

**Baltimore City  
Community College**

**Board of Trustees  
Open Session**

**Dr. Debra L. McCurdy**  
President

**Mr. Kurt L. Schmoke**  
Chair

WEDNESDAY | MAY 21, 2025

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

TAB 1 | Approval of the May 21, 2025 Agenda

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## BOARD OF TRUSTEES

### BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda | 4:00pm May 21, 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 May 21, 2025 Agenda (Tab 1) Mr. Kurt L. Schmoke, *Chair*
- II. Board Actions/Consent Agenda **(Vote)** Mr. Kurt L. Schmoke, *Chair*
  - a. March 19, 2025 Open Session Meeting Minutes (Tab 2)
  - b. March 19, 2025 Closed Session Meeting Summary (Tab 2)
  - c. April 10, 2025 Finance/Audit Committee Meeting Minutes (Tab 2)
  - d. May 15, 2025 Finance/Audit Committee Meeting Minutes (Tab 2)
  - e. Student Government Association (Tab 3)
- III. Items Removed from the Agenda (Tab 6) Mr. Kurt L. Schmoke, *Chair*
  - a. AFSCME Local #1870 at BCCC Comments (Tab 4)
  - b. Faculty Senate Comments (Tab 5)
- IV. New Business (Tab 7)
  - a. Introduction – Student Trustee, Tyrese McBayne Mr. Kurt L. Schmoke, *Chair*  
Dr. Debra McCurdy, *President*
  - b. Finance/Audit Committee (April & May) Mr. Kurt L. Schmoke, *Chair*  
Dr. Debra McCurdy, *President*  
Mr. Michael Thomas, *VP Workforce*  
Ms. Anna Lansaw, *ED Procurement*  
Mr. Michael Thomas, *VP Workforce*  
Dr. Wayne Rose, *CIO*
  - i. Procurement Policies & Procedures **(Information)**
  - ii. Procurements Exceeding \$25,000 to \$99,999 **(Information)**
    - April 2025
    - a. Student Affairs Consulting (Mason Consulting) – Contract Modification
      - Original Contract Amount \$55,000
      - Modification Amount \$27,5000
      - New Contract Amount \$82,500
    - b. Music Room Renovation (Centennial Construction) \$64,900
    - c. IT Ticketing System Software (FreshWorks) \$45,987
    - May 2025
    - d. Commencement Venue (Baltimore Symphony Orchestra) \$26,000
  - iii. Financial Monthly Performance Reports (April & May) **(Information)** Dr. Debra McCurdy, *President*  
Mr. Richard Walsh, Sr. Analyst  
Dr. Debra McCurdy, *President*  
Ms. Eileen Waitsman, *Controller*
  - iv. Audit 2024 Update **(Information)**
    - a. Asset/Property Depreciation
    - b. Tuition Receivables
    - c. Grant Activities
  - c. 2024 Financial Audit Dr. Debra McCurdy, *President*  
Ms. Eileen Waitsman, *Controller*  
Ms. Christina Bowman, *CPA*  
CliftonLarsonAllen LLP
    - a. Institutional
- V. College Policies (Tab 8) Mr. Kurt L. Schmoke, *Chair*
  - a. None

- |  |  |
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| <p>VI. Presentations (Tab 9)</p> <ul style="list-style-type: none"><li>a. Enrollment Update</li><br/><br/><br/><li>b. Workforce Update</li><br/><br/><li>c. Information Technology Services/ERP Update</li></ul> | <p>Mr. Kurt L. Schmoke, <i>Chair</i><br/>Dr. Debra McCurdy, <i>President</i><br/>Ms. Donna Thomas, <i>Interim VP Student Affairs</i><br/>Ms. Eileen Hawkins, <i>Director Institutional Research</i><br/>Dr. Debra McCurdy, <i>President</i><br/>Mr. Michael Thomas, <i>VP Workforce</i><br/>Dr. Debra McCurdy, <i>President</i><br/>Dr. Wayne Rose, <i>CIO</i></p> |
| <p>VII. President's Report (Tab 10)</p> <ul style="list-style-type: none"><li>a. Legislative Budget Hearings Update (House &amp; Senate)</li><li>b. Barnes &amp; Noble College Transition</li></ul>              | <p>Mr. Kurt L. Schmoke, <i>Chair</i><br/>Dr. Debra McCurdy, <i>President</i></p>   |
| <p>VIII. Active Search Listing (Tab 11)</p>  | <p>Mr. Kurt L. Schmoke, <i>Chair</i></p>   |
| <p>IX. Motion for Adjournment (<b>Vote</b>)</p>  | <p>Mr. Kurt L. Schmoke, <i>Chair</i></p>   |

**BOARD OF TRUSTEES**

**BALTIMORE CITY COMMUNITY COLLEGE**

**BOARD ACTIONS / CONSENT AGENDA**

TAB 2 | March 19, 2025 Minutes

TAB 2 | March 19, 2025 Closed Session Meeting Summary

TAB 2 | April 10, 2025 Finance/Audit Committee Minutes

TAB 2 | May 15, 2025 Finance/Audit Committee Minutes

TAB 3 | Student Government Association Report/Comments

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

TAB 2 | March 19, 2025 Minutes

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

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

**Board Members Present:** Chair Kurt L. Schmoke; Ms. Leonor Blum; Ms. Tanya Terrell; Ms. Lelia Parker, and Mr. John C. Weiss.

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

- I.** Chair Schmoke called the meeting to order at 4:12 PM. The consent agenda (items a-e below) was unanimously approved upon a motion by Trustee Blum, seconded by Trustee Weiss.
- a. February 19, 2025 Open Session Meeting Minutes
  - b. February 19, 2025 Closed Session Meeting Summary
  - c. Student Government Association
  - d. AFSCME Local #1870 at BCCC Comments
  - e. Faculty Senate Comments

AFSCME President Nena Kutniewski gave a 3 minute presentation in which she accused BCCC leadership of not being supportive or fair. She complained specifically about the ADA process.

At Dr. McCurdy's invitation, General Counsel Maria Rodriguez noted that no court had ever found BCCC to have violated the ADA. Assistant Attorney General Kristin McFarlane started to echo that statement, but Chair Schmoke stated that he wanted a different approach and did not want a back-and-forth at BOT meetings.

President McCurdy indicated her door was open and invited Ms. Kutniewski to see her directly about her ADA concerns.

- II.** Professor Katana Hall, President of the Faculty Senate, gave a 3 minute presentation. She highlighted various points:
- 1. She has had regular meetings with President McCurdy and the VP for Academic Affairs, Eric Benjamin. Several issues have been resolved or are in the process of being resolved.
  - 2. The faculty promotion process is underway.
  - 3. The 2024 Faculty Evaluation process is ongoing. The process is off-cycle but provisions have been made for those going up for promotion. The VPAA has committed to correct the process and ensured timely compliance in the future..
  - 4. The shared governance meetings continue.
  - 5. Faculty concerns related LSB/BioPark class transitions (shuttle and timing of class end and start times); 2025 LSB Air Quality Report findings (The December 4 2024 LSB Air Quality Report was already received); and straggling book and supply orders were raised with the VPAA and the Faculty Senate are expecting updates at their 3/20 meeting.

Professor Hall also noted that job vacancies are being filled. In addition, she congratulated Dr. Mahmood on his recent appointment to Dean of the School of Nursing and Health Professions (he had been serving as Interim Dean).

- III.** Chair Schmoke noted that the Finance Committee had not met in March and upcoming procurements would be presented to all Board members for the first time.

The following procurements of \$25,000 to \$99,999 were presented to the Board for informational purposes only.

- 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

There were no questions.

The Trustees considered procurements of over \$100,000:

- 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

Shawnette Shearin, Director of Budget and Contracts for WDCE Operations explained that all 3 items involve Workforce Development and are funded by a grant from the Maryland Department of Social Services. The 3 vendors at issue provide training and job placement for approximately 800 students.

The procurements were unanimously approved.

#### IV. Financial Monthly Performance Report

Mr. Richard Walsh, Senior Budget Analyst, reported and reviewed financial information and shared a PowerPoint presentation that included the following chart:

##### 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
Net Surplus	0	0	18,307,793	16,875,683	1,432,110

##### 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>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>

Mr. Walsh reported that both revenues and expenses have decreased compared to the same time last year. Bookstore sales revenues have increased, as have credit and non-credit and Title IV federal funding. He noted that real estate and deferred maintenance revenues are down but said that was largely a timing issue. Of note, the city of Baltimore had not paid the \$1 Million owed to BCCC. In response to an inquiry from Chair Schmoke, Mr. Walsh said that the \$1 Million had been owed since the fall of 2024 and that the parties were in discussions to resolve the issue.

## V. Enrollment Report

IVP of Student Affairs Donna Thomas gave a PowerPoint presentation in which she discussed the Student Life Management Cycle which includes Engagement, Application, Matriculated, and Graduation. She shared Spring 2025 Credit Student Characteristics for gender, race/ethnicity, age distribution, and the five highest enrolled majors. IVP Thomas also shared showed that Spring 2025's credit enrollment headcount had increased to 4,079 from 3,626 for Spring 2024 as well as the corresponding Eligible Credit FTE trend from Spring 2019 to Spring 2025, noting that Spring data is March 15, 2025. She closed with the next steps which include five priorities: Identify gaps in the Student Life Management Cycle, Identify metrics/resources required to capture data, hold meetings with departments and leadership to develop goals and strategies, implement goals and strategies that align with the Strategic Plan, and track and analyze key performance indicators for the enrollment management process.

## VI. WDCE Report

Shawnette Shearin and Noah Northcott-Grant, Director of Operations, WDCE, provided an update.

Trustee Terrell asked what the College does with respect to job placement. Ms. Shearin answered by saying the Career Center assists students with mock interviews, resume writing and work etiquette training. Also, students are required to attend Job Readiness classes. The Career Center works with its partners to assist students in finding employment.

Trustee Terrell also asked whether there was concern regarding future funding for BCCC's adult literacy services. Ms. Shearin noted that the DOL had not said that their funding would decline. The Office of Refugee Resettlement, however, is now operating by using their reserves, which will last for approximately two years.

Ms. Shearin noted that BCCC will be hosting a job fair on March 26. President McCurdy said she would send information about the fair to each of the Trustees. Trustee Terrell said she would like to be apprised when an event occurred on campus that involved the presence of employers.

## VII. ERP Update

President McCurdy introduced Dr. Wayne Rose, BCCC's new CIO, to the Trustees.

Dr. Rose told the Trustees about his background and gave a power point presentation regarding continuing projects at BCCC. He provided the ERP Project Status which included the Operation and Maintenance Phase, Project Operation, and Project Maintenance. Dr. Rose highlighted how the College is ensuring the success of the ERP project by continuing its partnership with

Ellucian by extending services to improve the functionality of the modules, establishing priorities by Cabinet member, holding stakeholder meetings and identifying and implementing new features and functionality. He spoke briefly about the priorities of the various Advisory Services, including Human Resources, WDCE, and Institutional and said his initial assessment was that BCCC should continue with Ellucian advisory services support for another year. Dr. Rose also shared how the ongoing relationship with the Maryland Department of Information Technology (DoIT) has been valuable and key to the project's success. Chair Schmoke commented that BCCC continuing to engage with DoIT would be a good idea politically.

## VIII. President's Report

President McCurdy shared recent activities related to the FY2026 Operational Budget including the proposed debasing of the College's hold harmless status. She walked the Board of Trustees through a chart of revisions for Exhibit 5 of the FY2026 Operating Budget Analysis which was developed to bring to light the error regarding the FTES reported for FY 2024 in the materials informing the College's FY 2026 Budget(s) Analysis. President McCurdy indicated the "red" highlighted "2026 Allowance Revised" column shows the correct eligible FTES, 3,046.54, which results in a recalculated State Formula Aid amount of \$40,838,869 and not \$27,347,012 which was shown under the "2026 Allowance" column. She further explained how adding the missing Workforce Development & Continuing Education FTE's to the calculation impacted the hold harmless amount, noting the difference for FY 2026 is \$7,166,971 and not \$20,658,828, which was originally shown in Exhibit 5 of the DLS analysis. President McCurdy added how the correct FTES (3,046.54) alters the "2025-2026 Change" for "State Formula Aid to BCCC" from a decrease of \$6,723,448 to an increase of \$6,768,409. This results in a difference of over \$13,000,000. With correct FTES (3,046.54), the "% Change Prior Year" results in an increase of 19.9%, not the decrease of 19.7% shown in the FY 2026 Operating Budget Analysis.

President McCurdy noted that today would be the final BOT meeting attended by Lyllis Green, the College's internal auditor. Ms. Green served the College for over 30 years and President McCurdy wished her well and thanked her for her service. Chair Schmoke also commented on her years of service and thanked her for the time at the College.

## VIX. 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.

Chairman Schmoke asked for a motion to adjourn the meeting and close?

Trustee Weiss moved to adjourn the Open Meeting and move to Closed Session. The motion was unanimously approved. The Trustees moved immediately into Closed Session at 5:46 PM.

### Attendees/Participants

Kurt Schmoke, Esq.  
Lelia Parker, Esq.  
Leonor Blum  
Tanya Terrell  
J.C. Weiss  
Dr. Debra L. McCurdy-President  
Becky Burrell (Office of the President)  
Donna Thomas-BCCC (Donna Thomas)  
Eric Benjamin, Ph.D.  
Lyllis M. Green  
Maria E. Rodriguez, Esq. -- BCCC  
Wayne Rose, PhD  
Anna Lansaw  
Noah Grant  
Richard Walsh  
Shawnette Shearin

### BCCC Faculty/Staff Attendees

Andrea Fricks  
Angelique Cook-Hayes  
Ashley Peck  
Aundrea Wheeler, AVP for Curriculum and Instruction  
Autumn Wallace  
Brenda Sierra  
Che Evans  
Christina Carter  
Cora James  
Cortney Merritt  
Cynthia Wilson  
D. Fitzgerald Smith  
Da'Nyjae Anderson  
Dawna Attig  
Deidra Fryer  
Dionne Woolford-Hudgins

Dorothy Holley  
Dr. Bryan Miller  
Dr. Charice Hayes  
Dr. Charles N. Wilson  
Dr. Colvin-King  
Dr. Darryl Pope  
Dr. Denise Holland  
Dr. Elizabeth Van Pate  
Dr. Ghanzafar Mahmood  
Dr. Katana L. Hall  
Dr. Leslie Jackson  
Dr. Roshelle Lemon-Howard  
Dr. Sylvia Rochester  
Eileen F. Hawkins  
Eileen Waitsman  
Fred Paraskevoudakis  
Glenn Peterson  
Ishwor Aryal

BCCC Faculty/Staff Attendees Con't

Jamie Cofield  
Jas Johnson  
Keenan Jones  
Laura Pope  
Marie Byam  
Michelle White  
Neal Helton  
Nena Kutniewski  
Norine Harper  
Patricia Fisher  
Rasheedah Evans  
Scott Saunders  
Shannon Stiffler  
Sonce Reese  
Theresa Tunstall  
Theresa White  
Valerie Grays  
William Johnson

Non BCCC Attendees:

Ryan Castle  
Kristin McFarlane



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

### **Closed Session Summary | March 19, 2025 (Virtual Zoom Meeting)**

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**Board Members Present:** Chairman Kurt L. Schmoke; Ms. Leonor Blum; Ms. Tanya Terrell; 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 5:50 PM.

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

Dr. McCurdy, Ms. Rodriguez and Ms. MacFarlane commented on employment litigation issues.

Ms. Rodriguez updated the Trustees on collective bargaining issues.

Following a motion by Trustee Blum, seconded by Trustee Terrell, the Board voted unanimously to adjourn the meeting at 6:10 PM.

Respectfully submitted,

Debra L. McCurdy

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

MINUTES | 8:00 AM April 10, 2025 (Virtual Zoom Meeting)

Meeting Link: <https://bccc-edu.zoom.us/j/84240834407?pwd=cJ42nXykyBNg1cFdYOeAbhNNtUYjgv.1&from=addon>

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Attendees: Chair Kurt Schmoke  
Trustee J. C. Weiss  
Trustee Roger Ward  
Dr. Debra L. McCurdy, President  
Ms. Eileen Waitsman, Controller

Mr. Michael Thomas, Vice President of Workforce  
Development & Continuous Education  
Ms. Anna Lansaw, Director of Procurement &  
Auxiliary Services  
Mr. Richard Walsh, Senior Budget Analyst

**I. Call to Order**

At 8:01 am, Chair Kurt Schmoke called the meeting to order of the Finance Committee of the Board of Trustees.

**II. Procurement Policies and Procedures**

Nothing reported under the Procurement Policies and Procedures.

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

- a. Student Affairs Consulting (Mason Consulting) – Contract Modification
  - Original Contract Amount: \$55,000
  - Modification Amount: \$27,500
  - New Contract Amount: \$82,500
- b. Music Room Renovation (Centennial Construction) \$64,900
- c. IT Ticketing System Software (FreshWorks) \$45,987

Chair Schmoke inquired if there were any questions regarding the informational items. No questions were asked by the Trustees. The Chairman asked that we proceed to the Finance Update.

**IV. Finance Update**

Mr. Richard Walsh provided an overview of the College's financial status, detailing current revenues and expenditures, including both unrestricted and restricted funds. He highlighted specific revenues and expenditures, noting a timing issue with the posting of BOE funding and other revenues that have not yet been received. Mr. Walsh highlighted the increase in Maryland Scholarship and Workforce grants revenue. Chair Schmoke asked if the federal grants line was mostly Workforce from grants; Mr. Walsh confirmed that its mostly Workforce.

Trustee Ward asked questions regarding the timing of BOE funds and other related items. Mr. Walsh explained that Baltimore City has consistently been inconsistent in releasing funds to the College. Chair Schmoke asked if there is a specific contact at the City; Mr. Walsh indicated the point of contact has changed each year. Dr. McCurdy stated that she will reach out regarding the transfer of funds.

**V. Audit 2024 Update**

- a. Asset/ Property Depreciation

- b. Tuition Receivables
- c. Grant Activities

Dr. Debra McCurdy provided an overview of the audit status, particularly noting that the 2023 audit is due to the Middle States Commission, which has requested that all colleges and universities submit both the 2023 and 2024 audits by April 18, 2025. The College's 2023 audit was previously submitted but the request required the submission of the 2023 and 2024 audits.

Ms. Eileen Waitsman, Controller, gave an overview of the current audit, comparing it to last year's audit. She mentioned that the radio station audit and compliance reporting have both been finalized and submitted to its oversight agency. The College audit and the CC-4, a combination audit required for all higher education institutions that includes both financial and credit enrollment audits, were discussed. There were some carryover issues from the ERP conversion.

Ms. Waitsman first addressed the tuition receivable. A large amount of Tuition Receivable needs to be measured for collection based on historical data. The history is based on current and non-current collectables, with anything within a three-year timeframe deemed current and anything prior to three years considered non-current. The College's baseline for current collectables started from the onset of COVID, measuring from that point forward. The challenge lies in determining what is deemed collectible, especially itemizing what is current and non-current. Auditors questioned why a fourth year, from 2020 through 2023, was added. Ms. Waitsman explained that the fourth year was added to provide better historical context.

Chair Schmoke asked if adding the fourth year to the College's collectibles provided a better measurement. Ms. Waitsman confirmed that the auditors stated it was a change in methodology, and it benefited the College and wanted an explanation as to why a fourth year was added. However, she believed it should not be considered a change in methodology but rather more information to help determine the amount that is uncollectible.

Trustee J.C. Weiss inquired if there was any documentation to support their argument regarding measurables in the tuition receivable. Ms. Waitsman stated there is little validity to this argument and the College is pushing back on this issue. Trustee J.C. Weiss supported the College's perspective.

Ms. Waitsman went into the grant activities regarding data conversion and suggested the auditors are questioning the College's methodology on how the College closes out a grant and track the revenues. The College reports on the grant receivables and expenditures on a grant. The College had a large adjustment on the grants due to the carryover impact from the data conversion; the College is continuing to make adjustments on the grants to correct the issues. Trustees Weiss asked if these were revenue recognition issues; Ms. Waitsman explained that it was more about issues of prior year adjustments related to the ERP conversion and that these items could not be posted in the state system. The data involving the student postings for grant awards did not convert over correctly in 2023 and this carryover impacts 2024.

The last area Ms. Waitsman addressed was asset/property depreciation. The Finance department does not have a system to accurately track asset/property depreciation, which is currently managed through manual entry. This has led to discrepancies each year between what is recorded in the detailed records and what is reported in the financial statements. The Finance team has been working to resolve these discrepancies.

The auditor noted a discrepancy in the depreciation report; however, the accumulated depreciation had a significant difference due to variations in cost, amounting to \$6 million. Ironically, the Loop Road was capitalized for depreciation and put into service. The Finance team is reviewing the assets to rectify this cost difference. The depreciation methodology is cumbersome, and Finance will seek a better methodology to calculate the asset depreciation. Trustees Weiss asked about the useful life of the Loop Road; Ms. Waitsman responded it was 10 years, used as property.

Dr. McCurdy stated that auditors are continuing to bring issues but have resolved some as they realized they had the information. The College will continue to move forward on completing this audit and look to the Auditors to present the preliminary on the BOT April 16 meeting.

## **VI. Motion for Adjournment**

Chair Schmoke asked if there were any additional issues that needed to be addressed; he asked Dr. McCurdy to report on the outcome of the legislative hearings at the Board of Trustees meeting. Dr. McCurdy stated that the College made received some positive changes. She highlighted that the operating budget decrease (\$3.6M) was reversed and our baseline would be held harmless. Also, funding of \$9 million from GO bonds was appropriated for deferred maintenance and a pre-authorization for \$9 million was confirmed to purchase unidentified property.

Trustee Weiss asked if the College has been impacted by the tariffs and ICE regarding student VISA's. Dr. McCurdy stated there has not been activity at the College but the International Office can check online to see if there is any visa activity related to our students. A couple of workforce grants have been affected.

Chair Schmoke motioned to adjourn the meeting. Trustee Weiss seconded the motion. The motion was unanimously approved, and the meeting was adjourned at 8:34 am.

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

Minutes | 8:00 AM May 15, 2025 (Virtual Zoom Meeting)

Meeting Link: <https://bccc-edu.zoom.us/j/89954924401?pwd=4mGJbCMbG7ElRkCWDUkaonwsvdcZmv.1&from=addon>

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

**I. Call to Order**

At 8:01 am, Chair Kurt Schmoke called the meeting to order of the Finance Committee of the Board of Trustees.

**II. Procurement Policies and Procedures**

Nothing reported under the Procurement Policies and Procedures.

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

- a. Commencement Venue (Meyerhoff Symphony Hall) \$26,000

Chair Schmoke inquired if there were any questions regarding the informational items. Dr. McCurdy provided a brief overview regarding the Venue and the comparative cost; this is the 2<sup>nd</sup> year that BCCC utilized that facility for Commencement. No questions were asked by the Trustees.

**IV. Finance Update**

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

Dr. Debra McCurdy stated that the College will again reach out to Baltimore City to request the BOE funding.

**V. Audit 2024 Update**

- a. Overall status
- b. Grant Activities update
- c. Capital Projects new issue (resolved)
- d. Asset/Property Depreciation previously reported (resolved)
- e. Tuition Receivable previously reported (resolved)

Ms. Eileen Waitsman, Controller, provided an update on the overall status of the Audit. Most of the issues have been resolved with a focus on closing any open items. She stated that grants activities are still being worked as most resulted from the ERP system and carryover; adjustments are being completed. Ms. Waitsman outlined that the other issues such as tuition receivable and asset/ property have been resolved; she further noted that issues with the capital projects were resolved with the assistance from Maryland Department of Budget and Management.



Other noted items that were discussed were upcoming procurements that will be presented to the Board of Trustees in June.

Ms. Lansaw stated that the College will bring forward several contracts in June, in particular, two awards that would need approvals from the BOT and the Maryland Board of Public Works as both exceed the College's delegated authority. These are the Managed Service Contract for the ERP system and the Windows replacement in the LSB building.

#### **VI. Motion for Adjournment**

Chair Schmoke motioned to adjourn the meeting. Trustee Weiss seconded the motion. The motion was unanimously approved, and the meeting was adjourned at 8:34 am.

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

**TAB 3 | Student Government Association Report**

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Baltimore City Community College  
Board of Trustees, May 21, 2025  
*Student Affairs*

## STUDENT GOVERNMENT ASSOCIATION MONTHLY REPORT

**SGA Monthly General Meeting** - The Student Government Association held a general meeting on April 2, 2025, in the Mini Conference Center and virtually via Zoom. The agenda items included reminders of the upcoming SGA elections, encouraging students to apply for open SGA positions, and to vote. Students were asked to give their suggestions on the survey being conducted to name the BCCC panther. Finally, students were reminded of the upcoming Panther Pride Week (April 7 -11, 2025) and to look for the events sponsored by SGA throughout the month of April.

**Monthly Meeting with Dr. McCurdy** - On April 23, 2025, the SGA Leadership Team met with BCCC President, Dr. Debra L. McCurdy to provide updates on recent student-led events and initiatives, while addressing new items brought to the SGA leadership team. The team discussed progress on the College Fundraising Policy, the SGA Elections (results available April 25<sup>th</sup>), and the Panther giving Closet for clothing and shoes distribution. They also discussed the need for an emergency number for students to call when there is a concern with the shuttle services. The SGA team discussed their excitement that one student has applied and shown commitment in participating in the Study Abroad Trip to Colombia with students from Morgan State University. It was brought to Dr. McCurdy's attention that the BCCC Foundation and the BCCC Alumni Association need to have updated contact information on the website.

Finally, the SGA leadership thanked Dr. McCurdy for her generous donation to the Food Pantry and in selecting students to participate in the American Association of Blacks in Higher Education Conference (March 31, 2025). These BCCC scholars participated in a Fishbowl Panel discussion about their experiences as women scholars in STEM.

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

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

All Flavors Welcome: Cupcakes and Companions Edition - April 2, 2025 - Members of the BCCC club, Gender and Sexualities Alliance sponsored a program with the goal of building relationships, outreach, and awareness of their club and the LGBTQ community. Participants were able to make friendship bracelets while enjoying cupcake desserts. The community partner, the Pride Center of Maryland, had a table with a representative who answered questions and provided resources. The event was held from 1:00 – 3:00 pm in the Atrium of the Main Building.

Community Clean Up (Community Service Event) - April 4, 2025, Members of the Anthropology and Sociology Club and the History Club participated in a Community Cleanup Project. Student



participants met at two locations. The History Club members met at 8:00 am a block from Northwood Elementary School and cleaned the rear of the school of debris in the

open area and on the 1500 block of Hartsdale Road. The second group of students, from both the History Club and the Anthropology and Sociology Club met at 10:00 am and joined the others and cleaned areas on the Woodbourne Avenue side for the Community Pitch event.

Building a Healthier Community (Panther Pride Event) - April 9, 2025 – The Office of Student Life and Engagement in conjunction with SGA, Student Support and Wellness and several community partners held their annual Spring Festival event. The program included health vendors, resources, and educational sessions along with music, fun food and games. The event was held from 10:00 am – 2:00 pm outside in the campus quad area as well as in the Atrium of the Main building.

BCCC Got Talent (Panther Pride Event) - April 10, 2025, The BCCC International Students Club hosted a BCCC Talent Show. Students showcased their skill and talents in a competition. The host of the event was BCCC Student Dominic “Smiley” Andrews. There was dancing, singing, and painting to name a few. The ultimate prize was first place with that award going to Ta-Sean Yeargin for a wonderful dance routine that included a sparkling bass guitar. The event was held in the Fine Arts Theatre from 12:00 – 2:00 pm

Trip to the Maryland Center for History and Culture - April 10, 2025 – Members of the History Club and the Anthropology and Sociology Club went to the Maryland Center for History and Culture in Baltimore, MD. Students were able to tour the library, and exhibit at the museum centering on the "Stitched in Favor" Exhibit and the "Pride and Purpose" Exhibit on Civil rights. The tour was led by Club Advisor and BCCC History Professor, Rebecca Johns-Hackett.

