruitment agents in Latin America.

On 9/12/23, the Coordinator of International Student Services and the International Student Adviser attended Designated School Official (DSO) training offered by DHS. This presentation was offered by the Student Exchange Visitor Program, through its Field Representatives, who work closely with DSOs at each school enrolling F-1 student visa holders to provide continuous professional development. The training was conducted by the Center for Countering Human Trafficking, an initiative of DHS to coordinate efforts with federal, state, and local agencies, nonprofit advocacy organizations, and others to “advance counter human trafficking law enforcement operations, protect victims, and enhance prevention efforts by aligning DHS’ capabilities and expertise.” DSOs in attendance from the mid-Atlantic region expressed concern and appreciation for the training, and asked how HEIs can be better partners in preventing and combatting human trafficking. HEIs are encouraged to download and disseminate educational and awareness materials from the DHS Blue Campaign: [www.dhs.gov/bluecampaign](http://www.dhs.gov/bluecampaign).

## **Veteran Services**

In September, Veteran Services Coordinator Ms. Kytica Crawford made improvements to areas in Veterans services and is currently still needing assistance in certain areas (advisor currently still needed, will be meeting with the SAA (State Approving Agency) at 4th Quarter Maryland College Collaboration for Student Veterans Commission meeting to get an update on the new Catalog submission process, and still needs adequate space to combine Coordinator office & Veteran lounge).

- Confirmed Guest Speaker (Retired CSM Melinda Pressley) for Veterans Appreciation week event. CSM Pressley has had a decorated career in the US Army. She served 30 years in the US Army. While serving she received several accolades such as airborne wings, drill sergeant, Command Sergeant Major, and many other great things while also pursuing and completing post-secondary degrees. CSM Pressley is also a Baltimore Native and has come back to make a positive impact on the future generations of Baltimore City.
- Awaiting institutional nomination to be the BCCC representative for the Maryland College Collaboration for Student Veterans Commission (MCCSVC) (requested June 01, 2023).
- Registered to attend the Maryland College Collaboration for Student Veterans Commission (MCCSVC) 4th quarter meeting at UMBC for October 12,2023.
- Updated BCCCs courses in the Academic Institutions portals for service members using Tuition Assistance. We have our first two students using Federal Tuition Assistance.
- Attended the O.W.L. Career fair as a recruiting effort on September 15th.
- Inquired on the process for our School to participate in Toys for Tots. Toys for Tots was created by the Marine Corps. The basic mission of the Marine Toys for Tots Program is to collect new unwrapped toys and distribute those toys to less fortunate children at Christmas. It would be great for BCCC's Veteran Services department to participate in the Marine Toys for Tots for outreach and for Military Affiliated students to be able to give back to the community. Also, with the demographic of Baltimore City families, it will shed light that our college cares about helping the less fortunate during the holidays.

## STUDENT SUCCESS CENTER/ADVISING

### Advising Operations (In-Person)

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

Month	September 2023	October 2023	November 2023	December 2023
Advising	773			

- Most visits were Tuesdays, Wednesdays, and Thursdays (least visits Monday and Saturdays).
- Most visits occurred around 10AM, 11AM, and 12PM during the weekday.
- The average wait time was 21 minutes with approximately 24 minutes on average spent with each student.

Most students presented for assistance with registration followed by academic planning, other needs, withdrawal/drop class, and career advising. Need to explore what "Other" is to determine if additional services categories should be added.

Service Name	Total Services
Registration	406
Academic Planning	325
Other	134
Withdrawal/Drop Class	97
Career Advising	48
Satisfactory Academic Progress (SAP/Financial Aid)	41
Transfer Advising	29
Group Advising	23

<b>Completion/Graduation</b>	18
<b>Academic Standing</b>	14
<b>Total Department Services*</b>	1135

*\*Students can present for more than 1 service at a time.*

### Highlights

- **Advisor Assignments and Proactive Outreach**-Students in the Prison to Professionals (P2P) Bridges to Baccalaureate Program (B2B) and students reinstated from academic dismissal in Fall 2023 have received advisor assignments in Banner. All advisors have provided welcome emails to students in their caseloads. They are preparing mid-semester emails prior to the withdrawal date of the 16-week session. Next Spring, we are considering adding students on academic probation.
- The **Fall 2023 Transfer Fair** is being planned for Tuesday, October 31<sup>st</sup>. We have over 25 colleges/universities that have RSVP'd. There will also be a table for Middle States and TRIO Student Support Services.
- Our **new advisor**, Charmanique Goings, has started and completed her advisor training. She is assigned to the Manufacturing, Construction & Engineering Technologies and Transportation, Distribution & Logistics pathway.
- Addition of 5 **work-study students** who can assist more with triage/reception at the front desk and assisting students with the Panther Portal.
- Staff are excited about the new emails being provided to students by the Information Technology Department. It **provides students with the username and password and instructions to log-in to the Panther Portal.**

### Next Steps

- Early preparation for the **Advising 100** for Spring 2024 to start in November and end in December.
- Work with Student Life to establish a date for In-Person and Virtual Spring 2024 **New Student Orientation**. Consult with Academic Affairs to see if it can be a part of the Welcome Back week so that faculty can participate and limit room conflicts.
- Offer program for **Near Completers** in November (In-Person and Virtual) to discuss the last semesters at BCCC and provide guidance for transition (Transfer and Career Preparation).
- **Introduction of the advisors to the Associate Deans and faculty** of their designated pathways. [Carryover]
- Planning for **appointment scheduling** during non-peak registration periods using Microsoft Bookings. [Carryover]
- Work with the Director of Financial Aid to create a **new Academic Planning sheet** that can be used for students who fail **Satisfactory Academic Progress (SAP)**. Educational Plans were removed from the website. Advisors also may also have to complete the planning sheet for students who are on SAP warning due to the College's high SAP failure rate. [Carryover]
- Continuing the **search for Director of Advising**.
- Implementation of a **point of contact survey** to gather feedback on student reception and advising experience for in-person services.
- Start the process of developing **Standard Operating Procedures (SOP)** for the center.
- Revisit the conversation with the IT Department on the **transition of the centralized Student Success Email to a ticketing system** (FreshService) for better coordination, response, and ability to gather data.

## Needs/Recommendations

- **Expedite hiring process and selection of Director of Advising candidates.** The department needs full-time management/supervision, preferably before the start of Spring registration and the peak period.
- The College needs a **late withdrawal policy for mitigating circumstances and procedures.** Students who need to leave after the official withdrawal period have no procedures to make the request. This can have implications for Students with Disabilities, Title IX, International Students, and Military/Veterans.
- Coordinated **meetings with Academic Affairs** (Academic Deans/Associate Deans and SALT members).
- **Trama Informed** presentation and/or training.
- Need for the appropriate departments (IT, E-Learning and/or Marketing) to create a new student **video tutorial for course search and registration** to be placed on the website and YouTube (the one on the website is outdated).
- Review the **access/ability of faculty to add students to Canvas** (even when they are not registered).
- Clarify **policies for virtual vs. online instruction.** Explore **need/demand for additional online sections** in certain disciplines (particularly IT/Cyber).
- **Decision on the continuance of our line management system** Who's Next and expansion to other Student Services Departments beyond a pilot. It would be ideal to do any training and implementation prior to Spring 2024.

## **TESTING CENTER**

The Baltimore City Community College (BCCC) Liberty Campus Test Center administered 263 exams to BCCC students and community members. This month's collaborations included: DSSC, Virtual Help Desk, Student Success Center, Admissions, English Language Services, Mayor Scholar's Program, Academic Affairs, Upward Bound Math and Science and Baltimore City Teacher's Union. The below data table provides a breakdown of the testing appointments that occurred in September 2023.

<b>Exam Name</b>	<b>Exams Administered</b>	<b>Revenue</b>
<b>Accuplacer</b>	176	-
<b>Accuplacer Retest</b>	8	-
<b>Accuplacer - ESL Students</b>	16	-
<b>Accuplacer- MSP &amp; MSP ESL Students</b>	6	-
<b>BCCC Course Exams (DSSC Students)</b>	7	-
<b>Biology Exemption</b>	9	-
<b>Biology Exemption-Retest</b>	1	-
<b>Computer Literacy Exemption</b>	7	-
<b>Computer Literacy Exemption-Retest</b>	1	-
<b>Distance Learning Exams (Non-BCCC students)</b>	1	\$67.90
<b>Parapro Assessment</b>	24	\$611.10
<b>TEAS</b>	7	\$169.75
<b>CLEP</b>	0	\$0.00

<b>Total Exams Given</b>	<b>263</b>	
<b>Total Number of Individuals Tested</b>	<b>229</b>	
<b>Total Revenue Generated</b>	<b>\$848.75</b>	

**Data Trends**

- BCCC Test Center administered a total of 263 exams in-person to a total of 229 individuals (unduplicated) in the Month of September.
- Exams Given by Day:

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>September</b>	27	59	50	47	60	20

**Updates and Collaborations Efforts towards Goals**

1. BCCC Test Center has been approved and reinstated as a PearsonVue Certified Testing Center and will be able to offer GED Testing to Baltimore City and Maryland Community Members. The IT department is working on the software installation of the test, once completed the test center staff will complete training to be certified as test administrators.
  - a. Aligns with Test Center’s Enrollment Goal #1: **Baltimore City Liberty Campus Test Center will be identified as a certified testing center and one that encourages students' success through assessments provided.**
2. The Director of Testing is working with RegisterBlast to restructure the Test Center’s appointment scheduling and check-in management system.
  - a. Aligns with Test Center’s Retention Goal #2: **Improve Test Center’s branding and customer management systems.**

**RECORDS & REGISTRATION**

**Fall Registration**

3, 906 students are registered for the Fall 2023 semester so far. Registration is still ongoing for the 10-week and 8-week Accelerated II sessions. PTECH and Dual Enrollment registration has ended.

**Banner**

Records and Registration continues to work collaboratively with all Student Services departments to mitigate any issues that arise in the day-to-day usage of the system. There are still ongoing issues related to duplicate accounts, incorrect student majors, and incorrect residency information. Records and Registrations has also been involved with Workforce Development and Continuing Education to help them align their processes and reporting requirements with Banner.

**Degree Audits**

- Processes related to Summer I and Summer II degree audits and conferrals have been completed, and graduate data reported to the National Student Clearinghouse.
- Fall 2023 degree audits started on September 14, 2023.
- Progress continues toward Degree Works implementation.

## Summer 2023 Audits

	AA	AAS	AS	ASE	AAT	Deg Total	Cert Total	Full
<i>Conferred</i>	8	13	4	0	0	25	25	50

Most diplomas/certificates were mailed to students on September 18, 2023, and tracking data shows that they were all successfully delivered. Entries reflecting this have been added to each student's SPACMNT records.

Data was reported to the National Student Clearinghouse on October 3, 2023. At that time, there were no outstanding Pending graduates that needed to be moved to the Fall cycle.

## Fall 2023 Audits

Between September 14 and October 5, 2023, Records and Registration staff:

- conducted 208 first-time degree audits for students enrolled in Fall courses;
- updated one previously performed audit.



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

	AA	AAS	AS	ASE	AAT	Deg Total	Cert Total	Full
<i>Conferr</i>	0	0	0	0	0	0	0	0
<i>Anticipated Conferrals</i>	16	10	4	0	0	30	1	31

At this time, 588 degree audits remain to be performed.

**Degree Auditing Methods and Degree Works (Fall 2023):**

The degree auditor is actively using Degree Works to facilitate Fall 2023 degree audits as a means of simultaneously validating the scribe work performed on new programs and catalogues added by Ellucian staff over the summer.

**Special Projects:**

At present, the degree auditor is also working on preparing the Grad Application in Banner (though testing is currently stalled as we await the set-up of test student records for testing purposes);

**Transfer Articulation**

As of September 2023, YTD - Records and Registration staff conducted a total of 1568 Official Transcript Evaluations with total credits reviewed of 19,595. Currently there are 355 open evaluations pending review. Transfer Articulations (YTD)

Received thru Aug	1796
Received thru Aug 202	1127
% increase YOY	57%
Anticipated 2023 total	2820

	Receive	Processed	Rem to review	# of Credits Evaluate	# Credits Awarded
<b>2022 proc in 2023</b>	0	149	0		
<b>January-23</b>	202	202	0	3009	2651
<b>February-23</b>	108	108	0	1499	1398
<b>March-23</b>	116	116	0	1680	1586
<b>April-23</b>	138	138	0	1899	1722
<b>May-23</b>	235	235	0	3273	3316
<b>June-23</b>	223	223	0	2871	2765
<b>July-23</b>	226	162	64	2210	1961
<b>August-23</b>	363	72	291	673	625
<b>September-23</b>	141	163	355	2481	2293
<b>Totals</b>	<b>1752</b>	<b>1568</b>	<b>710</b>	<b>19595</b>	<b>18317</b>

**Projects**

1. Creating elective courses in Banner for use in articulations and Degree Works.
2. Creating developmental course (DV) equivalents in Banner for all Maryland Community Colleges for DV exemptions.
3. Contract worker assisting with building of new courses in Banner to be used for articulations.  
This has improved service time for students.
4. Parchment Receive Premium now live – Kickoff (Set-up meeting) scheduled October 10<sup>th</sup> with project leads. Training to follow for admissions and records staff

**Transfer with Success Act – Policy review still pending with Academic Affairs**

**Outgoing Transcript orders**

Month	Number of Transcripts Sent	Total Paid to BCCC
August 2023	755	\$3,775
September 2023	478	\$2,390
Totals	1233	\$6,165

## FINANCIAL AID

The financial aid office's goal for August and September was to award all pending Fall 22 and Spring 23 students' files who submitted the pending documentation and met the Title 4 eligibility criteria. And packaged all prospective students for Fall 23 for Pell, FSEOG (Federal Supplemental Educational Opportunity Grant), and FWS (FEDERAL WORK STUDY) and disbursed the funds. Reconciled all Federal and State funds and complete FISAP.

### **Total number of students packaged for Fall 23 and Spring 24**

- Number of students packaged and awarded with Pell 2851
- Amount of Pell Disbursed: \$2,907,828.71.
- Number of students packaged with FSEOG 548
- Amount of FSEOG Disbursed: \$ 262,500.00
- Number of students offered and accepted with FWS 104
- Number of students placed for FWS Jobs at the Campus: 50

### *During this reporting period, the following contacts were made with students:*

- Student Interactions by email: 292
- Student Interactions in the Office: 893
- Student Interaction in the VHD (Virtual Help Desk) 150
- Student Interaction by Phones 274

### *Other Activities*

- Completed and submitted Fiscal Operation Report and Application to Participate (FISAP) Report for 2023-2024 Award Year.
- Resolved Deficit of US \$ 1,086,444.50 in 2223 PELL Program that resulted from negative disbursement on 08/18/23.
- Resolved 189 students with various Rejected issues that made 2223 PELL Grants not to disburse.
- Reconciled Federal PELL Grant (FPELL) Discrepancies between COD (Common Origination and Disbursement) (Common Origination and Disbursement) and Banner.
- Resolved Federal Supplemental Educational Opportunity Grant Discrepancies.
- Identified and resolved all students whose SGASTDN records changed to Non-Degree Seeking due to updates made by Registrar.
- Student Reach out Campaign. Called students with 2223 FAFSA (Free Application for Federal Student Aid) missing High School Information. Made corrections and submitted it to 19 students and processed 2223 PELL.
- Completed Federal Work Study Reconciliation Process for Award Year 2223.
- Reconciled 22-23 FWS of \$90, 835.50.
- Hosted Work Study Supervisor Orientation session to review 2324 FWS Program Expectations.
- Placement of 45 FWS student employee with various departments on campus.
- Completed Verification for 70 students and collecting of SAP (Satisfactory Academic Progress) documents.
- Resumed services for INCEPTIA – Our verification partner.
- Hired Ms. Jessica Koenig, the new Office Assistant, Ms. Koenig has been trained in using Banner and front office operations.
- Hired a new Federal Work Study Student.
  - Completed MHEC (Maryland Higher Education Commission) Credit Enrollment Review.
  - Submitted MHEC Credit Roster for the Fall 2023

**Outreach efforts:**

Outreach efforts include Early FAFSA Application notification emails, weekly workshops, monthly Financial Aid information sessions, daily walk-in assistance for FAFSA completion.

**MAYOR’S SCHOLARS PROGRAM**

- Fall semester has a total of 473 MSP students.
- Off-Campus Recruitment 9/21 Frederick Douglas
- On-Campus Recruitment 9/27 Augusta Fells Savage Institute of Visual Arts

**Realignment Efforts**

- Implementation of coding MSP students by cohort in Banner
- Increased staffing in our department MSP Advisors, Director, and Office Specialist.
- 107 Signed MSP Commitment Letters

**Retention Effort (Summer Bridge Program)**

- The department reached out to 78 students who are on Academic Warning from the Summer Bridge Program. Students are aware of the expectations of bi-weekly grade reports, tutoring services, and a signed agreement identifying resources to help them succeed.
- Lines of communication (Calls and Emails ) were completed regarding 31 students who did not return this fall semester from the summer bridge program.

