

**Baltimore City  
Community College**

**Board of Trustees  
Open Session**

**Dr. Debra L. McCurdy**  
President

**Mr. Kurt L. Schmoke**  
Chair

WEDNESDAY | MARCH 19, 2025

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

TAB 1 | Approval of the March 19, 2025 Agenda

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## BOARD OF TRUSTEES

### BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda (revised 3.17.25) | 4:00pm March 19, 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 March 19, 2025 Agenda (Tab 1) Mr. Kurt L. Schmoke, *Chair*
- II. Board Actions/Consent Agenda **(Vote)** Mr. Kurt L. Schmoke, *Chair*
  - a. February 19, 2025 Open Session Meeting Minutes (Tab 2)
  - b. February 19, 2025 Closed Session Meeting Summary (Tab 2)
  - c. Student Government Association (Tab 3)
  - d. AFSCME Local #1870 at BCCC Comments (Tab 4)
  - e. Faculty Senate Comments (Tab 5)
- III. Items Removed from the Agenda (Tab 6) Mr. Kurt L. Schmoke, *Chair*
  - a. None
- IV. New Business (Tab 7)
  - a. Finance/Audit Committee Mr. Kurt L. Schmoke, *Chair*  
Dr. Debra McCurdy, *President*  
Mr. Michael Thomas, *VP Workforce*  
Ms. Anna Lansaw, *ED Procurement*  
Ms. Eileen Waitsman, *Controller*
    - i. Procurement Policies & Procedures **(Information)**
    - ii. Procurements Exceeding \$25,000 to \$99,999 **(Information)**
      - a. Human Physiology Testing Kit (iWorxs) \$30,584
      - b. Construction Oversight – Main Building Restroom Renovation (The Gordian Group) \$26,242
      - c. Fire Alarm System Upgrades and Monitoring (Hopeday) \$86,580
      - d. Temporary Staffing – Bookstore (Creative Financial Staffing) \$28,000
    - iii. Procurement(s) exceeding \$100,000 **(Vote)**
      - a. Literacy Support Services (The International Continuing Education Consultants) \$234,974
      - b. Cosmetology Training (The BEAT School) \$194,000
      - c. Hospitality Training (Parkway Management and Consulting) \$262,500
    - iv. Financial Monthly Performance Report **(Presentation)** Mr. Richard Walsh, *Sr. Analyst*
- V. College Policies (Tab 8) Mr. Kurt L. Schmoke, *Chair*
  - a. None
- VI. Presentations (Tab 9)
  - a. Enrollment Update Mr. Kurt L. Schmoke, *Chair*  
Dr. Debra McCurdy, *President*  
Ms. Donna Thomas, *Interim VP Student Affairs*
  - b. Workforce Development & Continuing Education Update Dr. Debra McCurdy, *President*  
Ms. Shawnette Shearin, *Director, Budgets (WDCE)*  
Mr. Noah Grant, *Director, Operations (WDCE)*

c. ERP Update

Dr. Debra McCurdy, *President*  
Dr. Wayne Rose, *Chief*  
*Information Officer*

VII. President's Report (Tab 10)  
a. Legislative Budget Hearings Update (House & Senate)

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

VIII. Active Search Listing (Tab 11)

Mr. Kurt L. Schmoke, *Chair*

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

Mr. Kurt L. Schmoke, *Chair*

**BOARD OF TRUSTEES**

**BALTIMORE CITY COMMUNITY COLLEGE**

**BOARD ACTIONS / CONSENT AGENDA**

TAB 2 | February 19, 2025 Minutes

TAB 2 | February 19, 2025 Closed Session Meeting Summary

TAB 3 | Student Government Association Report/Comments

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

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

TAB 2 | February 19, 2025 Minutes

TAB 2 | February 19, 2025 Closed Session Meeting Summary

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

Open Session Minutes | 4:00pm February 19, 2025 (Virtual Zoom Meeting)

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

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

- I. Chair Schmoke called the meeting to order at 4:06 PM. The consent agenda (items a-c below) was unanimously approved upon a motion by Trustee Blum, seconded by Trustee Ward.
- a. December 18, 2024 Open Session Meeting Minutes
  - b. December 18, 2024 Closed Session Meeting Summary
  - c. February 13, 2025 Finance/Audit Committee Meeting Minutes

Noting that no written report or request to speak had been submitted either by AFSCME Local #1870 or by the Faculty Senate, the Board moved on to new business.

- II. The following procurements of \$25,000 to \$99,999 were presented to the Board for informational purposes only.
- |  |             |
|--|-------------|
| a. 25Live (CollegeNet)   | \$61,237.54 |
| b. Microsoft Unified (Microsoft Corporation)                   | \$51,195.00 |
| c. Access Codes (Vital Sources)                                | \$38,551.31 |
| d. Trio Bound – New York Trip<br>(Green Light Tour and Travel) | \$33,495.00 |
| e. Access Codes (McGraw Hill Education Inc)                    | \$28,500.00 |
| f. STEM Programs (Let’s Go Boys & Girls)                       | \$27,000.00 |
| g. Physical Education Roof Design<br>(Noelker & Hull)          | \$44,577.00 |
| h. Computer Towers (Dell)                                      | \$29,400.00 |

There were no questions.

- III. The Trustees considered procurements of over \$100,000:
- |                                     |               |
|-------------------------------------|---------------|
| a. Auditing Services (SB & Company) | \$ 173,148.44 |
|-------------------------------------|---------------|

Dr. McCurdy stated that the College is looking to procure auditing services from SB & Company for the next 5 years, although CLA will finish the 2024 audits. Ms. Eileen Waitsman, Controller, said that SB had the contract for the five years previous to CLA’s contract, ending in 2019, and were also an MBE subcontractor on a previous audit. The contract covers multiple audits: the College’s Financial Audit, WBJC Audit, Single Audit, Enrollment Opinion Audit, CC-4 Report, and the radio station’s compliance with the Corporation for Public Broadcasting.

Trustee Ward moved to approve the procurement; his motion was seconded by Trustee Blum and unanimously approved.

- |  |                |
|--|----------------|
| b. Main Building Bathroom Renovations    | \$1,671,732.39 |
| 4 bathrooms on the Ground Floor          |                |
| 4 Bathrooms on the 1 <sup>st</sup> Floor |                |
| 4 Bathrooms on the 2 <sup>nd</sup> Floor |                |
| 2 Bathrooms on the 3 <sup>rd</sup> Floor |                |

Dr. McCurdy explained that this is a continuation of the deferred maintenance. VP Michael Thomas stated that this is the second series of bathroom improvements, after the Physical Education Center (PEC) and Fine Arts Theatre. Approval is being requested for the Main Building (MNB). The Facilities department has done a great job in repairing the bathrooms, but this renovation is overdue. The request is for 14 bathrooms which will complete the MNB. After MNB, the plan is to move on to the Life Sciences Building (LSB) and then the Pavilions. The Finance Committee reviewed this information and recommended approval by the full Board. Trustee Blum motioned for

approval and Trustee Ward seconded. The procurement was unanimously approved.

IV. Financial Monthly Performance Report

Mr. Richard Walsh, Senior Budget Analyst, had reported and reviewed financial information with the Finance Committee. He now presented to the Board as a whole. Mr. Walsh shared the following chart with the Trustees:



**Monthly Financial Performance Snapshot Report**  
Appropriation Year 2025  
as of February 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	31,143,382	\$ 52,558,232	51,112,655	1,445,578
Restricted	21,610,084	8,925,233	\$ 14,487,288	16,602,232	-2,114,944
<b>Total Revenue AY25</b>	<b>86,508,631</b>	<b>40,068,615</b>	<b>67,045,521</b>	<b>67,714,887</b>	<b>-669,366</b>

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

Expense Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	31,143,382	\$ 32,337,057	30,408,893	1,928,163
Restricted	21,610,084	8,925,233	\$ 8,892,106	12,285,382	-3,393,277
<b>Total Expenses</b>	<b>86,508,631</b>	<b>40,068,615</b>	<b>41,229,162</b>	<b>42,694,276</b>	<b>-1,465,113</b>

	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
<b>Net Surplus</b>	<b>0</b>	<b>0</b>	<b>26,816,358</b>	<b>25,020,611</b>	<b>795,747</b>

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

Revenue Sources	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
<b>Unrestricted Revenues</b>	<b>65,088,071</b>	<b>31,143,382</b>	<b>62,668,232</b>	<b>61,112,654</b>	<b>1,445,577</b>
Board of Estimates - Unrestricted	600,000	250,000	0	600,000	-600,000
Bookstore Revenue	935,232	389,680	1,245,222	889,300	355,923
Consolidated Fees	1,050,559	437,733	947,895	883,488	64,407
Credit Tuition	9,251,716	3,854,882	8,758,450	7,185,441	1,573,009
Facilities Capital Fees	109,971	45,821	95,282	85,492	9,790
Investment Income	514,604	214,418	1,391,983	1,232,934	159,048
Local Contract	189,524	78,968	189,524	0	189,524
Non-Credit Fee Revenue	420,610	175,254	910,510	337,506	573,004
Non-Credit Tuition	750,000	312,500	723,580	396,820	326,760
Other Fee Revenue	0	0	19,132	5,409	13,723
Other Revenue	0	0	-31,946	-115,306	83,360
Parking and Transportation	34,719	14,466	6,392	9,048	-2,657
Real Estate Lease Income	1,569,908	654,128	1,114,834	1,276,252	-161,418
Registration Fee	299,995	124,998	275,990	204,412	71,578
State Appropriation	48,280,224	24,140,112	36,210,168	37,368,535	-1,158,367
Technology Fees	700,000	291,667	631,930	589,134	42,796
Tower Rental Income	131,092	54,622	44,611	142,499	-97,888
Transcripts	39,084	16,285	19,332	17,530	1,802
Vending Machine Commission	0	0	5,343	4,160	1,183
WBJC Asset Agreement	210,833	87,847	0	0	0
<b>Restricted Revenues</b>	<b>21,420,560</b>	<b>8,925,233</b>	<b>14,487,288</b>	<b>16,602,232</b>	<b>-2,114,944</b>
Deferred Maintenance	0	0	0	2,091,702	-2,091,702



Mr. Walsh reported that revenues have increased compared to the same time last year while expenditures have decreased. Bookstore sales revenues have increased, credit tuition and fees have increased in fall and spring as well as non-credit tuition and fees. Federal grants have increased in terms of Title IV funding. There are increases in Maryland state scholarships and non-credit grants. WBJC has an increase in revenues due to a \$2.3M bequest.

Any revenue shortfall appearing in this year's figures compared to last year's are the result of a timing discrepancy. The funding for Board of Estimates (BOE) scholarships has not been provided by the City, creating a timing difference from last year. In terms of real estate revenues, as of this report, second quarter revenues have not been received. State appropriation revenues are off compared to the same time last year due to posting differences by the State. Deferred maintenance funding has not yet been received. BOE and P-TECH scholarships have timing differences.

The College has seen an increase in Bookstore purchases and instructional supplies that align with the enrollment increase. The flood in the West Pavilion created a revenue increase because of an insurance benefit. Although the Deferred Maintenance dollars for Facilities/Plant Operations are less than at the same time last fiscal year, the Budget Office feels that the deferred maintenance expenditures will increase this fiscal year making them comparable to last fiscal year. In terms of revenues/expenses by division, ITS shows an increase in expenses due to the Ellucian contract; Student Affairs shows a decrease in BOE scholarships; Workforce Development and Continuing Education (WDCE) shows an increase in revenue due to Cyber scholarships and Department of Labor and other grants.

## V. Enrollment Report

IVP of Student Affairs Donna Thomas gave a PowerPoint presentation in which she showed that Fall 2024's final credit enrollment was up 11% over Fall 2023; fall 2024 eligible credit FTEs are estimated at 920; and dual enrollment in fall 2024 was up by 33.3% over fall of 2023.

Current high schools participating in the dual enrollment program include Paul Laurence Dunbar, Forest Park, and Greenstreet Academy. More information will follow in the March presentation for Spring 2025 dual enrollment.

Chair Schmoke asked about the College's contact for dual enrollment initiatives as he wants to avoid any overlap by University of Baltimore with BCCC's program.

Winter 2025 credit enrollment was at 562 as of February 9, 2025, an increase over Winter 2024's 402 credit headcount. Spring 2025 credit enrollment currently stands at 15.4% over Spring 2024 and may still increase since spring 2025 registration is underway through March 13. Currently, the estimated eligible credits FTEs for Spring 2025 stand at 915.

IVP Thomas showed application funnel data from prospect to admit status. Further analysis will be conducted regarding the decrease in the number of applications started versus completed. Notifications are being sent to individuals who start but do not complete the application. Trustee Garvin asked for clarification regarding started and submitted status. IVP Thomas said they are utilizing dashboards for recruiters to follow up. Trustee Garvin asked if there is a goal for the number of applicants per semester. Ms. Thomas said that will be brought forward next month for the fall 2025 term; analysis is underway with respect to MHEC's projections. The team is reviewing the Fall 2025 application data to determine where applications are coming from in the State; the majority are from Baltimore City. They are further examining the zip codes and other Maryland counties. The work continues to expand recruitment strategies with territories, building brand awareness, and improving customer service experiences. The Mayor's Scholars Program (MSP) has set a summer goal of 500 for Summer 2025.

Trustee Blum asked about persistence, completion, and transfer rates for MSP students. IVP Thomas will bring that data forward at a future meeting.

Trustee Garvin suggested ongoing data points that still need to be collected should be noted on a list for Trustees to review. Dr. McCurdy agreed with comments regarding the need for additional data.

Trustee Blum asked how the college communicates with students who have dropped out. Dr. McCurdy noted that there are different ways for a student to "drop out." Some may transfer to another institution or complete their degree or program of study; others may simply stop attending. Dr. McCurdy commented that different students should be approached differently and noted

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the need to bring forward the strategies on how to bring students back to the College.

Chair Schmoke noted progress related to the Realignment legislation.

Dr. McCurdy noted how close the College came to the MHEC projections.

More detailed data will come forward. There has been tremendous progress in processing applications moving from paper to electronic and through the funnel. Trustee Garvin recognizes what is involved in obtaining certain data points and is willing to wait; she emphasized the interest in what the data points will be in the future so that the Trustees can comment on a list of existing data points and identify anything missing. Dr. McCurdy said that would be noted, and also acknowledged some of the lingering barriers to data extraction.

## VI. ERP Update

Mr. Ishwor Aryal, Director of Enterprise Applications, noted that the ERP implementation and tech modernization are two components of the realignment legislation. He explained the operation and maintenance phase that the College is currently in. To be successful, BCCC partnered with Ellucian Advisory Services to address the priorities established by the Cabinet. Ellucian is engaging in stakeholder meetings and identifying and implementing new features and functionalities.

Functions related to Human Resources are a key priority in terms of pay processes being integrated with the State's Central Payroll Bureau. The College is ready to test some components with the State.

End user training and WDCE process improvements are additional institutional priorities.

Project "closure" with the State Department of Information Technology (DoIT) is scheduled for June 30, 2025, meaning that key milestones have been met. The College will continue to partner with the State as well as with Ellucian Advisory Services.

Dr. McCurdy said that the College gets to choose if the partnership continues with DoIT. The technology modernization is now focused on the disaster recovery project, phase II. Chair Schmoke asked about continuing the relationship with Ellucian at such a great expense. Dr. McCurdy clarified that advisory services is far less costly than the previous ERP related expenditures. The modules are at various points in the implementation and integration processes.

## VII. President's Report

### a. Human Resources Changes

Dr. McCurdy indicated that the Assistant VP for HR and the VP for Workforce/Facilities, will join her for the presentation. Dr. McCurdy presented the updated organizational chart for the Human Resources (HR) Office and introduced AVP Nicole Carter who noted the additional layer of a Payroll Manager was needed to support the effectiveness and accuracy of the process. The search is underway for a payroll manager and one clerk. They have filled the other HR positions.

Chair Schmoke asked about the Generalist position; AVP Carter explained that the position encompasses all aspects of HR and that the new employee will be able to fill in and support all areas.

The new NeoGov Applicant Tracking System has been implemented and will streamline the application process through pre-screening and manager self-service opportunities.

HR and Information Technology Services (ITS) are working with the State to ensure that the College is prepared to process its own payroll by the deadline of March 21, 2025; it is critical that the deadline be met in order to pay staff.

Banner testing is underway and regular meetings are occurring.

The ADA and FMLA tracking system is a high priority and is being implemented.

### b. Life Science Building Fire & Renovations

The fire occurred about a week into the Spring 2025 semester. VP Michael Thomas noted how quickly the Fire Department was contacted and responded.

The initial clean-up will cost about \$1,000,000, or approximately \$40,000 per week. Faculty/staff offices, classrooms, labs, and the dental hygiene clinic were taken offline. The cause has been identified as an overheating of the boiler that was being installed by the contractor the day before. The primary fire was contained inside the penthouse; however, the water and soot damage were extensive. All of the building's infrastructure was damaged, including the electrical system. The Department of General Services (DGS) and external contractors are now doing the majority of the clean-up work. New aspects of the damage are being discovered every day. It is not possible to give an estimate of the costs of repairs, as assessment is still underway. The College's out-of-pocket expenses should be somewhat mitigated as this is an insurance claim. Mr. Thomas commented that the responsible contractor has been cooperative so far. Dr. McCurdy commented that this is the College's opportunity to upgrade the building.

Some Dental Hygiene students may have to go past the spring term to complete their clinical hours. Chair Schmoke asked about options for the Dental Hygiene students. Dr. Eric Benjamin, VP of Academic Affairs and Interim Dean Mahmood have contacted other institutions about our use of their facilities, but timing is not workable. The first floor is now reopened. VP Benjamin is developing a plan which would require the students to work at the clinic for 17 additional days after commencement so that they could complete their clinical requirements. Those students who are finished with the program except for the 17 additional days would be permitted to walk across the stage and participate in commencement. VP Thomas shared that the first, second, and third floors have been sealed so that the first floor could be utilized safely for the Dental students.

c. 2025-2028 Strategic Plan Framework

Dr. McCurdy noted that she will be seeking time with the Board to review the progress made so far in terms of the framework with the three pillars of the College's strategic plan: Delivering Our Promise, Aligning Our Strengths, and Expanding Our Reach.

VP Becky Burrell noted the participation of students, faculty, staff, and Cabinet who were engaged in the development of 1,600 ideas which led to the three pillars, and stated that the pillars align with the 12 Realignment tasks and the Governor's Plan as well as the Maryland State Plan for Higher Education. The College's Performance Accountability Report (PAR), approved by the Board in September 2024, aligns with the State Plan for Higher Education and will be the source for many Key Performance Indicators (KPIs) in addition to disaggregated measures.

VP Burrell also noted that students shared their appreciation for their feedback being reflected in the goals, sub-goals, objectives, and KPIs. There is much data to support the strategic and master plans through the PAR, Managing for Results submission to the Department of Budget and Management (DBM), and additional indicators.

Trustee Terrell stated that she appreciated the overlap with the State goals and Realignment tasks. VP Burrell noted that this will be a transparent, living plan accompanied by a new tool, Strategic Planning Online (SPOL), to house the information and link to the budget. Trustee Terrell asked whether it has been considered how to engage external touchpoints in order to get their feedback. VP Burrell stated that industry and community partners will be ongoing participants in the process. Trustee Blum asked if the Plan incorporates possible State and federal budget cuts. VP Burrell pointed to the subgoals under Aligning Our Strengths and Dr. McCurdy stated that planning and budgeting will be integrated.

d. Legislative Budget Hearings (House & Senate)

Dr. McCurdy described the College's time at the Operating Budget Hearings with the House and Senate. The DLS Analyst's questions and actions were shared by Dr. McCurdy along with the College's responses related to enrollment, FTEs, Mayor's Scholars Program, and vacancies. Dr. McCurdy stated that the FTEs were underreported for the College and that BCCC will work with MHEC and other agencies to ensure they are revised to reflect the increase in FY 2024. She also said that the College's adoption of the Neogov HR software will help address legislators' concerns about job vacancies at the College.

Chair Schmoke asked about support from the Foundation for additional dollars in light of the proposed cuts in State funding. Dr. McCurdy stated that the Foundation and the Grants Office will provide support, especially given the limited funds provided from the Board of Estimates.

Trustee McKenzie noted that there had not been a report on Workforce and Continuing Education. Chair Schmoke said it was his fault for leaving it off the agenda and that they would make up for it next time.

VIII. Closing statement and Motion for Adjournment

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 Weiss moved to adjourn the open meeting and move to closed session. Trustee Blum 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.  
Tanya Terrell  
Dr. Roger Ward, Esq.  
J.C. Weiss  
Debra L. McCurdy - President  
Gussener Augustus  
Eric Benjamin  
Becky Burrell  
Lyllis M. Green  
Maria E. Rodriguez, Esq.  
Donna Thomas  
Michael D. Thomas  
Ishwor Aryal  
Nicole Carter  
Richard Walsh  
Eileen Waitsman

BCCC Faculty/Staff Attendees

Da’Nyjae Anderson  
Dawna Attig  
Michael Berends  
Emmanuel Byron

Stanley Cavouras  
Christina Carter  
Jamie Cofield  
Sherron Edwards  
Aquila Evans  
Rasheedah Evans  
Andrea Fricks  
Dr. Kenneth Gillespie  
Charmanique Goings  
Noah Grant  
Valerie Grays  
Marshall Goodwin  
Katana Hall  
Takiyah Hamilton  
Norine Harper  
Eileen F. Hawkins  
Dr. Denise Holland  
Will Hug  
Cora James  
Leslie Jackson  
Kallem Johnson-Bey  
Keenan Jones  
Caren Jones  
Chris Jordan  
Karen King-Sheridan

Brett King  
Nena Kutniewski  
Deborah Lawson-Wilcox  
Ghazanfar Mahmood  
Dr. Bryan Miller  
Thomas Phenix  
Ashley Peck  
Darryl Pope  
Sonce Reese  
Dr. Sylvia Rochester  
Shawnette Shearin  
Sands Simmons  
Brenda Sierra  
Nisha Thomas  
Wanda Walker  
Aundrea Wheeler  
Michelle White  
Dr. Charles Wilson  
Cynthia Wilson  
Dr. Sung Yoon Kim

Non-BCCC Attendees

Kristin McFarlane

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

Closed Session Summary | February 19, 2025 (Virtual Zoom Meeting)

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

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

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

Chairman Schmoke brought the closed session meeting to order at 6:00 PM.

Upon a motion brought by Trustee Blum and seconded by Trustee Ward, the trustees unanimously approved the consent agenda and the attached closed session materials.

Dr. McCurdy and Ms. Rodriguez updated the Trustees on collective bargaining issues.

Chairman Schmoke noted that he would like to schedule a meeting to take place on campus, perhaps in April or May, and he asked the other Trustees to consult their calendars.

The Chairman told the other Trustees about the governor's appointments to the Board.

The Board voted unanimously to adjourn the meeting at 6:19 PM.

Respectfully submitted,

Debra L. McCurdy

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

**TAB 3 | Student Government Association Report**

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**Baltimore City Community College**

**Board of Trustees, March 19, 2025**

*Student Affairs*

**STUDENT GOVERNMENT ASSOCIATION**

SGA Monthly Meeting – The SGA leadership team held their first general meeting of the Spring 2025 semester on February 5, 2025, in person and virtually via Zoom. The agenda included guest presentations from Ashley Peck, Director of Public Relations and Communications, who introduced herself and made her availability known for PR support. Eileen Hawkins, Director of Institutional Research, provided updates on the Panther Mascot Naming Campaign. The meeting also covered unfinished business, including the College Fundraising Policy, shuttle and bus availability, Wi-Fi accessibility in the Main Building, updates on student spaces such as the Serenity Lounge and music practice rooms, and student safety measures regarding emergency training. The meeting was held in the Mini Conference Center of the Main Building on the Liberty campus from 12:00 – 1:00 pm and students were treated to light refreshments from Chick-fil-A.

***Activities and Events***

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

Black History Month Opening Ceremony – February 3, 2025 – The SGA participated in the opening ceremony for Black History Month in the Main Building Atrium. The event included a celebration of pioneers through the arts, featuring spoken word, music, and refreshments.

When Black Struggle Employed Violence – February 7, 2025 – The Keeping it Real lecture series featured a discussion on historical perspectives of Black resistance. The event was held virtually.

Love Yourself – February 10, 2025 – The SGA participated in this self-care and self-love event, held in the Main Building Atrium from 12:00 – 1:00 pm. Students engaged in activities and discussions promoting skin care, self-appreciation, and mental well-being.

Student Advocacy Day – February 13, 2025 – The Student Government Association leadership team attended the 2025 Student Advocacy Day through the Maryland Association of Community Colleges in Annapolis, MD. This is an annual event where SGA members were able to meet with elected officials to discuss student concerns, advocate for policy changes that benefit community college students, and gain a deeper understanding of legislative processes.

Happy Valentine's Day Event – February 13, 2025 – SGA and Student Life & Engagement hosted a Valentine's Day celebration in the Main Building Atrium from 12:00 – 2:00 pm. Students participated in a Stuff-a-Bear activity, where they created their own stuffed animal as a keepsake.

Special treats and refreshments were provided to spread joy and appreciation within the campus community.

SGA Love Week Event – February 14, 2025 – The SGA hosted a special Valentine’s Day celebration where they walked around campus, offering students an opportunity to engage in conversation and handing out themed treats.

Highlighting Black Writers & Activists – February 17, 2025 – Members of the Student Government Association’s leadership team attended the Black History Month Lecture sponsored by the Office of Student Life and Engagement. Guest lecturers were BCCC Professor and History Club Advisor, Rebecca Johns-Hackett, and Morgan State University Professor, Tanisha Smith. They both provided an educational and inspiring talk about Black Excellence and the contributions of Black writers and activists. The event was held in the Mini Conference Center from 12:00 – 2:00 pm.

Black Cinema Tuesday – February 18, 2025 – The Fashion Club presented *Harlem in Vogue: Fashion & Style in the Harlem Renaissance* and provided snacks. This event was held in the Mini Conference Center from 4:00 – 6:00 pm.

Men on the Move Luncheon – February 19, 2025 – The second annual Men on the Move Luncheon was held in the Mini Conference Center from 12:00 – 2:00 pm. Attendees networked with professionals from various industries. The Keynote Speaker was entrepreneur, Robert Ginyard. This is a co-sponsored event with the Office of Student Life and Engagement and the Student Leadership Club.

The Aftermath: Part II Open Mic – February 20, 2025 – In recognition of National Black HIV/AIDS Awareness Day, the SGA co-sponsored an open mic event with live music, refreshments, free HIV and STI testing, and giveaways in the Main Building Atrium from 12:00 – 3:00 pm.

National Museum of African American History and Culture – February 25, 2025 – Members of the Student Government Association and other students traveled to Washington, DC, for a tour of the National Museum of African American History and Culture Transportation and lunch was provided. Since the main museum was close to a few others, students were able to visit the Museum of Natural History and the Smithsonian American Art Museum. The bus departed at 9:00 am and returned by 7:00 pm.

Black Business Expo & Divine Nine Meet & Greet – February 26, 2025 – The originally planned Meet and Greet (Divine Nine) event was merged with the Black Business Expo due to inclement weather. This combined event celebrated Black entrepreneurship and cultural excellence, featuring members of historically Black fraternities and sororities, local Black-owned businesses, and student entrepreneurs. Attendees engaged with business owners, explored networking



opportunities, and learned about the history and impact of the Divine Nine. The event was held in the Main Building's Atrium from 12:00 – 2:00 pm.

