

**Baltimore City
Community College**

**Board of Trustees
Open Session**

Dr. Debra L. McCurdy
President

Mr. Kurt L. Schmoke
Chair

WEDNESDAY | FEBRUARY 16, 2022

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 1 | Approval of the February 16, 2022 Agenda

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda | 4:00pm February 16, 2022 (Virtual Zoom Meeting)

Meeting Link: <https://bccc-edu.zoom.us/j/94185779057>

- I. **Call to Order** Mr. Kurt L. Schmoke, *Chair*
- Adoption of Agenda (Vote)** Mr. Kurt L. Schmoke, *Chair*
- a. Approval of the February 16, 2022 Agenda
- II. **Board Actions / Consent Agenda (Vote)** Mr. Kurt L. Schmoke, *Chair*
- a. January 19, 2022 Open Session Minutes
- b. Closed Session Meeting Summary
- c. Student Government Association Report
- III. **Items Removed from the Agenda** Mr. Kurt L. Schmoke, *Chair*
- a. AFSCME Local #1870 at BCCC Report
- b. Faculty Senate Report
- IV. **New Business** Mr. Kurt L. Schmoke, *Chair*
- Procurement Delegation:**
- a. **Cameras & Accessories Campus-Wide (Vote)** Dr. Debra L. McCurdy, *President*
- i. Data Networks of America, Inc. (\$3,463,481.50) Mr. Michael Thomas, *VP Workforce*
- ii. Contractual Agreement Ms. Anna Lansaw, *Dir. of Procurement*
- iii. Procurement Officer's Determination Ms. Katherine Dixon, *Asst. VP Facilities*
- b. **West Pavilion (WP) Chiller and Pumps Replacement (Vote)**
- i. Control Sources, LLC (\$108,118)
- c. **South Pavilion (SP) Roof Replacement (Vote)**
- i. Dynamic General Contracting, LLC (\$424,000)
- d. **Procurements over \$25,000 (Information)**
- i. Life Science Building Fire Alarm System Upgrade (\$190,000)
- ii. Water Treatment Service (\$17,662.31)
- iii. Water Fountain Replacements (\$88,000)
- iv. West Pavilion Fire Alarm Replacement (\$190,000)
- v. IT Closets Cooling Systems (\$130,000)
- vi. South Pavilion Floor Replacement (\$93,932)
- vii. Promotional Items for Radio Station (\$31,489)
- viii. Training Programs (\$49,755)
- ix. Life Science Building (LSB) Skylight Repair (\$26,000)
- x. Temporary Services – Finance (39,069.01)

V. **College Policies (Tab 8)**

- None

Mr. Kurt L. Schmoke, *Chair*

VI. **Presentations**

- Enrollment Report

Mr. Kurt L. Schmoke, *Chair*
Dr. Debra McCurdy, *President*
Ms. Becky Burrell,
VP Institutional Effectiveness
Dr. Daniel Velez,
VP Student Affairs

- Enterprise Resource Planning (ERP) Update

Dr. Debra McCurdy, *President*
Mr. Michael Rading,
Chief Information Officer

VII. **President's Report**

- a. Operational
- b. Realignment

Dr. Debra McCurdy, *President*

VIII. **Active Search Listing**

Mr. Kurt L. Schmoke, *Chair*

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

Mr. Kurt L. Schmoke, *Chair*

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

BOARD ACTIONS / CONSENT AGENDA

TAB 2 | January 19, 2021 Minutes

TAB 2 | Closed Session Meeting Summary

TAB 3 | Student Government Association

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 2 | January 19, 2021 Minutes

TAB 2 | Closed Session Meeting Summary

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm January 19, 2022 (Virtual Zoom Meeting)

Board Members Present: Chairman Kurt Schmoke, Esq., Mr. J.C. Weiss III, Dr. John Brothers, Ms. Leonor Tannhauser Blum, Mr. Oluwafemi Toriola, Ms. Leila Parker, Esq.

Board Members Absent: Mr. John Lewis, Mr. Jason Perkins-Cohen, Dr. Rachel Pfeifer

I. Call to Order

Chairman Schmoke the meeting to order at 4:07pm.

Adoption of the Agenda

Chairman Schmoke called for the motion to adopt the January 19 Agenda. Trustee Weiss made the motion to approve and Trustee Blum seconded. The Agenda was adopted.

Chairman Schmoke also announced the affirmation made by the Board regarding the extension of President McCurdy's contract through June 2024. Dr. McCurdy expressed appreciation for the extension and broad level of support.

II. Board Actions / Consent Agenda

- a. December 15, 2021 Open Session Minutes
- b. Closed Session Meeting Summary
- c. Special Meeting December 21, 2021 Open Session Minutes
- d. Student Government Association Report

Chair Schmoke asked for a motion to approve the Consent Agenda items. Trustee Weiss made the motion to approve the Consent Agenda and Trustee Femi provided the second. The motion was approved.

III. Items Removed from the Agenda

- a. AFSCME Local #1870 at BCCC Report
- b. Faculty Senate Report

IV. New Business

- Procurement Delegation.
 - West Pavilion Chiller & Pumps Replacement (\$175,000)
 - West Pavilion Fire Alarm System Upgrade (\$160,000)
 - South Pavilion Roof Replacement (\$424,000)
 - Life Science Exterior Doors Replacement (\$191,000)

AVP Dixon and Director of Procurement Lansaw presented items over \$100,000 to request that the Board provide preliminary approval while awaiting bids. Ms. Lansaw addressed a pre-approval process for these four construction contracts. She indicated that the bids must be advertised for at least 20 days and two of the projects have met that period. The items were presented for pre-approval to expedite the approval process. In response to the newly initiated procurement guidelines, these types of expenditures will be presented in a consistent manner on a monthly basis. The Trustees had no questions about the process.

AVP Dixon was asked to share the rationale for each project.

Six bids were received for the West Pavilion Chiller and Pumps replacement. The cost should not exceed \$175,000 and the lowest submission was for \$108,000. Currently the Procurement office is reviewing the bids. Chair Schmoke asked about other criteria such as experience and quality of work. Ms. Lansaw described what was considered and included financial stability and conducting reference checks, etc.

The West Pavilion Fire Alarm System Upgrade – With an estimate of \$160,000, the scope was ready to go to the e-Maryland Marketplace. Trustee Brothers asked if previous experience with the College was a factor. Ms. Dixon indicated because vendors are invited to bid, favoritism or prior working relationships were not factors; the award is largely based on price.

The South Pavilion Roof Replacement – This initial estimate for the roof was lower (approximately \$200,000) and bids ranged from \$424,000 to \$831,188. If the lowest bid and considerations are satisfactory, the College will move forward with lowest bid. Trustee Femi asked about difference between the highest and lowest. Ms. Lansaw indicated cost breakdowns were provided. Contracts over \$500,000 must go before the Board of Public Works. The supply chain issues and shortages are heavily impacting the price for metal, pipes, etc. Unfortunately, supply chain issues are causing uncertainty for many vendors. A question was raised about contracts and the impact of delays due to the pandemic; Ms. Dixon indicated that vendors must now submit lead time as part of the bid process.

Life Science Door Replacement – Estimate \$191,000. This is under final review with the College and a vendor. As a part of the replacement work, the Nursing Building doors also have significant security issues and need to be replaced.

Chairman Schmoke called for a motion to approve. Trustee Brothers made the motion to pre-approve awarding the procurement items and Trustee Weiss seconded. The motion was unanimously approved.

V. College Policies

- None

VI. Presentations

AVP Dixon was asked to provide an overview of the work that has been initiated for the Loop Road. A power point presentation was provided to show the construction work. She indicated that the work is progressing and Harper Hall was demolished. Dr. McCurdy stated that Harper Hall was named after a distinguished individual. The College will review its responsibilities related to the naming rights and how Harper Hall initially acquired its name.

The demolition of the Bard building was approved by the State to begin the process. The demolition plans will be developed by May 2022; the project will go out for bid in June 2022; the award will be made in September 2022; and the work completed by March 2023. Dr. McCurdy anticipated questions during the legislative session regarding the Bard building. Trustee Weiss inquired about architects reviewing Bard's demolition; and how this can be a PR opportunity. He asked whether Coppin's architecture students could be exposed to the work in progress. How can we create a favorable opportunity for the demolition and what will be on the site in the future? AVP Dixon indicated the need to remove hazardous materials first. Perhaps, what could be there in the future could be a part of an experience for students. Chair Schmoke indicated that the demolition should be photographed and serve as a teaching and learning opportunity. Dr. McCurdy indicated that as we talk about the site, the College will engage with the Greater Baltimore Group. AVP Dixon suggested involving BCCC's CADD students.

- Enrollment Report

Dr. McCurdy indicated that many of the two-year institutions in Maryland are struggling with enrollment declines given the number of courses offered virtual or online. VP Burrell shared upward trends for the winter enrollment and operational improvements (realignment tasks). She indicated that spring registration is still in progress and shared that the current enrollment was down 7.7% as of January 18. She noted improvements in processes and upcoming later-starting sessions. VP Velez indicated some of this was the impact of the new wave of the pandemic variants. New email and social media campaigns are underway along with texting. A new recruiter was hired with expectations for two additional recruiters. The College's open rate is higher than industry standard as is the click rate. The logins have increased from 11 logins on January 4 to 252 on January 10. Trustee Femi expressed concern regarding students not wanting to return to campus after starting virtually. Dr. Velez indicated that the VHD meets daily to establish messaging every day. He is currently, addressing the January 31 date and utilizing a call campaign to encourage registration. Chair Schmoke asked if courses were remote in the spring that will now change to face-to-face. Dr. Jones explained that about 50% of classes were planned to be face-to-face and 50% were to be remote. Some low enrolled classes were shifted to the 12-week session and remote. With the shift to remote for January, all but Health Professions were to remain face-to-face with approximately 280 students on campus.

- Enterprise Resource Planning (ERP) Update

Mr. Schiesler indicated that the College's Green status has been maintained and routine meetings occur with DoIT. We are on track for Financial Aid to go live in February. Human Resources will go live on April 1. The central payroll and workday integration will be completed on August 1. Data migration and validation are underway for employee data (general person), position control, onboarding/hiring, and employee leave balances. Communications are planned for the Go-Live in April. Chair Schmoke asked about training for staff; Dr. McCurdy indicated that active training on the new BANNER system is a part of the transition.

Dr. McCurdy announced that the new CIO will begin on February 7 and the new Deputy CIO begins on January 31.

VII. President's Report

- a. Operational
- b. Realignment

Dr. McCurdy shared that the College shifted its reopening for face-to-face to January 31, but classes would begin on the listed scheduled date. This will be revisited frequently. Email discussion among the other community college presidents is frequent and all institutions are making adjustments to start dates, return dates, or the distribution of on-campus instruction. Situations are changing every day at each of the institutions. Dr. Jones is managing course sections that have to be shifted along with faculty loads. The College is considering the move towards mandatory vaccinations and the best ways to manage it will involve software.