Silent Disco Glow Party (Panther Pride event) - April 10, 2025 – The Office of Student Life and Engagement in conjunction with the Student Leadership Club sponsored the very first BCCC Silent Disco Glow Party. Students were able to enjoy three different genres of music on three different music channels all in the same room. This was accomplished with the use of headphones which allowed students to switch between channels whenever they wanted. Glow bracelets, necklaces and snacks were provided at the event. The event was held in the Mini Conference Center from 6:00 – 8:00 pm.

SGA Candidate Meet and Greet – April 23, 2025, Candidates for the 2025 SGA Elections had the opportunity to meet with the students and other members of the BCCC community for an informal “Meet and Greet” from 12:00 – 12:30 pm in the Atrium of the Main Building. After the Meet and Greet from 12:30 – 1:00 pm, the candidates each gave speeches as to why they wanted to be a member of the upcoming SGA Leadership Team. The candidates present were Benedict Eze and Kyah Young (candidates for president), Chenise Brayboy and Jasmine Walker (candidates for secretary), Zakiya Meyers (candidate for treasurer) and Shanarra Owens (candidate for senator). The voting portal opened at 1:00 pm after the candidate speeches and remained open until 1:00 pm on Friday April, 25. The new officers elected were as follows: Kyah Young – President, Jasmine Walker – Secretary, Zakiya Meyers – Treasurer and Shanarra Owens – Senator. Since



there are open positions, appointments will be made to fill those vacant positions in the next two weeks.

Excursion to the Harriet Tubman Museum - April 24, 2025 – The Anthropology and Sociology Club and the History Club sponsored their annual trip to the Harriet Tubman Museum and educational Center in Cambridge Maryland. Students learned about the journey of Harriet Tubman from the Eastern Shore, Maryland to Philadelphia, Pennsylvania, New York, and Canada. This was an all-day trip with the student leaving in the morning and returning by 6:00pm

SGA Presents “Out of BLUE” - April 28, 2025 – In an effort to give students a stress break and to say good luck on their upcoming exams, the SGA Team walked around campus giving out snacks to students, faculty and staff. The fun part is that all the snacks were wrapped or packed in blue thus going with the theme “Out of the Blue”. This was a fun event that was appreciated by all that received a tasty treat. The event was held from 12:00 – 1:00 pm.

SGA Panther Giving Closet Clothing Drive – April 30, 2025 - SGA collected new and gently used clothing for students in need throughout the month of March. Donations were gathered and organized for the Panther Giving Closet event on April 30th 12:00 – 2:00 pm. Students were given 10 free Panther Bucks to purchase 10 items. The event was a success as only a few items from the original supply of clothing and shoes were left.

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

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

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- None

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

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

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- None

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

**TAB 6 | Items Removed from the Agenda**

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



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

**TAB 7 | New Business**

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- a. Introduction – Student Trustee, Tyrese McBayne
- b. Finance/Audit Committee (April & May)
  - i. Procurement Policies & Procedures **(Information)**
  - ii. Procurements Exceeding \$25,000 to \$99,999 **(Information)**
    - April 2025
      - a. Student Affairs Consulting (Mason Consulting) – Contract Modification
        - Original Contract Amount      \$55,000
        - Modification Amount      \$27,5000
        - New Contract Amount      \$82,500
      - b. Music Room Renovation (Centennial Construction)      \$64,900
      - c. IT Ticketing System Software (FreshWorks)      \$45,987
    - May 2025
      - d. Commencement Venue (Baltimore Symphony Orchestra)      \$26,000
  - iii. Financial Monthly Performance Reports (April & May) **(Information)**
  - iv. Audit 2024 Update **(Information)**
    - a. Asset/Property Depreciation
    - b. Tuition Receivables
    - c. Grant Activities
- c. 2024 Financial Audit
  - i. Institutional



Office of the President

**Student Trustee**  
**Tyrese McBayne**

Tyrese McBayne is an outstanding student completing his first year at Baltimore City Community College. He is planning to obtain an Associate of Applied Science with a track in the Legal Assistant Program. Tyrese wants to become a District Attorney and a Judge. He is passionate about helping others and implementing positive changes.

Mr. McBayne is an international student and serves as the Public Relations Officer for the International Student Club and the newly appointed Publicity Chair for the National Society of Leadership & Success (NSLS). Dedicated to leadership development, he serves as a mentor to his peers and has expressed interest in continuing to help create leadership opportunities for students.

Tyrese is one of ten recipients among 800 NSLS chapters across the nation, and more than two million students nationwide to receive a \$1,000 scholarship this semester. This further shows a snapshot into his high academic achievement, dedication, and commitment to leadership, and how much he values exploring opportunities that are presented to him. Regards,

**BALTIMORE CITY COMMUNITY COLLEGE**

2901 Liberty Heights Avenue, Baltimore, MD 21215 | 410-462-8300



STATE OF MARYLAND

OFFICE OF THE GOVERNOR

**Wes Moore**

April 10, 2025

Tyrese Jomalle McBayne Sr.  
4275 Labyrinth Rd.  
Baltimore, Maryland 21215

Dear Tyrese Jomalle McBayne Sr.:

With the utmost gratitude for your dedication to public service, it is my pleasure to appoint you as a Student Member of the **Baltimore City Community College Board of Trustees** to serve for the remainder of a term of 1 year from July 1, 2024. Thank you for your commitment to advancing equity across our state and to serving the best interests of all of our residents. We look forward to partnering with you to leave no one in Maryland behind.

State law requires you to take an oath of office within 30 days of the date the Clerk of the Circuit Court receives your commission. For your convenience, your commission has been forwarded to the Clerk of the Circuit Court in Baltimore, Clarence M. Mitchell, Jr. Court 100 N. Calvert St., Rm. 610, where you need to appear. *Please call 410-333-3760 to schedule an appointment.*

Individuals who serve on most state boards and similar entities are subject to the Maryland Public Ethics Law. For further information and questions regarding conflict of interest matters and annual financial disclosure statements, please contact the State Ethics Commission at 410-260-7770.

If you have any questions, contact the Appointments Office by phone at 410-974-2611 or via email at [gov.appointments@maryland.gov](mailto:gov.appointments@maryland.gov).

Sincerely,

A handwritten signature in black ink, appearing to be "W. Moore".

Wes Moore  
Governor

cc: Tisha Edwards, Secretary of Appointments  
Kurt Schmoke, Executive Director

100 State Circle, Annapolis, Maryland 21404  
(410) 974-3400  
TTY Users Call via MD Relay  
[governor.maryland.gov](http://governor.maryland.gov)

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

Contract No. / Contract Title	R95P5600167 Student Affairs Consulting Services (Mason Consulting, LLC)		
Description/Remarks: This contract modification extends services until June 30, 2025, and allocates additional funds to the current agreement. The consultant will manage the entire admissions process, from application submission and recruitment efforts to acceptance, ensuring seamless operations. Their expertise is crucial for maintaining consistency and fairness within the enrollment management team, streamlining processes, and enhancing the student experience.			
Procurement Method:	Sole Source	Category:	Services
Award Amount:	\$55,000	Contract Term:	10/01/2024 – 06/30/2025
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Student Affairs	Fund Source:	05506/0873

Contract No. / Contract Title	Fine Arts Music Room Renovations (Centennial Contractors Enterprises, Inc.)		
Description/Remarks: This contract is for renovations of the Fine Arts music room. The contract is through Job Order Cost contract awarded through the Sourcewell Cooperative Agreement (Contract No.: MD-R5-GC04-052621-CCE)			
Procurement Method:	Work Order	Category:	Services
Award Amount:	\$64,900.00	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	IT Ticketing System Software (FreshWorks)		
Description/Remarks: This contract is for the IT ticketing system for tracking and numbering IT service to track IT incidents, service requests, and change management. The term of the contract is for one year.			
Procurement Method:	Sole Source	Category:	IT Services
Award Amount:	\$45,987.00	Contract Term:	06/30/2025-06/29/2026
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	IT Services	Fund Source:	06618/0873



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

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Contract No. / Contract Title	R95P56000346 Commencement Venue (Baltimore Symphony Orchestra)		
Description/Remarks: This purchase order is for the commencement venue for the 2025 Graduation class. This is exempt from a formal procurement as it involves student activities.			
Procurement Method:	Exempt	Category:	Services
Award Amount:	\$26,000	Contract Term:	05/10/2025
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Student Affairs	Fund Source:	05506/0873



**Monthly Financial Performance Snapshot Report**  
**Appropriation Year 2025**  
**as of April 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	48,816,053	\$ 65,632,802	62,529,270	3,103,532
Restricted	21,610,084	16,065,420	\$ 17,360,255	26,516,827	-9,156,572
<b>Total Revenue AY25</b>	<b>86,508,631</b>	<b>64,881,473</b>	<b>82,993,057</b>	<b>89,046,097</b>	<b>-6,053,040</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	48,816,053	\$ 41,331,846	43,786,571	-2,454,725
Restricted	21,610,084	16,065,420	\$ 14,647,973	19,231,556	-4,583,583
<b>Total Expenses</b>	<b>86,508,631</b>	<b>64,881,473</b>	<b>55,979,819</b>	<b>63,018,127</b>	<b>-7,038,308</b>

	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
<b>Net Surplus</b>	<b>0</b>	<b>0</b>	<b>27,013,238</b>	<b>26,027,970</b>	<b>985,268</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>48,816,053</b>	<b>65,632,802</b>	<b>62,529,270</b>	<b>3,103,532</b>
Board of Estimates - Unrestricted	600,000	450,000	0	600,000	-600,000
Bookstore Revenue	935,232	701,424	1,388,103	1,069,975	318,128
Consolidated Fees	1,050,559	787,919	904,440	976,818	-72,378
Credit Tuition	9,251,716	6,938,787	8,392,855	7,912,854	480,001
Facilities Capital Fees	109,971	82,478	93,643	105,622	-11,979
Investment Income	514,604	385,953	1,841,346	1,909,225	-67,879
Local Contract	189,524	142,143	189,524	0	189,524
Non-Credit Fee Revenue	420,610	315,458	1,059,180	510,844	548,336
Non-Credit Tuition	750,000	562,500	819,880	598,830	221,050
Other Fee Revenue	0	0	24,817	14,142	10,675
Other Revenue	0	0	13,731	13,997	-266
Parking and Transportation	34,719	26,039	7,391	11,954	-4,564
Real Estate Lease Income	1,569,908	1,177,431	1,584,075	1,881,330	-297,255
Registration Fee	299,995	224,996	284,596	253,890	30,706
State Appropriation	48,280,224	36,210,168	48,280,224	45,824,713	2,455,511
Technology Fees	700,000	525,000	602,960	651,354	-48,394
Tower Rental Income	131,092	98,319	114,730	158,834	-44,104
Transcripts	39,084	29,313	25,964	26,376	-412
Vending Machine Commission	0	0	5,343	8,512	-3,168
WBJC Asset Agreement	210,833	158,125	0	0	0
<b>Restricted Revenues</b>	<b>21,420,560</b>	<b>16,065,420</b>	<b>17,360,255</b>	<b>26,516,827</b>	<b>-9,156,573</b>
Deferred Maintenance	0	0	0	6,091,702	-6,091,702
COVID Relief	0	0	0	3,820,165	0
Federal Grants	14,266,708	10,700,031	8,957,271	11,160,831	-2,203,560
Indirect Cost - Other	117,800	88,350	0	0	0
Other Restricted Revenue	0	0	10,036	2,640	7,396
Private Gifts, Grants & Contracts	495,167	371,375	0	4,846	0
RYP - Artworks	0	0	0	3,500	0
State and Local Grants	4,874,323	3,655,742	4,508,759	3,745,807	762,951
Student Activities	0	0	25	0	25
WBJC	1,666,562	1,249,922	3,884,164	1,687,336	2,196,828
<b>Total Revenue AY25</b>	<b>86,508,631</b>	<b>64,881,473</b>	<b>82,993,057</b>	<b>89,046,097</b>	<b>-6,053,040</b>



**Monthly Financial Performance Snapshot Report**  
**Appropriation Year 2025**  
**as of April 2025**

**Expenditure by Category**

Description	Object	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Labor: PIN Salaries	01	25,980,335	27,551,101	-1,570,766	-5.7%
Labor: Contractual Employees	02	6,315,856	6,066,683	249,174	4.1%
Communications	03	31,162	138,424	-107,262	-77.5%
Travel	04	145,039	174,148	-29,109	-16.7%
Utilities	06	1,324,935	1,346,015	-21,080	-1.6%
Motor Vehicle	07	78,688	171,587	-92,899	-54.1%
Contractual Services	08	4,748,018	5,511,724	-763,706	-13.9%
Supplies	09	4,872,658	3,704,113	1,168,546	31.5%
Replacement Equipment	10	34,166	1,000,242	-966,076	-96.6%
New Equipment	11	76,593	1,086,037	-1,009,444	-92.9%
Scholarships and Fellowships	12	10,207,211	11,883,985	-1,676,774	-14.1%
Fixed Expenses	13	2,141,117	3,274,159	-1,133,043	-34.6%
Deferred Maintenance	14	24,040	1,109,909	-1,085,869	-97.8%
<b>Total Expenses AY25</b>		<b>55,979,819</b>	<b>63,018,127</b>	<b>-7,038,308</b>	<b>-11.2%</b>

**Current Expenses by Division**

Division	Budget	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Academic Affairs	21,382,022	13,081,255	16,135,658	-3,054,402	-18.9%
Administration & Finance	17,400,053	13,465,531	13,712,469	-246,938	-1.8%
Advancement & Strategic Partners	1,512,726	661,936	699,708	-37,772	-5.4%
College Wide	6,720,236	2,226,293	6,550,011	-4,323,718	-66.0%
Information Technology	4,800,389	3,936,112	2,913,392	1,022,720	35.1%
Institutional Research & Strategic Priorities	878,455	647,221	751,825	-104,604	-13.9%
President's Office (Executive)	1,443,433	829,094	852,349	-23,256	-2.7%
Student Affairs	16,296,985	15,086,952	14,886,722	200,230	1.3%
WBJC	2,075,968	957,292	1,019,960	-62,667	-6.1%
WDCED	13,998,364	5,088,132	5,496,033	-407,900	-7.4%
<b>Total Expenditures</b>	<b>86,508,631</b>	<b>55,979,819</b>	<b>63,018,127</b>	<b>-7,038,308</b>	<b>-11.2%</b>



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

**Total Revenue by Appropriated Fund**

Revenue Fund	Budget t AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	54,240,059	68,307,845	62,529,270	5,778,575
Restricted	21,610,084	17,850,467	19,474,108	26,516,827	-7,042,719
<b>Total Revenue AY25</b>	<b>86,508,631</b>	<b>72,090,526</b>	<b>87,781,953</b>	<b>89,046,097</b>	<b>-1,264,144</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	54,240,059	45,991,228	43,786,571	2,204,657
Restricted	21,610,084	17,850,467	16,208,477	19,231,556	-3,023,079
<b>Total Expenses</b>	<b>86,508,631</b>	<b>72,090,526</b>	<b>62,199,705</b>	<b>63,018,127</b>	<b>-818,422</b>

	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
<b>Net Surplus</b>	<b>0</b>	<b>0</b>	<b>25,582,248</b>	<b>26,027,970</b>	<b>-445,722</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>54,240,059</b>	<b>68,307,845</b>	<b>62,529,270</b>	<b>5,778,575</b>
Board of Estimates - Unrestricted	600,000	500,000	0	600,000	-600,000
Bookstore Revenue	935,232	779,360	1,390,650	1,069,975	320,676
Consolidated Fees	1,050,559	875,466	1,125,765	976,818	148,947
Credit Tuition	9,251,716	7,709,763	10,194,318	7,912,854	2,281,464
Facilities Capital Fees	109,971	91,643	123,684	105,622	18,062
Investment Income	514,604	428,837	2,048,875	1,909,225	139,650
Local Contract	189,524	157,937	189,524	0	189,524
Non-Credit Fee Revenue	420,610	350,508	1,117,498	510,844	606,654
Non-Credit Tuition	750,000	625,000	869,336	598,830	270,506
Other Fee Revenue	0	0	28,532	14,142	14,390
Other Revenue	0	0	30,543	13,997	16,546
Parking and Transportation	34,719	28,933	7,652	11,954	-4,303
Real Estate Lease Income	1,569,908	1,308,257	1,619,367	1,881,330	-261,963
Registration Fee	299,995	249,996	363,922	253,890	110,032
State Appropriation	48,280,224	40,233,520	48,280,224	45,824,713	2,455,511
Technology Fees	700,000	583,333	750,510	651,354	99,156
Tower Rental Income	131,092	109,243	128,306	158,834	-30,528
Transcripts	39,084	32,570	28,644	26,376	2,268
Vending Machine Commission	0	0	10,496	8,512	1,984
WBJC Asset Agreement	210,833	175,694	0	0	0
<b>Restricted Revenues</b>	<b>21,420,560</b>	<b>17,850,467</b>	<b>19,474,108</b>	<b>26,516,827</b>	<b>-7,042,719</b>
Deferred Maintenance	0	0	0	6,091,702	-6,091,702
COVID Relief	0	0	0	3,820,165	0
Federal Grants	14,266,708	11,888,923	10,218,681	11,160,831	-942,150
Indirect Cost - Other	117,800	98,167	0	0	0
Other Restricted Revenue	0	0	17,977	2,640	15,337
Private Gifts, Grants & Contracts	495,167	412,639	0	4,846	0
RYP - Artworks	0	0	0	3,500	0
State and Local Grants	4,874,323	4,061,936	5,083,648	3,745,807	1,337,841



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

**Monthly Financial Performance Snapshot Report**

**Appropriation Year 2025**

**as of May 2025**

**Expenditure by Category**

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

**Current Expenses by Division**

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



## Audit 2024 Update (**Informational**)

- a. Auditors
  - a. Express an opinion on the Financial Statements & CC-4 for the Year ending June 30, 2024
- b. Overall Status - 2024
  - a. WBJC-FM Audit & Attestation
  - b. BCCC Foundation
  - c. Enrollment
  - d. Howard P Rawlings
  - e. CC-4
  - f. College
    - i. Challenges
      - 1. FY2024 audit start delayed due to FY2023 completion
      - 2. ERP system implementation carryover
      - 3. Adjustments (i.e. HEERF)
    - ii. Remaining Focus
      - 1. Wrapping up grant activity
      - 2. Financial Statement and CC-4 review

**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**

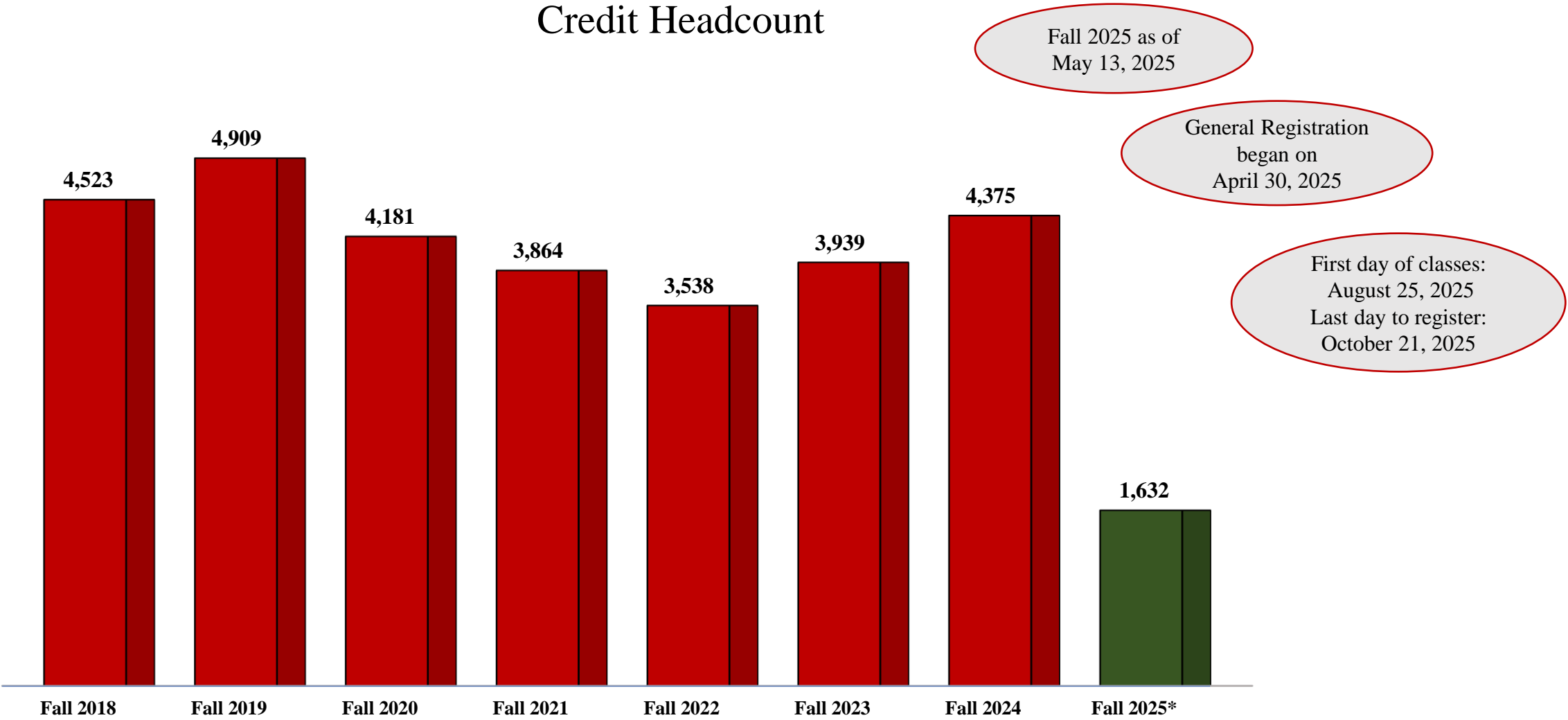
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- Enrollment Update
- Workforce Update
- Information Technology Services/ERP Update