**Professional Development**

- NACAC Conference (September 21-24)

**STUDENT SUPPORT & WELLNESS & DISABILITY SUPPORT SERVICES**

**Disability Support Services Center**

During September 2023, 15 students were registered for renewal accommodations and 10 new intakes/ orientations were conducted, totaling 75 students receiving services. The Director conducted 45 in person meetings, zoom and video conference calls with prospective students and their parents, along with faculty, departmental Associate Deans/ Deans to address concerns relating to accommodative services.

<b>FALL 2023, 14 &amp; 12 Week</b>	
<b>Renewal Accommodations</b>	<b>Intakes</b>
15	10

Total Students for Renewals and Intakes: 75

The Center’s quarterly newsletter was published, and electronic copies were sent to our community partner Baltimore City Schools to establish classroom sweeps/ presentations and information sessions. An information session was conducted remotely with Baltimore City Schools on Wednesday, September 20, 2023. Related service providers and special educators attended and were able to engage in dialogue and ask questions relating to

accommodative services offered by the college. Also, Disability Support Services staff participated in student-driven activities such as Welcome week, New Student Orientation, and in classrooms to increase the utility of our services. Weekly recruitment efforts were made to enhance disability awareness for existing and potential students.

The success of these initiatives underscores the importance of empowering our students to actively contribute to enriching the tapestry of our college community. As we continue to build on these achievements, we look forward to even more collaborative and student-driven endeavors in coming months. The Director continues to collaborate with staff from the Mayor's Scholars Program (MSP), Testing Center, Student Success Center, Student Life and Engagement, Student Wellness and Support Services, Admissions, Records and Registration, Public Safety, Biotechnology, Workforce Development, Tutoring and Information Technology Services (ITS) team to discuss the essential needs of students with disabilities at Baltimore City Community College.

## **STUDENT LIFE & ENGAGEMENT**

The Office of Student Life & Engagement had a very successful launch to the fall semester. The department was able to host several enriching events and launch new initiatives to support students at BCCC.

### ***Work-study***

The work-study students continue to assist with programming check-in/logistics and operating the front desk of the Student Center and the Food Pantry. The Office of Student Life & Engagement is fully staffed with work study students. The department has 6 students who are dedicated to the work study program.

### ***Food Pantry***

The foody pantry received donations of over 200 items during the month of August and September. Thanks to many generous faculty and staff members, the department was able to restock the food pantry with toiletries and food items.

### ***SGA***

The Student Government Association executive board hosted two General Body meetings with special guest appearances from the Director of Marketing, Vice President for Advancement, Director of Athletics, and the Vice President for Student Affairs. Additionally, the SGA leadership team met with President McCurdy and conducted a tour of the Student Center area.

### ***Professional Development and Campus Involvement***

The Student Life Advisor continued to work as a committee co-chair for the Student Leadership Conference hosted by MCCADA on October 13, 2023. The Student Life staff has identified 17 students that will travel to Howard Community College to participate in a leadership conference. 4 students from Student Government Association, 5 student leaders, 5 students from the International Student Club and 3 students from the Mayor Scholars Program will represent BCCC at this upcoming conference.

The Office Specialist in Student Life & Engagement has continued to work on a plan to increase spirit and morale for the student affairs division. During this month the Office Specialist was able to distribute bags of candy with kind notes throughout Student Affairs. The team is planning to further launch a campaign to nominate staff members for staff of the month recognition.

The Director of Student Life & Engagement has created a leadership workshop series that will provide a one hour session with a topic centered on leadership and community engagement for students. This workshop series will take place the third Friday of each month. The first session will launch in partnership with BCCC Faculty Seminars focused on Mental Health Awareness. The series will continue with a Career Exploration seminar on October 20<sup>th</sup>.

### **New Student Orientation Experience**

The Office of Student Life & Engagement team has continued to work with Admissions, the Advising team, and the Assistant Vice President for Student Affairs to plan the Transfer Fair set to take place on Tuesday, October 31, 2023.

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

#### **September 5, 2023: Dance Team Interest Meeting**

Students attended the first dance team interest meeting of the fall semester. The club was able to gain 4 new members as a result of this interest meeting. The team will continue to practice and prepare to perform at future basketball games.

#### **September 11, 2023: A 9/11 Tribute Experience**

The BCCC Community joined in virtually as the events that occurred on September 11, 2001 were remembered. This event included an overview of the 9/11 events and a panel discussion on how it shaped our nation today. 9/11 memorial pins were distributed in the Main Building Atrium simultaneously with the event.

#### **September 13, 2023: Recognizing National Suicide Prevention Month**

As the college recognized National Suicide Prevention Month, Student Life & Engagement hosted an event that provided the opportunity to learn more about statistics surrounding suicide while understanding ways to support suicide awareness initiatives. More than 40 students participated in the learning opportunity featuring Project: Semicolon, an initiative to increase awareness along with resources for suicide prevention.

#### **September 13, 2023: Leadership Launch Interest Meeting**

Students showed their interest in being a part of the Student Leadership Initiative through the Student Life & Engagement Office. 12 students showed interest in signing up and learning more about leadership opportunities at BCCC. These students have committed to attending the Leadership Workshop series sponsored by Student Life & Engagement.

#### **September 18, 2023: SGA General Body Meeting**

The new SGA executive board shared their vision for the 2023-2024 academic year as well as their calendar of events for the semester at their first SGA meeting of the semester.

#### **September 18, 2023: Cookies & Constitution**

The SGA along with the Anthropology and Sociology Club, History Club and the Office of Student Life and Engagement co-sponsored this annual program. The guest speaker was BCCC Professor, Autumn T. Wallace, Esq. The topic was "The Constitution: Due Process of Law". This discussion highlighted the guarantees outlined in the Bill of Rights that support the Criminal Procedural Process (right against self-incrimination, right to counsel, fair trial, etc.) with Q&A, to follow. The program was well attended with 62 participants.

#### **September 19, 2023: National Voter Registration Day**

The Office of Student Life & Engagement was able to invite the League of Women Voters of Baltimore to campus to discuss the importance of National Voter Registration Day.

#### **September 20, 2023: Spanish Bingo (Loteria)**

To celebrate Hispanic Heritage Month students played Loteria, a Spanish version of Bingo for prizes. More than 30 students joined Student Life & Engagement for this special cultural event.

#### **September 21, 2023: Make it, Take it Thursday**

Students joined Student Life & Engagement for an opportunity to design their own creation that they took with them. Each month there is a new craft that students can participate in. The department was able to give out more than 30 craft kits to students on this day.

**September 25, 2023: Mind & Motion Monday**

For this month's Mind & Motion event, students were able to learn more about Yoga. Students were provided mats along with instructions on partaking in Yoga as an exercise and mind activity.

**September 27, 2023: Voter Information Drive**

Over 40 students signed up and became registered voters with the League of Women Voters of Baltimore. 17 students signed up for paid positions as poll workers for Election Day. This event not only allowed students to learn more about registering to vote, but gave them the opportunity to be involved and earn income.

**September 28, 2023: Celebrating You at BCCC!**

In honor of National Love People Day (Sept 30<sup>th</sup>), Student Life & Engagement gave away free Ice Cream treats to 212 people. Additionally, students were able to learn more about the Middle States and write positive affirmations to their peers.

**October 4, 2023: International Student Club Meeting**

Student Life & Engagement staff presented at the first International Student Club Meeting of the semester. The staff was able to meet the 7 person elected board of officers, as well as a total of 14 students in the club and their advisors.

**October 5, 2023: Mental Health & Wellness Break**

Student Life & Engagement staff worked with Student Support and Wellness to provide giveaways for students during October 1 – 6 as the institution recognized Mental Health Awareness Week. This allowed staff to provide information about mental health and resources, while allowing students to take a break and enjoy some fun. Students were also able to take a Depression Screening test and provided with results and resources for mental health.

**October 6, 2023: Mental Health Seminar**

Dr. Angela Jones-Ramirez, BCCC Faculty Seminars, and Student Life & Engagement teamed up to offer Trauma-Informed Instruction (TII), an extension of Trauma-Informed Care in the area of Academia. This is a part of the series to recognize Mental Health Awareness Week.

***Engagement Analytics***

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

**TRIO STUDENT SUPPORT SERVICES**

***September 2023 Report***

SSS offered various mandated and permissible services, such as coaching, academic advising, financial literacy, financial aid information, transfer services, and career and decision-making. SSS advisors meet with program participants on a monthly basis or as needed to address monitor progress and address concerns. Common

concerns or issues addressed include degree audits, financial aid, student accounting, lack of reliable technology, tutoring, and Disability Support Services referrals.

<b>Monthly Contact Totals</b>	
Virtual and In-person	70
Canvas Announcements/Mass Emails @ 217 participants	10

### **Student Programming**

Cultural and social activities encourage SSS participants to network, appreciate diversity, and promote personal and social development. On 9/26/23, SSS hosted dinner and an evening at the Tony Award-winning production of *The Wiz* at the Hippodrome Theater. Overwhelmingly, students shared their gratitude and appreciation verbally, by email, and in writing for the incredible experience. In addition, the StudentLingo platform offers online student success workshops to support student learning, personal growth, and health & wellness. To date, 69 students have created a StudentLingo account and have completed at least one workshop. Students completed 75 workshops this month, and one finished all 24 workshops.

<b>Activity</b>	<b>Date</b>	<b>Number of Participants</b>	<b>Location</b>
Understanding Student Lingo	9/6/23	3	MNB 023
Peer Mentor Orientation	9/20/23	7	MNB 023
The Wiz	9/26/23	13	Hippodrome Theater
Open House/Meet & Greet	9/28/23	10	MNB 023
StudentLingo	Varies	69	Online

### **Outreach and Recruitment**

In addition to the Open House/Meet & Greet event, outreach and recruitment efforts included social media blasts, Canvas posts, emails, and attendance at various College-sponsored events. As a result of the preceding initiatives, SSS received a total of 30 new applications.

### **Council for Opportunity in Education (COE) Annual Conference**

The Program Director and Coordinator attended the Council for Opportunity in Education (COE) Annual Conference in Washington, D.C., from September 9-13, 2023. The conference featured discussions on trends and best practices in college access and connected college TRIO access professionals to networking opportunities. The wide range of information and resources gained from this experience offered new ideas and energy to increase the success of TRIO SSS students. Additionally, the final session featured updates from the U.S. Department of Education and a breakout session with the project’s assigned Program Specialist.

### **Blumen Training**

SSS staff participated in a live two-day web training on 9/7/-9/8/23 sponsored by Compansol that provided a hands-on practical overview of the Blumen database software for TRIO Programs. The training covered BOT functionality-specific user roles and provided the skills to manage participant data and address specific programmatic needs.



## TRIO UPWARD BOUND MATH AND SCIENCE PROGRAM

### September 2023 Report

#### Fall 2023 Kick-off

Upward Bound Math & Science held the Fall 2023 Academic Year Kick-off on 9/16/23. Students and parents meet with program staff and instructors at the event to review the program objectives and activities, student/parent expectations, and finalize the application process. Additional UBMS Parent orientation sessions were held on 9/23/23 on campus, at selected public library meet-ups, and virtually on Zoom/Microsoft Teams to accommodate parent’s busy schedules and varied needs. Saturday instructional sessions for new and returning students begin on 10/7/23.

#### Outreach and Recruitment

UBMS visited target schools to continue recruitment efforts and follow up on student application submissions. Also, UBMS established new connections with several high schools and scheduled follow up visits in October.

Event	Contacts
Baltimore Polytechnic Institute Back-to-School Night	15 students completed interest forms
Edmondson-Westside HS Back-to-School Night	5 students completed interest forms
Cherry Hill Elementary/Middle High School Choice Fair	13 students completed interest forms
Academy for College and Career Exploration (ACCE) HS	13 student interest forms
Edmondson-Westside	5 student interest forms
National Academy Foundation (NAF)	3 student interest forms
Digital Harbor HS	0 student interest forms
Patterson HS	New connection
Frederick Douglas HS	New connection
Forest Park HS	New connection

#### STEM Engagement Events

UBMS Coordinator attended several STEM Engagement Events that focused on future career opportunities and internships for high school students.

- NASA - Goddard Space Center & HQ Office, Washington, DC 9/6, 9/8
- Department of Defense, Washington, DC, 9/14, 9/18
- National Security Agency, Fort Meade, MD, 9/22

#### Council for Opportunity in Education (COE) Annual Conference

The Coordinator attended the Council for Opportunity in Education (COE) Annual Conference in Washington, D.C., from September 9-13, 2023. The conference featured discussions on trends and best practices for pre-college programs and provided networking opportunities with colleagues nationwide. Additionally, the final session featured updates from the U.S. Department of Education and a breakout session with the project’s assigned Program Specialist.

**ATHLETICS**

**Athletic Department**

October 1<sup>st</sup> is the official start of the men’s and women’s basketball season They have begun regularly scheduled practices. Their first competition will be November 5<sup>th</sup>. This season marks the return of women’s basketball to BCCC since 2019.

The women’s Volleyball team continues their inaugural season. They recently concluded their first overnight trip to play in a tournament held on the campus of Potomac State College in Keyser, West Virginia. The teams results need improvement, but the students are enjoying the opportunity

Below is a list of student athletes who will be competing in the coming season.

**Women’s Basketball**

<b>FNAME</b>	<b>LNAME</b>	<b>School</b>
Cephas	Synia	Cambridge South
Della	Kelly	Edmondson HS
Gray	Sanaya	Western HS
McCoy	Zion	Digital Harbor
Goodie	Kallique	Carver Vo-Tech
Addison	Jas'men	City HS
Dawkins	Jabre	Carver Vo-Tech
Salazar	Adrianna	Carver Vo-Tech
Moore	Kya	Reginald Lewis HS
Farra	Kaley	Carver Vo-Tech
Rodgers	Alexis	Mervo HS

**Men’s Basketball**

<b>LNAME</b>	<b>FNAME</b>	<b>Previous School</b>
Alexander	Jeffrey	City HS
Banks	Malik	State College of Florida
Beachum	Shydale	Saginaw HS
Bryant	Joshua	Suitland
Cook	Destontay	IDEA/Wash DC
Delahaye	Marquise	Northwestern HS
Deng	Kut	Henley
Green	Carlos	CCBC-Dundalk
Hall	Jaylen	Rock Creek Christian
Hall	Jeffrey	BCCC
Henderson	Keith	New Era
Hodges	DreShawn	Lake Clifton
Holliday	Javarie	Saginaw HS

Johnson	Sam	Strasbourg Fr
Jones	Melvin	Lake Clifton
Lewis	Ifanieye	Eleanor Roosevelt
Lowery	Taelor	Saginaw HS
Marquise	Delahaye	Northwestern
Norton	Truth	Oakland Mills
Smith	Zach	State College of Florida
Williams	Tyshaun	HS Global Citi

Recreation opportunities for the general student population as well as faculty and staff continue to be offered. The schedule was developed after consultation with faculty members who teach courses in the physical Education Building. The following times and areas are available for students, faculty and staff:

**Gym Floor**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>3:00 pm – 5:00 pm</b>	<b>2:30 pm – 5:00 pm</b>	<b>3:00 pm – 5:00 pm</b>	<b>2:30 pm – 5:00 pm</b>	<b>12:00 pm – 5:00 pm</b>

**Weight Room**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>1:00 pm – 5:00 pm</b>	<b>1:30 pm – 5:00 pm</b>	<b>1:00 pm – 5:00 pm</b>	<b>1:30 pm – 5:00 pm</b>	<b>12:00 pm – 5:00 pm</b>

**Cardio Room**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>1:00 pm – 5:00 pm</b>	<b>1:30 pm – 5:00 pm</b>	<b>1:00 pm – 5:00 pm</b>	<b>1:30 pm – 5:00 pm</b>	<b>12:00 pm – 5:00 pm</b>

## **Baltimore City Community College**

### **PRESIDENT'S UPDATE**

#### **Board of Trustees, October 18, 2023**

*Michael Thomas, Vice President, Workforce Development & Continuing Education (Facilities & Public Safety)*

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

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

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

#### **Adult Basic Education**

- ABE registered 80 students in August and 100 students in September
- ABE started 10 classes in September, with two happening in Corrections. The Baltimore Correctional facility has requested two more classes to start next month.
- Both ABE and ESL departments continue to provide hands-on professional development work with instructors and staff.

#### **Community ESL**

- Six (6) 10-week classes in August are currently running, with over 200 registered students and ten (10) 10-week sessions began in September with over 170 students registered.
- IELCE/CNA training; sixteen (16) students are currently registered for the Integrated English and Civics Education/Certified Nursing Assistant program that is running at CASA de Maryland.
  - A second IELCE/IET CNA cohort with CASA began October 2, with 16 students registered.
- The 32BJ Thomas Shortman Training Fund fall session will begin October 7 with two ESL classes and one computer literacy section.