Dr. McCurdy provided a summary of what was shared in the Town Hall and noted the salary increases through the State (3% increase and \$1500 bonus in January 2022 and a 3% increase is anticipated in July 2022 for those eligible). Updates on the Comcast partnership and emergency grant fund and the Strategic Planning draft from Keeling & Associates were provided. The BCCC Foundation is undergoing an assessment conducted by Altruist after an introduction by Trustee Brothers.

Trustee Femi asked about the vaccine mandate's status. Dr. McCurdy indicated that the College is moving toward a particular software to manage the mandate as it will be a great deal of oversight. It is likely that an external group will be contracted to help manage the process. VP Velez and General Counsel Rodriguez are meeting with external vendors (including the group working with Montgomery College). More information will follow.

Chair Schmoke commented on his satisfaction with the Realignment Reports.

VIII. Active Search Listing

IX. Motion for Adjournment

Chairman Schmoke asked for a motion to adjourn. Trustee Weiss moved for adjournment and Trustee Brothers seconded the motion. All approved. The Trustees adjourned at 5:30 PM and will reconvene in Closed Session. He read the following notice: Pursuant to the general provision of Article Section 3-305(b) (1), (7), (8), (9) and (14), the meeting will now be closed so that the Board can discuss personnel matters involving specific employees, pending litigation, matters related to union negotiations and the College's participation in a competitive proposal procurement process.

Respectfully submitted,
Debra L. McCurdy, PhD
President

NEXT MEETING: March 16, 2022 at 4:00pm

Attendance:

- Dr. Debra L. McCurdy, President
- Ms. Maria Rodriguez, Esq., General Counsel
- Mr. Michael Thomas, Vice President of Workforce Development
- Dr. Liesl Jones, Vice President of Academic Affairs
- Ms. Lyllis Green, Chief Internal Auditor
- Ms. Becky Burrell, Vice President of Institutional Effectiveness and Planning
- Dr. Daniel Velez, Vice President of Student Affairs
- Mr. John Schiesler, Director of Enterprise Applications
- Ms. Katherine Dixon, Assistant Vice President of Facilities
- Ms. Anna Lansaw, Director of Procurement

BCCC Faculty/Staff Present: Michael Berends, Denise Holland, Cynthia Wilson, Eileen Hawkins, Chris Jordan, Wendy Harris, K. Thompson, Brett King, Sharon Stoddard, Katana Hall, Pat Mikos, Nicole Deutsch, William Fleming, Liz Purswani, Sharvett Lee, Sylvia Rochester, Valerie Grays, Stanley Carvouras

Others Present: Kristin McFarlane, Assistant Attorney General, Office of the Maryland Attorney General



BOARD OF TRUSTEES BALTIMORE CITY COMMUNITY COLLEGE

Closed Session Summary | January 19, 2022 (Virtual Zoom Meeting)

Board Members Present: Chairman Kurt L. Schmoke, Esq.; Mr. John Brothers; Ms. Leonor Tannhauser Blum;; Lelia F. Parker, Esq; Mr. J.C. Weiss III; and Mr. Oluwafemi Toriola.

Also Present: Dr. Debra L. McCurdy.

Board Members Absent: Mr. John Lewis; Mr. Jason Perkins-Cohen; Dr. Rachel Pfeifer

Also in Attendance: Ms. Maria E. Rodriguez, Esq.; Ms. Kristin McFarland, Esq.; Ms. Becky Burrell, BCCC VP of Institutional Effectiveness, Research & Planning

The open meeting was closed at 5:28 PM pursuant to a unanimous vote of Board Members. Chairman Schmoke brought the closed session meeting to order at 5:35 PM.

Upon motion by Ms. Blum seconded by Mr. Lewis, all Board members present voted unanimously to approve the consent agenda.

Topics Discussed:

The Trustees discussed a personnel matter.

The closed session was adjourned at 6:15 PM following a unanimous vote upon a motion made by Ms. Blum and seconded by Mr. Brothers.

Respectfully submitted,

Debra L. McCurdy, PhD
President

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 3 | Student Government Association Report

Baltimore City Community College

CABINET UPDATE

Board of Trustees, February 16, 2022

Student Affairs

STUDENT GOVERNMENT ASSOCIATION

SGA Meetings

January 27, 2022 - SGA General Meeting – The SGA held its first general meeting of the new semester. During the meeting, it was announced that the executive board is still in need of a treasurer and several senators. Also, the application process for the selection of the next Student Representative to the Board of Trustees has begun. Details on how to apply for all positions were provided to students. The SGA executive board was very excited to be returning to campus on January 31st. However, they have decided to continue all general meetings using the virtual Zoom format. The scheduling of regular monthly student leadership meetings with Dr. McCurdy are in the process and the first one will be held in February 2022 once a date and time are scheduled.

Activities and Events

January 12 – 21, 2022 – Spring Welcome Week January – Members of the SGA Executive Board were looking forward to working throughout the day as student greeters during Welcome Week. Unfortunately, due to the campus remaining virtual, they were not able to participate as originally planned.

January 19, 2022 - Student Engagement Fair – Student Life & Engagement report contains information regarding the Student Engagement Fair as well. Members of the SGA and Student clubs and Organizations participated in the Welcome Week Student Engagement Fair. Because the campus was still operating virtually, the event was changed to the Zoom format. Representatives including students and advisors from the following clubs were present: Anthropology and Sociology Club, CADD Club, History Club, Latinx Uni2 Student Club, International Students' Club, Teachers of Excellence Club, Women United, SGA and the Office of Student Life and Engagement. The Fair gave students and staff an opportunity to learn about the different student organizations on campus and how to get involved. The event was held from 11:00 am - 12:30 pm.

January 21, 2022 - LatinXUni2 Paint Night – The Latinx Uni2 Student Club hosted a Virtual Art Nigh in collaboration with Student Life & Engagement. Their report contains information regarding this event.

January 26, 2022 - Student Town Hall – Dr. McCurdy hosted a Student Town Hall for BCCC students and community. Members of the SGA Executive Bord were present and supported this event. It was held virtually via zoom from 2 -3 pm. with over 100 participants. Students had questions regarding COVID-19 protocols in particular academic majors, bus pass pick-up, and remote instruction.

January 31, 2022 – SGA Office Clean-up and Organization – Members of the SGA executive team started the process of cleaning and organizing the SGA office area. During the break, the old office carpet was replaced with new flooring. Outdated, broken furniture and other items were moved or discarded leaving the office in need of a total reorganization plan.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 4 | AFSCME Local #1870 at BCCC Report

- No Report Submitted

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 5 | Faculty Senate Report

- No Report Submitted

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 6 | Items Removed from the Agenda

- AFSCME Local #1870 at BCCC Report
- Faculty Senate Report

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 7 | New Business

Procurement Delegation:

- a. Cameras & Accessories Campus-Wide **(Vote)**
 - i. Data Networks of America, Inc. (\$3,463,481.50)
 - ii. Contractual Agreement
 - iii. Procurement Officer's Determination
- b. West Pavilion (WP) Chiller and Pumps Replacement **(Vote)**
 - i. Control Sources, LLC (\$108,118)
- c. South Pavilion (SP) Roof Replacement **(Vote)**
 - i. Dynamic General Contracting, LLC (\$424,000)
- d. Procurements over \$25,000 **(Information)**
 - i. Life Science Building Fire Alarm System Upgrade (\$190,000)
 - ii. Water Treatment Service (\$17,662.31)
 - iii. Water Fountain Replacements (\$88,000)
 - iv. West Pavilion Fire Alarm Replacement (\$190,000)
 - v. IT Closets Cooling Systems (\$130,000)
 - vi. South Pavilion Floor Replacement (\$93,932)
 - vii. Promotional Items for Radio Station (\$31,489)
 - viii. Training Programs (\$49,755)
 - ix. Life Science Building (LSB) Skylight Repair (\$26,000)
 - x. Temporary Services – Finance (39,069.01)

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
ACTION ITEM
February 16, 2022**

Contract ID: BCCC-FY22-CW-001
Cameras and Accessories – Campus-Wide

Contract Description: This Intergovernmental Cooperative Purchasing Agreement (ICPA) allows the College to utilize the Maryland Education Enterprises Consortium (MEEC) contract to provides all labor, equipment, tools, materials, supplies, etc. for the installation of a new comprehensive camera and access control system.

Award: Data Networks of America Inc.

Contract Term: 150 Calendar Days from Notice to Proceed

Contract Amount: \$3,463,481.50

Proposals: Concentus \$4,159,871

Procurement Method: Intergovernmental Cooperative Purchasing Agreement

Requesting Remarks. As a listed MEEC member permitted to utilize any of the MEEC contracts, the College requested proposals from three (3) contractors awarded under the MEEC Hardware Contract 2017 (Contract No: UMD-972016). The College received two responses. Upon evaluation of both proposals, it was determined that Data Networks of America, Inc. provided the best value to the College.

Fund Source: Capital Construction

MD Tax Clearance: 22-0442-1111

BOARD OF TRUSTEES ACTION	THIS ITEM WAS:		
APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
	WITH DISCUSSION	WITHOUT DISCUSSION	

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
ACTION ITEM
February 16, 2022**

Contract ID: BCCC-FY22-WP-001
West Pavilion Chiller and Pumps Replacement

Contract Description: This contract provides all labor, equipment, tools, materials, supplies, etc. to remove and replace a 46-ton chiller and two (2) pumps in the West Pavilion building.

Award: Control Sources, LLC
Essex, MD

Contract Term: 275 Calendar Days from Notice to Proceed

Contract Amount: \$108,118

Procurement Method: Competitive Sealed Bid

Bids:	Stokes Mechanical, LLC	\$169,500.00
	Fresh Air Concepts	\$120,000.00
	BNC Services, Inc.	\$137,564.00
	Best Mechanical Services	\$135,894.00
	Temp Air Company	\$109,000.00

Small Business

Reserve (SBR) Designated: Yes

Minority Business

Enterprise (MBE) Goal: 10%

Requesting Remarks: This solicitation was advertised on eMaryland Marketplace website on November 10, 2021. A total of seven (7) bids were received on January 14, 2022.

Fund Source: Capital Construction

MD Tax Clearance: 22-0283-1111

BOARD OF TRUSTEES ACTION

THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
ACTION ITEM
February 16, 2022**

Contract ID: BCCC-FY22-SP-11
South Pavilion Roof Replacement

Contract Description: This contract provides all labor, equipment, tools, materials, supplies, etc. required for roof replacement including removing the existing roof and installing a new roof located at 2600 Liberty Heights Avenue, Baltimore.

