

**Baltimore City
Community College**

**Board of Trustees
Open Session**

Dr. Debra L. McCurdy
President

Mr. Kurt L. Schmoke
Chair

WEDNESDAY | JUNE 18, 2025

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 1 | Approval of the June 18, 2025 Agenda

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda | 4:00pm June 18, 2025 (Virtual Zoom Meeting)

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

- I. Call to Order Mr. Kurt L. Schmoke, *Chair*
 - a. Adoption of Agenda **(Vote)**
 - i. Approval of the June 18, 2025 Agenda (Tab 1) Mr. Kurt L. Schmoke, *Chair*
- II. Board Actions/Consent Agenda **(Vote)** Mr. Kurt L. Schmoke, *Chair*
 - a. May 21, 2025 Open Session Meeting Minutes (Tab 2)
 - b. May 21, 2025 Closed Session Meeting Summary (Tab 2)
 - c. June 12, 2025 Finance/Audit Committee Meeting Minutes (Tab 2)
- III. Items Removed from the Agenda (Tab 6) Mr. Kurt L. Schmoke, *Chair*
 - a. Student Government Association (Tab 3)
 - b. AFSCME Local #1870 at BCCC Comments (Tab 4)
 - c. Faculty Senate Comments (Tab 5)
- IV. New Business (Tab 7)
 - a. Cultural Diversity Report **(Vote)** Mr. Kurt L. Schmoke, *Chair*
Dr. Debra McCurdy, *President*
Ms. Donna Thomas, *IVP Student Affairs*
 - b. Finance/Audit Committee Mr. Kurt L. Schmoke, *Chair*
Dr. Debra McCurdy, *President*
Mr. Michael Thomas, *VP Workforce*
Ms. Anna Lansaw, *ED Procurement*
Mr. Michael Thomas, *VP Workforce*
Dr. Wayne Rose, *CIO*
 - i. Procurement Policies & Procedures **(Information)**
 - ii. Procurements Exceeding \$25,000 to \$99,999 **(Information)**
 - a. Temporary Personnel Services – Financial Aid (Robert Half) \$64,260
 - b. Temporary Personnel Services – Student Accounts (Robert Half) \$41,580
 - c. Hospitality Training / Grant Funded (Parkway Management & Consulting) \$65,910
 - d. Mongoose Solutions (SHI International Corp) \$46,122
 - e. WBJC HVAC Replacement (Virgil Contracting Inc) \$87,844
 - f. Freshworks (Proforma) \$53,134
 - g. Elevator Maintenance (Schneider) \$50,000
 - h. Fence Installation – Bard Building (Long Fence) \$62,600
 - i. Environmental Testing (Sussex) \$28,400
 - j. Adobe Creative Cloud (Bell Technologix) \$48,255
 - k. Zoom Site License (SHI International Corp) \$49,344
 - l. Admission Consulting Services (Mason Consulting) – Modification
Original Contract Price: \$82,500
Modification Amount: \$17,000
New Contract Amount: \$99,500
 - iii. Approved Contract(s) Entering Subsequential Year(s) **(Information)**
 - a. Data Center Hardware Refresh Year 2/3 (CAS Severn) \$ 78,233
 - b. Okta Cloud Subscription – Year 2/ 2 (ePlus) \$128,642
 - c. Learning Management System/ Canvas Year 2/3 (Instructure Inc.)

d.	Azure Cloud-based Disaster Recovery Year 2/3 (Bell Technologix)	
iv.	Procurements Exceeding \$100,000 (Vote)	
a.	West Pavilion Window Replacement (Johnson-Laux Construction)	
v.	Pre-Approval for Procurement(s) Exceeding \$100,000 (Vote)	
a.	Ellucian Flexible Managed Services (Ellucian LP)	\$480,000
b.	Microsoft Cloud Subscription – MEEC (Bell Technologix)	\$115,475
vi.	Finance Update (Information)	Dr. Debra McCurdy, <i>President</i> Mr. Richard Walsh, Sr. Analyst Dr. Debra McCurdy, <i>President</i> Ms. Eileen Waitsman, <i>Controller</i> Ms. Christina Bowman, <i>CPA</i> <i>CliftonLarsonAllen LLP</i>
vii.	Audit 2024 Update (Information)	
a.	Audit Status Summary	
V.	College Policies (Tab 8)	Mr. Kurt L. Schmoke, <i>Chair</i>
a.	None	
VI.	Presentations (Tab 9)	Mr. Kurt L. Schmoke, <i>Chair</i> Dr. Debra McCurdy, <i>President</i> Ms. Donna Thomas, <i>Interim VP</i> <i>Student Affairs</i> Ms. Eileen Hawkins, <i>Director</i> <i>Institutional Research</i>
a.	Enrollment Update	Dr. Debra McCurdy, <i>President</i> Dr. Wayne Rose, <i>CIO</i>
b.	Information Technology Services/ERP Update	
VII.	President’s Report (Tab 10)	Mr. Kurt L. Schmoke, <i>Chair</i> Dr. Debra McCurdy, <i>President</i>
VIII.	Active Search Listing (Tab 11)	Mr. Kurt L. Schmoke, <i>Chair</i>
IX.	Motion for Adjournment (Vote)	Mr. Kurt L. Schmoke, <i>Chair</i>

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

BOARD ACTIONS / CONSENT AGENDA

TAB 2 | May 21, 2025 Minutes

TAB 2 | May 21, 2025 Closed Session Meeting Summary

TAB 2 | June 12, 2025 Finance/Audit Committee Minutes

TAB 3 | Student Government Association Report/Comments

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 2 | May 21, 2025 Minutes

TAB 2 | May 21, 2025 Closed Session Meeting Summary

TAB 2 | June 12, 2025 Finance/Audit Committee Minutes

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm May 20, 2025 (Virtual Zoom Meeting)

Board Members Present: Chairman Kurt L. Schmoke (joined meeting in progress); Ms. Leonor Blum; Ms. MacKenzie Garvin, Esq.; Dr. Roger Ward, Esq.; Mr. John C. Weiss; and Tyrese McBayne.

Also Present: President Debra L. McCurdy, PhD

- I. In the absence of Chair Schmoke, Trustee Weiss called the meeting to order at 4:06 PM. The consent agenda (items a-e below) was unanimously approved.
- a. March 19, 2025 Open Session Meeting Minutes
 - b. March 19, 2025 Closed Session Meeting Summary
 - c. April 10, 2025 Finance/Audit Committee Meeting Minutes
 - d. May 15, 2025 Finance/Audit Committee Meeting Minutes
 - e. Student Government Association Report

No request to address the Board was submitted either by AFSCME Local #1870 or by the Faculty Senate.

Dr. McCurdy introduced Tyrese McBayne, the student trustee recently appointed to the Board by Governor Wes Moore. Mr. McBayne is aspiring to enter into the legal field and eventually transfer to UBALT.

Trustee Weiss noted that the Governor’s wife had been the graduation speaker at University of Baltimore and he highly recommended her as a speaker for the future.

- II. The following procurements of \$25,000 to \$99,999 were presented to the Board for informational purposes only.
- a. Student Affairs Consulting (Mason Consulting) – Contract Modification
 - Original Contract Amount \$55,000
 - Modification Amount \$27,5000
 - New Contract Amount \$82,500
 - b. Music Room Renovation (Centennial Construction) \$64,900
 - c. IT Ticketing System Software (FreshWorks) \$45,987
 - d. Commencement Venue (Baltimore Symphony Orchestra) \$26,000

There were no questions.

III. Financial Monthly Performance Report

The Trustees heard a financial/audit report from Richard Walsh, Senior Budget Analyst. Trustee Weiss noted that he and Chairman Schmoke, as members of the Board’s Finance/Audit Committee, had already heard the report.

Mr. Walsh shared the following chart with the Trustees:

Total Revenue by Appropriated Fund

Revenue Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	54,240,059	68,307,845	62,529,270	5,778,575
Restricted	21,610,084	17,850,467	19,474,108	26,516,827	-7,042,719
Total Revenue AY25	86,508,631	72,090,526	87,781,953	89,046,097	-1,264,144

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	54,240,059	45,991,228	43,786,571	2,204,657
Restricted	21,610,084	17,850,467	16,208,477	19,231,556	-3,023,079
Total Expenses	86,508,631	72,090,526	62,199,705	63,018,127	-818,422

	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
Net Surplus	0	0	25,582,248	26,027,970	-445,722

Year-over-Year (YoY) Revenue Comparison

Revenue Sources	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
Unrestricted Revenues	65,088,071	54,240,059	68,307,845	62,529,270	5,778,575
Board of Estimates - Unrestricted	600,000	500,000	0	600,000	-600,000
Bookstore Revenue	935,232	779,360	1,390,650	1,069,975	320,676
Consolidated Fees	1,050,559	875,466	1,125,765	976,818	148,947
Credit Tuition	9,251,716	7,709,763	10,194,318	7,912,854	2,281,464
Facilities Capital Fees	109,971	91,643	123,684	105,622	18,062
Investment Income	514,604	428,837	2,048,875	1,909,225	139,650
Local Contract	189,524	157,937	189,524	0	189,524
Non-Credit Fee Revenue	420,610	350,508	1,117,498	510,844	606,654
Non-Credit Tuition	750,000	625,000	869,336	598,830	270,506
Other Fee Revenue	0	0	28,532	14,142	14,390
Other Revenue	0	0	30,543	13,997	16,546
Parking and Transportation	34,719	28,933	7,652	11,954	-4,303
Real Estate Lease Income	1,569,908	1,308,257	1,619,367	1,881,330	-261,963
Registration Fee	299,995	249,996	363,922	253,890	110,032
State Appropriation	48,280,224	40,233,520	48,280,224	45,824,713	2,455,511
Technology Fees	700,000	583,333	750,510	651,354	99,156
Tower Rental Income	131,092	109,243	128,306	158,834	-30,528
Transcripts	39,084	32,570	28,644	26,376	2,268
Vending Machine Commission	0	0	10,496	8,512	1,984
WBJC Asset Agreement	210,833	175,694	0	0	0
Restricted Revenues	21,420,560	17,850,467	19,474,108	26,516,827	-7,042,719
Deferred Maintenance	0	0	0	6,091,702	-6,091,702
COVID Relief	0	0	0	3,820,165	0
Federal Grants	14,266,708	11,888,923	10,218,681	11,160,831	-942,150
Indirect Cost - Other	117,800	98,167	0	0	0
Other Restricted Revenue	0	0	17,977	2,640	15,337
Private Gifts, Grants & Contracts	495,167	412,639	0	4,846	0
RYP - Artworks	0	0	0	3,500	0
State and Local Grants	4,874,323	4,061,936	5,083,648	3,745,807	1,337,841

Student Activities	0	0	25	0	25
WBJC	1,666,562	1,388,802	4,153,776	1,687,336	2,466,441
Total Revenue AY25	86,508,631	72,090,526	87,781,953	89,046,097	-1,264,144

Monthly Financial Performance Snapshot Report
Appropriation Year 2025
as of May 2025

Expenditure by Category

Description	Object	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Labor: PIN Salaries	01	28,991,949	27,551,101	1,440,848	5.2%
Labor: Contractual Employees	02	7,364,692	6,066,683	1,298,009	21.4%
Communications	03	32,986	138,424	-105,438	-76.2%
Travel	04	163,945	174,148	-10,203	-5.9%
Utilities	06	1,488,354	1,346,015	142,339	10.6%
Motor Vehicle	07	95,541	171,587	-76,046	-44.3%
Contractual Services	08	5,212,965	5,511,724	-298,760	-5.4%
Supplies	09	5,060,737	3,704,113	1,356,625	36.6%
Replacement Equipment	10	43,288	1,000,242	-956,954	-95.7%
New Equipment	11	79,875	1,086,037	-1,006,162	-92.6%
Scholarships and Fellowships	12	10,893,128	11,883,985	-990,857	-8.3%
Fixed Expenses	13	2,731,744	3,274,159	-542,415	-16.6%
Deferred Maintenance	14	40,502	1,109,909	-1,069,407	-96.4%
Total Expenses AY25		62,199,705	63,018,127	-818,422	-1.3%

Current Expenses by Division

Division	Budget	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Academic Affairs	21,382,022	14,672,399	16,135,658	-1,463,259	-9.1%
Administration & Finance	17,400,053	14,685,374	13,712,469	972,905	7.1%
Advancement & Strategic Partners	1,512,726	731,695	699,708	31,987	4.6%
College Wide	6,720,236	2,885,282	6,550,011	-3,664,729	-55.9%
Information Technology	4,800,389	4,305,587	2,913,392	1,392,195	47.8%
Institutional Research & Strategic Priorities	878,455	719,446	751,825	-32,379	-4.3%
President's Office (Executive)	1,443,433	943,954	852,349	91,605	10.7%
Student Affairs	16,296,985	16,363,900	14,886,722	1,477,178	9.9%
WBJC	2,075,968	1,064,806	1,019,960	44,846	4.4%
WDCED	13,998,364	5,827,261	5,496,033	331,229	6.0%
Total Expenditures	86,508,631	62,199,705	63,018,127	-818,422	-1.3%

Mr. Walsh explained that differences between this year and last year's financial figures were due to timing. There were no questions.

IV. Audit Report

Eileen Waitsman, the College's Controller, gave a presentation in which she addressed the status of the audits with CLA. She:

- 1) Explained the auditor's purpose is to express an opinion on the Financial Statements & CC4
- 2) Reviewed the status of each of the audits – the Foundation and WBJC audits are complete; the Enrollment and Howard P. Rawlins Audits are almost done and will be filled soon; the CC4 audit needs the College audit to be done before it can be completed; and the College audit is delayed.
- 3) Reviewed the challenges regarding the College audit
- 4) Discussed the remaining focus of the College audit

Following the presentation, the following questions were asked:

- 1) Trustee Weiss asked about the Foundation audit and Ms. Waitsman responded that the audit is complete and financial statement issued (with a clean opinion). The challenges with the Foundation involved the conversion by the company Blackbaud that the College is still addressing with them.
- 2) Trustee Weiss asked about the status of the Foundation 990 Tax Return and Ms. Waitsman responded that it was completed and filed on time.
- 3) Trustee Weiss asked about the expected completion of the College audit and Ms. Waitsman responded that she was expecting the numbers to be final by the June meeting.

Dr. McCurdy emphasized that the carryover impact of the new ERP system still caused several issues. In addition, the auditors were not quick to respond to information provided by the College. This also occurred during the prior year audit. In addition, personnel turnover at CLA delayed completion.

V. Enrollment Update

Ms. Eileen Hawkins, Director of Institutional Research, provided an update on credit enrollment and outcomes. She noted that we are entering our third academic year of enrollment increases since the COVID-19 pandemic.

As of May 21, 2025, fall 2025 credit headcount stood at 1,858 with registration remaining underway for three more months. She shared the ten highest enrolled credit courses for fall 2023 and fall 2024 noting PRE 100, CLT 100, developmental math and reading/English, and a few key general education requirements as consistently being on the list.

Winter 2025 credit headcount had an increase for the fifth consecutive year due to the addition of course and section offerings. There were 15 more sections run in Winter 2025 than in Winter 2024 and three additional courses. Students attending in Winter 2025 enrolled in one to three courses and were an average age of 29 years old. All 41 sections were held via distance education with 14 conducted asynchronously (online) and 27 conducted synchronously (virtual).

Spring 2025 headcount was nearly 9% above Spring 2024. The ten highest enrolled courses were the same in Spring 2025 except for one BIO course. Summer 2025 registration remains underway through July 8; as of May 21, enrollment stood at 2,062. The ten highest enrolled courses in Summer 2024 mirrored other terms.

With the end of the academic year marked by a successful Commencement ceremony, there were 85 certificates, and 266 degrees and certificates awarded for FY 2025 as of May 21. Those numbers will be revised as final end-of-semester processes are completed.

Trustee Garvin noted an interest in additional outcomes data about which Ms. Hawkins will provide further information.

President McCurdy noted that Trustee Garvin met via Zoom with her and Workforce Development and Continuing Education (WDCE) Vice President Michael Thomas, VP Becky Burrell, Director of Workforce Budgets, Shawnette Shearin and Eileen Hawkins, Director of Institutional Research. It was noted that Mr. Thomas would be reporting to the Board on Workforce information and data on a quarterly basis or at least every other month.

Trustee Ward asked whether BCCC offers a radiology technician program. The program does exist in WDCE and the College is looking to establish a credit program. Trustee Ward said there was a big need in that area and offered that perhaps the hospital with which he is affiliated could partner with the College.

VI. ERP Update

Dr. Wayne Rose, the College's Chief Information Officer, presented an update of the information technology and infrastructure needs of BCCC under Realignment Task #9. His presentation encompassed an IT Update, Infrastructure Advancements and ERP Progress. Via the IT Update, his presentation provided the status update on the following topics:

- WI-FI Assessment
- Telecommunication Assessment

- Printer/Copier Assessment
- Verkada ID Keycards
- IT Security Imperatives

His Infrastructure update explained the following

- the College completed the IT Infrastructure Upgrade earlier
- the College is working with DoIT and other IT vendors to complete the final connection and testing
- the College is working with MD DoIT to increase Internet Capacity

Finally, regarding ERP Progress, Dr. Rose informed the Board of the MD DoIT project close-out and the Advisory Services contract renewal required for the new contract starting in July. He also provided specific examples of the progress made in the various Advisory Services areas.

Following the presentation, the following questions were asked by Chairman Schmoke:

- 1) An update on the Ellucian contract-
 - a. Dr. McCurdy addressed this and explained that Dr. Rose is bringing forward recommendations.
- 2) Changes to VHD
 - a. Dr. McCurdy responded that the College is taking the support back to the respective departments.
- 3) The progress for WDCE
 - a. Dr. McCurdy responded that the College is working to more fully integrate the WDCE processes into Ellucian Banner.

Chairman Schmoke also asked whether the state is still happy with BCCC and Dr. Rose said that they were and that they seemed particularly pleased that the College had addressed their security concerns in one day. The relationship with DoIT remains positive with the College.

VI. President's Report

President McCurdy provided the Board with a comprehensive update on several key priorities and asked members of the Cabinet to offer additional context for the following topics:

- Commencement;
- Retirements;
- Upcoming Awards (Student Academic, Scholarship, Employee Service, Excellence);
- Shared Governance;
- Barnes & Noble College;
- Facilities; and
- Operational & Capital Budget.

Chairman Schmoke asked whether the City had paid the College the money it owed and the answer was “no” but Dr. McCurdy was in communication with the City’s Finance department for the BOE funds and the commitment for \$1M annually.

VII. Closing statement and Motion for Adjournment

At 5:30 PM Chair Schmoke read the following closing statement:

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

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

May I have a motion to adjourn and close?

Trustee Blum moved to adjourn the open meeting and move to closed session. Trustee Ward seconded the motion and it was unanimously approved. The Trustees moved immediately into closed session.

Attendees/Participants

Kurt Schmoke, Esq. – Chair
Leonor Blum
MacKenzie Garvin, Esq.
Lelia Parker, Esq.
Dr. Roger Ward, Esq.
J.C. Weiss
Tyrese McBayne, Student Trustee
Debra L. McCurdy - President
Gussener Augustus
Eric Benjamin
Becky Burrell
Maria E. Rodriguez, Esq.
Donna Thomas
Michael D. Thomas
Dr. Wayne Rose
Nicole Carter
Eileen Hawkins
Anna Lansaw
Richard Walsh
Eileen Waitsman

BCCC Faculty/Staff Attendees

Andrea Fricks
Aquila Evans
Audrea Wheeler
Brenda Sierra
Che Evans

Christina Carter
David Hase
Dr. Katana Hall
Dr. Kim
Dr. Phil Gatling
Dr. Rodney Redmond
Dr. Sherri Anna Brown
Dr. Sylvia Rochester
Gabriela Czerwinska
Gina Karlin
Ish Aryal
Michael Berends
M Jones
D. Fitzgerald Smith
Rasheedah Evans
Shawnette Shearin
Sherron Edwards
Stanely Cavouras
Thad Berry
Takiyah Hamilton
Valerie Grays
William Johnson
Zacharia Muya
Zipporah Brown

Non-BCCC Attendees

Kristin McFarlane



BOARD OF TRUSTEES BALTIMORE CITY COMMUNITY COLLEGE

Closed Session Summary | May 21, 2025 (Virtual Zoom Meeting)

Board Members Present: Chairman Kurt L. Schmoke; Ms. Leonor Blum; Ms. McKenzie Garvin; Dr. Roger Ward; Mr. John C. Weiss; and Mr. Tyrese McBayne.

Also Present: Dr. Debra L. McCurdy.

Also in Attendance: Ms. Maria E. Rodriguez, Esq.; Ms. Kirstin McFarlane, Esq.; Mr. Stephen Silvestri, Esq. of Jackson, Lewis P.C.

Chairman Schmoke brought the closed session meeting to order at 5:40 PM.

Upon a motion, the trustees unanimously approved the consent agenda and the attached closed session materials.

Mr. Silvestri updated the Trustees on collective bargaining issues and responded to questions.

Following a motion, the Board voted unanimously to adjourn the meeting at 6:05 PM.

Respectfully submitted,

Debra L. McCurdy, President

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE
FINANCE COMMITTEE

Minutes | 8:00 AM June 12, 2025 (Virtual Zoom Meeting)

Meeting Link: <https://bccc-edu.zoom.us/j/85825591326?pwd=4JN65lr69faQlc2FzyFVAkRj3b4FaO.1&from=addon>

Attendees:	Chair Kurt Schmoke	Mr. Michael Thomas, Vice President of Workforce
	Trustee J. C. Weiss	Development & Continuous Education
	Trustee Roger Ward	Ms. Anna Lansaw, Director of Procurement &
	Dr. Debra L. McCurdy, President	Auxiliary Services
	Ms. Eileen Waitsman, Controller	Mr. Richard Walsh, Senior Budget Analyst
	Dr. Wayne Rose, Chief Information Officer	Ms. Christina Bowman, CLA Principal

I. Call to Order

At 8:10 am, Chair Kurt Schmoke called the meeting to order of the Finance Committee of the Board of Trustees.

II. Procurement Policies and Procedures

Nothing reported under the Procurement Policies and Procedures.

III. Procurements between \$25,000 to \$99,999

- | | |
|--|----------|
| a. Temporary Personnel Services – Financial Aid (Robert Half) | \$64,260 |
| b. Temporary Personnel Services – Student Accounts (Robert Half) | \$41,580 |
| c. Hospitality Training / Grant Funded | |
| (Parkway Management & Consulting) | \$65,910 |
| d. Mongoose Solutions (SHI International Corp) | \$46,122 |
| e. WBJC HVAC Replacement (Virgil Contracting Inc) | \$87,844 |
| f. Freshworks (Proforma) | \$53,134 |
| g. Elevator Maintenance (Schneider) | \$50,000 |
| h. Fence Installation – Bard Building (Long Fence) | \$62,600 |
| i. Environmental Testing (Sussex) | \$28,400 |
| j. Adobe Creative Cloud (Bell Technlogix) | \$48,255 |
| k. Zoom Site License (SHI International Corp) | \$49,344 |
| l. Admission Consulting Services (Mason Consulting) – Modification | |
| Original Contract Price: | \$82,500 |
| Modification Amount: | \$17,000 |
| New Contract Amount: | \$99,500 |

Chair Schmoke inquired if there were any questions regarding the informational items. No questions were asked by the Trustees. Dr. McCurdy explained that these items provide clarity on higher-level spending and distinguish between operational and approved budget items. The list of items also provide transparency.

Mr. Michael Thomas, Vice President of Workforce Development and Continuous Education provided updates about the Bard site which included the fence installation, the well-maintained landscaping, 24-hour security, and daily trash pickup. Dr. McCurdy also noted that a meeting with the Downtown Partnership held to discuss the future of the Bard site.