Black History Month Celebration- Sand Art Social – February 27, 2025 – The Student Government Association supported “The Make It Take It Thursday” event that was themed around Black History Month. Students designed creative keepsakes in the Main Building Atrium from 12:00 – 1:00 pm.

Keeping it Real Lecture Series – February 28, 2025 – The monthly Keeping it Real lecture series concluded Black History Month with a discussion on Malcolm X's enduring legacy. The title was “Legacy of Malcolm X: 100 Years After His Birth/60 Years After His Death”. This virtual event was held from 6:00 – 8:00 pm. Baba Zak Kondo (BCCC Professor, author and activist) was the presenter for this virtual event via Zoom.

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

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

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

**TAB 5 | Faculty Senate Report/Comments**

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

TAB 6 | Items Removed from the Agenda

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

**TAB 7 | New Business**

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- a. Finance/Audit Committee
  - i. Procurement Policies & Procedures **(Information)**
  - ii. Procurements Exceeding \$25,000 to \$99,999 **(Information)**
    - a. Human Physiology Testing Kit (iWorxs) \$30,584
    - b. Construction Oversight – Main Building Restroom Renovation (The Gordian Group) \$26,242
    - c. Fire Alarm System Upgrades and Monitoring (Hopeday) \$86,580
    - d. Temporary Staffing – Bookstore (Creative Financial Staffing) \$28,000
  - iii. Procurement(s) exceeding \$100,000 **(Vote)**
    - a. Literacy Support Services (The International Continuing Education Consultants) \$234,974
    - b. Cosmetology Training (The BEAT School) \$194,000
    - c. Hospitality Training (Parkway Management and Consulting) \$262,500
  - iv. Financial Monthly Performance Report **(Information)**

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

Contract No. / Contract Title	R95P5600263 Human Physiology Testing Kit (iWorxs)		
Description/Remarks: This purchase of a human physiology testing kit is intended for instructional purposes by Academic Affairs. According to the BCCC Procurement Policies and Procedures, all instructional materials are exempt from the formal procurement process.			
Procurement Method:	Exempt	Category:	Commodity
Award Amount:	\$30,584.00	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Academic Affairs	Fund Source:	05524/0914

Contract No. / Contract Title	Construction Management (The Gordian Group)		
Description/Remarks: This contract is for the construction management of restroom renovations. The Gordian Group was awarded a job-order cost contract under the Maryland Department of General Services. They oversee all task orders awarded under this contract.			
Procurement Method:	Task Order	Category:	Services
Award Amount:	\$26,242.39	Contract Term:	270 Days from NTP
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Facilities	Fund Source:	07706/0812

Contract No. / Contract Title	R95P5600298 Fire Alarm Systems Valve Upgrades and Monitoring (Hopeday)		
Description/Remarks: This contract is to finalize upgrades to the fire alarm systems based on recent inspections by the Fire Department, ensuring compliance for the West Pavilion, South Pavilion, and Library Science building. It also includes fire alarm monitoring for all buildings.			
Procurement Method:	Sole Source	Category:	Construction
Award Amount:	\$86,580.00	Contract Term:	90 days from NTP
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Facilities	Fund Source:	07706 / 0812

Contract No. / Contract Title	R95P5600297 Temporary Staffing (Creative Financial Staffing, LLC)		
Description/Remarks: This purchase order provides three temporary staffing personnel to work in the bookstore until its transition to an outside company. The procurement was conducted through an existing contract awarded by Baltimore City Public Schools.			
Procurement Method:	ICPA	Category:	Services
Award Amount:	\$28,000.00	Contract Term:	03/12/2025 – 04/30/20025
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Finance & Administration	Fund Source:	08801 / 0852

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

**Contract ID:** Literacy Services for Baltimore City Department of Social Services (BCCC-FY25-BCDSS-001)  
Cosmetology Training (BCCC-FY25-BCDSS-002)  
Hospitality Training (BCCC-FY25-BCDSS-003)

**Contract Description:** These contracts provide training and support services to students receiving social services benefits from the Baltimore City Department of Social Services (BDCSS). The services include training in makeup/skin care, hospitality, and financial literacy for students who are receiving social services in Baltimore City.

**Awardee(s) and Amount(s):** The International Continuing Education Consultants (\$234,974.00)  
The BEAT School (\$194,000.00)  
Parkway Management and Consulting (\$262,500.00)

**Contract Term:** April 1, 2025 – June 30, 2026

**Procurement Method:** Sole Source

**Requesting Remarks:** The College received a \$2,259,339 grant from the Baltimore City Department of Social Services to provide occupational training and support services to social service participants. To meet the grant requirements, the College identified various services to be offered. The three vendors listed have been pre-approved by the BDCSS for the budgeted amounts to provide these services

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**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 March 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	35,345,343	\$ 52,772,458	48,885,029	3,887,429
Restricted	21,610,084	14,280,373	\$ 15,947,475	20,238,631	-4,291,156
<b>Total Revenue AY25</b>	<b>86,508,631</b>	<b>49,625,717</b>	<b>68,719,933</b>	<b>69,123,660</b>	<b>-403,727</b>

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

Expense Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	35,345,343	\$ 37,042,600	35,167,411	1,875,189
Restricted	21,610,084	14,280,373	\$ 13,369,540	17,080,566	-3,711,026
<b>Total Expenses</b>	<b>86,508,631</b>	<b>49,625,717</b>	<b>50,412,140</b>	<b>52,247,977</b>	<b>-1,835,837</b>

Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
0	0	18,307,793	16,875,683	1,432,110

## Net Surplus

### Year-over-Year (YoY) Revenue Comparison 1

Revenue Sources	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
<b>Unrestricted Revenues</b>	<b>65,088,071</b>	<b>35,345,343</b>	<b>52,772,458</b>	<b>48,885,029</b>	<b>3,887,430</b>
Board of Estimates - Unrestricted	600,000	400,000	0	600,000	-600,000
Bookstore Revenue	935,232	623,488	1,347,834	1,023,731	324,102
Consolidated Fees	1,050,559	700,373	914,205	889,998	24,207
Credit Tuition	9,251,716	6,167,811	8,484,430	7,214,896	1,269,534
Facilities Capital Fees	109,971	73,314	94,644	87,978	6,666
Investment Income	514,604	343,069	1,627,984	1,478,475	149,509
Local Contract	189,524	126,349	189,524	0	189,524
Non-Credit Fee Revenue	420,610	280,407	961,990	440,526	521,464
Non-Credit Tuition	750,000	500,000	758,038	508,320	249,718
Other Fee Revenue	0	0	19,689	6,861	12,828
Other Revenue	0	0	12,841	10,853	1,988
Parking and Transportation	34,719	23,146	6,830	10,788	-3,959
Real Estate Lease Income	1,569,908	1,046,605	1,114,834	1,276,252	-161,418
Registration Fee	299,995	199,997	282,646	209,248	73,398
State Appropriation	48,280,224	24,140,112	36,210,168	34,368,535	1,841,633
Technology Fees	700,000	466,667	609,470	593,474	15,996
Tower Rental Income	131,092	87,395	108,678	142,499	-33,821
Transcripts	39,084	26,056	23,311	17,530	5,781
Vending Machine Commission	0	0	5,343	5,065	279
WBJC Asset Agreement	210,833	140,555	0	0	0
<b>Restricted Revenues</b>	<b>21,420,560</b>	<b>14,280,373</b>	<b>15,947,475</b>	<b>20,238,631</b>	<b>-4,291,156</b>
Deferred Maintenance	0	0	0	5,091,702	-5,091,702
COVID Relief	0	0	0	3,820,165	0
Federal Grants	14,266,708	9,511,139	8,148,594	6,422,155	1,726,439
Indirect Cost - Other	117,800	78,533	0	0	0
Other Restricted Revenue	0	0	11,464	2,640	8,824
Private Gifts, Grants & Contracts	495,167	330,111	0	0	0
RYP - Artworks	0	0	0	3,500	0
State and Local Grants	4,874,323	3,249,549	4,186,323	3,442,401	743,922
Student Activities	0	0	25	0	25
WBJC	1,666,562	1,111,041	3,601,070	1,456,069	2,145,001
<b>Total Revenue AY25</b>	<b>86,508,631</b>	<b>49,625,717</b>	<b>68,719,933</b>	<b>69,123,660</b>	<b>-403,727</b>



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

Expenditure by Category

Description	Object	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Labor: PIN Salaries	01	23,012,660	21,904,192	1,108,468	5.1%
Labor: Contractual Employees	02	5,480,785	4,589,367	891,418	19.4%
Communications	03	24,708	63,460	-38,753	-61.1%
Travel	04	141,744	147,602	-5,858	-4.0%
Utilities	06	1,162,288	1,045,638	116,650	11.2%
Motor Vehicle	07	74,550	154,110	-79,559	-51.6%
Contractual Services	08	4,148,405	4,437,630	-289,225	-6.5%
Supplies	09	4,393,833	3,344,005	1,049,828	31.4%
Replacement Equipment	10	22,606	924,117	-901,511	-97.6%
New Equipment	11	76,593	1,011,684	-935,091	-92.4%
Scholarships and Fellowships	12	9,717,985	11,436,028	-1,718,044	-15.0%
Fixed Expenses	13	2,134,733	2,181,490	-46,758	-2.1%
Deferred Maintenance	14	21,250	1,008,653	-987,404	-97.9%
<b>Total Expenses AY25</b>		<b>50,412,140</b>	<b>52,247,977</b>	<b>-1,835,837</b>	<b>-3.5%</b>

Current Expenses by Division

Division	Budget	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Academic Affairs	21,382,022	11,601,380	12,578,894	-977,515	-7.8%
Administration & Finance	17,400,053	12,008,119	11,559,008	449,111	3.9%
Advancement & Strategic Partners	1,512,726	605,228	553,167	52,061	9.4%
College Wide	5,734,483	2,047,013	5,521,932	-3,474,919	-62.9%
Information Technology	4,800,389	3,722,134	2,360,674	1,361,460	57.7%
Institutional Research & Strategic Priorities	878,455	556,679	565,002	-8,323	-1.5%
President's Office (Executive)	1,443,433	730,254	688,120	42,134	6.1%
Student Affairs	17,282,738	13,977,735	13,485,933	491,803	3.6%
WBJC	2,075,968	870,703	741,141	129,562	17.5%
WDCED	13,998,364	4,292,894	4,194,106	98,789	2.4%
<b>Total Expenditures</b>	<b>86,508,631</b>	<b>50,412,140</b>	<b>52,247,977</b>	<b>-1,835,837</b>	<b>-3.5%</b>

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

TAB 8 | College Policies

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- None

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

**TAB 9 | Presentations**

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- Enrollment Update
- Workforce Development & Continuing Education Update
- Information Technology Systems/ERP Update

# **Board of Trustees Meeting**

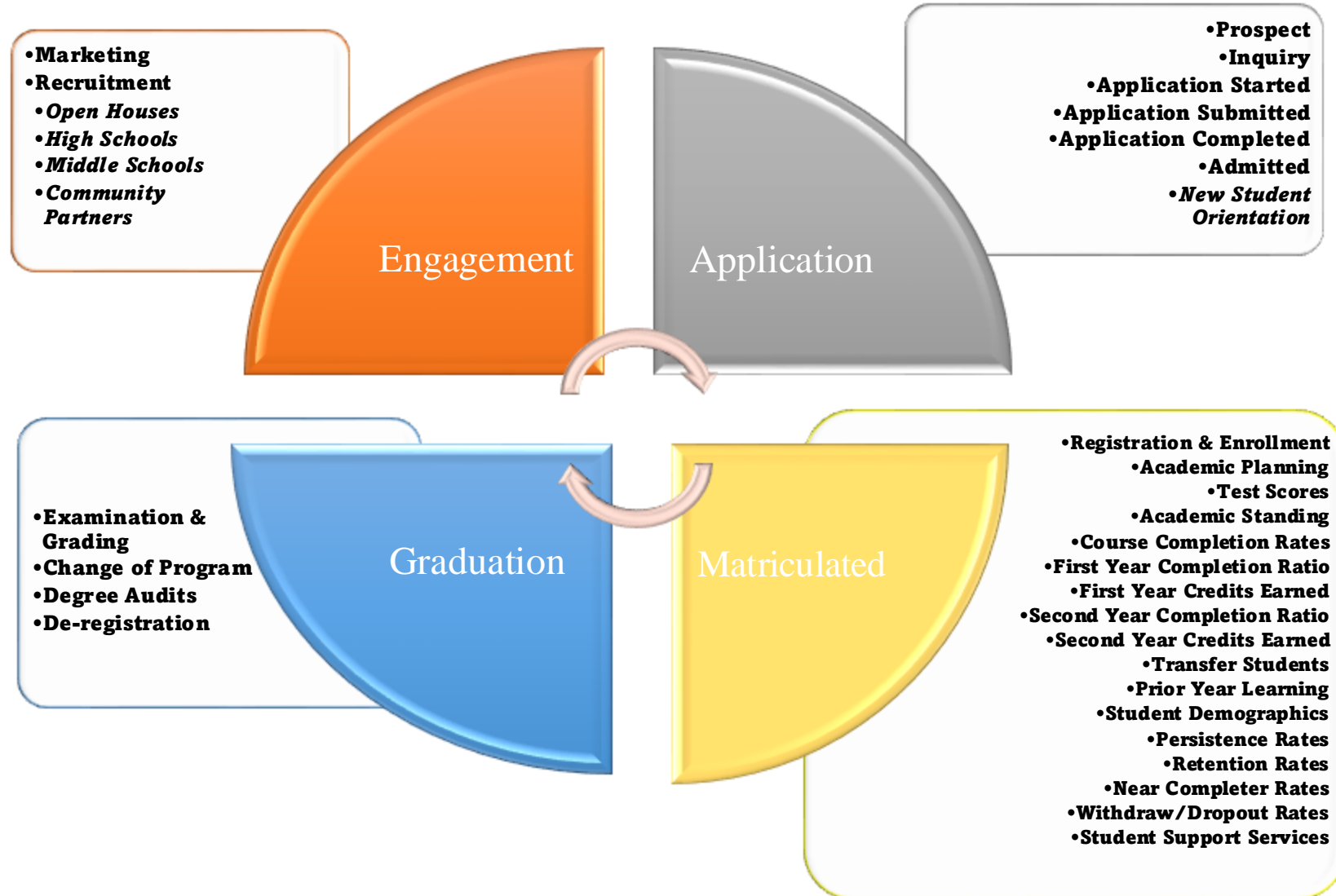
Wednesday, March 19, 2025

## **Enrollment Report**

# Realignment Task 5

## Enrollment & Recruitment Planning

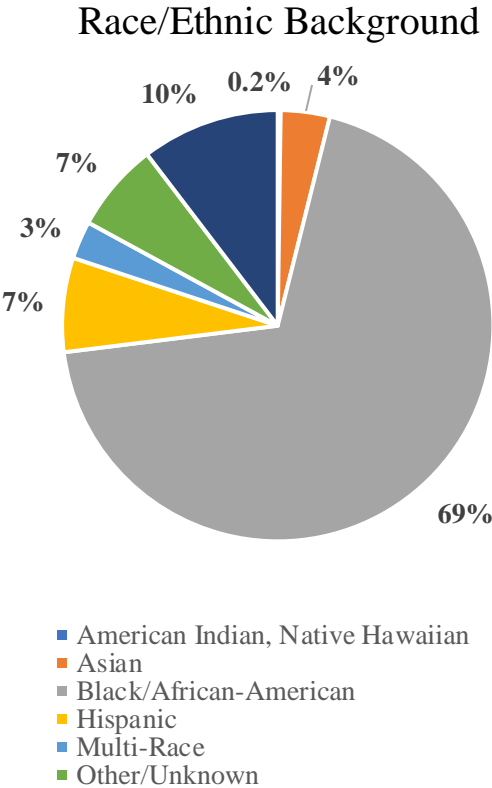
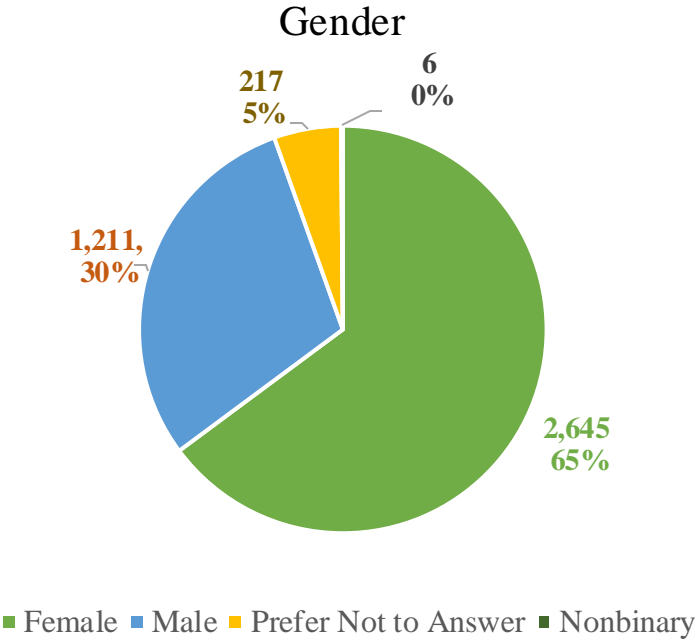
### Student Life Management Cycle



# Realignment Task 5

## Enrollment & Recruitment Planning

### Spring 2025 Credit Student Characteristics



Age Distribution		
17 Years of age or younger	297	7.3%
18 - 19 Years of age	612	15.1%
20 - 24 Years of age	926	22.8%
25 - 29 Years of age	581	14.3%
30 - 39 Years of age	943	23.2%
40 - 49 Years of age	471	11.6%
50 - 59 Years of age	159	3.9%
60 Years of age or more	73	1.8%
Average Age	29 Years of age	

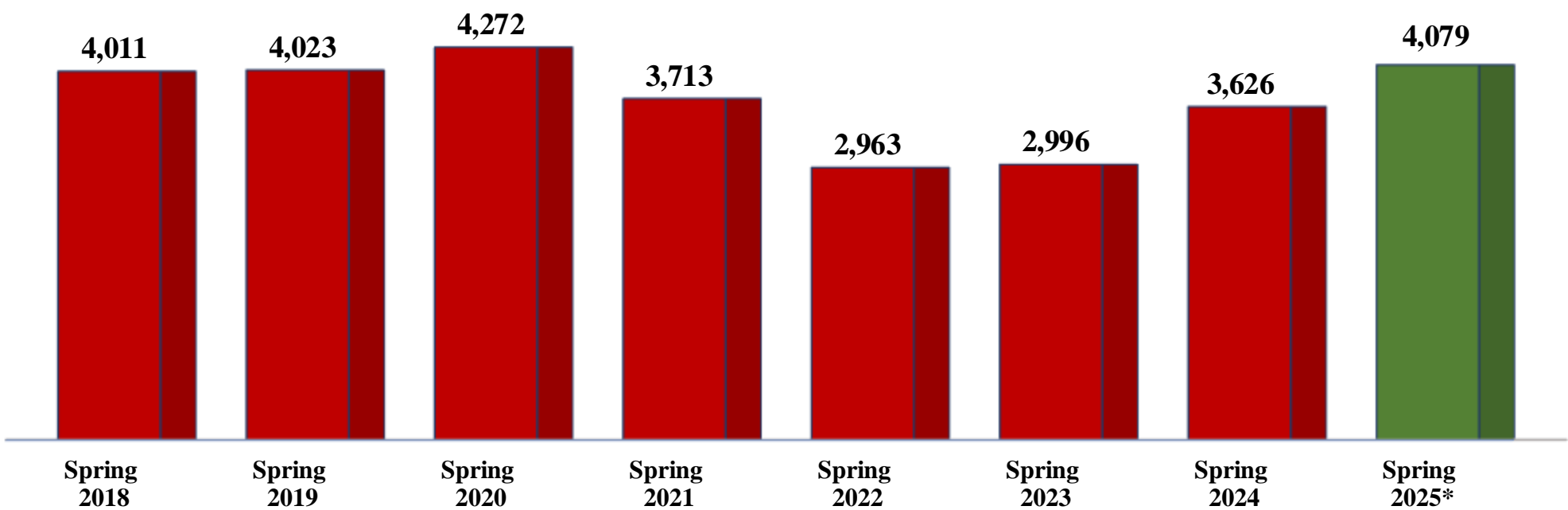
Five Highest Enrollment Majors	
General Studies Degree	1,682
Business - Management Degree	205
Computer Information Systems Degree	153
Arts & Sciences - Science Degree	140
Cyber Security & Assurance Degree	168

# Realignment Task 5

## Enrollment & Recruitment Planning

Spring 2018 – Spring 2025\*  
Credit Headcount

\* Spring 2025 as of  
March 15, 2025.



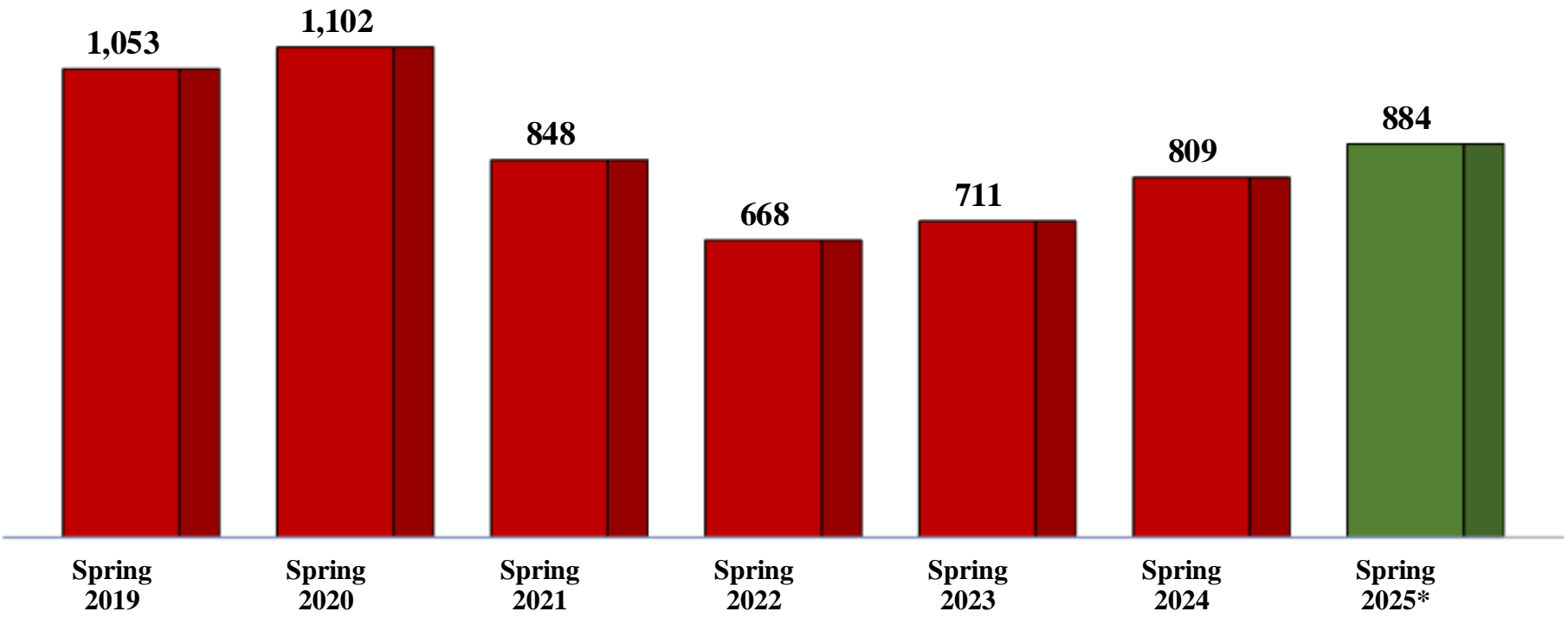


# Realignment Task 5

## Enrollment & Recruitment Planning

Spring 2018 – Spring 2025\*  
Eligible Credit FTEs

\*Spring 2025 -  
Estimate as of  
March 15, 2025.



# Realignment Task 5

## Enrollment & Recruitment Planning



### Next Steps

Identify gaps in Student Life Management Cycle

Identify metrics/resources required to capture data

Meetings with departments and leadership to develop goals and strategies

Implement goals and strategies that align with the Strategic Plan

Track and Analyze Key Performance Indicators (KPI)s for Enrollment Management Process

# Realignment Task 5

## Enrollment & Recruitment Planning

### Spring 2025\* Programs for Dual-Enrolled High School Students

#### Early College Access Programs

High Schools	Number of Students
Bais Yaakov	35
Coppin Academy	50
The Community School	7
Baltimore Design School	7
Paul Laurence Dunbar High School	14
Forest Park High School	24
Mount Clare Christian School	6
BCCC Upward Bound (Participants)	16
Brave School	11
REACH! Partnership High School	11
Reginald Lewis High School	30
<i>Total</i>	<i>211</i>

Source: Student Information System and Student Affairs records.

#### Pathways in Technology Early College High Schools (P-TECH)

High Schools	Number of Students
Carver Vocational-Technical High School	73
Digital Harbor High School	29
Paul Laurence Dunbar High School	105
<i>Total</i>	<i>207</i>

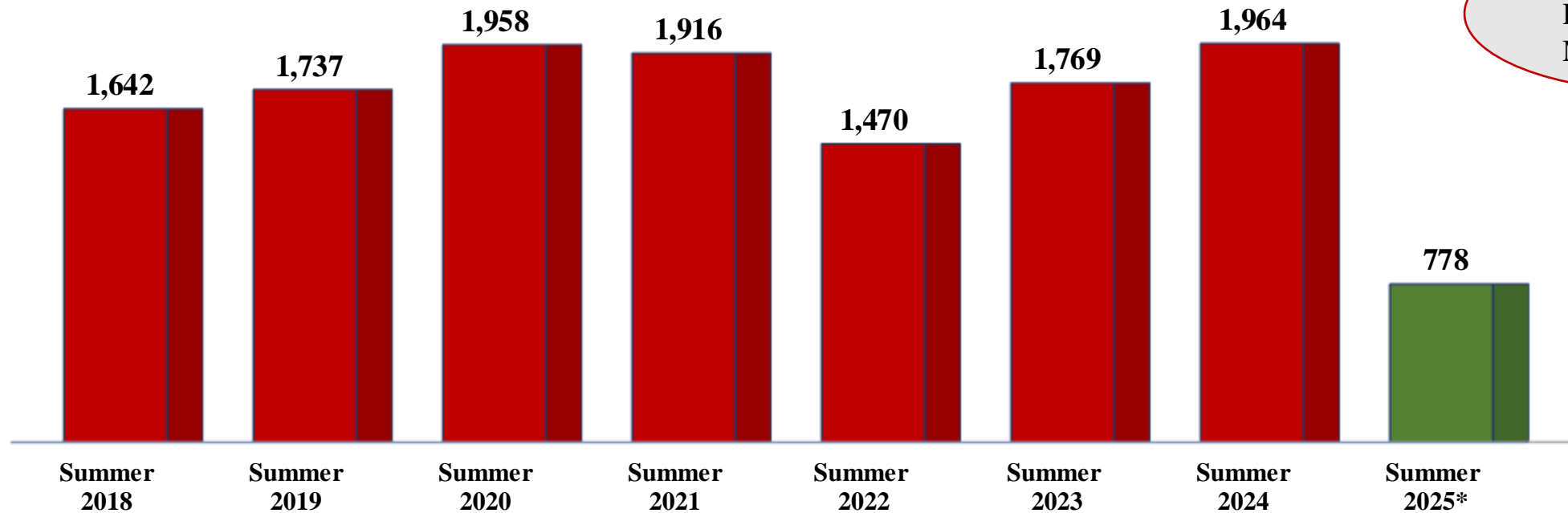
Source: Student Information System and Workforce Development & Continuing Education (WDCE) records.