Award: Dynamic General Contracting, LLC
Millersville, MD

Contract Term: 60 Calendar Days from Notice to Proceed

Contract Amount: \$424,000

Procurement Method: Competitive Sealed Bid

Bids:	Eastcoast Siding, Inc. Elkridge, MD	\$614,000
	Three Rivers Construction Millersville, MD	\$697,500
	Baltimore Contractors Glen Burnie, MD	\$831,188

Small Business

Reserve (SBR) Designated: Yes

Minority Business

Enterprise (MBE) Goal: 10%

Requesting Remarks: This solicitation was advertised on eMaryland Marketplace website on November 3, 2021. A total of four (4) bids were received on January 14, 2022.

Fund Source: Capital Construction

MD Tax Clearance: 22-0480-0111

BOARD OF TRUSTEES ACTION

THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 8 | College Policies

- None

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 9 | Presentations

- Enrollment Update
- ERP Update

Board of Trustees Meeting

Wednesday, February 16, 2022

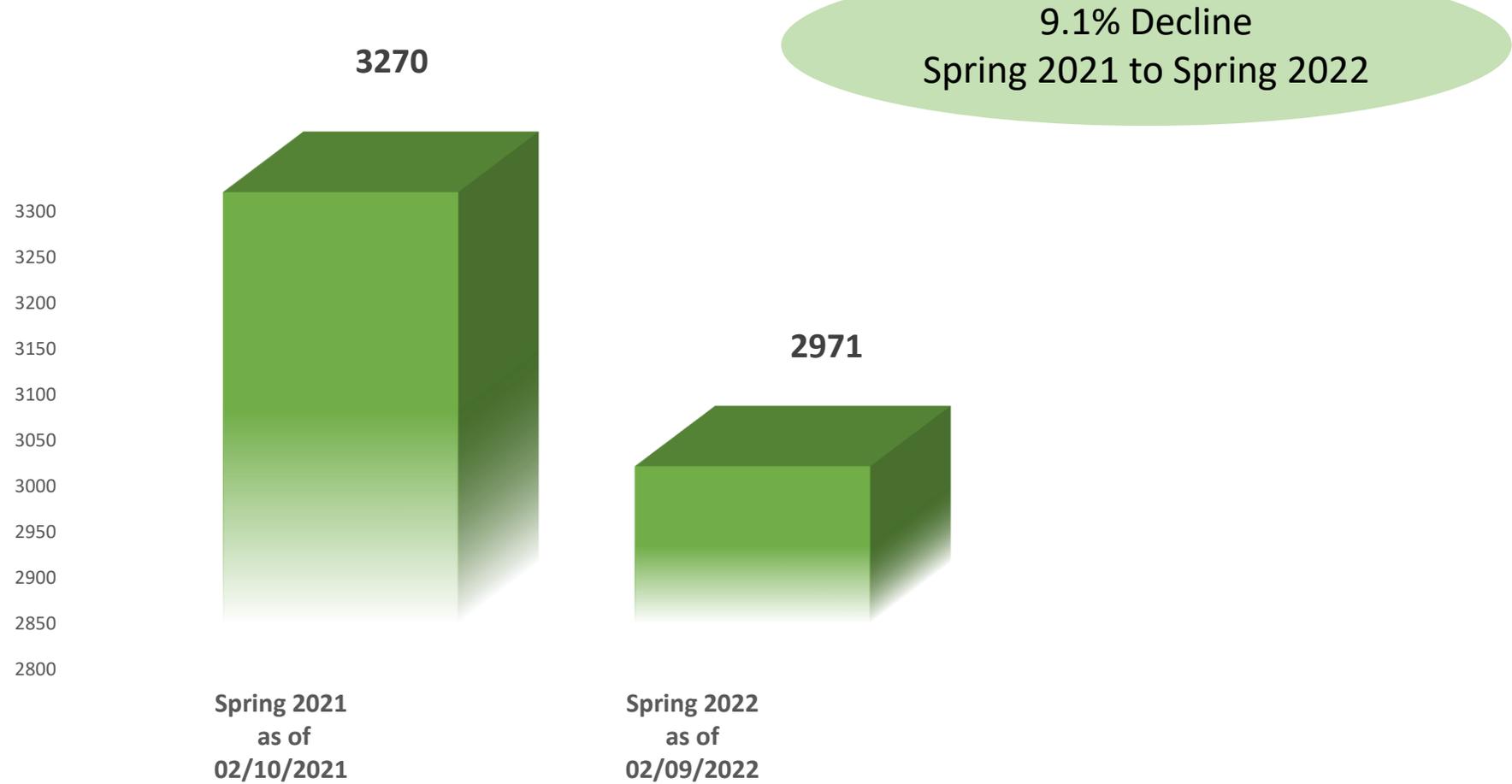
Enrollment Report

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

Dr. Daniel C. Velez, Vice President, Student Affairs

Spring 2022 Headcount Enrollment

As of February 9, 2022



Spring Day 1 Community College Enrollment

As of February 9, 2022

College	First Day Date	Headcount		Elig FTE		Total FTE	
		#	%	#	%	#	%
Allegany	1/12/2022	1,876	-6.5%	276.5	-16.1%	550.5	-7.8%
Anne Arundel	1/24/2022	8,738	-13.9%	NA	NA	2,277.1	-13.6%
Baltimore City	1/22/2022	2209	-6.2%				
Baltimore County	1/31/2022	12,929	-10.3%	NA	NA	3,428.6	-11.4%
Carroll	1/31/2022	2,364	-6.9%	643.0	-8.1%	663.0	-9.0%
Cecil							
Chesapeake	1/26/2022	1,608	-0.5%	NA	NA	417.1	-1.5%
Frederick	1/22/2022	4,863	-7.2%	NA	NA	1,293.0	-6.9%
Garrett	1/25/2022	488	-1.2%	NA	NA	153.6	-6.5%
Hagerstown	1/11/2022	2,815	3.8%	657.8	3.4%	826.5	3.5%
Harford	1/31/2022	4,140	-8.8%	NA	NA	1,204.8	-4.5%
Howard	1/31/2022	8,495	6.2%	2,115.0	1.5%	2,189.5	1.9%
Montgomery							
Prince George's							
Southern Maryland	1/18/2022	4,534	-16.7%	NA	NA	1,223.5	-17.8%
Wor-Wic	1/21/2022	2,059	-7.9%	518.1	-12.3%	550.4	-11.4%

Spring 2022 Headcount Enrollment

As of February 9, 2022

Student Characteristics	Spring 2021	Spring 2022	% Change	% of Spring 2021	% of Spring 2022
Gender					
Women	2470	2183	-11.6%	75.5%	73.5%
Men	800	742	-7.3%	24.5%	25.0%
Blank/Unknown	0	46	4600%	0.0%	1.5%
Total	3270	2971	-9.1%	100.0%	100.0%

Spring 2022 Headcount Enrollment

As of February 9, 2022

Student Characteristics	Spring 2021	Spring 2022	% Change	% of Spring 2021	% of Spring 2022
Ethnic Background					
African American/ not Hispanic	2596	2336	-10.0%	79.4%	78.6%
White/ not Hispanic	271	186	-31.4%	8.3%	6.3%
Hispanic	143	117	-18.2%	4.4%	3.9%
Asian	103	91	-11.7%	3.1%	3.1%
Two or more races	87	97	11.5%	2.7%	3.3%
Other/Unknown	70	144	105.7%	2.1%	4.8%
Total	3270	2971	-9.1%	100.0%	100.0%

Spring 2022 Headcount Enrollment

As of February 9, 2022

Student Characteristics	Spring 2021	Spring 2022	% Change	% of Spring 2021	% of Spring 2022
State Residence Status (Tuition Status)					
City	2273	2129	-6.3%	69.5%	71.7%
County	728	637	-12.5%	22.3%	21.4%
Other State	42	47	11.9%	1.3%	1.6%
Other Country	227	158	-30.4%	6.9%	5.3%
Total	3270	2971	-9.1%	100.0%	100.0%

Spring 2022 Headcount Enrollment

As of February 9, 2022

Student Characteristics	Spring 2021	Spring 2022	% Change	% of Spring 2021	% of Spring 2022
Academic Goal					
AA Degree	2532	2191	-13.5%	77.4%	73.7%
Certificate	166	191	15.1%	5.1%	6.4%
No degree; Courses to Transfer	289	274	-5.2%	8.8%	9.2%
No Degree or Certificate	281	314	11.7%	8.6%	10.6%
Other	2	1	0.0%	0.1%	0.0%
Total	3270	2971	-9.1%	100.0%	100.0%

Spring 2022 Headcount Enrollment

As of February 9, 2022

High School Graduation Year	Dual-Enrolled HS Students (non P-TECH)	Dual-Enrolled HS Students (P-TECH)	Unduplicated Total
2022	111	33	144
2023	42	21	63
2024	15	27	42
2025	5	22	27
Grand Total	173	103	276

Enrollment Strategies

Identify Students: Spring > 9 credits Fall < 9 credits

Tuition waiver for *one course* to Near Completers who can enroll full-time.

Lead Generation Campaign

Lead Generation

Digital media campaigns to target leads; utilizing platforms such as Tik Tok, Snapchat and Facebook



Direct Marketing

Direct marketing to prospects with high likelihood of enrolling; utilizing tactics such as student search and saturation mailings.



Enterprise Resource Planning (ERP) Project Update

Michael Rading, CIO

Date: February 16, 2022

New ITS Leadership



Michael Rading
Chief Information Officer



Peter Farrell
Deputy Chief Information Officer

Project Status

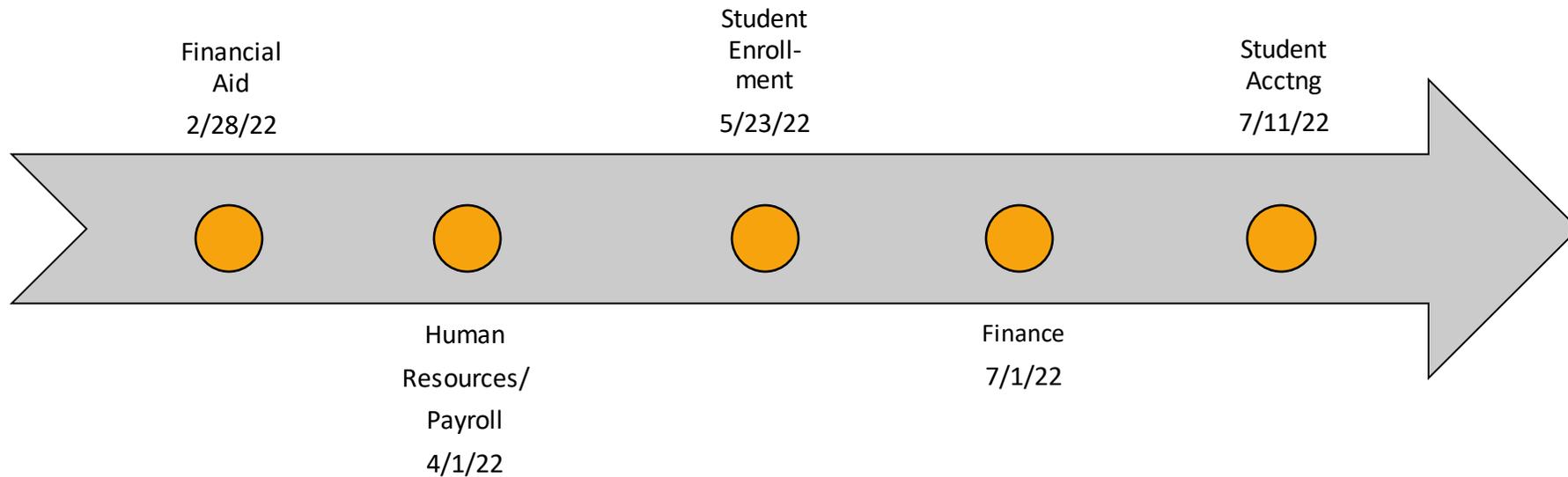
The College maintains a **GREEN** status from the State's Department of Information Technology (DoIT).