#### **Partnerships**

- ABE/GED will continue running two classes in Corrections in August
- 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.
- BCCC and CASA de Maryland have partnered to run IELCE/IET CNA and CHW courses. The college expects this partnership to produce multiple cohorts and serve over 100 students per fiscal year.
- C-ESL is partnering with Enoch Pratt Library to offer ESL classes at strategic branches across southeast and southwest Baltimore. There will be future discussions about Refugee Assistance Program classes (RAP) taking place at Herring Run branch.

#### **English Language Institute (ELI)**

- The ELI Pathways Program was officially approved by USCIS and BCCC can once again begin accepting F-1 students into ELI.
- ELI is running 12 sections this fall, with many classes at or near capacity.
- ELI supported the MSP Summer Bridge program by providing two (2) cohorts ESL and Pre-100 courses with 36 students registered.

- ELI staff are working with Mayor’s Scholar Program students to register them for Fall 2023 classes.
- Updated the Placement & Exemption Rubric needs to be ratified (Advising, Test Center, Registrar, International Student Office) for USCIS compliance purposes.
- ELI continues to work with admissions on ELI referrals for ESOL students

### **Citizenship and Services to Older Refugees (SOR)**

- The SOR continuation grant for FY 24 was officially approved by MORA, with a funding increase of \$70,000 as compared to FY 23.
- Re-enrolled eligible SOR clients for BCHD food boxes
- The ELS department worked with IRC to re-apply for the Citizenship grant via USCIS.
- Six (6) Citizenship Preparation classes will begin 10.9, serving approximately 40 unique clients.
- Reached out to 7 potential partners: Two MD Aging Services departments, MD Food Bank, Ukrainian Church, Islamic Society of Baltimore, BMS, Masjid as-Saffat
- After determining SOR clients’ interest, completed applications for BCHD food box delivery through August (# of applications still TBD)

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

- The RSIG continuation grant for FY 24 was officially approved by MORA, with a funding increase of about \$50,000 as compared to FY 23. The grant now provides over \$1 million in funds for refugee and asylee youth ages 0-24.
- Programming for FY ’24 is currently underway at Patterson High School, Moravia Park Elementary School, and Mt. Royal E/MS with over 150 students attending after-school classes.
- The International Summer Academy finished at Patterson High School and at the Harbor campus, where 40 Afghan students attended classes due to their original summer site being shut down.
- At Patterson High School, students learned about 3-D printing while creating their own unique designs that turn into tangible items. Students were excited to see how something can go from design to finished product using 3-D printing software.
- Afghan students at the Harbor learned about robotics. The instructor was a former RYP student who is now a Freshman in college—he was part of Collegebound.
- Met with Armistead Gardens to discuss starting an RYP program there in the fall, focusing on middle school youth.
- Signed up 7 Afghan families for food boxes provided by the Baltimore City health dept

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

- With Federal FY 23 now finished, almost 700 individual refugee and asylee clients were served in RAP. The target for the year was 400 unique clients.
- Seven (7) classes will run beginning 10.9 with nearly 200 students registered.
- 5 mini-sessions began in August with 99 students registered. These classes have been designed to capture students who arrive after the 20% date, providing them an opportunity to begin their learning without unnecessarily waiting for the end of the fiscal year

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

### **JHPIEGO**

- Beginning in August 2023, Workforce Development partnered with JHPIEGO Baltimore City Health Department in Community Health Worker training for up to 18 (eighteen) incumbent workers.

### **Baltimore Alliance For Careers in Healthcare**

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

### **Center for Urban Families**

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

### **Goodwill Industries**

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

### **Baltimore City Schools - Green Street Academy**

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

### **LifeBridge Health**

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

## University of Maryland Medical Center

- Workforce Development will be coordinating with University of Maryland Medical Center to begin a PCT (Patient Care Tech) Cohort to begin in October 2023
- In June, the University of Maryland began a Phlebotomy training cohort of seventeen (17) students and are scheduled to complete in September and October 2023.

## Commercial Driver's License (CDL B)

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

## Warehousing and Logistics

- Workforce Development brought back the Warehousing and Logistics class to South Pavilion in July 2023. With an initial cohort of ten (10) students they are scheduled to complete in August 2023 with certifications in OSHA 10, Forklift Operation and Certified Logistics Technician through the Manufacturing Skills Standards Council.

## Department of Human Services SNAP

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

## Baltimore City Department of Social Services

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

## Other Funding Opportunities

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

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

- **Baltimore City Department of Social Services/SNAP** - \$255,000 to offer workforce development training for City residents and recipients of SNAP benefits
- **Department of Human Services SNAP** - \$1.2 million over three years to offer workforce training to Maryland residents and recipients of SNAP benefits.
- **Department of Social Services Sequence** - \$87,250 to offer workforce training in healthcare to City residents
- **GEERS** - \$558,000 to offer workforce training to Maryland residents

## Career Services Updates

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

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

- Total # of PTECH Students: 261
  - Carver: 70
  - Digital Harbor (New Era): 40
  - Dunbar: 151
- Current # of PTECH Students Enrolled in BCCC Classes: 202
  - Carver: 70
  - Dunbar: 106
  - Digital Harbor (New Era): 26
    - P-TECH students are taking between 6 – 15 credits, 2 + classes each, this semester here at BCCC.
- PTECH Dunbar has three students currently scheduled to take their TEAS testing and will hopefully be entering BCCC’s Nursing degree program at the start of SY 24-25.
- BCCC is working with Morgan State University (MSU) to develop an agreement that will allow PTECH Digital Harbor students to segway from BCCC, where they’ll earn their AAS in Transportation and Supply Management, into MSU, where they will earn their BAS in Supply Chain Management.
- PTECH continues to work collaboratively with external partners BCPSS schools New ERA, Dunbar, and Carver High Schools to ensure a smooth transition into college classes for students.
- PTECH works internally with a panel of BCCC departments, representatives from e-learning, IT, Student Support and Wellness Services, Center for Academic Achievement, BCCC Library, and Disability Support Services Center to best equip students for success.
- The ELS department, in partnership with City Schools, has started programming at three (3) schools: Moravia Park Elementary School, Patterson High School, and Mt. Royal Elementary/Middle School. The afterschool programming will focus on ESL instruction, College and Career Readiness, Dance, Sports, and STEM enrichment classes. These classes are funded through DHS-MORA’s RSIG (Refugee School Impact Grant) which was renewed for FY ’24. Programming at a fourth school, Furley Elementary, began in April 2023. Digital Harbor, Hazelwood, and Armistead Gardens have all inquired about hosting programming at their sites.



- BCCC/RYP received a \$750,000 ARPA Grant award from the Mayor’s office. This money will be used to support Refugee Youth Project’s mission of serving refugee and asylee youth, one of the most vulnerable populations in Baltimore.

## ENVIRONMENT SERVICES AND FACILITIES

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

### General Project Updates

This past month, Facilities kicked off several construction projects:

- New Cooling Towers at the Main Building restarted the Restroom Renovations at PEC and Fine Arts, Elevator Replacements, the Entrance Sign Replacement, Security Kiosk Replacement, and the HVAC Upgrades at LSB and Fine Arts.
- The Loop Road project also moved from Phase 5 to Phase 6.
  - On September 25th, Parking Lot D reopened for use and Campus traffic patterns changed. The paving of the road, replacement of the administrative steps, and the striping of all reserved parking spaces have been completed. As faculty, students, and staff enter campus, traffic is being directed to turn left and proceed with caution through Loop Road to enter Parking Lots E and D.
  - On Tuesday, September 26th, the contractor began paving Parking Lot C. To ensure we have adequate parking for those utilizing handicapped parking, Public Safety will assist by directing those with visible placards to safely enter Lot C and park in one of the reserve spots. Parking is available on a first come first serve basis and will remain available as long as it is safe for vehicles to enter.

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

- Receiving flooring project, **Start Date:** 9/10/2022 **End Date:** 9/24/2022
- Greenhouse flooring project, **Start Date:** 4/07/2022 **End Date:** 8/15/2022
- Student Center renovation, **Start Date:** 1/10/2022 **End Date:** 3/25/2022
- South Pavilion Roof Replacement, **Start Date:** 4/12/2022 **End Date:** 7/21/2022
- South Pavilion HVAC Repairs, **Start Date:** 4/07/2022 **End Date:** 8/25/2022
- South Pavilion carpet and rubber stairwells, **Start Date:** 6/27/2022 **End Date:** 8/19/2022
- Life Science Building Chiller Repairs, **Start Date:** 3/07/2022 **End Date:** 5/16/2022
- Life Science Building IT/Data Room HVAC Upgrades, **Start Date:** 3/15/2022 **End Date:** 4/20/2022
- Main Building/Nursing IT/Data Room HVAC Upgrades, **Start Date:** 6/01/2022 **End Date:** 7/02/2022

- Life Science Building Duct Work Cleaning, **Start Date:**11/18/2021 **End Date:** 12/22/2021 **(This is a 2021 Project)**
- Main Building Duct Work Cleaning, **Start Date:**7/11/2022 **End Date:** 7/22/2022
- Flagpole lighting installation, **Start Date:**3/21/2022 **End Date:** 3/25/2022
- Bottle Filler Water Fountains Installation, **Start Date:**3/23/2022 **End Date:** 6/10/2022

## **PUBLIC SAFETY AND SECURITY**

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

- Maintained operational coverage 24/7 to include offsite locations.
- Executed a traffic control plan to support the start of the new semester while the college roadway is being resurfaced.
- Supported All Special Events scheduled.
- Continue to collaborate with BCPD Northern District to support monitoring of the South Pavilion during off hours.
- Collaborating and monitoring the installation of security automatic door swipes and CCTV cameras college wide.
- Public Safety supported the in-person CDL, GED, and ESL programs at RPC and WDCED including weekend classes.
- Public Safety staff continued to produce and distribute identification cards for students and faculty/staff while following safety protocols including masking, social distancing, and physical barriers. An appointment system using [idcards@bccc.edu](mailto:idcards@bccc.edu) was implemented and has been utilized to enhance safety by limiting the number of people serviced at one time

## **Baltimore City Community College**

### **PRESIDENT'S UPDATE**

#### **Board of Trustees, October 18, 2023**

*Michael Rading, Chief Information Officer*

#### ***IT OPERATIONS***

##### **Client Services**

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

##### **Support/Maintenance**

- Media Services: Provided media equipment support and presentation/media equipment for:
  - The 101 Class
  - LMC Meeting
  - Parent Orientation
  - Student Life Event
  - P-Tech Dunbar Steering Committee
  - Healthy Neighborhoods
- IT Helpdesk
  - Continuing work on Student, Faculty and Staff tickets. Since June 30, 2023:
    - Dispatch/Tier 1: Closed a total of 747 Tickets, where 301 Tickets closed on first call, and 660 were login/password/Account Access issues
    - Tier 2: Closed 267 Tickets.
    - Tier 2: Prepared and Distributed 17 laptops.
  - Operational Activities: Continued to provided IT support at the Info Desk for the first week of the Fall 23 Term

##### **Projects**

- HEERF Grant IT Hardware Procurement Project
  - Working to get a room schedule to support planning for new technology setup in classrooms and labs
  - Began to distribute to staff workplace setups
- New Cyber Security Lab Project
  - Procuring the equipment utilizing grant funds
  - Walkthrough of New Lab Buildout

##### ***IT Security (ITS)***

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

**Baltimore City Community College**  
**PRESIDENT'S UPDATE**

**Board of Trustees, October 18, 2023**

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

**BUDGET OFFICE**

**1. Appropriation Year (AY 24) Revenue Summary as of 09/30/2023**

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	\$18,001,605	(Includes Bookstore of \$69,158)
Restricted	\$ 5,012,125	(Includes WBJC of \$944,698.14)
<b>Total Revenue</b>	<b>\$23,013,730</b>	

**Unrestricted Revenue:** Total unrestricted revenue through September Appropriation Year (AY) 2024 is \$4.1 million higher than the revenue earnings through the same period in AY 2023.

- *Tuition & Fees: overall increased.* The overall tuition and fee revenue increase is due to higher revenues from the Fall semester. Due to the system conversion, the tuition and fees posted in AY23 were recorded in June.
- *Sales, Service, Aux & Leasing: decreased.* Sales, Service, Auxiliary & Leasing revenue earnings are significantly lower in AY 2024 than at this same time in AY 2023 due to a decrease in real estate lease income, offset by a decrease in Bookstore revenues.
- *Bookstore Revenues: decreased.* There is a decrease in the bookstore revenue categories compared to the same period last fiscal year. This is due to a significant reduction in new textbook sales.

**Restricted Revenue:** Total restricted revenue through September AY 24 is \$259,914, higher than the same period in AY 23. The primary driver of the increase is an increase in WBJC revenue, offset by a decrease in COVID fund and State and Local Grants revenues.

**Appropriation Year (AY 24) Expense Summary as of 09/30/2023**

Expense Fund	Expense Amount	Notes
General (Unrestricted)	\$11,055,092	(Includes Bookstore of \$908,386)
Restricted	\$ 6,321,128	(Includes WBJC of \$236,348)
<b>Total Expenditures</b>	<b>\$17,376,220</b>	

**Unrestricted Expenditures:** AY23 unrestricted expenses increased by \$1.9 million compared to this period in AY23, primarily due to an increase in deferred maintenance and new equipment.

**Restricted Expenditures AY 23** restricted expenses increased by \$2.7 million compared to this period in AY23, primarily due to Federal Grants & Scholarship expenditure increases.

**Unrestricted Expenditures:** AY23 unrestricted expenses increased by \$1.9 million compared to this period in AY23, primarily due to an increase in deferred maintenance and scholarships.

**Restricted Expenditures AY 23** restricted expenses increased by \$2.7 million compared to this period in AY23, primarily due to Federal Grants & Scholarship expenditure increases.

**Controller’s Office/General Accounting/Grants/Foundation**

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

- BCCC Foundation is ready for the audit to start.
- The College closeout is pending working through some Banner conversion issues from the student module to the Finance module and the conversion to FMIS. These issues are being worked on to resolve pending reporting from IT.
- Other areas continue to be worked on to close out that are not impacted.

**2. Grants**

- The Controller’s Office continues to work with the various divisions to provide support and comply with reporting requirements.
- Upward Bound grant is closed out for the 2022-2023 award year. A drawdown request was received. Any residual spending will be submitted separately.
- SSS TRIO grant closeout process has started. Drawdown requests were received. Any residual spending will be submitted separately.
- Title IV Funding drawdowns were submitted and received before the FISAP due date.
- The Labor grant closeout process has started.

**ACCOUNTS PAYABLE**

**Details of outstanding invoices are below:**

Summary	Unadjusted Totals	Excluding one vendor with contract issues being worked out	Total
<31	368,974.04	30,574.25	338,399.79
31-60	157,458.23	18,074.75	139,383.48
61-90	175,145.42	33,503.50	141,641.92
>90	732,640.89	658,074.50	74,566.39
<b>Grand Total</b>	<b>1,434,218.58</b>	<b>740,227.00</b>	<b>693,991.58</b>

**Total Payables  
Excluding contract  
issue.**

**\$693,991.58**

1. Fifty-two percent of the unadjusted totals highlight contract issues that Procurement is working to resolve. Some of the larger invoices that were pending were paid.

## PROCUREMENT

### 1. Procurements

For September, BCCC conducted a total of 107 procurements in the total amount of \$1,084,857.57:

Category	Total Amount
Commodities	\$409,160.00
IT Equipment	\$390,405.91
Services	\$270,846.63
Maintenance	\$9,583.00
IT Hardware	\$4,862.03
<b>Grand Total</b>	<b>\$1,084,857.57</b>

Credit Card: BCCC conducted 206 credit card transactions in September totaling \$201,944.77

### 2. Board of Public Works Approval

- September 6, 2023
  - The College presented to the Board of Public Works a modification to the Ellucian Enterprise Resource Planning System contract.
- September 20, 2023
  - Construction of the Guard Booth was presented to the Board of Public Works as funding was obligation services of \$237,000.