**Board of Trustees Meeting**  
May 21, 2025  
**Credit Enrollment and Outcomes**

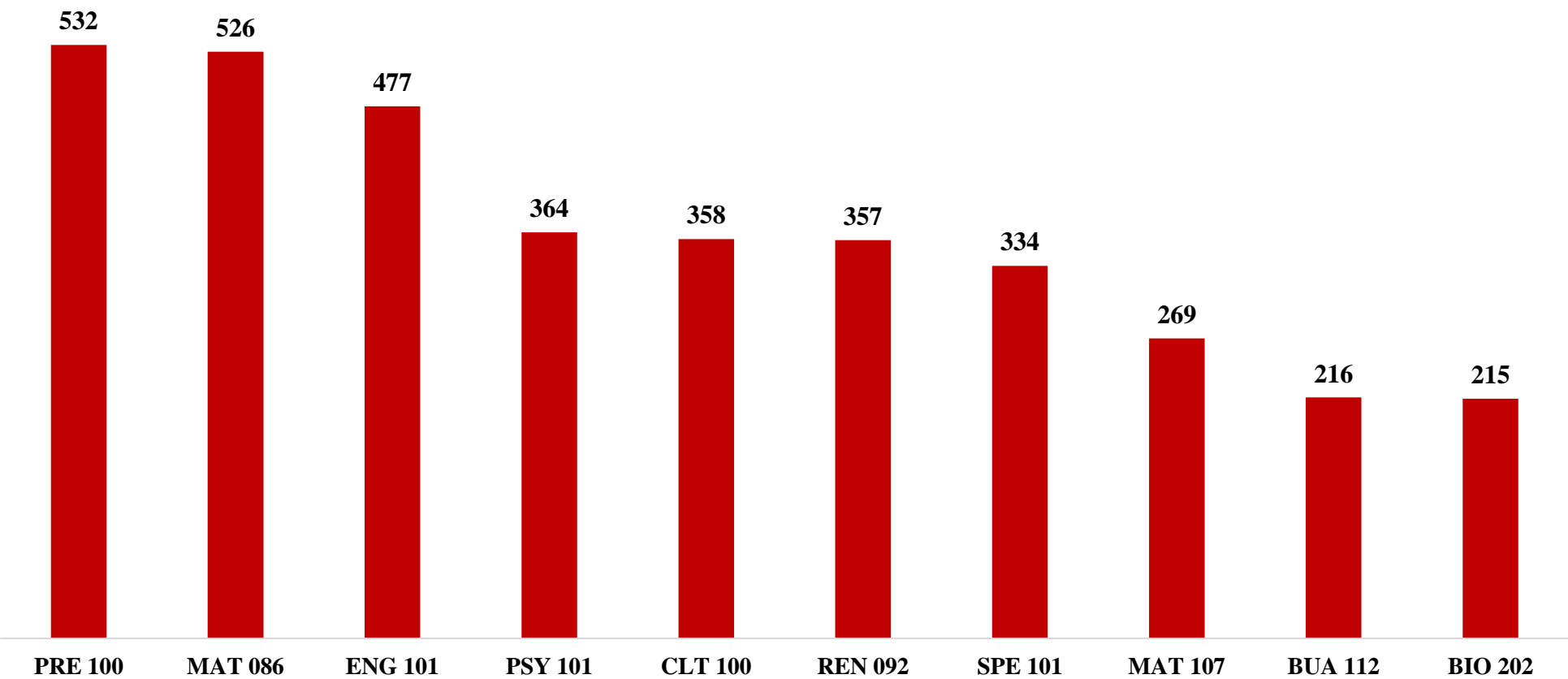
# Realignment Task 5

## Fall 2018 – Fall 2025\* Credit Headcount



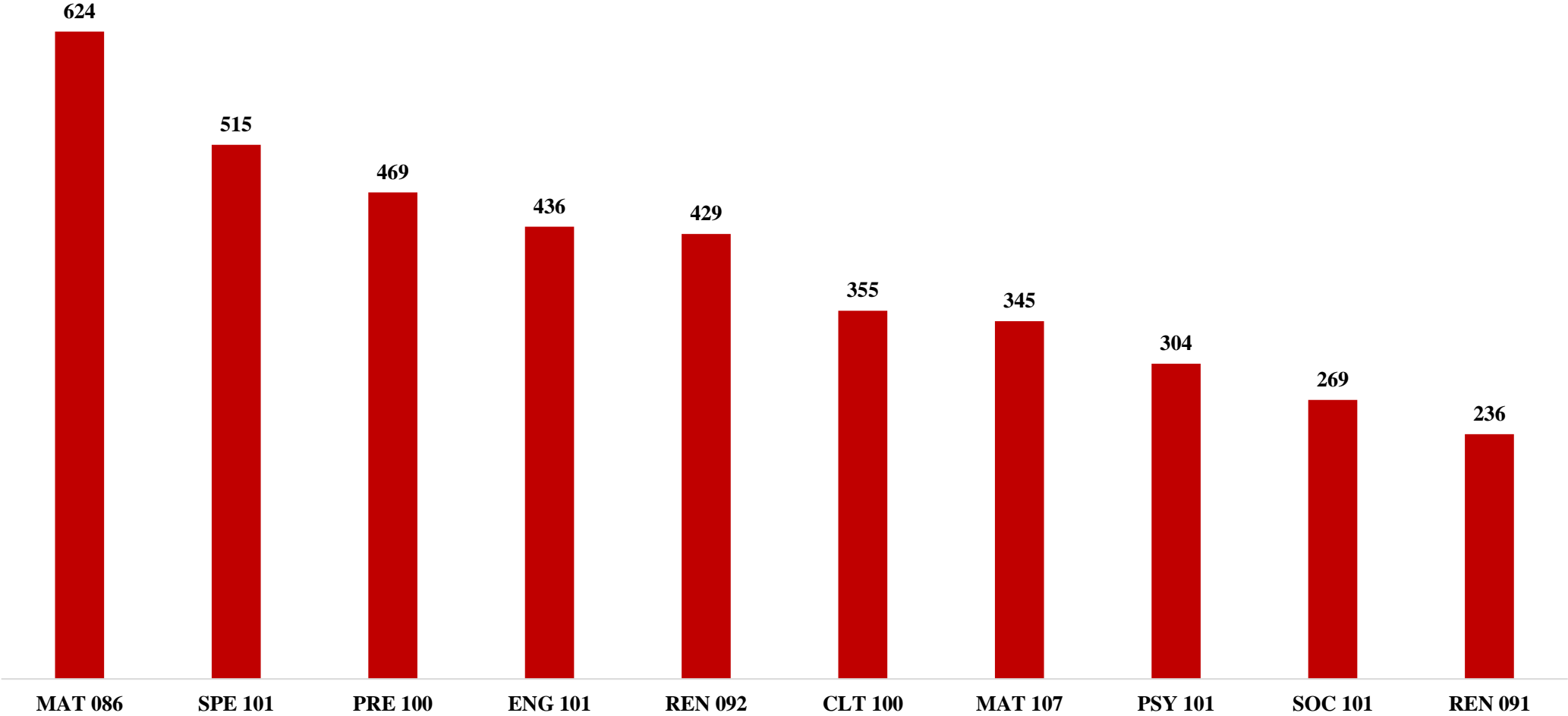
# Realignment Task 5

## Fall 2023 Highest Enrolled Courses



# Realignment Task 5

## Fall 2024 Highest Enrolled Courses



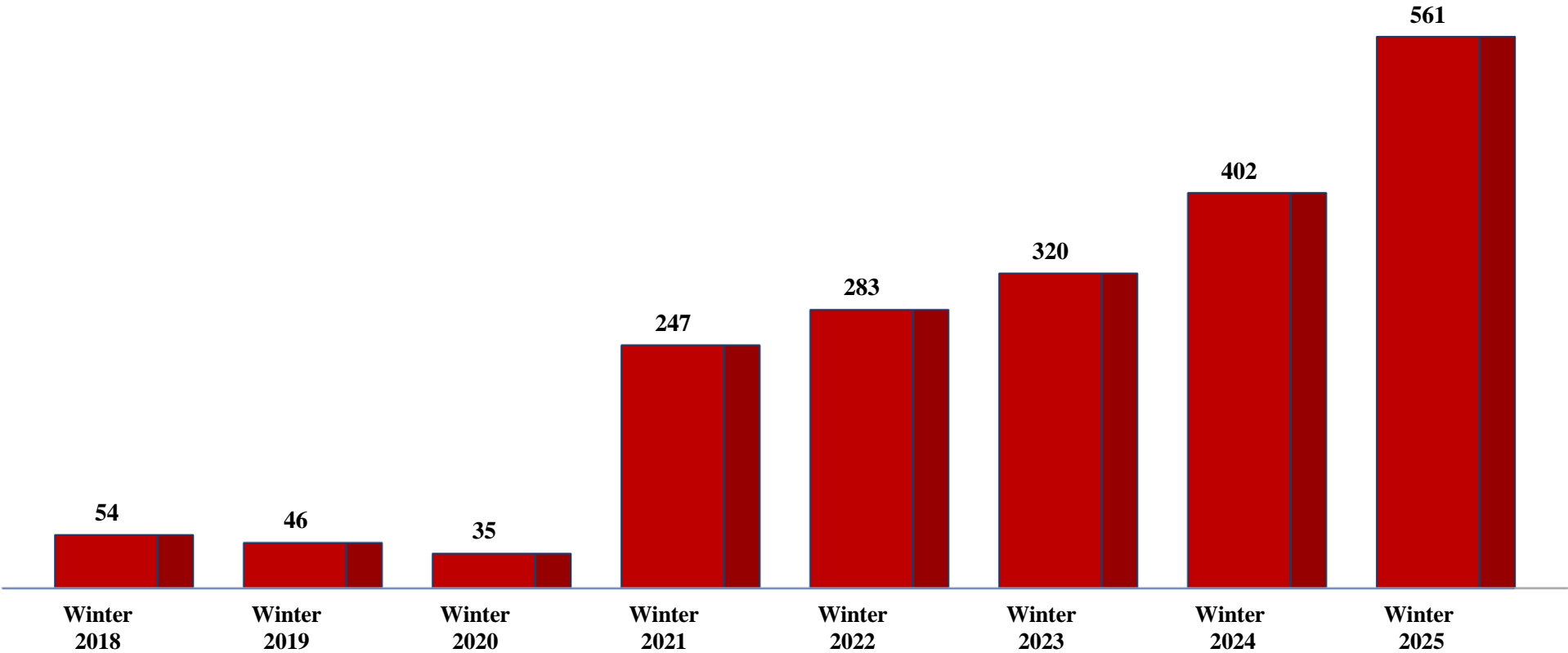


# Realignment Task 5

## Enrollment Planning

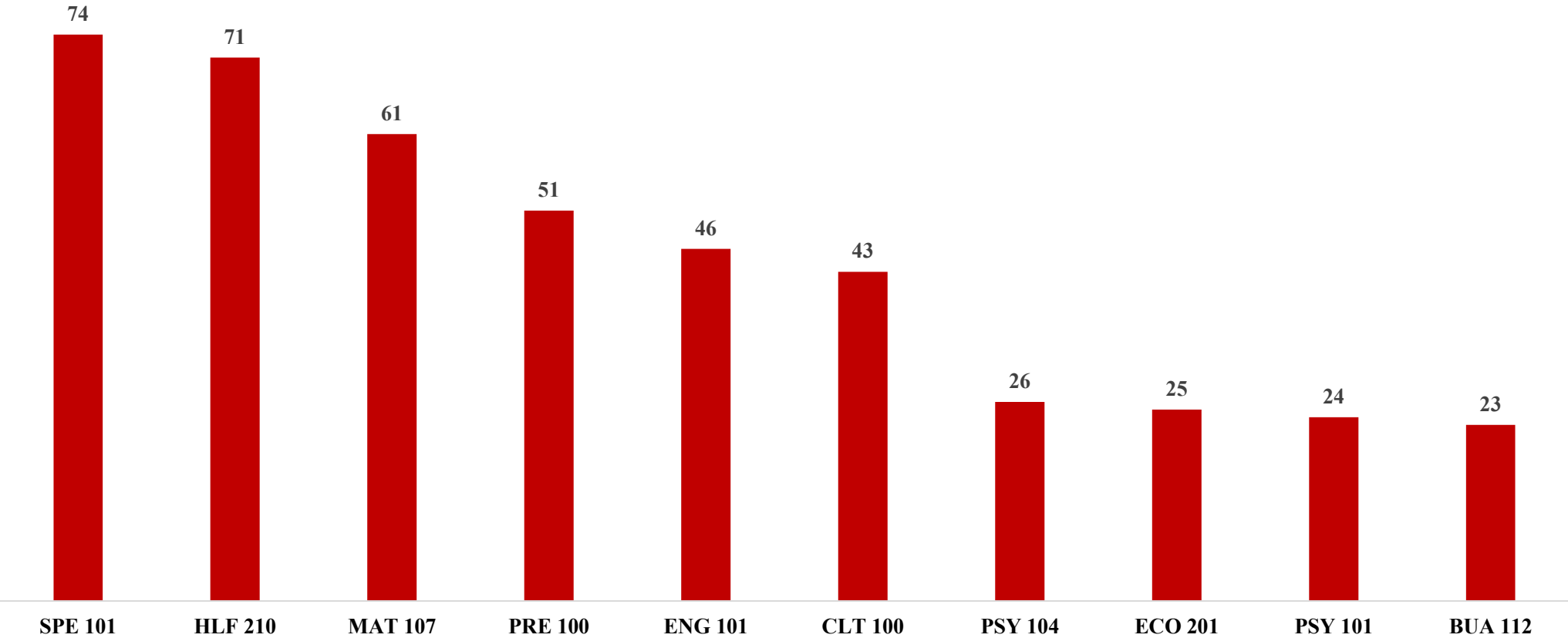
Winter 2018 – Winter 2025  
Credit Headcount

Winter 2025 enrollment is  
39.8% above Winter 2024.



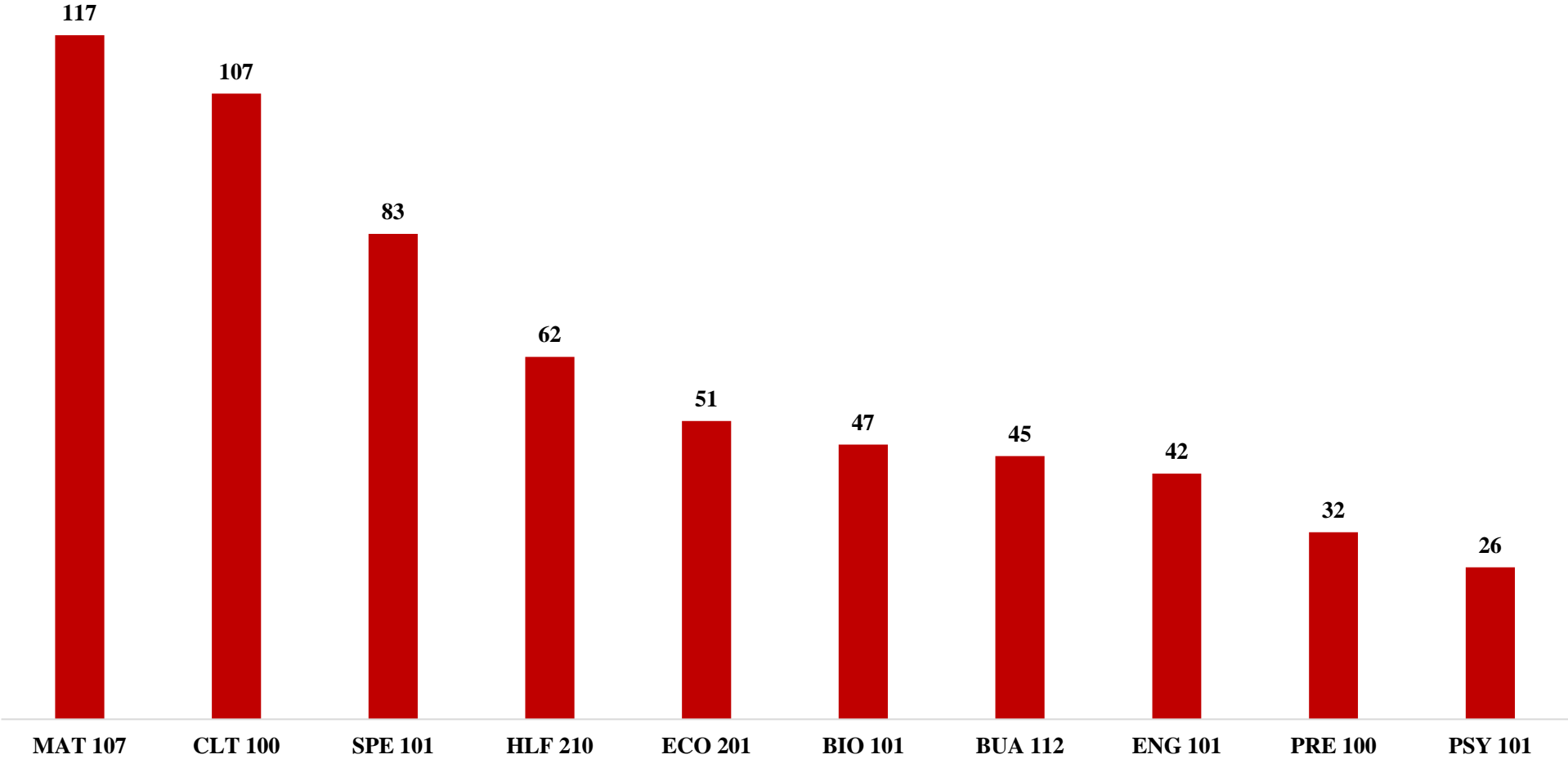
# Realignment Task 5

## Winter 2024 High-Enrolled Courses



# Realignment Task 5

## Winter 2025 Highest Enrolled Courses



# Realignment Task 5

## Winter 2025 Student Characteristics

Age of Students	
Under 18 Years of Age	5.2%
18 - 19 Years of Age	8.2%
20 - 24 Years of Age	24.6%
25 - 29 Years of Age	19.7%
30 - 39 Years of Age	28.9%
40 - 49 Years of Age	10.8%
50 - 59 Years of Age	1.6%
60 Years of Age or More	1.1%
Average Age	29.2
Median Age	28.0

Average Number of Courses = 1.3

Enrolled in 1 Course = 72.6% (405)

Enrolled in 2 Courses = 22.2% (124)

Enrolled in 3 Courses = 5.2% (29)

### Cumulative GPA After Winter

4.00	9.5% (53)
3.00 – 3.99	33.5% (187)
2.00 – 2.99	36.2% (202)
1.00 – 1.99	12.5% (70)
Less than 1.00	8.2% (46)

Realignment Task 5

Winter 2025 Course Offerings

41 Sections of 18 Courses	
Computer Literacy	7
Fundamentals of Speech	6
Modern Elementary Statistics	5
Physical Fitness and Health	4
General Biology	2
Computers for Business Mgmt	2
The Amer Econ. I: Macro Theory	2
English Writing	2
Prep for Academic Achievement	2
Principles of Financial Accounting I	1
The Amer Econ II: Micro Theory	1
Introduction to the Term Paper	1
Environmental Science	1
American Civilization I	1
Introductory Psychology	1
Developmental Psychology	1
Introduction to Sociology	1
Vocal Production for the Actor	1

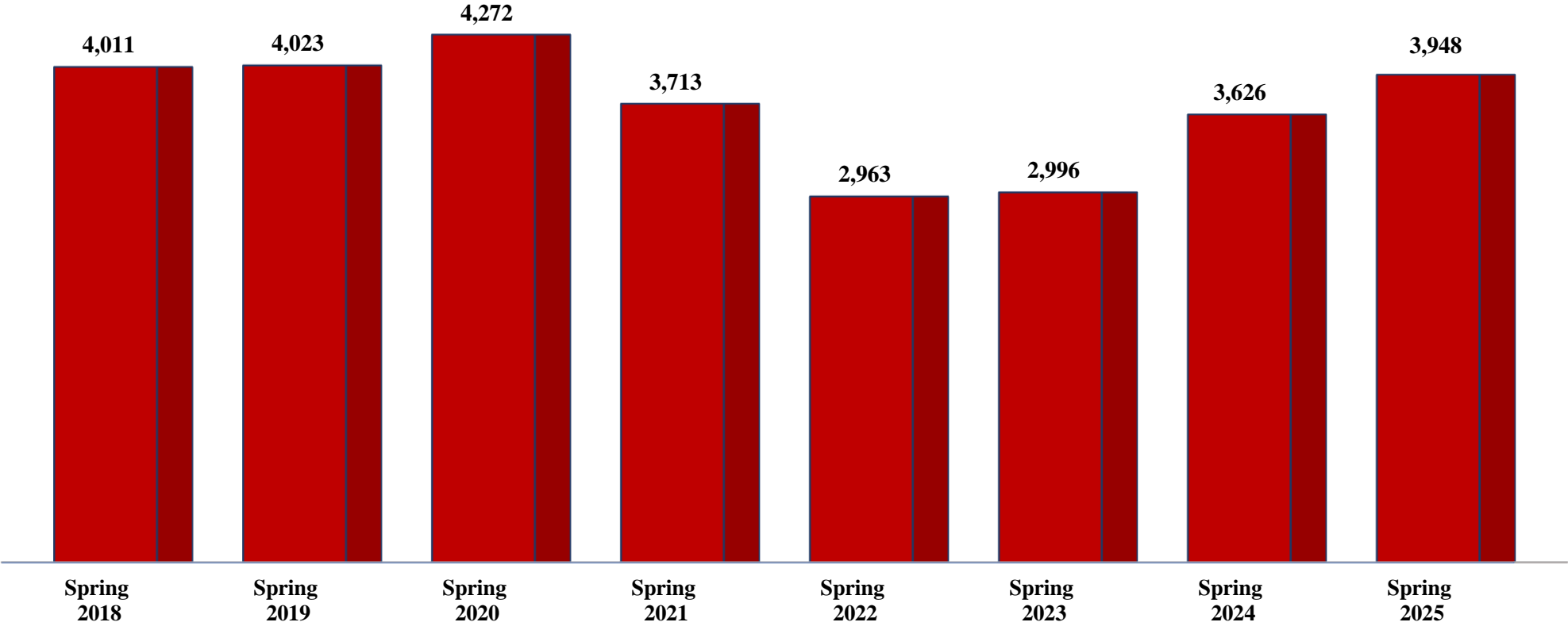
Modality of Sections	
Online (Asynchronous)	14
Virtual (Synchronous)	27
Total Number of Sections	41

# Realignment Task 5

## Enrollment Planning

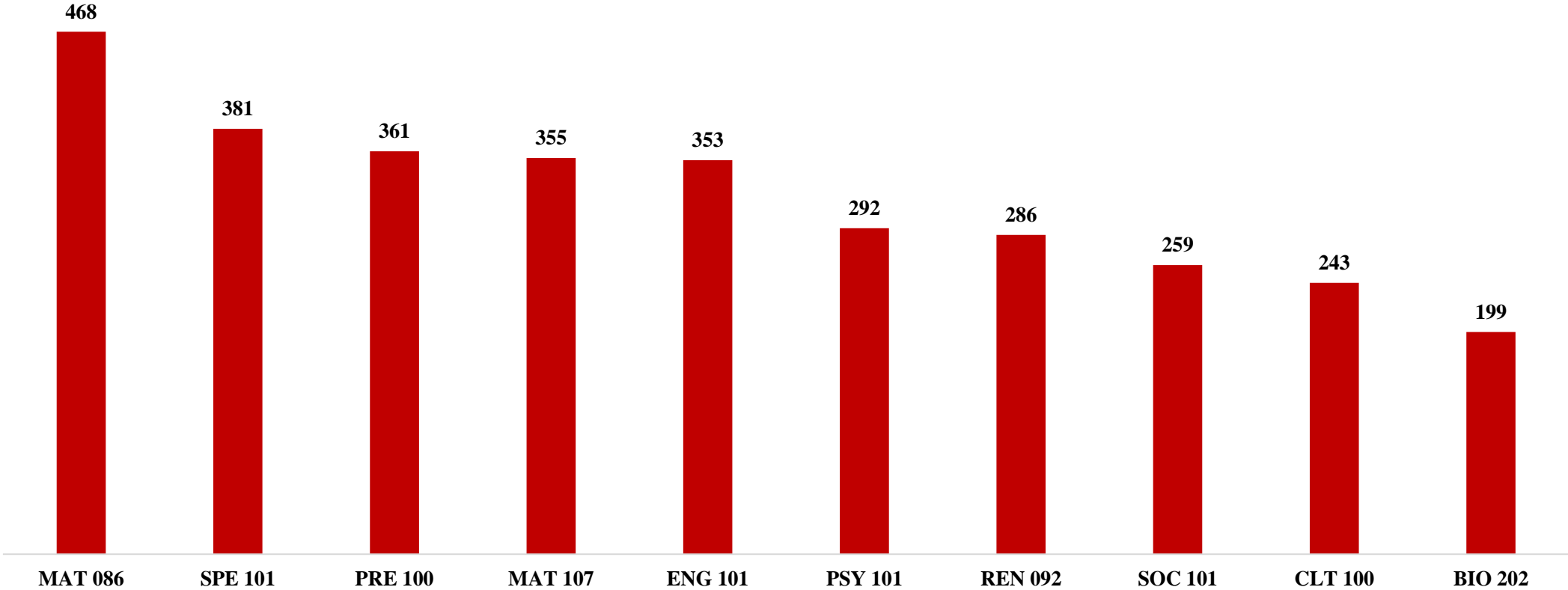
Spring 2018 – Spring 2025  
Credit Headcount

Spring 2025 enrollment is  
8.9% above Spring 2024.