IV. Approved Contract(s) Entering Subsequential Year(s)

- | | | |
|----|--|-----------|
| a. | Data Center Hardware Refresh Year 2/3
(CAS Severn) | \$ 78,233 |
| b. | Okta Cloud Subscription – Year 2/ 2 (ePlus) | \$128,642 |
| c. | Learning Management System/ Canvas Year 2/3
(Instructure Inc) | \$ 72,533 |
| d. | Azure Cloud-based Disaster Recovery Year 2/3
(Bell Techlogix) | \$61,678 |

Dr. McCurdy clarified that items being presented have already been approved by the Board of Trustees and the updates show how the funds are being spent over time. Dr. Wayne Rose, Chief Financial Officer, explained each of the items being presented especially that hardware refresh is one of the final steps in updating the College's IT infrastructure.

Chair Schmoke raised concerns about faculty not fully utilizing Canvas, referencing issues at the University of Baltimore. Both Dr. McCurdy and Dr. Rose noted the College has some use gaps, but has not seen significant problems. Training and academic leadership are the key to ensuring proper use.

V. Procurement(s) Exceeding \$100,000

- | | | |
|----|---|-----------|
| a. | West Pavilion Window Replacement
(Johnson-Laux Construction) | \$979,190 |
|----|---|-----------|

Vice President Thomas provided an update on the West Pavilion window replacement project, which has been in planning for over two years. He explained that the existing windows are leaking, poorly sealed and clouded, leading to reduced visibility and energy inefficiency. The project, which was approved through capital funding, is now ready to proceed following the completion of design work. The replacement will include both the windows and the storefront, utilizing modern, energy-efficient thermal-pane glass that will enhance insulation for both heating and cooling. The West Pavilion, currently housing the IT department, is a key facility on campus, and this upgrade is part of a broader deferred maintenance initiative. Vice President Thomas noted that the project is a joint effort between the College and the Department of General Services (DGS), with an anticipated completion timeline of three to six months.

Chair Schmoke motioned for approval, and Trustee J.C. Weis seconded of the item. The Finance Committee unanimously approved the item.

VI. Pre-Approval for Procurement(s) Exceeding \$100,000

- | | | |
|----|--|-----------|
| a. | Ellucian Flexible Managed Services (Ellucian LP) | \$480,000 |
| b. | Microsoft Cloud Subscription – MEEC (Bell Technologix) | \$115,475 |

Two items were being presented for pre-approval. Both Dr. McCurdy and Dr. Rose provided an update on the Ellucian advisory services, now entering a second year. The contract, valued at \$483,000 last year, supported ongoing improvements in administrative systems and operational efficiency. Adjustments have been made to better align services with the College's evolving needs to maximize the partnership.

Dr. Rose also discussed the Microsoft cloud subscription which is the annual enterprise agreement that supports the College's entire digital ecosystem. It provides the infrastructure and licensing necessary for our faculty, staff, and students to seamlessly access Microsoft services. It includes tools like Outlook, Teams, Word, Excel, and the backend systems that support our day-to-day operations to ensure personnel have reliable access to the tools they need.

Following discussion, Chair Schmoke motioned for approval, and Trustee J.C. Weiss seconded. The Finance Committee unanimously approved both contract items.

VII. Finance Update

Mr. Richard Walsh provided an overview of the College's financial status, detailing current revenues and expenditures, including both unrestricted and restricted funds. He highlighted specific revenues and expenditures, noting a timing issue with the posting of BOE funding and other revenues that have not yet been received.

Trustee Weis asked if the College received the BOE funding. Dr. McCurdy responded that the funds will be released to the College in the coming week and is working with Baltimore City to ensure a more timely transfer.

Chair Schmoke inquired about WBJC's funding from the Corporation for Public Broadcasting (CPB), particularly in light of recent political controversy and potential federal funding cuts. It was confirmed that WBJC does receive CPB funding, which typically accounts for approximately 15% of its annual operating budget, excluding any exceptional bequests. While FY25 funding is still pending, there is uncertainty about future allocations due to potential shifts in federal policy. However, there is no immediate concern for FY26, though the situation remains fluid.

Chair Schmoke also asked about the BOE check from the City of Baltimore and why it involved the City Comptroller rather than the Director of Finance. Dr. McCurdy explained that the initial outreach to the Comptroller was to establish a point of contact for verifying the status of incoming funds. The inquiry was redirected to the appropriate official in operations who handles the disbursement process.

VIII. Audit 2024 Update

a. Audit Status Summary

Ms. Christina Bowman, CliftonLarsonAllen (CLA) Principal, provided an overview of the current status of FY24 audit engagements. The primary financial statement audit for the fiscal year ending June 30, 2024, is still in progress, with final testing underway—particularly around accounts receivable and student tuition receivables. The governance communications and management letters, which will address internal control findings and recommendations, are also pending and will be issued alongside the final audit opinion.

Several other audit engagements have been completed:

- Radio Station Audit and CPP Attestation – Issued March 27
- Foundation Audit – Issued May 21
- HP Rawlings Audit – Issued June 1
- Enrollment Agreed-Upon Procedures – FY23 is nearly complete; FY24 is in final review

The financial statements and accompanying CC4 report are nearing completion, with final reviews and tie-outs in progress. While the financial statements provide quantitative assurance, the governance letter will offer qualitative insights into the audit process and findings.

Trustee Roger Ward questioned whether these delays were connected to findings in the Middle States accreditation report. Dr. McCurdy clarified that the delays were largely due to data reconciliation and system conversion issues. Middle States had anticipated these complications during their review of the FY23 audit and acknowledged that similar issues might affect FY24.

Dr. McCurdy addressed the broader institutional response to audit delays and the expectations set by Middle States. She acknowledged that while the FY24 audit was delayed due to lingering issues from the FY23 audit and ongoing data conversion challenges, the College is taking proactive steps to improve future audit timelines. A new audit team will be engaged in the upcoming year, and a structured kickoff schedule will be implemented to clarify expectations and streamline the audit process. Functional areas will be better prepared, as the categories of information requested for audits generally remains consistent from year to year.

Chair Schmoke expressed surprise that the Middle States did not formally document their concerns about audit compliance in their final report, despite emphasizing the issue during their meeting with the board. Dr. McCurdy clarified that the Middle States acknowledged the College's progress and did not issue additional written commentary beyond what was included in their summary report. Their primary concern was to ensure that the College had clear timelines and processes in place to manage the ongoing data transition and reconciliation issues.

Ms. Bowman continued with the presentation and outlined the material weaknesses and deficiencies, noting one material

weakness and several deficiencies. The primary weakness relates to the year-end financial closing process, particularly the lack of timely reconciliations and oversight to ensure all necessary steps are completed before the audit begins. This issue was especially evident in the grant accounting area, where incomplete reconciliations led to delays, re-testing, and multiple adjustments.

Additional deficiencies include:

- Ongoing issues with grant accounting, particularly related to Higher Education Emergency Relief Fund (HEERF) reporting.
- Depreciation schedules not aligning with financial statement balances, indicating a need for better reconciliation.
- Lack of timesheet approvals, a recurring issue from prior audits.
- IT-related observations, which will be communicated in writing.

Chair Schmoke raised a concern about a recent Associated Press article reporting on the use of artificial intelligence to create fraudulent student applications—so-called “ghost students”—targeting community colleges for financial aid scams. Dr. McCurdy confirmed that the College has been impacted, along with other institutions, particularly two-year schools. These fraudulent applications are often tied to student refunds and are part of a broader issue the College is actively addressing. Dr. Rose is leading efforts to validate and clean up affected records.

Ms. Bowman concluded the audit presentation by addressing final observations and next steps. The College is actively working to address the issue of fraudulent 'ghost students' applying for financial aid, a problem affecting many community colleges. Dr. Rose emphasized that the institution is focusing first on strengthening internal processes and policies to ensure legitimate students are not adversely affected before considering additional technological solutions. Ms. Bowman noted that some institutions are identifying common red flags to better detect and prevent such fraud.

In terms of audit adjustments, Ms. Bowman explained that while some differences identified during the audit are not material, they are being tracked and accumulated. These include discrepancies in accounts receivable reconciliations, allowance for doubtful accounts, and fixed asset depreciation schedules. Although these items fall below the materiality threshold and do not affect the audit opinion, they are important to resolve to prevent future compounding errors. The audit is nearing completion, with only a few outstanding items remaining. The financial statements have been reviewed, and the CC4 report is in the final stages. Ms. Bowman estimated that the audit could be finalized within two weeks, pending resolution of the remaining questions and receipt of final information from the college.

IX. Motion for Adjournment

Chair Schmoke motioned to adjourn the meeting. Trustee Weis second the motion. The motion was unanimously approved, and the meeting adjourned at 9:00 am.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 3 | Student Government Association Report

- None

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

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

- None

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 5 | Faculty Senate Report/Comments

- None

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 6 | Items Removed from the Agenda

- Student Government Association (Tab 3)
- AFSCME Local #1870 at BCCC Report/Comments (Tab 4)
- Faculty Senate Report/Comments (Tab 5)

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE**TAB 7 | New Business**

I. New Business (Tab 7)

- a. Cultural Diversity Report **(Vote)**
- b. Finance/Audit Committee
 - i. Procurement Policies & Procedures **(Information)**
 - ii. Procurements Exceeding \$25,000 to \$99,999 **(Information)**
 - a. Temporary Personnel Services – Financial Aid (Robert Half) \$64,260
 - b. Temporary Personnel Services – Student Accounts (Robert Half) \$41,580
 - c. Hospitality Training / Grant Funded
(Parkway Management & Consulting) \$65,910
 - d. Mongoose Solutions (SHI International Corp) \$46,122
 - e. WBJC HVAC Replacement (Virgil Contracting Inc) \$87,844
 - f. Freshworks (Proforma) \$53,134
 - g. Elevator Maintenance (Schneider) \$50,000
 - h. Fence Installation – Bard Building (Long Fence) \$62,600
 - i. Environmental Testing (Sussex) \$28,400
 - j. Adobe Creative Cloud (Bell Technologix) \$48,255
 - k. Zoom Site License (SHI International Corp) \$49,344
 - l. Admission Consulting Services (Mason Consulting) – Modification
Original Contract Price: \$82,500
Modification Amount: \$17,000
New Contract Amount: \$99,500
 - iii. Approved Contract(s) Entering Subsequential Year(s) **(Information)**
 - a. Data Center Hardware Refresh Year 2/3
(CAS Severn) \$ 78,233
 - b. Okta Cloud Subscription – Year 2/ 2 (ePlus) \$128,642
 - c. Learning Management System/ Canvas Year 2/3
(Instructure Inc.)
 - d. Azure Cloud-based Disaster Recovery Year 2/3
(Bell Technologix)
 - iv. Procurements Exceeding \$100,000 **(Vote)**
 - a. West Pavilion Window Replacement
(Johnson-Laux Construction)
 - v. Pre-Approval for Procurement(s) Exceeding \$100,000 **(Vote)**
 - a. Ellucian Flexible Managed Services (Ellucian LP) \$480,000
 - b. Microsoft Cloud Subscription – MEEC (Bell Technologix) \$115,475
 - vi. Finance Update **(Information)**
 - vii. Audit 2024 Update **(Information)**
 - a. Audit Status Summary



PROCUREMENT AWARDS

Contracts, Modifications, and Renewals Options

\$25,000 to \$99,999

Contract No. / Contract Title	R95P5600358 Temporary Personnel Services – Financial Aid (Robert Half)		
Description/Remarks: This purchase order is for two temporary services personnel for Financial Aid for a six-month term from Robert Half. The contract, numbered 6943, is between the Houston Galveston Cooperative and Robert Half International. The service request is for two temporary staff employees to work in Financial Aid from May 5, 2025, to September 5, 2025.			
Procurement Method:	ICPA	Category:	Services
Award Amount:	\$64,260.00	Contract Term:	05/05/2025-09/05/2025
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Student Affairs	Fund Source:	05506/0873 Operating

Contract No. / Contract Title	R95P5600357 Temporary Personnel Services – Student Accounts (Robert Half)		
Description/Remarks: This purchase order is for temporary services personnel for an 18-week term from Robert Half. The contract, numbered 6943, is between the Houston Galveston Cooperative and Robert Half International. The service request is for one temporary employee from April 29, 2025, to August 29, 2025.			
Procurement Method:	ICPA	Category:	Services
Award Amount:	\$41,580.00	Contract Term:	04/29/2025-08/29/2025
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Student Accounts	Fund Source:	06640/0828 Operating

Contract No. / Contract Title	R95P5600363 Hospitality Training (Parkway Management & Consulting)		
Description/Remarks: This purchase order is for hospitality training that was provided under MORA grant that was awarded Workforce Development and Continuous Education to provide specialized population. This was conducted as a sole source procurement as the vendor was specifically approved by the Grantor to provide these services.			
Procurement Method:	Sole Source	Category:	Services
Award Amount:	\$65,910.00	Contract Term:	05/01/2025-09/30/2025
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	WDCE	Fund Source:	E9328 / 0873 Grant Funded

Contract No. / Contract Title	R95P5600385 Mongoose Solution (SHI International Corporation)		
Description/Remarks: This purchase order is for commercial off-the-shelf software to communicate to the student population through texting messages and the provides for web chat tools. It provides for student announcements and events going on in the College. This purchase was conducted through the MD Commercial-Off-The-Shelf contract established by the Maryland Department of Information Technology			
Procurement Method:	ICPA	Category:	Services
Award Amount:	\$46,122	Contract Term:	05/01/2025-04/30/2026
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Student Affairs	Fund Source:	05501/0858 Operating

Contract No. / Contract Title	R95P5600386 WBJC HVAC Replacement (Virgil Contracting Inc)		
Description/Remarks: This purchase order is for a contractor to replace 3 Bard HVAC units at the WBJC transmitter building, includes one year warranty on the labor and installation. The replacement units are similar to the current units previous installed. The procurement was contract established under the Sourcewell cooperative agreement.			
Procurement Method:	ICPA	Category:	Services
Award Amount:	\$87,844	Contract Term:	05/01/2025-04/30/2026
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	WBJC	Fund Source:	03399/1013 Operating

Contract No. / Contract Title	R95P5600390 Freshworks (Proforma)		
Description/Remarks: This is for one year contract for the ITS helpdesk ticketing system and IT asset management system. Without this service, all helpdesk ticketing functions will cease working, effectively shutting down IT support processes. In addition, ITS will be expanding use of this system to track change management; IT requests for employee onboarding and offboarding; system access, and customer satisfaction surveys. This is conducted as sole source contract until a new system is procured to replace this.			
Procurement Method:	Sole Source	Category:	IT Services
Award Amount:	\$53,134	Contract Term:	07/01/2025 – 06/30/2025
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Information Technology Services	Fund Source:	06618 / 0858 Operating

Contract No. / Contract Title	BCCC-FY25-MNT-0005 Elevator Maintenance Service (Schindler Elevator)		
Description/Remarks: This agreement outlines a three-year contract for elevator maintenance services, totaling \$50,000. The contract includes annual inspections and preventative maintenance at a cost of \$15,000 per year. Additionally, it provides an extra work allowance of \$5,000 to cover any emergency repairs that may arise during the contract period.			
Procurement Method:	Small Procurement	Category:	Maintenance
Award Amount:	\$50,000	Contract Term:	07/01/2025 – 06/30/2028
No. of Bids:	2	Tax Clearance:	N/A
College Department:	Facilities	Fund Source:	07701 / 0812 Operating

Contract No. / Contract Title	R95P5600391 Fence Installation – Bard Building (Long Fence)		
Description/Remarks: This is for the emergency fencing at the Bard Building. The purpose of the fencing is to protect the area from vandalism and vagrancy. Two quotes were obtained for competitive pricing.			
Procurement Method:	Small Procurement	Category:	Maintenance
Award Amount:	\$62,600	Contract Term:	30 Calendar Days
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Facilities	Fund Source:	07706 / 0812 Operating

Contract No. / Contract Title	R95P5600379 Environmental Testing of Campus Building (Sussex)		
Description/Remarks: This agreement covers a two-semester contract for conducting air quality assessments in all campus classrooms. These assessments will be performed each semester, in compliance with higher education requirements to maintain a safe and environmentally sound learning environment for students.			
The selected company is currently collaborating with the Maryland Department of General Services on air quality monitoring in the Life Sciences Building (LSB). This service has now been expanded to include all campus buildings.			
Procurement Method:	Small Procurement	Category:	Maintenance
Award Amount:	\$28,400	Contract Term:	07/01/2025 – 12/31/2025
No. of Bids:	2	Tax Clearance:	N/A
College Department:	Facilities	Fund Source:	07701 / 0812 Operating

Contract No. / Contract Title	Adobe Creative Cloud (Bell Technlogix)		
Description/Remarks: This purchase is for the annual renewal of Adobe software products used by the College. The renewal includes licenses for Adobe Acrobat and Adobe Sign, which support essential document management and electronic signature workflows across campus operations. The cost is a projected estimate, as the pricing for Adobe Sign is based on per-signature usage, which may vary throughout the year.			
This procurement is being made through the Maryland Education Enterprise Consortium (MEEC), allowing the College to benefit from competitively negotiated pricing and streamlined purchasing processes.			
Procurement Method:	ICPA	Category:	IT Software
Award Amount:	\$48,255	Contract Term:	07/01/2025 – 06/30/2026
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	ITS	Fund Source:	06618 / 0858 Operating

Contract No. / Contract Title	Zoom Site License (SHI International)		
Description/Remarks: This purchase is for the renewal of Zoom licenses for Fiscal Year 2026 (FY26). These licenses support the College’s ability to conduct virtual meetings and online classroom instruction, which are essential for both academic and administrative operations. The cost is a projected estimate, as final charges will be based on actual license utilization throughout the fiscal year. This procurement is being made through the Sourcwell cooperative purchasing agreement, ensuring compliance with procurement regulations and leveraging competitive pricing.			
Procurement Method:	ICPA	Category:	IT Services
Award Amount:	\$49,334	Contract Term:	07/01/2025 – 12/31/2025
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	ITS	Fund Source:	06618 /0858 Operating

Contract No. / Contract Title	R95P5600167 Admissions Consulting Services (Mason Consulting)		
Description/Remarks: This modification extends the current contract by one additional month at a cost of \$17,000. The extension covers consulting services aimed at improving operational efficiency and effectiveness within the Admissions department. The additional time is necessary to complete ongoing assessments and implement key recommendations that emerged during the initial contract period. Extending the contract ensures continuity of service and allows the consulting team to finalize strategic improvements that will enhance the overall performance and responsiveness of the Admissions operations.			
Procurement Method:	Sole Source	Category:	Services
Modification Amount:	\$17,000	Contract Term:	11/01/2024 – 07/31/2025
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Student Affairs	Fund Source:	05506/0873 Operating

APPROVED CONTRACT(S) ENTERING SUBSEQUENTIAL YEAR(S)

Contract No. / Contract Title		BCCC-FY24-ITS-ITW001 Data Center Hardware Refresh – Year 2 (CAS Severn)	
Remarks: In April 2024, the Board of Trustees approved a three-year contract totaling \$294,891.52 for the purchase of hardware as part of the College’s IT infrastructure modernization initiative. The purchase included hardware installation and two years of extended warranty coverage. The contract is now entering the second year of its three-year term. This procurement was conducted through the Maryland Education Enterprise Consortium (MEEC) contract.			
Year 2 Amount:	\$78,233	Contract Term:	07/01/2024-06/30/2027
College Department:	Information Technology Services	Fund Source:	06618 /0858

Contract No. / Contract Title	R95P5600018 Okta Cloud Subscription – Year 2 (ePlus Technology Inc)		
Remarks: In June 2024, the Board of Trustees approved a two-year contract totaling \$257,285.00 to provide ongoing software support for the College’s identity management and single sign-on (SSO) solution. This system enables seamless SSO access to key platforms including Banner, Canvas, and student email. It also facilitates automated account provisioning and de-provisioning from Banner (the College’s student and HR system) to downstream systems. The contract is now entering into the second year of its two-year term.			
This purchase was conducted through the Maryland Department of Information Technology’s Master Contract for Commercial-Off-The-Shelf (COTS) Software.			
Award Amount:	\$128,648	Contract Term:	07/01/2024-06/30/2026
College Department:	Information Technology Services	Fund Source:	06618 /0858 Operating

Contract No. / Contract Title	R95P5600007 Learning Management System/ Canvas - Year 2 (Instructure, Inc.)		
Remarks: In June 2024, the Board of Trustees approved a three-year contract totaling \$217,661.06 for the renewal of the College’s learning management system, Canvas. Canvas is a cloud-based software program that integrates both the College’s Single-Sign-On (SSO) service and the Student Information System (SIS). Canvas software enables instructors to consolidate resources, services, and other features into one area for student use and interaction. This is critical to ensure the continued modernization of the College as a Higher Educational Institution.			
The contract is now entering the second year of its’ three-year term.			
This procurement was conducted through the Maryland Education Enterprise Consortium (MEEC) contract.			
Year 2 Amount:	\$72,533	Contract Term:	07/01/2024-06/30/2027
College Department:	Academic Affairs	Fund Source:	04427/0858 Operating

Contract No. / Contract Title	R95P4600391 Azure Cloud-Based Disaster Recovery - Year 2 (Bell TechLogix)		
Remarks: In June 2024, the Board of Trustees approved a three-year contract totaling \$185,035.79 for the purchase of the cloud based disaster recovery system as part of the College’s IT infrastructure modernization initiative. This will create additional redundancy and enhance the speed of recovery from a disaster			
The contract is now entering the second year of its’ three-year term.			
This procurement was conducted through the Maryland Education Enterprise Consortium (MEEC) contract.			
Year 2 Amount:	\$61,678.60	Contract Term:	07/01/2024-06/30/2027
College Department:	Information Technology Services	Fund Source:	04427/0858

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE – FINANCE COMMITTEE
ACTION ITEM
JUNE 2025**

Contract ID: CTR015543
West Pavilion Exterior Window Replacement

Contract Description: Remove and replace all the exterior windows and storefront in the West Pavilion building, including all floors including the basement.

Award: Johnson-Laux Construction

Award Amount: \$979,190

Contract Term: 90 Calendar Days from Notice to Proceed

Procurement Method: Work Order award under DGS Contract No. DGS-22-300-JOC

MBE Goal: 43.9%

Requesting Remarks: The College seeks approval to proceed under the Maryland Department of General Services (DGS) Job-Order Contract (JOC) for replacing the exterior windows and storefront of the West Pavilion building. Although the MBE goal is 30%, the contractor has committed to achieving a 43.9% MBE goal.

Per the College's Procurement Policies and Procedures, the Board of Trustees must approve contracts that exceed or have already exceeded the accumulated amount of \$100,000. Furthermore, this contract will need to be approved by the Maryland Board of Public Works because the funds exceed the statutory delegation of \$500,000 on service contracts or capital funded contracts.

Fund Source: FY24 E9627/ Deferred Maintenance

BOARD OF TRUSTEES ACTION

THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE – FINANCE COMMITTEE
ACTION ITEM
June 2025**

Contract Title Ellucian Flexible Managed Services

Contract Description: The contract is for advisory services regarding the enterprise resource planning system in the various modules.

Awardee: Ellucian Company L.P.

Amount: \$480,000.00

Term: July 1, 2025 – June 30, 2026

Procurement Method: Sole Source

Requesting Remarks: The College is requesting pre-approval to enter a sole source contract with Ellucian to provide advisory (managed) ERP services for the Banner ERP Flexible Services Option 1 proposal for a 1-year period from July 1, 2025, to June 30, 2026. Ellucian will deploy experts across all key ERP domains including Banner Finance, Student, Accounts Receivable, Financial Aid, Human Resources, CRM Recruit (for student enrollment), and Programing/reporting with strategic alignment for a specific business area via a Solution Analyst and Strategic Engagement Manager. These experts will conduct routine consultations with various functional areas and the IT department. Their role involves collaborating closely with cabinet leaders and their respective teams to address institution-defined ERP focus areas that include increasing operational efficiency and addressing challenges, and support maximizing the use of the Banner ERP system's full capabilities. As the ERP project winds down, ERP support is still needed across all areas. The advisory ERP services engagements will combine remote centralized advisory services at a fixed rate.

Three areas of focus identified in the ERP implementation that Managed Services would help address are:

1. Data cleanup – Data issues stemming from the migration from the legacy system require external expertise and coordination with different functional areas.
2. Reporting – The College must regularly generate internal and external reports to support internal and external reporting that span all areas. The managed services will support the creation of the more complex institutional reports.
3. Cyclical operational procedures - Finally, the cyclical nature of college operations has presented challenges in implementing new processes in the new ERP system. The managed services will support additional guidance on cyclical processes across different areas.