\* As of March 19, 2025.

# Realignment Task 5

## Enrollment & Recruitment Planning

Summer 2018 – Summer 2025\*  
Credit Headcount



\* Summer 2025 as of  
March 15, 2025.  
Registration began on  
March 10, 2025

Summer 2025  
Enrollment as of  
March 19 = 899.

# Realignment Task 5

## Enrollment & Recruitment Planning

Questions?

# **Board of Trustees Meeting**

Wednesday, March 19, 2025

## **Workforce Development & Continuing Education**

# Realignment Task 5

## Enrollment & Recruitment Planning

### Workforce Development & Continuing Education (WDCE): Overview

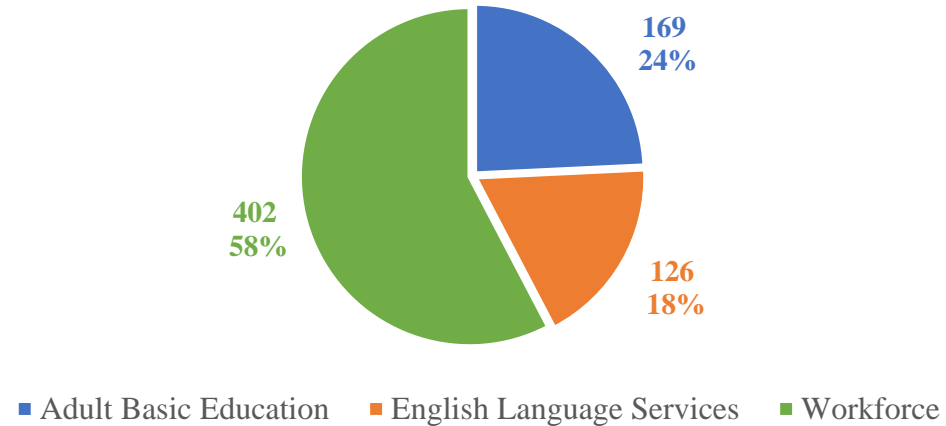
#### Adult Basic Education (ABE)

- GED Prep Classes for Adults (18+ years of age)
- Prep Classes for the Four GED Exams: Reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science.
- Alternative High School (age 21+)
- Elev8 Baltimore

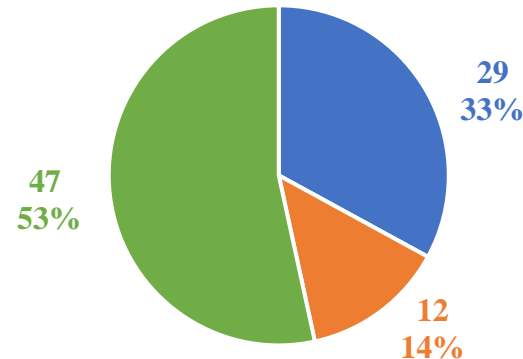
#### English Language Services (ELS)

- Community English as a Second Language (ESL)
- Refugee Assistance Program (RAP)
- Service to Older Refugees (SOR)
- U.S. Citizenship and Immigration Services (USCIS) - Citizenship
- Refugee Youth Project (RYP)
- English Language Instruction (ELI) – Credit (Developmental)

FY 2025: Number of WDCE Sections  
As of March 15, 2025



FY 2025: Number of WDCE Courses



#### Workforce

- Certified Nursing Assistant
- Certified Medicine Aide (CMA) and CMA Update
- Community Health Worker
- Venipuncture
- Pharmacy Technician
- Emergency Medical Technician
- Emergency Medical Responder
- Patient Care Technician
- Commercial Driver's License (B)
- Warehouse and Logistics
- Diesel Technician
- Construction Core
- Childcare
- Court reporting
- Pre-Cybersecurity/A+/Network+/Security +
- Administrative Support Services
- Customer Service

# Realignment Task 5

## Enrollment & Recruitment Planning

### WDCE: Footprint in the Community

#### Northwest

- Liberty Campus, South Pavilion (Workforce)
- Reisterstown Plaza Center (Workforce)
- Mayor's Office of Employment Development (MOED) - One-Stop Career Center (ABE/GED)
- Dept. of Public Safety and Correctional Services - Metropolitan Transition Center (ABE/GED)
- Housing Authority of Baltimore City (HABC) – McCullough Homes (ABE/GED)
- Housing Authority of Baltimore City (HABC) – Gilmore Homes (ABE/GED)

#### Northeast

- Moravia Park Judy Center (ESL)
- Mayor's Office of Employment Development (MOED) - One-Stop Career Center (ABE/GED)
- Housing Authority of Baltimore City (HABC) – Pleasant View Gardens (ABE/GED)
- Henderson-Hopkins School (ABE/GED)

#### Southwest

- Life Sciences Institute at University of Maryland BioPark (Workforce)
- University of Maryland Medical Center (UMMC) Contract Training (ESL)
- Housing Authority of Baltimore City (HABC) – Brooklyn Homes (ABE/GED)

#### Southeast

- CASA de Maryland (ESL)
- Mayor's Office of Children and Family Success Southeast HUB (ESL)
- Johns Hopkins Hospital (ESL)
- Holabird Judy Center (ESL)
- Lakeland Elementary/Middle School (ESL)
- Elev8 Baltimore (ABE/Alternative High School)

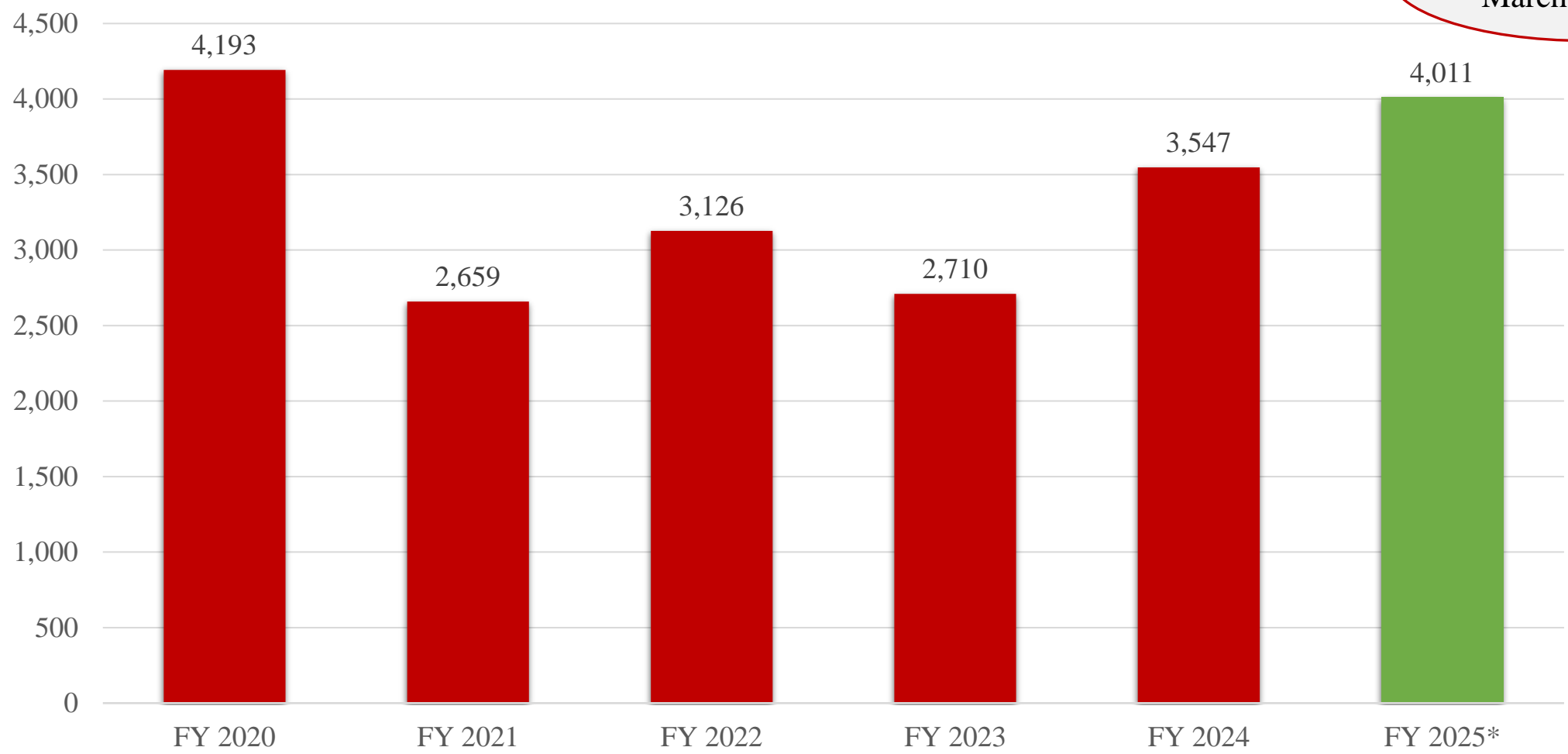


# Realignment Task 5

## Enrollment & Recruitment Planning

WDCE: Annual Unduplicated Headcount

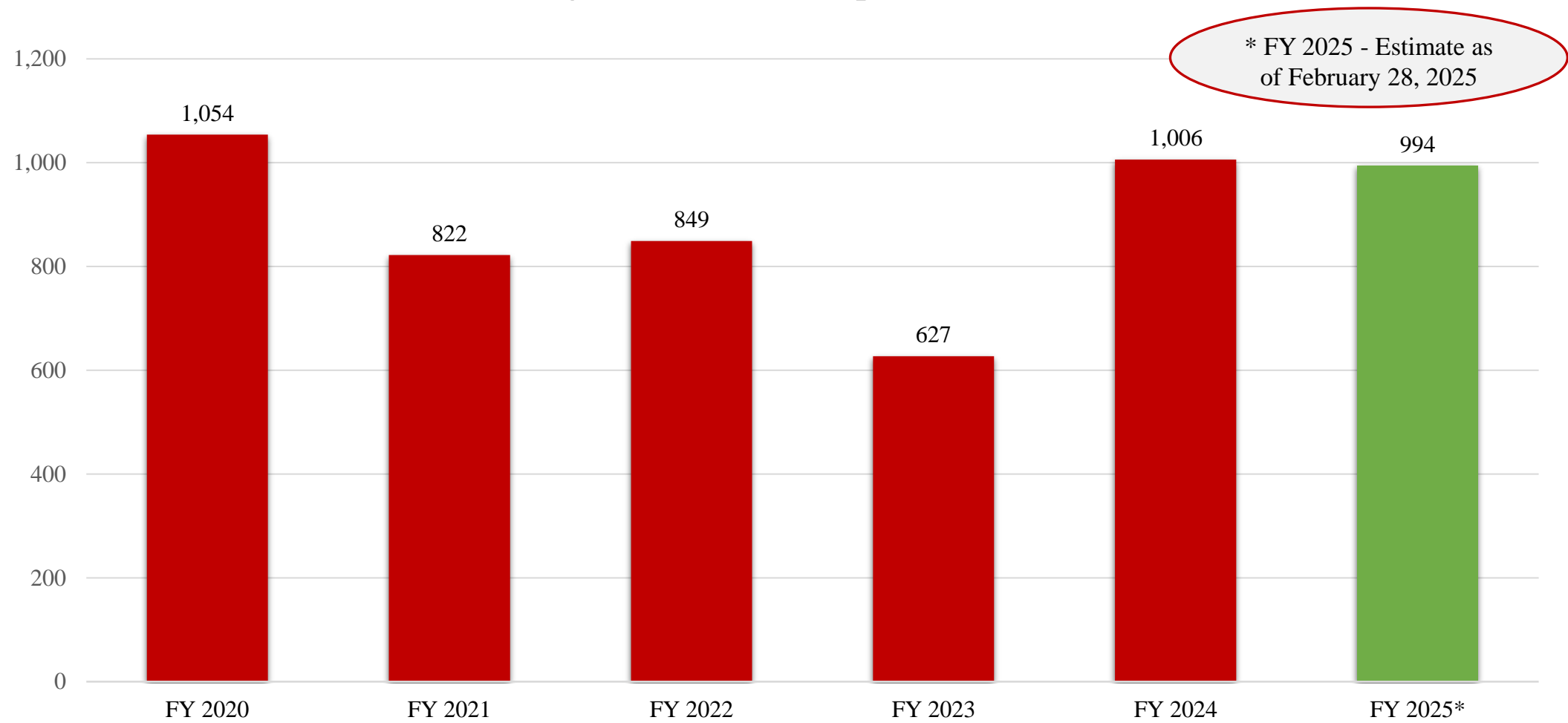
\* FY 2025 as of  
March 15, 2025



# Realignment Task 5

## Enrollment & Recruitment Planning

WDCE: Non-Credit Eligible Full-Time Equivalent (FTE) Enrollment



# Realignment Task 5

## Enrollment & Recruitment Planning

### WDCE: Enrollment Initiatives

- Scheduling options to meet student and employer needs
  - Day/evening/Saturday class times
- Customized training designed for the individual partner.
- Contract training offered at the College and at partner locations.
- Integration of ESL skills or GED preparation programs with training for a State licensure or certification.
- Support for ESL students (telephonic interpretation, multilingual BCCC staff, translated materials)
- More feedback sessions with students
- Increased professional development for adjunct instructors and staff.
- Increased tutoring hours for one-on-one sessions.
- Upgraded computer labs and equipment for the student experience

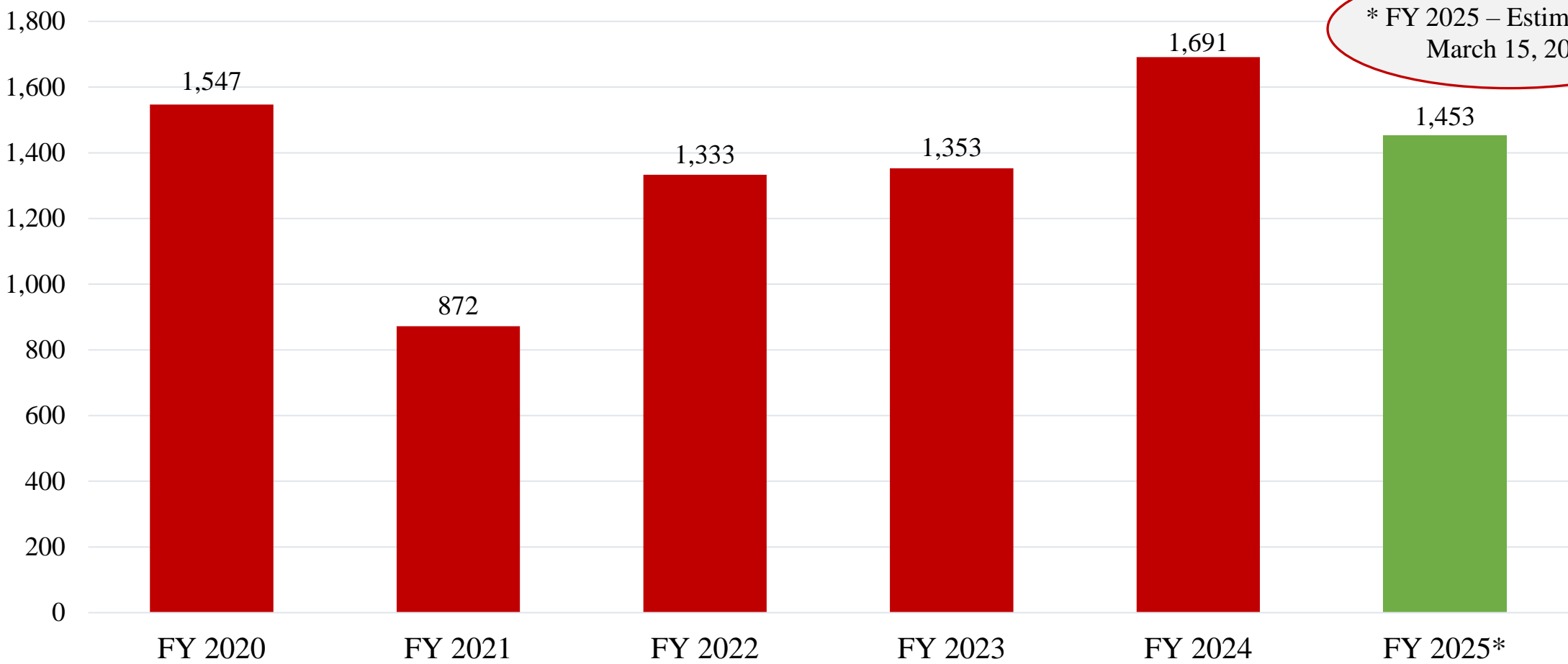
# Realignment Task 5

## Enrollment & Recruitment Planning

### WDCE: English for Speakers of Other Languages (ESOL)

#### Annual Unduplicated Headcount

(ESOL includes non-credit English as a Second Language (ESL) and credit English Language Instruction (ELI) students.)



\* FY 2025 – Estimate as of March 15, 2025

# Realignment Task 5

## Enrollment & Recruitment Planning

### WDCE: Adult Basic Education and English as a Second Language (ESL) Measurable Skills Gains (MSG)

FY 2025 Mid-Year Data\*

07/01/2024 – 12/31/2024

Core Indicator of Performance NRS Educational Functioning Level (EFL)	Currently Enrolled (Table 4, Column K – Total # <u>Pop</u> s)	Currently Completed (Table 4, Column O - % of Pops with MSG)	State Projected to Complete
ABE 1	38	34.21	35%
ABE 2	198	17.68	34%
ABE 3	154	13.64	35%
ABE 4	35	5.71	34%
ABE 5	4	25.00	40%
ABE 6	0	0	31%
<b>TOTAL ABE</b>	<b>429</b>	<b>16.78</b>	<b>34.7%</b>
ESL 1	69	23.19	36.5%
ESL 2	113	8.85	35.5%
ESL 3	128	21.88	35%
ESL 4	101	9.9	33%
ESL 5	61	11.48	25%
ESL 6	34	2.94	25%
<b>TOTAL ESL</b>	<b>506</b>	<b>14.23</b>	<b>29.7%</b>
<b>GRAND TOTAL</b>	<b>935</b>	<b>15.4</b>	<b>32.0%</b>

FY 2025 Mid-Year Data\*

Pretest & Post-test Results

Total Enrollment (Table 4, Column B Grand Total) A	Total ABE Level 6 Enrollment (Table 4, Column B ABE Level 6) B	Total Enrollment Less ABE Level 6 (A – B) C	Total Pre-/Post- Test Enrollment (Table 4B, Column B Total) D	Percent of Pre-/Post- Test Match D / C
935	0	935	355	37.96

\* Source: LACES  
(MD Dept of Labor Secure Database)

# Realignment Task 5

## Enrollment & Recruitment Planning

### WDCE: Adult Basic Education and English as a Second Language (ESL) Measurable Skills Gains (MSG)

FY 2025 Mid-Year Data\*  
07/01/2024 – 12/31/2024

Entering Educational Functioning Level (A)	Total Number Enrolled (B)	Total Attendance Hours (C)	Number with EFL Gain (D)	Number Separated Before Achieving EFL Gain (E)	Number Remaining Within Level (F)	Percentage Achieving EFL Gain (G)
ABE Level 1	17	2,529.45	13	0	4	76.47
ABE Level 2	78	11,184.50	34	2	42	43.59
ABE Level 3	57	7,118.98	17	3	37	29.82
ABE Level 4	7	720.50	0	0	7	0.00
ABE Level 5	1	69.50	0	1	0	0.00
ABE Total	160	21,622.93	64	6	90	40.00
ESL Level 1	22	1,797.00	16	0	6	72.73
ESL Level 2	41	3,377.50	10	3	28	24.39
ESL Level 3	67	5,617.75	28	4	35	41.79
ESL Level 4	35	3,319.50	10	0	25	28.57
ESL Level 5	26	2,210.00	7	1	18	26.92
ESL Level 6	4	502.75	1	0	3	25.00
ESL Total	195	16,824.50	72	8	115	36.92
Grand Total	355	38,447.43	136	14	205	38.31

Student Level Gains \*

Column B - Number of  
Students

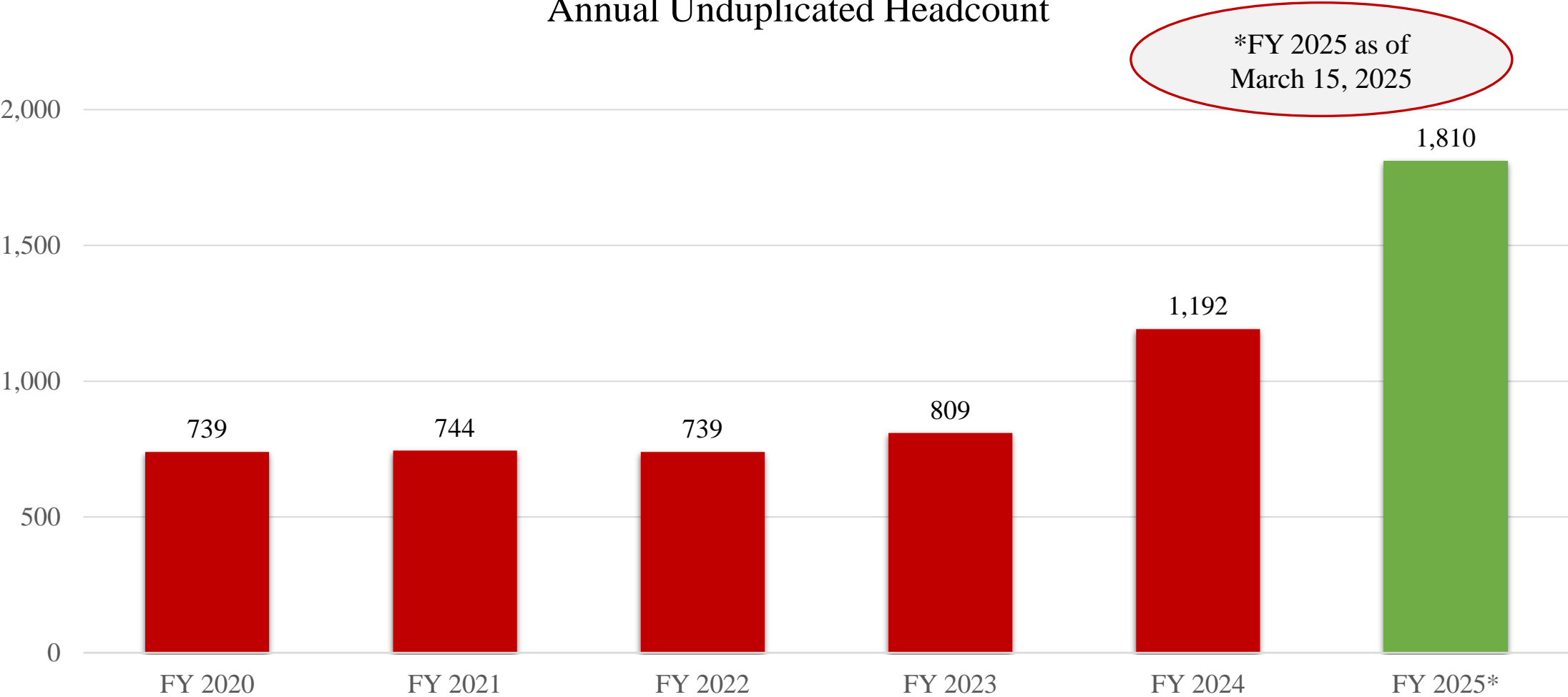
Column D – Students with  
Learning Level Gains

Column G – Percentage of  
Learning Level Gains

# Realignment Task 5

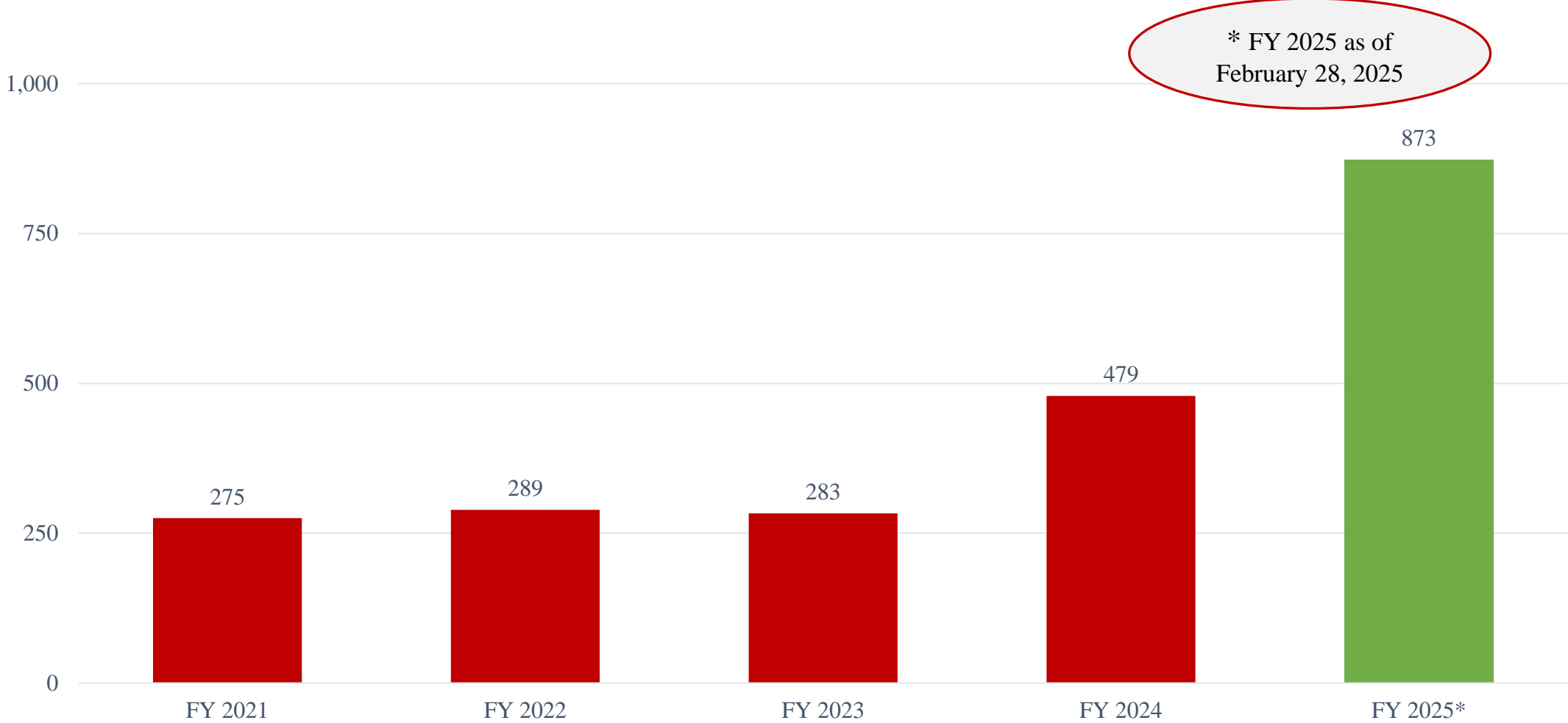
## Enrollment & Recruitment Planning

WDCE: Workforce Courses Leading to Industry-Required Licensure/Certification  
Annual Unduplicated Headcount



Realignment Task 5  
Enrollment & Recruitment Planning

WDCE: Annual Completions in Workforce Training  
(Some students may complete more than one training.)