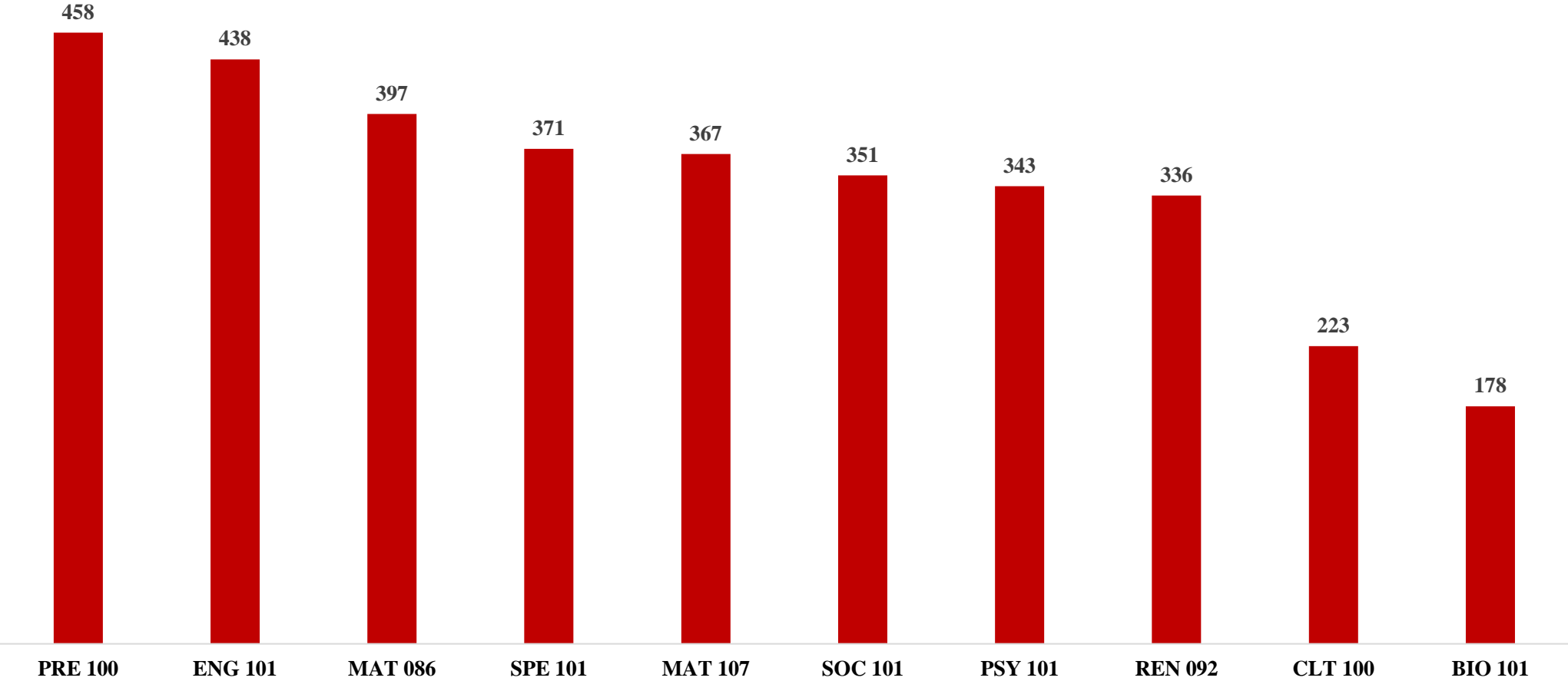
# Realignment Task 5

## Spring 2024 Highest Enrolled Courses



# Realignment Task 5

## Spring 2025 Highest Enrolled Courses

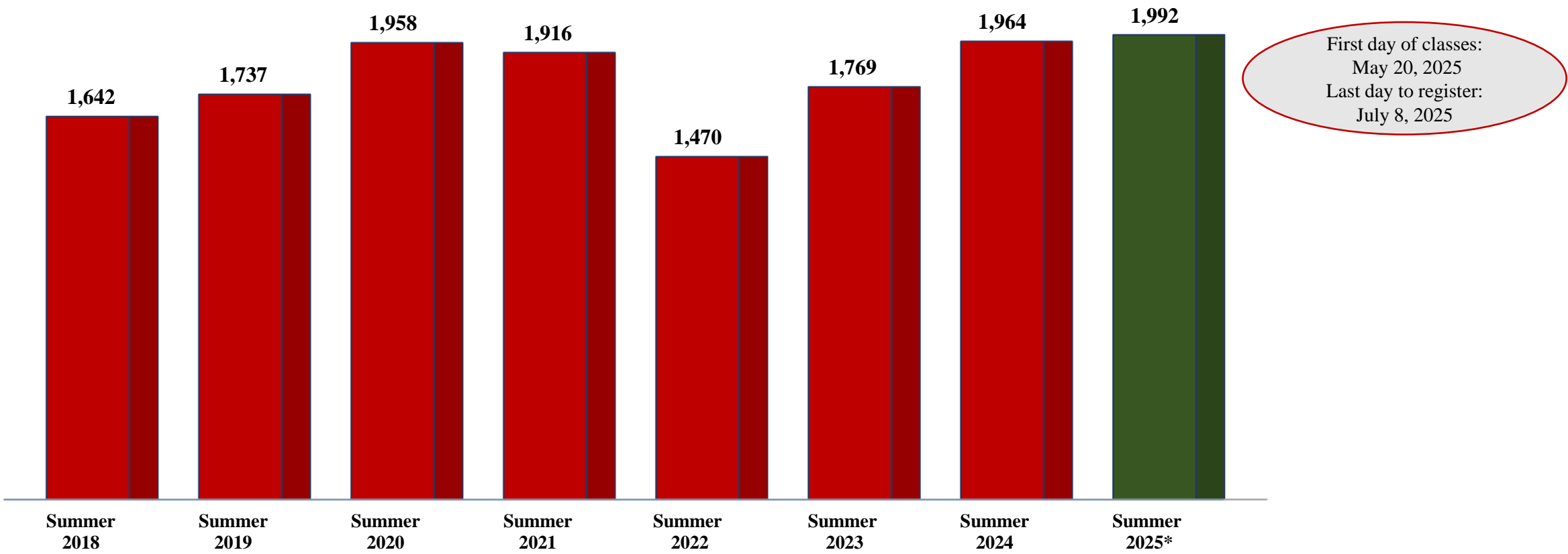




# Realignment Task 5

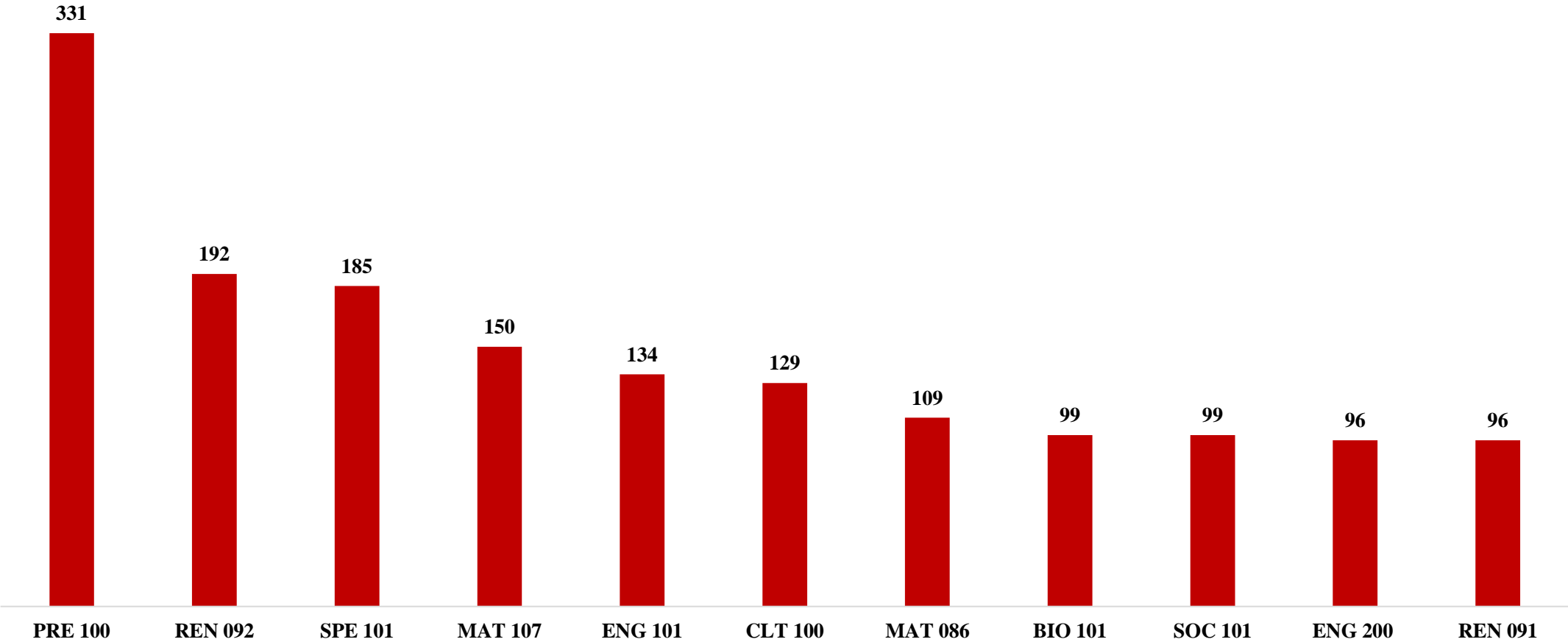
## Enrollment Planning

Summer 2018 – Summer 2025\*  
Credit Headcount



# Realignment Task 5

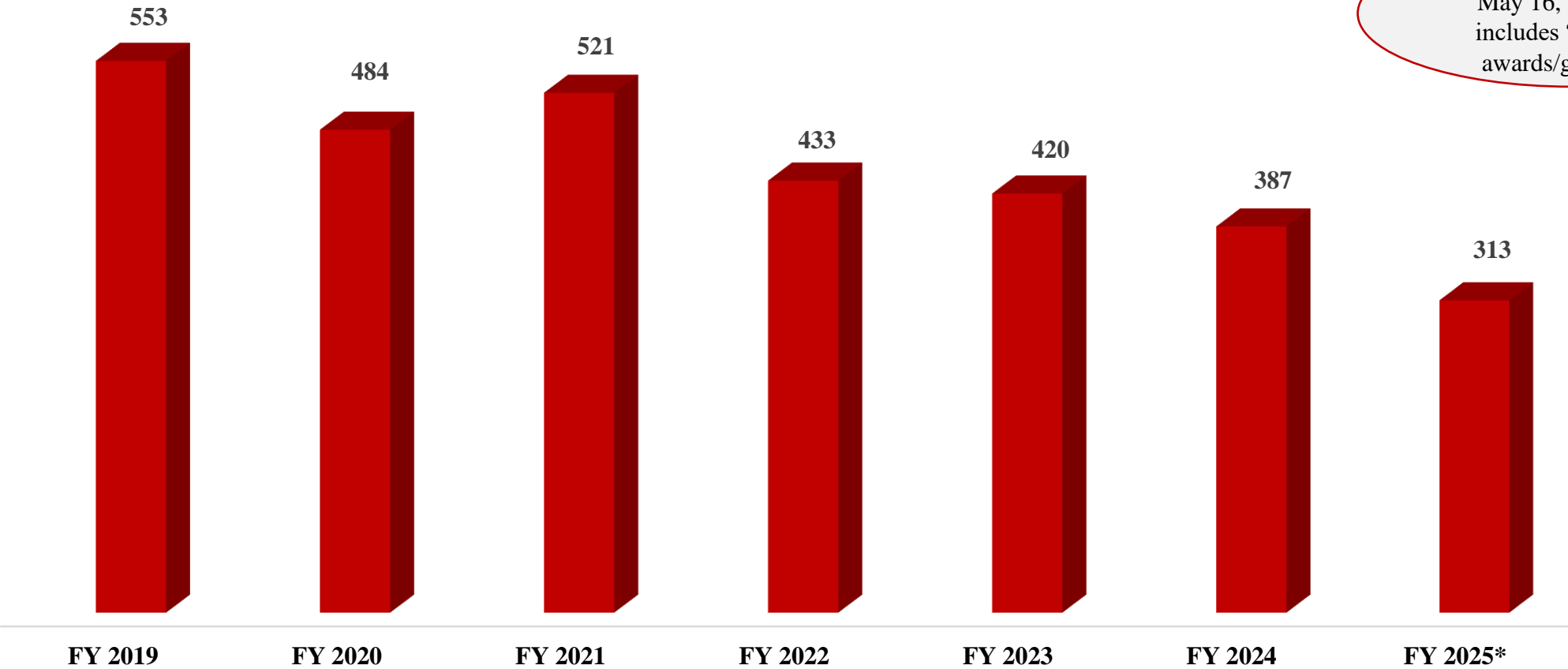
## Summer 2024 Highest Enrolled Courses



# Realignment Task

FY 2019 – FY 2025\*  
Graduates with Degrees and/or Certificates

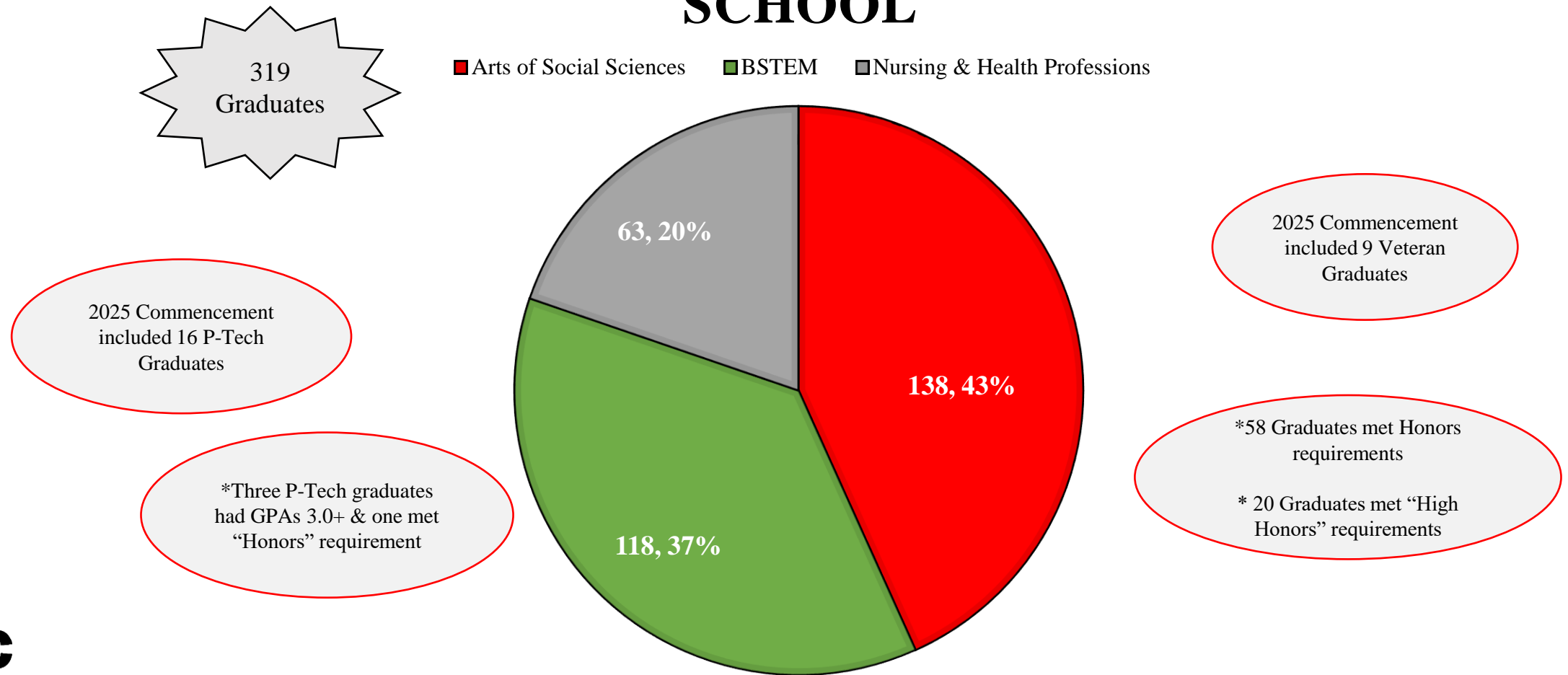
\*FY 2025 as of May 16, 2025, and includes “pending” awards/graduates.



# Realignment Task 5

## Enrollment Planning

### 2025 DEGREES & CERTIFICATES AWARDED BY SCHOOL





# Admissions & Recruitment

## Outreach and Recruitment

- Recruitment activities increased by more than 32.7 percent with more than 160 events completed to date compared to last year with 115 recruitment activities confirmed.
- New partnerships with high schools and organizations have been established that include, but are not limited to:



**Success Academy**



**Monarch Academy**  
**GLEN BURNIE**  
POWERED BY TRANSFORMATION EDUCATION





# Early College Access Program (Dual Enrollment)

- Established new school partnerships in 2024-2025:
  - *Mount Clare Christian School*
  - *Brave (Port Virtual)*
  - *The Community School*
  - *Patterson High School*
  
- Increased Fall 2024 enrollment by 56.8 percent (367 students) above Fall 2023 (234 student)

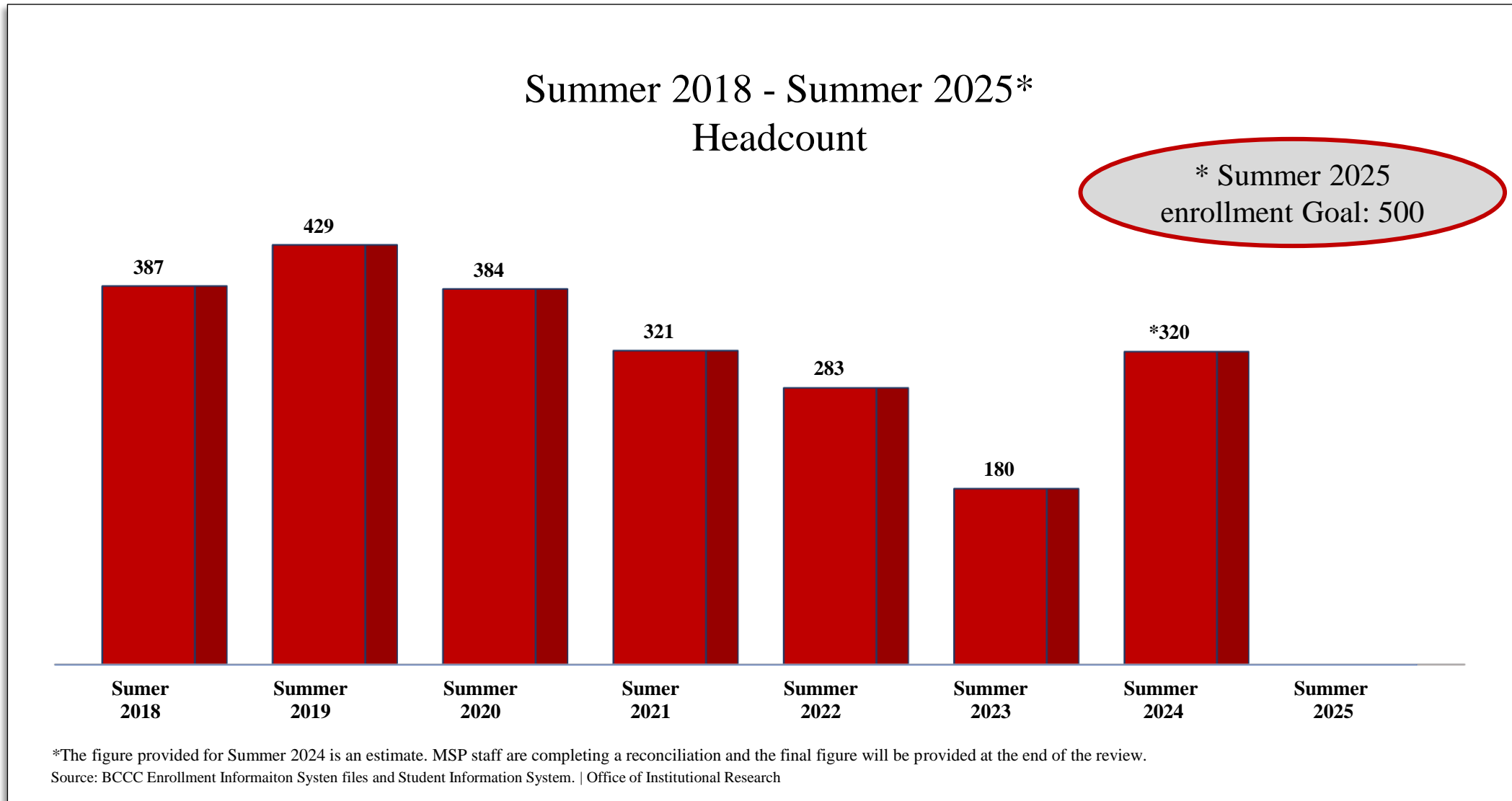
Participating High Schools (Spring 2025)	# of Students
Bais Yaakov	34
Baltimore Design School	7
BRAVE (Port)	12
Coppin Academy	48
Dunbar	14
Forest Park	10
Mount Clare Christian School	6
REACH!	11
Reginald Lewis	28
The Community School	7
BCCC Upward Bound	8
<b>Total</b>	<b>185</b>



# Mayor's Scholars Program Summer Bridge Program

BALTIMORE CITY  
COMMUNITY  
COLLEGE

President's Report  
May 21, 2025





BALTIMORE CITY  
COMMUNITY  
COLLEGE

President's Report  
May 21, 2025

## National Society of Leadership & Success (NSLS)

- In **Fall 2024** BCCC became the second community college in the state to establish a National Society of Leadership and Success (NSLS) chapter.
- Between Fall 2024 and Spring 2025 a total of 112 students were inducted into NSLS.
- Provides a life-changing leadership program that helps students achieve personal growth, career success, and empowers them to have a positive impact in their community.
- Baltimore City Community College now joins the ranks of over 800 institutions across America with a chapter of NSLS.

In its first year two students received NSLS scholarships:

- **Tyrese McBayne: \$1,000**
- **D. Amaadi Coleman: \$1,000**





# Realignment Task 5

## Enrollment Planning

Questions?

# **Board of Trustees Meeting**

Wednesday, May 21, 2025

## **Workforce Development & Continuing Education**

# Realignment Task 5

## Enrollment & Recruitment Planning

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

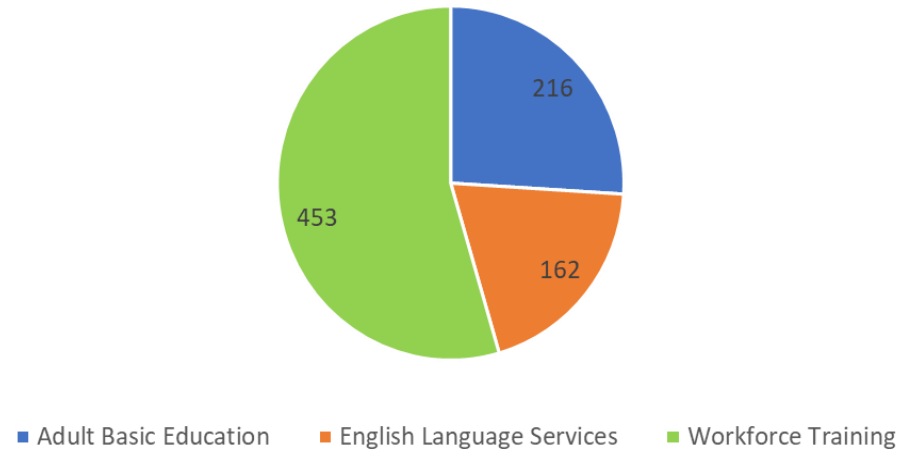
#### Adult Basic Education (ABE)

- 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

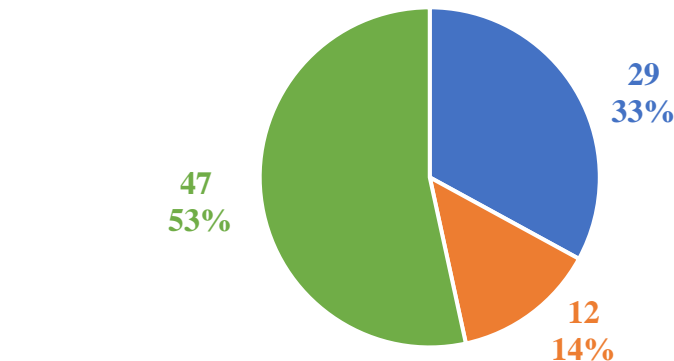
#### English Language Services (ELS)

- 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



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)
- Mt. Royal Elementary (RYP)

#### 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)
- Furley Elementary (RYP)

#### Southwest

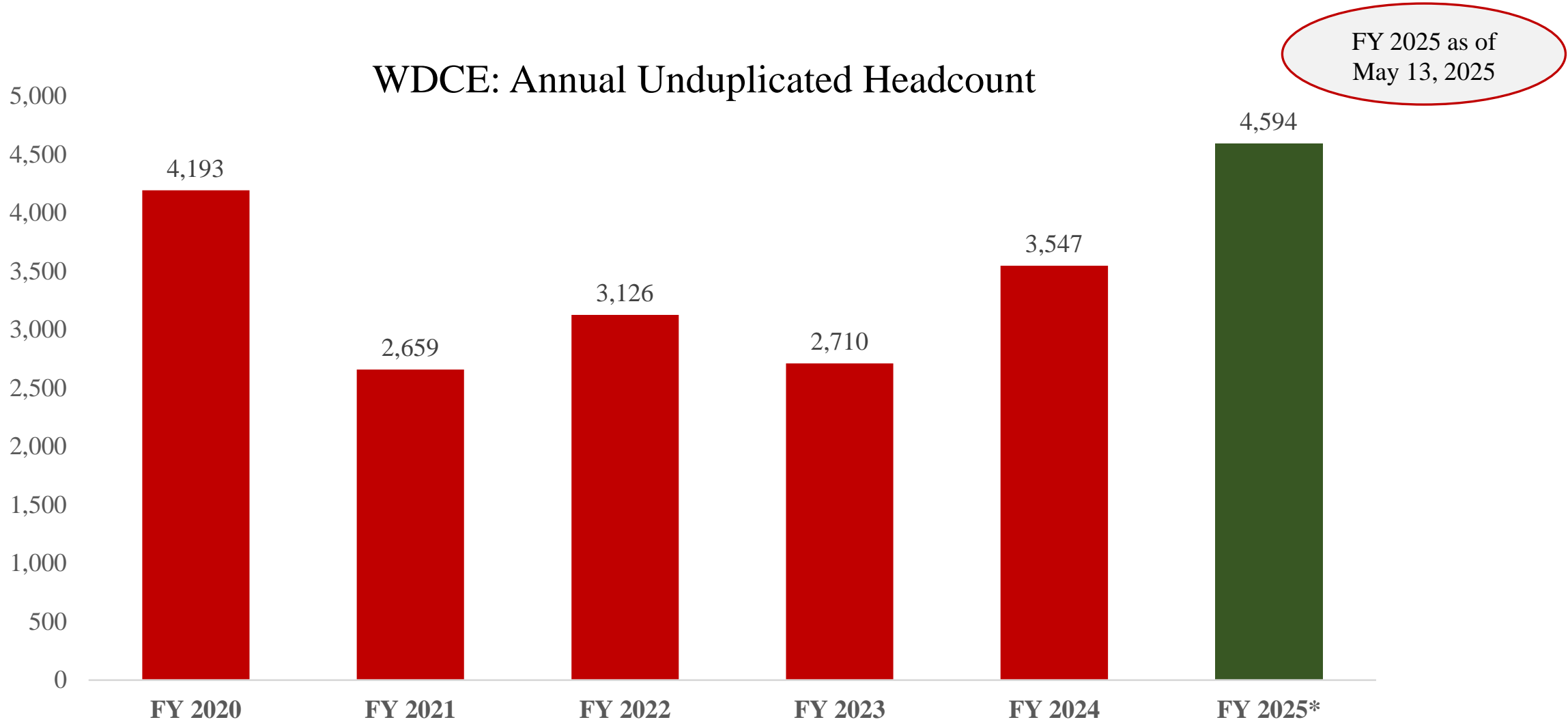
- Life Sciences Institute at University of Maryland BioPark (Workforce)
- University of Maryland Medical Center (UMMC) Contract Training (ESL) (Workforce)
- Housing Authority of Baltimore City (HABC) – Brooklyn Homes (ABE/GED)
- Digital Harbor High School (RYP)