The Maryland Department of Information Technology (DoIT) has been closely involved in the formulation of the managed services strategy around the ERP implementation. This strategy supports the separation of the ERP implementation work and provides the College with additional expert support, which will end in June 2025. DoIT also supported moving forward with a single vendor partner, Ellucian, to prevent further complexities that would be brought on by introducing a new partner into the ERP support framework amid the current implementation.

BOARD OF TRUSTEES ACTION

THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE – FINANCE COMMITTEE
ACTION ITEM
JUNE 2025**

Contract Title Microsoft Cloud Subscription

Contract Description: This contract is for the continuous software maintenance of the College’s current Microsoft 365 licenses.

Awardee(s) Bell Techlogix

Amount(s): \$115,475

Contract Term: 07/01/2025-06/30/2026

Procurement Method: Intergovernmental Cooperative Purchasing Agreement
Maryland Education Enterprise Consortium (MEEC)

Requesting Remarks: The College is requesting pre-approval to enter into a contractual agreement with Bell Techlogix to provide annual renewal of the College’s Microsoft licensing, which covers the infrastructure and productivity tools that are used by the College, including security, Active Directory, email, phone service, SharePoint, and Teams.

This purchase is being conducted through the Maryland Education Enterprise Consortium’s (MEEC) contract(s) for hardware and software. Bell Techlogix is the sole reseller for all MEEC institutions. BCCC is a member of the MEEC and does not need to conduct formal solicitation for the requested services. In accordance with BCCC’s Procurement Policies and Procedures, purchases through interagency contracts are exempt from a formal procurement process.

Fund Source: Operating

BOARD OF TRUSTEES ACTION

THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION



Monthly Financial Performance Snapshot Report
Appropriation Year 2025
as of June 2025

Total Revenue by Appropriated Fund

Revenue Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	54,082,123	\$ 70,546,935	67,3 0,299	3,156,636
Restricted	24,664,441	20,553,701	\$ 21,438,849	27,1 8,315	-5,669,466
Total Revenue AY25	89,562,988	74,635,823	91,985,784	94,4 8,614	-2,512,830

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	54,082,123	\$ 50,825,792	48,1 6,667	2,709,125
Restricted	24,664,441	20,553,701	\$ 17,054,947	20,5 3,970	-3,469,024
Total Expenses	89,562,988	74,635,823	67,880,739	68,6 0,637	-759,898

	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
Net Surplus	0	0	24,105,045	25,857,977	-1,752,932

Year-over-Year (YoY) Revenue Comparison

Revenue Sources	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
Unrestricted Revenues	64,898,547	54,082,123	70,546,935	67,3 0,299	3,156,636
Board of Estimates - Unrestricted	600,000	500,000	0	6 0,000	-600,000
Bookstore Revenue	935,232	779,360	1,390,650	1,1 4,134	246,516
Consolidated Fees	1,050,559	875,466	1,296,195	1,0 6,928	279,267
Credit Tuition	9,062,192	7,551,827	11,692,523	8,2 5,206	3,477,316
Facilities Capital Fees	109,971	91,643	140,085	1 2,497	27,588
Investment Income	514,604	428,837	2,273,335	2,1 2,344	130,991
Local Contract	189,524	157,937	189,524	0	189,524
Non-Credit Fee Revenue	420,610	350,508	1,182,078	5 8,024	644,054
Non-Credit Tuition	750,000	625,000	927,976	6 5,730	302,246
Other Fee Revenue	0	0	31,010	15,833	15,177
Other Revenue	0	0	34,755	13,594	21,161
Parking and Transportation	34,719	28,933	7,661	12,301	-4,640
Real Estate Lease Income	1,569,908	1,308,257	1,637,536	1,8 1,330	-243,795
Registration Fee	299,995	249,996	423,098	2 1,076	152,022
State Appropriation	48,280,224	40,233,520	48,280,224	49,9 9,717	-1,639,493
Technology Fees	700,000	583,333	864,130	6 8,020	186,110
Tower Rental Income	131,092	109,243	135,829	1 6,181	-30,352
Transcripts	39,084	32,570	28,644	28,872	-229
Vending Machine Commission	0	0	11,683	8,512	3,171
WBJC Asset Agreement	210,833	175,694	0	0	0
Restricted Revenues	24,664,441	20,553,701	21,438,849	27,1 8,315	-5,669,466
Deferred Maintenance	0	0	0	6,0 1,702	-6,091,702
COVID Relief	3,054,357	2,545,298	0	3,8 0,165	0
Federal Grants	14,266,708	11,888,923	11,630,173	11,2 9,704	360,469
Indirect Cost - Other	117,800	98,167	0	0	0
Other Restricted Revenue	0	0	17,976	2,640	15,336
Private Gifts, Grants & Contracts	495,167	412,639	0	4,846	0
RYP - Artworks	0	0	0	3,500	0
State and Local Grants	5,063,847	4,219,873	5,371,672	4,0 5,551	1,306,121
Student Activities	0	0	25	0	25
WBJC	1,666,562	1,388,802	4,419,002	1,8 0,206	2,568,796
Total Revenue AY25	89,562,988	74,635,823	91,985,784	94,4 8,613	-2,512,830



Monthly Financial Performance Snapshot Report
Appropriation Year 2025
as of June 2025

Expenditure by Category

Description	Object	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Labor: PIN Salaries	01	31,845,916	30,137,202	1,708,713	5.7%
Labor: Contractual Employees	02	8,567,188	7,342,847	1,224,341	16.7%
Communications	03	33,540	142,753	-109,213	-76.5%
Travel	04	193,620	149,914	43,706	29.2%
Utilities	06	1,637,190	1,504,644	132,546	8.8%
Motor Vehicle	07	95,541	178,477	-82,936	-46.5%
Contractual Services	08	6,098,916	5,986,562	112,354	1.9%
Supplies	09	5,162,184	3,928,100	1,234,083	31.4%
Replacement Equipment	10	43,376	1,000,767	-957,391	-95.7%
New Equipment	11	80,489	1,086,037	-1,005,548	-92.6%
Scholarships and Fellowships	12	11,083,799	12,345,533	-1,261,734	-10.2%
Fixed Expenses	13	2,985,143	3,612,532	-627,389	-17.4%
Deferred Maintenance	14	53,839	1,225,270	-1,171,432	-95.6%
Total Expenses AY25		67,880,739	68,640,637	-759,898	-1.1%

Current Expenses by Division

Division	Budget	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Academic Affairs	21,382,022	16,450,562	18,001,749	-1,551,187	-8.6%
Administration & Finance	17,400,053	15,729,839	15,055,073	674,766	4.5%
Advancement & Strategic Partners	1,512,726	815,128	782,643	32,485	4.2%
College Wide	9,774,593	3,714,886	6,772,308	-3,057,423	-45.1%
Information Technology	4,800,389	4,524,933	3,150,740	1,374,194	43.6%
Institutional Research & Strategic Priorities	878,455	785,258	817,661	-32,403	-4.0%
President's Office (Executive)	1,443,433	1,048,495	930,630	117,864	12.7%
Student Affairs	16,296,985	17,058,369	15,837,807	1,220,562	7.7%
WBJC	2,075,968	1,154,790	1,125,396	29,394	2.6%
WDCED	13,998,364	6,598,479	6,166,630	431,849	7.0%
Total Expenditures	89,562,988	67,880,739	68,640,637	-759,898	-1.1%

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 8 | College Policies

- None

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 9 | Presentations

- Enrollment Update
- Information Technology Services/ERP Update

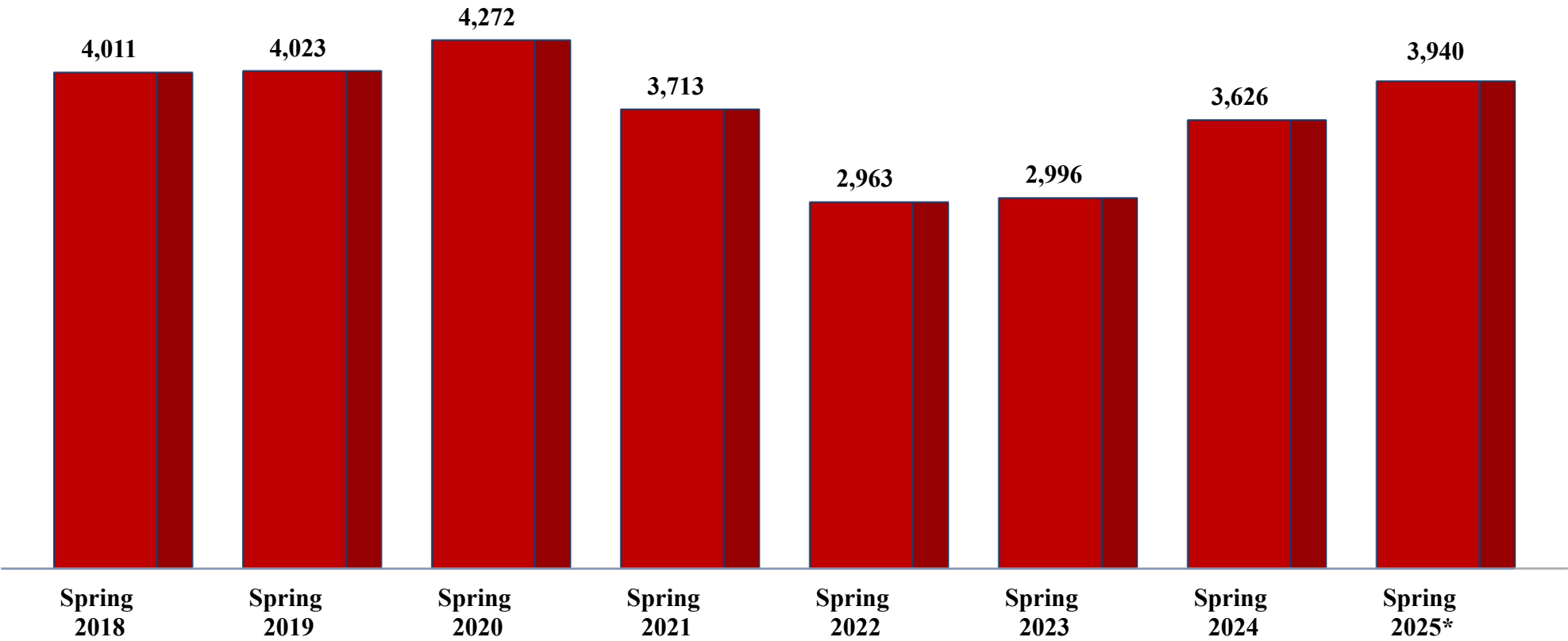
Board of Trustees Meeting
June 18, 2025
Credit Enrollment and Outcomes

Realignment Task 5

Enrollment Planning

Spring 2018 – Spring 2025
Credit Headcount

Spring 2025 enrollment is
8.7% above Spring 2024.



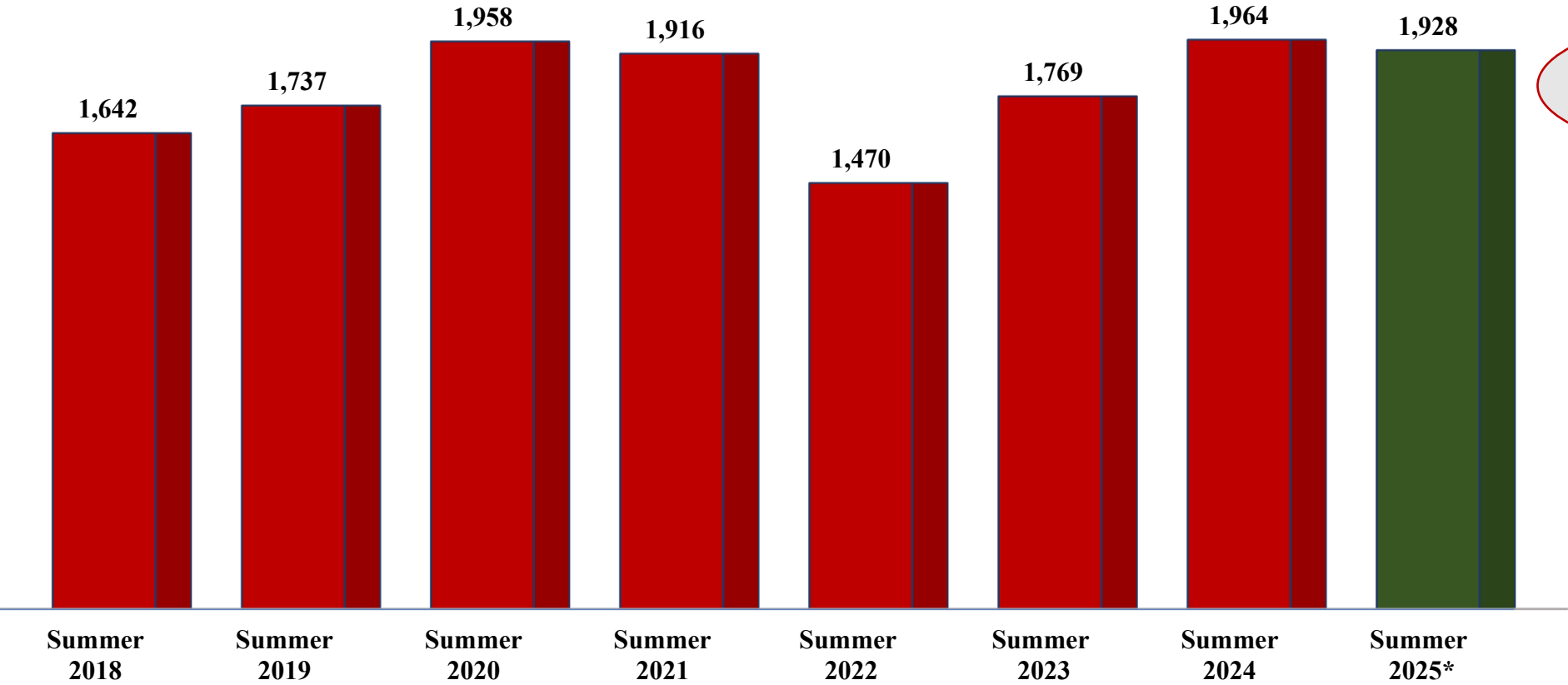
Realignment Task 5

Enrollment Planning

Summer 2018 – Summer 2025*
Credit Headcount

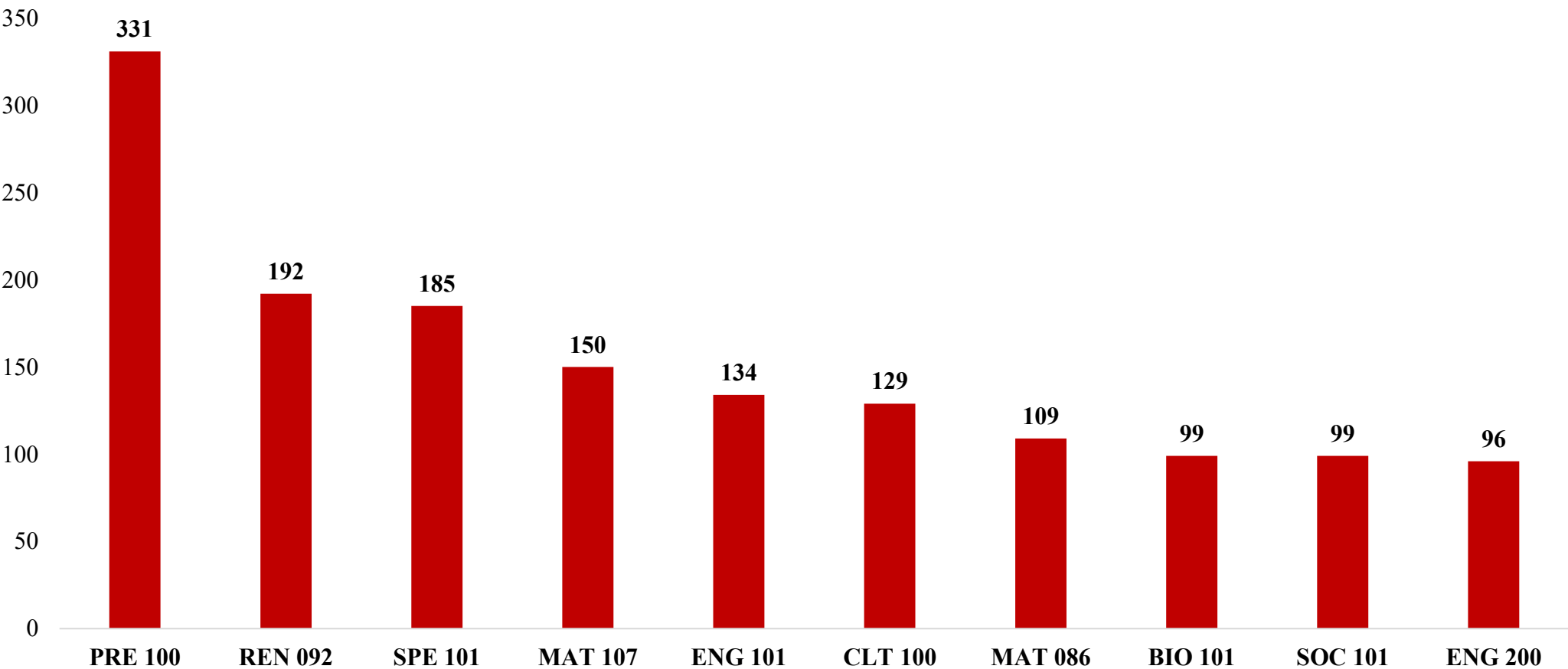
* Summer 2025 as of
June 13, 2025

First day of classes:
May 20, 2025
Last day to register:
July 8, 2025



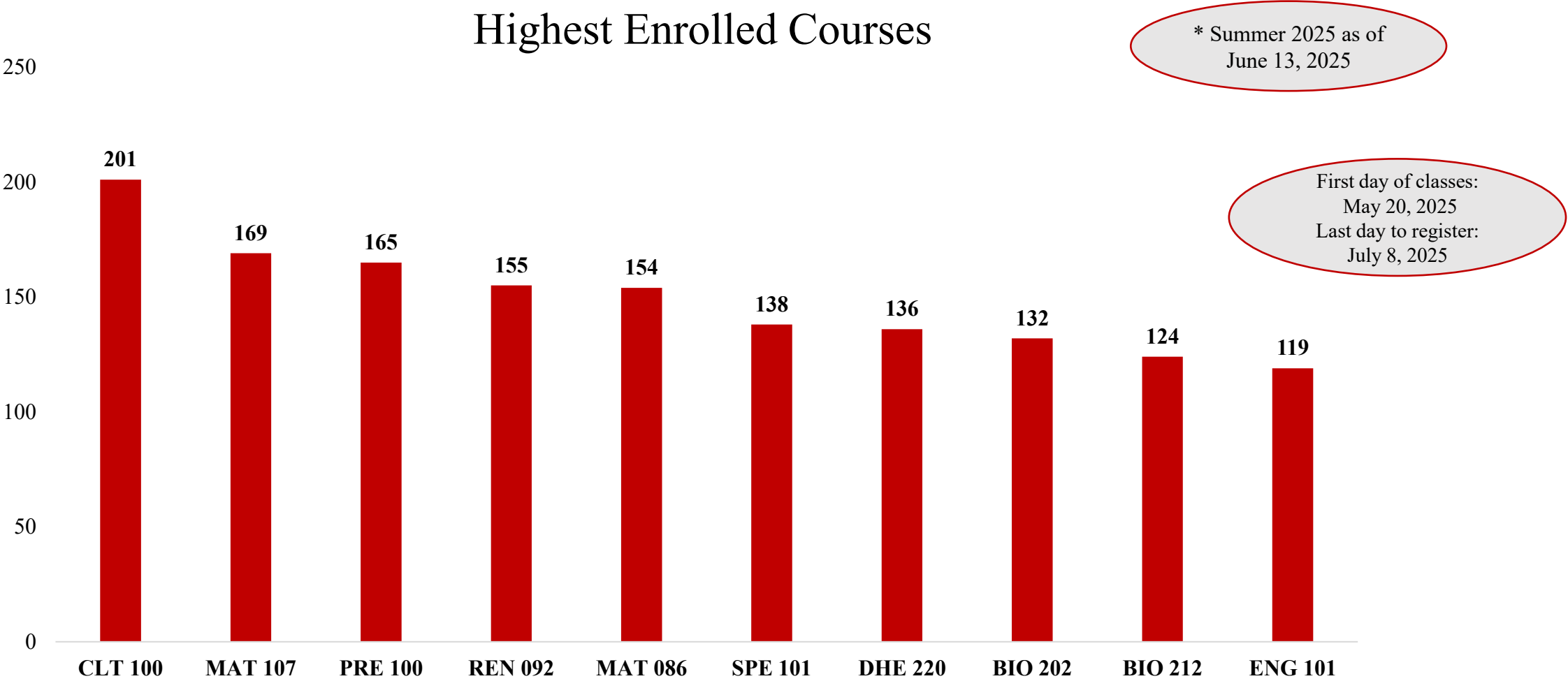
Realignment Task 1
Course Offerings

Summer 2024
Highest Enrolled Courses



Realignment Task 1
Course Offerings

Summer 2025
Highest Enrolled Courses

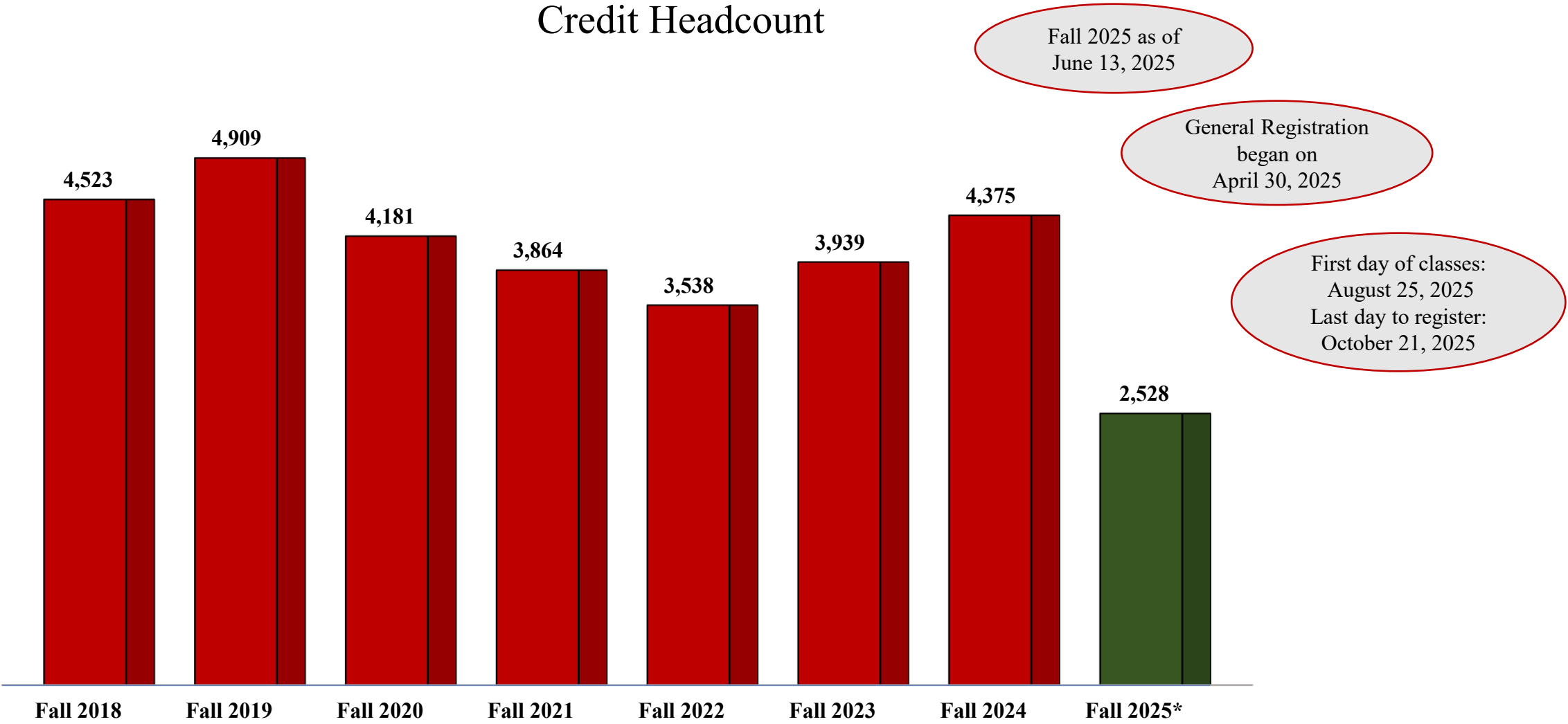


Realignment Task 5

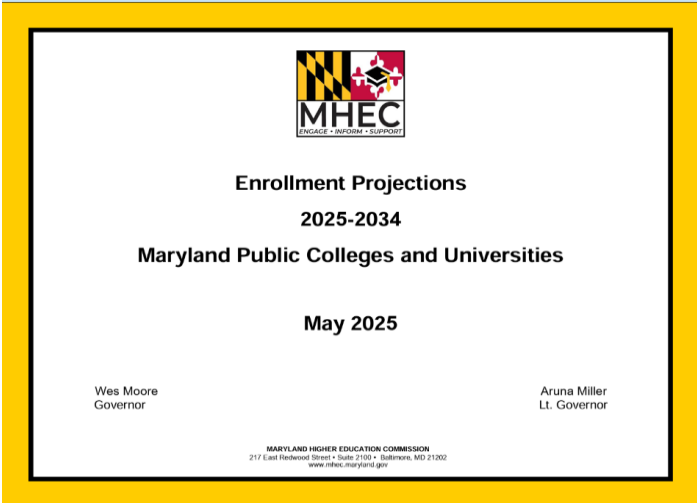
Enrollment Planning

Fall 2018 – Fall 2025*

Credit Headcount



Maryland Higher Education Commission
Credit Enrollment Projections (2025 – 2034)



Fiscal Year/ Fall Term	Actual	Projections										% Change
	FY 2025 Fall 2024	FY 2026 Fall 2025	FY 2027 Fall 2026	FY 2028 Fall 2027	FY 2029 Fall 2028	FY 2030 Fall 2029	FY 2031 Fall 2030	FY 2032 Fall 2031	FY 2033 Fall 2032	FY 2034 Fall 2033	FY 2035 Fall 2034	FY 2025 to FY 2035
Full-time	840	862	883	905	927	949	970	992	1,014	1,035	1,057	25.8%
Part-time	3,535	3,553	3,571	3,589	3,607	3,626	3,644	3,662	3,680	3,698	3,716	5.1%
Total	4,375	4,415	4,455	4,494	4,534	4,574	4,614	4,654	4,693	4,733	4,773	9.1%
% Change from Prior Year	11.1%	0.9%	0.9%	0.9%	0.9%	0.9%	0.9%	0.9%	0.9%	0.8%	0.8%	

Realignment Task 5

Enrollment Planning

Trump Administration 2025 Travel Ban

- In June 2025 enacted a travel ban affecting 19 countries, including Afghanistan, Iran, Haiti, Libya, and Yemen.
- An additional 7 countries face heightened visa restrictions, including Cuba, Laos, and Venezuela.
- The ban restricts student, tourist, and immigrant visas, with limited exemptions.
- Students from affected countries face delays or denials in visa processing.