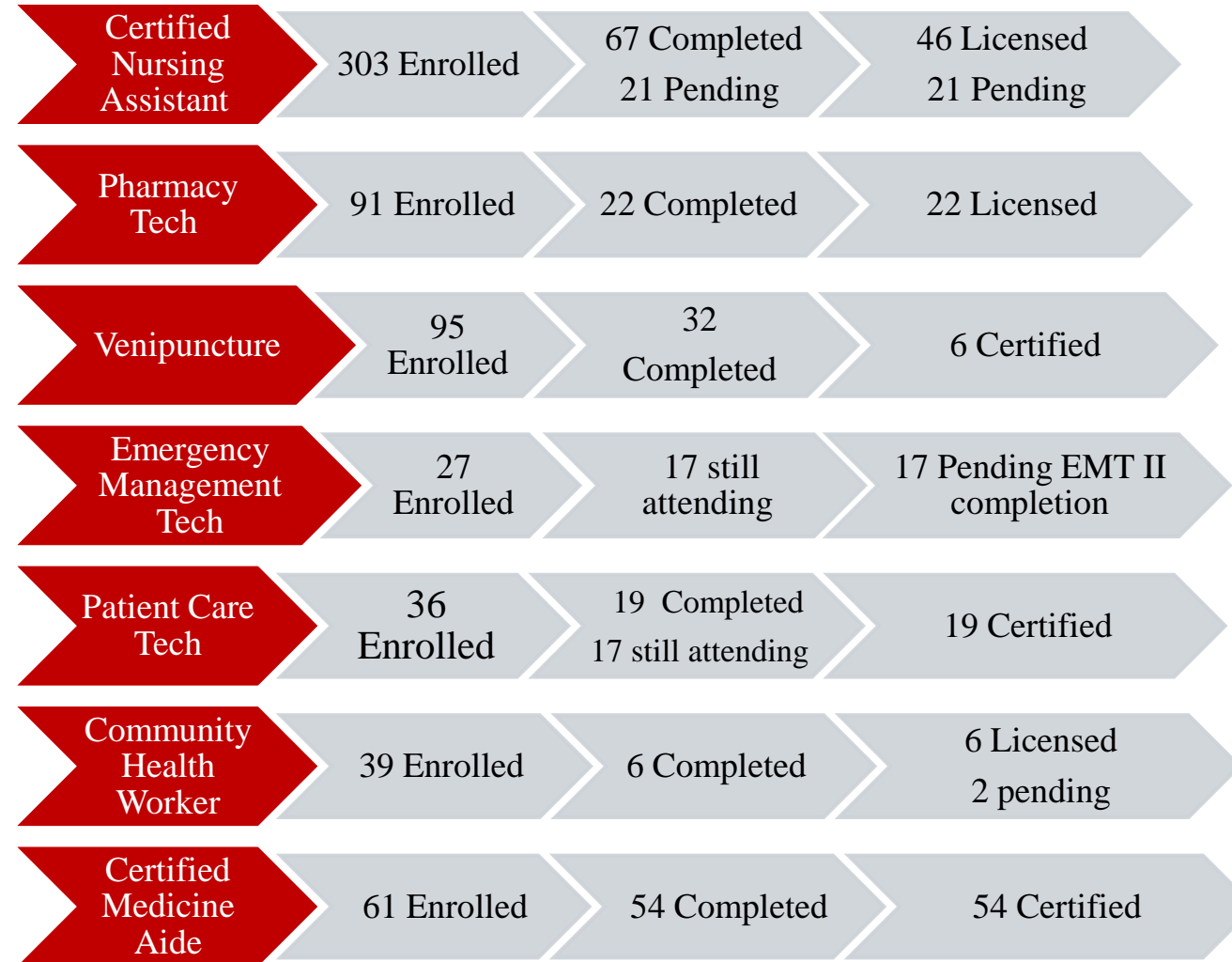




# Realignment Task 5

## Enrollment & Recruitment Planning

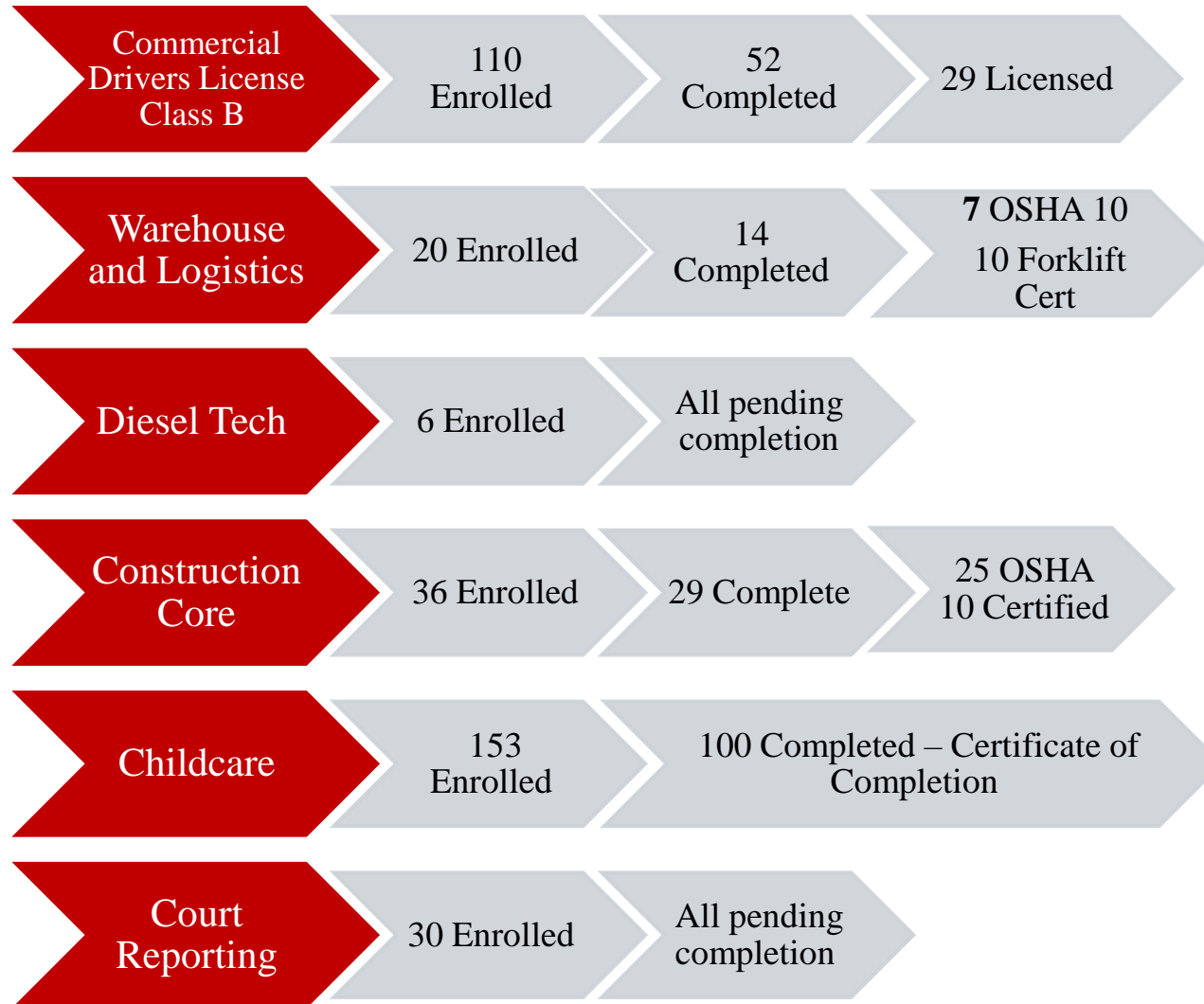
### WDCE: Healthcare FY 2025



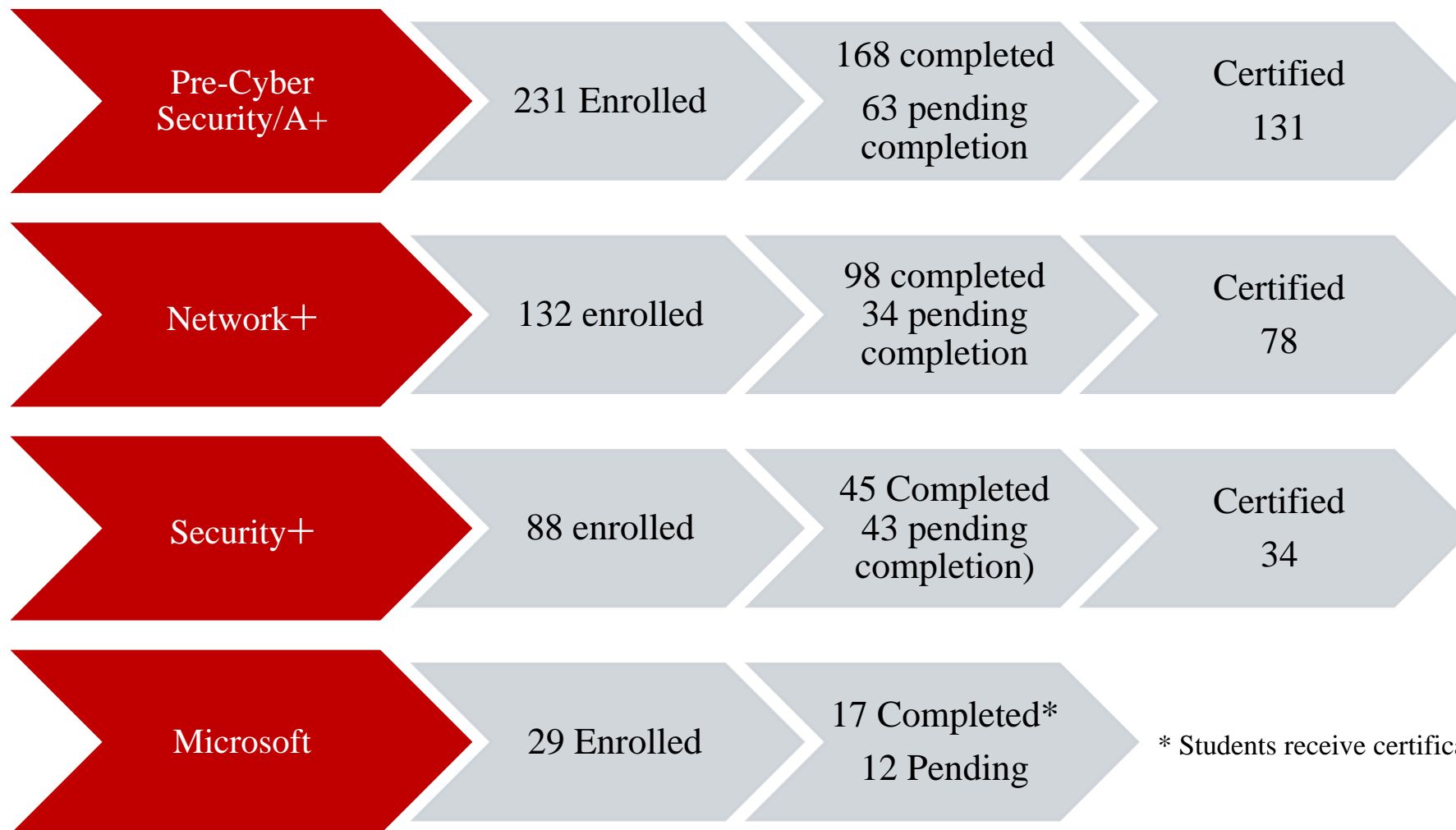
# Realignment Task 5

## Enrollment & Recruitment Planning

### WDCE: Transportation, Logistics, and Childcare FY 2025



## WDCE: Cyber Security and Information Technology FY 2025



Source(s): Student enrollment and completion are from Student Information System and WDCE records; certification data is from CompTIA.

# Realignment Task 5

## Enrollment & Recruitment Planning

### Job Placements for Department of Social Services Grant Self-Reported by Students

January - December 2024		
Programs	Enrolled/Placement	Salary Range
Certified Nursing Assistant (168 hrs.)	31/24	\$37,440 - \$40,170
Phlebotomy (164 hrs.)	19/15	\$37,232 - \$39,458
Microsoft (78 hrs.)	4/2	\$28,833 - \$32,584
CDL B - (128 hrs.)	29/25	\$37,440 - \$49,920
Community Health Worker (154 hrs.)	12/9	\$32,240 - \$37,440
Patient Care Tech (150 hrs.)	4/1	\$43,680 - \$48,780
Pharmacy Tech (284 hrs.)	27/14	\$38,896 - \$41,683
Certified Medicine Aid (80 hrs.)	9/5	\$40,997 - \$44,720
Early Childcare (45 or 90 hrs.)	30/24	\$32,074 - \$37,253
Diesel Mechanic (194 hrs.)	4/2	\$43,056 - \$49,962
Warehouse (88 hrs.)	2/1	\$35,693 - \$39,603
Emergency Medical Tech (168 hrs.)	9/5	\$35,330 - \$39,490
<i>Enrolled/Self-Reported Placements</i>	180/127	
<i>Response Rate</i>	70.6%	

# **Board of Trustees Meeting**

Wednesday, March 19, 2025

## **Workforce Development & Continuing Education**

# Information Technology (IT) and infrastructure needs of BCCC”

New Chief Information Officer (CIO) Introduction

Information Technology Update

Realignment Update Task #9



Dr. Wayne Rose  
Chief Information Officer

Mr. Ishwor Aryal  
Director, Enterprise Applications

Date: March 18, 2025

# Dr. Wayne Rose – Chief Information Officer

## Higher Education Background

- 10+ years in Higher Ed, VP for IT/CIO & CISO
- Develop and lead IT Strategic Transformation Roadmaps
- Lead NIST Cybersecurity Efforts
- Implement formal Project Management Methodology
- Oversee culture and change management
- Build high performing teams

## Professional Background

- Led NCIS IT Strategy
- Oversaw VA IT Strategy Project
- Led HUD IT Strategic Planning
- BS, Computer Networking
- Exe MS, IT Leadership
- MS, Strategic Transformation
- PhD, Organizational Leadership

A Strategic Leader: Big-picture style that develops and communicates long-term strategic goals clearly.

# Plan Presentation - IMMEDIATE PRIORITIES

- ✓ Barnes & Noble Bookstore Setup
- ✓ IT Office Relocation
- ✓ Helpdesk Move
- ✓ ERP SaaS Support
- ✓ State Legislation – Task #9
- ✓ Advisory Services Performance
- ✓ IT Support & Responsiveness





# Plan Presentation – ERP Assessments

- ✓ Needs Assessment-
  - ✓ Staff/User Needs & Concerns
- ✓ Ensure ERP Optimization
- ✓ Change Management Process
- ✓ Staffing
- ✓ Training (IT & Users)
- ✓ Ellucian Support
- ✓ Super User Group
- ✓ Vender Support Alignment
- ✓ Cloud Migration



# Plan Presentation- Teaching & Learning

- Teachers & Administrators Meeting
  - Hold several virtual communication meetings
    - Learn how teachers and administrators would like to have technology applied
    - Understand teacher and student technology needs
  - Meet with other personnel and department heads
- Classroom Teaching & Learning Needs
  - Assess digitized classroom teaching and learning opportunities
  - Explore new innovative technologies
    - VR Learning, OneNote Classroom, Student digital notebooks, testing and grading automation

# Plan Presentation- Relationship Building

## ✓ Relationship Building

- Meet with key stakeholders:
- Meet with other personnel and department heads
- Listen actively and build relationships and trust

## ✓ Vendor Relationships

- Review existing vendor contracts and relationships
- Explore cost saving opportunities

## ✓ Communications

- Understand or craft communication strategy for sharing updates, changes, and progress
- Keep stakeholders informed and engaged

# Advisory Services – Human Resources Priority

## Gross Pay Integration with the MD Central Payroll

State of MD is requiring all agencies to process their payroll in their ERP system and send the Gross Pay information to the state per pay period.

- Impact of not having this process in place on time: BCCC employees will not get paid by the State system.
- BCCC is closely working with Advisory Services and MD Central Payroll Bureau (CPB)
  - Due Date: March 2025
  - Status: First Draft Under Review

# Advisory Services - Institutional Priority

## End User Training

Effective and efficient ways to offer end user trainings through Professional Development sessions and targeted user group trainings.

- Time Sheet submission training for staff and supervisors is ongoing
- Student Attendance Tracking for faculty is being planned
- Administrative functions (Admissions, Financial Aid, Finance, Procurement, Human Resources, Students) trainings are being conducted by Advisory Services during the weekly engagements

# Advisory Services – WDCE Priority

## WDCE Process Improvement

Workforce and Continuing Education (WDCE) division is conducting majority of their operations (student registration, student billing, instructor contract processing) in legacy system.

- WDCE, ITS, and Advisory Services are building solutions to streamline daily operations in Banner
- Data will be centrally stored in Banner for easy access to WDCE data.
- Planned timeframe for the decommission of legacy system that does not comply with the State and the Federal data security mandates.

## Next Phase – Project Closure w/ MD DoIT

BCCC ERP project is scheduled to close with the MD DoIT by 06/30/2025.

### **What does this mean to BCCC?**

- The College achieved the major milestone based on the goals and objectives defined in the ERP project scope.
- The state oversight body has full confidence that post project activities will be managed (business process improvements, new features and functionality implementation, system maintenance, user training, process documentation etc.
- BCCC will continue to partner with the State and Ellucian Advisory Services requiring additional resources.

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 – March 19, 2025**

#### **CABINET UPDATE**

*Vice President, Academic Affairs*

#### **Student Achievement**

Rachel Hundertmark, a student at Baltimore City Community College, has been named a 2025 Coca-Cola Academic Team Silver Scholar and will receive a \$1,250 scholarship. The Coca-Cola Scholars Foundation sponsors the Coca-Cola Academic Team program by recognizing 50 Gold, 50 Silver, and 50 Bronze Scholars with nearly \$200,000 in scholarships annually. Each scholar also receives a commemorative medallion. Ms. Hundertmark's accomplishments will be recognized at the Annual PTK All-Maryland Academic Team Recognition Dinner on May 7, 2025, at Turf Valley Resort, Ellicott City, MD.

#### **Personnel**

Dr. Ghazanfar Mahmood was appointed to serve as the Dean of the School of Nursing and Health Professions at Baltimore City Community College beginning March 3<sup>rd</sup>, 2025. Dr. Mahmood has served the BCCC community since the Fall of 2022 both as the Associate Dean and the interim Dean of the School of Nursing and Health Professions. Dr. Mahmood brings an impressive background in both scholarship and leadership in higher education and the private sector, including serving as the Chief Academic Officer and Director of Allied Health at Advance College and as a practicing physician at various medical facilities.

The Nursing program filled the Nurse Lab Manager vacancy, and the employee has begun employment with the College.

#### **Program Development**

The Vice President of Academic Affairs met with leadership from the Maryland State Department of Education and the Maryland Higher Education Commission to discuss potential partnerships to promote the expansion of alternative certification programs in teacher education with both two and four-year colleges and universities. Alternative certification programs are currently designed to train "career changers" to become licensed teachers in the state of Maryland. Potential candidates hold a bachelor's or advanced degree and significant work experience in the public or private sector. Alternative certification is a rigorous and highly condensed alternative preparation program that trains and places teaching candidates (still under supervision) in LEA classrooms within six months of starting a state approved program. Coursework and support are delivered both in-person, hybrid, and remote formats that not only acquaint candidates with the technology they will utilize in the classroom, but the emphasis on technology and artificial intelligence allows faculty and staff to accommodate the schedule and availability of the participants.

These programs are crucial in addressing high-need areas for LEAs. The participation of two-year colleges in the process is crucial. The ability for community colleges to utilize pre-existing relationships with local school districts and the ability to utilize both credit bearing and Workforce Development resources to develop tailored training is paramount. Furthermore, these programs are invaluable to not only career-changers (including recently terminated federal employees), but also para-educators, long-term substitute teachers, and conditional teachers. Alternative certification programs have been highly effective in developing highly trained, culturally relevant professional educators.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – March 19, 2025**

##### **Student Learning Outcomes Assessment**

The division of Academic Affairs collaborated with members of the Office of Institutional Effectiveness, Research, and Planning to provide a series of facilitated workshops with BCCC faculty to continue efforts addressing the assessment of Student Learning Outcomes (SLOs). Faculty from all three schools: The School of Nursing and Health Professions, the School of Arts and Sciences, and the School of Business, Science, Technology, Engineering, and Mathematics convened to develop objectively measurable student learning outcomes and enter them into Canvas and review. As these efforts are continued, representatives from the faculty lead Student Learning Outcomes Assessment Committee and Curriculum and Instruction Committee, the Director of Assessment, and the Director of E-Learning with work with academic departments and disciplines to measure student mastery of SLO's through Canvas. These results will be captured in the BCCC Strategic Plan and will ultimately drive student success, programmatic development, and resource allocation in a manner that clearly aligns with the goals of BCCC.

##### **Credential Review**

Academic Affairs continues to engage in a thorough review of faculty credentials to ensure that all applicants applying for adjunct positions meet the required COMAR regulations. This process is an integral to maintaining the institution's commitment to academic excellence and compliance with state regulations and accreditation requirements. As new adjunct faculty members are hired, qualifications are evaluated to confirm the appropriate academic credentials, professional experience, and the necessary expertise to deliver high-quality instruction in the respective disciplines.

##### **Summer 2025 Course Scheduling**

Development of the summer 2025 schedule has been completed by all schools within academic affairs. New sections will be added based on student demand and instructor availability. The academic affairs leadership team engaged in a comprehensive review of course offerings and course durations to ensure accuracy of course run times which vary based on the part of the term the course is offered. Course staffing for the summer is still in progress. Textbook adoptions were aligned to correspond with development of the schedule.

##### **Fall 2025 Course Scheduling**

The development of the fall 2025 schedule is in progress. Similar to the development of the summer schedule, all schools and the appropriate leadership will engage in data informed schedule development that is focused on creating a student-centered schedule which allows students to complete degree requirements. Additionally, Academic Affairs is collaborating with the Office of Information and Technology (IT) to develop a dynamic form in ERP (BANNER) to provide access to historical data which supports the development of enrollment trend models. This capacity will offer academics the ability to "right size" course offerings and build the schedule based on patterns of student enrollment. Textbook adoptions were aligned with the development of the schedule.

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

The VPAA conducted a meeting with all Program Coordinators in SASS to provide updates on matters concerning the workflow and transition timeline for the department while a search for a dean and associate dean are in progress. This meeting was crucial for ensuring that the department operates smoothly during the transitional period. With the leadership vacancy, it is important to establish clear communication, define

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – March 19, 2025**

responsibilities, and ensure that Program Coordinators are equipped with the necessary support to maintain academic achievement, integrity, and day-to-day operations of programs in SASS. The meeting allowed the VPAA to hear potential concerns or challenges during the transition and discuss potential strategies for proactive resolution. The meeting set a collaborative tone for the transition, reinforcing a shared commitment to the continued success of SASS during the leadership search.

#### **School of Business, Science, Technology Engineering & Mathematics**

The department of Natural and Physical Sciences is finalizing a combined bachelors/masters articulation agreement with University of Maryland Global Campus (UMGC). Students completing their AAS Degree in Biotechnology at BCCC will be admitted into the joint bachelors/masters' degree program in Biotechnology Management at UMGG. Final approval is pending. Additionally, the Arts and Sciences Transfer (Science Area of Concentration) degree is also finalizing a transfer articulation which would provide BCCC students a seamless transfer into the Forensic Sciences Program at the University of Baltimore.

**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees Meeting – March 19, 2025****CABINET UPDATE***Interim Vice President, Student Affairs***RECRUITMENT & ADMISSIONS**

In February 2025, Admissions engaged with various high schools and community partners. The Recruiters and Mayor's Scholars Program staff participated in seventeen recruitment activities.

Recruitment efforts continue to increase compared to February 2024. In February 2024, recruiters attended 8 events, compared to 20 events in February 2025, an increase of more than 150 percent. Since July 1, 2025, recruiters have attended more than 150 events, compared to last year of 120 events.

Recruiters actively engaged with external partners by contacting high school/nonprofit organizations/middle schools and other community partners to schedule on-campus and/or off-campus visits. The recruiters in collaboration with the Mayor's Scholars Program (MSP) are promoting the summer bridge program to all external partners.

The Admissions administrator in collaboration with the Interim Vice President for Student Affairs works closely with recruiters to improve recruitment strategies and streamline technical processes in the CRM Recruit system.

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

**Recruitment Activities**

Date of Event	Organization/School	Event Type
2/4/2025	Joseph C. Briscoe Academy #345	Information session
2/4/2025	Baltimore City College	Information session
2/5/2025	Patterson High School	Summer Bridge
2/5/2025	Forest Park HS	Information session /Applications
2/5/2025	Frederick Douglass HS	Information Session
2/5/2025	Pikesville High School	Information Session
2/7/2025	Individual Tour	Scheduled – Single Tour
2/12/2025	Career Academy	Information session /Applications
2/12/2025	Dunbar High School	Campus Tour
2/18/2025	College Bound	Information session /Applications
2/18/2025	Benjamin Franklin HS	Information session /Applications
2/20/2025	Baltimore Career Couch Initiative	Information session /Applications
2/20/2025	Frederick Douglass High School	Information session /Applications
2/20/2025	Benjamin Franklin HS	Information session /Applications

## Baltimore City Community College

### PRESIDENT'S REPORT

#### Board of Trustees Meeting – March 19, 2025

2/21/2025	Cristo Rey Jesuit High School	College Fair
2/23/2025	Girl Scouts of Central Maryland	Campus tour and informational
2/24/2025	Academy of College and Career Exploration (ACCE)	Information session/Applications
2/25/2025	Career Academy	Information session/Applications
2/25/2025	Baltimore City High School Visit	Campus Tour
2/27/2025	College Bound CIAA College Fair at Douglass	College Fair

#### Admission Operations

	Number of Students
February	319

#### Enrollment

##### Spring 2025

The Spring 2025 registration started on November 11, 2024. As of March 15, 2025, 4,170 students are registered. The Spring 2025 enrollment increased by 15.00 percent, compared to Spring 2024, with 3,626 students enrolled. The last day to register was March 13, 2025.

#### Process Improvements

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

- Entering enrollment goals in CRM Recruit
- Creating dashboards in CRM Recruit
- Reviewing/updating supplemental items in CRM Recruit
- Enabling Upload Feature in CRM Recruit
- Activating Banner Supplemental Screen/Features for Admissions once applicant has been admitted
- Activating Manage Events feature in CRM Recruit
- Creating and assigning territory maintenance for recruiters

#### ATHLETICS

Both the men's and women's basketball teams are competing. The women's team has two victories in their inaugural season. The men's team is currently 13-15. They are currently in fourth place in the Maryland Junior College standings.

The Athletic Department is preparing to host the NJCAA region 20 Women's basketball Championships for Division I schools. Teams from New York and Pennsylvania and Maryland will be competing to determine which school will go on to compete in the National Championships held this year in Hutchinson, Kansas.

**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees Meeting – March 19, 2025**

A candidate has been chosen to lead the Men's and Women's Cross-Country program. The season would begin in September 2025.

Home games for both teams have been live streamed via YouTube. For those who can't watch the live broadcast, the links to view them later are available on the Athletic Department website. The competition schedules for all the teams are posted on the Athletic Department website located at [www.bcccpanthers.com](http://www.bcccpanthers.com).