#### 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)
- Patterson High School (RYP)

# Realignment Task 5

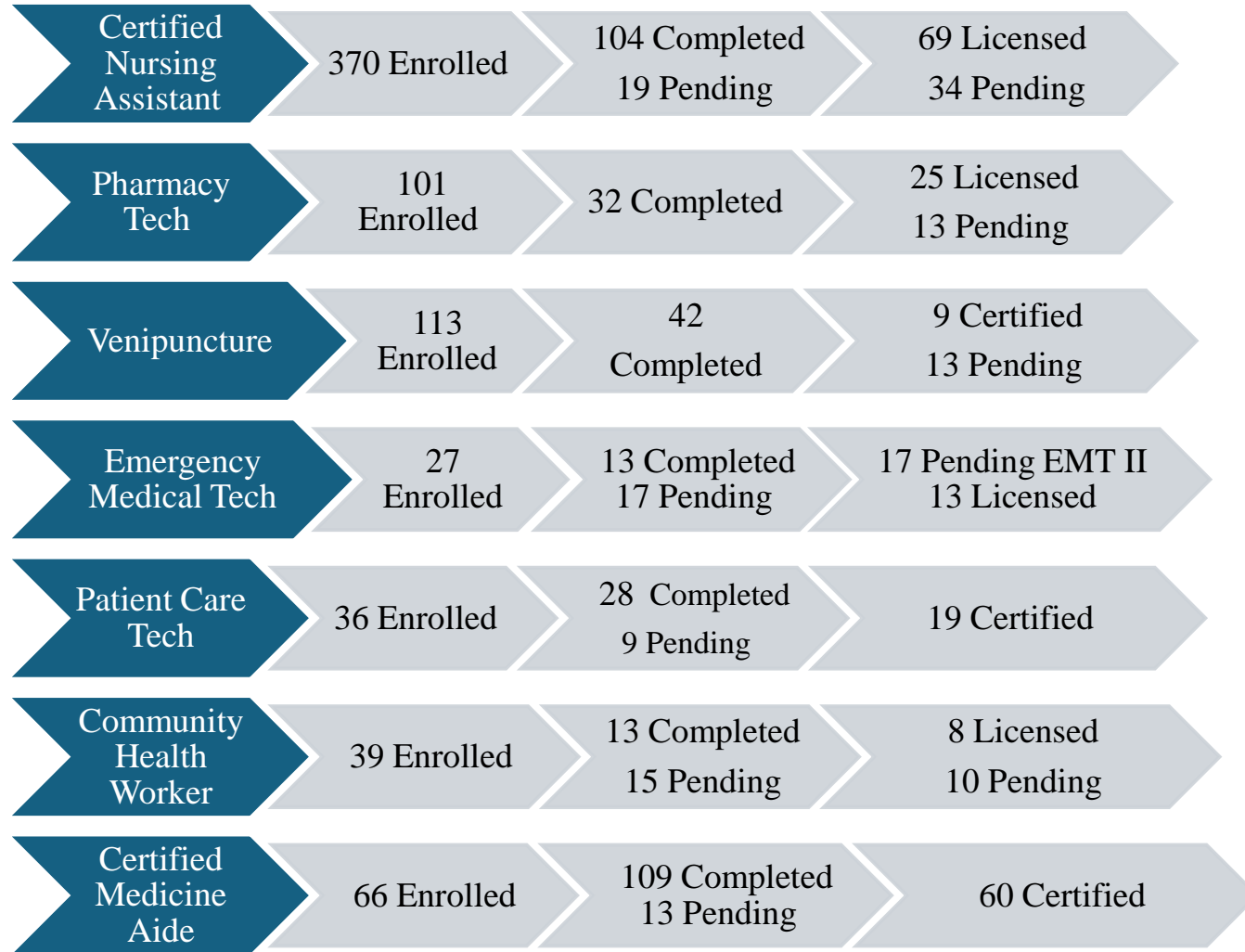
## Enrollment & Recruitment Planning



# Realignment Task 5

## Enrollment & Recruitment Planning

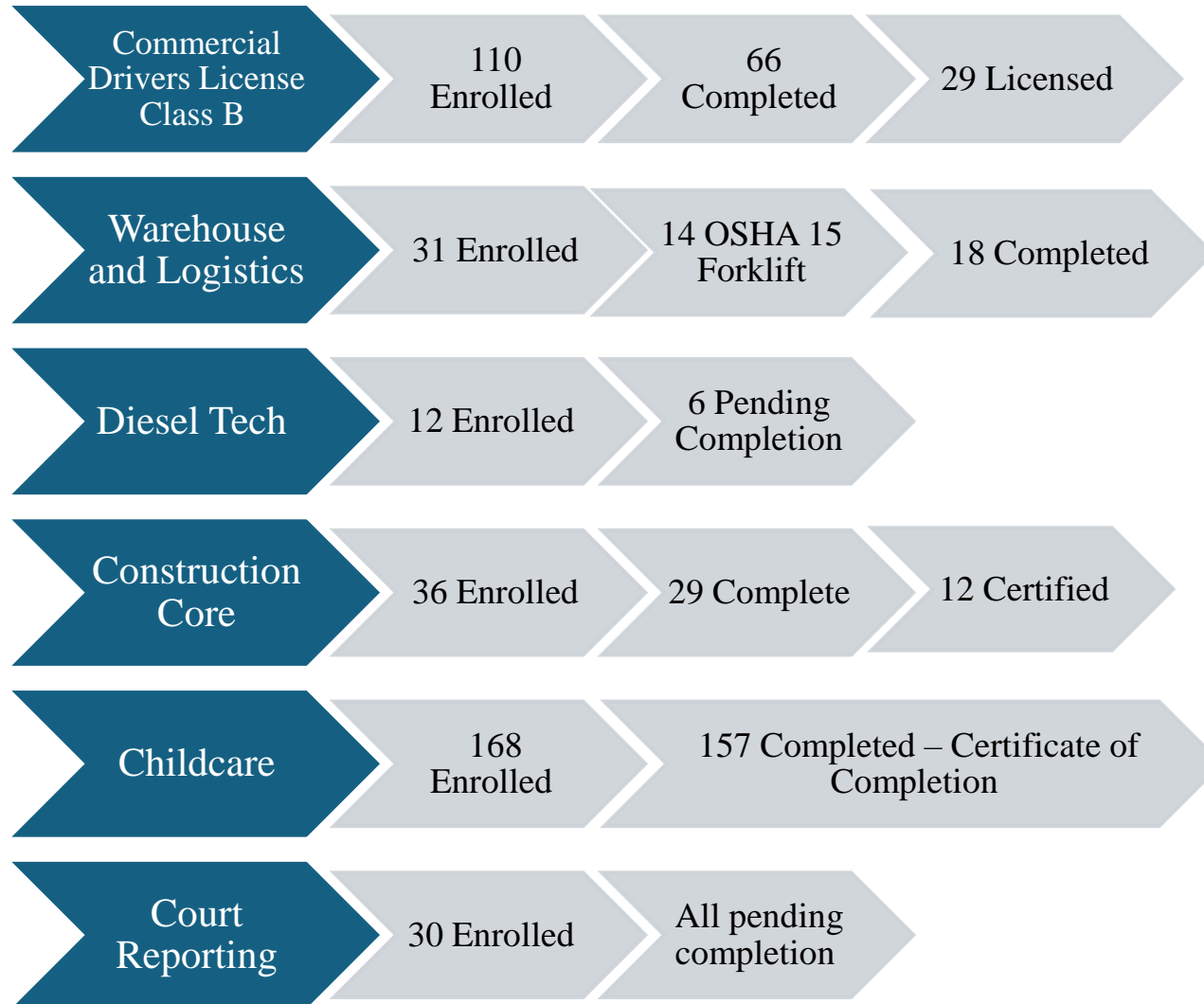
### WDCE: Healthcare FY 2025



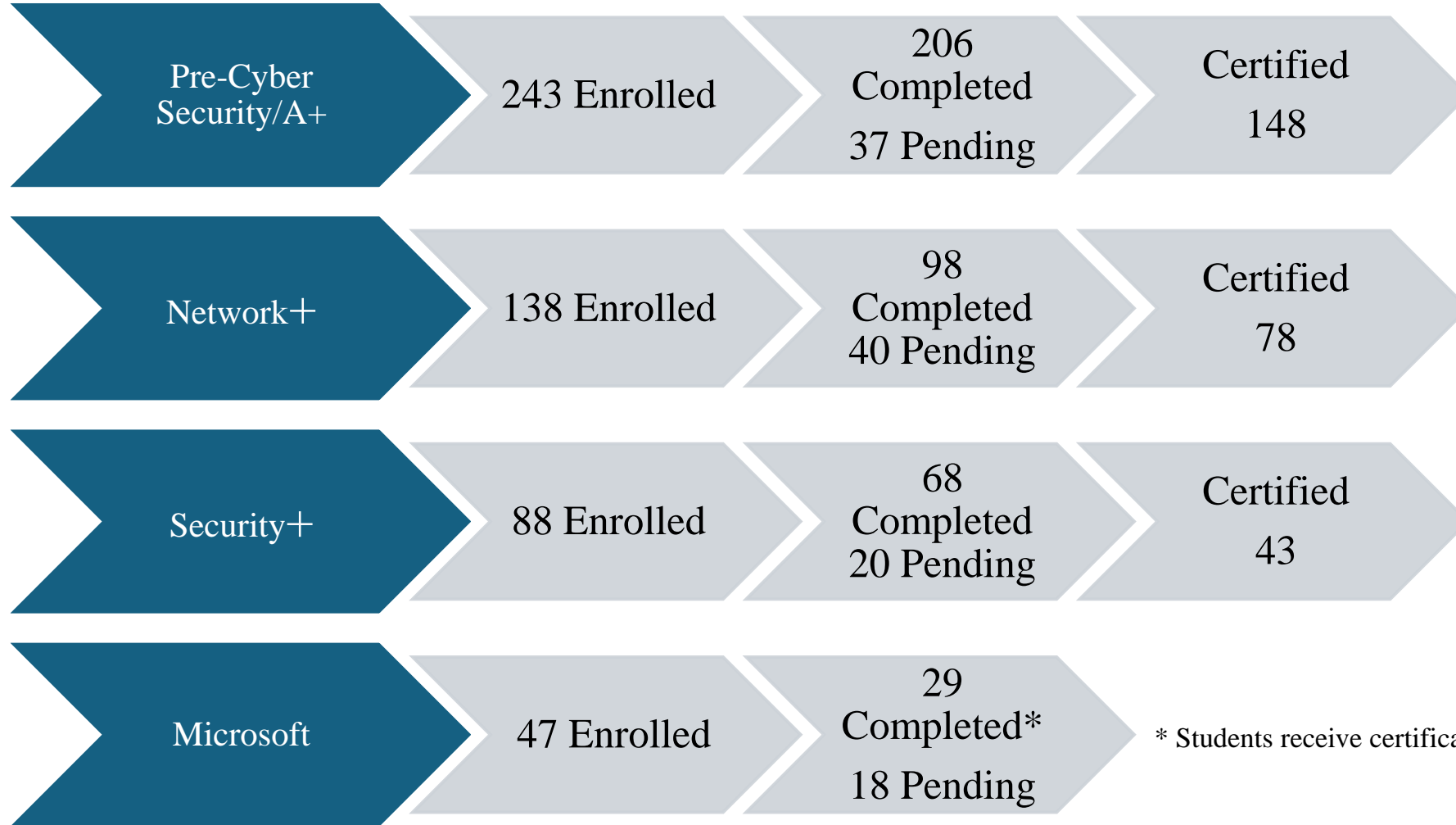
# Realignment Task 5

## Enrollment & Recruitment Planning

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



## WDCE: Cyber Security and Information Technology FY 2025



\* Students receive certificates of completion.

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
<b><i>Enrolled/Self-Reported Placements</i></b>	180/127	
<b><i>Response Rate</i></b>	70.6%	

# Workforce Development & Continuing Education



## Realignment #9- Task Update

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

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



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

Date: May 21, 2025

# Plan Presentation - IT UPDATE

- ✓ **Wi-Fi Assessment**
- ✓ **Telecommunication Assessment**
- ✓ **Printing/Copy Assessment**
- ✓ **Verakoda ID Keycards**
- ✓ **IT Security Imperatives**

# Plan Presentation - IT UPDATES

## ✓ Wi-Fi Assessment

- ✓ Engaged in vendor discussion on assessment to improve campus Wi-Fi

## ✓ Telecommunication Assessment

- ✓ Engaged in vendor discussion on assessment of telecom infrastructure

## ✓ Printing/Copy Standardization

- ✓ Standardization model / right fit planning discussions in progress

## ✓ Verakoda Keycard Update

- ✓ Made technical progress to achieve updated ID keycards

## ✓ IT Security Imperatives

- ✓ Security Training Progress
- ✓ Addressing State IT Audit findings
- ✓ Addressing OLA Audit findings
- ✓ Propose ITS Security Improvements

# Plan Presentation - INFRASTRUCTURE UPDATE

- ✓ **IT Infrastructure Upgrade – Completed earlier**
- ✓ **Disaster Recovery – Working with DoIT and vendor**
  - ✓ to complete the final leg of the connection and full cloud replication of datacenter operations.
  - ✓ ETA is by end of Summer 2025
  - ✓ Testing of the DR solution conducted during Fall and/or Winter breaks.
- ✓ **Increase of Internet Capacity – Working with key MD DoIT staff**

# Plan Presentation – ELLUCIAN ADVISORY SERVICES

- MD DoIT Project Close-out
- Advisory Services Contract Renewal
- Advisory Services Update

# Plan Presentation - ADVISORY SERVICES UPDATE

## ✓ MD DoIT Project Close-out

- ✓ ERP project oversight with MD DoIT officially closed in May
- ✓ Working closely with key DoIT leaders

## ✓ Advisory Services Contract Renewal

- ✓ Current contract ends June 2025
- ✓ Project tasks and plan reevaluated
- ✓ Options for new services contract
- ✓ New contract begins July 2025



# Plan Presentation – ELLUCIAN ADVISORY SERVICES

- CRM Recruit
- HR/Payroll
- Workforce Development
- Finance & Budgeting
- Student Records

# Plan Presentation – ADVISORY SERVICES

## CRM Recruit

Status	Count
Completed	8
In Progress	9

### Completed

- Disability Service Report
- Communication Plan
- Online Application for Admissions
- Communication to Admitted Students
- Recruiter Dashboard
- Application Reviewer Dashboard

## HR/Payroll

Status	Count
Completed	26
In Progress	3

### Completed

- Data Correction from State System
- Reporting for Daily Operation
- Payroll Processing
- Shift/Acting Pay Process Implementation
- Electronic Time Submission
- Fiscal Year End process improvement
- Retroactive leave Update from legacy system
- Auto calculation of Shift pay

# Plan Presentation – ADVISORY SERVICES

## Finance/Budget

Status	Count
Completed	8
In Progress	7

### Completed

- Procurement Process Training
- Purchase Order and Change Order Processing
- Prior Ear Appropriation Training
- Data Correction
- Blanket Order PO across multiple years
- Report Development for Daily Operation

## Student Records

Status	Count
Completed	19
In Progress	17

### Completed

- Reports/Analytics for daily operation
- Degree Works Module Implementation
- Inactive legacy Student records
- Communication to Admitted Students
- Managing census dates in Banner
- Academic Standing Processes
- Mass Change (admissions/activity Codes/Attributes)
- Student Data Correction (Accounting/Refund Process)
- Student AR account prioritization
- Financial Aid new Aid Year configuration

# Plan Presentation – ADVISORY SERVICES

## Workforce Development and CE (WDCE)

Status	Count
Completed	7
In Progress	10

### Completed

- Online Inquiry form submission
- Processing Dashboard for Recruiters and Application processors
- Course Management in Banner for Workforce
- Workforce Billing in Banner (Workforce)
- Census Data management in Banner for reporting

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 – May 21, 2025**

#### **CABINET UPDATE**

##### *Academic Affairs*

#### **Phi Theta Kappa**

Baltimore City Community College hosted the Annual Phi Theta Kappa All-Maryland Academic Team Recognition Dinner Wednesday, May 7<sup>th</sup> at the Turf Valley Resort Conference Center in Ellicott City Maryland. BCCC celebrated Rachel Hundertmark as she was named a Silver Medalist for the Coca-Cola Academic Team, along with other students selected for the All-Maryland Academic team from Maryland community colleges. The event was attended by over 180 students, family members, and representatives from the 16 community colleges in the state of Maryland.

#### **The School of Arts and Social Sciences**

Visual Arts, Fashion Design, and Music collaborated to curate an experiential learning opportunity for BCCC students. Students and faculty curated a dynamic and multimodal exhibition consisting of displays of film, fashion, music, art and photography. Professor Charles Arnette and his Quartet also performed.

#### **Barnes and Noble Transition**

Academic Affairs Leadership is working in conjunction with members of BCCC Leadership and Barnes and Noble College to prepare informational FAQ documents and resources that will be used to provide pertinent information to faculty and staff regarding ordering textbooks for Summer 2025. Having an FAQ document that outlines the textbook ordering process offers several benefits for both students and faculty. An excerpt of the draft of the FAQ document for summer is listed below.

##### Information for Students

Students who have questions about the items listed below should contact e-learning for assistance.

1. Where do I get my access code?
2. Do I have to get a code?
3. I have a code, where do I enter it?
4. I have a code and when I click on where I should enter my code.
5. The code doesn't work. What do I do?
6. I created an account with my temporary code and made another account for my permanent code. How do I get my work back from the temporary code account?
7. I have a publisher account, but I can't remember my password, how do I get that fixed?
8. I clicked on the ***Forgot Password*** link at the publisher site, and I never got the email? What do I do?
9. I used a personal email to make my account with the publisher initially, and none of my work is coming back to Canvas. What do I do?

#### **Personnel**

Dr. Rodney Redmond has been appointed as the Dean of the School of Arts and Social Sciences at Baltimore City Community College, beginning April 21, 2025. Dr. Redmond brings more than 25 years of experience in higher education, particularly within the community college sector. He began his academic career as an Associate Professor before advancing to serve as Chair of the English Department, where he was involved in curriculum assessment, faculty development, and collegewide governance. His leadership in these areas laid a strong foundation for future roles of increasing responsibility.

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Dr. Redmond has served as the Provost and Vice President of Learning at the College of Southern Maryland. In this capacity, he was a key architect in developing institutional strategies and policies around the integration of Artificial Intelligence in teaching and assessment practices. His leadership extended to forging partnerships with national organizations such as Achieving The Dream student success network, as well as with local K-12 school districts.

Ongoing efforts continue to recruit and onboard faculty and key administrators including (but not limited to) the Dean of the School of Business, Science, Technology, Engineering and Mathematics.

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

Academic Affairs continues to make progress in the assessment of course level Student Learning Outcomes. During the recently completed Professional Development Week; E-learning, the Student Learning Outcomes Assessment Committee, the Curriculum and Instruction Committees, and the Office of Institutional Effectiveness, Research & Planning engaged each discipline in a systematic and tailored approach to support the full alignment of course level learning objectives. During the Professional Development week trainings faculty were able to continue linking SLO's with existing formative assessments in Canvas. The goal is to achieve the assessment of SLO's in 100% of the identified classes by the beginning of the 2025-2026 academic year.

#### **Academic Affairs Operational Calendar Development**

The division of Academic Affairs is continuing efforts in developing the 2025-2026 Academic Affairs Operational Calendar. The current draft has been reviewed by Program Coordinators and Faculty Senate Leadership. The final version will be available to faculty and staff at the opening of the Fall 2025 academic year.

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

Preparation of the Summer 2025 schedule has been completed by all schools within the division of Academic Affairs. Additional sections will be added based on student and private sector demand. Requests have been received from the Mayor's Scholar Program and the School of Arts and Sciences is in the process of scheduling and assigning faculty for the following courses:

- PRE 100 Preparation for Academic Achievement
- ENG 101 English Writing
- PSY 101 Introduction to Psychology
- SOC 101 Introductory Sociology
- HLF 201 Health and Life Fitness
- SPE 101
- ART 225
- MUS 103
- REN 091
- REN 092

Additionally, the assignment of faculty is continuing for the following PTECH courses in support of BCCC's partnership with Baltimore City Public Schools:



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- PRE 100
- SPE 101
- HLF 210

#### **Winter and Spring Course Scheduling**

The development of the Winter and Spring 2026 schedule is underway. Supported by the development of Standard Operating Procedures, all disciplines are engaging in data informed process that is expanding on previous work to build a student-centered schedule which allows students to complete degree requirements in a manner consistent with programmatic requirements. Additionally, the division of Academic Affairs is collaborating with the Office of Information and Technology (IT) to provide additional support by developing a dynamic form in ERP (BANNER) to provide the division of Academic Affairs access to historical data which supports the development of enrollment trend models.

**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees Meeting – May 21, 2025****CABINET UPDATE***Interim Vice President, Student Affairs***RECRUITMENT & ADMISSIONS**

Admissions engaged with various high schools and community partners. The Recruiters participated in twenty (20) on and off campus recruitment activities. In April new partnerships were formed with high schools that include but are not limited to Milford Mill Academy and Dumbarton Middle School as the college expands outreach efforts.

The number of recruitment events completed in April 2025 increased by 53.8 percent (20 events) compared to April 2024 (13 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 MSP are promoting the summer bridge program to all external partners.

**Recruitment Activities**

Date of Event	Organization/School	Event Type	Age Group/Grade Level
4/1/2025	ConneXions	College & Career Transition Fair	9th-12th
4/2/2025	Owing Mills High School	Information Session	9th-12th
4/3/2025	National Academy Foundation & College Bound	Testing, Tour, and Advising	12th
4/4/2025	Dumbarton Middle School	Career Fair	6th-8th
4/7/2025	Morgan State University	Young Scholars Day	N/A
4/8/2025	Harford Heights Elementary Fair	Fair	K-5
4/8/2025	Mervo High School	Information Session	9th-12th
4/9/2025	Reginald F. Lewis	First Annual College Fair	12th
4/10/2025	Digital High School	College Fair	11th Grade
4/10/2025	Multiple Schools?	Campus Tour	9th-12th
4/16/2025	Baltimore Connect X GEDCO	Resource Fair/Family Fun Day	N/A
4/22/2025	Mervo High School	Information Session	9th-12th
4/23/2025	BRAVE Academy	Career Fair	N/A
4/24/2025	Milford Mill Academy	Information Session	9th-12th
4/24/2025	Coppin Academy	Mock Interviews	12th
4/24/2025	Multiple Schools	Campus Tour	9th - 12th
4/24/2025	BLOOM	Resource Fair	6th-8th & 9th-12th
4/25/2025	Forest Park HS	Campus Tour	9-12th
4/26/2025	Color wave Festival	Community Event	All Ages
4/29/2025	Baltimore City College	College Fair	9th - 12th

## Baltimore City Community College

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#### Admission Operations

	Number of Students
April	304

#### Visits by Day of the Week: April 1 to April 30

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Visits
Admissions	60	82	86	40	32	4	304

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

#### EARLY COLLEGE AND ACCESS PROGRAMS

The Early College office co-chaired Graduation Week festivities in collaboration with Student Life & Engagement and Academics, introducing the “Swinging into Success” dinner which highlighted student testimonials and their experiences at BCCC. Nearly all graduates reported acceptance to local 4-year colleges and universities – Howard, Morgan, Coppin, Stevenson, Frostburg – or opportunities to work in their fields of study/certification.

The Early College office continues to uphold the campus’ mission of ensuring a safe and supportive environment by collaborating with members of the Incident Management Advisory Committee (IMAC) to resolve conflict between members of our community.

#### *Recruitment And Registration*

The Assistant Dean engaged 21 schools for Fall 2025 enrollment, including six new potential partners and two re-engagements with schools who enrolled in Fall 2024 but did not re-enroll in Fall 2025. The new high school partners are Polytechnic High School, Baltimore City College High School, Baltimore School for the Arts, Digital High School, Carver High School, Edmondson High School, and Douglas High School. The Baltimore School for the Arts has had several students take summer courses, but not during the regular semesters. Five confirmed schools have submitted course requests, while others work to complete Fall 2025 schedules.

Schools were given an initial deadline of May 2nd. Outreach and recruitment will continue through May to secure course requests and student lists from all participating schools. Application sessions will be completed prior to the summer break on June 17th.

#### *Enrollment Reconciliation & Grade Preparation*

Spring 2025 enrollment reconciliation reached 92.5% accuracy. The Early College office will continue to collaborate with schools, and internal offices to ensure all end of the year deliverables are completed.

**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees Meeting – May 21, 2025****MAYOR'S SCHOLARS PROGRAM (MSP)*****Summer Bridge Program***

MSP outreached to Baltimore City Public Schools throughout the month of April with three (3) visits, in conjunction with the Admissions area, to provide application and/or informational sessions for students interested in the Program. MSP also hosted virtual and in person information sessions for students and families to provide more information about the Mayor's Scholars Program.

***Information Sessions***

MSP continues to host information sessions in person but has begun offering information sessions during Career class times. The first session, held during the first week of April, was conducted during students' Career class time and had 130 student participants.

***Additional Outreach***

The MSP team contacted prospective students who applied for the Mayor's Scholars Program and selected the Spring 2025 and Fall 2025 terms, to determine interest in participating in the Summer Bridge Program – more than 250 of the students contacted have confirmed participation in the Summer Bridge Program for Summer 2025.

Outreach to Prospective Students (email)	Follow-up to Responses from Prospective Students	Outreach to Prospective Students (phone)
1973	97	217

***Advising***

MSP assisted the SSC department with advising students during priority registration and performed hosting duties on the Virtual Help Desk during the month of April. The MSP team reached out to more than 400 students while also providing advising and registration assistance to approximately 50 students, check-ins with more than 60 students, and midsemester communications to more than 100 students.

***Weekly Zoom Sessions***

To provide student support, MSP conducted Weekly Zoom Sessions for current MSP students focused on burnout, catching up after midterms, completing the FAFSA, learning styles, note taking, procrastination, study skills, time management, and tutoring. All sessions corresponded to various important dates on the academic calendar for the semester and directed students to various departments on campus including the Office of Financial Aid, on campus and online tutoring, MSP advising support, and additional campus resources. A final Weekly Zoom session will be held in May.

***Strategic Initiatives***

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

**TESTING CENTER*****Summary of Testing Appointments***

The Baltimore City Community College (BCCC) Liberty Campus Testing Center administered 401 exams for BCCC students and community members. The data table below provides a breakdown of the testing appointments that occurred in April 2025.

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Exam Name	Exams Administered	Revenue
Accuplacer	185	
Accuplacer ESL	13	
Accuplacer MSP	12	
Accuplacer MSP ESL	2	
Accuplacer ATB	0	
Accuplacer HS Testing	23	
Accuplacer Retest	7	
External Accuplacer	0	
BCCC Course Exams	29	
Biology Exemption	9	
Biology Exemption Retest	0	
CLEP	6	\$169.75
Computer Literacy	8	
Computer Literacy Retest	2	
External Course Exams	4	\$169.75
GED	35	
PearsonVue IT Exams	5	
Parapro	37	\$1,290.10
Placement Bonanza Event	0	
TEAS	24	\$848.75
<b>Total Exams Given</b>	<b>401</b>	
<b>Total Number of Individuals Tested</b>	<b>357</b>	
<b>Total Revenue Generated</b>	<b>\$2,478.35</b>	

#### Data Breakdown

- BCCC Testing Center administered 401 exams in-person to 357 individuals (unduplicated) in April.
- Revenue was accrued for PearsonVue IT and GED exams in April; however, the total revenue earned will be released in the second week of May.
- March PearsonVue Revenue
  - GED:
    - 61
    - \$621.25
  - Pearson IT Exams:
    - 19
    - \$106.25

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Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
67	94	92	74	35	39

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

1. BCCC Testing Center Staff administered group testing in preparation for summer/fall registration:
  - a. Administered the English, Math and ESL Accuplacer for **23 National Academy Foundation students on April 23, 2025.**
  - b. Aligns with Test Center's Enrollment Goal #2: **Offer Accuplacer testing to prospective students as a recruitment effort.**

#### TRIO UPWARD BOUND MATH & SCIENCE (UBMS) PROGRAM

##### *Program Overview and Student Engagement*

The TRIO Upward Bound Math and Science Program retained all 62 enrolled students, meeting the program goal. Senior support remained a top priority as individual and group meetings continued to ensure academic and college readiness milestones were met. Additionally, summer college academy programming with various STEM and community partners commenced in April.

##### UBMS Student Participants

- Target enrollment: 62 Actual enrollment: 62 students = 100% capacity

##### *Outreach and Recruitment*

UBMS staff conducted college prep meetings at target schools, at BCCC and virtually.

Target School meetings- Follow-up	Results
Academy for College and Career Exploration (ACCE)	2 students completed onboarding & 9 individual senior college prep meetings
Edmondson-Westside	2 individual senior college prep meetings
National Academy Foundation (NAF) interest meeting	2 students completed onboarding & 1 individual senior college prep meetings
Digital Harbor – Student interest meeting	5 students completed onboarding & 2 individual senior college prep meetings
Other High schools prior to 2023	2 individual senior college prep meetings

##### *BCCC Community Engagement Events*

###### Transfer Fair (April 3, 2025)

Students learn about admissions, credit transfer, financial aid, and academic programs to help them plan a smooth transition and continue their education. Our role was to connect with Recruiters to assist our pre-college students with information and resources geared to STEM under-represented/first generation students.

##### *Professional Development*

###### COE Connect, Discuss & Learn Webinar, Pre- College Programs-(April 29, 2025)

This webinar provides and in depth look at federal updates to TRIO legislation for DOE. It also provides a space to network with other TRIO professionals to learn best practices in addressing today's educational and social problems.

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##### ***Senior Success and College Admissions***

We can report that 100% of our seniors are on track to graduate and enroll in college this fall. All seniors have received financial aid in the form of grants and scholarships. Students plan to pursue majors in STEM (Science, Technology, Engineering, and Mathematics) fields.

College acceptances include:

- Baltimore City Community College (BCCC)
- University of Maryland Eastern Shore (UMES)
- Morgan State University
- Towson University
- University of Maryland, College Park (UMCP)
- Temple University
- Coppin State University
- Frostburg University
- Loyola University
- University of Maryland Baltimore County (UMBC)

##### ***Academic Advancement***

Eight high school students are currently enrolled in English 101, a 3-credit dual enrollment course at BCCC, scheduled for completion by the end of the spring semester. This opportunity provides a strong foundation for college-level academic expectations.

##### ***Summer Program Planning***

April marked the completion of planning for our residential summer program, which will be held at Towson University in July. The upcoming summer experience will include:

- A STEAM Entrepreneurship curriculum
- Tour of STEM majors at BCCC (Liberty campus) EMT, PT, RT, Nursing, etc.
- Environmental learning with the Chesapeake Bay Foundation
- Team-building excursions
- Cultural enrichment trips, including the National Museum of African American History and Culture
- Planned college and career exposure trips to Johns Hopkins University, Hopkins Hospital, Howard University and HU school of Medicine.

## **FINANCIAL AID**

In April 2025, the Office of Financial Aid made significant progress in supporting students and sustaining efficient operations. The team successfully processed a high volume of aid applications, ensured timely delivery of funds, expanded outreach, and maintained compliance with complex regulatory requirements. Major accomplishments included streamlined aid processing, targeted FAFSA outreach, and ongoing staff development.

##### ***Aid Processing***

The Financial Aid team processed a substantial number of student aid applications and award adjustments during

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April. Spring 2025 awards were finalized for late applicants and mid-semester enrollees, pushing the total number of FAFSA applications processed for the 2024–25 year above 10,000. All verification reviews were completed in April, reducing backlog and improving aid turnaround to an average of 5 business days from file completion to award notification.

***Pre-100 Financial Aid Presentations***

To increase early financial aid literacy, targeted outreach was conducted across all 22 Pre-100 course sections. As of May 7, 2025:

- 11 professors requested and received digital presentations
- 4 live presentations (in-person or virtual) were delivered by staff
- 6 professors did not respond after follow-up outreach

Topics included FAFSA processes, award letter comprehension, Satisfactory Academic Progress (SAP), and available aid resources. This initiative reflects the Office's proactive strategy to engage first-time and underprepared students.

***Outreach & Community Engagement***

Amid a national decline in FAFSA completion, the Office intensified outreach, conducting two FAFSA workshops per week on campus and launching a campaign targeting 1,500 current students with reminders to file by the state aid priority deadline. These efforts resulted in a measurable increase in FAFSA submissions.

***Regulatory Compliance***

An internal audit of Title IV aid reconciliation was completed to confirm accurate disbursement of Pell, FSEOG, and Work-Study funds. Staff also monitored updates related to FAFSA Simplification and adjusted internal policies accordingly.

***Staff Development***

Staff were encouraged to participate in a one-day NASFAA training session on compliance and upcoming changes for the 2025–26 award year. This ongoing investment in professional development strengthens service delivery and ensures regulatory readiness.

Aid Source	Amount Disbursed
Federal Work-Study (FWS)	\$501, 636
Federal Pell Grant	\$8,353,929
Federal SEOG	\$1,019,600
State Aid	\$366,294
Institutional Aid	\$115,123
<b>Total Aid Disbursed</b>	<b>\$10,356,578</b>

*\*Disbursements reflect aid posted to student accounts as of April 2025.*



**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees Meeting – May 21, 2025****DISABILITY SUPPORT SERVICES CENTER**

Disability Support Services Center (DSSC) provided accessibility services and care to students. A total of 100 students received accommodation. Seventy-one students (71) registered for renewal accommodation, ensuring continued support for their academic needs. Additionally, there were twenty-nine (29) new intakes/orientations, welcoming new students into the program and ensuring they receive the necessary support for the Spring 2025 semester.

Spring Semester 2025		
	Renewal Accommodations	Intakes
January	50	11
February	11	12
March	9	2
April	1	4
Total	71	29

**Spring 2025 Total: 100 students receiving Accommodative Services**

***Director Engagement***

The Director of the DSSC conducted 30 in-person meetings, Zoom sessions, and video conferences with prospective students, parents, faculty members, and departmental Associate Deans/Deans. These engagements addressed concerns and ensured a seamless experience for students requiring accommodative services.

***Educational Outreach***

To broaden awareness and normalize help-seeking behaviors, DSSC staff conducted targeted outreach in the classroom. Baltimore City School Drop-in sessions were also held with school Administrators, related services providers, parents and students. These sessions introduced DSSC services and empowered participants to proactively seek guidance, awareness and support relating to accommodative services here at the College.