Impact on BCCC & Students

- 146 F-1 visa students enrolled
 - Two (2) F-1 visa students enrolled from one of the impacted countries

Realignment Task 5

Enrollment Planning

Mayor's Scholars Program

1. High School Visits - Visited high schools in May and conducted presentations on program or assisted students in completing the admissions application.

2. Summer Bridge Program

- A total of 480 students have committed to participating in the program
- 365 have completed either the Accuplacer or submitted their high school transcript for placement and will be registered by June 20th
- 123 students completed a Youth Works Application
- Conducted virtual preparedness sessions to ensure students submitted all required documents (*i.e., FAFSA, transcript or taken the Accuplacer*)

3. Embedded Tutors

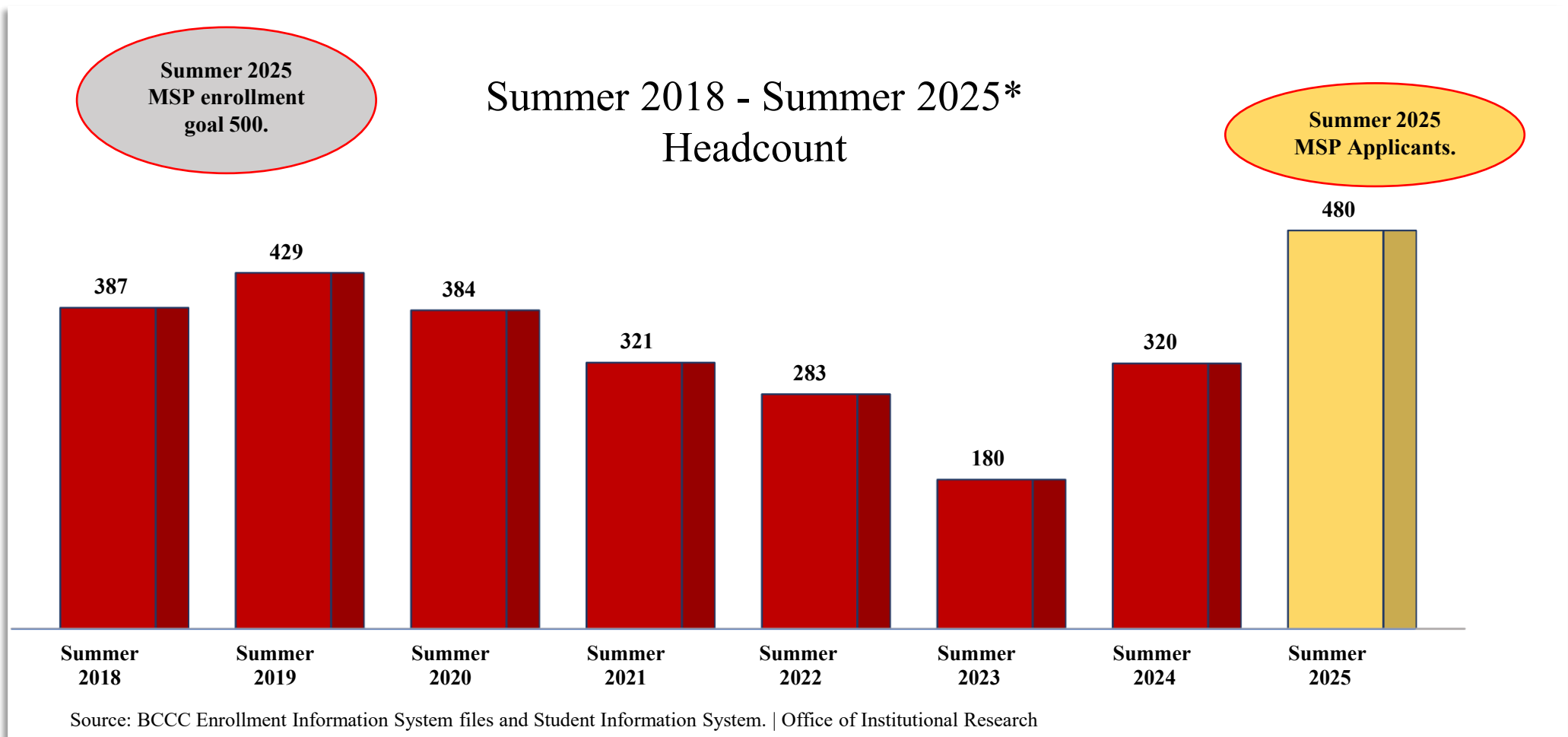
- Two tutors for Computer Literacy (CLT 100) courses to provide additional support

4. Summer Bridge courses start July 7

Realignment Task 5

Enrollment & Recruitment Planning

Mayor's Scholars Program



Summer 2025 Funnel Counts by Admit Type

	New / First-Time College Student	Readmitted / Returning Student	Transfer Student
	Summer 2025	Summer 2025	Summer 2025
Prospect	7,172	878	885
Applications Started	6,361	772	769
Applications Submitted	6,070	725	687
Applications Completed	5,672	693	624
Admits	5,663	692	620
Yield	78%	78%	70%

Questions?

Realignment #9- Task Update

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

- ✓ **Realignment Task #9 Update**
 - ✓ Information Technology Update
 - ✓ Infrastructure Advancements
 - ✓ ERP Progress



Wayne Rose, PhD, CIO, CISO, CFO, GSL, ISSP
Chief Information Officer

Date: June 18, 2025

Plan Presentation - IT UPDATES

Printing/Copy Findings

- ✓ Several printer manufacturers
- ✓ 80% of printers functional
- ✓ Several printers > 15 years old
- ✓ Poor print quality

Telecommunication Update

- ✓ Upgrading unsupported devices
- ✓ Testing Automatic Call Distribution
- ✓ Providing voice terminal training

Wireless Network Assessment

- ✓ Review assessment proposal for deeper insight into state of wireless network

Plan Presentation - INFRASTRUCTURE UPDATE

✓ **IT Infrastructure / Disaster Recovery –**

- ✓ Currently working with Microsoft in support of data replication testing
- ✓ ETA to completion remains end of Summer 2025
- ✓ Testing of the DR solution conducted during Fall and/or Winter breaks.

✓ **Increase of Internet Capacity – Still working with MD DoIT**

- ✓ Discussions and coordination being coordinated with and through MD DoIT

Plan Presentation - ADVISORY SERVICES UPDATE

✓ **Advisory Services Contract Renewal**


- ✓ **Received Ellucian updated contract**
- ✓ **Provides greater flexibility for support**
- ✓ **Dedicated lead to coordinate services**
- ✓ **Cost savings of \$27k with new contract**

Advisory Services Details 2026

Count of Task Name	Column Labels				
Row Labels	Completed	InProgress	Pending	(blank)	Grand Total
Banner Finance Advisory Services	5	4	12		21
Banner Financial Aid Advisory Services	9	1	1		11
CRM Recruit (Credit) Advisory Services	9	3	3		15
Student (Credit) Advisory Services	20	2	22		44
Student (WDCE) Advisory Services	18	7	18		43
(blank)					
Human Resources/Payroll	24	2	7		33
IT/General/FLEX	4	3	12		19
Grand Total	89	22	75		186

Strategic Way Forward











- **Advisory Services 2026 MS Project Plan**
 - Project plan shared to entire group as read only
 - Required Decisions listed under Pending Approval
 - Meeting schedules and resources listed
- **Advisory Services Diagrams**
 - CRM Banner Workflow
 - Student Lifecycle Process WDCE diagram
 - Other Models Coming Soon!
- **Advisory Services 2026 Teams Site**
 - Capture all communication and collaboration
 - Recordings
 - Meeting Notes
 - Documentations
 - Configurations
 - Use of Planner for tasks



Advisory Services 2026 Team Site ...

▼ Main Channels

General

- Adjunct Faculty Contracts in Banner 
- Advisory Services Planning Group 
- Banner Finance Advisory Services 
- Banner Financial Aid Advisory Services 
- Banner HR_Payroll Advisory Services 
- Banner STUDENT (Credit) Advisory Services 
- Banner STUDENT (Non-Credit) Advisory Se... 
- Banner Student AR Advisory Services 
- CRM Recruit (Credit) Advisory Services 
- CRM Recruit (Non-Credit) Advisory Services 

Questions?

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 10 | President's Report

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

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

CABINET UPDATE

Vice President, Academic Affairs

ACADEMIC PROGRAM REVIEW AND EVALUATION

The program review process serves as a key institutional oversight function. Programs undergo review on a five-year cycle, following established Program Review Procedures to ensure they meet standards for relevance, viability, and cost-effectiveness. Criteria are based on requirements outlined by the Maryland Higher Education Commission (MHEC), the Code of Maryland Regulations (COMAR), and the Middle States Commission on Higher Education (MSCHE).

The purposes of the internal review are to document evidence of assessment and improved student outcomes, assessment of whether the program is in compliance with industry standards, determining whether a program has adequate funding, and to identify aspects of the curriculum which may need improvement. Currently, the process is in Cycle 3 and programs reviewed include:

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

Additional Program Reviews from Cycle 3 will be presented in subsequent Board Reports

Biotechnology

The Biotechnology Program is in substantial compliance with academic and industry standards. The curriculum is aligned with workforce needs, and the program integrates hands-on laboratory experience, ethical training, and critical thinking. Faculty credentials are sufficient, and professional development is ongoing. The program also maintains partnerships with local biotech firms and research institutions, ensuring relevance and compliance with industry expectations. However, challenges in equipment maintenance and facility support may impact full compliance with best practices in biotechnology education.

The program aligns well with state and national workforce needs, particularly in biotechnology and life sciences. It supports the Maryland Plan for Postsecondary Education by preparing students for high-demand careers and fostering partnerships with local biotech firms. The curriculum reflects the competencies required by employers and includes experiential learning through summer internships and capstone projects.

- Recommendations Based on Program Review and Evaluation Assessment Outcomes
 - o Establish a recurring budget for equipment maintenance and service contracts to ensure operational reliability.
 - o Develop a targeted, modern marketing strategy that includes social media platforms such as LinkedIn, Instagram, and Snapchat, and improve responsiveness to media inquiries.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

- o Resolve infrastructure problems at the UM BioPark to provide a safe and functional learning environment.
- o Integrate more bioinformatics, computational biology, science communication, and virtual learning modules to meet evolving industry demands.
- o Simplify enrollment processes and improve academic advising to boost retention and student satisfaction.
- o Expand partnerships for internships, student networking, and job placements to enhance student outcomes and program relevance.

Marketing

The program is in compliance with the current standard and specialty program requirements. The goal is to lay a strong foundation so that the students are prepared when they attend their four-year programs. The design of the courses and assignments will prepare students for the workforce needs in Marketing. This is why infusing experiential learning and professional development is paramount to the preparation of students. The design is of particular importance because all areas of marketing have consistently had an increase in workforce demand. The program contributes to the College Mission by incorporating Corporate Social Responsibility into the curriculum, and the means and opportunities to build communities.

- Recommendations Based on Program Review and Evaluation Assessment Outcomes
 - o Marketing should be renamed and renumbered to better reflect that this is a foundation course. The name should be renamed to “Principles of Marketing”. The number should be the lowest numbered marketing course, such as 201 instead of 223.
 - o Digital Marketing needs to be incorporated into digital marketing. This may include not only a new course but also supporting software.

ACADEMIC AFFAIRS STANDARD OPERATING PROCEDURES DEVELOPMENT

The Academic Affairs Leadership Team developed Standard Operating Procedures (SOPs) for textbook adoption and course scheduling to enhance consistency, efficiency, and transparency across academic departments. The team reviewed current practices, timelines, and stakeholder input from deans, associate deans, program coordinators, faculty, and procurement staff, focusing on unified workflows. With Barnes & Noble College now managing bookstore operations, aligning internal procedures with their systems is essential. The textbook adoption SOP defines deadlines, roles, and responsibilities, integrating the College’s learning management system and bookstore portal to ensure timely and accurate adoption, improving student access to materials. The course scheduling SOP sets a standardized timeline and clear expectations to promote accuracy and timeliness. Together, these SOPs support operational cohesion and accountability, enabling seamless integration between scheduling and textbook adoption.

THE SCHOOL OF ARTS AND SOCIAL SCIENCES (SASS)

Faculty Recruitment

The School of Arts and Social Sciences (SASS) is pleased to announce the hiring of Dr. Tifanee McCaskill as an Assistant Professor of Education and Program Coordinator. Dr. McCaskill brings extensive experience as a

Baltimore City Community College**PRESIDENT'S REPORT****Board of Trustees Meeting – June 18, 2025**

secondary mathematics teacher in Maryland focusing on pedagogy in urban areas. Her background will be instrumental in supporting BCCC students and advancing several ongoing initiatives, including partnerships with Baltimore City Public Schools (BCPS) focused on dual enrollment, as well as regional efforts to address teacher shortages through alternative certification programs.

Extramural Funding

Early Childhood Education with support from the BCCC Grants Office submitted their application for renewal of the Child Care Career and Professional Development Fund (CCCPDF). The CCCPDF grant is a valuable tuition assistance initiative designed to support childcare providers in furthering their education by obtaining a college degree or certification. This program is available through select colleges and universities across Maryland, helping professionals enhance their skills and advance their careers in early childhood education.

Student Learning Outcomes Assessment

SASS faculty from Speech, English, Theatre, Art, Fashion Design, Sociology, Psychology, Developmental English and Reading, Health, Life Fitness, History, Geography, Allied Human Services, Addiction Counseling, attended and participated in SLO professional development days May 12th and 13th. Faculty continue to engage with their colleagues and the Student Learning Outcomes Team to enter their student learning outcomes for their Fall 2025 classes.

SCHOOL OF BUSINESS, SCIENCE, TECHNOLOGY, ENGINEERING, & MATHEMATICS (BSTEM)***Community Engagement***

The BCCC BSTEM faculty (Natural and Physical Sciences) recently held a workshop on STEM careers as part of their Community/School Outreach program at Al-Rahmah Middle School. Faculty and students participated in a forensic science activity that introduced students to a hands-on DNA fingerprinting experiment. Using gel electrophoresis, students analyzed DNA samples from a mock crime scene to identify a suspect, learned key biotechnology techniques, and critical thinking along the way. The event provided an invaluable opportunity for students to gain firsthand insights into the world of biotechnology and engineering to see real-life examples of professionals thriving in the field. Dr. Jenina Ezra Habla David talked about her academic journey that started at Baltimore City Community College and subsequently earning a bachelor's degree in public health from Johns Hopkins University and her M.D. from the University of Maryland School of Medicine.

On May 14th, STEM faculty from Baltimore City Community College (BCCC) partnered with industry professionals to facilitate a STEM awareness activity for students at Bais Yaakov High School. The presentation centered on careers in STEM—with a special emphasis on biotechnology. The event offered students a unique and valuable opportunity to explore the exciting world of biotechnology through the perspectives of those currently working in the field. Speakers described current innovations and highlighted the impact of biotechnology across industries.

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

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

The School of Nursing and Health Professions has successfully recruited Mable Mwila, Ph.D. to join the BCCC Nursing Department faculty as an assistant professor beginning this fall. Dr. Mwila joins the BCCC faculty after a career in both the private and public sectors. Additionally, Dr. Mwila is an alum of Baltimore City Community College.

EXXAT Contract

In compliance with industry standards, SNHP/BCCC is engaging with EXXAT, to provide streamlined processes for clinical rotations and placements for nursing students. The services will include background checks, drug screening, tracking all clinical requirements, and the clinical onboarding process.

Currently, the institution receives these services through Castle Branch. The costs of services are comparable between the two agencies. The transition is occurring on the recommendation of the Maryland Board of Nursing, as well as multiple healthcare partners, who are switching to EXXAT.

E-LEARNING

Barnes & Noble First Day Complete (FDC)

E-Learning led the effort to address issues related to the implementation of First Day Complete (FDC) implementation for Summer I 2025. The work began with integrating instructional materials into Canvas with the support of the technology implementation team from Barnes & Noble. Additionally, E-Learning supported faculty in setting up courses so that students would be able to access their course materials on the first day of class. Several issues were identified and addressed during these final steps of the implementation.

E-Learning worked with publishers, BNC, the bookstore staff, faculty, and students to resolve the issues that were initially hindering students from accessing instructional materials. Currently, all the systemic technical issues related to Summer I materials are resolved. The lessons learned from this will guide future semesters of deployment so that similar challenges are not introduced.

LIBRARY

Renovations

The Library Renovations Steering Committee met in May to review project developments. The architectural team presented mockups, sparking discussions on exterior aesthetics, including color schemes, brick elements, and design integration. A priority was preserving existing vegetation and trees; if removal is necessary, outdoor art may serve as a replacement. The landscape architect provided recommendations on plants, walkways, lighting, and seating. Additionally, Baltimore City Community College's mechanical and electrical teams reviewed plans and shared feedback.

Accessibility

The Library Staff engaged in several key initiatives to enhance operational efficiency and service accessibility:

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

- IT Collaboration: Library Staff partnered with the IT department to identify and resolve phone line connectivity issues, ensuring seamless access to voicemails and emails.
- Marketing Coordination: A collaborative effort with the Marketing team led to updates on the Library's Contacts and Hours webpages, improving accuracy and accessibility for users.
- Database Renewals: Library Staff initiated the renewal process for the majority of research databases available to students and staff, overseeing approvals and payments to maintain uninterrupted access to critical academic resources.

Professional Development

The Library Director attended the Maryland Library Association (MLA) Annual Conference in Ocean City, MD, from May 7-9, engaging with librarians statewide and strengthening connections with fellow community college library directors. Key insights included strategies for managing student workers effectively and leadership approaches that foster innovation and growth in library operations.

The Systems Librarian participated in an EBSCO eBook Manager session focused on optimizing digital library resources. The session provided valuable insights into streamlining access, enhancing user experience, and maximizing the overall value of eBook collections, ensuring more efficient and effective digital resource management.

Outreach and Engagement

The Circulation Manager and Library Director have engaged in multiple discussions with MD Humanities in anticipation of BCCC's participation in the One Maryland, One Book program. This year's chosen title is *Kin: Rooted in Hope*. Due to federal funding cuts, MD Humanities now requires host sites to contribute a \$1,000 fee to cover costs. As these funds cannot be secured, the Library Staff are now focused on organizing a smaller event within the Library. Additionally, the Library has received confirmation that a BCCC African American History faculty member will integrate the text into their curriculum and facilitate oral presentations. The Enoch Pratt African American Librarian will deliver a presentation, and the Enoch Pratt Genealogy Librarians will conduct a genealogy research class.

In collaboration with E-Learning, the library staff developed a module for the Canvas orientation course. To ensure an engaging presentation of the library's primary functions, the team selected avatars and paired them with AI-generated voices. Additionally, the staff crafted scripts for each avatar. The next step involves E-Learning screen casting the course pages to align with the avatars' messages. Finally, E-Learning will integrate all three components—avatars, voices, and scripts—into five completed videos.

Baltimore City Community College**PRESIDENT'S REPORT****Board of Trustees Meeting – June 18, 2025****CABINET UPDATE***Interim Vice President, Student Affairs***RECRUITMENT & ADMISSIONS**

In May, Admissions engaged with various high schools and community partners. Recruiters participated in twenty (20) recruitment events that include but are not limited to *Decision Days at Mergenthaler Vocational Technical High School, Fredrick Douglas, Coppin Academy, Edmondson, National Academy Foundation, Forest Park High School, Achievement Academy at Harbor City High School, Augusta Fells*. As well as a Career Week presentation and introduction to college with Monarch Academy-Glen Burnie. Students requested the presenter to return next year when school begins and to share more information on dual enrollment opportunities.

Recruiters scheduled two placement testing dates at Patterson High School and the BCCC Testing Center administered placement testing to graduating seniors. In addition to taking the placement test students completed the BCCC admission application.

As the school year comes to an end for K-12, Recruiters are actively requesting event dates for the 2025-2026 year. The recruiters plan to begin visiting high schools for 2025-2026 in mid to late September.

Additionally, recruiters are focused on expanding outreach efforts to include mentorships, recreation centers, parks and recreations, and community partners.