### 3. Reports

- Small Business Reserve (SBR) Annual Report.
  - The State’s SBR program mandates that the state agencies strive to achieve a 15% goal of procurement dollars spent toward certified small businesses. The College’s achievement for Fiscal Year 23:
    - Procurements designated to SBR Program and awarded to certified Small Businesses: 45.3% (FY 22: 11.8%)
    - Non-designated procurements and payments to certified Small Businesses: 53.4% (FY22:17.7%)

## STUDENT ACCOUNTING

### 1. Banner Student AR Update

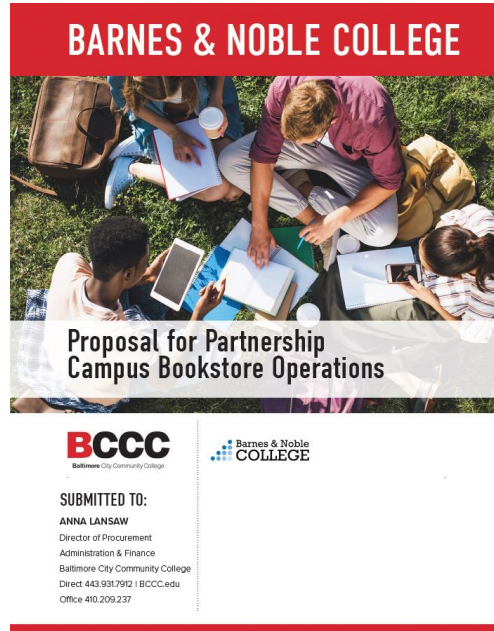
- Banner Communications Manager (BCM) Student Accounting communications are on hold.
- Banner System Challenges – Student Accounting continues to identify Banner system challenges that impact payment processing, student refunds, and aging management.
  - Application of payments
  - Unable to identify the causes of and resolve reconciliation variances

### 2. Aging Report

- Continue collaborating with Student Affairs to ensure all specialty populations such as dual enrollment, MSP, P-Tech, and charter schools are invoiced.
- BCCC received \$29,406.50 for 54 students for Fall 2022 and \$30,145.50 for 59 students for Spring 2023 from Baltimore City Public Schools (BCPS) for their dual enrollment students.

## BOOKSTORE

The College was introduced to a potential partnership with Barnes & Noble College (BNC) during the January 2023 faculty and staff professional development week. BNC partners with 2- and 4-year, public and private institutions of higher education including Howard Community College, Morgan State University and University of Baltimore in Maryland. Other colleges and universities like Coppin State University partner with Follett Higher Education for campus bookstore solutions.



BNC is proposing an equitable access solution where all course materials are provided to students by the first day of class at a per credit hour cost to the student. BNC's mission is to support student and faculty success by providing partners access to the best portfolio of affordable academic solutions, including the most comprehensive selection of physical and digital materials and other bookstore resources to support the student experience.

The Finance & Administration will continue with information sessions for faculty, staff and students regarding the transition.

## **Baltimore City Community College**

### **PRESIDENT'S UPDATE**

#### **Board of Trustees, October 18, 2023**

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

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

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

##### Department of Budget and Management (DBM)

- *Managing for Results (MFR) Template*
  - *Submission of Template and Associated Documents* – Developed updated data and projected estimates for credit and continuing education student characteristics, enrollment, and outcomes. Shared relevant measures as part of Performance Accountability Report workshops with all Cabinet areas. Collaborated with Workforce Development & Continuing Education (WDCE) and Finance & Administration regarding data collection and validation for associated measures. Collaborated with Senior Budget Analyst to complete required checklist. All materials were submitted to meet the deadline of September 1, 2023.

##### Maryland Association of Community Colleges (MACC)

- *AY 2023 – 24 Tuition and Fees Survey* – Facilitated meetings with Finance & Administration to develop the required information, compiled the Form in accordance with guidelines, and submitted to meet the deadline of September 18, 2023.

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

- *Performance Accountability Report (PAR) Development of Narrative* – 2023 process concluded with preparation of narrative, indicators, and PowerPoint for Cabinet review and approval and presentation to the Board of Trustees in September. With the Board's approval, all materials were submitted to meet the deadline of October 2, 2023.
- *English for Speakers of Other Languages FTEs and Pass Rates* – Collaborated with WDCE, Records & Registration, and Information Technology Services to develop FY 2023 credit and continuing education FTEs and pass rates for students enrolled in English Language Instruction and English as a Second Language courses. The submission was completed by the deadline of October 2, 2023.
- *Winter and Spring 2023 End-of-Term System (EOTS) Files* – Began developing student-level data in preparation for the submission deadline of October 16, 2023.

##### Middle States Commission on Higher Education (MSCHE)

- *2023-24 Self-Study Steering Committee* - The Director serves as Co-Chair of the Self-Study Steering Committee with the Dean of the School of Nursing and Health Professions. Initiatives conducted during September 2023 include the following.
  - Return to weekly Steering Committee and Working Group meetings. The Director conducts Steering Committee meetings and attends all Working Group meetings whenever possible. Research Analyst II participates in Standard VI Working Group meetings.
  - Developed tracking tool for Working Group Co-Chairs to report attendance.
  - Revised Evidence & Interview Request Form to fulfill need for Action Plan Requests to Cabinet.



- Director supported Communication and Events Committee by conducting “Facts & Snacks” during “Love Me Day” event conducted by Student Life & Engagement and attending Student Government Association meeting.
- Ongoing
  - Respond to Evidence & Interview Request Forms with documentation and verbiage to support compliance with Criteria, Federal Regulations, and Requirements of Affiliation. Utilize Microsoft Teams to facilitate communication, collaboration, version control, document management, and archiving the Self-Study process; provide regular updates to the full team.
  - Maintain schedule of MSCHE webinars for all Self-Study Team members; send announcements; and upload all videos and materials provided by MSCHE to the Teams folder.
  - Add members to appropriate Teams groups and conduct training for Working Group members and administrative support as they join Working Groups.
  - Maintain a detailed and dynamic timeline to guide agendas and work for the Working Groups.
  - Create agendas and conduct weekly Steering Committee meetings; attend all Working Group meetings; and attend weekly meetings with Self-Study Coordinators and fellow Co-Chair.
  - Provide individualized support to Working Group Co-Chairs and members as needed.
- *Working Groups*
  - The Research Analyst II serves as a member of the Standard VI Working Group and participated in the weekly meetings, distributing Evidence & Interview Request Forms, compiling responses and evidence accordingly, and developing components of presentations. The Director facilitated the weekly meetings in the absence of a given Working Group’s Co-Chairs, prepared the Forms in their folders, and supported all Standard Working Group meetings. The Director also attends the Communications and Events and Verification of Compliance Working Groups’ meetings to provide tools, support, and guidance.

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

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

#### Department of Legislative Services (DLS)

- *Responses to Capital Budget Submission Questions* – Supported the Facilities Department by developing enrollment by location data and current enrollment for programs housed in the Nursing Building. Compiled occupational projections from the Department of Labor.

#### External Meetings/Working Groups

- Maryland Community College Research Group (MCCRG) monthly meetings
- Maryland Higher Education Commission (MHEC) FY 2025 Capital and Budget Meeting
- NIH Bridges to Baccalaureate with Howard University Partnership Meetings
- Bookstore Team Meetings
- Vendor Meetings for Planning & Assessment Tool

#### Grant Support

- *Carl T. Perkins Grant FY 2023 Career & Technical Education (CTE) File and Technical Skills Attainment (TSA) File* – Reviewed Maryland State Department of Education’s (MSDE) Data Manual, shared with Perkins Coordinator, Director of Grants, and Information Technology Services (ITS); prepared workbook for Academic Deans to compile TSA information and review course/program information for CTE files. Scheduled meetings with Perkins Coordinator, Director of Grants, Director of Enterprise Application Systems, and Academic Deans for week of October 2 to meet the submission deadline of October 13, 2023.

### Maryland Higher Education Commission (MHEC)

- *FY 2025 Capital and Budget Presentation* – Supported the Office of the President in preparing information and PowerPoint to prepare for the presentation to MHEC. Served on presentation team at the meeting held on September 13, 2022.
- *Report on Overdose-Reversing Medication* – Supported Public Safety Department and Student Affairs in compiling and preparing their FY 2023 information to meet the submission requirements. Report was submitted to meet the deadline of October 2, 2023.

### 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. September support included the following.

- *Maryland Institute for Emergency Medical Services Systems (MIEMSS)* - Served on review team to complete submission by the due date of September 1, 2023.
- *Accreditation Council for Business Schools and Programs (ACBSP) Self-Study*- Updated surveys for distribution to students and faculty for administration in fall 2023 ACBSP programs' courses. Shared preview links with AVP Curriculum & Instruction.

### United States Department of Education

- *Fiscal Operations Report and Application to Participate (FISAP)* - Served on team to complete the FY 2023 Report and FY 2025 Application. Developed enrollment data for specified populations from HP-LAN and Banner systems. The submission was completed by the deadline of September 29, 2023.
- *Campus Security Report and Clery Act Statistics* – Supported the Public Safety Department in reviewing and collaborating with the Marketing Department to ensure reporting requirements were complete and posted on the BCCC website by the due date of October 1, 2023.

### **Support for Internal Priorities**

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

Daily Credit Enrollment Updates – Through collaboration with ITS, OIR is providing a daily fall 2023 credit headcount update that reflects progress toward target established in MHEC's enrollment projections.

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

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

### Onboarding New Faculty

- OIERP supported Academic Affairs in providing onboarding to four new faculty members of the School of Arts and Social Sciences through a presentation and discussion of departments' roles and responsibilities and the status of the MSCHE Self-Study.

Policy Development and Review - Under the guidance of the VP IERP, participating in college-wide review of policies.

### Professional Development

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

### Surveys

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

- *Program Accreditation Surveys* – As noted above based on respective accreditation requirements.
- *Program Review and Evaluation Committee (PREC) Surveys* – Prepared updated PREC Fall 2023 Student, Faculty, and Advisory Board Surveys with preview links.

### Teams/Workgroups

- *Bookstore Team* – Serve as a member of the team reviewing documentation related to potential bookstore transition.
- *Curriculum and Instruction Committee (CIC)* - Attended meetings to support new program development needs and course review.
- *Enrollment Planning Team* – Serve as a member with representatives from Student Affairs to provide, develop, and make recommendations regarding data, its collection, and appropriate metrics. Provided enrollment trends for special populations.
- *MSCHE Self-Study Steering Committee (Co-Chair) and Working Groups (Member)*
- *Planning and Assessment Platform Team* – Serve as a member of the team evaluating assessment tool/platform options.
- *Program Review and Evaluation Committee (PREC) Planning Team* - Serve as member and participate in weekly meetings during the academic year. Develop enrollment, persistence, completion, and discipline credit hours data and provide survey support.
  - Developed updated surveys for administration to students, faculty, and advisory board members and provided preview links for Chair to share for feedback from Deans and Program Coordinators.
  - Supported Fall 2023 PREC Training by presenting a review of survey information and enrollment, persistence, and completion data at the kick-off session held by PREC Chair on September 20, 2023.

## **OFFICE OF GRANTS DEVELOPMENT**

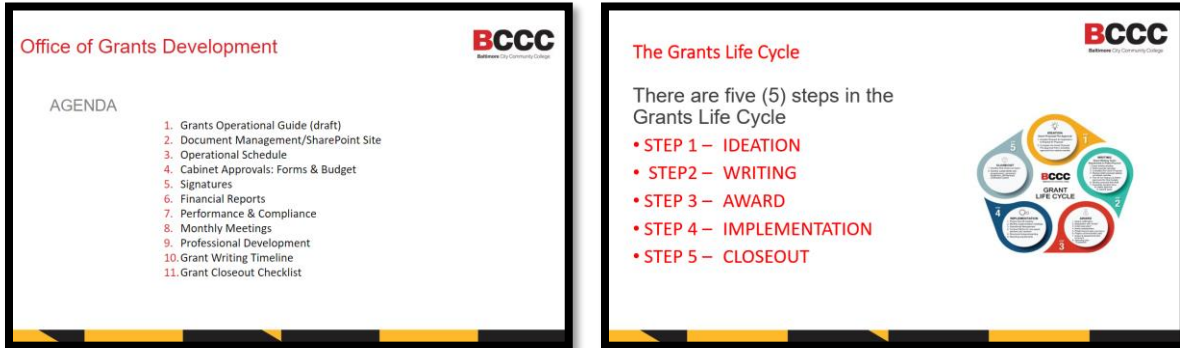
The Office of Grants Development under the Director of Grants, Keenan E. Jones, continues to provide oversight and management of the operations and ensure that the institution is compliant with state and federal grant laws, regulations, and requirements. The Office continues to update the SharePoint system by collecting missing information from any grant and reorganizing documents and placing material in the appropriate file folder for the grant. The Office has a current grant inventory list with deadlines for year-end reports, renewals, etc. The Office conducts meetings with all aspects of leadership considering grants stressing the importance of all entities to be on the same page by communicating, coordinating, collaborating, and stressing consistency.

The Office is enhancing its Operational Schedule to assist areas at the College to ensure compliance that entails planning and executing a grant, budget, reports, and other activities so that funding never ceases.

In the upcoming months, the Office looks forward to having monthly meetings by cabinet areas with the Principal Investigators, Project Managers, Supervisors, faculty, and staff members who have direct interaction/contact with the grant.

***Professional Development & Onboarding***

On September 7, 2023, The Office provided a brief overview of the Grants Life Cycle for four (4) new School of Arts and Social Sciences (SASS) faculty, educating them on the grants process. The staff was very receptive to the presentation.



On September 8, 2023, The Office attended the Affinity Group- the Maryland Community Colleges Fundraising Professionals (MCCFP) meeting at Harford County Community College. The goals for this year:

1. Finalizing the document for Two-Year Colleges working with Four-Year Institutions on Grants
2. Collaborating on grants processes development by sharing forms and tools used on each campus

On September 8, 2023, The Office attended a meeting with the following divisions: Academic Affairs, Advancement, Finance and Administration, Information Technology, Student Affairs, and Workforce Development and Continuing Education to discuss and close out the grant for National Centers of Academic Excellence in Cybersecurity (NCAEC) Cybersecurity Education Diversity Initiative (CEDI). The grant allowed students to gain practical experience in understanding threats and dangers, assessing security and analyzing a wide range of businesses to obtain a security certification. The grant provided scholarships for students, created a state of the art's cyber security lab, and equipment. The grant closed on September 17, 2023.

***Grant Administration***

The Office has been working and assisting Workforce Development and Continuing Education to obtain signatures to execute their grant agreement with the Maryland Department of Labor Competitive for Adult Education and Family Literacy. This grant provides services in the following areas: Adult Basic Education and English-Speaking Language, Adult Secondary Education, English Literature and Civic Education, Literacy Works and Institutional. The grant award amount for FY (Fiscal Year) 2024 is \$1,044,693, an increase of \$61,574 from last year's funding of \$983,119. This grant runs from July 1, 2023 - June 30, 2024.

On September 18, 2023, The Office was notified by Towson University about the new grant from the National Institute of Health (NIH) Bridges to Baccalaureate Grant Sub-Award submitted in October 2022 was awarded for the next five years for \$184,213.00. The grant begins August 1, 2023 – July 31,

2028. This grant targets individuals from diverse backgrounds who are well-trained in Science Technology Engineering and Mathematics (STEM). This grant aims to promote the transition of underrepresented minority students from community colleges to Towson University and other four-year institutions by fostering a supportive environment for research and professional skills. The College had to sign a Towson University Subrecipient Commitment Form so that funds can be received. Please note that the previous grant ran from September 1, 2020, to May 31, 2023, and the amount of the award was \$120,434.00. The new award amount is an increase of \$63,779.

On September 25, 2023, The Office collaborated with the University of Maryland School of Medicine, Department of Medicine, and Institute for Genome Sciences IGS) for the National Science Foundation Research Experiences for Undergraduate Program. This program will allow BCCC's students to have a summer internship working in research covering a range of activities spanning traditional "wet lab" laboratory-based work to fully "dry lab" work that is bioinformatics-based and done via computer. The grant was submitted to the National Science Foundation; however, we will not know if it was awarded until nine months from the closing date of September 29, 2023.

The Office has been working on completing the Grants Operational Guide to provide the College with a working draft to move forward in FY 24. In the Grants Operational Guide is detail-oriented including: background information of the institution, the role of the Office of Grants Development, the BCCC (Baltimore City Community College) Foundation, grants application and management, purpose of grants, the grants life cycle consisting of five steps: ideation, writing, award, implementation, and closeout, grant terms, definitions, and appendixes. The Office has reviewed and assessed all areas of the guide for the College community.

On Friday, September 29, 2023, an all-grants meeting for cabinet was held. The cabinet had vital questions offered suggestions with the Grants Operational Guide, as we move to a comprehensive institutional process for the Office of Grants Development. Also, in October the Office will be facilitating another all-grants meeting for cabinet, Principal Investigators (PI), Project Managers (PM), Supervisors, and others that support grants. After these meetings are held, the Office will meet monthly with Cabinet, PIs/PMs, and Supervisors.

## **OFFICE OF ASSESSMENT**

### ***Reporting***

The Director of Assessment provided review, recommendations, and guidance for the following Institutional reports:

- Committee on Accreditation of Educational Program for the Emergency Medical Services Professions (CoAEMSP) Program's Response to Request for Consideration – September 1, 2023

### ***Operations***

The Director of Assessment supports the Office of the President in the review of draft institutional policies, procedures, agreements, and other College-wide operational documents. Review and feedback were provided for the following documents:

- Memorandum of Understanding Between Baltimore City Community College and Baltimore City Board of School Commissioners regarding Direct Billing and Payment for Baltimore City Public Schools Employees Approved for Tuition Reimbursement

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

The Director of Assessment continues to support the MSCHE Self-Study process, serving as Co-Chair of Working Group V: Educational Effectiveness Assessment and member of the Self-Study Steering Committee. This month the Working Groups reconvened to develop Draft 4 of the Self-Study. Working Group V meets virtually on Thursdays from 3:00 – 5:00 PM with additional virtual support meetings on Fridays from 10:00 – 10:30 AM. The Steering Committee meets in person on Fridays from 11:00 AM – 12:00 PM.