**TRIO STUDENT SUPPORT SERVICES PROGRAM**

In February, the TRIO Student Support Services (SSS) Program focused on outreach to current participants, academic advising for the spring semester, and enhancing student engagement. The team prioritized onboarding new participants, developing individualized action plans, and providing holistic support tailored to students' academic, personal, and career goals.

TRIO SSS provides comprehensive 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.

**Monthly Contact Totals**

Type of Contact	No. of Students	No. of Visits
Virtual and In-Person Advising	35	44

**Student Programming****Understanding StudentLingo Workshop – 2/18/25**

TRIO SSS hosted a StudentLingo workshop, introducing students to on-demand modules covering academic success strategies, time management, and stress reduction techniques. The session also provided a demonstration of the platform and a guided tour of available workshops, allowing students to explore topics aligned with their personal and academic goals. Students gained insight into how to maximize these self-paced learning tools to support their educational and personal development.

**The Lion King: The Hippodrome Theater – 2/26/25**

TRIO SSS provided students with the opportunity to attend a cultural enrichment experience at the Hippodrome Theatre to see Disney's The Lion King. This event aimed to broaden students' cultural awareness, provide exposure to performing arts, and foster a sense of community among participants.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – March 19, 2025**

#### **StudentLingo Online Workshops**

The StudentLingo platform continues to serve as a valuable resource for participants. The February engagement highlights include:

- Total Enrolled Participants: 162
- Active Users: 47
- Workshops Completed in February: 23

#### **Outreach and Recruitment**

In February, TRIO SSS received four new applications, with three accepted. Outreach efforts included:

- Digital engagement through social media, email campaigns, Canvas announcements, and departmental referrals.
- Participation in campus events such as the Spring Enrollment Fair and Financial Aid Awareness Week.
- Direct engagement with faculty and campus departments to identify and refer eligible students.

#### **Professional Development**

- **Mental Health First Aid Training – 2/21/25**

The TRIO SSS Coordinator participated in a Mental Health First Aid Training session designed to equip staff with strategies for supporting students facing mental health challenges. The training emphasized early intervention, de-escalation techniques, and responding with care to individuals experiencing mental health or substance use concerns or crises.

- **Chief Student Affairs Officers Community College Leadership Institute – 2/14/25**

The TRIO SSS Director attended the final session of the Chief Student Affairs Officers Community College Leadership Institute at Carroll Community College. The session covered Communication & Case Studies and was facilitated by Dr. Lisa De Jesus, Dean of Student Affairs, and Dr. Kim Joyce, Vice President of Student Services.

- **COE Webinar: A Word from Washington – 2/25/25**

The TRIO SSS Director participated in the Council for Opportunity in Education (COE) webinar A Word from Washington: Congressional Staffer Panel. This virtual discussion provided insight into current federal policies affecting TRIO programs and higher education, featuring key congressional staffers and COE's public policy officers.



## Baltimore City Community College

### PRESIDENT'S REPORT

#### Board of Trustees Meeting – March 19, 2025

### TESTING CENTER

#### *Summary of Testing Appointments*

The Baltimore City Community College (BCCC) Liberty Campus Testing Center 645 exams for BCCC students and community members in February 2025.

Exam Name	Exams Administered	Revenue
Accuplacer	159	
Accuplacer ESL	6	
Accuplacer MSP	0	
Accuplacer MSP ESL	1	
Accuplacer HS Testing	0	
Accuplacer Retest	7	
External Accuplacer	0	
BCCC Course Exams	45	
Biology Exemption	9	
Biology Exemption Retest	0	
CLEP	5	\$135.80
Computer Literacy	9	
Computer Literacy Retest	3	
External Course Exams	4	\$67.90
GED	38	\$432.50
PearsonVue IT Exams	9	
Parapro	28	\$847.70
Placement Bonanza Event	0	
TEAS	31	\$1,154.30
Total Exams Given	354	
Total Number of Individuals Tested	310	
Total Revenue Generated	\$2,638.20	

#### *Data Breakdown*

- BCCC Testing Center administered 354 exams in-person to 310 individuals (unduplicated) in February.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
54	75	67	98	50	10

#### *Updates and Collaborations Efforts towards Goals*

- Pearson VUE IT Certification Exams allows us to provide students, professionals, and community members with the opportunity to earn globally recognized certifications in a wide range of IT fields.

**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees Meeting – March 19, 2025**

- With this bundle of IT certification exams, we can administer tests for an additional 30+ vendors
  - ♣ **Aligns with Testing Center's Enrollment Goal #1: Baltimore City Liberty Campus Testing Center will be identified as a certified testing center that encourages students' success through assessments provided.**
- All Testing Center staff attended -virtual and in-person- the quarterly Maryland College Testing Association & GED Test Administrators Community of Practice meeting on February 7, 2025.
  - **Networking Opportunities:** Engaged with peers from other institutions, fostering collaboration and knowledge-sharing.
  - **Policy & Compliance Updates:** Received updates on state and national testing regulations to ensure compliance and enhance service delivery.
  - **Process Improvement:** Learned new strategies to improve testing center operations, student accommodations, and exam security.
  - **Resource Sharing:** Accessed new tools, guidelines, and resources to enhance testing efficiency and effectiveness.

**DISABILITY SUPPORT SERVICES CENTER (DSSC)**

In February 2024, 12 students renewed their accommodation, and 12 new intakes/orientations were conducted, resulting in a total of 24 students receiving services for the Spring 2025 semester for the 16th and 14th week registration period.

	<b>Renewal Accommodations</b>	<b>Intakes</b>	<b>Total</b>
January	50	11	61
February	12	12	24
			85

**Total Students for Renewals and Intakes for Spring, 2025: 85**

The Maryland Higher Education Commission S-25 Report on Students Registering for Accommodation for Disability was successfully completed and submitted on the 17th of the month, meeting all required deadlines. This submission ensures compliance with state reporting mandates and contributes to the ongoing evaluation of accessibility services at Baltimore City Community College (BCCC).

Additionally, the DSSC staff and administrator conducted a comprehensive audit of its assistive technology software and equipment inventory to assess current resources, identify gaps, and explore opportunities for upgrades. This initiative aims to enhance accessibility by integrating new and innovative technologies that align with the evolving needs of students with disabilities. The audit focused on evaluating the functionality, efficiency, and usability of existing tools while researching emerging solutions that could improve academic experience.

**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees Meeting – March 19, 2025****STUDENT SUPPORT AND WELLNESS SERVICES**

During the month of January 2025, the Student Support and Wellness Services office (SSWS) served approximately (41) students, virtually and in person via office visits, intakes, scheduled counseling sessions with (17) new student service requests. The Counselors, Cortney Merritt, LMSW and Brian Taltoan, LCPC, conducted counseling intakes and facilitated (24) in-person (in-office) and virtual (telehealth) individual counseling sessions. Students this month present with issues surrounding school-related stress and anxiety, test and social anxiety, depressive symptoms, struggles with basic needs and resources, interpersonal and relationship (family, romantic, platonic) issues and other major or minor mental health symptoms.

SSWS was represented at (18) campus planning and routine meetings. These meetings ranged from: weekly check-ins with key staff, professional development, and Student Affairs departmental collaborations. The office also participated in the Black History Month celebrations. We continue to partner with Student Life and Engagement and their BCCC community events, AED-GED, Pre-100. SSWS has forged a new partnership with Us Helping Us organization to bring sexual health screenings to BCCC. We are looking to add services at the Harbor Place location in addition to the main campus

SSWS counselors attended (19) off-campus meetings and continuing education events to attain knowledge, competencies and build community partners & resources to best serve students. The continuation of identifying basic needs, resources and campus support is active. Further efforts will create personalized resources for the BCCC community.

**STUDENT LIFE & ENGAGEMENT**

The Office of Student Life & Engagement had a very successful month. The department was able to host several enriching events and launch new initiatives to support students at BCCC. This month the department was able to support many other offices such as the Mayors Scholars Program, Wellness, Athletics, Student Affairs, and Admissions with various events. Additionally, the department implemented more community-focused events.

**Logistics Planning Committee Meetings**

The Director of Student Life & Engagement continued to host the bi-weekly logistics meetings. These meetings include representatives from all departments on the main campus and partners at the Harbor and RPC locations. The committee discusses upcoming events each month and coordinates logistics for each event. Many collaborations and new events occur because of these routine meetings. This semester the Director has started working closely with representatives from the Harbor Location to increase engagement and resources. The Director of Student Life & Engagement has been working with staff at the Harbor Location to identify the needs and use of resources, as well as a review of data that shows the increase of student traffic at programs, to create a strategic plan for enhancing programming and engagement at that location.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – March 19, 2025**

##### *Collaborations*

##### **Athletics and Student Life & Engagement**

The Office of Student Life & Engagement partnered with Athletics to host at least one event per month at a Women's and Basketball game. The event, Hoops for Heritage: A Black History Month Celebration, took place on Wednesday, February 26, 2025, in the Physical Education Center. Many students, faculty, staff, and community guests attended both the 5 pm and 7 pm games. Student Life & Engagement was able to coordinate a visit to the game from the Panther Mascot and give away sunglasses and water bottles to all in attendance. The team was also able to offer little-known Black history facts to guests.

##### **BCCC, School of Arts & Social Science**

The Office of Student Life & Engagement collaborated with Professor Tamara Payne, Creatively Black Baltimore, and the Baltimore Times to assist in hosting “DEAR BLACK GIRL”. This off-campus art experience allowed students to experience and witness African American cultural art and history.

##### **BCCC, School of Arts & Social Science**

STITCHED IN FAVOR: 200 YEARS OF THE HISTORIC SAINT JAMES EPISCOPAL CHURCH was an event hosted by Baltimore City Community College's History Professor Rebecca Johns-Hackett. This event took place at the Maryland Center for History & Culture and included a grand opening and film debut that elaborated on the church's rich history in Baltimore as a part of the Black History Month showcase.

##### **BCCC, School of Arts & Social Science**

This collaboration included a candid conversation with BCCC's Tamara Payne and Dr. Nessa Price where they discussed black women making history. The event, titled, Iterations of Black & Brown Women: A Candid Conversation featured a great amount of storytelling, history-making, and teaching of greatness in Black History.

##### **Community Engagement**

##### **Community Leadership Conference**

The Director of Student Life & Engagement is leading the Planning & Marketing Committee for 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 engagement. Over 16 institutions in Maryland and DC will be represented at this conference.

##### **Public School System Community Service**

Baltimore City Community College's executive leadership board of the National Society of Success & Leadership (NSLS) and the Student Leadership Club partnered with Morgan State University's National Society of Success & Leadership (NSLS) to host a read-in volunteer event for Robert W. Coleman students. Our BCCC was able to build partnerships with student leaders from Morgan State University and represent BCCC in the greater Baltimore Public School System.

**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees Meeting – March 19, 2025****Advocacy Day 2025**

Students, faculty, staff, and the College President traveled to Annapolis, MD on Thursday, February 13, 2025, to participate in Advocacy Day while meeting many senators and forming relationships while understanding how due process and several pieces of the democratic voting system operate.

**REVIEW OF EVENTS****February 3, 2025**

**BLACK HISTORY MONTH OPENING CEREMONY:** This event was the opening event to kick off Black History Month, a celebration of pioneers through the arts. The 34 guests were able to enjoy spoken word, music, refreshments, and the opportunity to ask questions related to Black History Month, its origin, and the African American Black Diaspora.

**February 5, 2025****SGA GENERAL BODY MEETING:**

More than 30 students attended the monthly SGA meeting to listen to the executive board's vision for the academic year and their calendar of events. Refreshments were provided by Chick-fil-A to show appreciation at the first meeting of the spring semester.

**February 7, 2025: Rock Your Red for Heart Disease**

The Office of Student Life & Engagement and the Student Government Association encouraged BCCC students and staff to wear RED on this day to raise awareness of heart disease and stroke statistics in women.

**Friday, February 7, 2025: WHEN BLACK STRUGGLE EMPLOYED**

The "Keeping it Real" lecture series featured a discussion on historical perspectives of Black resistance. The event was held virtually and featured over 20 people.

**February 10, 2025: Love Yourself: Tips for Healthy Skin**

The 27 students, faculty, and staff who attended received beauty tips that will help improve their self-care. This event was the first event of the "Love Week" celebration at BCCC.

**February 11, 2025: BLACK CINEMA TUESDAY**

This regularly scheduled Black Cinema night included a film and discussion for a popular Black Historical Film. Students enjoyed snacks and an enlightening discussion on the iconic remake of the popular film.

**February 13, 2025: HAPPY VALENTINE'S DAY**

The Student Government Association and Student Life & Engagement collaborated to offer a special Valentine's Day event for BCCC. Students were able to receive snacks and treats while taking part in a Stuff-A-Plush

**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees Meeting – March 19, 2025**

activity. The Stuff-A-Plush activity included an option for 125 students to build a stuffed animal to gift during the Week of Love leading up to Valentine's Day.

**February 13, 2025: Love of Travel: Puerto Rico Study Abroad Info Session**

As the institution prepares for more Study Abroad trips, this virtual event offered information and details on how to be a part of this activity for those who want to learn more about fundraising, or specific travel nuggets of information.

**February 14, 2025: SGA LOVE WEEK EVENT**

The Student Government Association hosted an event to celebrate Valentine's Day at BCCC focused on passing out candy treats and customized cards with affirmations to more than 100 students across campus.

**February 17, 2025: HIGHLIGHTING BLACK WRITERS & ACTIVISTS**

The Student Life & Engagement Speaker Series featured a guest lecturer who educated and empowered everyone to celebrate Black Excellence 365 days a year. More than 20 students were able to witness presentations from Professor Tanisha Smith from Morgan State University and Professor Rebecca Johns-Hackett from Baltimore City Community College.

**February 18, 2025: BLACK CINEMA TUESDAY**

The Fashion Club showed *Harlem in Vogue: Fashion & Style in the Harlem Renaissance* and offered snacks to the students who attended this celebratory moment in Black and American history.

**February 19, 2025: Men on the Move Luncheon**

The Office of Student Life and Engagement, the Student Government Association, and the Student Leadership Club held their second annual "*Men on the Move*" luncheon. The program was full of special performances by BCCC students and a special panel of four amazing male leaders in the Baltimore City area. The event was held in the Mini Conference Center. Our keynote presenter was Mr. Robert Ginyard, a well-known Podcast host, and national motivational speaker.

**February 20, 2025: THE AFTERMATH: PART II OPEN MIC**

For this event 129 students and community members joined BCCC partners at Park West Health System, the John G. Bartlett Specialty Practice, and Pride Center Baltimore for HIV/AIDS and STD testing, free food and prizes as Student Life & Engagement recognized National Black HIV/AIDS Awareness day. This event was accompanied by an open mic portion, live music, refreshments, giveaways, and a mini presentation from health facilitators.

**February 24, 2025: Mind & Motion Mondays: African Music Tribute**

This month's health and wellness event focused on an appreciation for African-inspired music featuring dance performances by the Panther Dance Club.

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##### **February 25, 2025: Trip to the Smithsonian African American History Museum**

The Office of Student Life & Engagement collaborated with the History, Anthropology & Sociology Club, and the Photograph Class to host a trip to Washington, D.C. to tour the Smithsonian African American History Museum.

##### **February 26, 2025: BLACK BUSINESS EXPO FEATURING MEET & GREEK**

This event allowed business owners to set up tables, food trucks, and more vending opportunities in the Main Building Atrium and outdoor area. Sixteen (16) businesses were a part of this event from the Baltimore region offering items for sale. Additionally, this event featured members of the Divine Nine historically black fraternities and sororities, and other Greek-lettered organizations with a history deeply rooted in black culture. 109 students were able to participate in this event and learn more about opportunities to join Greek-lettered organizations after transferring to a 4-year institution, as well as the history of the philanthropic engagement that these organizations participate in throughout communities. The event ended with special performances by each organization.

##### **February 27, 2025: Make it Take it Thursday: Celebrating Black History Month**

Each month Student Life hosts an event where students can design their creations that they can take with them. This month, the creations allowed students to make bracelets that were themed around Black History Month.

##### **February 28, 2025: “THE LEGACY OF MALCOLM X: 100 YEARS AFTER HIS BIRTH/60 YEARS AFTER HIS DEATH”**

The regularly scheduled “Keeping it Real” lecture series continued with a lecture focusing on Malcolm X. This presentation led by Professor Baba Zak A. Kondo, BCCC Professor of History, author, scholar, lecturer, and activist.



## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – March 19, 2025**

### **PRESIDENT'S REPORT**

#### **Board of Trustees, March 2025**

*Vice President, Workforce Development & Continuing Education*

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

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

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

- WDCE is partnering with Radio One to host a Job Fair on March 26, 2025, from 10am – 5pm. We are expecting 60 vendors and over 500 attendees. Radio One will be broadcasting live throughout the event.
- Merit Scholars will be on campus Saturdays, March 8 – May 3, 2025, from 8am-3pm in the Nursing Building. The Merit Scholars Program educates and empowers students from underrepresented backgrounds to become health professionals and change agents that focus on advancing equity. Below are some of the out-of-school activities Merit facilitates.
  - Saturday College Prep Classes
  - Professional Internships
  - College Admissions Guidance
  - Academic Support

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

##### **Adult Basic Education (ABE)**

- ABE registrations were submitted for February, totaling 101 students.
- A total of nine (9) Advanced Level classes were offered this month.
- The goal is 200 ABE enrollments/registrations for March.
  - Four Essentials Level classes
  - Four Advanced Level classes
  - Four MTC/Corrections classes
  - Two IET program courses
- A total of fifty-five (55) GED Ready tests were taken.
  - 13 Math
  - 20 RLA (Reading)
  - 14 Science
  - 8 Social Studies
- Six (6) students have earned their Maryland High School diploma; total of 30 for FY 2025.
- There are now 61 total ABE graduates to date from FY 2024 and 2025.

##### **Community English as a Second Language (ESL)**

- A new session began on February 3 with ten (10) scheduled sections.
  - 208 students were registered for classes at the Harbor and accompanying virtual sessions
- In partnership with various City Schools and Judy Centers, an additional 110 students were registered at the following locations in January and February:



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- o Mayor's Office of Community and Family Services Southeast HUB: 13
- o Lakeland Elementary/Middle School: 23
- o Harford Heights Elementary/Middle School: 8
- o Dorothy I. Height Elementary/Middle School: 14
- o Moravia Park Judy Center: 22
- In partnership with CASA de Maryland, new cohorts for the Integrated English Language and Civics Education/Integrated Education and Training (IELCE/IET) have started:
  - o Community Health Worker (CHW) began on March 10, with eight (8) students registered
  - o Childcare Training began on February 3 with nine (9) students registered

**Partnerships**

- The ELS department has partnered with the University of Maryland Medical Center (UMMC) to provide English language instruction to 10 hospital employees who are not proficient with the English language. Classes started January 2025 and will end March 17, 2025. ELS will continue to partner with the Center offering more options for employees.
- BCCC and CASA de Maryland continue to partner on IELCE/IET Certified Nursing Assistant (CNA), Community Health Worker (CHW), Warehousing, and Childcare courses. This partnership is expected to produce multiple cohorts and serve over 100 students per fiscal year. TABE/ELS Directors and Community ESL Coordinator have formalized a partnership with Coty and Global Refuge to provide contract training ESL classes for their employees. Classes are underway.
- ABE/GED continues to partner with the Department of Corrections providing instruction to incarcerated citizens at the correctional facility.
- BCCC continues to partner with City Schools and their local Judy Centers to provide ESL classes in the community. Classes are held at Moravia Park and will expand to Holabird Academy.

**English Language Institute (ELI)**

- Spring registration has concluded; ELI is conducting 13 sections with a total of 164 enrollments.
- Collaboration has begun with CASA de Maryland and BCCC's Mayor's Scholar Program and Testing Center to plan for the upcoming Summer Bridge ESL classes.
- Collaboration continues with the Admissions Office regarding ELI referrals for ESOL students.

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

- Three (3) Citizenship classes are underway, including a Saturday intensive course with 29 enrolled. BCCC continues to serve 44 SOR students with resources and information about ESL and Citizenship classes
- Contacted various senior centers for resources for SOR clients
- Reached out to all eligible PAL (Participating in American Life) clients regarding registration Continued outreach to new SOR clients
- Collaborating with the Mayor's Office of Immigrant Affairs (MIMA) to expand outreach for older refugees and permanent residents who need naturalization preparation classes.
- Refugee Programs Manager presented at the Baltimore City Health Department of Aging to increase awareness about class offerings.

**Refugee Youth Project (RYP)**

- Programming for FY 2025 is currently taking place at the following schools:
  - o Moravia Park Elementary Schools

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- o Patterson High School
- o Mt. Royal Elementary/Middle School - started February 4 with eighteen (18) Afghan refugees
- o Gardenville Elementary School (March start)
- Recruiting volunteers from Loyola University

#### Refugee Assistance Program (RAP)

- Three (3) classes began on February 24 with 56 students enrolled
  - o Due to current arrival freezes for refugees, asylees, and SIVs, fewer newly resettled clients are coming into the country
- Six (6) classes began on January 20/21 with 140 students registered
- Seventy (70) clients were referred for the ESL services in January and February from three resettlement agencies: IRC (International Rescue Committee), Lutheran Social Services (LSS), and Hebrew Immigrant Aid Society (HIAS).
  - o All clients were contacted and those who responded were tested and registered for classes
  - o Clients who didn't respond were re-referred back to their caseworkers for assistance
- The RAP Specialist updated refugee client cases in MORA with class information and notes.

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

#### Enrollment Update for February

Class	# of Students Registered
Pharmacy Tech	8
CMA Update	3
Pre-Cyber (CNC)	12
Pre-Cyber (CNC)	22
Microsoft Office	15
Child Growth & Development (IELCE/IET)	9
CDL-B	15
Infant & Toddler (Online)	25
Infant & Toddler (In-person)	9
Child Growth & Development	17
Diesel Technician	19
<b>Total</b>	<b>154</b>

#### Workforce Completers for February 2025

- Childcare: Child Growth and Development – 19 completed and 19 received certificates
- Childcare: Infant & Toddler – 6 completed and 6 received certificates
- CDL B — 6 completed and 3 CDL's obtained
- Digital Literacy – 10 completed and received certificates
- Certified Medicine Aide (CMA) Update – 6 completed

## **Baltimore City Community College**

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#### **Board of Trustees Meeting – March 19, 2025**

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

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

- The Governor's Workforce Development Board (WDB) announced a one-year extension of the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) and Resource Sharing Agreement (RSA), extending the end date from June 30, 2025, to June 30, 2026.
- Bimonthly follow-up sessions are being conducted to track and report on WIOA recipients' progress.
- Staff members are hosting recruitment tables every Thursday at the Mayor's Office of Employment Development (MOED) Northwest Center, securing 27 prospective student pre-registrations.
- The MOED/TANF Program hosted a vendor meeting at the South Pavilion on February 13.
- BCCC hosted 30 Career Coaches from Baltimore City Public Schools at the South Pavilion. The visit included a campus tour and an orientation with information on the College's programs and resources.

##### **Goodwill Industries**

- A new CNA began in February 2025 with twelve (12) students registered

##### **CVS**

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

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

- As of March 1, 2025, there are (3) cohorts of IELCE/IET and IET (CNA/GNA and Childcare)
  - March 2025 will see two more cohorts: one CNA/GNA and one CHW.
  - ESL students will participate in CNA, CHW, and Childcare programs, while ABE students will participate in a CNA cohort. This marks the first Childcare cohort for ESL.
- ABE and WF combined GED pathways with workforce training. A Certified Nursing Assistant (CNA) cohort began in September. Students finished their coursework before entering clinicals in January.
- Additional cohorts for both ABE and ESL in Childcare, Community Health Worker and Warehousing are being planned for Spring FY5 completion.
- In partnership with CASA of Baltimore, coordinated ESL courses with CNA for three FY 2025 cohorts.

##### **Other Funding Opportunities**

- Baltimore City Department of Social Services – \$2,259,339 to offer workforce training to Baltimore City residents and recipients of DSS benefits.
- Department of Human Services SNAP - \$600,000 to offer workforce training to Maryland residents and recipients of SNAP benefits.

##### **Client Services**

- Fifty-four (54) students were placed with employer partners. Pay rates ranged from \$14.25 - \$50.00 per hour. Most students were placed at Johns Hopkins Hospital, LifeBirdge Health, Amazon BWI-2, and FutureCare.
- Twenty-nine (29) students walked in for Career Services assistance with resume development (11), mock interviews (2), cover letter development (1), internship opportunities (8), and job search assistance (1).
- Conducted virtual and in-person presentations for Student Advisement detailing Career Services offerings for the "Ready, Set, Graduate" near completer students on February 25 and February 26.

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##### **Community Events**

- Participated in the College and Career Readiness Seminar sponsored by South Baltimore Adult High School on February 12.
- Met with Southwest Workforce Roundtable on the new employment initiative for SW Baltimore residents and students on February 21.

##### **High School Diploma Achievement and Transition Services**

- There are currently 82 students enrolled in Elev8 (Adult High School) Program
- A total of 23 official GED exams were taken; 16 content-specific exams were passed; seven GED content exams did not pass by 1-3 points.
- 22 GED Ready tests were taken and 10 received a “Likely to Pass”; two math, two RLA, two science, and four social studies GED Ready tests were taken with 12 students missing “Likely to Pass” by 1 to 3 pts.
- Seven more students have earned their high school diploma for a total of 28 for FY 2025. To date, 66 graduates from FY 2024 and 2025 are eligible to attend the June GED graduation.
- Followed up with recent graduates regarding enrollment in Workforce and/or credit courses.

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

- Pathways in Technology Early College High School (P-TECH) enrolled 215 students this spring with 73 from Carver High School, 29 from Digital Harbor High School, and 113 from Paul L. Dunbar High School.
- P-TECH students are taking between 6 and 15 credits, 2 + classes each, this Spring 2025 semester.
- 20 classes are designated for P-TECH this semester with some P-TECH students enrolling in other classes.
- P-TECH continues collaborate with Digital Harbor, Paul Laurence Dunbar, and Carver High Schools to ensure students’ smooth transition into college classes.
- P-TECH collaborates colleagues from e-Learning, IT, Student Support and Wellness Services, Center for Academic Achievement, BCCC Library, and Disability Support Services Center to support student success.
- The English Language Services (ELS) department, in partnership with City Schools, has programming at four (4) schools: Moravia Park Elementary School, Patterson High School, Mt. Royal Elementary/Middle School, and Furley Elementary School. The afterschool programming focuses on ESL instruction, College and Career Readiness, dance, sports, and STEM enrichment classes which are funded through the DHS-MORA RSIG (Refugee School Impact Grant) that was renewed for FY 2025.

##### **ENVIRONMENT SERVICES AND FACILITIES**

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

##### **Update on Life Sciences Building**

On January 21, 2025, at 4:29 am the Emergency 24 Fire Monitoring System called Public Safety to report an emergency alarm had been activated in the penthouse mechanical room of the Life Sciences Building. Massive overheating of Boiler No. 2 caused a fire that destroyed surrounding equipment, melting electrical and lighting systems and fire-fighting systems, as well as the control panels for the boilers and chillers. Firefighters' actions using pressurized water caused severe damage in several areas of the building, such as the chemistry and biology

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#### **Board of Trustees Meeting – March 19, 2025**

laboratories located on the 4th floor, wetting walls, insulation, ceilings, floors, furniture and equipment; the same situation occurred in classrooms and office areas on the 3rd and 2nd floors. The Department of General Services (DGS) is still on the campus repairing the damage caused by the fire in the Life Sciences Building's mechanical room. This is work in progress so the replacement costs can be identified.