Recruitment Activities

Date of Event	Organization/School	Event Type	Age Group/Grade Level
5/1/2025	Mervo High School	Decision Day	9-12th
5/1/2025	Frederick Douglass	Decision Day	12th
5/1/2025	Coppin Academy	Decision Day	12th
5/2/2025	Digital Harbor	BCCC Day	12th
5/2/2025	Carver High School	Decision Day	12th
5/7/2025	Renaissance Academy	Application Assistance	12th
5/7/2025	Monarch Academy Glen Burnie in Maryland	Career Week Presentation	8th
5/8/2025	Edmondson High School	Decision Day	12th
5/9/2025	National Academy Foundation	Lunch/Decision Day	12th
5/9/2025	Patterson High	Placement Testing & Application Assistance	12th
5/9/2025	Forest Park HS	Decision Day	12th
5/13/2025	MTM Foundation	College Fair	All
5/14/2025	Patterson High	Placement Testing & Application Assistance	12th

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

5/15/2025	Achievement Academy at Harbor City High School	Decision Day	12th
5/20/2025	Augusta Fells	Decision Day	12th
5/20/2025	Patterson HS	Verification Form	12th
5/21/2025	Thread Hours	Information Session	Ages: 14-25
5/21/2025	Patterson HS	Verification Forms	12th
5/28/2025	CareFirst	Career Expo & Presentation	all ages
5/29/2025	CareFirst	College & Career Night	All
5/29/2025	Community Event	Information Session	N/A

Admission Operations

	Number of Students
May	334

Visits by Day of the Week: May 1 to May 31

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Visits
Admissions	56	64	52	90	61	11	334

- The peak visiting days were Tuesday and Wednesday.
- More students arrive between 11AM-3PM.

MAYOR'S SCHOLARS PROGRAM (MSP)

SUMMER BRIDGE PROGRAM

Summer Bridge Planning and Prep

The Mayor's Scholars Program meets weekly with campus stakeholders to discuss summer initiatives, orientation, course schedules, data management, and staffing in preparation for the upcoming Mayor's Scholars Summer Bridge program.

Embedded Tutors for Summer Bridge Courses

During the MSP weekly planning meetings, MSP and Academic Affairs discussed adding embedded tutors to two (2) Computer Literacy (CLT 100) summer bridge courses to provide additional support, through early alert warnings, to students in the course. Designated faculty members, as embedded tutors, and Mayor's Scholars Success Coaches will connect with students in the course to provide help and support as needed.

Baltimore City Community College**PRESIDENT'S REPORT****Board of Trustees Meeting – June 18, 2025*****New Student Orientation***

The New Student Orientation for incoming students in the Mayor's Scholars Summer Bridge program will be held on Monday, June 30, 2025, and Tuesday, July 1, 2025, from 9am to 3pm, and will introduce students to the resources offered on campus. Students will be introduced to the various campus departments and staff representatives, receive an overview of the department, and will have the opportunity to ask questions and learn more about the college and the resources offered.

Continued Outreach

MSP outreach to Baltimore City Public Schools continued throughout the month of May, in conjunction with the Admissions Department, to provide application and/or informational sessions for students interested in the Mayor's Scholars Program.

MSP attended the CASA Orientation, speaking with prospective students about the Mayor's Scholars Program, the benefits, and the steps to apply.

MSP also hosted an in-person Meet & Greet for students and families as well as career and guidance counselors. During the Meet & Greet, students had the opportunity to complete the Accuplacer Exam and FAFSA application, deliver high school transcripts, and ask questions about the Mayor's Scholars and Workforce Development programs.

Meet & Greet RSVP	Meet & Greet Attendance	HS Transcripts Received	Accuplacer Exams completed	FAFSA Questions & Completion
51	33	16	18	12

Additional Outreach

The MSP team contacted prospective students who applied for the Mayor's Scholars Program and selected the Spring 2025 and Fall 2025 terms, to determine interest in participating in the Summer Bridge Program – approximately 460 of the students contacted have confirmed participation in the Summer Bridge Program for Summer 2025.

Information Sessions

MSP continues to host virtual information sessions for the Summer Bridge Program. The sessions provide information to students, families, and counselors about the upcoming summer bridge program, orientation, and provide an opportunity for students, families, and counselors to ask questions. Sessions will continue through mid-June.

ADVISING

MSP performed hosting duties on the VHD during the month of May. The MSP team reached out to MSP students for summer and fall registration while also providing advising and registration assistance to more than 100 students with additional check-ins and outreach to more than 400 students.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

STRATEGIC INITIATIVES

Continued review of processes to create Standard Operating Procedures (SOPs) for the MSP department and creation of operational calendars, timelines, and communication plans for Banner and CRM.

TRIO STUDENT SUPPORT SERVICES PROGRAM

In May 2025, the TRIO Student Support Services (SSS) program continued its commitment to fostering student success through comprehensive support services. The team focused on outreach to current participants, academic advising, and enhancing student engagement. Efforts included onboarding new participants, developing individualized action plans, and providing holistic support tailored to students' academic, personal, and career goals.

Advising And Student Support

Program staff conducted 50 advising sessions with 44 participants, effectively supporting their academic pursuits. TRIO SSS continued to offer a range of services, including:

- **Academic Advising and Coaching:** Assisting students with goal setting, course registration, and academic planning.
- **Financial Aid Assistance:** Providing guidance on applying for federal, state, and private scholarships.
- **Financial Literacy Education:** Equipping students with tools for effective money management.
- **Transfer Assistance:** Supporting students through the transition to four-year institutions.
- **Career Decision-Making Support:** Helping students explore and define career paths.
- **Monthly Check-ins:** Addressing degree audits, financial aid concerns, tutoring, technology access, and additional resource referrals.

Annual Recognition Day Celebration

On Wednesday, May 7, the 2025 TRIO SSS Annual Recognition Day Celebration was held at the Mini Conference Center in the Fine Arts Building. The event honored the achievements of TRIO SSS participants, including 26 associate degree recipients, 7 certificate recipients, transfer students, academic award recipients, and peer mentors. Special recognitions were presented to Ms. Tope Aje, former TRIO SSS Program Director, and Ms. Natalie Comas, retiree, for their lasting contributions to the program. Keynote speaker Lisa Beatty, TRIO alumna and Class of 2004, delivered an inspiring message reflecting on purpose, resilience, and faith.

Professional Development

- **COE Government Relations Community Meeting (May 27, 2025):** Program staff participated in this critical update to gain insights into the latest information from the field, discussed implications for TRIO programs, and how COE and the TRIO community can take action to ensure continuity of services for students.
- **Future-Ready TRIO: Integrating AI and VR for Student Success (May 14, 2025):** Staff attended this virtual workshop to learn how artificial intelligence (AI) and virtual reality (VR) can revolutionize TRIO programs. The session provided actionable strategies to create interactive learning environments,

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

streamline operations, and drive innovation in education, preparing students and professionals for a tech-driven future.

STUDENT SUCCESS CENTER

Advising Sessions Summary:

- Most visits were on Tuesdays and Thursdays.
- More students arrive between 10AM-3PM.
- Most students presented for assistance with Academic Planning, Other and Career Advising.
- In comparing May 2024 to May 2025, there was a decrease of 185 visits.

Advising Sessions Raw Data:

2024 Data

Month	January 2024	February 2024	March 2024	April 2024	May 2024	Spring 2024 Total
Advising	1425	643	387	965	1186	4606

2025 Data

Month	January 2025	February 2025	March 2025	April 2025	May 2025	Spring 2025 Total
Advising	1217	618	811	603	1001	4250*

- **Fall Registration Kick-Off:** With the support of MSP and Records and Registration Staff, SSC conducted group sessions to support students who need assistance with the registration process during the first two weeks of general registration for Fall semester.
- **Academic Standing Module:** Dr. Gillespie and Ms. Agrafiotis have completed a new Canvas module for students on Academic Probation. This module is designed to provide students with resources that may help them return to good standing.

Operations Next Steps:

- **Hiring:** Five candidates are scheduled to be interviewed for the two existing Student Success Advisor vacancies.
- **Advising 100 Sessions:** Twenty-two Advising 100 sessions have been scheduled during June and July.
- **Panther Success:** The team is brainstorming new efforts to engage potential Panther Success Students and re-engage existing students during the Summer. A tentative calendar has been created based upon already generated ideas.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

TESTING CENTER

Summary of Testing Appointments

The Baltimore City Community College (BCCC) Liberty Campus Testing Center administered 641 exams for BCCC students and community members. The data table below provides a breakdown of the testing appointments that occurred in May 2025.

Exam Name	Exams Administered	Revenue
Accuplacer	289	
Accuplacer ESL	46	
Accuplacer MSP	45	
Accuplacer MSP ESL	24	
Accuplacer ATB	1	
Accuplacer HS Testing	37	
Accuplacer Retest	7	
External Accuplacer	1	\$33.95
BCCC Course Exams	20	
Biology Exemption	20	
Biology Exemption Retest	3	
CLEP	4	\$101.85
Computer Literacy	20	
Computer Literacy Retest	5	
External Course Exams	5	\$135.80
GED	38	\$443.75
PearsonVue IT Exams	9	\$47.50
Parapro	35	\$950.60
Placement Bonanza Event	11	
TEAS	21	\$679.00
Total Exams Given	641	
Total Number of Individuals Tested	529	
Total Revenue Generated	\$2,392.45	

Baltimore City Community College
PRESIDENT'S REPORT
Board of Trustees Meeting – June 18, 2025

Data Breakdown

- BCCC Testing Center administered 641 exams in-person to 529 individuals (unduplicated) in May.
- April PearsonVue Revenue
 - o GED:
 - 38
 - \$426.25
 - o Pearson IT Exams:
 - 7
 - \$20

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
65	114	144	123	93	102

Updates and Collaborations Efforts towards Goals

1. BCCC Testing Center Staff administered group testing in preparation for summer/fall registration:
 - a. Administered the English, Math and ESL Accuplacer for **36 Patterson High School on May 14, 2025.**
 - b. Aligns with Test Center's Enrollment Goal #2: **Offer Accuplacer testing to prospective students as a recruitment effort.**

FINANCIAL AID

In May 2025, the Office of Financial Aid continued to support students through effective aid processing, strategic outreach, and operational coordination. The Office began systems setup for the 2025–26 award year, downloaded over 1,000 FAFSA records, and successfully packaged aid for over 800 students. The team also addressed regulatory updates, delivered student workshops, and participated in staff development.

Key Accomplishments

Aid Processing and Systems Setup; the Office successfully began the transition to the 2025–2026 award year:

- System setup was completed in collaboration with Ellucian.
- Over 1,000 FAFSA applications were downloaded into Banner.
- Aid was packaged and awarded to over 800 eligible students.
- All aid adjustments for Spring 2025 were finalized and disbursed in a timely manner.

Pre-100 Financial Aid Presentations to improve early financial literacy:

Topics covered included:

- FAFSA submission and deadlines
- How to read and understand award letters

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

- Maintaining Satisfactory Academic Progress (SAP)
- Available institutional, federal, and state aid

Outreach and Community Engagement

- Conducted two FAFSA workshops per week on campus.
- launched an outreach campaign targeting 1,500 students before the state aid deadline.
- Promoted FAFSA filing through email and digital boards.

Regulatory Compliance and Training

- Updated internal policies in response to FAFSA Simplification.
- Participated in NASFAA training to understand SAI and 2025–26 regulatory shifts.

Aid Source

Disbursement:

- Federal Work-Study (FWS): \$501,636
- Federal Pell Grant: \$8,563,205
- Federal SEOG: \$1,053,760
- State Aid: \$371,362
- Institutional Aid: \$115,123

Total Aid Disbursed: \$10,605,086

RECORDS AND REGISTRATION (R&R)

The month of May is an exciting and busy time of year for the R&R staff. It's exciting because it's the Commencement Ceremony. Three hundred nineteen (319) graduates from Summer 2024, Fall 2024, and Spring 2025 were conferred.

The Spring semester ended on May 7, and grades were due the following day. The R&R team reviewed grades to ensure that students could view them on the portal and that pending graduates were confirmed in the system.

The academic standing processes were completed on May 14, 2025. Ten students were placed in the academic dismissal standing, one hundred and forty-one are on academic probation, and eight hundred twenty-one are on academic warning. Students were notified of their academic standing on May 15, informing them of the following steps to regain good standing.

Every semester, R&R is required to submit student enrollment information to the Dept. of Education. BCCC utilizes the National Student Clearinghouse (NSC) to report this information. After the report is submitted, NSC provides an error report. The report identifies students with inaccurate information; seventy-one students from our Spring 2025 student enrollment were flagged for incorrect social security numbers. We began utilizing Banner communication on May 19 to notify students via email that they needed to verify their identity. We successfully updated the records of eight students.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

The Summer I session began on May 20, 2025, with a total of one thousand ninety-six students enrolled in courses.

Also, the number of transcripts the college receives year after year is increasing, and R&R is unable to process within the timeline as stated in the Transfer with Success Act. We received a total of three hundred twenty-eight college transcripts for articulation and documentation to student's records. Ninety-four (94) outstanding transcripts received before May still require review for articulation and documentation.

STUDENT LIFE & ENGAGEMENT

The Office of Student Life & Engagement spent most of this month closing the semester with our Clubs & Organizations and beginning the prep work for the summer and fall 2025 semester.

Logistics Planning Committee Meetings

The Assistant Dean of Student Life & Engagement continued to host bi-weekly logistics meetings. These meetings include representatives from all departments on the main campus and partners at the Harbor and RPC locations. The committee discusses upcoming events each month and coordinates logistics for each event. Many collaborations and new events occur because of these routine meetings.

Leadership Opportunities

The Coordinator of Student Life & Engagement attended the annual Leadership Retreat for member institutions of Transform Mid-Atlantic. This full-day retreat was held at Bowie State University on Thursday, May 29, 2025.

Inter-Department Collaborations

Admissions

Student Leaders and Student Life assisted with tours led by Admissions Recruiters throughout May.

Academic Affairs/Phi Theta Kappa Honor Society

The Assistant Dean and the Coordinator of Student Life & Engagement served on the Phi Theta Kappa All-National Recognition Ceremony Planning Committee. The event took place on Wednesday, May 7, 2025. The committee was responsible for coordinating the planning of this event with 15 other institutions across the state of Maryland. This partnership took place with the Vice President of Academic Affairs and another Professor in Academic Affairs.

Community Engagement

Community Leadership Conference

The Assistant Dean of Student Life & Engagement continues to lead the Planning & Marketing Committee of the **15th Annual Service-Learning & Civic Engagement (SLCE) Conference**, hosted by Coppin State University on **Saturday, October 25, 2025**. This conference is a premier opportunity to foster dialogue, share innovative practices, and build meaningful connections around service-learning/ community-based learning and civic

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

engagement. Over 16 institutions in Maryland and DC will be represented at this conference. BCCC representation will assist with the Call for Proposals and Logistics Team.

Community Service

Community Organization	BCCC Organization	Date(s)	# of Hours
Project Love Yourself	Student Leadership Club	Ongoing	6
Paul's Place Baltimore	Student Leadership Club	Ongoing	2
Panther Giving Closet	Student Government Association	Ongoing	6
		Total Hours	14 hours

Ongoing Food & Donation Drive

Throughout the month of May and June, Student Life & Engagement continues to host donation drives to receive food and clothing items. There are boxes that will remain in front of the Student Center area to collect items.

Activities and Events

Event Title	Sponsoring Org.	Date	Attendance
Grad Photos	Commencement Committee	5/3	50+
Graduation Cap Decorating	Commencement Committee	5/3	100+
Welcome Back Day for Summer	Student Life & Engagement	5/20	47
Community Health Testing Day	Student Life & Engagement & Student Support Wellness	5/21	100+
Mental Health Awareness Month Event	Student Life & Engagement & Student Support Wellness	5/28	23

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

CABINET UPDATE

Vice President, Workforce Development & Continuing Education

WORKFORCE DEVELOPMENT & CONTINUING EDUCATION (WDCE)

WDCE continues to provide a combination of in-person and virtual instruction as well as providing additional resources for academic support to include remote and in-person testing to increase enrollment, participation, and retention.

Divisional News/Accomplishments

Merit Health Leadership Academy Scholars Program

Merit Health Leadership Academy Scholars Program's began on March 8th and ended on May 3rd. The mission of the program is to educate and empower Baltimore City students from underrepresented backgrounds to become healthcare professionals. The goal is to increase the number of healthcare professionals that look like the communities they serve. Programing included:

- Introduction to Health Disparities
- Health Seminars
- Math Foundations
- SAT Math & Verbal Preparation
- Health Careers Exploration
- Early College Applications
- College Application Support
- Transition to College
- Financial Aid Literacy

The following are grant renewals and continuations for FY25 under WDCE:

- MD Department of Health \$10,059.00
- MD Office for Refugees and Asylees (MORA) Afghan Grant (AS2SI) \$546,504.00
- MORA Refugee School Impact Grant (RSIG) \$1,236,745.00
- MORA English to Speakers of Other Languages (ESOL) \$410,650.00
- MORA Services to Older Refugees (SOR) \$244,312.00
- International Rescue Committee (IRC) Citizenship \$120,000.00
- Department of Social Services (DSS) Jan - June 2025 \$753,113.00
- ARPA (Mayor's Office) \$750,000.00
- Maryland Department of Labor \$1,044,693.00
- Department of Human Services (DHS) - Supplemental Nutrition Assistance Program (SNAP) \$600,000.00
- Total \$5,716,076.00

Other Funding Opportunities

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

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

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

ABE/ELS PROGRAM IMPROVEMENT

Adult Basic Education/General Education Diploma (ABE/GED) and English as a Second Language (ESL) are increasing class offerings and diversifying modalities each month to meet the needs of current and prospective students.

Adult Basic Education

In May, there were a total of 103 ABE registrations submitted.

ABE offered seven (7) Advanced Level Classes, and two (2) classes of mixed level reading and math at Metropolitan Transition Center/Corrections (MTC)

GED Testing

- 31 official GED exams were taken.
- 20 content-specific exams were passed.
- 5 GED content-specific exams were not passed by 1-3 pts.
- 52 GED Ready tests were taken.
 - 10 Math.
 - 1 RLA (Reading).
 - 35 Science.
 - 6 Social Studies.

GED Completers

- Eighty-one (81) students earned their Maryland High School diploma for FY24 and FY25
 - The total for FY24 was 31
 - Three (3) students earned their Maryland High School diploma this month increasing the total to fifty-one (51) for FY25
- Six (6) IET Program students earned their GED and CNA licenses.

ABE Registrations and Class offerings post COVID 2021 – 2025.

- 29% Increase in number of ABE class offerings.
- 28% Increase in ABE registrations every year.
- -2% Decrease (25%) No-Show/Drops to 1 of 4 ABE students.

Accomplishments & Outreach

- Program Coordinator for ABE won the 2025 MAACCE Support Staff Award. The award is in recognition of her contribution to BCCC ABE program in addition to our student outcomes.
- Team facilitated Outreach at Bernard E. Mason Apartments Community Center - Housing Authority of Baltimore City (HABC) on 05/28/2025. Bernard E. Mason is a mixed-population affordable housing development and part of HABC. The residents need various levels of learning to obtain a GED or high school diploma. As a result fifteen (15) residents requested additional information; there were seven (7) residents at the event. Residents were afforded the opportunity to pretest, review schedule of classes ABE/GED resources were provided for pre-assessments (TABE test), schedules, and classes.
- ABE Director, was selected by Coalition for Adult Basic Education (COABE) as the State Advocate for Adult Education Fellow.

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

BCCC and CASA de Maryland continue to partner and provide Integrated English Language and Civics Education/Integrated Education and Training (IELCE/IET) in Certified Nursing Assistant (CNA), Community

Baltimore City Community College**PRESIDENT'S REPORT****Board of Trustees Meeting – June 18, 2025**

Health Worker (CHW), Warehousing, and Childcare pathways. The college expects this partnership to serve more than 100 students per fiscal year. This partnership allows for students who need to improve their English proficiency the support they need while also taking a workforce training program. Students who complete the IELCE/IET and IET programs are far more likely to earn salaries above minimum wage. The intensive nature of the sequence also allows students to complete it within twelve (12) weeks or less.

- BCCC in partnership with Global Refuge, will provide English for Specific Purposes classes under the Community ESL program.
- BCCC continues to partner with Shortman by facilitating two (2) cohorts of English as a Second Language classes held on Saturdays that began in April and end in June.
- BCCC's combined ABE/ESL and Workforce courses allow students to obtain their GED or become more proficient in English while simultaneously earning an industry certification. The Certified Nursing Assistant (CNA) cohort that began in March is scheduled to complete the ABE/ESL and CNA coursework in June immediately followed by clinicals.
- We continue to partner with the Mayor's Office of Employment Development (MOED) by facilitating ABE/GED cohorts at Eastside Career Center and Northwest Career Center.

Community ESL

- There are twenty-three (24) sections with 379 students enrolled at the Harbor location, in virtual and community-based classes.
- The English for Specific Purposes/workplace literacy pilot program with COTY in partnership with Global Refuge ended on May 19th with ten (10) students out of sixteen (16) completing the program. Further data results are currently being compiled to assess the current course and guide its redesign for future cohorts.
- In partnership with CASA de Maryland, cohorts for the IELCE/IET continued and included the following:
 - A combined ABE and ESL CNA class with twenty (20) students registered.
 - Χομμονιτψ Health Worker (CHW) class with eight (8) students registered.
 - Childcare class with nine (9) students registered.
- Discussions with CASA de Maryland are ongoing to schedule English Language testing for new cohorts in FY26.

English Language Institute (ELI)

- ELI concluded thirteen (13) sections of classes with a total of one hundred sixty-four (161) enrollments and a 61 percent pass rate (C or higher).
- ELI Specialist has been advising for Fall 2025 and has registered twenty-nine (29) students to date.
- There are eighty-six (86) prospective ESL Mayor's Scholars Program students that have enrolled for the Summer Bridge Program; thirty-five (35) have enrolled for the summer program. The remaining are being contacted for testing.

Citizenship and Services to Older Refugees (SOR)

- Currently, there are thirty-four students enrolled in three (3) Citizenship classes. Two (2) students successfully received their citizenship during this class enrollment.
- BCCC continues to serve forty-four (44) SOR clients by providing resources and information about ESL and Citizenship classes.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

Refugee Youth Project (RYP)

The total number of students enrolled in the afterschool program for FY25 is 247.

- Moravia Park Elementary School – 71
- Patterson High School – 57
- Mt. Royal Elementary / Middle School – 17
- Furley Elementary School – 52
- Digital Harbor – 50

Through a continued partnership with Loyola University, five (5) volunteers currently support programming at Patterson High School and Moravia Park Elementary School by providing tutoring in English and STEM.

- Thirty-five (35) students from Moravia Park Elementary School, Mount Royal Elementary/Middle School, and Patterson High School successfully showcased and presented their artwork at the Creative Alliance's Art Exhibit, celebrating their achievements and creative expression that took place during their time in the RYP program. This exhibit will be available to the public until June 14, 2025.

Refugee Assistance Program (RAP)

- Total enrollment is 137.
 - Three (3) classes started in May, with thirty-eight (38) new students enrolled.
 - Thirty-three (33) students were referred for ESL services in May from resettlement agencies, International Rescue Committee (IRC), Lutheran Social Services (LSS), and Hebrew Immigrant Aid Society (HIAS).

Afghan Support to School Impact Scholarship

- Prospective students' applications are being reviewed for eligibility and language testing on a rolling basis.
- Eight (8) students are in the process of registering for workforce courses with start dates in July and August.
- Through a partnership with Catholic Charities BCCC also provides mental health wraparound services to twenty-nine (29) clients (youth and parents) at Mt. Royal Elementary / Middle School. Meetings are being held with the partners to devise activities to ensure mental health services are continued throughout the summer.
- BCCC began programming with Maryland Center for Hospitality Training, where seventeen (17) students are receiving scholarships to earn hospitality certifications by September 30, 2025.

WORKFORCE DEVELOPMENT PROGRAM DEVELOPMENT AND EXPANSION

Advancing Student Success through Continuing Education Non-Credit Programs

The division's ongoing commitment to equitable access and workforce -responsive programming is demonstrated by the 265 students enrolled in Workforce Development & Continuing Education (WDCE) programs during the month of May.

Healthcare & Biosciences

The Healthcare & Biosciences pathway enrolled forty-eight (48) students across a variety of courses. The enrollment breakdown is as follows: twenty-four (24) in Certified Nursing Assistant/Geriatric Nursing Assistant (CNA/GNA), fifteen (15) Venipuncture/Phlebotomist, and nine (9) Pharmacy Technician training. These

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

programs are closely aligned with regional employment needs and provide clear pathways to certification and employment. In addition to equipping students with practical, job-ready skills, they also support career advancement through stackable credentials – such as the Certified Medicine Aide Update, available to CNA/GNAs with at least one year of experience.