**STUDENT SUPPORT & WELLNESS SERVICES**

During the month of April, the Student Support and Wellness Services office (SSWS) served approximately (36) students, virtually and in person via office visits, intakes, and scheduled counseling sessions with (11) new student service requests. SSWS conducted counseling intakes and facilitated (25) in-person (in-office) and virtual (telehealth) individual counseling sessions.

SSWS was represented at (15) on/off campus planning and routine meetings. These meetings ranged from: weekly check-ins with key staff, professional development, and Student Affairs, Academic Affairs, & Workforce Development departmental collaborations. As well as provided, two Mental Health First Aid Trainings to faculty and staff.

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SSWS held its 1<sup>st</sup> Annual Health Fair on the main campus by partnering with Student Life and Engagement. SSWS has formed several new partnerships as a result of the health fair. The following partners attended the health fair (*Allies Kidney Beans Foundation, American Lung Association, Baltimore City Health Department-BCHD, CareFirst, E & S Behavioral Health, Health Care Access Maryland, Love In The Trenches, Medstar Health, Shaping Health Equity, Baltimore City Department of Social Services, Us Helping US, and Youphoria*). The following new partners have pledged to continue beyond the health fair; *CareFirst, Us Helping Us, BCHD, American Lung Association, Youphoria*.

### STUDENT SUCCESS CENTER

#### *Advising Sessions Summary*

- Visits were predominant on Tuesdays and Wednesdays.
- Student sessions were between 10AM-2PM.
- Most students presented for Academic Planning, Other and Career Advising.
- In comparing April 2024 to April 2025, there was a significant decrease of 362 visits. This may be due to Spring break occurring in April 2025 compared to March of 2024.

#### *2025 Calendar Year Advising Sessions*

Month	January 2025	February 2025	March 2025	April 2025
Advising	1217	618	811	603
April: Week Of	Count	Average Wait Times	Average Session Times	
04/01/2025 - 04/05/2025	112	21	26	
04/06/2025-04/12/2025	148	19	27	
04/14/2025-04/16/2025*	48	17	20	
04/21/2025-04/26/2025	138	14	25	
04/28/2025-04/30/2025	157	18	29	
Total/Average	603	17.8	25.40	
Service Type			Total Services	
Academic Planning			394	
Academic Standing (Warning and Probation)			12	
Career Advising			56	
Completion/Graduation			14	
Group Advising			1	

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No Response	18
Other	63
Satisfactory Academic Progress (SAP)/Financial Aid	13
Transfer Advising	46
Withdrawal/Drop Class	1
<b>Total</b>	<b>618**</b>

\* Week of Spring Break.

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

**Operations Highlights**

- **Degrees and Donuts:** SSC completed two sessions of an abridged version of Ready, Set, Graduate! called Degrees and Donuts for students who have applied to participate in Spring Commencement.
- **University of Maryland School of Nursing Drop-In:** On April 25, 2025, SSC hosted the University of Maryland School of Nursing (UMDSO) for a Drop-In session. This coincided with Nursing's Open House sessions and the representative from UMDSO was very pleased with the number of students she was able to meet during her two-hour visit.
- **Fall Registration Kick-Off:** In collaboration with staff and Student Ambassadors from Records and Registration and the Mayor's Scholars Program, SSC assisted students with advising and registration for the Fall 25 semester.

**Operations Next Steps**

- **Academic Standing Module:** SSC is nearing completion of a new Canvas module for students on Academic Probation. This module is designed to provide students with resources that may help them to return to good standing.
- **Advising 100 Sessions:** Three Advising 100 Sessions have been scheduled for May 2025. Additional sessions will be added during the months of June and July.
- **Staffing:** The screening process to hire two additional Student Success Advisors is underway.

**ATHLETICS**

The Athletic department hosted a Girls High School Volleyball Tournament sponsored by the nonprofit organization "My Fathers Plan". The participating high schools included. Baltimore City College, Bliss Academy, Edmondson, Forest Park, Carver, ACE and the champions of the tournament, Western. This was the second year BCCC hosted the tournament.

My Father's Plan is a nonprofit organization dedicated to giving Baltimore inner city youth of all backgrounds and ages opportunities to grow, flourish and cultivate change through community activism. They operate a youth center in the Penn Lucy community of Baltimore.

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At the conclusion of the basketball season, plans are in place to begin an intramural league for men and women. The Panther League was conducted for the first time last April and was successful in getting both men and women involved. The league is co-ed, and teams have already begun to submit their rosters.

**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 Student Wellness, Athletics, Student Affairs, Admissions, and Academic Affairs, with various events. Additionally, the department implemented an increased number of community-focused events.

***Logistics Planning Committee Meetings***

The Assistant Dean of Student Life & Engagement continued hosting 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 Assistant Dean 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.

**Inter-Department Collaborations*****Admissions***

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

***Academic Affairs/Phi Theta Kappa Honor Society***

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

The Office of Student Life & Engagement worked with the Commencement Committee to assist in hosting several events to celebrate Graduate Week 2025.

Grad Photos	Commencement Committee	4/15, 4/16, 4/22,4/23, 5/3	50+
Graduation Cap Decorating	Commencement Committee	4/22, 4/23, 4/24, 5/3	100+
Bingo Bash: Grad Edition	Commencement Committee	4/21/2025	15+
Degrees & Donuts	Commencement Committee	4/22/2025	30+
Commencement Q&A	Commencement Committee	4/23/2025	18

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Glow & Go: DIY Candle Creations	Commencement Committee	4/24/2025	25
Swinging into Success	Commencement Committee	4/25/2025	46

### Community Engagement

#### *Community Leadership Conference*

The Assistant Dean of Student Life & Engagement led the Planning & Marketing Committee of the 15th Annual Service-Learning & Civic Engagement (SLCE) Conference, hosted by Coppin State University on Saturday, October 25, 2025. This conference is a premier opportunity to foster dialogue, share innovative practices, and build meaningful connections around service-learning/ community-based learning and civic engagement. Over 16 institutions in Maryland and DC will be represented at this conference. BCCC representation will assist with the Call for Proposals and Logistics Team.

#### *Community Service*

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

### Ongoing Food & Donation Drive

Throughout the month of March and April, Student Life & Engagement hosted donation drives to receive food and clothing items. There are boxes that will remain in front of the Student Center area to collect items until April 30<sup>th</sup>. On April 30<sup>th</sup>, the department will host an event where students can shop through the clothing and apparel items and take up to ten items for free.

#### *New Initiatives*

**Panther Naming Initiative** – On March 31, 2025, the final seven name submissions for BCCC's new panther mascot were selected by the SGA leadership team from over 30 names submitted by students, faculty, and staff. The chosen names will now appear on a campus-wide ballot, with voting running from April 2 to April 11, 2025. This initiative continues to build excitement and school pride as the BCCC community prepares to officially name its mascot. Students voted and a final name has been selected and will be announced throughout the summer for the naming of the BCCC Panther Mascot.

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*Activities & Events*

SGA General Body Meeting	Student Government Association	4/2/2025	23
All Flavors Welcome: Cupcakes & Companions Edition	Gender & Sexualities Alliance Club	4/4/2025	56
Panther Pride: Welcome Event	Student Life & Engagement	4/2/2025	109
Panther Pride Day: Building A Healthier Community	Student Life & Engagement	4/9/2025	238
Panther Pride: BCCC Got Talent	International Student Club	4/10/2025	119
Panther Pride: Silent Disco Glow Party	Student Leadership Club	4/10/2025	41
Excursion to Harriet Tubman Museum	History & Sociology Club	4/24/2025	34
Mind & Motion Monday: Out of the Blue	Student Government Association	4/28/2025	100+
The Panther Closet	Student Government Association	4/30/2025	50
De-Stress with SGA	Student Government Association	5/1/2025	100+

## **Baltimore City Community College**

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#### **CABINET UPDATE**

*Vice President, Workforce Development & Continuing Education*

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

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

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

- Merit Health Leadership Academy Scholars program's mission is to educate and empower Baltimore City students from underrepresented backgrounds to become healthcare professionals. The goal is to increase the number of healthcare professionals that look like the communities they serve. The participants have been on the Liberty Campus in the Nursing Building every Saturday from 8 am – 3 pm since March 8<sup>th</sup> and continued through May 3<sup>rd</sup>. Programing includes:
  - Introduction to Health Disparities
  - Health Seminars
  - Math Foundations
  - SAT Math & Verbal Preparation
  - Health Careers Exploration
  - Early College Applications
  - College Application Support
  - Transition to College
  - Financial Aid Literacy
- The following are grant renewals and continuations for FY25 under WDCE:
  - MD Department of Health \$10,059.00
  - MD Office for Refugees and Asylees (MORA) Afghan Grant (AS2SI) \$546,504.00
  - MORA Refugee School Impact Grant (RSIG) \$1,236,745.00
  - MORA English to Speakers of Other Languages (ESOL) \$410,650.00
  - MORA Services to Older Refugees (SOR) \$244,312.00
  - International Rescue Committee (IRC) Citizenship \$120,000.00
  - Department of Social Services (DSS) Jan - June 2025 \$753,113.00
  - ARPA (Mayor's Office) \$750,000.00
  - Maryland Department of Labor \$1,044,693.00
  - Department of Human Services (DHS) - Supplemental Nutrition Assistance Program (SNAP) \$600,000.00
  - Total \$5,716,076.00

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

## **Baltimore City Community College**

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##### **Adult Basic Education**

ABE registrations were submitted for April, totaling 519.

- 21 Essentials Level classes, 11 Advanced Level Classes, and 2 IET
  - 2 Corrections/ MTC.
  - 16 Harbor site – Virtual.
  - 13 Harbor site – In Person.
  - 2 IET - RPC.
  - 3 City of Baltimore MOED – In Person.
  - 4 MTC/Corrections classes.
  - 2 IET program courses.
- The goal is 450 ABE enrollments/registrations for April.
  - 18 Essentials Level classes in April.
  - 11 Advanced Level classes in April.
  - 51 official GED exams were taken.
  - 30 content-specific exams were passed.
  - 8 GED content-specific exams did not pass by 1-3 pts.
- 77 GED Ready tests were taken.
  - 13 Math.
  - 15 RLA (Reading).
  - 15 Science.
  - 10 Social Studies.
- Five (5) more students have earned their Maryland High School diploma; total of forty-one (41) for fiscal year 2025
- There are now seventy-seven (77) total ABE graduates for both FY2024 and FY2025.
- BCCC and CASA de Maryland continue to partner and provide Integrated English Language and Civics Education/Integrated Education and Training (IELCE/IET) in Certified Nursing Assistant (CNA), Community Health Worker (CHW), Warehousing, and Childcare pathways. The college expects this partnership will serve more than 100 students per fiscal year. This partnership allows for students who need to improve their English proficiency the support they need while also taking a workforce training program. Students who complete the IELCE/IET and IET programs are far more likely to earn salaries above minimum wage. The intensive nature of the sequence also allows students to complete in 12 weeks (about 3 months) or less.
- BCCC formalized a partnership with Global Refuge (sponsoring Diez and Watson) to provide English for Specific Purposes classes to their employees under the Community ESL program.
- BCCC and Shortman continued to partner by facilitating two (2) new cohorts held on Saturdays starting in April and ending in June.

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

- BCCC's combined ABE or ESL and Workforce courses allow students to obtain their GED or become more proficient in English while simultaneously earning an industry certification. A Certified Nursing



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Assistant (CNA) cohort began in March. Students are scheduled to complete the ABE/ESL and CNA coursework in June immediately followed by clinicals.

- ABE/GED classes began in April at the Northwest Career Center and continued at Eastside Career Center – MOED Partnership.

**Community ESL**

- A new cohort began in April with eleven (11) sections. 245 new students were registered at the Harbor and accompanying virtual sessions of those 191 (~78%) were retained.
- In partnership with CASA de Maryland, cohorts for the Integrated English Language and Civics Education/Integrated Education and Training (IELCE/IET) continued and included the following:
  - A combined ABE and ESL CNA with twenty (20) students registered.
  - Community Health Worker (CHW) with eight (8) students registered.
  - Childcare Training with nine (9) students registered and attending.

**English Language Institute (ELI)**

- ELI conducted thirteen (13) sections of classes with a total of one hundred sixty-four (164) enrollments.
- Students have been meeting with the ELI Specialist for the Fall 2025 registration and advising.
- ELI coordinated with the Mayor's Scholar Program (MSP), the Testing Center, and CASA de Maryland to ensure successful planning for incoming Summer Bridge students who require academic ESL classes.
  - The MSP summer bridge schedule was created, and teachers were recruited.
  - There are fifty-two (52) prospective ESL students, twenty (20) have been tested and will be enrolled in May.
- ELI continues to work with admissions when receiving ELI referrals for ESOL students.

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

There are three (3) Citizenship classes in session, including a Saturday intensive course with thirty-four (34) students currently attending.

- BCCC continues to serve forty-four (44) SOR clients by providing resources and information about ESL and Citizenship classes.
- We continue to work with the Mayor's Office of Immigrant Affairs (MIMA) to expand outreach for older refugees and permanent residents who need preparation classes for naturalization.
- BCCC and the International Refugee Committee complied and submitted the midyear MORA report on April 15<sup>th</sup>.

**Refugee Youth Project (RYP)**

- The total number of English Language Services in Schools for FY25 is 197.
  - Moravia Park Elementary School – 71
  - Patterson High School – 57
  - Mt. Royal Elementary / Middle School – 17
  - Furley Elementary School – 52

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- The RYP summer school programming and schedule for Patterson High School was finalized and actively recruiting teachers to facilitate.

#### Refugee Assistance Program (RAP)

- Total enrollment is 154
  - Five (5) classes commenced in April, with ninety-eight (98) new students registered.
  - Thirty-four (34) clients were referred for ESL services in April from resettlement agencies International Rescue Committee (IRC), Lutheran Social Services (LSS), Hebrew Immigrant Aid Society (HIAS).
  - The RAP specialist maintains updates for refugee client cases files in MORA with enrollment, attendance, and other pertinent notes.

#### Afghan Support to School Impact Scholarship

- In partnership with MORA, BCCC began offering scholarships to Afghan youth and young adults, covering tuition, fees, and books for associate degrees, workforce training, and certificate programs. Eligible applicants must have arrived under AHP (Afghan Humanitarian Parolee), SIV (Special Immigrant Visa), refugee, or asylee status within the last 60 months, including certain family members of AHPs who arrived after September 30, 2023.
- Over 30 students have applied for the scholarship.
- Prospective students' applications are being reviewed for eligibility and language proficiency.
- Students that have met the requirements are expected to begin enrolling in workforce courses with start dates in June, July, and August.
- BCCC also provides mental health wraparound services to twenty-nine (29) clients (youth and parents) at Mt. Royal Elementary / Middle School.

**Workforce Development Program Development and Expansion** – WDCE continues to expand partnerships with local community and health organizations to provide clinical experience for students ultimately improving their career outlook.

#### Enrollment Update for April

Continuing Education Non- Credit Courses	New Enrollments April
Certified Nursing Assistant / Geriatric Nursing Assistant (CNA/GNA)	26
CNA/GNA Theory (IET)	18
Certified Medicine Aide Update	5
Venipuncture	18
Pharmacy Technician	10
CPR	13
CPR	17
CPR	7
Network +	6
Microsoft Online	13
Digital Literacy (UMMC)	5
Transportation / Certified Logistics Associate	11
<b>Total</b>	<b>184</b>

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

##### **Home Builders Institute – Construction Pathways**

- BCCC's access trial period to the Home Builders Institute (HBI) learning management systems curriculum is currently underway. The coordinator and instructor are reviewing the curriculum and will provide their feedback regarding BCCC's adaptation.

##### **BCCC – Apprenticeship Monitoring & Review**

- BCCC, in partnership with Johns Hopkins Hospital (JHH), began a Registered Apprenticeship program for Industrial Maintenance Mechanic. This is a 3-year training program with on-the-job training and related classroom instruction provided by the College. Enrollment in the program is based on selection and hire by a participating employer.
- The WDCE Director met with the Compliance Review Navigator from the Maryland Department of Labor, to review the current Industrial Maintenance Mechanic program regarding compliance and program development. Since its inception, five (5) apprentices have completed the program. The Director is forwarding the required documentation for them to receive their credentials.

##### **University of Maryland School of Social Work**

Future Community Health Worker clinical sites include:

- B'more For Healthy Babies
- The YMCA at Upton/Druid Heights
- Center for Restorative Change
- Lori's Hands

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

- The Office of Secondary Success and Innovation is preparing to launch the 2025 CTE Summer Boost Program, aimed at providing rising seniors with career and technical education (CTE) training and industry-recognized certifications (IRC). The program is designed to enhance workforce readiness by offering targeted courses that align with high-demand healthcare careers and academic support.
  - **Program Duration:** June 16, 2025 – August 1, 2025 (includes clinical completion and certification application process).
  - **Target Students:** 120 rising seniors.
  - **Focus Areas:** Career certification and academic support through math remediation.

##### **Proposed Course & Certification Offerings**

The following training programs have been identified based on industry needs and student interest: BCCC is working with City Schools to provide contractual cost and training agreement.

- Certified Nursing Assistant (CNA)
- Surgical Technician
- Pharmacy Technician

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- Community Health Worker
- Central Sterile Technician
- Phlebotomy Technician
- Lab Technician
- Math Remediation (to support students in certification-related coursework)

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

- The Governor's Workforce Development Board (WDB) has announced a one-year extension of the Workforce Innovation and Opportunity Act (WIOA) Memorandum of Understanding (MOU) and Resource Sharing Agreement (RSA), extending their expiration date from June 30, 2025, to June 30, 2026.
- Bi-monthly meetings with BCCC Training Coordinators and MOED Career Development Navigators are being conducted to track and report on the progress of students receiving WIOA training funds.
- BCCC Staff host weekly recruitment tables every Thursday at the Mayor's Office of Employment Development (MOED) Northwest Center, securing twenty-seven (27) prospective student pre-registrations.
- The MOED's Temporary Assistance for Needy People (TANF) program hosted a vendor meeting at the South Pavilion on February 13, 2025.
- In partnership with Baltimore City Community College (BCCC), thirty (30) Career Coaches from City Schools visited the South Pavilion. The visit included a campus tour and orientation where BCCC representatives provided insights into their programs and resources available to prospective students.

#### **Goodwill Industries**

- A new CNA class began in March 2025 with twelve (12) students registered.
- The Goodwill team continues to partner with the Dwyer Foundation to offer support to those students who are participating in the programs.

#### **Service Employees International Union (SEIU)**

- The SEIU team referred several students to the Certified Medicine Aide (CMA) training. The SEIU covers students' tuition and fees for the class. In the future, SEIU will refer their members to the Patient Care Technician (PCT) program and during the month of April they referred 1 student.

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

- In March 2025 two additional cohorts began—one CNA/GNA and one CHW cohort.
- ESL students will participate in CNA, CHW, and Childcare programs, while ABE students will participate in a CNA cohort.

#### **Other Funding Opportunities**

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

- Baltimore City Department of Social Services/SNAP - \$255,000 to offer workforce development training for City residents and recipients of SNAP benefits.

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

#### Career Services Updates

- Fifty-eight (58) students were placed in employment opportunities with employer partners. Pay rates ranged from \$14.00 - \$42.00 per hour. The average salary for April was \$19.97. Most of the students were placed at UMMC, Amazon BWI-2, LifeBridge Health, and several Baltimore City Public Schools.
- Career Services facilitate multiple Job Readiness sessions for Workforce students each month. Sessions are three (3) days of instruction that include topics such as résumé and cover letter writing, workplace communication, dress for success, and mock interviews.
- There were six (6) daytime Job Readiness sessions conducted. The pathway and the number of participants is as follows:

Job Readiness	Daytime Participants
Administrative Support Services	4
Certified Nursing Assistant / Geriatric Nursing Assistant	9
Childcare	5
Community Health Worker	1
Information Technology – Pre-Cybersecurity+	9
Manufacturing, Construction, & Engineering Technologies	1
Venipuncture / Phlebotomy Technician	1
<b>Total</b>	<b>30</b>

- There were eleven (11) evening Job Readiness sessions conducted including sessions for English Language and Civics Education / Integrated Education and Training (IELCE/IET).
- In addition to the Job Readiness sessions, Career Services provided career and employment assistance to forty-one (41) students that sought services in our office. Below is the number of services students requested.

Services	Participants
Cover Letter Development	1
Employment Assistance	7
Internship Opportunities	5
Mock Interviews	3
Resume Development	22
Workforce Program Inquiry	3
<b>Total</b>	<b>41</b>

- Mayor's High School Senior Job Fair at Coppin State University on April 30<sup>th</sup>. We had 38 soon to be Baltimore City Public School System (BCPSS) graduates visit our booth with a variety of interest in both credit and non-credit courses ranging from a degree in accounting to a workforce program certification CNA/GNA.
  - Nine (9) seniors are open to both credit and non-credit courses

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- Twenty-five (25) – interested in degree seeking course
- Four (4) – interested in workforce courses

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

- There are 215 Pathways in Technology Early College High School (PTECH) Students.
  - Carver High School – 73
  - Digital Harbor High School – 29
  - Dunbar High School – 113
- P-TECH students enroll in two (2) to four (4) courses with the potential to earn college credits. Those credits can be applied towards a degree from BCCC. Classes are held at the student's school, BCCC, or a combination of both.
  - There are twenty (20) P-TECH only courses scheduled this spring, with other P-Tech students enrolling in open courses.
  - PTECH continues to work collaboratively with our external partners at BCPSS schools, Digital Harbor, Dunbar, and Carver High Schools to ensure a smooth transition into college courses for students.
  - PTECH works internally with a panel of BCCC departments, representatives from e-learning, IT, Student Support and Wellness Services, Center for Academic Achievement, BCCC Library, and Disability Support Services Center to best equip students for success.

**FACILITIES SERVICES**

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

**Update on Life Sciences Building**

- Life Sciences & Fine Arts HVAC Upgrades Project:
- Project Completed: Was 85% after fire event in Life Sciences Building.
- Fire Event managed for DGS PM Douglas Karmasek and Jeff Foard
- DGS is managing several contractors that are carrying out a deep cleaning in the Penthouse Machine Room and on floors 4, 3 and 2, as well as repairing the electrical and lighting installations in the machine room where the fire originated.
- DGS and BCCC will need to contact the Fire Alarm Company to work with Dvorak Electric. They will perform additional testing on the fire alarm equipment, and provide reports related to this testing.
- DGS will contact Chilmar and the insurance adjuster to set a date for this necessary inspection.
- At Fine Arts the installation of the equipment is 100% complete.
- The new electrical panel became defective and had to be replaced; the work is complete.
- Johnson Controls (JCI) and BCCC IT technicians are coordinating the programming of the equipment's automatic controls.

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##### **Elevators Renovation**

- Life Science Building
  - Passenger Elevator #1 95% completed; Hopeday must repair the fire alarm devices in elevator #1 in order to complete the State Inspection.
  - Freight Elevator #2 100% completed, DLLR Inspection Passed.
- West Pavilion Elevator 100% completed, DLLR Inspection Passed.
- South Pavilion Elevator #2, 100% completed, DLLR Inspection Passed.
- South Pavilion Elevator #1, 100% completed, DLLR Inspection Passed.
- Gymnasium: 100% completed, DLLR Inspection Passed.
- Nursing Elevator: 100% Completed DLLR Inspection Passed.
  - Brawner Construction will paint the metal hoist way frames and doors on the elevators on LSB and Gym on Saturday, March 29th.

##### **Ongoing projects in the Design Stage:**

##### **Dental Clinic Renovation (LSB)**

- Colimore Architects are working to submit a 100% CD design and complete the bid set for BCCC reviewed it and returned it to Colimore to change the ceiling panel type to 2x4s, as well as the dimensions of the 2x4 light fixtures.
- Colimore Architects will send a panel of finishes with a minimum of (3) options to be selected.

##### **Main Building Ground and 1st 2nd, 3rd, floor Restrooms Renovation**

- Centennial Enterprises awarded the renovation of the 14 bathrooms in the Main Building Kick-off Meeting was scheduled for April 4, 2025.
  - West Pavilion Restrooms Renovation - Noelker and Hull Associates has sent 95% of the designs to BCCC for review and comments.
  - South Pavilion Restrooms Renovation - Noelker and Hull Associates has sent 95% of the designs to BCCC for review and comments.
- West Pavilion Windows Replacement
  - Quinn Evans Architects has sent 100% of the designs and bid set.
  - The tender plans, along with the cost estimate, have been sent to the Procurement Department for the construction bid.
- Physical Education Roof Replacement - Design (BCCC)
  - Noelker and Hull Associates has commissioned Geo-Technology to conduct the ACM survey to identify the presence, location, and condition of asbestos, on 3/31/2025.

##### **Life Sciences 1st and 2nd Floor Restrooms Renovation (DGS Project: PM Robert Hamilton)**

- Noelker and Hull Associates has sent 95% of the designs to BCCC for review and comment.
- Noelker and Hull Associates has sent the Finishes board to BCCC for review and selection.



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- The architect was asked to add renovations to the third and fourth floor bathrooms to the project.

#### **South Pavilion Exterior Windows Replacement (DGS Project: PM Robert Hamilton)**

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

#### **Fine Arts Curtainwall Replacement (DGS Project: PM John Acton)**

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

#### **Learning Commons Project (New Library). (DGS Project- PM Christina Bryz- Gornia)**

- The planning committee continues to meet to complete the design phase.

#### **North Pavilion Demolition. (DGS Project -PM: John Acton)**

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

#### **Wellness Center. (DGS Project – PM John Acton)**

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

#### **Facilities Building. (DGS Project PM: Christina Bryz-Gornia)**

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

#### **Nursing Building. (DGS Project – PM: Christina Bryz-Gornia)**

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

#### **Bard Building. (DGS Project – PM: Christina Bryz-Gornia)**

- Project 98% Completed; The Contractor indicated the work was completed and the final punch list and walk through took place in early April.
- DGS and the GC have until June to close out the claim that they submitted in December.
- Once all the work on the punch list was completed, the fence was removed. BCCC will schedule security guards and facility staff to begin planning for mowing and maintenance. The College posted "no vehicles" and "no dogs allowed" signs after the fence was removed to discourage community misuse.



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#### **PUBLIC SAFETY AND SECURITY**

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

- Collaborating with all facility vendors to ensure the safety of students, staff, and faculty while various projects are under way on the main campus and offsite locations.
- Continuing to Provide 24-hour coverage in the Life Sciences Building while the cleanup and restoration is underway.
- Preparing for Annual MPTC certification for all Police Officers to include Range qualifications and classroom instruction with partner agency.
- Maintaining relationships with several college campus Public Safety Departments and Baltimore City Schools Police to support MPTC compliance.
- Two public safety officers have been placed to patrol the Bard site. Officers have received training on community policing to include de-escalation and coordinated with the Baltimore City Police Department to prevent drug and crime.
- Thirty (30) BCCC staff members, consisting of Public Safety, EVS, and Facilities, received Staying Alive Drug Overdose Response training from the Baltimore City Health Department. The staff learned how to prevent and identify opioid overdoses and how to administer lifesaving naloxone sometimes referred to by its brand name, Narcan. As part of the training, all staff members also received a Narcan nasal spray emergency kit that can be used in the event of an opioid overdose emergency on campus.

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##### **CABINET UPDATE**

*Vice President, Finance & Administration*

##### **Human Resources**

The Office of Human Resource in our efforts to provide consistent, timely, and transparent communication and services to students, staff, and faculty; have filled the following two positions: Assistant Director, Employee and Labor Relations (EEO & Compliance) and Payroll Clerk I. These new hires will begin in June and bring a wealth of knowledge, skill, and expertise to the office.