The Project Team continues to meet bi-weekly with the DoIT's Oversight Project Manager for the College to provide project updates; as well as exchange ideas with the Oversight Project Manager on implementation strategies.

The College also continues to provide official monthly 'Health Assessment' reports to the State which provides details on monthly project activities, including milestones, deliverables and spending.

Despite adjustments to the internal module go-live dates, the project is still scheduled to be completed by December 2022 as originally scheduled.

ERP 2022 Project Timeline



Financial Aid Go-Live

Key Milestones:

- **2/28/2022 – Download ISIRS in Banner**
 - An ISIR is an institution's copy of the student's Free Application for Federal Student Aid (FAFSA). This is the pre-work needed to begin packaging a student's awards.
- **3/28/2022 – Packaging**
 - During this phase, BCCC will be able to start packaging student loans. This is the next phase before financial aid awards students.
- **8/2022 – Disbursement**
 - BCCC will award students for the fall term in August.

Financial Aid Go-Live

Progress:

- Production data migrations and validation are underway in preparation for February 28th go-live
- System readiness and training with Financial Aid office

Student Enrollment

Key Milestones Coming in May:

Students will begin using Student Self-Service for:

- Course Catalog
- Registration

Student facing offices will begin using Banner:

- Records and Registration
- Academic Affairs
- Workforce Development & Continuing Education

Questions

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 10 | President's Report

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

Baltimore City Community College

PRESIDENT'S UPDATE

Board of Trustees, February 16, 2022

Dr. Liesl Jones, Vice President, Academic Affairs

ACADEMIC AFFAIRS

Students and faculty returned to the campus on January 31st. Dual Enrollment class began on January 26th with the rest of the 14-week courses. I want to take the time to thank David Jin for his many years of service to the College and our students. Mr. Jin's last day was Friday February 4th. We will begin a search for a new Director of the Library in the meantime the library is reporting directly to Dr. Rose-Sewell. The library is open, and the hours are posted on their website. Please encourage students to make use of its resources.

Professor Payne and Professor Chandler met this week with the preeminent designer Yele Stiches. They are developing a collaborative effort to get our students access to internships with Ms. Stiches. This is an incredible opportunity for our students and will help us build the Art and Fashion Design programs.

Middle States

On January 21st, The College Middle States team met with the Liaison to for the Post Self Study meeting. In preparation for the meeting the team met to discuss the outline of the Self-Study Design. The College will outline its Self-Study and its working groups around the 7 Standards. The College is finalizing the date for submitting the Self Study Design. In preparation for the Self-Study, on Friday February 4th, VP Burrell and her team rolled out the working plan for Institutional Assessment. Friday was just the first of many conversations and meetings that will occur to fully develop how we will assess both academic and non-academic programs.

Professional Development

Professor Brandon Myers and the VPAA with the Dean of BSTEM will begin to develop a model for 'Ungrading.' In preparation for this, Videos and readings that discuss the use of "Ungrading" will be sent out in February. A presentation on "Ungrading" as a tool will occur later this semester.

During the spring semester 15 faculty will be participating in ACUE an organization dedicated to "evidence-based teaching practices that promote student engagement, persistence to graduation, career readiness, and deeper levels of learning." Meetings with the faculty will be scheduled throughout the process for 30 minute "Chat and Chews" in preparation for presenting to the faculty in their respective Schools. We hope this becomes a yearly program. The faculty beginning this journey are Grace McNeal, Katheryn Singleton, Patricia Lee, Denise Holland, Paul Long, Carol Quine, John Pickett, Tad DeLay, Juli Hawk, Nathan Cook, Charice Hayes, Mildred Rodman and Daniel Izume. We have two faculty starting later they are James Dyett and Debra Parson.

Program Coordinator Meetings

The first joint program coordinators meeting was held on January 19. It was decided that the monthly meetings will be held on Wednesdays. Calendar invites for coordinators and the meetings with the schools will be sent. We will begin the work on the summer and fall schedules along with the new catalog. For reference the meeting dates are February 23, March 22, April 29, and May 4 from 3:00pm -4:00pm.

The SASS Program Coordinators met this past week and began the work of reviewing the summer and fall schedules. The SNHP Program Coordinators will meet on February 9th and the BSTEM on Monday the 14th. Program Coordinators are being shown how to use the enrollment report to review course schedules to determine

when to run courses, how many sections are needed and what modality to offer the courses in. First drafts are due on February 23rd in advance of the next joint Program Coordinator meeting.

Faculty Events

Professor Payne has recruited some well-known local artists to teach and work with our students. Please see the exciting information provided below by Professor Payne:

Professor Christopher Batten has recently completed highlighting the great legacy of Elijah Cummings. We are so grateful that he would share his immense talents with our students through his instruction in Intro to African American Art and Beginning Painting.

Please see the links attached but also assist me in congratulating him! This is truly an honor to witness. Our students and faculty will have an opportunity to hear all about this project in one of our upcoming spring virtual Artist Lectures of 2022.

<https://hub.jhu.edu/2022/01/20/elijah-cummings-portrait-unveiled/?fbclid=IwAR26K3LFWWXBc00Ej0zLpi3GK1tOytIIEETJfPUILI6wWQncxt6wM5e99bQ>

https://www.wbaltv.com/article/elijah-cummings-portrait-johns-hopkins-university/38828478?fbclid=IwAR13X9ouL2JIVg8hyorqFo1JYWmc2Ux0jL_PXYm2PR7pkXVDQQ-8VJz6V4

<https://www.newamericanpaintings.com/issues/154>

Professor Shaw’s solo had an art show at Baltimore’s downtown World Trade Center/Top of the World Exhibition, “Continuous Line” on February 3rd. 2022. Our BCCC Visual Arts students and professors were able to attend this evening event. 6:00-8:30 pm.

Professor Shaw also has an upcoming exhibition, Visible Man: Art and Black Male Subjectivity, which offers a creative look at the complexities of Africa American males through cultural, racialized, and personal lenses at the Harvey B. Gantt Center for African American Arts+Culture, Charlotte North Carolina.

Professor Vane is breathing new life into the Literary Journal and bringing it back this semester. Thank you, this will be a great opportunity for our faculty and students to share their talents.

OFFICE OF ASSISTANT VICE PRESIDENT FOR ACADEMIC AFFAIRS

Perkins Update

The Perkins Mid-Year/ Interim Report with supporting documentation was submitted. The chart below reflects the amount that has been spent and the amount that has been encumbered thus far for FY 22. This reflects a significant increase compared to FY 21 spending.

Expenditure summary

Category/ Cluster	Amount Budgeted	Amount Spent	Amount Encumbered	Amount Remaining
Success Coaches/ Tutors: IT and MET	\$58,763.64	2,648.38 (PCA E1965)		\$56,115.26
Faculty Professional Development: HRS, MET and IT	\$27,000.00		\$9,000.00 ACUE Professional Development Requisition #	\$18,000.00

			R95R2600560	
ATI Huerst Nursing Education Support and Resources: HB	\$106,121.00		\$ 49,755.00 ATI Nursing Education Requisition# R95R2600562 (Nursing) \$12,900.00 Swift River Virtual Clinical (Nursing)	\$43,466.00
Firearm Simulator: HRS	\$65,000.00		\$30, 673.27	\$34,326.73
Paramedicine Equipment: HRS	\$45,000.00		\$ 3,270.30 under Req# R95R2600569 Techline (EMT) \$ 17,990.00 iSimulate REALTi Requisition# R95R2600563 (Paramedicine)	\$23,739.70
Biotechnology Equipment: MET	\$33,356.00	11,965.00 (PCA E4085) 13,705.76 (PCA E1415)		\$7,685.24
Total	\$335,240.64	\$28,319.14	\$123,588.57	\$183,332.93

Faculty Credential Catalog.

Currently the AVP is adding the necessary accrediting bodies faculty credential requirements to the document to ensure that we are meeting both the guidelines for Middle States Commission on Higher Education as well as each programs accrediting body. In addition, the institution course catalog has been downloaded as a word document to begin to input the required faculty credentials under each course. This is an extensive project with a goal of completion blocked off for Monday, February 28, 2022.

Support of the Deans

Preparation for the submission of the Quality Assurance Report for the Accreditation Council for Business Schools and Programs (ACBSP) Due February 2022

A review of the Academic Affairs External Reporting Schedule to ensure that all reporting and grant submission is completed on time.

Providing leadership with the Workforce Development Team to develop an Early Childhood Education Assistant Child Care Teacher Pathway with a possible collaboration with the Maryland Family Network that included our recent submission of a Statement of Intent for a possible articulation agreement.

E-Learning Department

The College’s VISTA grant continuation application was approved. The award letter will come in February. This continuation award will add one additional VISTA success coach through December 2022. The 2nd quarter report was submitted and accepted by Campus Compact Mid-Atlantic for the period October through December. Our VISTA member, Shaneen McNamee, is currently embedded with seven sections of MAT 107

throughout the spring semester and is currently reaching out to the students in those sections to plan for their success in the course. Part of the role is to ensure the students who are struggling are directed to tutoring services, and students who need other support or resources are put in contact with the appropriate areas of the college to help students access what is needed for success. The continuation award will increase support for MAT 107 and assist more students.

Professional Development Sessions

E-Learning participated in the Institutional Day training schedule by delivering content on technology use in the classroom to increase student engagement and an overview of our Canvas user training that was then rolled out throughout the rest of the month.

E-Learning in January conducted 14 general faculty development sessions covering such topics as Beginner Canvas user training, Intermediate Canvas user training, Advanced Canvas user training, using Padlet in collaborative classes, and the features of Big Blue Button. During February, the E-Learning Coordinator will be conducting 13 more sessions on various topics related to using technology to engage with students.

In addition to the general faculty sessions, the E-Learning Coordinator, Jamie Gillis, has provided special and focused training to parts of the workforce development faculty, and to new hires who will need familiarity with Canvas.