Human Services & Law Enforcement

In the Human Services & Law Enforcement pathway – there were seventy-eight (78) students enrolled in Child Care courses. The enrollment breakdown is as follows: sixteen (16) Pre-School Curriculum and Activities, nineteen (19) Infant & Toddler Care, and forty-three (43) School Age Child Care. School Age Child Care is offered both online and in-person formats, demonstrates a strong alignment with state licensure requirements, and provides transferable skills for individuals pursuing careers in education or childcare.

Transportation, Distribution & Logistics

The Transportation, Distribution, & Logistics pathway enrolled eighteen (18) Certified Driver's License (CDL) - B and seven (7) Diesel Mechanic program.

Information Technology & Cybersecurity

The Information Technology and Cybersecurity pathway had twenty-two (22) Pre-Cyber students enrolled into courses which prepare them for CompTIA IT Foundations and CompTIA A+ certifications. There were eighteen (18) Network+ Certification Prep and thirteen (13) Security+ Certification Prep students enrolled. In these courses, students are prepared to challenge exams to earn stackable industry recognized certifications in addition to acquiring skills critical for entry-level and advancement in the IT field. These offerings support progression into more advanced training or degree programs, aligning with the goal of transferability.

Hospitality & Tourism

The Hospitality & Tourism pathway had twenty (20) students enrolled in Customer Service. The course provides foundational skills applicable across multiple industries, enhancing students' employability and adaptability in a dynamic job market. Upon successful completion of the course students are eligible to take an American Hotel and Lodging Educational Institute (AHLEI) examination.

The chart below identifies the specific course, and the number of students enrolled.

Continuing Education Non- Credit Courses	May Enrollments
Certified Nursing Assistant / Geriatric Nursing Assistant (CNA/GNA)	24
CNA/GNA Theory (IET)	6
Certified Medicine Aide Update	4
Venipuncture	15
Pharmacy Technician	9
Community Health Worker	8
Patient Care Tech	8
CPR	60
Child Growth & Dev.	6
School Age IP	19
School Age (online)	25
Pre-School	16

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

Infant & Toddler	20
Commercial Driver's License (CDL) -B	18
Diesel Mechanics	7
Construction	9
Network +	18
Security +	13
Pre-Cyber	22
Total	297

FY 2025 Career Pathways Year-to-Date Outcomes

Healthcare

Course	Enrolled	Completers	Certification	Licensed
CNA/GNA	394	136	156	81 /20 pending
Pharmacy Technician	110	37	37	43/5 pending
Venipuncture & Specimen Coll	128	52	10/9 pending	N/A
Community Health Worker	57	18	n/a	13/5 pending-in clinical
Patient Care Tech	36	28	19	
Emergency Management Tech	27	13	17	13

Cyber Security and Information Technology

Course	Enrolled	Completers	Certificate	Licensed
Pre-Cyber A+	265	216	151	n/a
Network +	156	102	85	n/a
Security +	101	88	45	n/a
Microsoft Office Specialist	59	51	38	n/a

Transportation, Logistics and Childcare

Course	Enrolled	Completers	Certificate	Licensed
Commercial Driver's License (CDL) Class B	128	66	66	29
Warehouse & Logistics	31	18	18	n/a
Diesel Mechanics	19	6		n/a
Construction Core	36	29	12	n/a
Childcare (combined)	253	157	157	n/a
Court Reporting	30	n/a	n/a	n/a

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

Partnerships and Community Outreach

In alignment with our mission to cultivate meaningful partnerships that enhance educational and workforce opportunities for our students and community, the following initiatives demonstrate our ongoing commitment to collaboration and impact.

Baltimore City Public Schools – Pathways to Technology Early College High School (P-TECH)

Several initiatives led by WDCE support the implementation of BCCC's Career Pathways, increase early college access, and support for students' transition to college. There are 288 P-TECH students.

- Carver High School – 114
- Digital Harbor High School – 46
- Dunbar High School – 128
- P-TECH continues to work collaboratively with our external partners at BCPSS schools, Digital Harbor, Paul Laurence Dunbar and Carver Vo-Tech High Schools to ensure a smooth transition into college courses for students.
- P-Tech students enroll in one (1) to four (4) courses, earning college credits.
- Classes are held on campus and at the high schools.
- City Schools have decided to sunset the program at Paul Lawrence High School. No additional students will be enrolled.

There were 20 P-TECH courses running for the Spring 2025 semester, with other P-Tech students enrolling in open enrollment courses. A total of 195 P-TECH students actively took courses in the Spring 2025 semester.

Paul Laurence Dunbar High School	Digital Harbor High School	Carver Vocation-Technical High School	Total
99	34	62	195

A total of 15 P-TECH Students graduated in 2025

Paul Laurence Dunbar High School	Digital Harbor High School	Carver Vocation-Technical High School	Total
13	0	2	15

Baltimore City Public Schools – Summer Boost Program

BCCC in partnership with Baltimore City Public Schools, Baltimore Promise, and Urban Alliance will provide ninety-five (95) students training in the Summer Boost 2025 program as either a Certified Nursing Assistant/Geriatric Nursing Assistant (CNA/GNA), Pharmacy Technician, or Phlebotomy providing students with opportunities to obtain an Industry Recognized Certification (IRC) or licensure. Classes will be held at the BioPark location from June 24th to August 1st. Wraparound supportive services will be provided by our partners and will be available to students to assist in successful completion.

Mayor's Scholars Program – Summer Bridge

As part of the Mayor's Scholars Program, forty-five (45) students will participate in a six-week Summer Bridge program focused on career pathways in healthcare, emergency services, construction, and childcare. Our WDCE team is collaborating with MSP to design programming, assess student readiness, and facilitate enrollment for sessions beginning in June.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

Baltimore Police Department (BPD) Cadet Program

In collaboration with BPD, WDCE conducted a benchmarking visit to the Community College of Baltimore County - Catonsville and Baltimore County Police Department (BCPD) to explore best practices. We are currently supporting BPD with enrollment and tracking of eleven (11) cadets for Spring 2025. In addition, we are assisting BPD with an Apprenticeship audit for seven (7) cadets from 2019–2022. Plans are underway to expand the program to twenty (20) or more cadets for the Fall of 2025, emphasizing our commitment to public safety.

Community Engagement and Outreach – May 2025

Our outreach efforts continue to expand, reflecting strong community interest and engagement:

Outreach Events/Inquiries/Sources	May
Students Inquiry Forms, CRM Recruit	440
Four Online Info Sessions	90
Emails Inquiries Workforce Team	77
MOED Outreach	13
Community Day Clay Potts	7
Care First Engagement	19
Total Inquiries	646

Board Presentation Preview

Data Points

WDCE will present the following data:

- Number of Students Completing an application.
- Number of Students attending class.
- Number of students completing a class.
- Number of students certified / license.
- Number of students requiring remediation.
- Identification of remediation tools used
- Results of remediation.
- Status of student post remediation.
- Additional referrals for assistance.
- Number of incumbent workers.
- Number of unemployed completers.
- Post completion placements.
- Placement employer partners.
- Wages of employed completers (if available).
- Services provided to unemployed completers.
- Number of students placed in internships / clinicals.
- Number of students placed in externships.
- Model of Growth for apprenticeships and internships / clinicals.
 - Practical skills gain defined for apprenticeships and internships / clinicals.
 - Outreach efforts to organizations and employers to become apprenticeships sites.
 - Assist organizations and employers with steps needed to become apprenticeship sites.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

CAREER SERVICES

The Career Services division's focus is to assist current students, transfers, and recent alumni with career path planning, skills for the workplace, job search, and employment placement. Expanding partnerships with local organizations, city agencies, and employers is vital to servicing students.

Services to student, transfers, and recent alumni resulted in forty-five (45) students placed into employment opportunities. Pay rates ranged from \$15.00 to \$44.00 per hour. The average salary for May was \$20.45. Many of the students were placed at Amazon, Maryland Department of Transportation – Maryland Transportation Authority (MTA), UMMC, and Brightview Senior Living.

Career Services facilitate multiple Job Readiness sessions for Workforce students each month. Sessions are three (3) days of instruction that include topics such as résumé and cover letter writing, workplace communication, dress for success, and mock interviews.

There were six (6) daytime Job Readiness sessions conducted with a total of twenty-seven (27) participants. The pathway and the number of participants is as follows:

- Venipuncture – 3
- Childcare – 5
- Pre-Cyber – 4
- Construction – 2
- Certified Nursing Assistant / Certified Geriatric Nursing Assistant (CNA/GNA) – 3
- Commercial Driver's License (CDL) B – 10

There were nine (9) evening Job Readiness sessions conducted with a total of eighteen (18) participants. The pathway and the number of participants is as follows:

- CDL B – 10
- Certified Medicine Aide (CMA) – 2
- CNA/GNA – 7
- Pharmacy Technician – 2
- Construction – 2
- Multi-Skilled Medical Technician – 1

In addition to the Job Readiness sessions, Career Services provided career and employment assistance to twelve (12) students that sought services. The services requested include six (6) for resume development, four (4) for employment assistance, one (1) for workforce program inquiry, and one (1) for career advisement.

Professional Development, Collaboration, Community Engagement & Upcoming Events

WDCE participated in the Maryland Community College Association of Continuing Education and Training (MCCACET) Professional Development Day at Chesapeake College. Some of the breakout sessions that staff attended were Mastering Change in the Workplace, Breaking Barriers: Empower Justice-Involved Individuals Through Entrepreneurship Training & Workforce Development, and some had the opportunity to design and build 3-D printed objects in Advanced Manufacturing: What is it? Where Will Students Work? session.

Career Services continues to engage the community by participating in and hosting career fairs. BCCC participated as a vendor at MOED's Careers in Construction Expo by providing information on the related career pathways BCCC offers.

In partnership with Baltimore City Public Schools (BCPS) Re-Engagement Center, WDCE presented to students at Benjamin Franklin High School. The Re-engagement center is where school-disconnected students receive

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

wraparound services to assist with completion. The students were English as a second language learners. The students were in 9 -11th grade with interest in nursing, medicine, aviation, real estate, and entrepreneurship. They were provided with our pamphlets in Spanish.

On June 18, 2025, Baltimore City Community College (BCCC) and the Mayor's Office of Employment Development (MOED) are collaborating to host their first Hiring Event for Federal Workers that have recently become unemployed. The goal is to invite MOED's pool of highly skilled unemployed or soon to be unemployed Federal Workers to apply to BCCC's open positions. The hiring event will take place at the Liberty Campas' Mini-Conference Center on June 18, 2025, from 10 am to 1 pm. BCCC will have representatives present to provide details and answer career seekers questions. The conference space will be fitted with computers allowing participants to apply during the event. Human Resources will have staff reviewing applications and determining eligibility. If career seekers need additional skills, BCCC's Workforce Development & Continuing Education division will have staff there share information regarding pathways, answer questions, and enroll candidates in classes. MOED will have Career Development Facilitators (CDF) available to gather information and documentation to determine eligibility for WIOA Dislocated Workers subsidized training.

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.

Projects Under Construction

Life Sciences & Fine Arts HVAC Upgrade

- The contractor, Chilmar, is awaiting the insurance company's final decision to conduct a damage assessment and restart reconstruction work on the equipment damaged by the fire.
- Fire repair and cleanup work continues, the second floor is 100% complete, the 3rd, 4th and Mechanical Room are 50% complete.
- Hopeday Fire Alarm Completed the repair of the fire system.
- DGS will coordinate with Chilmar, Chesapeake (the manufacturer of the installed boilers), and the insurance adjuster to schedule this final inspection.

Fine Arts Wing

HVAC project has been completed.

Elevators Renovation

- Life Science Building Passenger Elevator #1 95% completed, Pending State inspection.
- The DMV Elevator is scheduled to update the software of the seven completed elevators on June 23rd.

Main Building Restrooms Renovations

On May 19th, we began renovations to the Main Building restrooms. The renovation began on the first floor of the Student Services Wing and will last approximately five weeks. Work will begin on the ground-floor restrooms on June 29th.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

Fine Arts Music Room Renovation

- Renovations to the Music Room in the Fine Arts Wing will begin on June 5th. The work will last four (4) weeks and will be completed by July 3rd.

West Pavilion Exterior Windows and Storefront Replacement

- The Maryland Department of General Services (DGS) awarded the contract to Johnson-Laux Construction (JOC), which will submit a construction proposal to the BCCC Procurement Department, which will execute the contract for Board of Trustee approval.

Projects in the Design Stage

Life Sciences Building (LSB) - Dental Clinic Renovation

- Colimore Architects has submitted design and construction documents (CD).
- The project's bidding package has been submitted to the Procurement Department for bidding. A competitive bidding process will be launched once the BCCC identifies funding sources for the project.
- Colimore Architects will send a panel of finishes with a minimum of (3) options to be selected by the president.

Main Building Ground, 1st, 2nd, and 3rd Floor Restroom Renovation

- Centennial Enterprises was awarded the contract for the renovation of fourteen (14) bathrooms in the Main Building. Deconstruction on the 1st Floor student restroom began on May 19, 2025 and will continue for five (5) weeks.

West Pavilion Restrooms Renovation

- Noelker and Hull Associates have sent 95% of the designs to BCCC for review and comment.

South Pavilion Restrooms Renovation

- Noelker and Hull Associates has sent 95% of the designs to BCCC for review and comments.

West Pavilion Windows Replacement

- Quinn Evans Architects has sent 100% of the designs and bid set.
- The tender plans, along with the cost estimate, have been sent to the Procurement Department for the construction bid.

Physical Education Roof Replacement - Design (BCCC)

- Noelker and Hull Associates has commissioned Geo-Technology to conduct the ACM survey to identify the presence, location, and condition of asbestos, on 3/31/2025.

Life Sciences 1st and 2nd Floor Restrooms Renovation

- Noelker and Hull Associates sent 95% of the designs to BCCC for review and comment.
- Noelker and Hull Associates sent the Finishes board to BCCC for review and selection.
- The architect was asked to add renovations to the third and fourth floor bathrooms to the project.

South Pavilion Exterior Windows Replacement

- Morris and Ritchie Associates has submitted the 100% drawings to DGS-PM and is currently working on the set for the bidding process.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

Fine Arts Curtainwall Replacement

- The Fine Arts Building roof replacement project will be incorporated into the Curtain Wall project.
- Construction documents will begin once the Structural Engineers fee proposal has been approved by DPRB/BPW. Waldon Studios estimated that the work should take approximately thirty (30) days to complete.
- Waldon Studios will provide samples that closely resemble the adjacent building for BCCC review and approval.

North Pavilion Demolition

- DGS PM has reviewed and approved the Part 2 program. However, DGS PM is waiting on DBM to finalize their review in reference to the Part 1 program prior to procuring an Architect.
- The design phase of the work originally planned for the fiscal year 2026 (FY26) has moved to fiscal 2027 (FY27).

Wellness Center

- Colimore Architects is the prime.
- The projected completion date is June 30th, 2025, for the Part I and II program.

Facilities Building

- Final Draft Part 1 & 2 Program, revising to meet the IQC contract expiration of June 30, 2025.

Nursing Building

- Anticipate final approval in Spring following DBM-DGS reviews and likely resubmission from BCCC

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).

- Collaborating with all facility vendors to ensure the safety of students, staff, and faculty while various projects are under way on the main campus and offsite locations.
- Continuing to Provide 24-hour coverage in the Life Sciences Building while the cleanup and restoration is underway.
- Preparing for Annual MPTC certification for all Police Officers to include In-service Training with partner agency.
- Maintaining relationship with several college campus Public Safety Departments and Baltimore City Schools Police to support MPTC compliance.
- Public Safety officers continue to patrol the Bard site. The officers have begun to build relationships with some of the businesses in the immediate area.
- Preparing for professional development of Public Safety staff on a Body Language & Communication Audit. The purpose is to improve Public Safety staff on community interactions by assessing and developing the nonverbal and verbal communication of Public Safety personnel through structured observation, feedback, and reflection.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

CABINET UPDATE

Chief Information Officer

INFORMATION TECHNOLOGY SERVICES (ITS)

ITS Priorities

Barnes & Noble: The bookstore appears to have computer network connectivity and other issues that may impact service to students. ITS has provided a laptop with connection via a hotspot to assist and ensure BNC can service our students with regards to book access. We have also assisted with resetting up their email access for BCCC and BNC through this equipment so they can better assist BCCC students. These issues may be caused by a lack of internet bandwidth as BNC does not yet have a network connection from Comcast. Therefore, to assist further, we are discussing the option of providing better internet access to BNC via our student network internet bandwidth segment.

IT Personnel Support: Of the initial six (6) open positions:

- ITS continues to make progress on filling important staff positions
- Currently, there are only 3 open / unfilled positions
- The following positions have been filled:
 - IT Helpdesk Specialist
 - ERP Business Systems Analyst
 - Deputy Chief Information Officer

CAD Lab: Implement new CAD Lab in MNB 154

- Working with Academic Affairs; reviewed technology and room requirements
- Suggested required desk to facilitate equipment
- Ordering appropriate computers and monitors required for CAD education
- Plotter (printer) to be installed with furniture room setup

Faculty and staff new computer upgrade:

- Conduct floor-by-floor analysis of machines requiring upgrade
- Developed spreadsheet and project plan for computers and voice terminals
- Data used to build a new database with inventory of new updated equipment
- Areas estimated to be complete:
 - Nursing
 - RPC
 - BioPark
 - WDCED
 - Facilities
 - LSB
 - Library (except basement floor)

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

Yearly IT Lab equipment lab checks and updates

- Reconfigure and update all lab computer systems
- Update all computer software
- Conduct system and software test
- Upgrade, reinstall and test all applications as needed
- Ensure safe cable management is in place
- Ensure all labs have appropriate / required signage prominently displaying:
 - Hours of operation, phone number and email for assistance
 - Indicating no eating or drinking in the lab
 - How to equipment operations instructions for lab projectors

ITS Operational Initiatives

- Wi-Fi Assessment: Wi-Fi assessment proposal for deeper insight into state of student wireless network to be reviewed
- Telecommunication Assessment: A strategic project plan of the BCCC telecommunication infrastructure has been developed. This includes the following aspects for discussion:
 - The BCCC phone tree (Automatic Call distribution features (ACD))
 - Call routing strategies:
 - Round robin
 - Attendant – Agent phones simultaneously ring
 - Group calling stats/details for the department to include-
 - # of calls for the day/week
 - # of calls answered or dropped
 - # of calls, etc.?
 - 🕒 Note: This repository feature is limited to 27 days of call history
 - Change out of unsupported 403 model phones
 - ITS updated 435 AudioCodes telephone instructions
 - Campus wide phone training
 - Replace VHD and process on student ticket handling via ITS Helpdesk
- Printing/Copy Assessment: Initial findings of the printer/copier assessment revealed the following:
 - Several printer manufacturers
 - 80% of printers functional
 - Several printers > 15 years old
 - Poor print quality

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

CABINET UPDATE

Vice President, Advancement

Community Outreach & Engagement

The division participated in several meetings with key stakeholders as it continues to solidify relationships and build strong partnerships throughout the Baltimore Metropolitan region. Organizations the division met with are:

Young Men United First Cohort—Collaboration Opportunity for BCCC

United Way of Central Maryland established Young Men United (YMU) as an innovative education equity and economic advancement initiative that helps young men of color achieve their academic and vocational dreams. YMU hosted its first cohort of graduating seniors at a special End-of-Year Celebration at the Reginald F. Lewis Museum in Baltimore City. BCCC was invited to learn more about how the College can collaborate with UWCM to refine pathways of success for young male students in Baltimore.

Ta-Nehisi Coates in Conversation (The Message)

BCCC joined Johns Hopkins University and Morgan State University for a student-focused panel discussion with award-winning author, Ta-Nehisi Coates at Morgan's Murphy Fine Arts Auditorium. This event afforded BCCC an opportunity to collaborate with other institutions to feature authors, their books and a panel discussion with students. As a result, BCCC will feature local authors to present on a regular basis as the College promotes its Barnes & Noble College Bookstore.

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:

Staff Community Engagement

The station created opportunities to extend the BCCC brand in the community while establishing partnerships and engagement opportunities with organizations such as Baltimore Chamber Orchestra, Baltimore Symphony Orchestra, Bay Atlantic Symphony, Baltimore Symphonic Band, Johns Hopkins Symphony, Osher programs of Towson University and Johns Hopkins, Shriver Hall, US Coast Guard, Annapolis Chorale, Happenstance Theatre, Poulenc Trio, University of Baltimore, Enoch Pratt Free Library, The Federation of Jewish Women's Organizations of Maryland, Morgan State University, Eastern Shore Writers Association, CityLit Festival, Three Arts Club of Homeland.

Corporate Support Partnerships

The Station developed underwriting partnerships and content on WBJC from numerous clients, including returning clients such as Baltimore Symphony Orchestra, The Kennedy Center, University of Maryland Medical Center, CFG Bank, Elville and Associates, Cynipid Fund, Opera Baltimore, Community Concerts at Second, The Peabody Institute, Culligan Water, Chamber Music Maryland, Manor Mill Farm, Baltimore Choral Arts Society, Shriver Hall, Gertrudes Restaurant, Zekes Coffee, Roggenart Cafe, The Omelet King, Handel Choir, Columbia Orchestra, St Davids Church, In Series, and Zekes Coffee.

WBJC

BCCC Event Promotion

WBJC cobranded the station and BCCC to promote campus events and initiatives on-air, including hourly

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

identification and Public Service Announcements regarding BCCC apply & registration, Financial Aid Information nights, and Student Life events.

Marketing

During May 2025, the department continued focusing on building the BCCC brand and developing marketing strategies to expand, build and strengthen reach, enrollment, and engagement.

Expanding Our Reach

- **Brandmark Development**

The department has initiated meetings with MGH Advertising to further develop BCCC brandmark designs, create an Athletics logo, and develop panther shirt designs. If selected, MGH will be charged with completing a thorough investigation of the uniqueness of the BCCC logo as related to other entities in preparation for the submission of all logos for trademark designation.

- **Summer & Fall Marketing & Branding Campaign**

The department is working with Orange Barrell Media to build a Summer and Fall 2025 branding campaign tied to promoting BCCC programs, faculty and students using large outdoor digital boards located in Baltimore City. These digital boards are located at numerous intersections and include pedestrian kiosks. Access to these digital boards can provide BCCC with high visibility of up to two million views/impressions per sign, 24 hours per day. Orange Barrel Media has provided pricing for further consideration. This campaign will be supplemented with matching creative for digital advertising and will also promote campus tours and information sessions and other marketing tactics.

- **Website Rebrand & Site Conversion**

The department is in the final stages of a redesign of the BCCC website. This effort will provide a completely redesigned look to the BCCC website while streamlining links and providing a newly designed user experience. For the month of May 2025, the current BCCC domain had 517,000 visitors, with first visits at 48,000, or a 10.4% increase.

Building Enrollment

Academic Affairs

- **Visual Arts, Music, & Fashion**—the department developed marketing and social promotions to highlight the Art Department's: [A Student Artsy Exhibition](#) to promote visual art, music, and fashion. These are targeted efforts for potential students who show an interest in noted areas.
- **Dental Hygiene Pinning Ceremony**—the department collaborated with Academic Affairs to assist with designing, printing, and promoting this year's Dental Hygiene Pinning Ceremony hosted at the College.

Workforce Development

- **WDCE Analytics**—the department provides updated web and social media analytics for all programs that are promoted digitally. This helps with targeted outreach and recruitment efforts.

Baltimore City Community College**PRESIDENT'S REPORT****Board of Trustees Meeting – June 18, 2025*****Student Affairs***

- **UB Scholarship Program**—the department continues to promote the partnership between BCCC & University of Baltimore and highlighting its scholarship opportunities.
- **Barnes & Noble College**—the department continues to build upon branding opportunities for the Barnes & Noble Bookstore for purposes of BCCC merchandise and accessories. This was the inaugural year for BNC bookstore to provide retail merchandise during commencement.