#### **Ongoing projects in the design stage include the following.**

- Dental Clinic Renovation (LSB)
- Main Building Ground and 1<sup>st</sup> floor Restrooms Renovation
- West and South Pavilions Restrooms Renovation
- West Pavilion Windows Replacement
- Life Sciences 1<sup>st</sup> and 2<sup>nd</sup> Floor Restrooms Renovation (DGS Project)
- South Pavilion Exterior Windows Replacement (DGS Project)
- Fine Arts Curtainwall Replacement (DGS Project)
- Learning Commons Project (New Library). (DGS Project)
- North Pavilion Demolition. (DGS Project)
- Wellness Center. (DGS Project)
- Facilities Building. (DGS Project)
- Nursing Building. (DGS Project)

### **PUBLIC SAFETY AND SECURITY**

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

- Collaborating with several BCCC staff and Radio One to prepare for the Job Fair on March 26.
- 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.
- Providing 24-hour coverage in LSB while the cleaning is underway.
- Preparing for annual MPTC certification for all Police Officers to include Range qualifications and classroom instruction with partner agency.
- Maintaining relationship with several college campus Public Safety Departments in the City to support MPTC compliances.

## **Baltimore City Community College**

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#### **Board of Trustees Meeting – March 19, 2025**

#### **CABINET UPDATE**

*Vice President, Finance & Administration*

#### **HUMAN RESOURCES**

The Office of Human Resources is focused on the following projects that are designed to enhance the efficiency, effectiveness, and execution the daily operations requirements of this office, in addition to meeting the State of Maryland's mandate requirements in processing and submitting bi-weekly payroll for the college:

- Gross Pay Testing and Implementation.
- NeoEd (Applicant Tracking System) Hiring Manager Self-Service and Onboarding.
- Reorganization of the Payroll Office with hiring an experienced and knowledgeable Payroll Manager with over 23 years of collegiate payroll and Banner experience.

The Office of Human Resources in collaboration and partnership with the State of MD, Ellucian Consultants, and the IT Department are finalizing the configuration of Banner in preparation to transmit our first of two test files to the State of Maryland. Currently, this stakeholder groups meets weekly to discuss the remaining decision points to ensure successful transmission of payroll for all employees of the college, including contractual, instructors, and adjunct professors. Additional training will be facilitated this month to all employees to ensure they have the ability to complete their timesheets in Banner.

We are currently finalizing the Manager Self-Service feature of our new applicant tracking system (NeoEd) that will provide hiring managers with daily updates of applicants who have met the minimum qualifications for their positions. A comprehensive manual and a quick reference guide are in development to assist hiring managers once they have been trained on the system. The Manager Self-Service module will increase our ability to expedite the recruitment and hiring processes without sacrificing the integrity of the application evaluation process for required minimum qualifications. Applicants will be required to complete supplemental questions with regards to specific education and experience qualifiers that immediately. This will also enhance the applicant and candidate experience as they will receive timely notification of the status of their application/candidacy once the hiring manager has dispositioned them appropriately.

To increase the efficiency and accuracy of the payroll office, the new payroll manager will start on Wednesday, March 19. The new manager brings a wealth knowledge and experience and will assist human resources with streamlining our payroll processes and procedures, as well as completing the implementation of the Banner payroll modules and developing standard operating procedures and flow charts. To further increase the efficiency of this office, we will hire an additional payroll clerk to assist in these efforts as we continue to evaluate the office and delineate roles and responsibilities for consistency and transparency.

#### **BUDGET OFFICE**

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



## Baltimore City Community College

### PRESIDENT'S REPORT

#### Board of Trustees Meeting – March 19, 2025

#### Appropriation Year (AY 2025) Revenue Summary as of 03/06/2025

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	\$52,772,458	(Includes Bookstore of \$1,347,834)
Restricted	\$15,947,475	(Includes WBJC of \$3,601,070)
<b>Total Revenue</b>	<b>\$68,719,933</b>	

- **Unrestricted Revenue:** Total unrestricted revenue through February Appropriation Year (AY) 2025 is \$3.9 million higher than the revenue earnings through the same period in AY 2024. The primary driver is an increase in tuition and fees revenues, Investment Income, and State appropriations.
  - **Tuition & Fees: overall increase.** The overall increase in tuition and fee revenue is due to higher revenues from the Fall and Spring 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.
  - **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 February AY 2025 is \$4.3 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 03/06/2025.

Expense Fund	Expense Amount	Notes
General (Unrestricted)	\$37,042,600	(Includes Bookstore of \$3,731,163)
Restricted	\$13,369,540	(Includes WBJC of \$870,703)
<b>Total Revenue</b>	<b>\$50,412,140</b>	

- **Unrestricted Expenditures:** Total unrestricted expenses increased by \$1.9 million when compared to this same period in AY 2024, primarily due to an increase in Utilities, instructional supplies, office supplies and bookstore purchases.
- **Restricted Expenditures:** Total restricted expenses decreased by \$4.2 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.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – March 19, 2025**

#### **CONTROLLER'S OFFICE/GENERAL ACCOUNTING/GRANTS/FOUNDATION**

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

- BCCC is working through the various FY2024 audits with CLA, meeting weekly. 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 residual issues from the Banner conversion and these are factors causing some adjustments, we are working through.
- College Audit: Requests have been provided as requested. Pending is waiting on feedback from the draft Financial Statement.
- WBJC Audit: All information for the WBJC audit and AFR attestation has been provided. Pending is the issuance of the final signed financial statement and the sign off from the auditors for their oversight agency, the Corporation for Public Broadcasting.
- Enrollment Audit: All initial information has been provided. Feedback was received from the auditors. All items have been provided back except one item.
- Single Audit: All items have been provided.
- BCCC Foundation Audit: The BCCC Foundation software Financial Edge is not functioning correctly as a result of a migration by the company, Blackbaud. This information has provided the information manually for FY2024. BCCC has established recurring meetings with Blackbaud to work through the issues to resolve. The last several meetings have provided some substantial progress.
- The Howard P Rawlings audit, which is separate from the state contract and the above listed audits was started. Data has been provided to the auditors.

- **Grants/COVID Funds**

- Updated reports were submitted for the DLLR Grant. Pending is submitting revised requests for cash.
- Updated reconciliations were prepared for the SSS TRIO and Upward Bound grants. These are being distributed for review.
- Drawdown requests are expected to be compiled for COVID funds as well as some other grants in the upcoming month.
- Drawdowns for Title IV funds are being compiled for review.
- Other Grant reconciliations are being provided for review and invoicing.

- **Ellucian Advisory Services**

- Meetings have continued with Ellucian to discuss issues encountered in the conversion.
- The discussions have been very productive. Changes are being made in the test environment on various changes.



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**College Leases**

**BCCC Rents Paid FY2025**

Location	Vendor Name	Amount Paid		Monthly Base Amount	Monthly CAM Charges
		FY2025			
BioPark	Wexford (Ventas, Inc)	\$ 1,571,535.42	\$	115,209.49	87,639.04
Workforce (Downtown)	MarketPlace	348,524.26		42,000.00	
Student Parking Lot	Back to the Bible	54,824.00		6,853.00	
Reisterstown Plaza (College)	TRC RRP IV	196,476.38		24,525.39	
Reisterstown Plaza (WBJC)	TRC RRP I	103,903.46		8,091.15	
<b>Totals</b>		<b>\$ 2,275,263.52</b>	<b>\$</b>	<b>196,679.03</b>	<b>\$ 87,639.04</b>
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)					
and other estimates change each January 1.					

**OFFICE OF PROCUREMENT & AUXILARY SERVICES**

**Procurement (General)**

For the month of February, 17 procurements were awarded, amounting to \$190,418.69 These procurements were awarded in the following categories:

Work Category	Amount
Commodities	\$111,539.69
Services	\$ 6,975.00
Maintenance	\$ 5,000.00
IT Services	\$ 25,805.00
IT Hardware	\$ 37,504.00
<b>Total</b>	<b>\$190,418.69</b>

A total of 146 credit card transactions were conducted in the month of February in the amount of \$82,623.30.

**Maryland Board of Public Works**

On March 19,22025, one item is being presented to the Maryland Board of Public Works (BPW) for approval of the bathroom renovations of in the main building. This item was presented and approved by the Board of Trustees in February.

## Baltimore City Community College

### PRESIDENT'S REPORT

#### Board of Trustees Meeting – March 19, 2025

#### Bookstore

The College has formally kicked off planning and implementation meetings across the College.

Institutional & Cabinet Area Planning Sessions			
Wednesday, March 12	Student Affairs 12:00pm-1:00pm		
Thursday, March 13	Academic Affairs 12:30pm-2:00pm	WDCE/Facilities/Public Safety 11:00am-12:00pm	Advancement 10:00am-11:00am
Friday, March 14	Finance 3:00pm-4:00pm	Human Resources 2:00-3:00pm	Information Technology 12:00pm-1:00pm
Cross-Cabinet Standing Weekly Meetings – Starting Week of March 17 <sup>th</sup>			
Monday, March 17	All Cabinet Areas w/ BNC 10:00am-5:00pm	BCCC & BNC Planning Meeting 10:00am-11:00am	
Tuesday, March 18	Academic Affairs 12:30pm-2:00pm		
Wednesday, March 19	Advancement 1:00pm-2:00pm		
Thursday, March 20	Academic Affairs 12:30-2:00pm	WDCE/Facilities/Public Safety 11:00am-12:00pm	
Friday, March 21	Finance 3:00pm-4:00pm	Human Resources Friday 2:00-3:00pm	

**The BNC transition will happen in the following phases:**

1. Phase 1 – BNC on Campus (April 14<sup>th</sup> - 19<sup>th</sup>)
2. Phase 2 – Summer Transition (May 6<sup>th</sup> - Classes Begin May 20<sup>th</sup>)
3. Phase 3 – *BNC First Day Complete Program* (Fall 2025)
4. Phase 4 – BNC Physical Renovation (Winter 2025)

**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees Meeting – March 19, 2025****CABINET UPDATE March 2025***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. The division met with the following:

***Urban One/Greater Baltimore Urban League***

BCCC partnered with Urban One and the Greater Baltimore Urban League to host Urban One's first job fair in the City of Baltimore. As the State of Maryland looks at ways to support Maryland's federal employees who may face the potential impact employment instability, BCCC took the initiative to utilize its resources to host Urban One. This venture is a benefit to both BCCC students and Urban One as we support employment opportunities for all Marylanders.

***Jay Care Mental Health Center/Kevin Shird Book Signing***

Dr. Chinyere Obi, MD is a distinguished Psychiatric Mental Health Nurse Practitioner and a driving force in Maryland's mental health community. She passionately advocates for accessible, compassionate care, especially among marginalized populations. She is founder of Jay Care Mental Health Center and a BCCC alumna. She has joined the partnership with Mr. Kevin Shird to promote his new book, [A Life for a Life](#), published by Simon & Schuster. The book signing is scheduled for April and will serve as a precursor for May's Mental Health Awareness month. This is a time to highlight both BCCC alumni and BCCC's commitment to community health and well-being. This event has several potential media sponsors the division will finalize in March.

***Harp Vision Skin Care***

Harp Vision Skin Care is owned and operated by BCCC alumni April and Tyron Harper, founders of Harp Vision, offer luxury vegan self-care products. The nationally recognized company has partnered with BCCC to promote several initiatives including student wellness and self-care. This is a promising opportunity to engage more BCCC alumni.

**WBJC**

The radio station launched a membership drive in the month of February. The goal was to increase the station's membership by 200 additional members. The final count far exceeded the goal. At the end of the campaign, the station netted more than 340 new WBJC members. The station's hard work and dedication has been met with an increase in community partners and sponsorships.

**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:

***Corporate Support Partnerships***

The Station developed underwriting partnerships and content on WBJC from numerous clients, including returning clients such as Ballet Theatre of Maryland, Maryland State Boychoir, Opera Baltimore, Vocal Arts DC, Bach in Baltimore, Gertrude's Restaurant, Kennedy Center, Howard County Community College, University of Maryland Medical System, Baltimore Symphony Orchestra, UMBC, Peabody Institute, Community Concerts at 2<sup>nd</sup>, Elville and Associates, Culligan Water, Cynipid Fund, St Davids Church, Baltimore Classical Guitar Society, Zekes Coffee.

**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees Meeting – March 19, 2025*****Program Highlights***

WBJC programs and relevant content for the month included live performances from some of Maryland's finest classical ensembles, made possible by a generous grant from the Maryland State Arts Council. Featured artists included the Baltimore Symphony Orchestra, Marin Alsop, David Zinman.

**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 February 2025, the department streamlined its strategies and focused on building engagement, building enrollment, and brand building as key areas to expand the brand while growing enrollment. The department is assessing data that reflects responses from digital outreach such as the number of people who land on BCCC's apply/register page via digital ads. The results, BCCC had more than 500k pageviews, and more than 200k user engagements. Of these, more than 45k were new visitors. Google Analytics demonstrates BCCC is leading visitors to its website via digital ads on the top 4 social media platforms: Facebook, Instagram, X, LinkedIn.

***Building Engagement***

The department developed marketing and branding profiles to build interest and engagement among students, community, and partnerships. Content was created for use on all digital platforms to engage constituent groups on a consistent basis. The results are positive. An increase in views, webpage interaction and social media clicks are all promising as the department analyzes ways to increase enrollment for both academic and non-academic programs. Below are the results highlighted for the month:

- **Website Traffic: February 1 – February 28, 2025**
  - Pageviews: 563,000 (Up 8.9%)
  - User engagement: 225,000 (Up 0.4%)
  - Clicks: 140,000 (Up 8.1%)
  - Scroll: 92,000 (Up 16.1%)
  - First Visit: 48,000 (Up 12.1%)
  - Session Start: 328,000 (Up 16.7%) (Enter URL directly, click to the site from another site, click bookmarks, click a link in an email or other electronic communication.)
- **Social Media Campaigns: February 1 – February 28, 2025**

**Facebook**

- Content Interactions: 832 (An increase of 43.2% over the prior month)
- Views from followers increased by 8% (A 60% increase over the prior month)
- Interactions: 767 (An increase of 27% over the prior month.)
  - From followers: 211 (An increase of 35.3% over the prior month)
  - From non-followers: 556 (An increase of 24.1% over the prior month)
  - Followers: 7,800 (Higher than our community college competitors.)

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – March 19, 2025**

- Follows: 89 (Higher than our community college competitors.)
- Businesses to Watch Measurement: Published content was 119, with thirty-eight new net followers. Published content is well above our peers.

#### Instagram

- Content Interactions: 951 (An increase of 87.9% over the prior month)
- Views from followers: 40% of 58,100 views (Up 60% over the prior month.)
- Interactions: 929 (up 68.3% over the prior month and higher than community college competitors.)
- Follows: 52 (Up 92.6% over the prior month and higher than community college competitors.)
- Businesses to Watch Measurement: Published content was sixty-four, with 52 new net followers. Published content is comparable to our peers.

#### Twitter

- Impressions: 2,200 (An increase of 16% over the prior month)

#### LinkedIn

- Content Impressions: 2,245 (Up 114.2% over the prior month)
- Followers: 14,813
- Reactions: Up 180%

#### ***Building Enrollment***

The department scheduled digital advertising to impact Apply and Register enrollment for Spring 2025.

- These advertising profiles indicate a high performance return, with a cumulative reach between both ads of **784,860** and **36,378** link clicks. The cost per click remains low at \$0.42 for the Apply ads and \$0.45 for the Register ads.
- As compared to the traffic being driven to the landing page by these digital advertisements, the college experienced website traffic of **36,044**, with active users totalling **24,104**.

#### College & Student Marketing Campaigns

During February, the College built targeted campaigns to support engagement at campus events, off-campus events, Workforce Development, and general information about BCCC, such as:

- Career Center Campaign
- SGA Campaign
- Black History Month Campaign
- Afghan Support to School Impact Scholarship campaign
- Workforce Development recruitment campaigns
- Afghan Support to School Impact Scholarship campaign
- MSP Information Sessions campaign
- Summer Enrollment Campaign
- Human Resources New Employee Packet Campaign
- Wellness Center
- Commencement 2025

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – March 19, 2025**

##### **Current Campaigns – Cumulative Analytics:**

- **Active promotion I: Spring 2025 Apply**  
(Reported from start date on December 20, 2024, through February 28, 2025)  
Link clicks: 16,803  
Reach: 397,049  
Impressions: 3,495,751  
Cost per click: \$0.42
- **Active promotion II: Spring 2025 Register**  
(Reported from start date on December 20, 2024, through February 28, 2025)  
Link Clicks: 19,575  
Reach: 387,811  
Impressions: 2,937,210  
Cost per click: \$0.45
- **Cumulative Google Analytics - Website Traffic generated by Marketing Landing Page –**  
**bccc.edu/changinglives (Used when clicking a digital advertisement.)**  
**December 20, 2024 – February 28, 2025**  
Views: 36,044  
Active Users: 24,104  
Views per user 1.50

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – March 19, 2025**

#### **CABINET UPDATE**

*Vice President, Institutional Effectiveness, Research & Planning*

#### **BCCC Barnes & Noble Bookstore Update**

The Vice President for Institutional Effectiveness, Research and Planning and Executive Director of Procurement & Auxiliary Services are co-leading the BCCC Barnes & Noble Bookstore project preparation and launch with support from the Office of Assessment and Information Technology Services.

The College entered an MOU with Barnes and Noble College (BNC) on September 17, 2024. BNC will assume all operational aspects of the bookstore and act as the BCCC vendor of record effective April 20, 2025. This will result in an enhanced student experience, reduced textbook costs, and vibrant hub of college life and learning. The BCCC Barnes & Noble Bookstore will create retail and learning experiences that support faculty, engage students and build alumni loyalty.

The transition is mapped into four phases, each with timelines and milestones.

1. **Phase 1** – BNC arrives on campus and takes over the physical store operation on April 14<sup>th</sup>, with an anticipated opening of April 20<sup>th</sup>.
  - a. The Bookstore will be closed that week, which overlaps with BCCC Spring Break, minimizing any inconvenience for students or faculty.
  - b. During that week, the remaining inventory will be evaluated, with sellable materials being purchased by BNC. Books not scheduled for use next term will be sold to BNC.
2. **Phase 2** – Summer Transition (May 6<sup>th</sup> - Classes Begin May 20<sup>th</sup>)
  - a. This is a soft opening where students will continue to receive their books and educational materials in the same manner as the BCCC Bookstore.
  - b. Sundries (e.g. soda, chips, etc.) will be available for purchase.
3. **Phase 3** – Fall 2025 *BNC First Day Complete Program*
  - a. Students will have the opportunity to participate in Barnes & Noble's unique course materials service. This service provides students with the required textbooks for their courses. Students have the choice of opting out of this program.
4. **Phase 4** – BNC Physical Renovation planned for Winter of 2025.
  - a. Barnes & Noble College will spend up to \$75,000 to design, construct, and install store fixtures, furniture, and proprietary equipment in the Bookstore.

Barnes and Noble and BCCC have been collaborating to ensure a successful transition of the bookstore over several months. Weekly project management meetings and separate meetings with Cabinet members and their implementation teams have taken place and will continue through Phase 4 Renovation. Collaborative, comprehensive agendas been developed between Cabinet areas to identify operational priorities, processes, timelines and milestones targeting the four phases.

**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees Meeting – March 19, 2025**

These are several notable topics on implementation agendas across the college as they require the collaboration of multiple Cabinet areas with BNC including the following:

- Book ordering processes and protocols
  - Barnes and Noble textbook ordering portal training for faculty
  - Identification of portal users and defining of user roles
  - Establishment of ordering and delivery timelines
  - Kit and other materials ordering processes
  - Inventory management including shipping and receiving
- Billing and reconciliation processes
  - Timelines for billing and reconciliation or files to ensure accuracy
  - File format determinations and secure sharing protocols
  - Dates and processes for student opt-outs
  - Reconciliation between enrollment, opt-outs, and billing
- Communication and marketing plans
  - Branding, website linking, and marketing materials
  - Welcome announcement from BNC
  - Timelines and content for internal/external communications
    - Student focus
    - Faculty focus
    - Community focus
  - Branded gear (clothing, cups, etc.) review and approval process
- Staffing
  - BNC bookstore manager
  - Hiring BCCC student workers
  - Process for BNC staff to work on campus

BNC representatives will be on campus 10:00am-5:00pm on Monday, March 17<sup>th</sup> to meet with the various group for operational planning. See the Bookstore update in the Procurement report for the weekly meeting schedule.

**OFFICE OF GRANTS DEVELOPMENT****Federal Grant Freeze Update and MCCFP Response**

On February 4, 2025, BCCC was notified by the US Department of Homeland Security that grant from the United States Citizenship and Immigration Services is frozen. The College was instructed to stop all classes and activities in WDCE associated with this grant effective immediately and that “payments are not available at this time.” No other grants at the College have been impacted by the federal freeze to date.

The Director of the Office of Grants Development is a member of the Maryland Community College Fundraising Professionals (MCCFP), which regularly convenes representatives from the 16 community colleges across the



# Baltimore City Community College

## PRESIDENT'S REPORT

### Board of Trustees Meeting – March 19, 2025

state. The Director requested an update from MCCFP members regarding the impact of the federal funding freeze on the other 15 institutions. MCCFP reported the following:

- All but one of the community colleges that responded reported no grants have been lost.
- Montgomery College has a grant from the U. S. Department of Homeland Security Citizenship and Integration Program has a funding freeze.
- Some programs, such as Cybersecurity, revised proposals to comply with revised DEI madates.
- TRIO and National Scientific Foundation grants currently remain unaffected.
- The Council for Opportunities in Educational has sent out emails advising TRIO programs to continue to draw down funds.
- The Office has communicated with institutional partners who are encouraging the work to continue until further notice.

### Update on Federal and State Funded Programs

In February 2025, the Office of Grants Development reported on grants programs that are directly federally funded which provide educational and workforce initiatives, comprehensive services for refugees, asylees, adult learners and underserved communities in Baltimore.

For March 2025, the Office is providing a comprehensive summary of grants that are directly and indirectly supported by federal funding. The Office manages 14 federal grants totaling \$7,944,376.30:

- \$6,610,473 – Direct federal funds to BCCC;
- \$835,236.30 – Federal funds passed through the State of Maryland; and
- \$498,667 – Sub-awardee of federal funds via partnerships with 4-year institution.

These grants support initiatives across Cabinet areas: Academic Affairs, Student Affairs, and Workforce Development & Continuing Education, focusing on refugees and asylees, adult learners, STEM, Career Technical Education, low-income and first-generation students, and workforce development.

### Grants Breakdown by Cabinet Area and Funding Type for FY 25

Cabinet Area	Grant Name	Direct Federal	State Pass-Through	Sub-Award	Total Funding
Academic Affairs	Carl D. Perkins	\$ -	\$ 274,643.00	\$ -	\$ 274,643.00
	CCCPDF	\$ -	\$ 104,028.30	\$ -	\$ 104,028.30
	NIH – Howard University Sub-Award	\$ -	\$ -	\$ 194,454.00	\$ 194,454.00
	NIH – Towson University Sub-Award	\$ -	\$ -	\$ 184,213.00	\$ 184,213.00
	<b>Academic Affairs Total</b>				\$ 757,338.30
Student Affairs	TRIO SSS	\$ 415,290.00	\$ -	\$ -	\$ 415,290.00
	Upward Bound Math & Science	\$ 309,505.00	\$ -	\$ -	\$ 309,505.00
<b>Student Affairs Total</b>					\$ 724,795.00
Workforce Development & Continuing Education	BCDSS Occupational Training	\$ 2,259,339.00	\$ -	\$ -	\$ 2,259,339.00
	Adult Education & Literacy	\$ 588,128.00	\$ 456,565.00	\$ -	\$ 1,044,693.00
	SNAP E&T	\$ 600,000.00	\$ -	\$ -	\$ 600,000.00
	MORA – AS2SI	\$ 546,504.00	\$ -	\$ -	\$ 546,504.00
	MORA – ESOL	\$ 410,650.00	\$ -	\$ -	\$ 410,650.00
	MORA – RSIG	\$ 1,236,745.00	\$ -	\$ -	\$ 1,236,745.00
	MORA – SOR	\$ 244,312.00	\$ -	\$ -	\$ 244,312.00
	USCIS Citizenship Program	\$ -	\$ -	\$ 120,000.00	\$ 120,000.00
	<b>Workforce Development &amp; Continuing Education Total</b>				\$6,462,243.00
<b>TOTAL</b>		\$ 6,610,473.00	\$ 835,236.30	\$ 498,667.00	\$ 7,944,376.30

**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees Meeting – March 19, 2025**

The prior chart shows the FY2025 amount per funding stream that BCCC receives Federal - \$6,610,473; State Pass-through - \$835,236.30; Sub-award - \$498,667.00 totals \$7,944,376.30.

**Academic Affairs**

- **Carl D. Perkins** (State pass through from the Federal) (\$274,643): Strengthens CTE programs with a focus on workforce alignment, industry credentials, and access from K-12 to college.
- **Child Care Career & Professional Development Fund (CCCPDF)** (State pass through from the Federal) (\$104,028.30): Supports 25 early education students with tuition and textbooks.
- **National Institute of Health (NIH) Bridges to Baccalaureate (Howard Univ.)** (Sub-awardee partnership with Howard University) (\$194,454): STEM pathway for formerly incarcerated individuals, including tuition support, research internships, and mentorship.
- **National Institute of Health (NIH) Bridges to Baccalaureate (Towson Univ.)** (Sub-awardee partnership with Towson University) (\$184,213): STEM training and research for underrepresented students transitioning to 4-year institutions.

**Student Affairs**

- **TRIO Student Support Services (SSS)** (Federal Grant – U.S. Department of Education) (\$415,290): Provides tutoring, financial literacy, and academic support to 230 low-income and first-generation students annually.
- **TRIO Upward Bound Math & Science** (Federal Grant – U. S. Department of Education) (\$309,505): Prepares high school students for STEM careers and postsecondary education.

**Workforce Development & Continuing Education**

- **Baltimore City Department of Social Services (BCDSS) Occupational Training** (Federal Grant – U. S. Department of Health and Human Services, Maryland Department of Human Services) (\$2,259,339): Credentials-based training to support long-term employment for DSS clients.
- **Adult Education & Literacy** (Federal Grant – U.S. Department of Education, State funded Maryland Department of Labor) (\$1,044,693): Prepares adults for high school equivalency.
- **Supplemental Nutrition Assistance Program (SNAP) Employment & Training (E&T)** (\$600,000): Job training in fields like healthcare, IT, and construction; goal to serve 200 low-income students.
- **Maryland Office of Refugees and Asylees (MORA) -Afghan Support to School Impact (AS2SI)** (Federal Grant – U.S. Department of Health of Health and Human Services) (\$546,504): Supports 115 Afghan youth with education, mental health, and early learning programs.
- **Maryland Office of Refugees and Asylees (MORA) -English Speakers of Other Languages (ESOL)** (Federal Grant – Maryland Office of Refugee and Asylees) (\$410,650): English and workforce readiness for 500 refugees (550 served in FY24).
- **Maryland Office of Refugees and Asylees (MORA) - Refugee School Impact Grant (RSIG)** (Federal Grant – Maryland Office of Refugee and Asylees) (\$1,236,745): Academic and social support for 530 refugee students (639 served in FY24).