E-Learning staff are exploring the landscape to find funding to explore the inclusion of Virtual Reality technologies that would benefit student learning experiences through immersive VR.

The team recorded and published a walkthrough video to assist students new to Canvas in finding and navigating their courses.

The E-Learning Coordinator is continuing to look at low-cost or no-cost technologies that can be integrated into the College Learning Management System for faculty to use in their courses regardless of delivery mode.

LIBRARY DEPARTMENT

For the month of January, the Library Team have completed the following tasks and have provided institutional support by:

- working on LibAnswers during January
- creating a psychology LibGuide. <https://bccc.libguides.com/psychology>
- working on General Person Data Validation (Banner) project.
- answering calls on the Virtual Help Desk

For the month of January, 4 information literacy sessions were held with 57 students attending. Last year, we had 5 sessions with 48 students attending. We offered 3 training sessions with 7 students attending.

SCHOOL OF BUSINESS, SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS

During January 2022, the Dean's Office continued to focus on reopening and driving curricular updates and additions. This work included receiving and distributing laboratory supplies and consumables, as well as servicing equipment (notably microscopes). The suite of microscopes is ready, lab supplies are continuously arriving, and some modest facilities repairs and maintenance at the BioPark (ice machines and refrigerators/freezers for example) have been completed. Perkins-funded biological imaging equipment from FY21 which has been in storage is being distributed for eventual installation and utilization.

The Dean is working on partnering with Baltimore's Project Lead The Way (PLTW). PLTW is interested in campus outreach, and campus visits for aspiring middle and high school students who are interested in engineering. Our colleagues at the University of Maryland (UMB) BioPark have reached out to us to explore expanding our relationship with them and a meeting is scheduled for February. This includes exploring opportunities for involvement with the CURE program at UMB (<https://www.umaryland.edu/cure-scholars/>). This program seeks to engage the same middle and high school student audience in research, health professions and STEM fields.

Business & Technology

Under the leadership of Dr. Denise Holland, the department approved the courses and curricula for the A.A.S. and Certificate in Cyber Assurance and Digital Forensics. These are now poised for internal routing and approval beginning in February. Associate Dean Davis, now joined by Program Coordinator Izume, continued his work on the ACBSP QA report. The Alumni Survey, the last piece of institutional data needed, was completed this month. Dean Schaumloffel, Associate Dean Davis, Administrative Assistant Crystal Lucas, and Coordinator Izume have each taken on completing a section of the report that is due February 14th. A cross-departmental team including BSTEM faculty Daniel Izume (Business & Technology), Deepa Radhakrishnan (Business & Technology) and Malathi Radhakrishnan (Natural & Physical Sciences) gave a presentation at the 2022 AFACCT Conference (<https://afacct.org/conferences/current-conference-2022/>) titled "*Change for the Better*" in the Learning Environment.

Mathematics & Engineering

The Mathematics & Engineering department has been making additional steps for the spring 2022 reopening. In addition to considering alternative routes for exam administration, they are working to reinstall proctoring/monitoring software on machines on the second floor LSB computer laboratories. The department is preparing to begin discussions on alternatives to full-semester developmental mathematics courses, as well as an option for paired 1-semester developmental and credit-bearing math classes. Program Coordinator for Developmental Math and Elementary Statistics, Professor Brandon Myers, will be the point for these discussions.

Natural & Physical Sciences

The Natural & Physical Sciences faculty completed the initial work on two new courses and three academic programs. Led by Professor Wendweson Fikire, the syllabi was refined and the internal approval routing documents were completed for CHE 106: Organic and Biochemistry as well as CHE 107L: Organic and Biochemistry Lab. These courses are to become foundational for two new academic programs and provide a course option for BCCC students whose goal is to transfer to selected baccalaureate health professions programs. Under the leadership of Professor Malthi Radhakrishnan, the faculty in the department passed and has prepared for internal routing and approval of the documents for a new A.A.S. in Biology degree proposal. Under the leadership of Professors Rotimi Olojo and Curtis Jones, a new A.S. in Physical Science program is ready to proceed via internal routing for local approval. This will probably come forward for internal consideration in March. Professor Fikire's leadership of the proposed A.A.S. in Geoscience has been bolstered by the support of Professor Fekadu Folle (retired) who has joined the team. The department has made the wise decision to revisit the curriculum before moving it forward, although work continues.

SCHOOL OF ARTS, AND SOCIAL SCIENCES

SASS has experienced some challenges with lower enrollments this term, and with the transition back to in-person learning, but with everyone working diligently and doing their best for the students, we are meeting our challenges.

I have been meeting with the Program Coordinators twice a month, and I have been assigning them more responsibilities and relying more on their help. Through VP Jones's directive, the Program Coordinators have been charged with creating an initial draft of the summer and fall schedules for their areas and with creating a list of book adoptions. In addition, with VP Jones's approval, I have appointed Professor Meloney Levy as Program Coordinator for the disciplines in the Humanities and Health Education. I'm sure Dr. Levy will provide invaluable assistance moving forward.

Dr. Tad Delay, our fulltime faculty member in Philosophy, has taken over as the Advisor for the College's chapter of PTK (Phi Theta Kappa), the honor society for community colleges. We are looking to revitalize the PTK chapter.

Professors Darlene Godwin-Lee and Lorrienne Mason are the P.I.'s for the very generous CCCPDF grant, which assists students in our Early Childhood Education program. One exciting element of grant allowed for the purchase of laptop computers for eligible students in that program. This past year, there were many delays in obtaining the laptops, mostly due to supply-chain disruptions. However, twenty-two laptops have finally arrived, and are being distributed to the Early childhood Education students.

Our recently instituted articulation agreement with the Baltimore City Police Department has begun to enroll recent police academy graduates in courses, on their way towards earning their associate degrees in Law Enforcement. This agreement is potentially a source of a large number of students who will revitalize our Criminal Justice program.

SCHOOL OF NURSING AND HEALTH PROFESSIONS

Emergency Medical services

Students have been on campus and the Medical Director has reviewed student progress.

Dental Hygiene

The new server was installed, and the laptops are updated to the latest version of Dentrix. This upgrade should allow the students to all see patients simultaneously. Previously no more than 10 students could be using the software platform at a time. The Cohorts are tracking to catch up and stay on track to complete.

Physical Therapy Assistant

The PTA program needed additional teaching space and a lecture room was identified to be given to the program in addition to their lab spaces. The program needed a washer and dryer which were ordered, and the washer has been received and set up.

Respiratory Care

Respiratory Care hired a new Clinical Coordinator who will be a 12-month Coordinator/Assistant Professor and they begin on February 14th.

Surgical Technician

The Program Administrator has stepped down and a new Administrator will be appointed. The Accrediting body is being notified.

Nursing ADN and LPN

On Friday, 2/4/22, the nursing faculty had an Assessment Technology Institute (ATI) training to ensure students will be prepared to take the newly designed NCLEX-RN exam. Beginning this month, the nursing program coordinators (ADN and PN) will begin hosting monthly information sessions on the last Friday of every month through April. Six of the current nursing faculty toured the new Health Science Building at Anne Arundel Community College. Senior nursing students and faculty have been invited to attend the Nurses' Legislative Night Out on Monday, February 21st, 2022. The Nursing Admission Application will be posted on the nursing web page on Monday, February 7, 2022.

Baltimore City Community College

PRESIDENT'S UPDATE

Board of Trustees, February 16, 2022

Dr. Daniel Velez, Vice President, Student Affairs

ADMISSIONS

We are narrowing our focus search for two recruiters. The search for an assistant vice president with a focus on enrollment management is still ongoing. Additionally, we continue our search for a Coordinator of Veteran Services.

Admissions staff has been working diligently to ensure we are managing the Banner ERP implementation. Specifically, they have been working on data validation and preparing for the Quick Admit process.

We are pleased to report that on January 20, 2022, BCCC was informed that its SEVP I-17 recertification was approved. Thus, now BCCC's 24 Associate Applied Science (AAS) programs are successfully filed/certified with SEVP/ICE/DHS through February 26, 2024. ISS staff member, Dr. Kim, joined the Maryland International Education Consortium (MIEC) leadership team (Board of Directors) as a Treasurer and was invited and attended the signing ceremony of the Maryland-Anhui higher education partnership. The International Student Services (ISS) provided new International Student Orientation via zoom where seven new students attended this orientation.

International Student Services (ISS) staff continues its contact via email, phone, and virtually with prospective students/applicants both inside and outside the USA. ISS staff communicated with more than 50 students from 15 different countries for the month of January. Additionally, ISS staff monitored registration statuses of international students on F-1 visas to ensure full-time status for the spring 2022 semester. ISS also provided service to both general and international students on the Virtual Help Desk platform for both admissions process/inquiries and academic advising for course registrations for the Spring 2022 semester. Per federal requirement and to comply with the regulations, ISS staff successfully registered about 90% of the entire F-1 visa students in the SEVIS database by the end of January for the spring 2022 registration. The deadline is February 11, 2022. International Student Services staff continued to phone/email outreach to international students with outstanding tuition balances in danger of being dropped from courses due to non-payment.

ISS staff continued to work with IT and other campus partners on Banner implementation, including training, data validation, and testing, and has made recommendations and requests relevant to international and admissions requirements. Trainings and testing directly relevant to international student service are scheduled this month.

The College is actively seeking to fill the vacancy of Coordinator of Veteran Services, which has been vacant since November 2021. In the meantime, we continue to serve veterans and students and beneficiaries. In total, we have certified 26 students in January.

ATHLETIC DEPARTMENT

The men's and women's basketball coaches have recruited new student athletes to the institution. As a result of the pandemic, the goal is to provide the student athletes an opportunity to get acclimated to college and get a head start on their studies, the semester prior to competition.

A proposal to provide recreational opportunities for the general student population has been submitted to the administration.

DISABILITY SERVICES

During the month of January, the Disability Support Services Center conducted a total of 5 new intakes and 30 accommodation renewals in preparation for the Spring, 2022 term. DSSC (Disability Support Services Center) is currently servicing a total of 84 students receiving accommodations with a demographics of (54) students with Mental Health Impairments; (7) students with Learning Disabilities; (5) students with Health Impairments; (6) on the Autism Spectrum; (5) students with Low Vision/Blindness; (4) students with Orthopedic Impairments and (2) students with Hearing Loss/Deafness. Additionally, we emailed a Welcome Back Memorandum to all registered DSSC (Disability Support Services Center) students to encourage their enrollment in the spring semester and to discuss pertinent information relating to accommodative services both in terms of in-person format as well as virtual options. We also held virtual office hours to assist and support students with academic needs, desires and any questions relating to their enrollment. DSSC's Director also provided professional development training to the Faculty and Staff via the College's open forum week as well as shared as a panelist in an open discussion with students relating to Student Support Services current at the college.