Summer Digital & Social Media Campaign

The College has implemented Summer and Fall 2025 Apply and Register digital campaigns to impact continuing growth in summer registration and applying to BCCC. Results to date include:

- **Apply Summer 2025: Start Date March 13, 2025 – April 30, 2025**
Link Clicks: 14,630
Reach: 306,598
Impressions: 3,275,933
Per Link Click Cost: \$0.49
- **Register Summer 2025 Classes: Start Date - March 13, 2025 – April 30, 2025)**
Link Clicks: 20,054
Reach: 307,974
Impressions: 2,386,274
Per Link Click Cost: \$0.49
- **Cumulative Google Analytics – Start Date - March 13, 2025 – May 31, 2025)**
Website Traffic to Marketing Campaign Landing Page – bccc.edu/changinglives that is used when a user clicks a digital advertisement.
Views: 13,744
Active Users: 9,561
Views per user 1.44

Analysis**Marketing Landing Web Page**

The Marketing Landing Page is used with digital marketing advertising. Monthly analysis of the page indicates that 5,538 prospective students clicked our digital advertisements, an increase over the same period in 2024 of 209.04%.

Apply Web Page

- Views: 13,054 in 2025 vs. 9,884 in 2024 (Up 32.07%)
- Users: 5,739 in 2025 vs. 4,239 in 2024 (Up 35.39%)

Register Web Page

- Views: 5,986 in 2025 vs. 1,036 in 2024 (Up 477.8%; third substantial monthly increase in a row)
- Users: 3,700 in 2025 vs. 601 (Up 515.64%; third substantial monthly increase in a row)

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

Marketing Landing Web Page

The Marketing Landing Page is used with digital marketing advertising. Monthly analysis of the page indicates that 5,538 prospective students clicked our advertisements, an increase over 2024 for the same period of 209.04%.

Building Engagement

Commencement Social Campaigns

The department created a comprehensive Commencement 2025 social platform campaign that included promotion of graduate events, a Commencement countdown, faculty and staff videos for social media posts, and a live feed of the event on YouTube.

Commencement Video

The department contracted Mind in Motion (videography vendor) to develop footage from the live feed into a full video that has been uploaded to YouTube and promoted on our social platforms. The live feed at Commencement 2025 yielded 1,592 views.

Social Platform Engagement

The College's May 2025 results on social platforms include sizeable engagement, with the following key results:

- **Facebook:**
Reach: 20.2% increase
Interactions: 352.4% increase
Visits: 18.9% increase
Follows: 31.7% increase
- **Instagram:**
Content interactions: 207.8% increase
Visits: 65.2% increase
Follows: 23.3% increase
- **YouTube:**
Views: 2,700
Watch Time: 397.9 hours
Subscribers: +19

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

CABINET UPDATE

Vice President, Institutional Effectiveness, Research & Planning

BARNES & NOBLE TRANSITION

The transition to Barnes & Noble College's (BNC) *First Day Complete* program is progressing steadily toward the goal of providing all students with comprehensive access to course materials on the first day of class. While the implementation process has presented some challenges, BCCC and BMC remain committed to achieving high-quality, timely service.

The Summer Session I marked an earlier-than-anticipated launch of the *First Day Complete* service. Originally scheduled for Fall 2025, the program was implemented ahead of plan. *First Day Complete* offers students the option to lease learning materials at significant cost savings compared to purchasing.

The early rollout brought several logistical and technological challenges, which have largely been resolved through ongoing collaboration between BNC and BCCC. For most students, the transition was seamless, with digital materials delivered as expected and minimal disruption.

Lessons learned during Summer I Session allowed the College to better anticipate and mitigate potential issues as Summer Session II which began on June 9. These summer sessions have effectively served as a pilot phase, and the College anticipates a smooth and fully integrated implementation for the upcoming Fall Semester.

OFFICE OF ASSESSMENT

Student Learning Outcomes (SLO) Integration Progress

The College's progress toward integrating all Student Learning Outcomes (SLOs) into Canvas for data collection remains on track for full faculty integration by Fall of 2025. This summer, focused efforts are underway within Workforce Development and Continuing Education (WDCE) courses. As part of this initiative, we are evaluating existing courses and developing/revising SLOs as needed.

While many WDCE courses already utilize distinct evaluation methods, incorporating them into Canvas will enable consistent data collection that is comparable across programs. This alignment supports accreditation requirements and strengthens vertical integration with credit-bearing academic programs. Ultimately, this will create clearer pathways for students who wish to transition from WDCE to degree or certificate programs.

In addition to the WDCE efforts, the Nursing programs are currently reviewing and updating their SLOs to meet accreditation standards. All summer faculty receive direct support to ensure their SLO data is collected. This adoption started with Professional Development in May and continues. This work is also expected to be completed by August.

OFFICE OF GRANTS DEVELOPMENT

The Office of Grants Development at Baltimore City Community College (BCCC) continues to play a vital role in securing and managing external funding, which underpins a broad spectrum of student and community services. The office has maintained a robust history in both the pursuit and administration of grants, ensuring that

Baltimore City Community College**PRESIDENT'S REPORT****Board of Trustees Meeting – June 18, 2025**

renewal applications are submitted on schedule and that strong performance outcomes consistently position BCCC as a competitive candidate for continued support.

TRIO Student Support Services (SSS)

One of the cornerstone programs supported by external funding is the TRIO Student Support Services (SSS) grant, which is set to close on August 31, 2025. The TRIO SSS program, funded by the U.S. Department of Education, has been a fixture at BCCC since 1995, marking its 30th year of service to the college community. This initiative is specifically designed to empower students who are first-generation college attendees, come from low-income backgrounds, or have a documented disability. Through a comprehensive suite of services—including counseling, tutoring, financial literacy education, academic advising, career development, cultural enrichment, and community engagement—the program aims to help students realize their full academic and personal potential.

The primary goal of the TRIO SSS program is to increase the retention, graduation, and transfer rates of eligible students who require additional academic support. Over the past five years, the program set an ambitious annual target to serve 230 students. The performance outcomes have been consistently strong, with service rates as follows:

Year	Student Served	% of Target Achieved
2020	202	87%
2021	211	91%
2022	247	107%
2023	238	103%
2024	230	100%

These figures underscore the program's effectiveness and its critical role in supporting student success at BCCC.

Currently, the TRIO SSS grant is in its renewal period. The renewal application was submitted on May 15, 2024, and the College anticipates notification of funding approval by August 2025. Based on the program's strong performance and longstanding impact, BCCC is optimistic about the prospects for continued funding, which will allow the College to maintain and expand its support for students in need.

In summary, the Office of Grants Development remains steadfast in its mission to secure essential resources that enhance the educational experience and outcomes for BCCC students. The ongoing success of the TRIO SSS program exemplifies the office's commitment to fostering student achievement and community engagement through strategic grant management.

TRIO Upward Bound Math and Science (UBMS)

The TRIO Upward Bound Math and Science (UBMS) Program at Baltimore City Community College serves as a key resource for academically driven high school students in Baltimore City, with a particular focus on those from low-income backgrounds and students who may be the first in their families to attend college. Supported by federal funding, U. S. Department of Education, this program is dedicated to equipping participants with the skills and confidence needed to excel in post-secondary education and pursue careers in STEM (Science, Technology, Engineering, and Mathematics).

Baltimore City Community College**PRESIDENT'S REPORT****Board of Trustees Meeting – June 18, 2025**

Through a demanding curriculum and hands-on learning experiences, the UBMS program is designed to enhance students' proficiency in math and science. By fostering academic achievement and nurturing a sustained interest in STEM fields, the program provides a structured and supportive environment that guides students toward higher education and future professional opportunities in math and science-related disciplines. This approach not only prepares students for academic success but also helps build a diverse pipeline of future STEM professionals.

This year, students in the UBMS program showcased their STEM knowledge and skills by presenting at several events held on Saturdays. These presentations provided valuable opportunities for students to apply what they have learned, engage with the broader community, and demonstrate their growth in science, technology, engineering, and mathematics disciplines. Such experiences not only highlight the effectiveness of the UBMS curriculum but also reinforce the program's commitment to fostering real-world competencies and confidence among its participants. The funding for this grant continues through September 30, 2027, pending federal appropriations.

Carl S. Perkins Grant

Baltimore City Community College (BCCC) has a strong history of receiving the Carl D. Perkins grant from the Maryland State Department of Education (MSDE). This grant is awarded through a formula that guarantees funding based on the college's productivity and outcomes each year. In fiscal year 2025, BCCC was awarded \$304,473. The primary goal of the Perkins grant is to strengthen Career and Technical Education (CTE) programs, with an emphasis on aligning education with workforce needs, supporting industry-recognized credentials, and creating accessible pathways from K-12 through college.

BCCC has consistently met or exceeded the goals and benchmarks outlined in its grant applications, which led to an award of \$349,831 for fiscal year 2026. The application process for this funding was a collaborative effort, involving key departments such as Academic Affairs, Workforce Development and Continuing Education, Administration and Finance, Institutional Research, Assessment, Student Services, and Marketing. This teamwork ensured that the submitted plan was both effective and efficient in addressing the needs of students and the demands of the local workforce.

The FY 2026 grant application focuses on several strategic priorities. These include aligning programs with labor market needs, increasing student participation and persistence, improving program performance, and recruiting, developing, and retaining qualified CTE educators. Additionally, BCCC is working to bridge the gap between credit and non-credit courses and to ensure that students are successful in passing credentialing and licensure exams. Through these efforts, the college aims to meet the needs of its diverse student body and support their success in a competitive workforce.

Workforce Development and Continuing Education

Under new leadership, the office manages the Maryland Office of Refugees and Asylees (MORA) - English Speakers of Other Languages (ESOL) grant, which provides \$410,650 in federal funding to support English language instruction and workforce readiness for 500 refugees, with 550 individuals served in the previous fiscal year. The office also administers the MORA Refugee School Impact Grant (RSIG), totaling \$1,236,745, which delivers academic and social support to 530 refugee students, surpassing that goal by serving 639 students last year. In addition, the Services to Older Refugees (SOR) grant, valued at \$244,312, offers English language, citizenship, and community support services to over 40 older refugees, with 63 served in the last fiscal year. Dr.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

Gina Karlin's leadership is focused on continuing this record of success and ensuring these programs effectively meet the needs of Baltimore's refugee community.

Brenda Sierra is the new director of the Workforce Development and Continuing Education Division. Among the several grants she oversees, the Supplemental Nutrition Assistance Program Employment and Training (SNAP E&T) grant stands out, providing \$600,000 in funding from the Maryland Department of Human Services. This grant is dedicated to supporting low-income students enrolled in programs such as Certified Nursing Assistant, Pharmacy Technician, Multi-skilled Technician, Commercial Driving License (CDL), and Community Health Worker. Over the three-year grant cycle from FY24 to FY26, the college expects to serve 200 students per year. The SNAP E&T grant has already been awarded for FY 2026, maintaining the same funding level for the period from October 1, 2025, to September 30, 2026.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

CABINET UPDATE

Finance & Administration

OFFICE OF HUMAN RESOURCES

GROSS PAY UPDATE

The Office of Human Resource is continuing our efforts in finalizing the gross pay for the state of MD. We are nearing the completion of our testing to meet the June 30, 2025, deadline as it was extended from May. The payroll office has successfully sent (6) test files for both PIN and contractual employees.

NEOED MANAGER SELF-SERVICE

NeoEd Manager Self-Service configuration is nearing completion as we are developing the manual to provide information and training to hiring managers. The Onboarding and Offboarding configuration in NeoEd have been completed and we are now testing the system to identify any gaps in the process. As this system-initiated onboarding and offboarding platform will streamline this process, eliminating the email notifications generated by human resource staff, it will also support the transition of the new employee orientation. Beginning in July new PIN employees will participate in a (4) hours orientation and contractual employees will participate in a (2) hour orientation. As orientation for new employees is key component of a new hires' introduction to the college, it is important that we provide complete and clear information of the expectations of all employees in key areas such as completing timesheets, leave accrual and usage, probationary period, and attendance responsibilities. The office is still reviewing the Employee Exit Questionnaire, as well as developing a cadre of questions specific to the employee groups (permanent, contractual, faculty, and sworn officers). The results of these questionnaires will assist human resources with assessing the employee experience and providing retention efforts to guide and inform hiring managers. Additional information will be provided as we move forward in the development process.

ADA REASONABLE ACCOMMODATION OVERVIEW AND REQUEST FORM

The ADA Reasonable Accommodation Overview and Request Form has been finalized and will be posted on the website for immediate use. We are currently finalizing the “*working draft*” of the comprehensive FMLA Overview and revised FMLA forms for both personal and family members. The information will include specific examples for the use of the 12-month rolling calendar year. Additionally, HR has developed an FMLA leave tracker that will be provided to both the employee and their supervisor to ensure that FMLA is being recorded, tracked, and managed in a transparent and consistent process. This will eliminate manual tracking and provide additional oversight and reporting as this information will be entered into our ERP Banner system.

EXCELLENCE AND SERVICES AWARDS PROCESS AND PROCEDURES

The Office of Human Resources is currently reviewing and expanding the institutional Excellence and Service Awards process and procedures. The Excellence Awards will consist of (4) different employee groups:

1. Administrative Professionals

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

2. Career -Service Professionals (Skilled Service – Full and Part-time)
3. Full-time Faculty
4. Adjunct Faculty
5. Presidential Award

Human Resources is currently completing the drafts of the faculty and staff nomination forms, designing and developing the marketing plan, identifying members of the review committee, and updating the nomination criteria. The Excellence Awards process will be shared with the BCCC community in August and will include the timeline, deadlines, and respective details. Furthermore, the service awards protocol recognizes employees who have completed 5, 10, 15, or more years of service with the State of Maryland. These awards may be given at a ceremony where Excellence Award winners will be announced.

As a part of the broader institutional awards program, such will be developed for Student Scholarship Awards and Student Academic Awards with leadership from the respective Academic and Advancement areas. The intent is to celebrate faculty, staff and students throughout the year.

BUDGET OFFICE

The Budget Office worked with the Controller's Office to verify the fiscal data in Banner compared to FMIS and is working with the rest of the Finance areas and Ellucian on the Banner conversion issues.

• Appropriation Year (AY 2025) Revenue Summary as of 06/02/2025

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	\$70,546,935	(Includes Bookstore of \$1,390,650)
Restricted	\$21,438,849	(Includes WBJC of \$4,419,002)
Total Revenue	\$91,985,784	

- **Unrestricted Revenue:** Total unrestricted revenue through May Appropriation Year (AY) 2025 is \$3.2 million higher than the revenue earnings through the same period in AY 2024. The primary driver is an increase in tuition and fees, Bookstore, and State appropriations.
 - Tuition & Fees: overall increase. The overall increase in tuition and fee revenue is due to higher revenues from the Fall, Spring and Summer semesters, and there is an increase in Non-Credit Tuition and Fees.
 - Sales, Service, Auxiliary & Leasing: decreased. - Sales, Service, Auxiliary & Leasing revenue earnings are lower in AY 2025 than at this same time in AY 2024, due to an increase in Bookstore revenues, but a decrease in Real Estate Lease Income.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

- Bookstore Revenues: Increased. - There is an increase in the bookstore revenue categories compared to the same period in AY 2024. This is due to an increase in new textbook sales and an increase in sundries.
- **Restricted Revenue:** Total restricted revenue through May AY 2025 is \$5.7 million lower than in the same period in AY 2024. The primary cause of the decrease is due to a reduction in COVID relief funds and deferred maintenance with an increase in WBJC revenues.
- **Appropriation Year (AY 2025) Expense Summary as of 06/02/2025.**

Expense Fund	Expense Amount	Notes
General (Unrestricted)	\$50,825,792	(Includes Bookstore of \$4,183,984)
Restricted	\$17,054,947	(Includes WBJC of \$1,154,790)
Total Revenue	\$67,880,739	

- **Unrestricted Expenditures:** Total unrestricted expenses increased by \$2.7 million when compared to this same period in AY 2024, primarily due to an increase in instructional and office supplies and contractual services.
- **Restricted Expenditures:** Total restricted expenses decreased by \$3.5 million compared to this same period in AY 2024. The primary driver is a decrease in deferred maintenance, educational grants, and equipment. This is a timing difference.

CONTROLLER'S OFFICE/GENERAL ACCOUNTING/GRANTS/FOUNDATION

- **BALTIMORE CITY COMMUNITY COLLEGE Foundation Audits.**
 - BCCC continues to work through the various FY2024 audits with CLA. The audits include the College audit, the WBJC-FM audit, the Single Audit, the CC-4, and the Enrollment audit. Although we have been dealing with carryover issues from the Banner conversion and these are factors causing adjustments mainly in the grant/contract area due to the way the data is carried over from one fiscal year to the next and corrections are not able to be made in FMIS. In FY2025, a daily reconciliation was completed between Banner and the State system, FMIS. Typically, when a conversion occurs with a legacy system and another system is involved that must continue to be used, it typically takes two to three years to resolve the majority of the issues.
 - College Audit: The grant activity questions were submitted to CLA and resolved. The updated BCCC Financial Statement draft was submitted for CLA review. Initial comments were received and the draft returned to CLA. Additional review comments were just received from the CLA audit partner. Those comments are being addressed and expected to be returned. The additional questions regarding Student Accounts Receivable were returned to CLA.
 - Enrollment Audit: The Representation Letter is in the process of being signed. Once signed, the audit can be issued.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

- CC4 – The draft financial statement and related supporting information was submitted to CLA for review.
- BCCC Foundation 990 Tax Return: The BCCC Foundation 990 Tax Return was completed and filed timely with the IRS (April 15).
- BCCC Foundation Audit: Despite the issues with the BCCC Foundation software, Financial Edge, due to a conversion by Blackbaud, the BCCC Foundation audit is completed and issued. As far as the status with the software, BCCC is working to have Blackbaud create a backup before BCCC goes back and updates the transactions for closing FY2024 and for FY2025. The financial statements were issued in mid-May.
- Howard P Rawlings audit: The information for the Howard P Rawlings audit is separate from the state contract. The above audit reports were issued and sent by CLA to MHEC on the due date of June 1.
- WBJC Audit and Attestation audits were completed and issued March 27.

• **Grants/COVID Funds**

- SSS TRIO drawdowns funds were received and updated reconciliations were sent out. Drawdown requests are in the process of being sent out for signature.
- Upward Bound drawdown requests were approved, and the drawdowns were requested. USDOE approved these and the funds were received. Updated reconciliations were sent out and another drawdown request is in the process of being sent out for signature.
- Drawdown requests were approved but pending release of funds from the USDOE. Detailed receipts are required for funds to be released. Additional funds to be used must be encumbered by June 30 and liquidated so they can be released in the subsequent period. Detailed receipts are required by the USDOE to release any funds.
- New MCR's for the DLLR Grant were approved for submission.
- The DLLR Grant year-end reconciliation and cost sharing is next to complete.
- Perkins Grant reconciliations are being updated to monitor the spending.
- Other grants reconciliations are being provided for review and invoicing.

• **Ellucian Advisory Services**

- Meetings have continued with Ellucian to discuss issues encountered in the conversion process.
- Meetings with the consultant have included other processes not implemented yet as well as concerns with the Banner product needed for operations.
- In general, progress is being made but it is slower than expected. The current contract will expire on June 30 with a new one in process.

Baltimore City Community College
PRESIDENT'S REPORT
Board of Trustees Meeting – June 18, 2025

BCCC Rents Paid FY2025

Location	Vendor Name	Amount Paid		
		FY2025	Monthly Base Amount	Monthly CAM Charges
BioPark	Wexford (Ventas, Inc)	\$ 2,207,210.26	\$ 115,209.49	87,639.14
Workforce (Downtown)	MarketPlace	474,524.26	42,000.00	
Student Parking Lot	Back to the Bible	75,383.00	6,853.00	
Reisterstown Plaza (College)	TRC RRP IV	260,592.24	24,525.39	
Reisterstown Plaza (WBJC)	TRC RRP I	138,180.12	8,091.15	
Totals		\$ 3,155,889.88	\$ 196,679.03	\$ 87,639.14
Workforce, Reisterstown Plaza for College and WBJC have periodic CAM charges billed separate from the monthly rent.				
BioPark Base rent changes each February 1 and CAM (real estate taxes, operating costs, electric and gas)				

OFFICE OF PROCUREMENT & AUXILARY SERVICES

Procurement Awards

The following procurement awards were made from the period between May 1, 2025, to June 12, 2025, in the categories listed below:

Work Category	Amount
Services	\$223,647.87
Construction	\$87,844.03
Maintenance	\$64,139.98
IT Services	\$46,122.00
Commodities	\$34,483.30
Total	\$456,237.18

A total of 169 credit card transactions were conducted in the month of May in the amount of \$87,095.30.

BOOKSTORE

As part of Baltimore City Community College's strategic initiative to enhance student services and improve access to affordable course materials, the transition of bookstore operations to Barnes & Noble College (BNC) is progressing on schedule.

Transition Progress

- **Phase I (Completed – April 2025):** The campus bookstore successfully closed and reopened under BNC management with minimal disruption. Initial operational and branding adjustments were implemented.

Baltimore City Community College

PRESIDENT'S REPORT

Board of Trustees Meeting – June 18, 2025

- **Phase II (Completed – Summer 2025):** Students accessed course materials through a new BNC-managed online portal, with flexible delivery and pickup options. BCCC covered textbook costs during this phase to support a smooth transition.
- **Phase III (In Progress – Fall 2025):** BNC and the College are actively preparing for the **First Day Complete** program. The first day of the fall term has been successfully launched.

Faculty and Staff Training

- BNC will provide training on the **Adoption & Insights Portal (AIP)** to faculty and staff to ensure timely and accurate course material adoption.
- Additional training will be offered to faculty integrating AIP with the **Learning Management System (LMS)** to ensure students have seamless access to the required materials.

Student Communication and Support

- BCCC and BNC will implement a communication campaign to educate students on the **First Day Complete** program—its purpose, benefits, and how to access materials.
- Training and support resources will be made available to help students navigate the system effectively.

Next Steps

- **Phase IV (Planned – Fall 2025):** Renovations to the physical bookstore space will begin later this term, creating a modern, student-centered retail environment aligned with BCCC's brand. Designs are in process and BNC will be submitted to these within the next couple of weeks.

This transition supports BCCC's broader mission to improve student success through enhanced academic resources and services.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees Meeting – June 2025

Realignment Task #1

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

Vice President, Academic Affairs

SCHOOL OF NURSING AND HEALTH PROFESSIONS (SNHP)

Health Information Technology (HIT)

The program coordinator compiled a comprehensive, data-driven annual report that is a crucial tool in maintaining the high standards of our program. The report covers key aspects such as enrollment, completion, and placement rates, as well as financial oversight, faculty credentials, and programmatic and institutional personnel information, providing a thorough evaluation of our programs.

The submission date is June 23, 2025, and the program coordinator and SNHP dean’s office are collaborating with OIERP and President’s office to validate the information.

Emergency Medical Services (EMS)

The Clinical Coordinator for Emergency Medical Services took part in ACCREDICON hosted by CoAEMSP (Committee on Accreditation of Educational Programs for the Emergency Medical Service Professions). ACCREDITCON is a comprehensive training event offering resources needed for successfully leading an institution through the CAAHEP accreditation process.

SCHOOL OF ARTS AND SOCIAL SCIENCES (SASS)

Programmatic Accreditation

The Dean of School of Arts and Social Sciences is exploring accreditation for the Legal Assistant Program (AAS) with the American Bar Association (ABA). ABA accreditation will affirm the rigor and quality of the program and serve as an added attraction for students considering this program of study. In addition to the AAS degree, the accreditation helps employers know that the students are familiar with and have met ABA standards for legal assistant education. This accreditation will strengthen articulation agreements with four-year transfer partners as this is an industry-recognized credential.