Continuing our efforts in Gross Pay, the payroll office has completed three test files to ensure that we have met the formatting and data requirements. The personnel files for both full-time and contractual positions are being tested to enable us to provide information to DBM to confirm that all employees are in Workday. We are confident that all testing will be completed, and files finalized for Gross Pay by the end of May.

NeoEd Manager Self-Service configuration is still in progress, and we are also creating Onboarding and Offboarding configuration in NeoEd. The system-initiated onboarding and offboarding platform will streamline this process, eliminating the email notifications generated by human resource staff, and promote a more user-friendly process and establish a central repository of new hire documentation. Additionally, the office is reviewing the Employee Exit Questionnaire, as well as establishing different questionnaires for each employee group (permanent, contractual, faculty, and sworn officers). The results of these questionnaires will assist human resources with assessing the employee experience and providing guidance and information to hiring managers in retention efforts.

The new ADA Reasonable Accommodation Program Overview and Request Form has been developed and will be provided to employees to begin using by the end of May. The new forms contain comprehensive information regarding ADA, the interactive and evaluation process, as well as simplified request forms for both the employee and the medical provider to complete. The new information will educate, inform and equip the employee and their supervisor on the fundamental requirements of the ADA process and procedures. HR will begin the development of new FMLA forms to provide the same level of information for employee awareness, to ensure compliance, and provide guidance to clarify the approval and re-certification process within the 12-month rolling calendar year.

The Office of Human Resources is currently reviewing and refining an institutional Excellence and Service Awards initiative to execute a modified submission, review, selection, and awards process; the preliminary information will be reviewed in June with various awards ceremonies taking place in the late Fall 2025 and Spring 2026. We are currently completing the drafts of the faculty and staff nomination forms, Excellence Awards flyer, the protocol to identify the awards review committee and the evaluation criteria. The Excellence Awards process will be shared with the BCCC community once the timeline has been reviewed and finalized by Cabinet. Other award categories will be initiated in collaboration with the appropriate Cabinet areas (Student Academic Awards; Student Scholarship Awards).

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#### BUDGET OFFICE

- 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.

#### • Appropriation Year (AY 2025) Revenue Summary as of 05/03/2025

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	\$68,307,845	(Includes Bookstore of \$1,390,650)
Restricted	\$19,474,108	(Includes WBJC of \$4,153,776)
<b>Total Revenue</b>	<b>\$87,781,953</b>	

- **Unrestricted Revenue:** Total unrestricted revenue through April Appropriation Year (AY) 2025 is \$5.8 million higher than the revenue earnings through the same period in AY 2024. The primary driver is an increase in tuition and fees, Bookstore, and State appropriations.
  - **Tuition & Fees: overall increase.** The overall increase in tuition and fee revenue is due to higher revenues from the Fall, Spring and Summer semesters, and there is an increase in Non-Credit Tuition and Fees.
  - **Sales, Service, Auxiliary & Leasing: decreased.** - Sales, Service, Auxiliary & Leasing revenue earnings are lower in AY 2025 than at this same time in AY 2024, due to an increase in Bookstore revenues, but a decrease in Real Estate Lease Income.
  - **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 April AY 2025 is \$7.0 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 05/03/2025.

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Expense Fund	Expense Amount	Notes
General (Unrestricted)	\$45,991,228	(Includes Bookstore of \$4,130,958)
Restricted	\$16,208,477	(Includes WBJC of \$1,064,806)
<b>Total Revenue</b>	<b>\$62,199,705</b>	

- **Unrestricted Expenditures:** Total unrestricted expenses decreased by \$2.2 million when compared to this same period in AY 2024, primarily due to a decrease in fixed expenses and Operations & Maintenance.
- **Restricted Expenditures:** Total restricted expenses decreased by \$3.0 million compared to this same period in AY 2024, the primary driver is a decrease in deferred maintenance, educational grants, and equipment. This is a timing difference.

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

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

- BCCC continues to work through the various FY2024 audits with CLA. The audits include the College audit, the WBJC-FM audit, the Single Audit, the CC-4, and the Enrollment audit. Although we have been dealing with carryover issues from the Banner conversion, these factors cause adjustments mainly in the grant/contract area due to the way the data is carried over from one fiscal year to the next and corrections are not able to be made in FMIS. In FY2025, a daily reconciliation is completed between Banner and the State system, FMIS. Typically, when a conversion occurs with a legacy system and another system is involved that must continue to be used, it typically takes two to three cycles to resolve the majority of the issues.
- College Audit: The information requested for Property was provided. Information was requested related to the Capital Projects and the funding; that issue is resolved. Information has been requested ongoing for the grant activity. BCCC anticipates a wrap up of the questions about the grant activity. The variances are because of the carryover issue from the ERP conversion. The next step is for BCCC to update the Financial Statement draft and provide it to CLA.
- Enrollment Audit: Information has been provided. Pending is the final report.
- BCCC Foundation 990 Tax Return: Information has been provided and the final 990 issued. Pending is confirmation of the e-file by CLA Tax group.
- BCCC Foundation Audit: Despite the issues with the BCCC Foundation software, Financial Edge, due to a conversion by Blackbaud, the BCCC Foundation audit is ready to be issued once the representation letter is signed. As far as the status with the software, BCCC is working to have Blackbaud create a backup before BCCC goes back and updates the transactions for closing FY2024 and for FY2025.

## **Baltimore City Community College**

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- Howard P Rawlings audit: The information for the Howard P Rawlings audit, which is separate from the state contract and the above listed audits was provided. The auditors provided some additional questions this week and those items are expected to be returned this week. This audit is due June 1.

- **Grants/COVID Funds**

- SSS TRIO drawdowns previously reported as requested were received. An updated reconciliation was provided and is being reviewed. An updated drawdown request is expected to be provided in the next week for signature.
- Upward Bound drawdown requests were approved, and the drawdowns were requested. These are pending USDOE approval.
- Upward Bound updated reconciliations were provided for review. These are expected to be provided in the next week for signature.
- Drawdown requests are expected to be compiled for COVID funds in the upcoming month. The COVID funds end on June 30.
- Drawdowns for Title IV funds for FSEOG and Federal Work Study transfer to FSEOG were approved, drawdowns were requested and funds received.
- DLLR outstanding requests for cash were signed off, submitted to DLLR and cash received. New MCR's continue to be prepared and submitted for review/signature.
- Perkins Grant reconciliations are being worked through with the various areas. A request for cash was submitted to MSDE and cash has been received. Ongoing work will focus on where the transactions are being charged and if they have been completed.
- Other grants reconciliations are being provided for review and invoicing.

- **Ellucian Advisory Services**

- Meetings have continued with Ellucian to discuss issues encountered in the conversion.
- Progress is being made but it is slower than anticipated. The current contract will expire on June 30 with an anticipated one-year extension. Despite progress, focused work is still in process.

## Baltimore City Community College

### PRESIDENT'S REPORT

#### Board of Trustees Meeting – May 21, 2025

#### Rents Information

BCCC Rents Paid FY2025

Location	Vendor Name	Amount Paid FY2025	Monthly Base Amount	Monthly CAM Charges
BioPark	Wexford (Ventas, Inc)	\$ 2,004,361.63	\$ 115,209.49	87,639.14
Workforce (Downtown)	MarketPlace	432,524.26	42,000.00	
Student Parking Lot	Back to the Bible	68,530.00	6,853.00	
Reisterstown Plaza (College)	TRC RRP IV	245,527.16	24,525.39	
Reisterstown Plaza (WBJC)	TRC RRP I	120,628.66	8,091.15	
<b>Totals</b>		<b>\$ 2,871,571.71</b>	<b>\$ 196,679.03</b>	<b>\$ 87,639.14</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 Awards

For the month of April, 25 procurements were awarded, amounting to \$292,467.74. These procurements were awarded in the following categories:

Work Category	Amount
Commodities	\$31,325.94
Services	\$86,603.78
Maintenance	\$10,160.00
IT Services	\$4,401.35
Construction	\$151,480.00
IT Hardware	\$8,496.67
<b>Total</b>	<b>\$292,467.74</b>

Note several of the procurements are items that were voted on during the previous Board of Trustees meeting; these were issued purchase orders upon the approval of the award.

A total of 74 credit card transactions were conducted in the month of April in the amount of \$43,580.58.

#### Bookstore

The College is continuing its transition to Barnes & Noble College (BNC). BNC has completely assumed the day-to-day operations of the Bookstore. Working with BNC, the College is continuing its effort in preparing the students for the 1st day complete starting in the Fall. Training will be provided to the Academic area for the online portal. Marketing will promote the 1<sup>st</sup> day complete program and information sessions about the program will be scheduled for students.

**Baltimore City Community College****PRESIDENT'S REPORT****Board of Trustees Meeting – May 21, 2025****CABINET UPDATE***Chief Information Officer***ENTERPRISE RESOURCE PLANNING (ERP) PROJECT**

Oversight of the ERP project via MD Department of Information Technology (MD DoIT) was officially concluded, and the appropriate close-out documents submitted. Although best practice informs us that the implementation of an ERP for any organization generally requires at least a 3-year implementation and normalization period, as of May 2025, core ERP modules have been implemented, and we continue to make progress in addressing the remaining tasks originally identified in the ERP project plan. The table below provides a project overview of completed and remaining tasks.

Service	Completed	In Progress
CRM Recruit	8	9
HR/Payroll	26	3
Finance/Budget	8	7
Student Records	19	17
Workforce (WDCE)	7	10

The current in-progress tasks along with any other program implementation information is being worked on and will be transitioned and aligned via a 2025 - 2026 Advisory Services Project Plan in the coming months.

**INFORMATION TECHNOLOGY & INFRASTRUCTURE**

BCCC's datacenter infrastructure was updated in recent years via the Data Center Modernization / Disaster Recovery project. Due to unplanned technical difficulties that surfaced since the project's inception, the implementation remains in progress. The physical datacenter-to-cloud network replication point, originating in Annapolis through NetworkMD, is pending the finalization of virtual networking components in Azure between the US East and US North zones to allow the extension of current data into the protected DR cloud space. Establishing connectivity between the different geographical locations will increase the costs predicted by the original SoW in 2022-2023 (that involved a now-retired Nutanix-hosted "out of the box" cloud DR space rather than Azure-hosted which is the fallback option).

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – May 21, 2025**

#### **CABINET UPDATE**

##### *Vice President, Advancement*

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

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

##### ***BCCC Collaborates with Baltimore City Sheriff Office***

The Baltimore City Sheriff's office joined in dialogues to create formal paths of collaboration with BCCC. As a result of these dialogues, the sheriff's office attended this year's commencement ceremony and is scheduling a series of follow-up meetings to discuss a formal partnership.

##### ***BCCC Joined Coppin Heights Community Development Corporation, Inc. for Mill on North Grand Opening***

BCCC joined the grand opening celebration of the Mill on North development project. The project is a food hall that showcases 6 minority & women owned food vendors and a cocktail bar. This is a \$5M project created to address the lack of food vending options in the West North Avenue Revitalization footprint. Federal, state, and local elected officials were present for the event.

##### ***BCCC Hosts More than 600 Guests—Urban One Job Fair***

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 was a benefit to both BCCC students and Urban One as we support employment opportunities for all Marylanders.

##### ***BCCC is Represented at Urban Reads Bookstore in East Baltimore***

BCCC continues to expand its outreach to east Baltimore by attending community events and forums. On May 8<sup>th</sup>, Urban Reads Bookstore hosted a local author. Urban Reads publishes a monthly magazine that features local authors, community projects, and issues related to returning-offenders. BCCC looks forward to strengthening this partnership.

##### ***BCCC Hosts Author Kevin Shird (Fall 2025)***

BCCC is scheduling a robust engagement opportunity for students, faculty, staff and community to present Mr. Kevin Shird, author of *A Life for a Life*. Dr. Chinyere Obi, a BCCC alumna & Psychiatric Mental Health Nurse Practitioner and driving force in Maryland's mental health community, is joining the College to promote Mr. Shird's book and mental health awareness. As BCCC launches its new BCCC Bookstore & BCCC First Complete Program—this will serve as another event to showcase new opportunities for students in connection with the new BCCC Bookstore.

##### ***Greater Mondawmin Coordinating Council***

BCCC continues supporting its community partners in providing meeting space, capacity building and network opportunities. The GMCC hosted its quarterly board meeting (4/4) and provided updates to the College that included partnership opportunities and potential grant opportunities.



## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – May 21, 2025**

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

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

##### *Staff Community Engagement*

The station created opportunities to extend the BCCC brand in the community while establishing partnerships and engagement opportunities with organizations such as Annapolis Symphony, Chamber Music Maryland, Shriver Hall Concert Series, Music at St. David's, Chesapeake Shakespeare Company, Towson University, Reston Reading Series, Post Classical Ensemble, The Charles Movie Theatre, CASH Campaign – State of Maryland, Johns Hopkins Osher Society, Baltimore Chamber Orchestra, Baltimore Symphony Orchestra, Taffety Punk Theater, Baltimore Theatre Project,

##### *Corporate Support Partnerships*

The Station developed underwriting partnerships and content on WBJC from numerous clients, including returning clients such as Strathmore, Post Classical Ensemble, Atwater's Catering, In Series, Shriver Hall Concert Series, Vocal Arts DC, Chamber Music Maryland, Opera Baltimore, Gertrude's Restaurant, Kennedy Center, 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*

WBJC programs and 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 Peabody's Brian Ganz, and the Baltimore Symphony Orchestra.

##### **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, the new BCCC Bookstore and Student Life events.

## **MARKETING**

During April & May 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 700k pageviews, and more than 500k user engagements. Of these, more than 68k were new visitors. Google Analytics demonstrates BCCC is leading visitors to its website via digital ads and posts on the top 4 social media platforms: Facebook, Instagram, X, LinkedIn.

##### *Academic Affairs*

- **Visual Arts, Music, & Fashion**— marketing and social promotions were developed to highlight visual art, music, and fashion. These are targeted efforts for potential students who show an interest in noted areas.
- **Phi Beta Kappa Program & Promotional Materials**—marketing collaborated with Academic Affairs to assist with designing, printing, and promoting this year's Phi Beta Kappa awards hosted in Howard County.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – May 21, 2025**

##### *Workforce Development*

- **WDCE Analytics**—the department provides updated web and social media analytics for all programs that are promoted digitally. This helps with targeted outreach and recruitment efforts.
- **EMT Promotion**—the department has increased its promotion of the BCCC EMT program.

##### *Student Affairs*

- **UB Scholarship Program**—the department created digital promotions to post throughout campus to build interest in transferring to the University of Baltimore and highlighting its scholarship opportunities.
- **Barnes & Noble College**—the department continues to build upon branding opportunities for the Barnes & Noble Bookstore for purposes of BCCC merchandise and accessories. This was the inaugural year for BNC bookstore to provide retail merchandise during commencement.
- **Rising Together: Advancing Young Women's Educational and Economic Opportunities**  
BCCC hosted nearly 200 Baltimore City high school's students at this conference.
- **Urban1 Job Fair Marketing**  
Urban 1 partnered with BCCC, Maryland Health Connection, Greater Baltimore Urban League, and the Baltimore City Mayor's Office of Employment Development to create the Baltimore Job Fair. This event, hosted at BCCC, included a live feed by Urban One and numerous employers and hundreds of visitors. BCCC supported this event with a comprehensive social, print, and digital campaign.
- **Urban1 Marketing Plan**  
The College launched discussions with Urban 1 to implement a comprehensive radio, television, and digital media campaign to influence and engage the Baltimore area in the programs and Workforce Training programs at BCCC. Urban 1 is developing presentations for consideration by the College, which will offer an opportunity to channel multiple software opportunities that are currently unavailable within the College to provide a base of cross-channel marketing opportunities.
- **Student Clubs & Student Life & Engagement Events Marketing**  
The College developed multiple marketing initiatives to support Student Life & Engagement and Student club events throughout the month, such as the SGA Donation Drive, Name the Panther Campaign, the International Student Club, and more.
- **Enrollment Marketing**  
In addition to digital marketing, the College created social media to build engagement for Workforce Development programs and the Mayor's Scholars Program Information Sessions.
- **Transfer Fair**  
Visuals were created to build engagement for Student Life events held during the Spring 2025 Transfer Fair, including print, digital, website and social media. Hundreds of students and multiple colleges participated in the event.
- **Commencement 2025 Marketing**  
The College developed a comprehensive plan surrounding the marketing and communication of

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – May 21, 2025**

Commencement 2025 details. The campaign, consisting of print, video, social, digital, events and more are promoted on all channels, digital signs, the Commencement website, promotional items, and more.

#### ***Digital Enrollment Advertising***

##### **Summary:**

The College scheduled various digital advertising initiatives to impact Apply and Register enrollment for Spring and Summer 2025.

- These campaigns indicate a high performance return, with a cumulative reach between both Spring advertisements of 608,890 and link clicks of 28,937.
- Website traffic As compared to the traffic being driven to the landing page by these digital advertisements, the college experienced website traffic to the Marketing Landing Page of 47,653, with active users equalling 31,784.

##### **Spring 2025 Digital Campaign Analysis**

###### **Apply & Register Spring 2025 Classes**

Link Clicks 28,937

Reach: 608,890

Impressions: 4,341,067

##### **Summer 2025 Digital Campaign Analysis**

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

###### **Apply & Register Summer 2025 Classes:**

Link Clicks 5,289

Reach: 153,249

Impressions: 1,043,889

#### ***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.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – May 21, 2025**

#### **CABINET UPDATE**

*Vice President, Institutional Effectiveness, Research & Planning*

#### **OFFICE OF GRANTS DEVELOPMENT**

As of May 2025, the Office of Grants Development continues to support Baltimore City Community College's mission by managing the renewal and closeout of key institutional grants ending June 30, 2025. Below is a summary of performance and renewal status:

- Baltimore City Department of Social Services – Occupational Training  
*FY25 Award: \$753,113 | FY26 Renewal: \$1,506,226*  
This longstanding grant supports credential-based workforce training, with a goal to serve 3,000 participants over three years. The program offers hands-on training and job placement support to increase employment and wage outcomes.
- Carl D. Perkins  
*FY25 Award: \$274,643 | FY26: Application due May 16, 2025*  
A formula grant supporting career and technical education. Funding is guaranteed; the final amount will be determined by MSDE.
- Consolidated Adult Education and Family Literacy Services  
*FY25 Award: \$1,044,693 | FY26: Application due May 12, 2025*  
This program serves 3,000 adult learners through English Speaking Language (ESL), adult basic education, and GED preparation. BCCC consistently meets program targets.
- Corporation for Public Broadcasting (CPB) – Community Service Grant  
*FY25 Award: \$92,607 | FY26: Pending*  
Final audit submitted. Awaiting FY26 allocation decision amid national conversations about public broadcasting funding.
- Maryland State Arts Council – WBJC Grant for Organization  
*FY25 Award: \$109,886.87 | FY26: Pending*  
Audit submitted. The College expects notification by July 8, 2025.
- MSDE – Child Care Career and Professional Development Fund (CCCPDF)  
*FY25 Award: \$104,028.30 | FY26: Awaiting RFP*  
The program supports students in early childhood and education pathways. This year, a record 10 students are graduating—the highest number since inception. One additional student is expected to graduate next semester.
- Pathways in Technology Early College High School (P-TECH)  
*FY25 Award: \$219,284.50 | FY26: Application due June 1, 2025*  
The program provides college coursework to high school students from Carver, Digital Harbor, and Dunbar during the fall, spring, and summer terms.

#### ***Institutional Impact and Sustainability***

The Director of Grants Development is developing sustainability plans for all institutional grants to ensure long-term impact, continued student support, and alignment with strategic institutional goals.

## **Baltimore City Community College**

### **PRESIDENT'S REPORT**

#### **Board of Trustees Meeting – May 21, 2025**

#### **BOOKSTORE - BARNES & NOBLE COLLEGE**

##### ***Physical Transition***

The transition to the new Barnes & Noble College (BNC) managed bookstore is well underway. On April 21<sup>st</sup>, the Bookstore opened under the management of Barnes & Noble College, which marked the completion of phase 1. Much of the transition work was completed while the campus was closed for Spring break when BCCC prepared the space and re-organized the inventory to ready for the new management. Work was coordinated with Facilities, Public Safety, Finance, and Financial Aid. Academic Affairs worked to prepare book orders for the summer and upcoming Fall semester, and Information Technology worked with Barnes & Noble College to collaborate on needed data.

BNC has hired a manager and an assistant manager. Over the last few weeks, the BNC team has organized inventory and taken over operations. In the coming weeks, BCCC-branded merchandise will become available along with the student essentials. Students will have the option of purchasing books and materials at a fixed rate or making independent purchases. The student experience and resource availability will be significantly improved.

##### ***Communication***

On Friday, April 4<sup>th</sup>, three separate hour-long information sessions were held to apprise faculty and staff of the upcoming changes at the bookstore. With faculty and staff attending, three sessions were held in a town hall-type format and allowed for question-and-answer responses. The sessions were part of a communications plan that first informed instructors and staff before sharing the information with students. Additionally, an FAQ document was prepared and released with the student communication email. Frequently asked questions are now embedded in the BCCC Bookstore web page.

##### ***Looking Ahead***

After establishing operations, the Bookstore will undergo a renovation. This process will take place during the Fall 2025 Semester as BNC remodels the store to provide a welcoming atmosphere, increased availability of BCCC-branded merchandise, streamlined book and materials ordering, and other high-quality services for students and the BCCC community.

##### ***Transition Progress***

- Phase 1 Complete: On April 21, the Bookstore officially opened under Barnes & Noble College (BNC) management.
- Campus Collaboration: BCCC departments (Facilities, Public Safety, Student Affairs, Academic Affairs, Information Technology) coordinated to ensure a smooth transition.
- Staffing & Setup: BNC hired a manager and assistant; store reorganized and merchandised.

##### ***Phase 2 and 3 Preparations are Underway***

- Summer and Fall book orders submitted.
- Launching First Day Complete program for Fall 2025 – offers cost-saving options and improved access to materials.

##### ***Communication Efforts***

- April 4: 3 faculty/staff info sessions held; FAQs shared via email and bookstore web page.
- Communications to students will be via email, text, and posted signage around campus.

##### ***Looking Ahead to Phase 4***

- Fall 2025: Bookstore remodel planned to enhance services, increase BCCC-branded merchandise and create a more student-friendly environment.

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees Meeting – May 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)**

##### ***Nursing***

Four members of our Nursing Faculty and staff, led by the Associate Dean/Nursing Administrator, took part in an annual conference in Alexandria, VA. The event, organized by the Accreditation Commission for Education in Nursing (ACEN), took place from April 22 to April 25, 2025.

The ACEN Self-Study Forum was a hands-on experience, offering attendees a deep dive into the 2023 standards and criteria, demystifying the accreditation process, and providing practical guidance in composing a Self-Study Report. As an ACEN visit is planned for Spring 2026, this conference has prepared our nursing team to effectively prepare for the upcoming peer review.

##### ***Dental Hygiene***

The faculty and staff started holding clinic hours during the final week of the Spring Semester to help students complete the missed hours (during early Spring 2025) due to a fire in the Life Science Building. The department is continuing the make-up activities until May 23, 2025 and faculty will be paid for the extended time. The plan was devised and approved by the College’s administration and Commission on Accreditation of Dental Education (CODA).

These post-semester make-up hours were arranged and scheduled to ensure that the Dental Hygiene students have an opportunity to complete their education journey on time.

##### ***Emergency Medical Services***

The program coordinator completed and submitted an annual report to the accreditor, Committee on Accreditation for the EMS Professions (CoAEMSP), on May 15, 2025. The report included data on enrollments, retention, completion of core program courses, and licensing examination pass/fail rates. The reporting period was the academic year 2023. The program is very confident in maintaining its continuing accreditation status.

##### ***Surgical Technologist and Health Information Technology***

Program coordinators have initiated work on the accreditation annual reports due in June and July. These programs are in good standing with their respective accreditors and hold continued accreditation status.

These comprehensive, data-driven reports are a crucial tool in maintaining the high standards of our programs. They cover key aspects such as enrollment, completion, placement rates, financials, faculty credentials, and programmatic information on the institution’s website, providing a thorough evaluation of our programs.

## **Baltimore City Community College**

### **Realignment Tasks Update**

### **Board of Trustees Meeting – May 2025**

#### **E-learning**

##### ***Projects***

##### **Barnes and Noble College (BNC)**

The Barnes & Noble Learning Tools Interoperability (LTI) implementation is continuing. Demonstrations and training were provided during the Spring 2025 Professional Development week to familiarize BCCC faculty and E-Learning staff on the embedding of instructional materials into Canvas.

E-Learning is working with publishers to ensure that the transition for faculty is smooth and seamless. E-Learning staff have Standard Operating Procedures to support Learning Management System (LMS) integration to ensure student access to e-books and courseware.

In April, an e-tutoring walkthrough video with the Retention Specialist was filmed and editing/postproduction is wrapping up so that review of the edited version can occur in May. Once approved by the Retention Specialist, the video will be added to the orientation course.

Also in April, the mechanism for recording the AI audio to be used for the library videos was chosen and tested. E-Learning is awaiting scripts to feed into the AI for recording. Once recorded, other elements of the video which are all animation/aftereffects related will be created and woven into the project files. A timeline for the completion will be established.

The remaining initial groups targeted for video content inclusion are:

- Student Life & Engagement – brief videos reinforcing text content in the orientation course related Student Life & Engagements activities for students
- (to be recorded in May) Library Services – Using creative delivery of video, enhance student understanding of how the library can serve them

##### **Video Production**

*Pre-Production (scripting and storyboarding); these also require publisher test courses and accounts to be created*

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

#### **Library**

##### ***Reserves Collection***

The Circulation Manager is nearing the end of analyzing the Textbook Reserves collection. The goal is to remove any textbooks that were more than two editions old and any other supporting materials that partnered with those textbooks. The Reserves clean-up project will conclude over the summer, and a new Reserves workflow can be developed in Summer 2025 and launched in the Fall semester. The Circulation Manager and Library Director met with incoming Barnes and Noble College (BNC)



## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees Meeting – May 2025**

staff in the BCCC Bookstore to establish communication and begin discussions for future collaboration on supporting course reserves with incoming materials.

Estimated timeframe for completion is May 15, 2025.

#### ***Outreach/Engagement***

The Circulation Manager and Library Director met with MD Humanities to discuss our participation in the One Maryland, One Book program. The proposal for BCCC participation was received by their team and early indications are that BCCC is a viable contender to be a site visit for the author and illustrator during their state-wide tour in October. The Circulation Manager and Library Director have received some commitment from BCCC faculty for using the material in their instruction and have acquired support from African American History and Genealogy Librarians at Enoch Pratt Free Library to engage with our students. In collaboration with eLearning, the Library Staff created a module for the Canvas orientation course. The Library Staff chose avatars and matched AI voices to them, so that the library's primary functions would be presented and received in an engaging way. The Staff also wrote scripts for each avatar, and the next step is for eLearning to screencast the pages to match the avatars' messages.

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

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

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

The Workforce Development & Continuing Education (WDCE) Division 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.

#### **April 2025 Enrollment Snapshot**

In April 2025, the Workforce Development & Continuing Education Division facilitated fourteen (14) classes with a total of one hundred eighty-four (184) students enrolling into workforce pathways. Health & Biosciences enrolled ninety-six (96) students mostly in Certified Nursing / Geriatric Assistants (CNA/GNA) courses. Forty-one (41) students participated in CNA/GNA Clinicals, completing the final course of the program. Human Services enrolled eleven (11) students, Certified Logistics Associate, Information Technology & Cybersecurity enrolled forty-three (43) students with the greatest concentration in Pre-Cybersecurity A+ Certification.