**Planning**

**Planning and Assessment Software Solution**

The Office of Assessment supports the review and evaluation of commercial planning and assessment software solutions. This software will be used across the College to support and document progress towards institutional goals. A draft Request for Proposal (RFP) was completed on September 25<sup>th</sup>.

1	A	B	C	D	E	F	G	H	I	J
1	division	feature	Nuventive Improve*	Centrieva Weave	Concord USA Xitrac	Creatrix Campus	eLumen	Nuventive Improvement	SPOL	Watermark
2	Academy	Clinical/Internship Placement (or integration)	no			no	no			yes
3	Academy	Course Catalog (or integration - Acalog)	no							yes
4	Academy	Course Evaluation (or integration - Course Eval. & Surveys)	no			yes		no		yes
5	Academy	Curriculum Management (or integration- Curriculog?)	no			yes	no			yes
6	Academy	LMS Integration (Canvas)	no		yes	yes	yes	no	yes	yes
7	Academy	Program Review & Evaluation	no	yes	yes	yes	yes	yes	yes	yes
8	Academy	Student Portfolio (or integration)	no		yes	yes	yes	no	yes	yes
9	Academy	Syllabus Management (or integration)	no			yes	no			yes
10	HR	Faculty/Employee Portfolio (or integration)	no	yes	yes	yes	no		yes	yes
11	IERP	Data Analysis	no	yes	yes	yes	no	yes	yes	yes
12	IERP	Data Query and Export (.csv)	yes				yes			
13	IERP	Non-Academic Assessment	yes	yes	yes	yes	no	yes		yes
14	IERP	Programmatic Accreditation	no	yes	yes	yes	no	yes	yes	yes
15	IERP	Regional Accreditation	no	yes	yes	yes	no	yes	yes	yes
16	IERP	Strategic Planning	yes	yes	yes	yes	no	yes	yes	yes
17	ITS	HECVAT documentation provided								
18	ITS	Single Sign-On using SAML (preferably Azure AD)	no							yes
19	ITS	SOC II Type 2 Audit documentation provided								
20	ITS	Software as a Service	yes	yes		yes		yes		
21	ITS	Student Information System Integration	no	no	no	no	no	no		yes
22	ITS	VPAT documentation provided								
23	Student Affairs	Learning Placement Integration (ACCUPLACER)	no			yes	no	no		
24	Student Affairs	Student Success (or integration)	no			yes	no	yes		yes
25		"yes" rate:	23/4	8	8	15	5	8		17
26		preliminary meeting/demo	NA	2023-09-27	2023-06-27	2023-09-21	2023-08-24	2023-04-04	2023-08-18	2023-08-23
27		product specialist meeting/demo	NA	scheduling		2023-10-09	NA	NA	2023-10-04	2023-09-01
28		follow-up meeting/demo	NA				NA	NA		rescheduling
29		key stakeholder demo	NA				NA	NA		
30		institutional demo	NA				NA	NA		
31										
32										

Figure 2: Matrix of prospective planning and assessment software solutions, October 3, 2023

**Consultant Facilitation of a CAS review**

The Director of Assessment supports the planning of an institutional CAS Program Review, facilitated by an external consultant, that will evaluate the effectiveness of non-academic services. A draft Request for Proposal (RFP) was completed on September 25<sup>th</sup>.

**Operational Schedule**

The Director of Assessment continues to develop and expand the operational schedule for the Office of Assessment, incorporating the statuses of data initiatives, non-academic assessment, and drafting the infrastructure for planned, recurrent assessment collaborations.

**Academic Affairs**

**Learning Outcomes Data, Preliminary Findings**

The Office of Assessment continues to develop learning outcomes data workbooks for the 2023 academic year. Preliminary findings will be presented to the Academy and program leadership this fall.

	A	B	C	D	F
1	school	discipline	associate dean	coordinator or liaison	202370
2	BSTEM	accounting	Quintin Davis		preliminary workbook in progress
11	BSTEM	business	Quintin Davis		preliminary workbook in progress
13	BSTEM	computer information systems	Quintin Davis		preliminary workbook in progress
18	BSTEM	cyber security and assurance	Quintin Davis	Denise Holland	preliminary workbook in progress
20	SNHP	dental hygiene	Dorothy Holley	Edna Street-Jones	preliminary workbook in progress
23	SASS	education	Anthony McEachern		preliminary workbook completed 2023-10-03
24	SNHP	emergency medical services	Ghazanfar Mahmood	Ed Burrell	preliminary workbook in progress
25	BSTEM	engineering	Scott Saunders		preliminary workbook completed 2023-08-17
27	SASS	english	Anthony McEachern		final workbook pending receipt of final exam item analyses
39	BSTEM	mathematics	Scott Saunders	Petal Sumner	preliminary workbook in progress
41	SNHP	nursing	Dorothy Holley	Dionne Woolford-Hudgins	preliminary workbook in progress
50	BSTEM	robotics and mechatronics	Scott Saunders	Ye Liu	preliminary workbook in progress
55	SNHP	surgical technology	Ghazanfar Mahmood	Andrea Drisdorn	preliminary workbook completed and provided to program 2023-09-18
56	SASS	theatre	Anthony McEachern	Katana Hall	final workbook pending confirmation of outcome measures

Figure 1: Learning outcomes data workbook progress as of October 3, 2023.

**Program Review & Evaluation**

The Director of Assessment sits on the Program Review & Evaluation Planning Group, meeting weekly to support the facilitation of the Program Review and Evaluation Committee.

On September 27<sup>th</sup>, the Director of Assessment supported the Program Review & Evaluation Orientation for the Cycle 3 Year 2 and “hold-over” Program participants. An overview of the changes to learning outcomes data formatting and receipt, due to the transition of learning outcomes data collection from TracDat to Canvas, was provided with a sample data workbook.

## **Baltimore City Community College**

### **CABINET UPDATE**

**Board of Trustees, October 18, 2023**

*Mr. Gussener Augustus, Vice President for Advancement*

#### **Community Outreach & Engagement**

The Division of Advancement participated in several meetings with potential partners and key stakeholders to expand community outreach and engagement. Key stakeholders and organizations the division met with include:

#### ***Governor Moore and Lt. Governor Miller visit BCCC***

Governor Wes Moore and Lt. Governor Arunah Miller were joined by Senator Antonio Hayes and Secretary Dr. Sanjay Rai of MHEC to tour BCCC main campus and meet with President McCurdy and Cabinet members to discuss several current and future projects. This was a historical event that included media attention from local television stations. Moreover, this is the start of a continued strong partnership with the Governor's Office and other state agencies as BCCC advances our agenda to change lives and build communities.

#### ***Maryland Department of Service & Civic Innovation***

BCCC has established a working partnership with Secretary Paul Monteiro and his team to assist in promoting the state's new service program for students 18-21 who live in Baltimore City.

#### ***COMCAST***

COMCAST has awarded BCCC with 100 laptops and \$5,000 to assist BCCC students with technical support as they continue their digital equity outreach in Baltimore City. BCCC is currently working on establishing an annual project in which COMCAST serves as a sponsor and/or partner to support digital equity for all students.

#### ***Baltimore Office of Information Technology- BOIT***

BCCC has established a working partnership with BOIT to establish pathways for success for digital inclusion for residents of Baltimore City. The goal of this partnership is to bridge community needs with community college resources as it relates to information technology proficiency. BOIT has access to more than 30K Chromebooks that will be distributed by the Enoch Pratt Free Library system throughout the city of Baltimore to address the growing digital divide many underserved neighborhoods experience. BCCC anticipates receiving a portion of the Chromebooks to benefit students.

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

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

#### ***Johns Hopkins University - Music at Evergreen & JHU Symphony***

Judith Krummeck is co-planning the 2023-2024 season with Genya Hopkins. Also, music director, Jed Gaylin, was a guest on the September 27<sup>th</sup> episode of *Face the Music* hosted by Kati Harrison and Jonathan Palevsky. Jed Gaylin was also interviewed about the symphony's upcoming concert at Shriver Hall.

#### ***Music at St. David's***

Dr. Douglas Buchanan, Director of Music Ministries, was interviewed about the 2023-2024 season and his 10<sup>th</sup> anniversary with the Music at St. David's series by Judith Krummeck.

#### ***Beth El Congregation***

Jonathan Palevsky presented during Beth El Congregation's First Wednesday Concert Series on September 6th.



***Baltimore Hebrew Congregation***

Jonathan Palevsky presented on the music of Joseph Haydn on September 7<sup>th</sup>.

***Baltimore Chamber Orchestra***

Jonathan Palevsky presented on September 10<sup>th</sup>.

***Annapolis Symphony***

Jonathan Palevsky presented during the Annapolis Symphony opening weekend concert series at the Maryland Hall for Creative Arts on September 29 and 30.

***The following interviews were conducted by WBJC radio personalities:***

***Vocal Arts DC***

***General Director***, Peter Russell, was interviewed about the company's fall schedule by Jonathan Palevsky.

***Candlelight Concert Society***

Artistic Director, Irina Kaplan Lande, was interviewed on September 23<sup>rd</sup> about the upcoming Faure Quartet Concert by Jonathan Palevsky.

***Bach in Baltimore***

Music Director, Herb Dimmock, was interviewed on September 26<sup>th</sup> about the fall concert series by Jonathan Palevsky.

***Opera Baltimore***

Artistic and General Director, Julia Cooke, and members of the company were interviewed on September 29<sup>th</sup> about the upcoming production of Verdi's *Rigoletto* by Jonathan Palevsky.

***The Baltimore Sun***

Music critic and contributor, Phil Greenwood, was a guest on the September 9<sup>th</sup> episode of *Face the Music* with Poulenc Trio bassoonist Bryan Young, Kati Harrison and Jonathan Palevsky.

***Everyman Theatre***

Guest Director, Joanie Schultz, was interviewed about the upcoming adaptation/production of *A Doll's House* on September 9<sup>th</sup> and visiting Artist, E. Faye Butler, was interviewed about the community and education fundraising gala *A Night for Baltimore* on September 25<sup>th</sup> by Gavin Witt.

***Classic Theatre of Maryland***

Producing Artistic Director, Sally Boyett, was interviewed about the fall season and opening Cabaret series on September 11<sup>th</sup> by Gavin Witt.

***Fort McHenry***

Ranger, Shannon McLucas, was interviewed about the fort's annual Defender's Day celebration by Dyana Neal.

***WBJC Corporate Support Partnerships***

Businesses who underwrite programs and content on WBJC:

***Returning Clients***

Vocal Arts DC, St. David's Church, Shriver Hall, Baltimore Symphony Orchestra, Kennedy Center, Annapolis Symphony, Peabody Institute, Opera Baltimore, Maryland State Boychoir, Maryland Opera, Johns Hopkins Symphony, Candlelight Concerts, University of Maryland – Baltimore County, Cynipid Fund, Elville and Associates, Zeke's Coffee, Culligan Water, Framin' Place, Atwater's.

## **WBJC Program Highlights**

WBJC programs and content of note for the month.

### ***Music in Maryland***

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

- 9-2-23 Birthday Tribute to local composer Jonathan Leshnof

### ***Book Notes***

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

- 9-15-23 Baltimore author, Christine Grillo, was interviewed about her debut novel *Hestia Strikes a Match*.

## **MARKETING**

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

### ***STEM Symposium***

Advancement has collaborated with a cross-section of the College to plan, organize, and promote the annual BCCC STEM Symposium scheduled for November 16<sup>th</sup>. This event will showcase BCCC STEM students and host STEM students from Baltimore City Public Schools. This year's BCCC marketing plan includes:

- Symposium logo designs
- Retractable Sign design
- Register to participate Microsoft Form
- Check-in Microsoft Form
- Billboard
- Social post designs
- Certificate (Participation)
- Promotional items research
- Check-in QR Code sign
- Stickers
- Entrance Banner
- Promotional landing page

### ***We Wear Red Wednesdays T-Shirts***

Advancement, in collaboration with Student Affairs and the Student Government Association, has developed a marketing plan to increase student participation and BCCC spirit by establishing "We Wear Red" BCCC branding. Starting soon, students will be encouraged to wear their red BCCC t-shirts and/or other items colored red to build campus spirit. In addition, a full social media strategy has been created to expand our reach in celebrating BCCC pride.

### ***BCCC Social Media Engagement Continues to Grow***

BCCC Website, Google, X, Facebook, Instagram have all seen an increase in online activity. On average there is a 61% increase in website and social media engagement. This does not include last week's visit of the Governor

which sparked another spike in social media engagement. These are measurable outcomes driven by data analytics.

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

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

***Student Life & Engagement Events***

- Spanish Bingo social post
- National Voter Day social post
- Suicide Awareness social post
- “Celebrating You” social post
- BCCC Promotes Voting social post
- Wellness Workshops social media posts
- BCCC Volleyball team social post

***Website Billboards***

- Hispanic Heritage Month
- Thanksgiving
- Veteran’s Day
- Winter Break
- Cyber Security Digital Forensics
- Communications
- American Sign Language
- 9/11 “We Will Never Forget”
- Governor Wes Moore Visit

***Fall 2023 Digital Campaign***

The College implemented a Fall 2023 digital campaign on July 13, 2023 with the following cumulative results:

**Facebook & Instagram Advertising Cumulative Totals:**

**Reach: 717,276**

Link Clicks: 15,615

CTR: 2.1%

Engagement: 15,918

Post Reactions: 268

Post Saves: 15

Post Shares: 18

Conversations Started: 7

Post Comments: 2

**Market Research**

**Website Statistics**

Google Analytics has been sunset and is being replaced by Google Analytics 4 (GA4), the new generation of Google’s analytics platform. Most reports have been replaced or renamed because of the latest analytics version using a different measurement model compared to Universal Analytics (now sunset). Reports are based on 5

main categories: Realtime, Audience, Acquisition, Behavior, and Conversions. While comparison of web pages is not available year over year, it does provide different metrics compared to those used in the past. We will continue to learn about this new model.

**Specific web page analytics:**

**Website Homepage Overview: <https://www.bccc.edu/>**

September 1, 2023 – September 30, 2023 vs. the same period in 2022:

- Pageviews: 623,000
- User engagement: 249,000
- Clicks: 137,000
- Scroll: 90,000
- First Visit: 48,000

**Apply Webpage: <https://www.bccc.edu/domain/36>**

September 1, 2023 – September 30, 2023 vs. the same period in 2022:

- Views: 9,537
- Users: 3,074
- Views Per User: 3.10

**Apply Vanity URL – [bccc.edu/apply](https://www.bccc.edu/apply)**

September 1, 2023 – September 30, 2023 vs. the same period in 2022:

- Views: 9,181
- Users: 4,013
- Views per user: 2.29+

**Marketing Landing Page – [bccc.edu/Fall2023](https://www.bccc.edu/Fall2023) (Used for digital campaigns)**

September 1, 2023 – September 30, 2023 vs. the same period in 2022:

- Views: 8,451
- Users: 6,659
- Views per user: 1.27

**Register Webpage - <https://www.bccc.edu/domain/1108>**

September 1, 2023 – September 30, 2023 vs. the same period in 2022:

- Views: 4,794
- Users: 1,740
- Views per user: 2.76

**Register Vanity URL – <https://www.bccc.edu/register> (Used for marketing.)**

September 1, 2023 – September 30, 2023 vs. the same period in 2022:

- Views: 2,573
- Users: 1,532
- Views per user: 1.68

**MSP Web Page – <https://www.bccc.edu/msp>**

September 1, 2023 – September 30, 2023 vs. the same period in 2022:

- Views: 1,023
- Users: 537
- Views per user: 1.91

**Baltimore City Community College**

**CABINET UPDATE**

**Board of Trustees, October 18, 2023**

*Ms. Lyllis Green, Chief Internal Auditor*

Activities of the Office of Internal Audits during the month of September 2023 included:

- Preparation for the MiddleStates Commission on Higher Education review including:
  - Steering Committee meetings
  - Chairing the Verification for Compliance Working Group
  - Cabinet reviews of draft and meetings with members of an assigned Standard working group
- Onboarding new Cabinet members to include audit findings, resolutions, and other issues in the areas that the Cabinet member oversees.
- Cabinet meetings and staff development.