FINANCIAL AID

Students are most likely to be successful in college when they can focus on their studies. Financial aid made that possible by increasing accessibility and flexibility in the virtual environment.

Below are some of the achievements for the Financial Aid office from January 5 to February 2022.

The Financial Aid office is proud to announce that they have awarded and disbursed for Fall 21 and Spring 22:

- Federal \$3,790,670.87
- State \$196,132
- Foundation Scholarships \$16,700
- Institutional funding \$20,1648

The Financial Aid office has successfully implemented the Award Year 22/23 set up in Regent, and all the 22/23 fillable forms are available on the webpage for students to us. Currently, the financial aid office is in the process of setting up the Banner system for the Academic Year of 22/23 to ensure that our FALL 22 students get packaged as early mid-March. The Financial Aid office has created the outline for the new Financial Aid webpage and is working on the final details. We are anticipating that the new FA webpage will be updated by the time we go live with Banner and the student self-service portal for Banner.

The Financial Aid office is also planning to partner with the advising department to find attrition, succession, and enrollment variables affecting the current students on Satisfactory Academic Progress and increasing the retention rate.

The Financial Aid office and the FA Solutions external team has streamlined the reconciliation process with Accounting and I-Data management to avoid discrepancies between the award amounts and disbursement amounts causing audit issues. Some collaboration concerns exist with the accounting department to finalize the reconciliation process in a timely manner and avoid compliance issues.

The Financial Aid office is currently working with the FAS (Financial Aid Services) team to ensure the college is meeting the administrative capability requirement, which is at the heart of the Title IV regulations, encompassing many of the measures of an institution's Title IV eligibility. Demonstrating administrative capability to participate in the Title IV programs involves virtually every office within an institution, making

compliance a campus-wide commitment and responsibility. The FAS team will ensure that our current Policy and Procedure (PPA) meets all regulatory requirements to maintain the Title IV eligibility.

STUDENT LIFE & ENGAGEMENT

In January 2022, the Office of Student Life & Engagement with the Welcome Week Planning Committee finalized preparation for the Orientation & Welcome Week schedule for January 12 – 21, as well as scheduled and planned for upcoming programming for the spring semester. Due to COVID-19 and courses moving remote during the January timeframe, all programming had to be moved virtually if possible, or be rescheduled if it was an event that could not be moved virtually. Staff worked on updates and with contracts and invoices, ordering promotional items, scheduling, and event planning as a result of the move to remote instruction from January 12 – 31, 2022.

Staff prepared for return to in-person instruction by working on organizing office and storage spaces, set-up of the office bulletin board, and gathering supplies for welcome back events. Staff is working to ensure that they are programming for student's overall wellness, through use of the wellness wheel. The wellness wheel is based on a model of holistic wellness includes social, emotional, intellectual, spiritual, financial, physical, occupational, and environmental programming.

Student Life & Engagement went through a virtual overhaul in January through an updated website as well as an updated canvas page. A survey for post Welcome Week events was sent out to student attendees, and currently results are being collected. These results will be discussed within the February 2022 report.

Activities and Events

January 12 – 21, 2022, Orientation & Welcome Week Events

The Welcome Week [website](#) was updated and promoted to students through the website billboard, calendar, canvas, and email. All BCCC 101 panels were recorded and placed on the website after each panel. The week and half of events total attendance was 249, and total number of unique participants was 118.

Wednesday, January 12, 2022

- **BCCC 101 - Student Technology Panel, 10 – 11:00 am:** There were 24 participants. Panelists from Bard Library, Bookstore, E-Learning, Financial Aid, and Registrar talked about all the different technologies on campus to support students. Topics covered were Canvas, Panther Portal, Gmail, Financial Aid Portal, Texting Service, Bard Library technology, and how to order textbooks through the bookstore website.
- **BCCC 1010- Student Safety & Wellness Panel, 1 – 2:00pm:** There were 11 participants. Panelists from Student Conduct & Title XI and Student Support & Wellness Services were present to speak about student safety and wellness on campus. Unfortunately, Public Safety was unable to be present, but staff shared the Public Safety website and number with attendees.
- **TRIO Student Support Services- Open House & Meet and Greet, 2 – 4:00 pm:** There were 11 attendees of the first of multiple TRIO Student Support Services Program events. All attendees received information on TRIO, how to apply, and met the TRIO staff.
- **Bingo, 5 – 7:00 pm:** There were 26 participants for the first social event of Orientation & Welcome Week. Students played many rounds of bingo to win Apple Air pods, BCCC Swag Bags, or a variety of Baskets (Movie Night, Dinner Night In, Winter Survival, and more). This was co-sponsored with the Student Government Association.

Thursday, January 13, 2022

- BCCC 101- Student Support Panel, 10 – 11:30 am: Panelists from Bard Library, the Book Store, Center for Academic Achievement, Disability Support Services, Financial Aid, Registrar, Promise Academy, Panther Food Pantry, Student Support & Wellness Services, and TRIO-Student Support Services were present to share with the 26 attendees about their offices and services to support students on campus. Advising was unable to be present, but staff touched on advising and explained the Virtual Help Desk.
- BCCC 101- Student Involvement Panel, 1 – 2:30 pm: There were 14 attendees present. Panelists from Student Life & Engagement, Student Clubs & Organizations, Student Government Association, and Student Support & Wellness Services were present to speak about the opportunities on campus and why involvement matters.
- Student Meet & Greet, 3 – 5:00 pm: The meet and greet included meeting fellow Panthers as well as virtual caricatures. There were 2 caricaturists present who digitally drew 12 of the 19 attendees. Students received their digital caricatures via email and will be picking up the caricatures in person from Student Life & Engagement. See pictures below of a few of the caricatures created. Each artist had their own style, as shown below.

RECORDS & REGISTRATION

Records and Registration continues to participate in training sessions and perform critical tasks in support of the Banner ERP implementation. The office added a new services specialist position to the team. As a result, the office is now able to concentrate on both degree audits and articulations to award college transfer credit. Between January 1-31, 2022, Records and Registration received and evaluated 160 transcripts, totaling 1295 transfer credit, and completed 975-degree audits.

With the additional staff, the office is now better able to manage degree audits and the huge surge in transfer articulations. We have also been able to be more proactive in communicating information about graduation, when students will be mailed their Diplomas, etc. Previously only one person managed this function.

An Academic Calendar Committee has been established. The calendars are undergoing a revamping process with a goal of producing 3-year calendars. This practice would bring BCCC into alignment with best practice and will enable students the opportunity to have more variation in class schedules and improve graduation rates. As part of this process, the office analyzed academic calendars for all Maryland community college to create better alignment amongst institutions. The office collaborated with Academic Affairs to upload course schedules into HPLAN for students to register for spring 2022. Built out the 25-Live classroom scheduling tool to allow more efficient and timely room scheduling.

The office also assisted with registration for program coordinators for special populations (Dual Enrollment, PTECH, MSP, One Step Away), the virtual help desk, and registrar public folder. Processed over 2,800 student registrations for spring 2022.

Outreach activities were conducted to include marketing campaigns, outreach phone calls, texts, and regular emails to promote registration options for students who had not yet registered for spring 2022. The office serves a major role in providing leadership to commencement exercises through participation in the Commencement Committee.

STUDENT SUPPORT SERVICES PROGRAM

TRIO Student Support Services Program welcomed 174 new and continuing participants to the spring semester and encouraged active participation. TRIO SSSP staff provided various services such as academic advising and

course selection, degree audits, and other support services to 54 participants via email, phone, virtual, and in-person. To help minimize textbook cost, SSSP awarded twelve book award scholarships totaling \$2475.00 for eligible participants. Also, SSSP collaborated with several departments on the Welcome Week Committee to assist the planning and execution of Welcome Back Week. SSSP hosted and participated in the following events below.

- Open House & Meet and Greet (1/12/22) – Attendance: 11
- BCCC 101 Student Support Panel (Panelist) (1/13/22) – Attendance: 26
- Open House & Meet and Greet (1/14/22) – Attendance: 8
- Open House & Meet and Greet (1/20/22) – Attendance: 5
- Welcome Back Week Table (1/31/22) - Potential applicants: 26

In support of the Virtual Help Desk and Call Center, TRIO SSSP staff provided program information and resources to 41 students. Additionally, this month the program received, processed, and approved a total of 12 program applications. Moreover, the program director attended the Connect, Learn, and Discuss professional development for TRIO college programs sponsored by the Council for Opportunity in Education on 1/27/22. Lastly, the program is working with the Institutional Research and Grants Office in preparation for the 2020-21 Annual Performance submission.

STUDENT SUCCESS CENTER

The Student Success Center (SSC) continues to provide services via the Virtual Help Desk, emails, in/outbound phones and in-person service. The SSC office has been available for in-person services during this month and have engaged and assisted students with advising needs. The team supported students during the Winter session with advising needs. The Center continues to connect students to campus resources virtually and providing them tools for academic success. Candidates have been interviewed for open Student Success Advisors positions and hopeful to welcome new members to the team soon. The Student Success Center continues to be an active member of the Banner ERP implementation supporting data validation activities.

We have posted the position of academic advisor and have started receiving resumes. The Goal is to hire at least three full-time academic advisors.

STUDENT SUPPORT & WELLNESS CENTER

During the month of January, Student Support and Wellness Services (SSWS) served students through individual counseling, wellness workshops, classroom presentations, and student consultations. Seven virtual workshops were conducted on topics such as anxiety and time management. One classroom presentation and the nursing program pre-entry requested a presentation regarding general mental health. A six-week peer support group began helping students cope with anxiety (co-sponsored with Disability Support Services Center).

SSWS co-led a presentation on suicide awareness with the coordinator of the Psychology department during the Institutional Days. It was well received and much feedback from staff and faculty noted the need for more mental health programming to support the college. SSWS submitted a proposal for institutional wellness late fall and is hoping that the college will act on some recommendations.

During Welcome Week, SSWS participated on three Student Life and Engagement panels to help acquaint students to our services and provide information on how to be a successful student.

Through SSWS, the campus held a roundtable discussion with the Greater Baltimore Region Integrated Crisis System (GBRICS). Past and present students participated in sharing their mental health crisis experiences, providing feedback, and answering questions to assist GBRICS as they develop this new system. In addition to the array of trainings held during Institutional Days, staff in SSWS were able to participate in outside trainings on restorative justice and mental health advocacy.

TESTING CENTER

The Testing Center facilitated placement for approximately 71 students during January. The placement method used was the Alternative Assessment option of Multiple Measures and Accuplacer. Of the 71 placement exams, nine students were assessed utilizing Accuplacer. The Testing Center is ready to accommodate students who would like to take Accuplacer by appointment. In January, the Testing Center was open by appointment each Thursday. In addition to placement exams, students took exams in Computer Literacy (5 students) and Biology Test (2 Students). As of January 31, the Testing Center is open daily but by appointment to ensure social/physical distancing protocols. In addition, Testing Center staff continue to support the staff functions of the virtual helpdesk and serve as Host, Backup host, and Admins during weekdays and Saturdays.