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – March 19, 2025**

- **Maryland Office of Refugees and Asylees (MORA) -Services to Older Refugees (SOR)** (Federal Grant – Maryland Office of Refugee and Asylees) (\$244,312): Services for 40+ older refugees including English, citizenship, and community support (63 served in FY24).
- **United States Citizenship and Immigration Service (USCIS)** (Sub-awardee with the Internal Rescue Committee) (\$50,516.11 of \$120,000): BCCC provided citizenship classes for refugees; active until February 4, 2025.

#### **FY 2026 Operating Budget Revenue Contribution**

At the February 19, 2025, Board of Trustees meeting, Chairman Schmoke inquired how the College will provide funding support in light of the proposed \$3.6 million-dollar FY2026 operational budget cut in funding. In anticipation of the 2025-2028 Strategic Plan approval by the Board, the VP IERP with the support of President McCurdy directed the Director of Grants Development to research foundational grants to diversify and increase grant revenue for the institution.

The College will strategically identify funders who align with BCCC's mission and vision. Several in-state and out-of-state private foundations that support higher education have been identified with letters of inquiry under development. Awards range from \$10,000 to \$300,000. The Office of Grants Development will work collaboratively with the Office of Advancement to supplement the State's budget reduction. The target for the Office of Grants Development is \$250,000 as a part of the Office of Advancement's \$750,000 strategic goal.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – March 19, 2025**

#### **CABINET UPDATE**

*Chief Internal Auditor, Office of Internal Audits*

##### ***Internal Audit Activities: Annual financial audit for 2024***

The auditors have not reached the completion of the College's financial statements due to several new requests/issues related to the gathering of information such as:

- Additional sample selections previously included in the Single (A-133) Audit that were changed to the College Audit,
- Two new requests for the radio station audit and
- Five new requests for the Foundation's audit. (It should be noted that the Foundation audit requests should not delay the delivery of the College's audit report).

The above reported issues are in addition to the audit requests previously reported in last month's report to the Board:

- A portion of the records were in the College's old system (HP LAN) and the remainder are in the new ERP, requiring manual reconciliations between the two systems to ensure accuracy and integrity of data.
- The Foundation portion of the annual financial statements remains in progress and staff are working to provide the necessary documentation during December.
- Additional samples and follow-up questions from the auditors requiring additional research and responses were addressed by staff.

The President, Controller, Internal Auditor, and other department heads collaborate in weekly meetings with the external auditors to strategize, develop and/or improve processes, obtain updates, confirm results to complete the tasks and provide the required documentation to the auditors. Also, beginning December 14, 2024, weekly meetings with the Controller, Internal Auditor, and the President are taking place until the audit closes.

During the January meetings, the auditors proposed an adjustment to the accruals for payroll. At issue is the accounting for payroll accruals that overlap two fiscal years, for example, PPE 7/09/2024. BCCC uses the State issued guidelines that prescribe the methods for agencies to calculate and post the payroll accruals.

##### ***Other activities***

Participation in the Labor Management Committee (LMC) for the staff's union for part of February and transitioning to the faculty union (AFT) in mid-February. Participation includes preparation, meeting attendance, and caucus meetings.

Weekly meetings with the General Counsel and Assistant Attorney General to discuss compliance issues relating to discrimination, Title IX, harassment, and other policies and procedures.

Title IX and BCCC ComplianceLine issues and investigations:

There are two active BCCC ComplianceLine investigations as of 3/12/2025.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – March 19, 2025**

Participation in cabinet interviews for the vacant Chief Information Officer and the Dean of School of Arts and Social Science positions, as well as onboarding newly hired employees and apprising them of any audit finding(s) within their area.

#### ***The Office of Legislative Audits (OLA)***

The College continues to operate from the findings and recommendations in the 2022 OLA Report with expectations of a current report after 2024. Apart from the inventory finding, all findings have been addressed. The Legislative Auditors are expected to return to the College within three to four years after the most recent OLA audit in accordance with their scheduled review plan. BCCC's OLA Reports are on OLA's website at: <https://www.ola.state.md.us/Search/Report?keyword=&agencyId=5a8ac903cc9d721804e01114&dateFrom=&dateTo=&reportTypeId=1>

**Baltimore City Community College**  
**Realignment Tasks Update**  
**Board of Trustees Meeting – March 19, 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)**

**Dental Hygiene**

The Commission on Dental Accreditation (CODA) requested the Dental Hygiene (DH) Program Coordinator to submit Interruption of Education and Distance Education reports by February 27, 2025. This request was prompted by the closure of the Life Science Building due to fire damage. In response, the Program Coordinator, in collaboration with the Dean of the School of Nursing and Health Professions, and the Vice President for Academic Affairs, prepared and submitted the required reports by the deadline.

The reports outlined the impact of the Life Sciences Building closure and describes how the College through its administration collaborated with faculty to facilitate instructional continuity by transitioning from in-person learning to synchronous distance education, utilizing the following technologies:

- Communication platform – Zoom: a cloud-based video conferencing tool that provides instructors and students a way to meet synchronously via a personal PC/laptop or cell phone without using video.
- Learning management system - Canvas: a web-based learning management system, or LMS. It is used by learning institutions, educators, and students to access and manage online course learning materials and communicate about skill development and learning achievement. Canvas has been the College’s LMS for many years and students routinely utilize it to access syllabi, submit assignments, etc.
- Secure testing environment – Respondus Lockdown Browser: a custom browser used for securing online exams within learning management systems like Canvas. It prevents students from accessing other websites, applications, or copying content during an assessment. BCCC implemented it during the COVID-19 pandemic and has continued to utilize it where appropriate.

BCCC relied heavily on these technologies during the COVID-19 pandemic to provide rigorous and required instruction, and DH faculty utilized platforms effectively during this emergency. The didactic lectures were delivered virtually at the scheduled times, as lectures were before the building's closure. The laboratory and clinical activities were also completed virtually, using case studies, clinical scenarios, and discussions to simulate patient interactions and ensure practical learning.

The content was delivered virtually (synchronously/face-to-face video), and the faculty were able to verify the enrolled students' attendance using BigBlue Button, a built-in application in Canvas, Zoom, and active participation in discussions.

As there was no change in the curriculum content, length, and/or sequence, the program remained in full compliance with CODA requirements, ensuring the confidence of all stakeholders.

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

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees Meeting – March 19, 2025**

#### Business and Technology (B&T)

The B&T department is in the process updating the course learning outcomes where necessary. Additionally, Courses without outcomes have been identified for follow up with respective Program Coordinators. Updating the course outcomes will ensure:

- Aligning outcomes with industry standards and accreditation requirements
- Enhancing instructional quality and student learning experiences
- Providing Clear expectations for students and faculty
- Supporting curriculum development and assessment efforts
- Strengthening program accountability and continuous improvement

Efforts have started in the B&T department to reduce the redundancy of courses with the same content but with different course names and numbers. Once completed the courses identified will be taken to the Curriculums and Instruction Committee. Reducing redundancy in courses that share the same content is important for several reasons:

- Curriculum clarity
- Efficient resource allocation
- Improved transferability
- Stronger academic consistency
- Enhanced student progression
- Simplified accreditation reporting

#### **eLearning**

##### Projects

##### User Purge

Efforts continued to purge suspended accounts that were never accessed, bringing the total number of removed accounts to 16,750 accounts purged out of the initial list of 185,000 accounts in the user table. This process is being conducted manually to ensure that any linked courses remain intact. The project remains a priority due to the past security breaches of BCCCs Canvas instance by scammers and the ongoing need to enhance security by eliminating unnecessary counts.

##### Strategic Planning Online (SPOL)

E-Learning participated in a meeting with SPOL to advance the implementation of the assessment tool. The dialogue focused on optimizing the tool's functionality by leveraging Canvas data to import capabilities. This dialogue helped shape the framework for the tool's setup in future meetings and identifies additional programming requirements.

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Video Production

The following videos were produced in preparation for the upcoming accessibility requirements set by the US Department of Education. By 2027, all web content at BCCC will need to comply with the Web Content Accessibility Guidelines (WCAG) 2.0 at Level AA

- The Canvas Accessibility Checker – This video walks faculty through how to use the accessibility checker to review their content created in Canvas for things like screen reader accessibility, color blindness checks, and more.
- Making PDFs accessible – This mini session covers the steps to take in order to make PDFs more accessible to students. Items such as bookmarking, making image PDFs scannable and searchable by text readers, and more are covered.

**Library**

The Library Staff is working together to inventory and weed the entire print collection to gain accuracy in the online catalog, maintain the integrity of the print collection, and improve user satisfaction. They are undertaking these extensive projects to ensure that the print collection matches the modernization of the upcoming new facility, prepared for future updated Library software, and meeting accreditation standards. Weeding a print collection is a critical component in providing currency and relevancy of a Library. The removals are based on the following criteria:

- Out-of-date information
- Poor condition
- Low Circulation
- Relevancy to the curriculum
- Duplicate copies for courses that no longer use materials

***Ongoing Inventory of Print Collection***

The Systems Librarian, with support from Work Study Students and the Circulation Manager, inventoried the following subject areas during February 2025 to identify missing items and remove them from the catalog:

- Fashion, Technology & Military has been completed
- General References such as Encyclopedias and Psychology & Philosophy have begun

*Estimated timeframe for completion is December 1, 2025.*

***Ongoing Weeding of Print Collection***

- **General Collection**  
Business, Economics, Banking and Sociology has been completed  
*Estimated timeframe for completion is December 1, 2025.*



## Baltimore City Community College

### Realignment Tasks Update

#### Board of Trustees Meeting – March 19, 2025

- Reference Collection

The *Law* section has been drastically weeded due to most of its material being out-of-date. The Library provides online access to WestLaw which provides up-to-date information and is more accessible.

*Estimated timeframe for completion is April 15, 2025.*

- Reserves Collection

The Reserves clean-up project will wrap by the end of the Spring semester. A new Reserves workflow can be developed in Summer 2025 and launched in the Fall semester. Driving criteria for removals are out-of-date textbooks that have been replaced with newer editions in print and/or online. Most recent out-of-date editions are moved to the general collection for student check out.

*Estimated timeframe for completion is May 15, 2025.*

## ACCESS

Access is crucial in academic libraries because it ensures that students, faculty, and researchers can readily utilize the vast collection of scholarly information needed for their studies and research, promoting equitable access to knowledge and fulfilling the core mission of an academic institution to disseminate information widely; without proper access, individuals could be significantly hindered in their academic pursuits.

Information Services	Feb 2024	Feb 2025	Year-to-Year Trend
Information Literacy Classes	13	11	-15% *
Information Literacy Attendance	167	120	-39% *
Lib Chat Sessions	3	14	+467% *

\* Reduced Literacy classes & attendance due to *Instructional Librarian* vacancy.

\* Increased Lib Chat sessions due to promotional efforts by Librarians in face-to-face encounters.

## PROFESSIONAL DEVELOPMENT

The Circulation Manager attended the Enoch Pratt Free Library & Maryland State Library Resource Center 2025 Public Services Conference (virtual and in-person days). He attended sessions on meeting community needs, circulating nontraditional library materials, general tours of the Enoch Pratt space to get a sense of current best practices in circulation, resource sharing and stacks maintenance as well as the keynote speech from CEO Chad Helton and an expansive panel on career pathways and futures in libraries and information science. He hopes to review the recordings of other sessions that he was unable to attend once they are available.

Congratulations to our Circulation Manager, Aaron Blickenstaff, who joined the staff in August 2024. He has been accepted to the Master of Library and Information Science program at the University of Maryland and will begin his part-time studies in the Fall.

## **Baltimore City Community College**

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### **Board of Trustees Meeting – March 19, 2025**

#### **OUTREACH/ENGAGEMENT**

The Circulation Manager assisted student workers to design and install a Black History Month display; giving feedback on display ideas, helping to select materials, providing treats for the interactive element. The Circulation Manager also attended an information session conducted by Maryland Humanities on the One Maryland, One Book program, took notes and shared out slides with library staff to discuss our potential participation as a partner in the event.

#### **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.

#### **Enrollment and Completers**

The Workforce Development Department at Baltimore City Community College continues to expand its training programs, ensuring that students have access to high-quality career pathways. Enrollment in workforce development programs remains strong, with a total of 154 students registered across various training programs. The Pharmacy Technician program enrolled eight students, while the CMA Update program saw three students registered. Pre-Cyber (CNC) training attracted a total of 34 students across two cohorts. The Microsoft Office course had 15 students enrolled, and Child Growth & Development (IELCE/IET) had nine students participating. CDL-B training maintained steady interest with 15 students enrolled, while Infant & Toddler programs enrolled a combined total of 34 students in both online and in-person formats. Child Growth & Development registered 17 students, and Diesel Technician training had 19 students enrolled.

In terms of workforce training completers for February FY25, several workforce training programs achieved significant completion rates during February. Nineteen students completed and received certifications in the Child Growth and Development program, while six students successfully completed the Infant & Toddler program, earning their certificates. CDL-B training saw six students complete their coursework, with three successfully obtaining their CDL licenses. Digital Literacy training concluded with ten students completing the program and receiving certifications. The CMA Update program was completed by six students.

#### **Cybersecurity Training Programs**

In 2025, BCCC's Workforce Development Department will launch a cutting-edge Cyber Range Lab through a partnership between the Department of Labor's Employment and Training Administration and the Department of Education. This facility will provide hands-on, live lab training for cybersecurity students, addressing Maryland's workforce shortage of over 30,000 professionals in the field.

Initially planned with six lab stations—five for students and one for instructors—the project has expanded to include eight student stations, enhancing training capacity. Students completing the program will earn an Industry-Recognized Certification (IRC), increasing their employability in this high-demand sector.

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Preparations are underway, including site identification, IT planning, and employee training scheduled for March 2025. Installation is in progress, and the lab is set for an official launch in April 2025, positioning BCCC as a leader in cybersecurity education and workforce development.

#### **Partnerships and Community Engagement**

The Workforce Development Department continues to strengthen relationships with community organizations and employers to enhance training opportunities and job placements for students.

BCCC continues to strengthen community partnerships that expand workforce training opportunities. The contract with LifeBridge Levindale Hebrew Geriatric Center for CNA/GNA training has been finalized, with the projected start date of February 8, 2025, and 11 students registered. The contract is currently under review by the facility's legal department.

Collaboration with the University of Maryland Medical Center led to the launch of a Digital Literacy course on January 9, 2025, with 11 students enrolled and 10 successfully completing the training. Workforce Development also participated in the 2025 Return Strong Expungement Resource Fair & Hiring Event on February 26, engaging with 15 prospective students. Additionally, the University of Maryland School of Social Work has facilitated the drafting of Affiliate Training Agreements for Community Health Worker clinical sites at B'more For Healthy Babies, The YMCA at Upton/Druid Heights, and the Center for Restorative Change and Lori's Hands.

#### **Baltimore City Schools Collaboration – 2025 CTE Summer Boost Program**

The Office of Secondary Success and Innovation is preparing to launch the 2025 CTE Summer Boost Program, an initiative designed to provide rising seniors with career and technical education (CTE) training and industry-recognized certifications. This workforce readiness program will offer targeted courses that align with high-demand healthcare careers and academic support to prepare students for post-secondary education and career success.

The program is scheduled to run from June 16, 2025, to August 1, 2025, covering a period that includes both clinical completion and certification application processes. The program is projected to serve 120 rising seniors.

A range of career certification and academic support courses have been identified based on industry needs and student interest. The training pathways include Certified Nursing Assistant (CNA), Surgical Technician, Pharmacy Technician, Community Health Worker, Central Sterile Technician, Phlebotomy Technician, Lab Technician, and Math Remediation to assist students in certification-related coursework.

#### **MOED**

The Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) and Resource Sharing Agreement (RSA) have been extended through June 30, 2026. Bi-monthly follow-up sessions are tracking the progress of students receiving WIOA training funds. Staff continue to host recruitment tables every Thursday at MOED's Northwest Center, resulting in 27 prospective student pre-registrations. The MOED/TANF vendor meeting was held at the South Pavilion on February 13, 2025, and BCCC hosted 30 Career Coaches from City Schools for a campus tour and orientation at the South Pavilion.

#### **Other Community Partnerships**

The Goodwill Industries partnership launched another CNA training cohort in February 2025, with twelve students registered. The Pharmacy Technician training program is scheduled to begin in March 2025. BCCC

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continues to collaborate with the Dwyer Foundation, ensuring students enrolled in these programs have access to comprehensive support services.

CVS has expressed interest in renewing its clinical partnership with BCCC. This collaboration would allow open enrollment students to receive hands-on clinical experience at CVS locations. Additionally, CVS has offered to support the development of a pharmacy simulation lab at the South Pavilion, further enriching the learning experience for students in the Pharmacy Technician program.

The Service Employees International Union (SEIU) has referred several students to the Certified Medicine Aide (CMA) training program, covering tuition and fees for participants. SEIU has also indicated a strong interest in referring additional students to the Patient Care Technician (PCT) program, expanding access to healthcare career pathways for union members.

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

As of March 1, 2025, there are three active cohorts of IELCE/IET and IET programs, focusing on Certified Nursing Assistant (CNA/GNA) and Childcare training. In March 2025, two additional cohorts are set to launch, including one CNA/GNA cohort and one Community Health Worker (CHW) cohort.

For the first time, a Childcare cohort has been integrated into the program, expanding workforce training opportunities for students in early childhood education.

Through collaboration with Adult Basic Education (ABE), the workforce development team has combined GED preparation pathways with workforce training. A Certified Nursing Assistant (CNA) cohort began in September 2024, and students are now completing coursework before beginning their clinical rotations in January 2025. Additional ABE and ESL cohorts in Childcare, Community Health Worker, and Warehousing are being planned for Spring FY25 completion.

#### **Career Services Updates**

The Career Services team at Baltimore City Community College (BCCC) has been instrumental in equipping students with the tools and opportunities needed to achieve their professional aspirations. Through targeted job readiness sessions, personalized client support, and active community engagement, the team has made significant strides in preparing students for workforce success.

#### **Workforce Preparation and Job Readiness Training**

In February 2025, the Career Services team implemented a comprehensive job readiness training program, offering nine morning training sessions and six evening sessions. A total of nine morning and six evening training sessions have been conducted, covering critical areas such as resume writing, effective communication in the workplace, interview techniques, and professional networking. These workshops provide hands-on training and real-world scenarios to help students build confidence and competence as they prepare to enter the workforce. Additionally, specialized coaching sessions are available to provide individualized guidance tailored to students' career aspirations. The program's goal is to bridge the gap between academic preparation and the practical skills required to secure and sustain meaningful employment.

#### **Employment Placement and Industry Partnerships**

Employment placement remains a top priority, with 54 students successfully securing jobs through BCCC's extensive employer network. Salaries for these positions range from \$14.25 to \$50 per hour, reflecting the broad spectrum of employment opportunities across various industries, including healthcare, technology, and business.

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The Career Services team continues to engage actively with employers, fostering strong industry partnerships that result in internship opportunities, mentorship programs, and direct job placements for students. By maintaining close collaboration with industry leaders, BCCC ensures that its students are well-positioned for high-demand career pathways. Additionally, Career Services is expanding its employer engagement efforts by organizing industry roundtables and employer networking events to increase visibility and accessibility for students seeking employment opportunities.

#### **Community Engagement and Student Involvement**

Career Services maintains a strong presence in the local community by participating in various outreach programs and educational fairs. Engagement in the BCCC Spring 2025 Involvement Fair and the College & Career Readiness Seminar at South Baltimore Adult High School allowed students to explore different career paths and understand the workforce development resources available to them. These events provide students with the opportunity to network with potential employers, gain industry insights, and develop a broader understanding of career opportunities aligned with their academic pursuits. Additionally, Career Services collaborated with the Southwest Workforce Roundtable to discuss new employment initiatives, ensuring that students are connected to a wide range of workforce opportunities within Baltimore and surrounding regions.

#### **High School Diploma Achievement and Transition Services**

The Elev8 Adult High School program continues to be an essential pathway for students working toward their high school diplomas while preparing for workforce entry or postsecondary education. Currently, 82 students are enrolled in the program, with a strong support structure in place to assist them in completing their high school education. In February, 23 GED exams were taken, with 16 students successfully passing, demonstrating a high level of preparedness among participants. Additionally, seven students earned their high school diplomas, bringing the total number of graduates to 28 for fiscal year 2025.

A combined total of 66 graduates from fiscal years 2024 and 2025 are eligible for the upcoming June graduation ceremony. Career Services is working closely with these graduates to ensure a smooth transition into workforce training programs, industry-recognized certification programs, or credit-bearing courses at BCCC. The transition support includes career counseling, enrollment guidance, and referrals to relevant workforce training programs. By providing continuous guidance beyond diploma completion, the program ensures that graduates have a clear trajectory toward long-term career and academic success. In an effort to further support student success, additional workshops on financial literacy, career exploration, and college readiness are being incorporated into the transition services to equip students with the skills needed to navigate post-secondary education and career pathways effectively.

#### **Funding Initiatives**

##### **WF secured significant funding to expand training opportunities:**

\$4.8 million from Baltimore City Department of Social Services to support workforce training.

\$1.2 million from the Department of Human Services SNAP program over three years.

\$255,000 for training Baltimore residents receiving SNAP benefits.

Through its comprehensive programming, community partnerships, and innovative opportunities like the collaboration with the Mary Harvin Transformation Center CDC, WF is solidifying its role as a catalyst for workforce development and community revitalization.

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**Realignment Task #3**

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

*Vice President, Academic Affairs*

**School of Nursing and Health Professions (SNHP)**

**Dental Hygiene**

The closure of the LSB due to fire damage resulted in delivery of laboratory and clinical instructional activities virtually, using case studies, clinical scenarios, and discussions to simulate patient interactions and ensure practical learning. Though the students were engaged actively, the DH program accreditor, CODA, mandates the making up of the missed time.

To accommodate students, the dental hygiene department, the Dean's office, and the Baltimore City Community College senior administration collaborated and developed a plan to provide opportunities to the students to complete all missed hours during the spring break, finals week, and a few days after the conclusion of the Spring 2025 semester. This will allow students (who have passed their examinations and completed all make-up hours during spring break and finals week) to participate in the upcoming commencement ceremony. This exception was made to acknowledge the students' hard work and achievements during this shift in instruction, and to provide them with a sense of closure and celebration. Students who still need to complete clinical hours will have until May 19, 2025, to do so.

The plan was submitted to CODA on February 27, 2025 and students have been informed.

**Mathematics and Engineering (ME)**

Select math faculty members met last week with internal stakeholders to prepare for a follow-up meeting with representatives from BCPS. The focus of the meeting was to clarify the expected outcomes for developing the new developmental mathematics course which will be designed for high school students who have not achieved a 3.0 GPA and have not passed the required math placement test. The tentative launch date is Fall 2025.

**Center for Academic Achievement**

The Center for Academic Achievement (CAA) has been dedicated to supporting student success and fostering retention through a variety of tutoring and academic support services throughout February.

The CAA worked with individual dental and nursing students. These students received tailored support in developing study schedules, organizing reading assignments, and preparing for exams. By offering one-on-one assistance, the CAA helped manage demanding coursework and refine study habits to meet the unique challenges of both programs.

Additionally, the CAA conducted in-depth training for new hires. This training focused on several crucial areas, including tutor ethics, the dos and don'ts of tutoring, and the proper use of the sign-in system. The training also included practical tips for helping students become more independent learners, equipping the new staff with the tools needed to foster student success.



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The CAA continued its outreach efforts through class visits, both in-person and virtual, to highlight available academic resources, including tutoring and retention services. The CAA also continued supporting students through the Virtual Helpdesk (VHD), assisting with inquiries about academic programs, course selection, educational planning, registration, and campus resources.

A total of 211 students utilized in-person tutoring, virtual tutoring was accessed 185 times, and there were 28 live Zoom tutoring sessions in February.

**Realignment Task #4**

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

*Vice President, Academic Affairs*

**School of Nursing and Health Professions (SNHP)**

**Emergency Medical Services**

The District of Columbia Fire Department (DCFD) contacted the Emergency Medical Services Program Coordinator to discuss potential pathways for training their current employees as paramedics. Benefits of the training would include:

- Enhancing the skills and qualifications of emergency responders
- Expanding career advancement opportunities for employees
- Strengthening the partnership between the fire department and the institution

This initiative supports institutional enrollment by attracting more students, increasing the program’s visibility, and reinforcing the College’s role in workforce development. Additionally, the Fire Chief of DC is leading an initiative to expand advanced life support services and enhance the District's EMS system. This plan aims to train and certify approximately 50 to 75 paramedics each year. Given that many of these individuals reside in Baltimore and the surrounding areas, a partnership between DCFD and BCCC will help facilitate this plan.

The Baltimore City Community College EMS program is currently partnering with the Baltimore Fire Department (BFD) and more than 12 BFD employees are enrolled in Paramedicine program.

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**Realignment Task #5**

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

*Vice President, Student Affairs*

*Vice President, Institutional Effectiveness, Research & Planning*

**OFFICE OF INSTITUTIONAL RESEARCH**

**Department Of Legislative Services BCCC FY 2026 Operating Budget Analysis**

As a State agency, BCCC participates in the Operating and Capital Budget processes during the legislative session. The Department of Legislative Services (DLS) provided its FY 2026 Operating Budget Analysis to the College in early February. Agencies are provided an opportunity to review the Analysis and provide corrections of fact to their assigned DLS Analyst. A team of BCCC staff from across Cabinet areas conducted a review and compiled feedback which was shared and discussed with the DLS Analyst. A critical error was discovered in their Exhibit 5 related to the College’s Full-time Equivalent (FTE) enrollment, reflected below. FTEs are used in determining the College’s budget allocation from the State.

Exhibit 5 BCCC Funding Formula Fiscal 2025-2026				
	2025 Working	2026 Allowance	2025-2026 Change	% Change Prior Year
<b>State Formula Aid Per FTES at BCCC</b>				
State Support Per FTES at Selected				
Four-year Public Institutions	\$19,482	\$19,570	88	0.5%
Statutory Formula Percentage	68.5%	68.5%		
BCCC Aid Per FTES	\$13,345	\$13,405	60	0.5%
<b>Formula for BCCC</b>				
Aid Per FTES	\$13,345	\$13,405	60	0.5%
Second-year Prior FTES	2,553	2,040	-513	-20.1%
<b>State Formula Aid to BCCC</b>	<b>\$34,070,460</b>	<b>\$27,347,012</b>	<b>-\$6,723,448</b>	<b>-19.7%</b>
Hold Harmless	\$13,935,380	\$20,658,828	\$6,723,448	48.2%
<b>Formula Subtotal</b>	<b>\$48,005,840</b>	<b>\$48,005,840</b>	<b>0</b>	<b>0.0%</b>
ESOL Grant	\$274,384	\$361,248	\$86,864	31.7%
<b>Total</b>	<b>\$48,280,224</b>	<b>\$48,367,088</b>	<b>\$86,864</b>	<b>0.2%</b>
Contingent Reduction		(\$3,632,823)	-\$3,632,823	
<b>Total State General Funds</b>	<b>\$48,280,224</b>	<b>\$44,734,265</b>	<b>(\$3,545,959)</b>	<b>-7.3%</b>

BCCC: Baltimore City Community College  
ESOL: English for Speakers of Other Languages  
FTES: full-time equivalent student

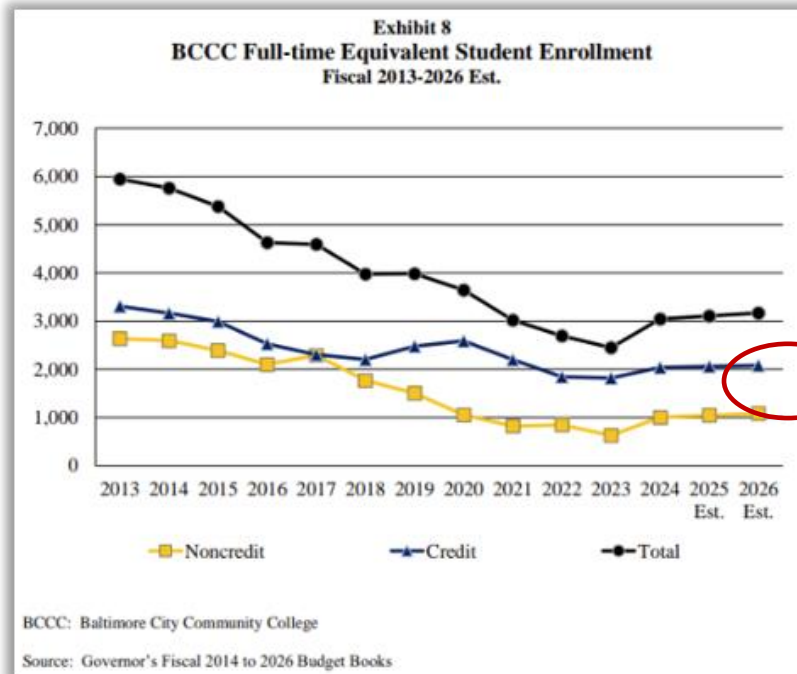
Note: Numbers may not sum due to rounding

Source: Department of Budget and Management; Department of Legislative Services

Exhibit 5 displays “Second-year Prior FTEs”; therefore, 2025 and 2026 should reflect BCCC’s FY 2023 and FY 2024 eligible credit and non-credit FTEs, respectively. The correct eligible FTEs for FY 2023 and FY 2024 are 2,447.04 and 3,046.54, respectively; these are reflected appropriately in Exhibit 8 in the DLS Analysis, shown below. Rather than a decline of 513 FTEs, 20.1%, the College actually had an increase of 599.5 which is 24.5% over FY 2023.