**INTERNAL AUDITS (IA), REVIEWS & INVESTGATIONS**

Institutional activities performed by the Internal Auditor include:

- Follow-up Audits and Investigations
- Review of policies and procedures in preparation for presentation to the Board of Trustees

**EXTERNAL AUDITS**

*Office of Legislative Auditors (OLA)*

The data center refresh, a prerequisite to getting a new Disaster Recovery system in place, is progressing as expected. At this writing, the new data center infrastructure is fully installed. The next step is approval for upgrading network capabilities to the BioPark location which houses a secondary backup device. Historically, most of BCCC’s infrastructure was housed on premises, requiring backups and disaster recovery via tape. BCCC is moving most enterprise systems to a cloud/software-as a service model, including the ERP. Contracts for these systems are negotiated to ensure the vendor provides proper backup and disaster recovery capabilities. (Note: Disaster Recovery testing was a prior audit finding that has resurfaced due to transitioning from the HPLAN legacy system to the Banner system.)

The 2022 OLA Report has eight audit findings which include two repeat findings from the prior 2016 audit. Summary information on the repeat findings, including the scheduled follow-up, is provided in the following chart:

**Status of 2016 Findings**

Prior Audit Finding	Finding Description	Implementation Status	Internal Auditor Comments
Finding 5 - PII	Sensitive personally identifiable information maintained by BCCC was stored without adequate safeguards.	<b>Repeated</b> (Current Finding 6) Partially implemented	On September 26, 2023; the Information Technology Services division facilitated a meeting and observation session regarding the ERP’s security controls pertaining to Personally Identifiable Information for students and employees. The session provided information and demonstrations of implemented security controls over PII.

Prior Audit Finding	Finding Description	Implementation Status	Internal Auditor Comments
			<p>Attendees were guided through examples of controls that block unauthorized access for individuals attempting to gain information from both student and employee data in the new ERP system. Conversely, authorized individuals were able to gain access, but only to the limits of their authorization (i.e., student data or employee data but not both sets of data).</p> <p>The training and observation session concluded with a commitment to provide periodic future sessions to ensure consistency in the application and adequacy of the implemented internal controls and to address any current issues that might arise as a result of the implementation of the new ERP.</p> <p><b>Follow-up during November 2023</b></p>
Finding 8- Inventory	BCCC did not maintain complete and accurate equipment records, could not locate certain equipment, and could not document that it conducted physical inventories of equipment as required. In addition, 40 computers purchased several years ago were never placed into service.	<p><b>Repeated</b> (Current Finding 8) 40 Computers were located and deployed in 2017. A vendor was selected for a physical inventory.</p>	<ul style="list-style-type: none"> <li>• Since the vendor has been selected, oversight of the physical inventory is the responsibility of Facilities with Finance responsible for reconciliations, disposals, and adjustments. The physical count began after the notice to proceed was given to the vendor.</li> <li>• Notification sent to the College community by the VP who oversees Facilities states in part. “The inventory services project is commencing on campus in the coming weeks.” Supplemental information was also provided stating the identity of the vendor, a schedule for each building of the Liberty campus as well as locations at the BioPark, Harbor, and RPC/Radio station. The start date was Monday, May 15, 2023</li> </ul> <p>Now that the physical inventory of furniture and equipment has begun, oversight has been placed with the AVP Facilities. Periodic updates are provided to the College community including scheduling details.</p> <p><b>Follow-up Fall of 2023</b></p>

The follow-up to current OLA findings began in May 2022 and includes the related activities below:

- Bi-weekly incident reports supplemented by periodic meetings between the Internal Auditor and Information Technology (IT) staff. Meetings provide an opportunity to present evidence in support of resolving IT findings.
- Periodic (at least monthly) communication with the Procurement Director to track progress on procurement activity needed to eliminate or mitigate audit findings. The monthly communications regarding inventory include both the Director of Facilities and the Procurement Director now that the inventory is in progress.

- Periodic communication with the Director and staff in the Office of Human Resources (HR) to obtain supporting documentation and to ensure that the College’s responses to payroll-related findings remain accurate. This conversation has transitioned to the VP Finance until the AVP for Human Resources is appointed. The conversation began as part of the new VP’s onboarding meeting with the Internal Auditor.
- Monthly follow-up of all resolved findings to ensure current compliance.

The latest OLA report was issued February 9, 2022. It covered the audit period from November 30, 2016, to November 30, 2020. Results of Internal Audit’s follow-ups to the February 2022 OLA Report are provided in the chart below (*Note: the chart does not include payroll issues as these items are considered sensitive and are discussed in closed session*):

<b>Finding</b>	<b>OLA Recommendation (excerpt from February 9, 2022, Report)</b>	<b>Response</b>	<b>Internal Auditor’s review as of September 30, 2023</b>
1. Student PII	“Comply with State law by having the vendor to obtain a formal control assessment report, such as a SOC 2, Type 2 report, and implement a process to obtain and review the results to ensure sensitive student information provided to the vendor is properly safeguarded.”	Agree.	The vendor did not have a SOC 2 Type 2 report, however; did provide a report showing the required compliance and internal controls. Any new contracts must have a Higher Ed Comm Vendor Assessment toolkit that includes the provisions for the SOC2 Type 2 requirements.
2. Student Financial Aid	“...ensure that manual adjustments to financial aid awards, as well as required verification of financial application data and satisfactory academic progress by financial aid recipients is subject to independent supervisory review and approval”	Agree	Financial Aid went live in Banner during Fall 2022. Awards were auto packaged, and funding was disbursed. An Assistant Director was hired on August 7, 2023, who operates as a second-tier independent file reviewer and provides continuous training to staff as needed.
3. Payroll	Description and details removed from report due to sensitive information		
4. Procurements and Disbursements	<p>“...ensure that:</p> <ul style="list-style-type: none"> <li>a. Contracts are awarded through a competitive procurement process as appropriate, and other documentation of the procurement be maintained;</li> <li>b. all bid solicitation and award publishing requirements are adhered to;</li> <li>c. contracts receive proper independent approval as applicable;</li> </ul>	Agree	<p>The recommendations are being implemented and reviewed with the Procurement Director for example:</p> <ul style="list-style-type: none"> <li>a,b,c. The processes for the contract bid, award, and approval for the physical inventory were implemented according to the requirements.</li> <li>d. The inventory remains in-progress and an Internal Audit review of vendor invoices will be performed after its completion during Fall 2023</li> </ul>

<i>Finding</i>	<i>OLA Recommendation (excerpt from February 9, 2022, Report)</i>	<i>Response</i>	<i>Internal Auditor's review as of September 30, 2023</i>
	<ul style="list-style-type: none"> <li>d. vendor invoices are correct by verifying invoice charges to contractual billing rates; and</li> <li>e. purchases from vendors are consolidated to maximize the State's purchasing power.</li> </ul>		<p>to ensure invoice charges were verified to contractual billing rates.</p> <p>e. Recommendation "e" has been implemented and over the summer, consolidated procurements were executed including IT and textbook orders.</p>
5. Resource Sharing Agreements (RSAs)	<ul style="list-style-type: none"> <li>a. "Establish new agreement for any expired RSAs which include consideration for higher rates"</li> <li>b. Consider widely advertising solicitations for RSAs and submit them to the appropriate authorities...</li> <li>c. Include all significant provisions in future RSAs, and modify its existing agreements to include those provisions to the extent allowed."</li> </ul>	Agree	No new RSAs have been created since the June 2022 Internal Audit report to the Board. The latest agreement includes a 3% increase in the annual rent due, payable in monthly installments.
6. Information Systems	"Perform inventories of all servers, identify all PII..."	Agree	BCCC is working with the vendor to identify additional safeguards for proprietary information in the new ERP and ensure that controls are configured to best practices and comply with the recommendation.
7. Malware Protection Controls	"Ensure malware protection software is installed and maintained on all computers by regularly monitoring related software management consoles"	Agree	<p>The bi-weekly malware report is being reviewed by ITS staff and copies are forwarded to Internal Audit for review. However, the finding remains on the agenda for future monthly meetings to ensure that internal controls are working as intended and reviews are consistent. As of 12/06/2022 workstation security is reviewed during the ITS Workstation Review meetings. The latest review meeting was held on September 25, 2023, and all issues were resolved.</p> <p>During Fall 2023, a new endpoint detection and response tool will be implemented. The tool is provided by DoIT at no cost to the College.</p>



## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, October 18, 2023**

#### **Realignment Task #1**

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

*Dr. Jacqueline Hill, Vice President, Academic Affairs*

#### ***School of Arts & Sciences (SASS)***

##### ***Early Childhood Education A.A. Program***

A proposal for an Early Childhood Education degree program was approved by both the Curriculum Instruction Committee and the Senate Executive Committee. This new program was developed to give students a seamless transfer option to four-year institutions. It was also created in response to the development of our new MOU with Baltimore City Public Schools to enable paraprofessionals in the public schools to earn an associate degree in Early Childhood Education at BCCC. This is an exclusive MOU with the College which will bring a number of new students into the School’s Early Childhood Education program starting in January of 2024.

##### ***American Sign Language Certificate Program***

A proposal for an American Sign Language (ASL) Certificate program was approved by both the Curriculum Instruction Committee and the Senate Executive Committee. This “stackable credential” accompanies the American Sign Language A.A. degree program that was approved by BCCC and MHEC, and which is now in the catalogue and ready for enrollment. The ASL Certificate will provide students with thorough preparation in cultural competency and conversation-level fluency to complete additional preparation or training for a variety of careers. SASS is currently searching for a full-time faculty member/Program Coordinator in ASL to run the program and build enrollment.

#### ***School of Nursing & Health Professions (SNHP)***

The Health Information Technology (HIT) Program recently received a letter of good standing from the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). In this letter, the Commission reported receiving and accepting the Annual Program Assessment Report as required by the CAHIIM Accreditation Standards. It also recognized BCCC HIT program’s commitment to continuous quality improvement in higher education.

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, October 18, 2023**

#### **Realignment Task #2**

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

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

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

#### **JHPIEGO**

- Beginning in August 2023, Workforce Development partnered with JHPIEGO Baltimore City Health Department in Community Health Worker training for up to 18 (eighteen) incumbent workers.

#### **Baltimore Alliance For Careers in Healthcare**

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

#### **Center for Urban Families**

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

#### **Goodwill Industries**

- In August 2023, we began a CNA cohort of eighteen (18) students that are scheduled to complete in October 2023 and receive MBON CNA certification. As well as a Pharmacy cohort of twelve (12) students that will complete and certify as Pharmacy technicians in October 2023.
- Workforce is scheduled to start a new CNA Cohort in September 2023 to complete and receive certification in December 2023.

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees, October 18, 2023**

- In August 2023, Goodwill enrolled four students into the Warehouse and Logistics program. These students have received their OSHA 10 and Forklift certification.
- Workforce Development will be partnering with Goodwill Industries in 2024 to have four cohorts each of Certified Nursing Assistant and Pharmacy Tech.

#### **Baltimore City Schools - Green Street Academy**

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

#### **LifeBridge Health**

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

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

- Workforce Development will be coordinating with University of Maryland Medical Center to begin a PCT (Patient Care Tech) Cohort to begin in October 2023
- In June, the University of Maryland began a Phlebotomy training cohort of seventeen (17) students and are scheduled to complete in September and October 2023.

#### **Commercial Driver's License (CDL B)**

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

#### **Warehousing and Logistics**

- Workforce Development brought back the Warehousing and Logistics class to South Pavilion in July 2023. With an initial cohort of ten (10) students they are scheduled to complete in August 2023 with certifications in OSHA 10, Forklift Operation and Certified Logistics Technician through the Manufacturing Skills Standards Council.

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

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

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, October 18, 2023**

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

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

#### **Other Funding Opportunities**

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

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

- **Baltimore City Department of Social Services/SNAP** - \$255,000 to offer workforce development training for City residents and recipients of SNAP benefits
- **Department of Human Services SNAP** - \$1.2 million over three years to offer workforce training to Maryland residents and recipients of SNAP benefits.
- **Department of Social Services Sequence** - \$87,250 to offer workforce training in healthcare to City residents
- **GEERS** - \$558,000 to offer workforce training to Maryland residents

#### **Career Services Updates**

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

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, October 18, 2023**

#### **Realignment Task #3**

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

*Dr. Jacqueline Hill, Vice President, Academic Affairs*

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

##### **Mathematics and Engineering**

Discussions began with Baltimore County Public Schools to explore the possibility of offering remedial math courses as part of a dual enrollment redesign. Discussion points included offering a remedial course in the first part of a semester and a credit math course in the second part of the semester.

#### ***School of Nursing and Health Profession (SNHP)***

The Health Information Technology (HIT) program is in the final stage of reviewing an articulation (transfer) agreement with Coppin State University. BCCC’s School of Nursing and Health Professions Dean, Associate Dean, HIT Program Coordinator and the AVP of Engagement and Strategic Partnerships met with Coppin officials on October 4<sup>th</sup> to discuss an articulation agreement where BCCC’s HIT graduates will seamlessly transfer academic credits from the Health Information Technology in Associate Arts in Applied Science at BCCC for the completion of Bachelor of Science in Health Information Management (HIM) or Bachelor of Professional Studies in Health Information Management.

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, October 18, 2023**

#### **Realignment Task #4**

**“Enter into memoranda of understanding in order to establish student pathways to success with the Baltimore City Public Schools (BCPSS), institutions of higher education, and employers.”**

*Dr. Jacqueline Hill, Vice President, Academic Affairs*

#### ***School of Nursing and Health Profession (SNHP)***

The University of Maryland Medical Center has expressed interest in partnering with BCCC to offer a pathway for their current Certified Nursing Assistants and Patient Care Technicians.

The Physical Therapist Assistant (PTA) department has recently entered into a clinical affiliation agreement with ATI Physical Therapy. ATI is a nationally recognized rehabilitation provider specializing in research-based physical therapy, workers’ compensation rehab, employer worksite solutions, sports medicine, and various specialty therapies. The opportunities that BCCC students will experience will be like none other as students will be able to practice and enhance their clinical skills in a real-world environment.

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

Morgan State University (MSU) has expressed an interest in speaking with students who are near program completion regarding a rail transportation engineering program. The program will consist of certificate and BS degree options as well as \$20,000 scholarships per students who qualify. BCCC students are being identified by the associate dean of Mathematics and Engineering to speak with the MSU representative about the new program.

#### **E-Learning**

Work has begun on the 2024-25 catalog redesign. The redesign aims to make the catalog a more helpful tool for students and other stakeholders.

The student tutorial has gone live and has had over 400 views since implementation. E-Learning has turned its focus to faculty tutorials. The work is focused on a short series of videos for faculty. The playlist being constructed and filmed centers around short how-to sessions, helpful walkthroughs, and Canvas refreshers. These videos are 2 to 5 minutes long and are focused on specific topics of interest to faculty, new and seasoned alike.

The E-Learning team is collaborating with ITS to implement better integration between Banner Self-Service and Canvas. The *Experience* dashboard will allow students to navigate through the self-services page directly to an assignment for completion in Canvas using single sign on. The goal is to create seamless access to coursework regardless of how the student interacts with the College.

A final project involves outcomes and blueprints on Canvas. E-Learning has met with approximately 2/3 of program coordinators and course facilitators to continue the work to integrate outcomes into coursework within Canvas. These assessment blueprints will allow the College to capture student-level outcomes data, aggregate the data, and track trends over time using Excel's power query or a more formal assessment tool. Potential future integration with assessment software and Banner would create a potent analytical tool for tracking the impact of curriculum changes.

**Baltimore City Community College**  
**Realignment Tasks Update**  
**Board of Trustees, October 18, 2023**

**Library**

Dr. Elizabeth Van Pate joined the BCCC Community as the new Library Director. She comes from a K-12 and public library background, and she earned her Master's in Library Science from Florida State University and her Doctoral degree in Instructional Systems Technology from Indiana University.

Glenn Peterson (Instructional Librarian) and Jim Lynch (Collection development librarian) attended Dr. Tonya M. Brown's presentation of her dissertation research titled An Exploration of the Mentoring Experiences of Ethnically Diverse Women Faculty at an HBCU: A Qualitative Case Study.

Jim Lynch met with a representative from OverDrive to inquire about their online eBook distribution service. OverDrive offers the largest digital content catalog in the world to more than 88,000 libraries and schools in 109 countries and the highest-rated apps that are built to create reading happiness.

Constance Mannone (Electronic Resources Librarian) attended a JOVE webinar: ChatGPT & Libraries:



Applications and Implications for Teaching and Learning.