UPWARD BOUND MATH AND SCIENCE

The College is currently writing for a renewed five-year grant for the Upward Bound Math Science Program. In the meantime, we continue to focus on our relationships with community partners and our Program Coordinator continues to work with instructional staff in the target schools.

Baltimore City Community College

PRESIDENT'S UPDATE

Board of Trustees, February 16, 2022

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

WORKFORCE DEVELOPMENT & CONTINUING EDUCATION (WDCE)

WDCE classes are delivered fully on-line, with additional resources for academic support and remote testing. Across all program areas, 720 students were enrolled in January 2022.

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

- In January, the ABE/ESL Department offered 19 ABE, and 9 ESL classes for a total of 483 students, funded by the Consolidated Adult Education and Family Literacy Grant (MD Labor) grant.
- The ABE Department, in partnership with Workforce Development, started a new cohort of students in an Integrated Education and Training (IET) program for Certified Nursing Assistant (CNA). This class started Jan 10th and will complete training and certification in mid-April.
- In January, the ABE Department met with several community partners, such as Elev8, Baltimore Healthy Start, and Tuerk House to expand community-based ABE classes across Baltimore.
- The ABE intake team continues to actively administer TABE test remotely for ABE students as well as in-person testing by appointment only at the Harbor campus. Two (2) in person testing sessions and six (6) virtual ABE testing sessions are offered each week each week.
- The ABE Director secured an additional 100 GED-Ready vouchers from MD Labor to support student completion of exams at no cost for those in the final steps of earning their high school diploma.
- In January, the ELS Department additional instructor professional development on the use of Canvas and *Stand Out* curriculum to strengthen online resources for ESL courses and learners.
- The ELS Director met with the Director of the Mayor's Office of Immigrant Affairs (MIMA) to expand referrals and provide information about BCCC programs for Refugee Youth (RYP) and their families.

Workforce Development Program Development and Expansion – The Workforce Development (WD) Department enrolled 237 students in 24 training programs in January 2022. Workforce continues to expand partnership with local community and health agencies to provide opportunities for students to gain training and improve their career outlook. Additional activities include:

- Workforce is working with Academic Affairs to bring Child Care trainings currently being held at a partner community college back to Baltimore City Community College. Workforce and Academic Affairs are working together to coordinate this effort with the Maryland State Department of Education.
- Workforce is continuing to work with partners in create more opportunities for students seeking clinical experiences and expanding the number of partnerships with local hospitals, assisted care facilities, and

private labs so students will be able to complete their certifications. Over 30 students in health care trainings had clinical opportunities in January.

- Workforce enrolled 12 students from the Center for Urban Families in our Certified Nursing Assistant (CNA) and Community Health Worker Programs (CHW). Workforce is entering the final year of the BOOST grant partnering with Center for Urban Families (CFUF) and has enrolled over 90 CFUF students in several workforce trainings as a part of this partnership.
- Workforce continues to work with partners to create innovative trainings and opportunities for students. This includes working with Kennedy Krieger to develop a training program for Clinical Assistants to work with children and young adults with developmental disabilities in the Neurobehavioral Unit. In addition, to enhance the student learning experience, the National Association for Mental Illness (NAMI) is providing volunteer opportunities for our students in the Community Health Worker program
- Career Services continues to coordinate with Workforce to connect students to job opportunities directly related to their training experiences. The Career Services Team coordinates recruitment efforts with Workforce to provide a more comprehensive recruitment effort, working with community partners, schools and businesses to incorporate career planning as a major component for workforce development and job placement.

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

- Throughout January, the P-TECH liaison communicated with high school students, parents, and instructors regarding course completion and needed academic supports. All P-TECH students also participate in college-readiness and career development activities related to their degree program.

ENVIRONMENT SERVICES AND FACILITIES

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

- The construction of the new Loop Road is on-track, including the complete demolition of Harper Hall, as well as ongoing renovation projects include interior improvements in the Fine Arts Wing and the Student Activity Center.
- Facility Renewal and Deferred Maintenance projects continue, as bids have been received for the roof replacement at South Pavilion and the West Pavilion Chiller replacement. Bids have been advertised for the Fire Alarm Replacement for the Life Sciences Building and ADA Water Fountain upgrade project. The Hot Water Heater Replacement at Physical Education Center has been completed.
- Focused cleaning activities continue with the completion of tile and grout cleaning of the Student Services Wing atrium. New soap dispensers in restrooms and hand sanitizer dispensers in building common areas have been installed across BCCC.

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).

- Public Safety continued support for people and programs returning to on-campus activities including several on-campus clinical programs such as nursing, dental and physical therapy. Public Safety members continue to enforce safety measures including mask-wearing and COVID screening procedures.
- Public Safety supported the CVS COVID Testing and Vaccine site in South Pavilion, coordinating access and providing assistance to clinic staff and patients.
- Public Safety staff continued to produce and distribute identification cards for students and faculty/staff while following safety protocols including masking, social distancing and physical barriers. An appointment system using idcards@bccc.edu was implemented and has been utilized to enhance safety by limiting the number of people serviced at one time.

Public Safety supported the Loop Road construction project, managing campus access and enforcing COVID related safety measures.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, February 16, 2022

Finance & Administration

BUDGET OFFICE

1. Highlights

- The Budget Office has prepared a new tracking system to record and monitor the status of legislative fiscal notes using Smartsheet. The use of Smartsheet platform will enhance the ability of the Director and staff to correspond with respondents, automate repetitive tasks and workflows, and manage content production.
- Data objects have been created for standardized financial reports that will be used to create data blocks in Argos. The data blocks will be used to create meaningful financial reports aimed at strengthening financial reporting, accountability, communication, and transparency.
- The staff continues to work diligently with the Banner implementation team on the development of the FMIS crosswalk tables. Additionally, the staff have begun testing key transactions in Banner to ensure that the FMIS to Banner interface file is successfully transmitted.

2. Appropriation Year (AY 22) Revenue Summary as of 01/31/2022

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	\$ 40,392,240	(Includes Bookstore of \$470,328.56)
Restricted	\$ 10,798,556	(Includes WBJC of \$969,211.94)
Total Revenue	\$ 51,190,796	

Unrestricted Revenue: Total Unrestricted Revenue through January FY 2022 is \$7.3 M (28%) higher than the revenue earnings through the same period FY 2021.

- Tuition & Fees: Increase of 7%. The overall increase in tuition and fee revenue is due to a higher registration than anticipated. There was an increase of 439,164 (7%) in credit tuition and fees as well as a decrease in non-credit tuition of \$6,820 (3%).
- Sales, Service, Aux & Leasing: Increase of 386%. A deferred leasing agreement was signed by Lockwood and the College. Outstanding lease payments, totaling \$2.3 million have been received. Therefore, Sales, Service, Auxiliary & Leasing revenue earnings are significantly higher than this time in FY 2021.
- Bookstore Revenues: On Par with FY 2021. There is a slight decrease of 1% in Bookstore Revenue categories compared to the same period last fiscal year.

Restricted Revenue: Total restricted revenue through January of FY 2022 is \$1.7 M (19%) higher than the same period in FY 2021. The primary driver of the increase is the \$7.7 M increase in Covid Relief Funds. WBCJ's revenue decreased by 24% due to a decrease in memberships.

3. Appropriation Year (AY 22) Year Expense Summary as of 01/31/2022

Expense Fund	Expense Amount	Notes
General (Unrestricted)	\$ 25,563,952	(Includes Bookstore of \$558,644)
Restricted	\$ 8,115,276	(Includes WBJC of \$563,329)
Total Expenditures	\$ 33,679,228	

Unrestricted Expenditures: FY 2022 Unrestricted expense increased by \$5.2 M when compared to this same period in FY 2021 primarily due to an increase in expenses for personnel and contractual services.

Restricted Expenditures: FY 2022 restricted funds expenses increased by \$2.2 million (37%) year-over-year. Fewer grant-related expenses have been incurred in comparison to the same period in FY 2021.

4. State/Federal Reporting Upcoming:

IPEDS Reports are due in February as well as reports for the Legislative Branch and fiscal notes.

5. Operational Process Improvement:

- The Office of Budgets has finalized the process of monthly reports to the President's Cabinet to go over the College's Budget. The process has been improved.
- Three data models have been developed to forecast annual Tuition and Fee revenue. The models are being tested for accuracy using the actual monthly revenue performance.
- The Budget team will receive training in Argos on report writing and dashboard creation.

6. BCCC Realignment Tasks

The Office of Budgets is finalizing two methods of projecting revenues and expenditures. The Office will meet with the President's Cabinet to review the two methods of projections to determine the best method of projections. Once the method of projections is reviewed, work can begin to project budgets out five years at a time.

OFFICE OF STUDENT ACCOUNTING

1. Highlights

- Continue collaboration with Ellucian regarding process improvements as it relates to:
 - Third Party Billing Rules – Accounts Receivable Validation (Credit/Non-Credit) & Review, and Data Migration
- Successfully submitted "Production Files" to Heartland ECSI regarding 1098-Ts for Calendar Year 2021
- Processed over 3,000 refunds totaling \$2.9 million to include 1,389 CARES Act student refunds totaling \$1,079,000.

2. Student Accounting Communication Updates

- Billing & Collections notifications sent to students with outstanding balances for Winter & Spring 2022 semesters respectively
- Communications sent to students regarding 1098-Ts for Calendar Year 2021 including instructions on how to retrieve the form electronically.
 - Updated communications to BCCC's webpage along with access to "Frequently Asked Questions" via Heartland ECSI

3. Operational Process Improvements

- Coordinating with Senior Leadership and the Directors of Student Affairs to generate an Operational Calendar for the Winter 2022, and Spring 2022 semesters, respectively.
- Reviewing and updating the "Policies & Procedures" Manual for the Office of Student Accounting. (e.g., Student Refunds, 1098-Ts, Collections)
- Coordinating and collaborating with respective directors and consultants to better streamline business practices between the Office of Financial Aid and Student Accounting (e.g., Separation of Duties, Year-to-Date Files, Reconciliation)

- Collaborating with the Offices of the Controller & Procurement in reestablishing Monthly MTA Passes for students.
- Collaborating with Ellucian/Banner & TouchNet with the implementation of processes and systems

4. Banner Office of Student Accounts Implementation Schedule

- The Finance and Administration Team has participated in the Banner Kick-off and implementation for the division (Student Accounts & Senior Analyst – Finance, Controller, Budget, Admissions Financial Aid and Registration).