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The College provided the correct FTEs to DLS; however, the incorrect numbers remained in Exhibit 5 in the final Analysis submitted to the House and Senate Committees. The narrative accompanying Exhibit 5 is below.

**BCCC's Funding Formula**

Chapters 568 and 569 of 1998 established a funding formula for BCCC, which was enhanced in fiscal 2006 and has been further revised several times since then, most recently in the 2024 session. Prior to Chapter 717 of 2024 (BRFA of 2024) the formula based per student funding on a set statutory percentage of current year State appropriations per FTES at the selected four-year institutions. Chapter 717 changed the formula to use instead the actual expenditures and FTES from the second prior year at the selected four-year institutions for the State appropriations per FTES. As shown in **Exhibit 5**, the fiscal 2026 statutory formula percentage for State support is 68.5% (the maximum statutory level). BCCC's declining overall FTES enrollment total has decreased the total amount that would be provided by the calculated formula to \$27.3 million in fiscal 2026 based on the enrollment used in the calculation. There seems to be an inconsistency with the FTES count for the fiscal 2026 formula. The previous fiscal year used the FTES count as reported by the Maryland Higher Education Commission (MHEC), but this year's figure is the amount as reported by BCCC. There is a difference of 404 FTES between the figures reported by the two agencies. Although the cause of the inconsistency should be determined, the Department of Legislative Services (DLS) notes that the hold harmless clause would have been triggered under either count. **BCCC should comment on how it will work with MHEC to ensure a consistent reporting of their FTES.**

*Analysis of the FY 2026 Maryland Executive Budget, 2025*

Agencies must provide written responses to the House and Senate Committees ahead of their scheduled hearing sessions. BCCC's response, provided below, includes a description of the credit and non-credit mandated submissions (known as the CC-2 and CC-3 Reports) to the Maryland Higher Education Commission (MHEC) which report the eligible FTES.

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**BCCC**  
Baltimore City Community College

**FY26 Operating Budget Analysis Response**

**BCCC's Funding Formula**

**Context:**  
*The previous fiscal year used the FTES count as reported by the Maryland Higher Education Commission (MHEC), but this year's figure is the amount as reported by BCCC. There is a difference of 404 FTES between the figures reported by the two agencies. Although the cause of the inconsistency should be determined, the Department of Legislative Services (DLS) notes that the hold harmless clause would have been triggered under either count.*

**Comment:**  
*BCCC should comment on how it will work with MHEC to ensure a consistent reporting of their FTES. What are the sources for the 404 FTES?*

**Response:**  
BCCC agrees that the reporting of FTES in Exhibit 5 appears to be inconsistent.

BCCC submits its eligible and ineligible FTES to the Maryland Higher Education Commission (MHEC) annually via the CC-2 Report and CC-3 file. Subsequently, MHEC issues a Transmittal Report confirming the FTES and an external audit firm conducts a review of more detailed supporting documentation. Upon completion of the audit, the CC-4 Report is completed by the College with the audit firm's expressed opinion (which confirms the financial statements are presented fairly and in compliance) and submitted to MHEC and the State of Maryland's General Accounting Division. For State aid, the eligible credit and continuing education FTES are used for funding calculations.

Exhibit 5 shows the FTES under "2025 Working" as 2,553 which reflects FY 2023 eligible credit and non-credit FTES plus ineligible credit FTES. For FY 2023, BCCC reported eligible credit and continuing education FTES of 2,447.04 to MHEC via the FY 2023 CC-2 Report and CC-3 file, as reflected in the College's audited FY 2023 CC-4 Report. FTES under "2026 Allowance" show 2,040 FTES which reflects FY 2024 eligible and ineligible credit FTES. BCCC reported 3,047.54 eligible credit and continuing education FTES via its FY 2024 CC-2 and CC-3 submissions which is reflected in MHEC's FY 2024 transmittal report. With the actual eligible FTES, the "2025-2026 Change" would be +599.5 which is an increase of 24.5% (rather than -513, a decrease of 20.1%).

As stated in the response, the College contacted MHEC to begin collaborations to resolve the discrepancies. While MHEC was not aware of the reference to them in the Analysis, they were most agreeable in engaging in conversations around the data. The first discussion, held on March 5, included President McCurdy, Vice President for Institutional Effectiveness, Research & Planning Becky Burrell, and Director of Institutional Research Eileen Hawkins along with MHEC's Assistant Secretary for Finance & Administration and Finance & Facilities Administrator. The MHEC team shared how they utilize the FTE data and their role was discussed in the budget process for community colleges, including how BCCC differs from the other 15 community colleges in that process. It was agreed that BCCC would schedule similar conversations with the Department of Budget and Management (DBM) and the Department of Legislative Services (DLS) while keeping the MHEC team informed. The meetings will be held in the next few weeks. In addition, the errors were brought to the attention of the Maryland Association of Community Colleges (MACC).

## Baltimore City Community College

### Realignment Tasks Update

#### Board of Trustees Meeting – March 19, 2025

### RECRUITMENT & ADMISSIONS

In February 2025, Admissions engaged with various high schools and community partners. The Recruiters and Mayor's Scholars Program staff participated in twenty recruitment activities.

Recruitment efforts continue to increase compared to February 2024. In February 2024, recruiters attended 8 events, compared to 20 events in February 2025, an increase of more than 150 percent. Since July 1, 2025, recruiters have attended more than 150 events, compared to last year of 120 events.

Recruiters actively engage with external partners by contacting high school/nonprofit organizations/middle schools and other community partners to schedule on-campus and/or off-campus visits. The recruiters in collaboration with that Mayor's Scholars Program (MSP) are promoting the 2025 Summer Bridge program to all external partners.

#### Recruitment Activities

Date of Event	Organization/School	Event Type
2/4/2025	Joseph C. Briscoe Academy #345	Information session
2/4/2025	Baltimore City College	Information session
2/5/2025	Patterson High School	Summer Bridge
2/5/2025	Forest Park HS	Information session /Applications
2/5/2025	Frederick Douglass HS	Information Session
2/5/2025	Pikesville High School	Information Session
2/7/2025	Individual Tour	Scheduled – Single Tour
2/12/2025	Career Academy	Information session /Applications
2/12/2025	Dunbar High School	Campus Tour
2/18/2025	College Bound	Information session /Applications
2/18/2025	Benjamin Franklin HS	Information session /Applications
2/20/2025	Baltimore Career Couch Initiative	Information session /Applications
2/20/2025	Frederick Douglass High School	Information session /Applications
2/20/2025	Benjamin Franklin HS	Information session /Applications
2/21/2025	Cristo Rey Jesuit High School	College Fair
2/23/2025	Girl Scouts of Central Maryland	Campus Tour and informational
2/24/2025	Academy of College and Career Exploration (ACCE)	Information session/Applications
2/25/2025	Career Academy	Information session/Applications
2/25/2025	Baltimore City High School Visit	Campus Tour
2/27/2025	College Bound CIAA College Fair at Douglass	College Fair

### Enrollment

#### Spring 2025

The Spring 2025 registration started on November 11, 2024. As of March 15, 2025, 4,170 students are registered. The Spring 2025 enrollment increased by 15%, compared to Spring 2024, with 3,626 students enrolled. The last day to register was March 13, 2025.

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**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:

***Urban One/Greater Baltimore Urban League***

BCCC partnered with Urban One and the Greater Baltimore Urban League to host Urban One’s first job fair in the City of Baltimore. As the State of Maryland looks at ways to support Maryland’s federal employees who may face the potential impact employment instability, BCCC took the initiative to utilize its resources to host Urban One. This venture is a benefit to both BCCC students and Urban One as we support employment opportunities for all Marylanders.

***Jay Care Mental Health Center/Kevin Shird Book Signing***

Dr. Chinyere Obi, MD is a Dr. Chinyere Obi is a distinguished Psychiatric Mental Health Nurse Practitioner and a driving force in Maryland’s mental health community. She passionately advocates for accessible, compassionate care, especially among marginalized populations. She is founder of Jay Care Mental Health Center and a BCCC alumna. She has joined the partnership with Mr. Kevin Shird to promote his new book, [A Life for a Life](#), published by Simon & Schuster. The book signing is scheduled for April and will serve as a precursor for May’s Mental Health Awareness month. This is an exciting time to highlight both BCCC alumni and BCCC’s commitment to community health and well-being.

***Harp Vision Skin Care***

Harp Vision Skin Care is owned and operated by BCCC alumni April and Tyron Harper, founders of Harp Vision, offer luxury vegan self-care products. The nationally recognized company has partnered with BCCC to promote several initiatives including student wellness and self-care. This is a promising opportunity to engage more BCCC alumni.

**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:

***Corporate Support Partnerships***

The Station developed underwriting partnerships and content on WBJC from numerous clients, including returning clients such as Ballet Theatre of Maryland, Maryland State Boychoir, Opera Baltimore, Vocal Arts DC, Bach in Baltimore, Gertrude’s Restaurant, Kennedy Center, Howard County Community College, University of Maryland Medical System, Baltimore Symphony Orchestra, UMBC, Peabody Institute, Community Concerts at 2<sup>nd</sup>, Elville and Associates, Culligan Water, Cynipid Fund, St Davids Church, Baltimore Classical Guitar Society, Zekes Coffee.

***Program Highlights***



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WBJC programs and relevant content for the month included live performances from some of Maryland's finest classical ensembles, made possible by a generous grant from the Maryland State Arts Council. Featured artists included the Baltimore Symphony Orchestra, Marin Alsop, David Zinman.

**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 February 2025, the department streamlined its strategies and focused on building engagement, building enrollment, and brand building as key areas to expand the brand while growing enrollment. As a result, BCCC had more than 500k pageviews, more than 200k user engagements. Of these, more than 45k were new visitors. Google Analytics demonstrates BCCC is leading visitors to its website via digital ads & social posts on the top 4 social media platforms: Facebook, Instagram, X, LinkedIn.

***Building Engagement***

The department developed marketing and branding profiles to build interest and engagement among students, community, and partnerships. Content was created for use on all digital platforms to engage constituent groups on a consistent basis. The results are positive. An increase in views, webpage interaction and social media clicks are all promising as the department analyzes ways to increase enrollment for both academic and non-academic programs. Below are the results highlighted for the month:

- **Website Traffic: February 1 – February 28, 2025**
  - Pageviews: 563,000 (Up 8.9%)
  - User engagement: 225,000 (Up 0.4%)
  - Clicks: 140,000 (Up 8.1%)
  - Scroll: 92,000 (Up 16.1%)
  - First Visit: 48,000 (Up 12.1%)
  - Session Start: 328,000 (Up 16.7%) (Enter URL directly, click to the site from another site, click bookmarks, click a link in an email or other electronic communication.)
- **Social Media Campaigns: February 1 – February 28, 2025**
  - Facebook
    - Content Interactions: 832 (An increase of 43.2% over the prior month)
    - Views from followers increased by 8% (A 60% increase over the prior month)
    - Interactions: 767 (An increase of 27% over the prior month.)

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- From followers: 211 (An increase of 35.3% over the prior month)
- From non-followers: 556 (An increase of 24.1% over the prior month)
- Followers: 7,800 (Higher than our community college competitors.)
- Follows: 89 (Higher than our community college competitors.)
- Businesses to Watch Measurement: Published content was 119, with thirty-eight new net followers. Published content is well above our peers.

Instagram

- Content Interactions: 951 (An increase of 87.9% over the prior month)
- Views from followers: 40% of 58,100 views (Up 60% over the prior month.)
- Interactions: 929 (up 68.3% over the prior month and higher than community college competitors.)
- Follows: 52 (Up 92.6% over the prior month and higher than community college competitors.)
- Businesses to Watch Measurement: Published content was sixty-four, with 52 new net followers. Published content is comparable to our peers.

Twitter

- Impressions: 2,200 (An increase of 16% over the prior month)

LinkedIn

- Content Impressions: 2,245 (Up 114.2% over the prior month)
- Followers: 14,813
- Reactions: Up 180%

***Building Enrollment***

The department scheduled digital advertising to impact Apply and Register enrollment for Spring 2025.

- These advertising profiles indicate a high performance return, with a cumulative reach between both ads of **784,860** and **36,378** link clicks. The cost per click remains low at \$0.42 for the Apply ads and \$0.45 for the Register ads.
- As compared to the traffic being driven to the landing page by these digital advertisements, the college experienced website traffic of **36,044**, with active users totalling **24,104**.

College & Student Marketing Campaigns

During February, the College built targeted campaigns to support engagement at campus events, off-campus events, Workforce Development, and general information about BCCC, such as:

- Career Center Campaign
- SGA Campaign
- Black History Month Campaign
- Afghan Support to School Impact Scholarship campaign
- Workforce Development recruitment campaigns
- Afghan Support to School Impact Scholarship campaign
- MSP Information Sessions campaign
- Summer Enrollment Campaign
- Human Resources New Employee Packet Campaign
- Wellness Center
- Commencement 2025

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**Current Campaigns – Cumulative Analytics:**

- **Active promotion I: Spring 2025 Apply**  
(Reported from start date on December 20, 2024, through February 28, 2025)  
Link clicks: 16,803  
Reach: 397,049  
Impressions: 3,495,751  
Cost per click: \$0.42
- **Active promotion II: Spring 2025 Register**  
(Reported from start date on December 20, 2024, through February 28, 2025)  
Link Clicks: 19,575  
Reach: 387,811  
Impressions: 2,937,210  
Cost per click: \$0.45
- **Cumulative Google Analytics - Website Traffic generated by Marketing Landing Page –**  
**bccc.edu/changinglives (Used when clicking a digital advertisement.)**  
**December 20, 2024 – February 28, 2025**  
Views: 36,044  
Active Users: 24,104  
Views per user 1.50

**REALIGNMENT TASK #9**

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

*Chief Information Officer*

**ENTERPRISE RESOURCE PLANNING (ERP) PROJECT**

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

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

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

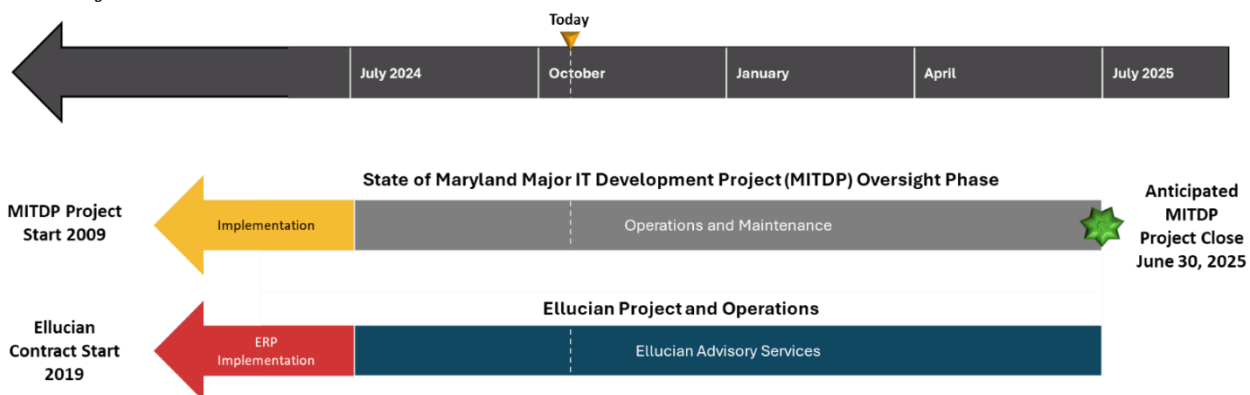
***Degree Works***

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

Roll out plan for students is being worked on.

As of this writing, ERP project is scheduled to be closed out with the state of Maryland by June 30, 2025. BCCC is working on drafting the closing document which will be reviewed by the MD DoIT Project Manager.

***ERP Project Timeline***



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

***Student***



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**Credit**

- Test Score load in Banner
- Pre-requisite and co-requisite configuration
- Linked Course Setup
- Academic Standings

**WDCE**

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

***CRM Recruit / Admissions***

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

***Financial Aid***

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

***Student Accounting***

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

***Finance***

- Review of finance system configuration
- Pooled budget vs line-item budget
- Requisition and Purchase Order Processing in Banner
- State appropriation implementation using *grant* module
- Year-End processing in Banner

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*Human Resources / Payroll*

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

*Information Technology Services*

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

**DATA CENTER MODERNIZATION PHASE II / DISASTER RECOVERY**

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

In September, new redundant servers were installed in the Life Science Building (LSB) data center to build resiliency around the campus Wi-Fi environment. Additionally last month, the College's data in Microsoft 365 has been configured with redundant, immutable backups. The design stage of the Azure configuration is underway, and the teams are developing the appropriate network architecture to connect the College's on-campus network to the Microsoft Azure disaster recovery environment.

Currently, BCCC is working with all parties (DoIT, CAS Severn, Nutanix, SkyLine) to complete the work.

**Realignment Task #12**

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

*President & Cabinet*

**INSTITUTIONAL & ACADEMIC ASSESSMENT**

The Office of Assessment, Academic Affairs, and Faculty worked together to develop and deliver a training on Student Learning Outcomes (SLOs). Approximately forty faculty members attended the training on March 14, 2025. The training was focused on the need for high-quality data to be available for continuous improvement and

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### Realignment Tasks Update

#### Board of Trustees Meeting – March 19, 2025

accreditation purposes and to ensure reliable and valid data is available for strategic planning. Attendees were organized by the school and department:

- The **1:00 time slot** included all departments in the *School of Arts and Social Sciences and the Department of Mathematics & Engineering*.
- The **2:30 time slot** included all departments in the *School of Nursing and Health Professions, the Department of Natural and Physical Sciences, and the Department of Business and Technology*.

Many courses and programs already have rigorous practices in place with established student learning outcomes, while other courses have yet to develop SLOs, some need to be revised, and some SLOs need to be updated in Canvas. This training was to ensure shared understanding among faculty as we revise and develop SLOs.

**What Makes a Strong Student Learning Outcome?**

Student Learning Outcomes (SLOs) must be clear, measurable, and focused on the student's knowledge, skills, and abilities.

1. **Measurable:** Is an action verb from Bloom's taxonomy used to guide how the SLO will be assessed? (e.g. analyze, create, evaluate)
2. **Aligned with College, Program, and Course Goals:** Is there coherence in the system?
3. **Specific and Clear:** The outcome should not be too broad and should state exactly what students will know, do, or demonstrate after completing the course or program.
4. **Student Focused:** The focus should be on what students learn, not what instructors teach.
5. **Achievable and Realistic:** Are the expectations reasonable and in line with the level of rigor in the curriculum? Did instruction occur at the remembering level, but the assessment is at applying?

Attendees explored the different roles of assessments, ranging from classroom to institutional level assessments with a focus on impactful classroom use.

**Assessment Types**

Formative	Interim (Benchmark or Unit)	Summative
<p>Formative assessments occur minute by minute in a classroom.</p> <p>Any classroom activity that provides insight into student understanding and allows for rapid teaching adjustments to target areas needing improvement</p> <ul style="list-style-type: none"> <li>• Exit tickets</li> <li>• Polls</li> <li>• Quizzes</li> <li>• Peer assessment</li> <li>• Class discussions</li> </ul>	<p>Interim assessments are administered periodically to evaluate student progress.</p> <p>These are typically administered when a related body of knowledge is covered to determine if student understanding is sufficient to move on with the course or if reteaching is needed.</p> <ul style="list-style-type: none"> <li>• Chapter tests</li> <li>• Unit tests</li> <li>• Projects</li> <li>• Reports</li> <li>• Essays</li> </ul>	<p>Summative assessments are used to determine the knowledge, skills, and abilities a student possesses once learning is concluded for the course.</p> <p>Summative assessments are not used to inform instruction and indicate student learning status at a specific point in time.</p> <ul style="list-style-type: none"> <li>• Assessments</li> <li>• Projects</li> <li>• Portfolios</li> <li>• Research projects</li> <li>• Performance tasks</li> </ul>


The next training and work groups will focus on individual disciplines to provide support if SLOs need revisions or development and then ensure they are in Canvas and collecting data in all courses.


The ultimate goal is for Canvas to house all learning outcomes which will soon align with the College's Strategic Plan and respective academic budgets.


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

TAB 11 | Active Search Listing

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 <b>Baltimore City Community College</b>			HR Active Search List as of March 4th, 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. Debra McCurdy/ 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	66826	Assistant Professor of Cyber Security Digital Forensics	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Enyinnaya Iweha
5	AA	72080	Assistant Professor & Program Coordinator for Computer Information Systems	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Enyinnaya Iweha
6	AA	66762	Assistant Professor & Program Coordinator for Office Administration	Dr. Eric Benjamin/ Aundrea Wheeler/Dr. Enyinnaya Iweha
7	AA	66819	Assistant Professor of Nursing- Adult Medical/Surgical	Dr. Eric Benjamin/ Aundrea Wheeler/Dr. Ghazanfar Mahmood/ Dorothy Holley
8	AA	66803	Assistant Professor & Program Coordinator of American Sign Language/ Deaf Studies	Dr. Eric Benjamin/ Aundrea Wheeler
9	AA	66765	Retention Coordinator	Dr. Eric Benjamin
10	AA	66917	Instructional Designer	Dr. Eric Benjamin/ Aundrea Wheeler
11	AA	78506	Transfer and Articulation Services Coordinator	Dr. Eric Benjamin
12	AA	66725	Dean- School of Nursing & Health Professions	Dr. Debra McCurdy/Dr. Eric Benjamin
13	AA	66823	Nursing Laboratory Manager	Dr. Eric Benjamin/Dr. Ghazanfar Mahmood/ Dorothy Holley
14	AA	66673	Instructional Librarian	Dr. Eric Benjamin/ Aundrea Wheeler/ Elizabeth Van Pate
15	AA	66878	Administrative Assistant III	Dr. Eric Benjamin/ Aundrea Wheeler
16	AA	66834	Assistant Professor & Program Coordinator- Education	Dr. Eric Benjamin/ Aundrea Wheeler

 <b>Baltimore City Community College</b>			HR Active Search List as of March 4th, 2025	
	Div	PIN #	Position	Hiring Manager
17	AA	66622	Associate Dean of Business & Technology	Dr. Debra McCurdy/ Dr. Eric Benjamin
18	AA	tbd	Assistant Professor & Program Coordinator for Fashion Design	Dr. Eric Benjamin/ Aundrea Wheeler
19	AA	66762	Assistant Professor & Program Coordinator for Business Management	Dr. Eric Benjamin/ Aundrea Wheeler/Dr. Enyinnaya Iweha
20	AA	66771	Dean of Arts & Social Sciences	Dr. Debra McCurdy/Dr. Eric Benjamin
21	AA	66797	Assistant Professor of Mathematics	Dr. Eric Benjamin/ Aundrea Wheeler/Dr. Enyinnaya Iweha
22	AA	66647	Assistant Professor & Coordinator for Psychology	Dr. Eric Benjamin/Aundrea Wheeler
23	SA	66844	Federal Work Study Coordinator	Donna Thomas/ Saleem Chaudhry
24	SA	66908	Vice President of Student Affairs	Dr. Debra McCurdy
25	SA	72079	Coordinator of Early College Access & Programs	Donna Thomas/ Michelle White
26	SA	66831	Financial Aid Specialist	Donna Thomas/ Saleem Chaudhry
27	SA	66611	Financial Aid Specialist	Donna Thomas/ Saleem Chaudhry
28	SA	66875	Student Accounts Coordinator	Donna Thomas
29	ASP	66932	Administrative Assistant for the Vice President for Advancement	Gussener Augustus
30	ASP	66960	Director of Development	Gussener Augustus
31	ASP	66838	Associate Director for Scholarships	Gussener Augustus/ Dr. Debra McCurdy
32	ASP	66720	Associate Director for Alumni Relations	Gussener Augustus/ Dr. Debra McCurdy
33	WDCE	66861	Maintenance Supervisor	Michael Thomas
34	WDCE	66769	Police Officer II	Michael Thomas

 Baltimore City Community College			HR Active Search List as of March 4th, 2025	
	Div	PIN #	Position	Hiring Manager
35	WDCE	86277	Police Officer III	Michael Thomas
36	WDCE	66967	Assistant Director of Capital Projects	Michael Thomas
37	WDCE	66639	Assistant Vice President for Facilities	Michael Thomas
38	WDCE	81698	Police Supervisor	Michael Thomas
39	WDCE	66921	Associate Director of English Language Services	Michael Thomas
40	WDCE	66837	Building Security Officer	Michael Thomas
41	F&A	66879	Director of Budgets	Dr. Debra McCurdy
42	F&A	67013	Senior Accountant- Foundation	Eileen Waitsman/ Jorge Beder
43	F&A	66986	Budget Analyst	Dr. Debra McCurdy/ Nicole Carter
44	F&A	66974	Administrative Assistant to the Vice President of Finance & Administration	Dr. Debra McCurdy/ Nicole Carter
45	F&A	66916	Assistant Director of HR- Employee & Labor Relations	Nicole Carter
46	F&A	tbd	Human Resources Generalist	Nicole Carter
47	F&A	66740	Vice President of Finance & Administration	Dr. Debra McCurdy
48	F&A	66934	Bursar/ Director of Student Accounting	Dr. Debra McCurdy/ Donna Thomas
49	F&A	66973	Associate Director/Associate Bursar for Student Accounts	Donna Thomas
50	IERP	88494	Research Analyst II	Becky Burrell/ Eileen Hawkins
51	OP	66855	Director of Government Relations/Special Assistant to the President	Dr. Debra McCurdy
52	OP	66981	Executive Administrative Assistant to the President	Dr. Debra McCurdy
53	OP	67000	Network Engineer	Dr. Wayne Rose
54	OP	76592	Systems Administrator	Dr. Wayne Rose