Who do we serve?	Sept. 2023	Sept. 2022	Year to date FY 2024	Year to date FY 2023
	Circulation of Print / Media	51	24	117
Use of Reserve Materials	27	56	80	141
<b>Database Sessions</b>				
Database Searches	3,582	4,393	7,124	7,014
Articles Retrieved	1,300	2,849	3,387	4,668
Library Online Public Access Catalog (OPAC) Searches				
eBook downloads	99	95	254	191
Use of Group Study Rooms	262	231	400	317
Computer Usage	0	0	0	0
Laptop Usage	3	13	11	13

## Baltimore City Community College

### Realignment Tasks Update

Board of Trustees, October 18, 2023

Printed Pages	10,590	5,226	19,180	8,778
Gate Count	8,554	8,405	17,751	23,026
Registration of new Patrons	16	25	38	82
Registration/Update of Community patrons	0	0	0	0
<b>Information Services</b>				
Information Literacy Sessions	21	12	29	25
Information Literacy Attendance	337	167	476	306
Technology Training Sessions	2	2	3	4
Technology Training Attendance	1	1	2	2
Training Center Use by Other College Departments	0	3	0	3
Book Purchases - Print	9	8		
Book Purchases - eBooks	0	0		
Rapid Response-Students	1	2	1	4
Rapid Response-Faculty and Staff	0	3	0	5
ILL Requests/ Document Delivery	0	0	0	0
eBook Purchases via Patron Driven Acquisitions (PDA)	0	0	0	0
Community/Alumni Services	0	0	0	0
<b>LibAnswers &amp; Social Media</b>				
LibAnswers	7	31	25	49
Facebook Followers	502	502	502	502
Facebook Engagement	36	42	36	234
Instagram Followers	67	68	67	68
Instagram Engagement	0	0	0	0



**Baltimore City Community College**

**Realignment Tasks Update**

**Board of Trustees, October 18, 2023**

**Realignment Task #5**

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

*Dr. Jade Borne, Vice President, Student Affairs*

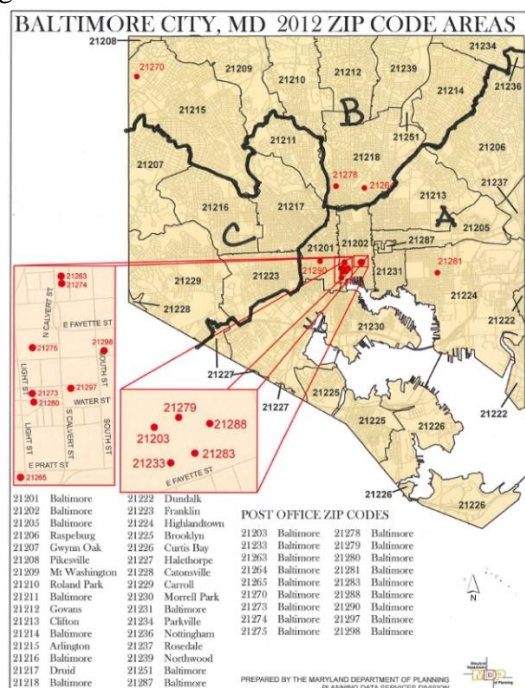
As stated in last month’s report, Student Affairs continues to monitor the changes in actual enrollment data for Fall 2022 to measure against the enrollment projections for Fall 2022 established by Maryland Higher Education Commission’s (MHEC) enrollment projections for Baltimore City Community College.

**NEW ENROLLMENT MANAGEMENT/RECRUITMENT PLANS & COMMUNICATION ENHANCEMENTS**

**Enrollment Management Plan**

The Dean of Enrollment Management and VP for Student Affairs worked to develop a preliminary Enrollment Management & Recruitment Plan for the remainder of fall enrollment. The plan will be refined throughout the rest of the fall and into the spring 24 semesters. The Dean and Admissions Recruiters finalized recruitment territories and strategies. Recruitment territories have been split into three areas. The recruiters are responsible for Baltimore City public high schools, private high schools, and community partners within their assigned zone. The zones have been broken down as:

- Zone A:** Frankford/Northwest Baltimore, Highlands, Belair-Edison, Nottingham, Orangeville Industrial Area/East Baltimore, Inner City, Upper Fells Point, Graceland Park/Southwest Baltimore, Dundalk, Seton Hill/Central Baltimore, Federal Hill, Halethorpe, Brooklyn, Curtis Bay
- Zone B:** Belair-Edison, Bellona-Gittings/North Baltimore, Cheswolde/Northwest Baltimore, Hamilton, Idlewylde, Pikesville, Waverly, Wyndhurst/North Baltimore, Northeast Baltimore
- Zone C:** Gwynn Oak, Walbrook/Southwest Baltimore, Irvington/Southwest, Catonsville, Hampden, Druid Heights, Carrolton Ridge/South Baltimore



## Baltimore City Community College

### Realignment Tasks Update

#### Board of Trustees, October 18, 2023

Recruiters reviewed each school’s profile and gathered contact information to begin engaging with each high school by phone. Each recruiter was provided a script to reference when speaking to each high school. The purpose of the call is to request BCCC be included in the school’s college and career readiness events, invite the high school to a campus visit, or allow BCCC to visit the high school and conduct an information session about the college and assist students on the spot in completing the BCCC admissions application. Admissions set a goal to have 100 recruitment events scheduled from October 1, 2023, to July 1, 2024.

As of October 6, a total of 33 recruitment events have been confirmed to date. See chart below.

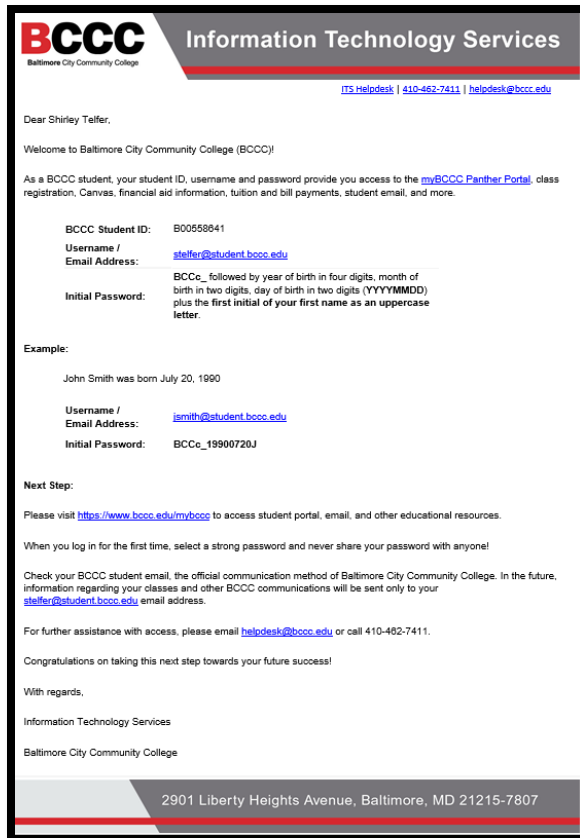
10/9/2023	Renaissance Academy	College & Career Fair
10/9/2023	Carroll County Public Schools	College & Career Fair (Tabling)
10/10/2023	Digital Harbor High School	MSP Presentation & BCCC Application Assistance
10/10/2023	Dunbar High School	BCCC Application Day and Info Session
10/12/2023	Dunbar High School	BCCC Application Day & Info Session
10/12/2023	Mount Saint Joseph & Mount De Sales Academy	College Fair (Tabling)
10/13/2023	Edmondson Westside HS	College Fair (Tabling)
10/13/2023	Excel Academy at Francis M. Wood	Campus Tour & Info Session
10/18/2023	Park Heights Renaissance	Resource Fair
10/18/2023	Baltimore Design School	College Fair (Tabling)
10/19/2023	National Academy Foundation	Information Session (Mayor's Scholars, Granville T. Woods Program, Nursing Program, Dual Enrollment) & Assist in Completing BCCC Applications
10/20/2023	Green Street Academy	Informational Session: Mayor's Scholars Program, Dual Enrollment, Application Process
10/21/2023	Prison 2 Professionals	Virtual Job Fair
10/23/2023	Augusta Fells Savage Institute of Visual Arts	Application Assistance
10/24/2023	Baltimore Polytechnic	College Fair (Tabling)
10/25/2023	Dundalk High School	College Representative
10/25/2023	Youth Opportunity Academy & Mayor's Office of Employment Development	Fall Open House
10/26/2023	REACH! Partnership High School	College Fair (Tabling)
10/27/2023	Baltimore Design School	Campus Tour and Informational Session
10/27/2023	Horus Scholars	College, Trades, and Scholarship Expo
10/27/2023	Horus Scholars	College, Trades, and Scholarship Expo
10/31/2023	Parkville HS	College/Trade
11/7/2023		
11/9/2023	Baltimore Leadership School for Young Women	Information Session
11/9/2023	REACH! Partnership High School	Campus Tour & Information Session
11/9/2023	Academy for College and Career Exploration	College and Career Readiness Night (Presentation 10-12)

**Baltimore City Community College**  
**Realignment Tasks Update**  
**Board of Trustees, October 18, 2023**

11/13/2023	Western High School	College Fair (Tabling)
11/13/2023	Green Street Academy	College Fair (Tabling)
11/14/2023	Reginald F. Lewis High School	College Fair (Tabling)
11/14/2023	Patterson High School	College Fair (Tabling)
11/14/2023	Benjamin Franklin High School	College Fair (Tabling)
11/15/2023	Carver Vocational-Technical High School	College Fair (Tabling)
11/15/2023	Coppin Academy High School	College Fair (Tabling)
11/15/2023	Frederick Douglass High School	College Fair (Tabling)
11/16/2023	Mergenthaler Vocational Technical High School	College Fair (Tabling)
11/16/2023	Reach! Partnership High School	College Fair (Tabling)
11/16/2023	National Academy Foundation High School	College Fair (Tabling)

**Enhanced Communication to New Student Applicants**

For September the Admissions & Recruitment Team worked with IT to Automated process to provide admitted applicants with an email that includes their *BCCC Student ID, username, instructions on how to create their password, and access the myBCCC Panther Portal* has been implemented. Below you will find an example of the email communication now being sent to each admitted applicant.



**Baltimore City Community College**  
**Realignment Tasks Update**  
**Board of Trustees, October 18, 2023**

This communication enhancement will simplify the onboarding process for new students and reduce the steps necessary to enroll. The Dean of Enrollment Management continues to work with IT to create standard views or reports in CRM Recruit that will provide the following data:

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

In addition to working on the implementation of the Manage Events and Text Messaging features in CRM Recruit. The Manage Events feature allows admissions to create recruitment events for external stakeholders to registrar online. Once registered admissions can track recipients from each event to see if they apply, are admitted, and enroll. The Text Messaging feature will further enhance BCCC's communication with prospective students.

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, October 18, 2023**

#### **Realignment Task #7**

*“Establish strong relationships with key stakeholders.”*

*Mr. Gussener Augustus, Vice President, Advancement*

#### **Community Outreach & Engagement**

The Division of Advancement participated in several meetings with potential partners and key stakeholders to expand community outreach and engagement. Key stakeholders and organizations the division met with include:

##### ***Governor Moore and Lt. Governor Miller visit BCCC***

Governor Wes Moore and Lt. Governor Arunah Miller were joined by Senator Antonio Hayes and Secretary Dr. Sanjay Rai of MHEC to tour BCCC main campus and meet with President McCurdy and Cabinet members to discuss several current and future projects. This was a historical event that included media attention from local television stations. Moreover, this is the start of a continued strong partnership with the Governor’s Office and other state agencies as BCCC advances our agenda to change lives and build communities.

##### ***Maryland Department of Service & Civic Innovation***

BCCC has established a working partnership with Secretary Paul Monteiro and his team to assist in promoting the state’s new service program for students 18-21 who live in Baltimore City.

##### ***COMCAST***

COMCAST has awarded BCCC with 100 laptops and \$5,000 to assist BCCC students with technical support as they continue their digital equity outreach in Baltimore City. BCCC is currently working on establishing an annual project in which COMCAST serves as a sponsor and/or partner to support digital equity for all students.

##### ***Baltimore Office of Information Technology- BOIT***

BCCC has established a working partnership with BOIT to establish pathways for success for digital inclusion for residents of Baltimore City. The goal of this partnership is to bridge community needs with community college resources as it relates to information technology proficiency. BOIT has access to more than 30K Chromebooks that will be distributed by the Enoch Pratt Free Library system throughout the city of Baltimore to address the growing digital divide many underserved neighborhoods experience. BCCC anticipates receiving a portion of the Chromebooks to benefit students.

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

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

##### ***Johns Hopkins University - Music at Evergreen & JHU Symphony***

Judith Krummeck is co-planning the 2023-2024 season with Genya Hopkins. Also, music director, Jed Gaylin, was a guest on the September 27<sup>th</sup> episode of *Face the Music* hosted by Kati Harrison and Jonathan Palevsky. Jed Gaylin was also interviewed about the symphony’s upcoming concert at Shriver Hall.

##### ***Music at St. David’s***

Dr. Douglas Buchanan, Director of Music Ministries, was interviewed about the 2023-2024 season and his 10<sup>th</sup> anniversary with the Music at St. David’s series by Judith Krummeck.

**Baltimore City Community College**  
**Realignment Tasks Update**  
**Board of Trustees, October 18, 2023**

***Beth El Congregation***

Jonathan Palevsky presented during Beth El Congregation's First Wednesday Concert Series on September 6th.

***Baltimore Hebrew Congregation***

Jonathan Palevsky presented on the music of Joseph Haydn on September 7<sup>th</sup>.

***Baltimore Chamber Orchestra***

Jonathan Palevsky presented on September 10th.

***Annapolis Symphony***

Jonathan Palevsky presented during the Annapolis Symphony opening weekend concert series at the Maryland Hall for Creative Arts on September 29 and 30.

***The following interviews were conducted by WBJC radio personalities:***

***Vocal Arts DC***

***General Director***, Peter Russell, was interviewed about the company's fall schedule by Jonathan Palevsky.

***Candlelight Concert Society***

Artistic Director, Irina Kaplan Lande, was interviewed on September 23<sup>rd</sup> about the upcoming Faure Quartet Concert by Jonathan Palevsky.

***Bach in Baltimore***

Music Director, Herb Dimmock, was interviewed on September 26<sup>th</sup> about the fall concert series by Jonathan Palevsky.

***Opera Baltimore***

Artistic and General Director, Julia Cooke, and members of the company were interviewed on September 29<sup>th</sup> about the upcoming production of Verdi's *Rigoletto* by Jonathan Palevsky.

***The Baltimore Sun***

Music critic and contributor, Phil Greenwood, was a guest on the September 9th episode of *Face the Music* with Poulenc Trio bassoonist Bryan Young, Kati Harrison and Jonathan Palevsky.

***Everyman Theatre***

Guest Director, Joanie Schultz, was interviewed about the upcoming adaptation/production of *A Doll's House* on September 9<sup>th</sup> and visiting Artist, E. Faye Butler, was interviewed about the community and education fundraising gala *A Night for Baltimore* on September 25<sup>th</sup> by Gavin Witt.

***Classic Theatre of Maryland***

Producing Artistic Director, Sally Boyett, was interviewed about the fall season and opening Cabaret series on September 11th by Gavin Witt.

***Fort McHenry***

Ranger, Shannon McLucas, was interviewed about the fort's annual Defender's Day celebration by Dyana Neal.

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, October 18, 2023**

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

Businesses who underwrite programs and content on WBJC:

##### ***Returning Clients***

Vocal Arts DC, St. David's Church, Shriver Hall, Baltimore Symphony Orchestra, Kennedy Center, Annapolis Symphony, Peabody Institute, Opera Baltimore, Maryland State Boychoir, Maryland Opera, Johns Hopkins Symphony, Candlelight Concerts, University of Maryland – Baltimore County, Cynipid Fund, Elville and Associates, Zeke's Coffee, Culligan Water, Framin' Place, Atwater's.

#### **WBJC Program Highlights**

WBJC programs and content of note for the month.

##### ***Music in Maryland***

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

- 9-2-23 Birthday Tribute to local composer Jonathan Leshnof

##### ***Book Notes***

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

- 9-15-23 Baltimore author, Christine Grillo, was interviewed about her debut novel *Hestia Strikes a Match*.

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, October 18, 2023**

#### **REALIGNMENT TASK # 8**

*“Develop and market a brand for BCCC.”*

*Mr. Gussener Augustus, Vice President, Advancement*

#### **MARKETING**

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

#### ***STEM Symposium***

Advancement has collaborated with a cross-section of the College to plan, organize, and promote the annual BCCC STEM Symposium scheduled for November 16<sup>th</sup>. This event will showcase BCCC STEM students and host STEM students from Baltimore City Public Schools. This year’s BCCC marketing plan includes:

- Symposium logo designs
- Retractable Sign design
- Register to participate Microsoft Form
- Check-in Microsoft Form
- Billboard
- Social post designs
- Certificate (Participation)
- Promotional items research
- Check-in QR Code sign
- Stickers
- Entrance Banner
- Promotional landing page

#### ***We Wear Red Wednesdays T-Shirts***

Advancement, in collaboration with Student Affairs and the Student Government Association, has developed a marketing plan to increase student participation and BCCC spirit by establishing “We Wear Red” BCCC branding. Starting soon, students will be encouraged to wear their red BCCC t-shirts and/or other items colored red to build campus spirit. In addition, a full social media strategy has been created to expand our reach in celebrating BCCC pride.

#### ***BCCC Social Media Engagement Continues to Grow***

BCCC Website, Google, X, Facebook, Instagram have all seen an increase in online activity. On average there is a 61% increase in website and social media engagement. This does not include last week’s visit of the Governor which sparked another spike in social media engagement. These are measurable outcomes driven by data analytics.