SCHOOL OF BUSINESS, SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (BSTEM)

Business and Technology

Four faculty members and the Interim Associate dean will be attending the annual Accreditation Council for Business Schools and Programs conference in Las Vegas, Nevada. This conference is an opportunity to represent the College’s achievements in maintaining 30 years of full accreditation of the college’s five Business Programs: Accounting, Business Marketing, Business Administration, Business Management, and Computer Information System. The conference will support the participants in gaining knowledge of the best practices to improve

Baltimore City Community College

Realignment Tasks Update

Board of Trustees Meeting – June 2025

assessment of student learning outcomes and stay current with accreditation standards and expectations that may impact future reaffirmation and quality assurance reporting.

E-LEARNING

Events

In May, E-Learning led several professional development sessions. These sessions were designed to provide the faculty with guided hands-on working sessions to integrate student learning outcomes with their assessment instruments embedded inside their courses. Additional sessions are planned for the Fall 2025 Professional week in August.

Projects

Video enhancement of Student Canvas Orientation modules

- eTutoring – the video walkthrough for students was finalized and approved by the retention specialist for inclusion in the Canvas student orientation course. It went live in the course during finals week of the Spring 2025 term.
- Library tutorials – Scripts were provided to E-Learning by the library at the end of May. Recording and screen casting will be conducted in June 2025. Videos are anticipated to be published by the end of June and incorporated into both the library webpage and the Canvas student orientation course.

Video Production

Pre-Production (scripting and storyboarding); these also require publisher test courses to be provisioned.

These were delayed due to implementation of BNC First Day Complete

- MindTap setup – video targeting faculty to demonstrate the process to pair their course
- Access Pearson setup – video targeting faculty to demonstrate the process to pair their course
- McGraw-Hill Connect - video targeting faculty to demonstrate the process to pair their course

Procurement

Respondus Lockdown Browser and Monitor – expires July 31, 2025; This software provides remote AI proctoring and recording of exams providing identity verification, environment checks, and screen locking to prevent cheating while taking exams

- The software provides a variety of options to faculty for allowable assistance such as calculators
- Since BCCC is on a tiered plan, longer term contract options are not available

Realignment Task #2

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

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

The Workforce Development Department (WF) at Baltimore City Community College (BCCC) continues to strengthen its efforts to enhance career opportunities for students by expanding partnerships with local community and healthcare organizations. These collaborations aim to provide comprehensive training opportunities that align with current labor market demands and improve students' career trajectories.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees Meeting – June 2025

May 2025 Enrollment Snapshot

In alignment with BCCC's strategic priority to make workforce development and job placement top educational goals, the Workforce Development & Continuing Education (WDCE) division enrolled 297 students in May across high-demand career pathways. These non-credit programs are designed to meet regional labor market needs and support adult learners with job-ready skills and industry-recognized credentials. Key areas of enrollment include Healthcare & Biosciences, Human Services & Law Enforcement, Transportation & Logistics, Information Technology & Cybersecurity, and Hospitality & Tourism. Each program offers targeted training that leads directly to employment opportunities or career advancement, with flexible delivery formats to enhance accessibility. This focused approach demonstrates BCCC's commitment to equitable access, economic mobility, and workforce responsiveness.

Strategic Partnerships and Community Collaborations

In collaboration with the University of Maryland School of Social Work, affiliate agreements were signed and completed for Lori's Hands and Community Health Worker (CHW) students who started clinicals in May. Agreements pending, B'more for Healthy Babies, the YMCA at Upton/Druid Heights, Center for Restorative Change.

Baltimore City Public Schools 2025 CTE Summer Boost Program, will begin June 24, and operate through August 1. The initiative aims to serve 95 rising seniors by offering workforce certification training paired with academic remediation in mathematics. Certification areas identified include Certified Nursing Assistant, Surgical Technician, Central Sterile Technician, Phlebotomy Technician, and Lab Technician.

The partnership with the Mayor's Office of Employment Development (MOED) continues to yield strong results. The Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) and Resource Sharing Agreement (RSA) were officially extended through June 30, 2026. Weekly outreach efforts at the MOED Northwest Center generated 13 student pre-registrations. Monthly recruitment and alignment meetings with the Department of Social Services (DSS) remain ongoing.

BCCC's partnership with Goodwill Industries remains active, with a new CNA cohort starting in June 2025 to enroll 12 students. This initiative continues to be supported through wraparound services

provided in partnership with the Dwyer Foundation. Goodwill is in the process of developing a new agreement with CVS Pharmacy to fund a new cohort by the end of Summer or Fall.

Outreach and Engagement

Outreach efforts in May 2025 generated significant engagement, with a total of 646 inquiries from prospective students and community partners. These efforts included 440 student inquiry forms submitted through Customer Relation Management, 90 participants in four online information sessions, and 77 direct email inquiries to the Workforce team. Additional engagement came through strategic

Baltimore City Community College

Realignment Tasks Update

Board of Trustees Meeting – June 2025

partnerships and events, including outreach via the Mayor’s Office of Employment Development (MOED), Community Day at Clay Pots, and a collaboration with CareFirst. This robust outreach reflects growing community interest in workforce programs and reinforces BCCC’s role as a vital connector between education and employment.

Funding and Grants Update

Workforce Development and Continuing Education continue to secure major funding streams to support program delivery and student access. These include a \$4.8 million grant from the Baltimore City Department of Social Services to support workforce training for city residents, \$1.2 million from the Department of Human Services SNAP program for statewide training over three years, \$255,000 from DSS/SNAP for workforce training among Baltimore residents, and \$87,250 in targeted funding for healthcare training programs for DSS recipients.

Realignment Task #3

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

Vice President, Academic Affairs

SCHOOL OF NURSING AND HEALTH PROFESSIONS (SNHP)

Dental Hygiene (DH)

The department held make-up sessions for the clinical courses that were interrupted in early Spring due to a fire in the Life Science building. The make-up sessions were scheduled from May 12-23, 2025, and helped both first- and second-year students to complete the required clinical hours.

SCHOOL OF ARTS AND SOCIAL SCIENCES (SASS)

Mayor’s Scholars

The School of Arts and Social Sciences will offer classes for the Mayor’s Scholars Program and P-Tech Program that help students towards completion of a college credential. The courses will be offered as part of the Summer II session which starts on July 7, 2025, and ends on August 8, 2025. While these courses are popular courses among BCCC students, they are also applicable towards completion in many programs.

The courses offered include the following:

- Introduction to Film, ART 225
- English Writing, ENG 101
- Personal and Community Health, HLF 201
- Preparation for Academic Achievement, PRE 100
- Introductory Psychology, PSY 101
- Integrated Reading and English I, REN 091
- Reading and English Skills, REN 092
- Introduction to Sociology, SOC 101
- Fundamentals of Speech Communication, SPE 101

Baltimore City Community College
Realignment Tasks Update
Board of Trustees Meeting – June 2025

DEVELOPMENTAL COURSE DESIGN

The School of Arts and Social Sciences

The Dean of School of Arts and Social Sciences met with BCCC faculty workgroup to support the creation of a developmental course for BCPS students who may need an alternate path to demonstrate College and Career Readiness. The course will provide BCPS students who may need an alternative way of demonstrating college and career readiness as articulated in the Blueprint for Maryland's Future, Pillar 3. The faculty and dean also discussed incorporating a reading specialist consultant to the team who could bring strategies on reading instruction inclusion into the course development.

The BCC faculty workgroup is comprised of full-time faculty with expertise in developmental education and curriculum design. These faculty are credentialed in English and have experience designing developmental coursework. The new dean also met with members of the senior leadership from the President's office, academic

affairs, student affairs, and other key leadership members who are engaged in implementation of the MOU to understand the creation of the developmental course.

The School of Business, Science, Technology, Engineering, and Mathematics

The Natural and Physical Sciences department faculty have developed an integrated science course. The proposed course SCI 092 – Introductory Science has no prerequisites, and the curriculum includes concepts from Biology, Chemistry and Physics. The course will be resubmitted to the Curriculum and Instruction Committee during the Fall 2025 instructional term. This science course is recommended for dually-enrolled students to help prepare high school students for college level science credit courses.

Baltimore City Community College
Realignment Tasks Update
Board of Trustees Meeting – June 2025

Realignment Task #4

“Enter into memoranda of understanding in order to establish student pathways to success with the Baltimore City Public Schools (BCPSS), institutions of higher education, and employers.”

Vice President, Academic Affairs

NURSING

The nursing department has initiated a clinical affiliation agreement with Sheppard Pratt Health. The agency has provided the School with an MOU which has been sent to BCCC legal counsel for review. The fully executed contract will allow Nursing and Practical Nursing students to complete their psychiatry/mental health clinical rotations.

NATURAL AND PHYSICAL SCIENCES

Two articulation agreements are pending the President’s approval: one with the University of Baltimore for their Forensics Science degree program, the second with UMGC (University of Maryland, Global Campus) for the college Biotechnology AAS degree students to transfer to their Biotechnology Bachelor’s degree.

Realignment Task #5

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

Vice President, Student Affairs

Vice President, Institutional Effectiveness, Research & Planning

Enrollment

Summer 2025

The first day of summer classes was May 20, 2025. As of June 13, 2025, one thousand nine hundred ninety-three (1,993) students are registered. This figure does not include summer registration for the Mayor’s Scholars Summer Bridge Program. MSP Summer Bridge students will start registering for their courses in the coming week. The College has surpassed the Summer 2024 enrollment of 1,964 students by 1.47 percent.

The last day to register for Summer Session II is July 8, 2025.

Fall 2025

General registration for Fall 2025 started on April 30, 2025. As of June 13, 2025, two thousand five hundred twenty-nine (2,529) students are registered. The first day of class is August 25, 2025, and the last day to register is October 21, 2025.

CRM Recruit Process Improvements

With assistance from Banner Ellucian Advisory Services, the Office of Admissions has completed the following system enhancements to streamline processes:

Baltimore City Community College

Realignment Tasks Update

Board of Trustees Meeting – June 2025

- Finalized testing on Manage Events, Communication Plans and QR Code that will feed into CRM Recruit.
- Continued testing on workflows for inquires communication, supplemental documents, more communication with students on application portal, and tracking, and regular cleanup of duplicate accounts.
- Updated terms to include the months so students know what entry term they are applying for (e.g. Fall 2025 (August -December).

Yellow Ribbon Program

Effective with the 2025-2026 academic year, the College has been formally approved by the U.S. Department of Veterans Affairs to participate in the Yellow Ribbon Program.

The Yellow Ribbon Program is an enhancement of the Post-9/11 GI Bill that allows the college to partner with the VA to bridge any remaining gap between a student-veteran's standard GI Bill tuition benefit and the full cost of tuition and mandatory fees. Under the program, BCCC will contribute additional institutional funding for eligible veterans, and, in turn, the VA will match that amount—ensuring qualified student-veterans and eligible dependents can attend BCCC at little or no out-of-pocket cost.

Becoming a Yellow Ribbon school underscores BCCC's long-standing commitment to those who have served our nation. Beyond financial support, the College offers dedicated veterans-affairs priority course registration and more engagement with Veterans.

Realignment Task #7

“Establish strong relationships with key stakeholders.”

Vice President, Advancement

Community Outreach & Engagement

The division participated in several meetings with key stakeholders as it continues to solidify relationships and build strong partnerships throughout the Baltimore Metropolitan region. Organizations the division met with are:

Young Men United First Cohort—Collaboration Opportunity for BCCC

United Way of Central Maryland established Young Men United (YMU) as an innovative education equity and economic advancement initiative that helps young men of color achieve their academic and vocational dreams. YMU hosted its first cohort of graduating seniors at a special End-of-Year Celebration at the Reginald F. Lewis Museum in Baltimore City. BCCC was invited to learn more about how the College can collaborate with UWCM to refine pathways of success for young male students in Baltimore.

Ta-Nehisi Coates in Conversation (The Message)

BCCC joined Johns Hopkins University and Morgan State University for a student-focused panel discussion with award-winning author, Ta-Nehisi Coates at Morgan's Murphy Fine Arts Auditorium. This event afforded BCCC an opportunity to collaborate with other institutions to feature authors, their books and a panel discussion with students. As a result, BCCC will feature local authors to present on a regular basis as the College promotes its Barnes & Noble College Bookstore.

WBJC Staff Community Engagement

Baltimore City Community College

Realignment Tasks Update

Board of Trustees Meeting – June 2025

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:

Staff Community Engagement

The station created opportunities to extend the BCCC brand in the community while establishing partnerships and engagement opportunities with organizations such as Baltimore Chamber Orchestra, Baltimore Symphony Orchestra, Bay Atlantic Symphony, Baltimore Symphonic Band, John Hopkins Symphony, Osher programs of Towson University and Johns Hopkins, Shriver Hall, US Coast Guard, Annapolis Chorale, Happenstance Theatre, Poulenc Trio, University of Baltimore, Enoch Pratt Free Library, The Federation of Jewish Women's Organizations of Maryland, Morgan State University, Eastern Shore Writers Association, CityLit Festival, Three Arts Club of Homeland.

Corporate Support Partnerships

The Station developed underwriting partnerships and content on WBJC from numerous clients, including returning clients such as Baltimore Symphony Orchestra, The Kennedy Center, University of Maryland Medical Center, CFG Bank, Elville and Associates, Cynipid Fund, Opera Baltimore, Community Concerts at Second, The Peabody Institute, Culligan Water, Chamber Music Maryland, Manor Mill Farm, Baltimore Choral Arts Society, Shriver Hall, Gertrudes Restaurant, Zekes Coffee, Roggenart Cafe, The Omelet King, Handel Choir, Columbia Orchestra, St Davids Church, In Series, and Zekes Coffee.

REALIGNMENT TASK # 8

"Develop and market a brand for BCCC."

Vice President, Advancement

WBJC

BCCC Event Promotion

WBJC cobranded the station and BCCC to promote campus events and initiatives on-air, including hourly identification and Public Service Announcements regarding BCCC apply & registration, Financial Aid Information nights, and Student Life events.

Marketing

During May 2025, the department continued focusing on building the BCCC brand and developing marketing strategies to expand, build and strengthen reach, enrollment, and engagement.

Expanding Our Reach

- **Brandmark Development**

The department has initiated meetings with MGH Advertising to further develop BCCC brandmark designs, create an Athletics logo, and develop panther shirt designs. If selected, MGH will be charged with completing a thorough investigation of the uniqueness of the BCCC logo as related to other entities in preparation for the submission of all logos for trademark designation.

- **Summer & Fall Marketing & Branding Campaign**

The department is working with Orange Barrell Media to build a Summer and Fall 2025 branding campaign tied to promoting BCCC programs, faculty and students using large outdoor digital boards located in Baltimore City. These digital boards are located at numerous intersections and include

Baltimore City Community College

Realignment Tasks Update

Board of Trustees Meeting – June 2025

pedestrian kiosks. Access to these digital boards can provide BCCC with high visibility of up to two million views/impressions per sign, 24 hours per day. Orange Barrel Media has provided pricing for further consideration. This campaign will be supplemented with matching creative for digital advertising and will also promote campus tours and information sessions and other marketing tactics.

- **Website Rebrand & Site Conversion**

The department is in the final stages of a redesign of the BCCC website. This effort will provide a completely redesigned look to the BCCC website while streamlining links and providing a newly designed user experience. For the month of May 2025, the current BCCC domain had 517,000 visitors, with first visits at 48,000, or a 10.4% increase.

Building Enrollment

Academic Affairs

- **Visual Arts, Music, & Fashion**—the department developed marketing and social promotions to highlight the Art Department's: A Student Artsy Exhibition to promote visual art, music, and fashion. These are targeted efforts for potential students who show an interest in noted areas.
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- **Dental Hygiene Pinning Ceremony**—the department collaborated with Academic Affairs to assist with designing, printing, and promoting this year's Dental Hygiene Pinning Ceremony hosted at the College.

Workforce Development

- **WDCE Analytics**—the department provides updated web and social media analytics for all programs that are promoted digitally. This helps with targeted outreach and recruitment efforts.

Student Affairs

- **UB Scholarship Program**—the department continues to promote the partnership between BCCC & University of Baltimore and highlighting its scholarship opportunities.
- **Barnes & Noble College**—the department continues to build upon branding opportunities for the Barnes & Noble Bookstore for purposes of BCCC merchandise and accessories. This was the inaugural year for BNC bookstore to provide retail merchandise during commencement.

Summer Digital & Social Media Campaign

The College has implemented Summer and Fall 2025 Apply and Register digital campaigns to impact continuing growth in summer registration and applying to BCCC. Results to date include:

- **Apply Summer 2025: Start Date March 13, 2025 – April 30, 2025**
Link Clicks: 14,630
Reach: 306,598
Impressions: 3,275,933
Per Link Click Cost: \$0.49

Baltimore City Community College

Realignment Tasks Update

Board of Trustees Meeting – June 2025

- **Register Summer 2025 Classes: Start Date - March 13, 2025 – April 30, 2025)**
Link Clicks: 20,054
Reach: 307,974
Impressions: 2,386,274
Per Link Click Cost: \$0.49
- **Cumulative Google Analytics – Start Date - March 13, 2025 – May 31, 2025)**
Website Traffic to Marketing Campaign Landing Page – bccc.edu/changinglives that is used when a user clicks a digital advertisement.
Views: 13,744
Active Users: 9,561
Views per user 1.44

Analysis

Marketing Landing Web Page

The Marketing Landing Page is used with digital marketing advertising. Monthly analysis of the page indicates that 5,538 prospective students clicked our digital advertisements, an increase over the same period in 2024 of 209.04%.

Apply Web Page

- Views: 13,054 in 2025 vs. 9,884 in 2024 (Up 32.07%)
- Users: 5,739 in 2025 vs. 4,239 in 2024 (Up 35.39%)

Register Web Page

- Views: 5,986 in 2025 vs. 1,036 in 2024 (Up 477.8%; third substantial monthly increase in a row)
- Users: 3,700 in 2025 vs. 601 (Up 515.64%; third substantial monthly increase in a row)

Marketing Landing Web Page

The Marketing Landing Page is used with digital marketing advertising. Monthly analysis of the page indicates that 5,538 prospective students clicked our advertisements, an increase over 2024 for the same period of 209.04%.

Building Engagement

Commencement Social Campaigns

The department created a comprehensive Commencement 2025 social platform campaign that included promotion of graduate events, a Commencement countdown, faculty and staff videos for social media posts, and a live feed of the event on YouTube.

Commencement Video

The department contracted Mind in Motion (videography vendor) to develop footage from the live feed into a full video that has been uploaded to YouTube and promoted on our social platforms. The live feed at Commencement 2025 yielded 1,592 views.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees Meeting – June 2025

Social Platform Engagement

The College's May 2025 results on social platforms include sizeable engagement, with the following key results:

- **Facebook:**
Reach: 20.2% increase
Interactions: 352.4% increase
Visits: 18.9% increase
Follows: 31.7% increase
- **Instagram:**
Content interactions: 207.8% increase
Visits: 65.2% increase
Follows: 23.3% increase

YouTube:

Views: 2,700

Watch Time: 397.9 hours

Subscribers: +19

REALIGNMENT TASK #9

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

Wayne Rose, Ph.D. Chief Information Officer

ENTERPRISE RESOURCE PLANNING (ERP) PROJECT

Oversight of the ERP project via MD Department of Information Technology (MD DoIT) has been concluded, and the appropriate close-out documents submitted. While there remains a sizeable portion of ERP systems configuration to be performed, we are continuing to make progress via the Ellucian Banner Advisory Services support contract. The current contract, however, ends at the end of June 2025, and Ellucian has suggested a new contract that is better tailored to fit into our current support environment. The new contract is expected to start in July 2025 and will provide us with added flexible services and greater latitude for specific technical assistance.

To ensure we continue to take full advantage of these services, we have reinforced the Systems Advisory Services 2026 implementation project plan to promote greater visibility and accountability. The updated project methodology ensures greater project collaboration, transparency and understanding throughout the various implementation streams of the core ERP modules. Additionally, we have targeted specific quarterly goals to ensure timely project completion.

INFORMATION TECHNOLOGY & INFRASTRUCTURE

The BCCC infrastructure refresh work is near completion with testing and configuration of the disaster recovery parameters still in process. Due to unforeseen configuration issues in the finalization of virtual networking components in Azure between the US East and US North zones to allow the extension of current data into the

Baltimore City Community College

Realignment Tasks Update

Board of Trustees Meeting – June 2025

protected DR cloud space, assistance from Microsoft has been engaged. Once such parameters are adjusted and functioning appropriately, testing of the disaster recovery plan via the datacenter cloud network replication will continue. At this time, it is expected that an additional two to three months will be required for completion on this last step of the Data Center Modernization project.

REALIGNMENT TASK #10


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


Office of the President

BCCC continues to possess and provide maintenance and security for the green space that now occupies the former site of the downtown Bard Building. A new fence around the site will maintain the landscaping and ensure that the use is authorized through the College.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 11 | Active Search Listing

 Baltimore City Community College			HR Posted Search List as of June 13th, 2025	
	Div	PIN #	Position	Hiring Manager
1	AA	66695	Director of Academic Achievement Center	Dr. Eric Benjamin
2	AA	66902	Dean Natural and Physical Sciences, Business, Technology, Engineering and Math	Dr. Eric Benjamin
3	AA	78507	Assistant Professor/Clinical Coordinator, Health Information Technology	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Ghazanfar Mahmood/ Dorothy Holley
4	AA	72080	Assistant Professor & Program Coordinator for Computer Information Systems	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Enyinnaya Iweha
5	AA	66819	Assistant Professor of Nursing- Adult Medical/Surgical	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Ghazanfar Mahmood/ Dorothy Holley
6	AA	66878	Administrative Assistant (III)	Dr. Eric Benjamin/ Aundrea Wheeler/ Karen King-Sheridan
7	AA	tbd	Assistant Professor & Program Coordinator for Business Management	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Enyinnaya Iweha
8	AA	66797	Assistant Professor of Mathematics	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Enyinnaya Iweha
9	AA	66647	Assistant Professor & Coordinator for Psychology	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Rodney Redmond
10	AA	73971	Administrative Assistant to the VP of Academic Affairs	Dr. Eric Benjamin
11	AA	66715	Associate Dean of School of Arts & Social Sciences	Dr. Eric Benjamin/Dr. Rodney Redmond
12	AA	67006	Assistant Vice President, Academic Engagement & Partnerships	Dr. Eric Benjamin
13	SA	66844	Federal Work Study Coordinator	Donna Thomas/ Saleem Chaudhry
14	SA	72079	Coordinator of Early College Access & Programs	Donna Thomas/ Michelle White
15	SA	66831	Financial Aid Specialist	Donna Thomas/ Saleem Chaudhry

 BCCC Baltimore City Community College			HR Posted Search List as of June 13th, 2025	
	Div	PIN #	Position	Hiring Manager
16	SA	66611	Financial Aid Specialist	Donna Thomas/ Saleem Chaudhry
17	SA	66875	Student Accounts Coordinator	Donna Thomas
18	SA	78508	Student Success Advisor	Donna Thomas/ Elexis DeGale
19	SA	74210	Administrative Assistant- TRIO Student Support Services	Donna Thomas
20	ASP	66932	Administrative Assistant for the Vice President for Advancement	Gussener Augustus
21	ASP	66960	Director of Development	Gussener Augustus
22	ASP	66838	Associate Director for Scholarships	Gussener Augustus
23	ASP	66720	Associate Director for Alumni Relations	Gussener Augustus
24	WDCE	66861	Maintenance Supervisor	Michael Thomas
25	WDCE	66967	Assistant Director of Capital Projects	Michael Thomas
26	WDCE	66639	Assistant Vice President for Facilities	Michael Thomas
27	WDCE	66921	Associate Director of English Language Services	Michael Thomas
28	WDCE	66655	Director of Public Safety	Michael Thomas
29	WDCE	66837	Building Security Officer	Michael Thomas
30	F&A	66879	Director of Budgets	Dr. Debra McCurdy/Nicole Carter
31	F&A	66740	Vice President of Finance & Administration	Dr. Debra McCurdy
32	F&A	66934	Bursar/ Director of Student Accounting	Dr. Debra McCurdy/ Donna Thomas
33	F&A	66973	Associate Director/Associate Bursar for Student Accounts	Dr. Debra McCurdy/ Donna Thomas
34	F&A	88495	Procurement Buyer Specialist	Anna Lansaw
35	F&A	82345	HR Generalist	Nicole Carter