#### *April Enrollments Snapshot -Chart*

<b>Continuing Education Non-Credit Courses</b>	<b>New Enrollments April</b>
CNA	26
CNA Theory (IET)	18
CNA Theory (OE)	23
CMA Update	5



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

Venipuncture	18
Pharmacy	10
CPR	13
CPR	17
CPR	7
Pre-Cybersecurity	12
Network +	6
Microsoft Office	13
Digital Literacy (UMMC)	5
Certified Logistics Associate	11
<b>Total</b>	<b>184</b>

**Strategic Partnerships and Community Collaborations**

In March, Workforce leaders met with the Home Builders Institute (HBI), a trade skills training provider, to discuss BCCC's access to HBI's digitized curriculum for Construction Trades training. Obtaining HBI's digitized curriculum will assist BCCC in attracting more students and increase student learning modalities.

Currently, BCCCs Training Coordinator and Trade Instructor are reviewing the curriculum. At the termination of the trial period, they will be able to provide a recommendation regarding adaptation.

There were five (5) Industrial Maintenance Mechanic Apprenticeship Program completers. Applications for Certificate of Completion have been completed and submitted to the Department of Labor, Licensing, and Regulation (DLLR).

Clinicals for Community Health Worker (CHW) students are in the process of being scheduled. In May, there will be ten (10) students participating in the first cohort. The practical portion will be completed in May at Lori's Hands. Other sites include B'more for Healthy Babies, the YMCA at Upton/Druid Heights, and Center for Restorative Change.

Coordination with Baltimore City Public Schools (BCPS) and BCCC WDCE is taking place in preparation to launch the 2025 CTE Summer Boost Program, which will operate from June 16<sup>th</sup> through August 1<sup>st</sup> of 2025. The initiative aims to serve 120 rising seniors by offering workforce certification training leading to an Industry Recognized Certification (IRC) paired with academic remediation in mathematics. IRCs for this iteration include Certified Nursing Assistant (CNA), Surgical Technician, Community Health Worker (CHW), Pharmacy Technician, Central Sterile Technician, Phlebotomy Technician, and Lab Technician.

The partnership with the Mayor's Office of Employment Development (MOED) continues to yield strong results. Outreach at the Workforce Reception Center has resumed to increase enrollment of TANF/SNAP recipients into occupational skills training and other continuing education programs. In addition, outreach at the MOED Northwest Career Center / Re-Entry Center has continued and remains a consistent partner for our CDL-B student referrals.

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees Meeting – May 2025**

BCCC's partnership with Goodwill Industries remains active, CNA and Pharmacy Tech cohorts that launched during the 1<sup>st</sup> quarter of 2025 are currently in clinical stages. A new CNA cohort of 21 students started during the month of April. This initiative continues to support students with workaround service provided in partnership with the Dwyer Foundation.

#### **Workforce & Program Development Meetings**

Cyber Workforce Accelerator (CWA) – WDCE Director, Cyber Training Coordinator, and IT instructor participated in training with BCR Cyber in preparation to launch a workforce development program utilizing the SOC Operations Analyst I curriculum. This training, recently conditionally approved by the State of Maryland as an Industry-Recognized Credential (IRC) under the Blueprint initiative, prepares individuals for entry-level cybersecurity roles through hands-on instruction aligned with federal and industry standards. The focus consisted of SOC Analyst training and certification development. The BCR Cyber Series 3000 Cyber Range simulates cyber-attacks and introduces students to cybersecurity concepts and operations. The range will be in the South Pavillion campus, and a program launch is currently in progress.

CDL-B Program – BCCC WDCE completed and submitted an application to Maryland Department of Motor Vehicles to become a testing site (West Pavillion). Site visits to obtain approval are scheduled for May.

#### **Program Expansion and Partnership Development – Diesel Mechanic**

WDCE is preparing to administer the Automotive Service Excellence (ASE) Entry-Level Certification Testing for the current Diesel Mechanic cohort nearing program completion. Following a comprehensive program review, it was determined that the current offering lacks sufficient hands-on training with engines and equipment. As a result, WDCE is recommending the development of a new Automotive Entry-Level Technician track to better align with industry needs.

To support this enhancement and expand hands-on training opportunities, the WDCE Director and Training Coordinator conducted a site visit to Vehicles for Change (VFC) to explore a potential partnership. Discussions are ongoing, with follow-up actions planned to assess collaboration opportunities that could enhance training delivery and employment outcomes for participants.

Baltimore City Department of Public Works (DPW) Partnership – WDCE Team met with DPW leadership to explore opportunities to partner in addressing workforce needs and providing essential skills training for prospective and current employees. Next steps will focus on laying the groundwork for the implementation of customized GED classes and water and waste water specific workforce training programs for DPW employees. An action plan has been developed that includes check-ins, site visits, and recruitment for vacancies.

BCCC-DHS Monthly Collaboration Meetings – WDCE team continues to participate and provide regular updates on workforce support programs with DHS. WDSS funding was resumed during the month of April and currently all funds that have been authorized have been expended through June 30<sup>th</sup>, 2025.

BCSNAP E&T Monthly Meeting – WDCE team attended and participated in a statewide meeting along with other SNAP nonprofit partners for employment and training services. BCCC Intake specialist received WORKS Training at the conclusion of the session. Additional training in WORKS is pending for program coordinators. SNAP announced that an update on FY 26-28 proposal guidelines is in the final stages of review and notice of release will be sent out to providers.

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees Meeting – May 2025**

Baltimore City Police Department (BCPD) Police Cadet Partnership with BCCC continues. The WDCE Director meets and collaborates with BCPD regarding the development of public safety workforce pipelines and follows-up on cadets currently participating in the program. BCPD Academic Director onboarded a new cadet program coordinator and along with WDCE Director participated in a next steps webinar hosted by MD Labor on April 21<sup>st</sup>. During the meeting, the next steps were discussed including strategic planning with city and state agencies on public workforce alignment.

During March 2025, the Integrated English Literacy and Civics Education (IELCE) and Integrated Education and Training (IET) programs continued to demonstrate strong outcomes. Two new cohorts launched—one focused on CNA/GNA certification and one on CHW training. For the first time, an Early Childcare cohort was introduced for ESL students. BCCC's Adult Basic Education (ABE) division also successfully integrated GED pathways with CNA training, allowing students to progress from foundational education directly into healthcare credentialing. Additionally, CASA de Maryland remains a key partner, with three CNA cohorts planned for FY25. The first of these cohorts, which began in July 2024, already resulted in eleven (11) student completions and credential attainment.

#### **Outreach & Recruitment**

Workforce Development information sessions promoting continuing education and workforce programs to prospective students had sixty-four (64) students participated in the session.

Mayor's Office of Employment Development (MOED) Outreach for TANF/SNAP recipients (in-person sessions) – Recruitment engagements resumed with MOED for two sessions on April 14<sup>th</sup> & April 21<sup>st</sup>.

NAF (National Academy Foundation) Tour – April 3<sup>rd</sup>: Campus tour and breakout sessions for high school students, including advising and registration support, WDCE Director provided an info session to 20 participating bilingual students.

#### **Technology, CRM & Operational Support**

The WDCE team continues to participate CRM Recruit Advisory Meetings (Non-Credit Team) – April 1<sup>st</sup> & April 22<sup>nd</sup>: Staff are addressing recruitment workflows and student data integration and testing of forms and processes.

The WDCE team participates in the Ellucian Banner Student Advisory Sessions – April 25<sup>th</sup> : Discussions on Banner system implementation for non-credit teams.

#### **Career Services Impact**

The Career Services team continues to play a pivotal role in preparing students for workforce entry and advancement through individualized support, career development programming, and strong employer partnerships. In April, 58 students were successfully placed in employment opportunities, pay rates ranged between \$14.00 and \$42.00 per hour with an average wage of \$21.93. Most placements were secured with high-profile healthcare providers including MedStar Health, University of Maryland Medical Center, Johns Hopkins Hospital, and LifeBridge Health.

To enhance job readiness, the team conducted six (6) daytime and 11 evening training sessions throughout April. These sessions served students in workforce training programs including Early Childhood, Phlebotomy, CDL-B,

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees Meeting – May 2025**

Community Health Worker, Pharmacy Technician, and Cybersecurity. The training sessions focused on key employment competencies, such as resume writing, mock interviewing, professional communication, and employment search strategies.

In addition to structured training, Career Services provided individualized support to 41 students. Of these, 22 students received assistance with resume development, three participated in mock interviews, seven were supported with employment search guidance, one received help with a cover letter, five sought internship opportunities, and one student requested information about workforce programs.

The department also remained active in external engagement, including participation in the Mayor's High School Senior Job Fair. The Career Services provided information to the future graduates regarding non-credit and credit programs available to them.

Career Services is in the infancy stage of planning a series of hiring events for next year bringing employers to campus to provide job opportunities for our students.

#### **Funding and Grants Update**

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

#### **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*

#### **Dental Hygiene (DH)**

In February 2025, the College used Perkins grants to acquire preparation material for the students to prepare for the Clinical Simulation examination offered by the Commission on Dental Competency Assessments-American Board of Dental Examiners (CDCA-ADEX) members. The students took the examination on April 10 and 11, 2025 and 91% of students achieved a passing score.

The ADEX (American Board of Dental Examiners) dental hygiene licensure exams administered by CDCA-WREB-CITA include computer-based simulations and clinical simulated patient exams. The ADEX Dental Hygiene Examination series consists of a computer-based simulation exam and a clinical simulated patient (manikin) based examination designed to measure clinical competence. The Simulated Patient Treatment Clinical Examination (SPTCE) evaluates candidates' clinical and judgment skills.

Only students or graduates of schools accredited by the Commission on Dental Accreditation (CODA) or Canada's Commission on Dental Accreditation may take the ADEX Dental Hygiene Examination.

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

**Realignment Task #4**

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

*Vice President, Academic Affairs*

**The School of Arts and Social Sciences**

During the Forum Week, Faculty members met with internal stakeholders to prepare for a follow-up meeting with representatives from Baltimore City Public Schools. The focus of the meeting was to clarify the expected outcomes for developing the new developmental English course which will be designed for high school students who have not achieved CCR status. A developmental math course will also be finalized with the respective BSTEM faculty. The tentative launch date is Fall 2025.

**The School of Nursing and Allied Health Professions**

***Nursing***

The Nursing department has established a contact with Shephard Pratt Healthcare and a draft MOU submitted to the VPAA’s office for legal review and the President’s approval and signature. The execution of the contract will allow the Nursing students to complete their clinical rotations in the Mental Health/Psychiatry area.

***Physical Therapist Assistant***

The Clinical coordinator has initiated two clinical contracts (MOUs) with Physical Therapy First and Gold Medal Physical Therapy. The contracts are under review by legal counsel and once approved and signed, these contracts will offer the PTA students additional choices and clinical hands-on experience in different specialties.

**Realignment Task #5**

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

*Vice President, Student Affairs*

**Enrollment**

***Spring 2025***

The last day of Spring 2025 registration was March 13, 2025. The Spring 2025 enrollment increased by 8.9 percent (3,948), compared to Spring 2024, with 3,626 students enrolled.

***Summer 2025***

Summer 2025 registration started on March 10, 2025. As of May 17, 2025, two thousand fifteen (2,015) students are registered. This figure does not include summer registration for the Mayor’s Scholars Summer Bridge Program. MSP Summer Bridge students will start registering for their courses in the coming weeks. The College is on track to surpass Summer 2024 enrollment of 1,964 students.

The first day of class is May 20, 2025, and the last day to register is July 8, 2025.

## **Baltimore City Community College**

### **Realignment Tasks Update**

### **Board of Trustees Meeting – May 2025**

#### ***Fall 2025***

General registration for Fall 2025 started on April 30, 2025. As of May 17, 2025, one thousand seven hundred fifty-five (1,755) students are registered. The first day of class is August 25, 2025, and the last day to register is October 21, 2025.

#### **CRM Recruit Process Improvements**

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

##### ***CRM Recruit Manage Events Feature***

The CRM Recruit, Manage Events feature will enhance the recruitment process by personalizing student engagement and tracking student engagement from application to enrollment. With this feature, the Admissions area will fully automate the scheduling for recruitment events.

##### ***Territory Management***

Territory management dashboards are in production for Recruiters. Recruiters can see applicants on their dashboard based on their assigned recruitment territories. Recruiters can track and engage with prospective applicants using this dashboard.

##### ***Inquiry Form Enhancements***

The inquiry form was streamlined to allow direct submission to the CRM system via event QR codes, reducing reliance on Microsoft Forms.

#### **MAYOR'S SCHOLARS PROGRAM (MSP)**

As of May 15, 2025, 322 students have confirmed participation in the MSP Summer Bridge Program; surpassing last year's enrollment of 320 students. The goal for the summer bridge program is 500 students. MSP is on track to meet its goal.

#### **RECORDS & REGISTRATION**

The College is in the process of completing internal testing for the implementation of Degree Works for students. By Summer 2025 students will access Degree Works from their Student Profile, allowing them to track their educational plan and personally monitor their pathway to completion.

#### **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:



## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees Meeting – May 2025**

#### ***BCCC Collaborates with Baltimore City Sheriff Office***

The Baltimore City Sheriff's office joined in dialogues to create formal paths of collaboration with BCCC. As a result of these dialogues, the sheriff's office attended this year's commencement ceremony and is scheduling a series of follow-up meetings to discuss a formal partnership.

#### ***BCCC - Coppin Heights Community Development Corporation, Inc. for Mill on North Grand Opening***

BCCC joined the grand opening celebration of the Mill on North development project. The project is a food hall that showcases 6 minority & women owned food vendors and a cocktail bar. This is a \$5M project created to address the lack of food vending options in the West North Avenue Revitalization footprint. Federal, state, and local elected officials were present for the event.

#### ***BCCC Hosts More than 600 Guests—Urban One Job Fair***

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 was a benefit to both BCCC students and Urban One as we support employment opportunities for all Marylanders.

#### ***BCCC is Represented at Urban Reads Bookstore in East Baltimore***

BCCC continues to expand its outreach to east Baltimore by attending community events and forums. On May 8<sup>th</sup>, Urban Reads Bookstore hosted a local author. Urban Reads publishes a monthly magazine that features local authors, community projects, and issues related to returning-offenders. BCCC looks forward to strengthening this partnership.

#### ***BCCC Hosts Author Kevin Shird (Fall 2025)***

BCCC is scheduling a robust engagement opportunity for students, faculty, staff and community to present Mr. Kevin Shird, author of *A Life for a Life*. Dr. Chinyere Obi, a BCCC alumna & Psychiatric Mental Health Nurse Practitioner and driving force in Maryland's mental health community, is joining the College to promote Mr. Shird's book and mental health awareness. As BCCC launches its new BCCC Bookstore & BCCC First Complete Program—this will serve as another event to showcase new opportunities for students in connection with the new BCCC Bookstore.

#### ***Greater Mondawmin Coordinating Council***

BCCC continues supporting its community partners in providing meeting space, capacity building and network opportunities. The GMCC hosted its quarterly board meeting (4/4) and provided updates to the College that included partnership opportunities and potential grant opportunities.

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

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

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

The station created opportunities to extend the BCCC brand in the community while establishing partnerships and engagement opportunities with organizations such as Annapolis Symphony, Chamber Music Maryland, Shriver Hall Concert Series, Music at St. David's, Chesapeake Shakespeare Company, Towson University, Reston Reading Series, Post Classical Ensemble, The Charles Movie Theatre, CASH Campaign – State of

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees Meeting – May 2025**

Maryland, Johns Hopkins Osher Society, Baltimore Chamber Orchestra, Baltimore Symphony Orchestra, Taffety Punk Theater, Baltimore Theatre Project,

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

The Station developed underwriting partnerships and content on WBJC from numerous clients, including returning clients such as Strathmore, Post Classical Ensemble, Atwater's Catering, In Series, Shriver Hall Concert Series, Vocal Arts DC, Chamber Music Maryland, Opera Baltimore, Gertrude's Restaurant, Kennedy Center, 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***

WBJC programs and 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 Peabody's Brian Ganz, and the Baltimore Symphony Orchestra.

### **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, the new BCCC Bookstore and Student Life events.

#### **Marketing**

During April & May 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 700k pageviews, and more than 500k user engagements. Of these, more than 68k were new visitors. Google Analytics demonstrates BCCC is leading visitors to its website via digital ads and posts on the top 4 social media platforms: Facebook, Instagram, X, LinkedIn.

#### ***Academic Affairs***

- **Visual Arts, Music, & Fashion**—the department developed marketing and social promotions to highlight visual art, music, and fashion. These are targeted efforts for potential students who show an interest in noted areas.
- **Phi Beta Kappa Program & Promotional Materials**—the department collaborated with Academic Affairs to assist with designing, printing, and promoting this year's Phi Beta Kappa awards hosted in Howard County.

#### ***Workforce Development***

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



## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees Meeting – May 2025**

- **EMT Promotion**—the department has increased its promotion of the BCCC EMT program.

#### *Student Affairs*

- **UB Scholarship Program**—the department refined a digital promotion to post throughout campus to build interest in transferring to the University of Baltimore and highlighting its scholarship opportunities.
- **Barnes & Noble College**—the department continues to build upon branding opportunities for the Barnes & Noble Bookstore for purposes of BCCC merchandise and accessories. This was the inaugural year for BNC bookstore to provide retail merchandise during commencement.
- **Rising Together: Advancing Young Women’s Educational and Economic Opportunities**  
BCCC hosted nearly 200 Baltimore City high school’s students at this conference.
- **Urban1 Job Fair Marketing**  
Urban 1 partnered with BCCC, Maryland Health Connection, Greater Baltimore Urban League, and the Baltimore City Mayor’s Office of Employment Development to create the Baltimore Job Fair. This event, hosted at BCCC, included a live feed by Urban One and numerous employers and hundreds of visitors. BCCC supported this event with a comprehensive social, print, and digital campaign.
- **Urban1 Marketing Plan**  
The College launched discussions with Urban 1 to implement a comprehensive radio, television, and digital media campaign to influence and engage the Baltimore area in the programs and Workforce Training programs at BCCC. Urban 1 is developing presentations for consideration by the College, which will encompass an opportunity to channel multiple software opportunities that are currently unavailable within the College to provide a base of cross-channel marketing opportunities.
- **Student Clubs & Student Life & Engagement Events Marketing**  
The College developed multiple marketing initiatives to support multiple Student Life & Engagement and Student club events throughout the month, such as the SGA Donation Drive, Name the Panther Campaign, International Student Club, and more.
- **Enrollment Marketing**  
In addition to digital marketing campaigns, the College created social media campaigns to build engagement in Workforce Development programs and the Mayor’s Scholars Program Information Sessions.
- **Transfer Fair**  
The College built a marketing campaign to build engagement for Student Life & Engagement events during the Spring 2025 Transfer Fair, including print, digital, website and social media. Hundreds of students and multiple colleges participated in the event.
- **Commencement 2025 Marketing**  
The College has developed a comprehensive plan surrounding the marketing and communication of Commencement 2025 details. The campaign, consisting of print, video, social, digital, events and more are promoted on all channels, digital signs, the Commencement website, promotional items, and more.

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees Meeting – May 2025**

- **General Website Overview**

The College website performance indicates a robust level of traffic to the site. Starting in April, marketing plans, engagement and recruitment efforts, and community events yielded first-time visits of more than 52,000, an increase of 39%. As a result, engagement increased by 15.7%, and Pageviews increased by 20.3%.

- Pageviews: 588,000 (Up 20.3%)
- User engagement: 245,000 (Up 15.7%)
- Clicks: 150,000 (Up 30.7%)
- Scroll: 97,000 (Up 28.9%)
- First Visit: 52,000 (Up 39.1%)
- Session Start: 236,000 (Up 39.1%)

These trends continued into May and increased exponentially during the week of May 4<sup>th</sup> (leading up to commencement).

#### ***Digital Enrollment Advertising***

##### **Summary:**

The College scheduled various digital advertising campaigns to impact Apply and Register enrollment for Spring and Summer 2025.

- These campaigns indicate a high performance return, with a cumulative reach between both Spring advertisements of 608,890 and link clicks of 28,937.
- Website traffic As compared to the traffic being driven to the landing page by these digital advertisements, the college experienced website traffic to the Marketing Landing Page of 47,653, with active users equalling 31,784.

##### **Spring 2025 Digital Campaign Analysis**

###### **Apply & Register Spring 2025 Classes**

Link Clicks 28,937

Reach: 608,890

Impressions: 4,341,067

##### **Summer 2025 Digital Campaign Analysis**

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

###### **Apply & Register Summer 2025 Classes:**

Link Clicks 5,289

Reach: 153,249

Impressions: 1,043,889

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

***Building Engagement***

Marketing and branding profiles were developed 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:

- **Social Media Campaigns:**

- 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)
    - 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%

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

**REALIGNMENT TASK #10**

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

The contractors corrected a few, final items (the “punch list”) relating to the demolition of the Bard Building and creation of green space on the downtown site. BCCC has taken possession of the property and is providing maintenance and security. In addition to providing regular lawn-cutting and other property upkeep, a team of two BCCC public safety officers patrol the property 24 hours a day, 7 days a week.

**Realignment Task #12**

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

**Professional Development – Planning & Student Learning Outcomes**

The Office of Assessment and the Office of E-Learning are co-leading the transition of learning outcomes data collection into the College’s learning management system (LMS), Canvas. The next step is to attach the student learning outcomes (SLOs) to assignments in Canvas to meet the goal of having 100% of all courses collecting SLO data by the first day of class for Fall 2025. Faculty have the liberty to navigate this process at will with support from the Director of Assessment and/or Director of E-Learning.

The Offices of E-Learning and Assessments have worked to provide resource guides, which are now available online on the Office of Assessment webpage. These resources include detailed guides to Canvas, including step-by-step documents and targeted video tutorials. The guides encompass the varying needs of faculty while ensuring the highest quality data is available for continuous improvement, accreditation, and compliance.

In addition to these digital resources, numerous in-person trainings have taken place. Most recently, training sessions were held on:

- May 12<sup>th</sup> and 13<sup>th</sup>, four-hour long sessions were held to help faculty set up their Canvas courses for the next term. 52 faculty and administrators attended on the 12th, and 22 returned to continue work on the 14<sup>th</sup>.
- May 14<sup>th</sup>, Workforce Development and Continuing Education directors and program coordinators met to evaluate their courses and develop strategies for incorporating them into Canvas. Two additional working meetings are scheduled for this summer.

As of the morning of May 9<sup>th</sup>, 18% of courses have student learning outcome data in Canvas. The School of Arts and Social Sciences is at 24%, the School of Nursing & Health Professions is at 20%, and the School of Business, Science, Technology, Engineering & Mathematics is at 12%. Workforce and Continuing Education is in the initial stages of incorporating student learning outcomes into Canvas.

Professional development sessions in August 2025 will support the faculty in meeting the 100% goal of all courses collecting SLO data in the LMS by the first day of class for Fall 2025. Faculty utilizing Canvas for all courses is also essential to the success of the Barnes & Noble College & BCCC Bookstore project.

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

TAB 11 | Active Search Listing

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Div	PIN #	Position	Hiring Manager
AA	66695	Director of Academic Achievement Center	Dr. Eric Benjamin
AA	66902	Dean Natural and Physical Sciences, Business, Technology, Engineering and Math	Dr. Debra McCurdy/ Dr. Eric Benjamin
AA	78507	Assistant Professor/Clinical Coordinator, Health Information Technology	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Ghazanfar Mahmood/ Dorothy Holley
AA	66826	Assistant Professor of Cyber Security Digital Forensics	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Enyinnaya Iweha
AA	72080	Assistant Professor & Program Coordinator for Computer Information Systems	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Enyinnaya Iweha
AA	66762	Assistant Professor & Program Coordinator for Office Administration	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Enyinnaya Iweha
AA	66819	Assistant Professor of Nursing- Adult Medical/Surgical	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Ghazanfar Mahmood/ Dorothy Holley
AA	66803	Assistant Professor & Program Coordinator of American Sign Language/ Deaf Studies	Dr. Eric Benjamin/ Aundrea Wheeler
AA	66765	Retention Coordinator	Dr. Eric Benjamin
AA	66917	Instructional Designer	Dr. Eric Benjamin/ Aundrea Wheeler
AA	78506	Transfer and Articulation Services Coordinator	Dr. Eric Benjamin
AA	66673	Instructional Librarian	Dr. Eric Benjamin/ Aundrea Wheeler/ Elizabeth Van Pate
AA	66878	Administrative Assistant	Dr. Eric Benjamin/ Aundrea Wheeler
AA	66622	Associate Dean of Business & Technology	Dr. Debra McCurdy/ Dr. Eric Benjamin
AA	66762	Assistant Professor & Program Coordinator for Business Management	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Enyinnaya Iweha
AA	66797	Assistant Professor of Mathematics	Dr. Eric Benjamin/ Aundrea Wheeler/ Dr. Enyinnaya Iweha
AA	66647	Assistant Professor & Coordinator for Psychology	Dr. Eric Benjamin/ Aundrea Wheeler
AA	TBD	Administrative Assistant to the VP of Academic Affairs	Dr. Eric Benjamin

Div	PIN #	Position	Hiring Manager
AA	66715	Associate Dean of School of Arts & Social Sciences	Dr. Debra McCurdy/ Dr. Eric Benjamin
AA	67006	Assistant Vice President, Academic Engagement & Partnerships	Dr. Debra McCurdy/ Dr. Eric Benjamin
SA	66844	Federal Work Study Coordinator	Donna Thomas/ Saleem Chaudhry
SA	66908	Vice President of Student Affairs	Dr. Debra McCurdy
SA	72079	Coordinator of Early College Access & Programs	Donna Thomas/ Michelle White
SA	66831	Financial Aid Specialist	Donna Thomas/ Saleem Chaudhry
SA	66611	Financial Aid Specialist	Donna Thomas/ Saleem Chaudhry
SA	66875	Student Accounts Coordinator	Donna Thomas
SA	78508	Student Success Advisor	Donna Thomas/ Elexis DeGale
ASP	66932	Administrative Assistant for the Vice President for Advancement	Gussener Augustus
ASP	66960	Director of Development	Gussener Augustus
ASP	66838	Associate Director for Scholarships	Gussener Augustus/ Dr. Debra McCurdy
ASP	66720	Associate Director for Alumni Relations	Gussener Augustus/ Dr. Debra McCurdy
WDCE	66861	Maintenance Supervisor	Michael Thomas
WDCE	86277	Police Officer III	Michael Thomas
WDCE	66967	Assistant Director of Capital Projects	Michael Thomas
WDCE	66639	Assistant Vice President for Facilities	Michael Thomas
WDCE	81698	Police Supervisor	Michael Thomas
WDCE	66921	Associate Director of English Language Services	Michael Thomas
WDCE	66921	Associate Director of English Language Services	Michael Thomas



## HR Active Search List as of May 13th, 2025

Div	PIN #	Position	Hiring Manager
F&A	66879	Director of Budgets	Dr. Debra McCurdy
F&A	66986	Budget Analyst	Dr. Debra McCurdy/ Nicole Carter
F&A	66974	Administrative Assistant to the Vice President of Finance & Administration	Dr. Debra McCurdy/ Nicole Carter
F&A	66916	Assistant Director of HR- Employee & Labor Relations	Nicole Carter
F&A	66740	Vice President of Finance & Administration	Dr. Debra McCurdy
F&A	66934	Bursar/ Director of Student Accounting	Dr. Debra McCurdy/ Donna Thomas
F&A	66973	Associate Director/Associate Bursar for Student Accounts	Donna Thomas
F&A	88495	Procurement Buyer Specialist	Anna Lansaw
F&A	82345	HR Generalist	Nicole Carter
IERP	88494	Research Analyst II	Becky Burrell/ Eileen Hawkins
OP	66855	Director of Government Relations/Special Assistant to the President	Dr. Debra McCurdy
OP	66981	Executive Administrative Assistant to the President	Dr. Debra McCurdy
ITS	67000	Network Engineer	Dr. Wayne Rose
ITS	76592	Systems Administrator	Dr. Wayne Rose