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



**Baltimore City Community College**  
**Realignment Tasks Update**  
**Board of Trustees, October 18, 2023**

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

*Governor Moore and Lt. Governor Miller visit BCCC*

*Student Life & Engagement Events*

- Spanish Bingo social post
- National Voter Day social post
- Suicide Awareness social post
- “Celebrating You” social post
- BCCC Promotes Voting social post
- Wellness Workshops social media posts
- BCCC Volleyball team social post

*Website Billboards*

- Hispanic Heritage Month
- Thanksgiving
- Veteran’s Day
- Winter Break
- Cyber Security Digital Forensics
- Communications
- American Sign Language
- 9/11 “We Will Never Forget”
- Governor Wes Moore Visit

*Fall 2023 Digital Campaign*

The College implemented a Fall 2023 digital campaign on July 13, 2023 with the following cumulative results:

**Facebook & Instagram Advertising Cumulative Totals:**

**Reach: 717,276**

Link Clicks: 15,615

CTR: 2.1%

Engagement: 15,918

Post Reactions: 268

Post Saves: 15

Post Shares: 18

Conversations Started: 7

Post Comments: 2

**Market Research**

**Website Statistics**

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees, October 18, 2023**

Google Analytics has been sunset and is being replaced by Google Analytics 4 (GA4), the new generation of Google's analytics platform. Most reports have been replaced or renamed because of the latest analytics version using a different measurement model compared to Universal Analytics (now sunset). Reports are based on 5 main categories: Realtime, Audience, Acquisition, Behavior, and Conversions. While comparison of web pages is not available year over year, it does provide different metrics compared to those used in the past. We will continue to learn about this new model.

#### **Specific web page analytics:**

##### ***Website Homepage Overview: <https://www.bccc.edu/>***

September 1, 2023 – September 30, 2023 vs. the same period in 2022:

- Pageviews: 623,000
- User engagement: 249,000
- Clicks: 137,000
- Scroll: 90,000
- First Visit: 48,000

##### ***Apply Webpage: <https://www.bccc.edu/domain/36>***

September 1, 2023 – September 30, 2023 vs. the same period in 2022:

- Views: 9,537
- Users: 3,074
- Views Per User: 3.10

##### ***Apply Vanity URL – [bccc.edu/apply](https://www.bccc.edu/apply)***

September 1, 2023 – September 30, 2023 vs. the same period in 2022:

- Views: 9,181
- Users: 4,013
- Views per user: 2.29+

##### ***Marketing Landing Page – [bccc.edu/Fall2023](https://www.bccc.edu/Fall2023) (Used for digital campaigns)***

September 1, 2023 – September 30, 2023 vs. the same period in 2022:

- Views: 8,451
- Users: 6,659
- Views per user: 1.27

##### ***Register Webpage - <https://www.bccc.edu/domain/1108>***

September 1, 2023 – September 30, 2023 vs. the same period in 2022:

- Views: 4,794
- Users: 1,740
- Views per user: 2.76

##### ***Register Vanity URL – <https://www.bccc.edu/register> (Used for marketing.)***

September 1, 2023 – September 30, 2023 vs. the same period in 2022:

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees, October 18, 2023**

- Views: 2,573
- Users: 1,532
- Views per user: 1.68

#### *MSP Web Page – <https://www.bccc.edu/msp>*

September 1, 2023 – September 30, 2023 vs. the same period in 2022:

- Views: 1,023
- Users: 537

Views per user: 1.91

# Baltimore City Community College

## Realignment Tasks Update

Board of Trustees, October 18, 2023

### **REALIGNMENT TASK #9**

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

*Mr. Michael Rading, Chief Information Officer*

#### ***Enterprise Resource Planning (ERP) Project***

##### **Project Status**

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

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

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

#### **Student Module**

##### **Degree Works**

Degree Works is a comprehensive academic advising, transfer articulation, and degree audit solution that is an additional module within the new ERP that helps students, and their advisors successfully negotiate your institution’s curriculum requirements. With Degree Works, students are less likely to take courses they don’t need and more likely to stay on a direct path to graduation. Degree Works will support the College with better access to academic advice, better support for academic goals, and better insight into research and reporting. In September work to scribe, or convert degree requirements into the 2019-2020, 2020-2021, 2021-2022, 2022-2023, 2023-24 catalogs in the Banner ERP system were completed.

#### **Insights Reporting Module**

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

#### **ERP Challenges**

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

**Baltimore City Community College**  
**Realignment Tasks Update**  
**Board of Trustees, October 18, 2023**

Cabinet members had two in-person meetings with senior leadership from Ellucian to discuss challenges and to ensure College needs are being given adequate consideration.

***Data Center Refresh Project***

The data center refresh project (Phase 1) is over 90% complete, with the target completion of all production workloads to the new hardware by the end of the calendar year. During the weekend of September 29, the BCCC infrastructure team completed a major upgrade to bring core network infrastructure services up to date, which was approved by the Board last year and is part of Realignment Task #9.

Planning for Phase 2 of the data center refresh project is underway. This phase is focused on Disaster Recovery and Business Continuity and will create additional redundancy, enhance the speed of recovery from a disaster, and ensure that BCCC's data in the Microsoft cloud is protected. ITS is exploring modern Disaster Recovery as a Service options (DRaaS) and will present a proposal to the President and Board for funding and approval.

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, October 18, 2023**

#### **Realignment Task #12**

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

*President & Cabinet*

The Middle States Commission of Higher Education Standards I-VII working groups have been meeting weekly to develop the Self-Study Report (Draft #4). The Verification of Compliance Working Group is refining the draft of the Institutional Federal Compliance Report and outlining how to integrate the Requirements of Affiliation into the Self-Study.

All groups have a Cabinet member attending weekly meetings to support the transition of the Self-Study Draft #3 which was developed operationally with their respective faculty and staff. Additional evidence request forms are submitted to subject matter experts as the Self-Study Report and Federal Compliance Report must be supported by evidence.

Cabinet members are drafting Action Plans to address operational gaps identified by the Working Group members during the development of the various drafts. Action Plans will be used as evidence for any gaps that are unresolved to acknowledge awareness as well as ensure a course of action is in place to address the Standard.

#### Middle States Commission on Higher Education (MSCHE) Timeline:

- Working Group, Self-Study Draft #2 Meetings, June 8, 15, 22, 29
- Cabinet & Staff, Self-Study Draft #3, July 20-August 10, 2023
- Faculty & Staff Professional Development (Strat. Planning, Draft #3 Update, Working Group Mtgs)
- MSCHE Conference, December 4 - 6, 2023
- Self-Study Team Chair BCCC Campus Visit, December 8, 2023
- Self-Study Draft #4 Deadline, November 1, 2023
- Self-Study Draft #5 Deadline, December 15, 2023
- Final Self-Study Draft Deadline, February 1, 2024
- Self-Study Reports Due to MSCHE, March 15, 2024
- Self-Study Team Campus Visit, April 28 - May 1, 2024

The Communication & Events Working Group continues to organize and hold events to share MSCHE updates with faculty, staff, and students. Upcoming events will be held at the various locations, for 2<sup>nd</sup> and 3<sup>rd</sup> shifts and during monthly faculty/staff updates to ensure all employees are engaged and informed.

Through this Self-Study, one of the outcomes will be to assess the progress of these realignment tasks as part of developing the College's next, comprehensive strategic plan. The College has moved into **Phase 1: Step 4** of the 2024-2029 Strategic Plan process. President McCurdy, the Cabinet and the planning consulting firm participated in a two-day retreat, October 10-11, 2023, to establish the framework for college-wide planning which will occur over two years.

The Community Engagements in Step 5 will convene all faculty and staff in November and December 2023 to participate in the development of the institutional goals and objectives. Participants will also review the College's mission, vision and values which were last comprehensively reviewed by faculty and staff and

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees, October 18, 2023**

approved by the Board of Trustees in 2018. Students and community partners will also participate in the upcoming stakeholder engagements.

To better align planning activities (e.g. realignment, accreditation, budget), sustain planning efforts and provide transparency, the College is in the discovery stage of identifying technology to manage planning at the institutional and unit levels. Key faculty and staff will be engaged in the selection of the technology.

#### **Timeline: September 2023 through September 2025**

##### **Strategic Planning Phases:**

###### **Phase 1: Getting Started - Strategic Ideation:**

Step 1: Presidential Touchpoint

Step 2: Leadership Diagnostics

Step 3: Discovery Resources

Step 4: Leadership Team Retreat

Step 5: Community Engagement

Step 6: Board Retreat

###### **Phase 2: Pulling it Together – Strategic Build:**

Step 7: Planning Team One

Step 8: Theme Teams

Step 9: Planning Team Two

###### **Phase 3: Living Out the Plan – Strategic Action:**

Step 10: Community Affirmation & Board Approval

Step 11: Software and Project Plan Development

Step 12: Implementation Support

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

TAB 11 | Active Search Listing

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## HR Active Search List As of October 9, 2023

	Div	PIN #	Position	Oversight	Date posted	Status 10/9/2023
1	AA	67006	Director of the Academic Achievement Center	Dr. Jacqueline Hill/ Dr. Karen-King Sheridan	12/8/2021	Resumes forwarded for Review
2	AA	66902	Dean of Natural and Physical Sciences, Business, Technology, Engineering & Math	Dr. Jacqueline Hill	5/16/2022	Resumes forwarded for Review
3	AA	66777	Assistant Professor of Fashion Design	Dr. Jacqueline Hill/ Quintin Davis	8/10/2022	Resumes forwarded for Review
4	AA	78507	Assistant Professor/Clinical Coordinator, Health Information Technology	Dr. Jacqueline Hill/ Dr. Courtney Ross/ Dorothy Holley	3/23/2023	Resumes forwarded for Review
5	AA	66829	Assistant Professor of Cyber Security Digital Forensics	Dr. Jacqueline Hill/ Quintin Davis	6/23/2023	Resumes forwarded for Review
6	AA	66773	Assistant Professor & Program Coordinator for Marketing	Dr. Jacqueline Hill/ Quintin Davis	6/23/2023	Resumes forwarded for Review
7	AA	72080	Assistant Professor & Program Coordinator for Computer Information Systems	Dr. Jacqueline Hill/ Quintin Davis	6/27/2023	Resumes forwarded for Review
8	AA	66762	Assistant Professor & Program Coordinator for Office Administration	Dr. Jacqueline Hill/ Quintin Davis	6/27/2023	Resumes forwarded for Review
9	AA	70700	Assistant Professor of Nursing-Adult Medical/ Surgical	Dr. Jacqueline Hill/ Dr. Courtney Ross/ Dorothy Holley	7/26/2023	Resumes forwarded for Review
10	AA	66803	Assistant Professor & Program Coordinator of American Sign Language/ Deaf Studies	Dr. Jacqueline Hill/ Dr. Mark Conard/ Dr. Anthony McEachern	7/27/2023	Resumes forwarded for Review
11	AA	81589	Assistant Professor & Program Coordinator - Criminal Justice	Dr. Jacqueline Hill/ Dr. Mark Conard/ Dr. Anthony McEachern	8/8/2023	Resumes forwarded for Review
12	AA	66729	Assistant Professor- Allied Human Services & Addictions Counseling	Dr. Jacqueline Hill/ Dr. Mark Conard/ Dr. Anthony McEachern	8/22/2023	Resumes forwarded for Review
13	AA	67021	Program Coordinator/ Assistant Professor, Emergency Medical Services	Dr. Jacqueline Hill/ Dr. Courtney Ross/ Dorothy Holley	8/25/2023	Resumes forwarded for Review
14	AA	66801	Assistant Professor/ Clinical Coordinator, Surgical Technologist	Dr. Jacqueline Hill/ Dr. Courtney Ross/ Dorothy Holley	8/25/2023	Resumes forwarded for Review
15	AA	66765	Retention Coordinator	Dr. Jacqueline Hill/ Karen King-Sheridan	10/5/2023	Resumes forwarded for Review
16	AA	66977	Instructional Designer	Dr. Jacqueline Hill/ Aundrea Wheeler	10/9/2023	Search is Open
17	SA	66831	Financial Aid Coordinator	Dr. Jade Borne/ Saleem Chaudhry	9/14/2022	Resumes forwarded for Review
18	SA	66844	Federal Work Study Specialist	Dr. Jade Borne / Saleem Chaudhry	8/11/2022	Resumes forwarded for Review
19	SA	66663	Director of Dual Enrollment	Dr. Jade Borne	8/26/2022	Resumes forwarded for Review
20	SA	76573	Student Support & Wellness Coordinator/Counselor	Dr. Jade Borne/ Dr. Sherri Brown	9/30/2022	Resumes forwarded for Review
21	SA	76829	Registrar	Dr. Jade Borne	2/13/2023	Resumes forwarded for Review
22	SA	69257	Admissions Advisor for Special Populations	Dr. Jade Borne/ Kytica Crawford	5/18/2023	Resumes forwarded for Review
23	SA	66991	Director of Advising/ Student Success Center	Dr. Jade Borne/ Dr. Sherri Brown	6/1/2023	Resumes forwarded for Review

24	SA	66733	Admissions & Recruiter/Advisor	Dr. Jade Borne/ Dr. Sherri Brown/ Donna Thomas	7/5/2023	Resumes forwarded for Review
25	SA	76821	Director of TRIO Upward Bound Math & Science Program	Dr. Jade Borne	7/11/2023	Resumes forwarded for Review
26	SA	TBD	Director for Admissions	Dr. Jade Borne/ Donna Thomas	9/7/2023	Resumes forwarded for Review
27	ASP	66932	Administrative Assistant for the Vice President for Advancement	Gussener Augustus/ Dr. Debra McCurdy	1/10/2023	Resumes forwarded for Review
28	ASP	66960	Director of Development	Gussener Augustus/ Dr. Debra McCurdy	1/11/2023	Resumes forwarded for Review
29	ASP	76586	Director of Public Relations/ Community Outreach	Gussener Augustus/ Dr. Debra McCurdy	6/29/2023	Resumes forwarded for Review
30	WDCE	66861	Maintenance Supervisor	Michael Thomas / Kate Zurlage	4/21/2021	Resumes forwarded for Review
31	WDCE	66769	Police Officer II	Michael Thomas	7/28/2020	Resumes forwarded for Review
32	WDCE	66968	Career Development Specialist	Michael Thomas	5/2/2023	Resumes forwarded for Review
33	WDCE	66631	Director of English Language Services	Michael Thomas	6/1/2023	Resumes forwarded for Review
34	WDCE	66617	Environmental Services Technician	Michael Thomas	6/6/2023	Resumes forwarded for Review
35	WDCE	66644	Director of Workforce Development & Employment Services	Michael Thomas	7/5/2023	Resumes forwarded for Review
36	WDCE	66970	Administrative Assistant II	Michael Thomas	8/22/2023	Resumes forwarded for Review
37	WDCE	84362	Operations Technician	Michael Thomas	9/26/2023	Resumes forwarded for Review
38	F&A	66879	Director of Budget	Aubrey Bascombe	12/5/2022	Resumes forwarded for Review
39	F&A	66757	Senior Accountant	Aubrey Bascombe/ Eileen Waitsmen	1/12/2023	Resumes forwarded for Review
40	F&A	67013	Senior Accountant - Foundation	Aubrey Bascombe/ Eileen Waitsmen	1/12/2023	Resumes forwarded for Review
41	F&A	66986	Budget Analyst	Aubrey Bascombe	3/27/2023	Resumes forwarded for Review
42	F&A	66658	Accounting Clerk II	Aubrey Bascombe/ Eileen Waitsmen	4/19/2023	Resumes forwarded for Review
43	F&A	72349	Assistant Vice President of Human Resources	Dr. Debra McCurdy/ Aubrey Bascombe	5/18/2023	Resumes forwarded for Review
44	F&A	66933	Procurement Officer II	Aubrey Bascombe	8/7/2023	Resumes forwarded for Review
45	F&A	66974	Administrative Assistant to the Vice President of Finance & Administration	Aubrey Bascombe	8/11/2023	Resumes forwarded for Review
46	F&A	66842	Accounts Clerk III	Aubrey Bascombe	9/19/2023	Resumes forwarded for Review

47	<b>IERP</b>	<b>88494</b>	Research Analyst II	Becky Burrell	7/6/2022	Resumes forwarded for Review
48	<b>OP</b>	<b>66855</b>	Director of Government Relations/Special Assistant to the President	Dr. Debra McCurdy	1/18/2022	Resumes forwarded for Review
49	<b>OP</b>	<b>66987</b>	Programmer/Analyst	Michael Rading	5/10/2021	Resumes forwarded for Review
50	<b>OP</b>	<b>66981</b>	Executive Administrative Assistant to the President	Dr. Debra McCurdy	2/13/2023	Resumes forwarded for Review
51	<b>OP</b>	<b>72082</b>	Business Systems Analyst	Michael Rading/ Ishwor Aryal	9/1/2023	Resumes forwarded for Review