Summary of Upcoming Events		
Transition Schedule/Calendar	Target Timeframe	Status
1098-T Overview	Spring '22	December 2021
Banner – Collections Module	Spring '22	January 2022
Banner – Financial Aid – R2T4 Overview	Spring '22	January 2022
Banner – Testing – General Student Data (e.g., Admissions, Schedule Builder, Registration, Academic History)	Spring '22	3 rd Quarter (FY'22)
Banner – Testing – Fee Assessment, Data Validation, Accounts Receivable Hierarchy (Applied and Unapplied Accounts)	Spring '22	3 rd Quarter (FY '22)
Banner – Testing – Student Accounts Receivable (e.g., Account Management, Cashiering & Reconciliation, Refunding, Billing, Payment Plan Implementation, Aging Cycle)	Spring '22	3 rd Quarter (FY '22)
Banner – Going Live –Accounts Receivable – Cut Off	Spring '22	4 th Quarter (FY '22)

5. Heartland ECSI - Office of Student Accounts - Implementation & Production Schedule

- The Office of Student Accounting has finalized and submitted the “Production File” to Heartland ECSI to satisfy IRS requirements of having 1098-Ts available for students prior January 31, 2022.

Summary of Training Events		
Transition Schedule/Calendar	Target Timeframe	Status
1098 T - Notification to Students	Spring '22	January 31, 2022
1098 T – Correction Period	Spring '22	February 1, to March 31, 2022
1098 T – Final Updates to the IRS (Internal Revenue Service)	Spring '22	March 31, 2022

OFFICE OF PROCUREMENT

1. Bookstore

- Between January 1, 2022, and February 3, 2022, the bookstore sent 1626 Spring 2022 textbooks/access codes to students, which totaled \$ 173,998.42.
- Textbooks for Spring 2022 are shipped free to all students using CARES Act funding.

2. Operational Process Improvements

- Preparing documents to submit to AELR for BCCC's Procurement Policies to be approved.
- Preparing workflow process for book orders to be processed and tracked in the smartsheet.

3. Other Business

- Banner retraining has been completed. Follow up with Banner to finalize the reporting requirements.
- For the months of December and January, a total of 137 purchase orders for a total amount of \$1,996,506.41

CONTROLLER'S OFFICE/GENERAL ACCOUNTING/GRANTS/FOUNDATION

1. MHEC (Maryland Higher Education Commission) CC-4 Audit

- The Controller's Office is waiting for the auditor's final review of the CC-4 draft so the final report can be issued.

2. BCCC (BALTIMORE CITY COMMUNITY COLLEGE) (College and WBJC-FM Audits)

- The Controller's Office is waiting for the auditor's review of the College and WBJC-FM Audits. The draft Financial Statements for the College and WBJC-FM are awaiting final review by the auditor's and finalization of the Foundation audit. The College audit is contingent on the finalization of the Foundation audit.
- WBJC-FM Annual Financial Statements were issued.
- WBJC-FM Annual Financial Report (AFR) due to the Corporation for Public Broadcasting was submitted.

3. CARES ACT Spending (HEERF (Higher Education Emergency Relief Fund) I & II)

- The Controller's Office continues to work closely with the bookstore to track the shipping charges. FUNDS – Institutional Funds (HEERF II) are being used to cover these expenses. A large procurement is in the works for the remainder of the HEERF II Institutional Funds.
- The Controller's Office and Budget Office are tracking the expenditures related to the Student Spending (HEERF II), the Institutional Spending (HEERF II), the GEER (Governor's Emergency Education Relief) Spending (I & II), the PBI (Predominantly Black Institution) Spending (HEERF II), and the Recovery Now funds (HEERF III). The GEER I funds are now fully spent.

4. Grants

- The Controller's Office assisted in providing information for new grants for the Foundation.
- The Controller's Office continues to work with the Grants Development Office to provide support for several grants and programs.
- The Controller's Office continues to work with the various divisions to provide support and reporting requirements.

Accounts Payable

1. Highlights

- The Controller’s Office and Accounts Payable are working with the Procurement Office regarding Corporate Purchase Card collection and validation of information.
- The Accounts Payable staff continues to provide support and information to departments that need to enter requisitions to clear up old invoices.
- Accounts Payable is transitioning to Smartsheet, a more efficient method of tracking invoices. This is a product that the Procurement office is using for other items being tracked.

2. Total Payables

Summary	Totals
<31	168,669.98
31-60	151,621.85
61-90	77,649.25
>90	279,978.42
Grand Total	677,739.50

3. A/P Overall

- Overall balances are still high but much lower than the previous month.

4. A/P Over 90 Days

- This category is higher than last month as we transition to a new software to track invoices. Several invoices received in the US mail after the holidays are still coming in

5. Corrective Action Plan (CAP)

- To address outstanding payables, the A/P staff are working to resolve these balances. processes:
 - Working with the Procurement office to transition to Smartsheet, a new method of tracking invoices.
 - Continue to communicate with vendors to convert the invoice delivery via email rather than US Mail. An additional effort is being made to communicate with the vendors that continue to send invoices through the US Mail to send them through the Accounts Payable email address.
 - Continue to work with the various departments to clear up any outstanding invoices including getting requisitions entered and purchase orders created.
 - Accounts Payable is requesting the assistance of the Procurement Office to assist departments in getting requisitions entered.
 - Accounts Payable is requesting the assistance of the Procurement Office and Bookstore to resolve the outstanding invoices.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, February 16, 2022

Mr. Michael Rading, Chief Information Officer

TECHNOLOGY

New ITS Leadership

Information Technology Services has new leaders that have joined the organization.

Michael Rading, the new Chief Information Officer, started on February 7th, from Baltimore City Public Schools where he served for over 12 years and brings experience with aligning IT with organization objectives with competencies and certifications in IT governance, management, and information security in a K-12 environment. Mr. Rading has a bachelor's degree in Management Information Systems and an MBA in Management Information Systems.

Peter Farrell, the new Deputy Chief Information Officer, started on January 31st. He comes from Loyola University Maryland and has extensive experience in higher education, providing leadership, vision and oversight in infrastructure, client operations and support management teams. Mr. Farrell holds a bachelor's degree in Management Information Systems and an MBA in Management.

The new IT leadership team is getting oriented to the College, and meeting with Dr. McCurdy, the cabinet, the IT team and key internal and external stakeholders.

Enterprise Resource Planning (ERP) Project

The ERP Executive Steering Committee meets every Friday to review the status of ERP-related actions items that have been assigned to their respective functional areas.

The Financial Aid module is on-track to go live on February 28th, 2022. This key milestone includes major initiatives involving data extraction from legacy systems and a cross-functional validation effort that identified and addressed over 50,000 errors in records critical to the migration effort. Financial Aid is the first office that will be live in the new Ellucian Banner system, with the rest of the College departments scheduled throughout 2022.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, February 16, 2022

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

OFFICE OF INSTITUTIONAL RESEARCH

State and Federal Reporting

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

Maryland Association of Community Colleges (MACC)

- Developed data to complete the *FY 2021 Community College Aid Survey* and led review team to support submission to MACC and the Department of Legislative Services to meet the submission deadline of January 24, 2022.

Maryland Higher Education Commission (MHEC)

- Prepared and submitted, with input from the Cabinet, the *Maryland Campus Activities for Winter 2022 Survey* to meet the submission deadline of January 4, 2022
- Completed the validation process for the *Winter and Spring 2021 End-of-Term System* files.
- Developed data and led review team to complete the *CY 2021 Distance Education Survey Form* to meet the submission deadline of January 15, 2022.

United States Department of Education

- In collaboration with the Budget Office, developed data to complete the *Title III Eligibility Application and Waiver Request* to meet the submission deadline of January 21, 2022.

College Collaborations for External Reporting or Stakeholder Needs

OIR supported other College offices to prepare data, narrative, and/or overall quality assurance related to the following initiatives.

Association of College and Research Libraries (ACRL)

- Developed enrollment data and provided review and feedback for entire *ACRL Survey* form ahead of the submission deadline of February 28, 2022.

Department of Legislative Services (DLS)

- Developed enrollment and outcomes data to support the Budget Office's submission of the *BCCC Data Update* to meet the submission deadline of January 24, 2022.

Grant Support

- *AmeriCorps VISTA* - Collaborated with Academic Affairs to determine and develop data and narrative for the Quarter 2 Report to meet the submission deadline of January 5, 2022.
- *TRIO/SSS-STAIRS* – Developed data and provided review to support the submission deadline of February 11, 2022.

Maryland Higher Education Commission (MHEC)

- Participated in meeting to launch *Sexual Assault and Campus Climate Survey Report and Incident Report*. Developed draft survey for team's review, which will be administered in Spring 2022. Constructed SharePoint site with materials from prior surveys and report submissions along with guidelines from MHEC. The survey results, report and associated materials are due to MHEC by June 1 and require approval from the Board of Trustees.

Maryland State Department of Education (MSDE)

- Developed enrollment and Pell grant data to complete the *FY 2021 Perkins Pell Grant Recipients* table and provided data and narrative for the required justification to support Academic Affairs for the submission deadline of February 1, 2022.

Program Accreditations

- *Accreditation Council for Business Schools and Programs (ACBSP)* - Developed trend data for enrollment, degrees and certificates conferred, course pass rates, and P-TECH participation and prepared updated student, faculty, and graduate surveys and data to support the annual report (due February 15, 2022). Conducted meeting to review all data with team. Provided review and feedback on draft versions of report sections. Serve on the review team for the final submission.

Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

- Conducted preliminary meeting to discuss survey and data needs related to the Annual Program Assessment Report due by April 30, 2022.

Baltimore City Public Schools

- Attend regular meetings to provide support as needed for dual enrollment and Mayor's Scholars Program initiatives.

Support for Internal Priorities

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

- Develop and distribute daily credit enrollment updates for Spring 2022 term for Cabinet and other administrators.
- In support of the Banner Enterprise Resource Planning (ERP) implementation process, serve on planning teams for data migration and validation processes, activity codes for special populations, and action items related to Academic Affairs and Student Affairs
 - Conducted data validation to support data migration related to student characteristics, academic history, testing data, and registration holds.
- Met with Evisions to discuss rollout of Argos, a reporting tool that will be used with Banner, the new ERP. Began researching training opportunities and developed tentative training plan for BCCC team, which was shared during the Institutional Days Argos session.
- Supported the Child Care Career and Professional Development Fund (CCCPDF) grant team in preparation for quarterly report due in January 2022.
- Completed materials needed for BCCC to participate in the Spring 2022 administration of the Community College Survey of Student Engagement (CCSSE) and companion Community College Faculty Survey of Student Engagement (CCFSSE).
- Serve on Program Review and Evaluation Committee's (PREC) planning team that meets weekly.

- Led student and faculty surveys' review, design/update and implementation process. Compiled results and shared with Committee. Held special sessions conducted by PREC Chair to address any questions or concerns regarding survey data.
- Developed trend data related to programs' enrollment, degrees conferred, discipline credit hours, and short-term outcomes.
- Participated in a meeting with Deans and reviewers regarding outstanding deliverables from various programs.
- Administered student satisfaction survey in collaboration with Student Life and Activities to assess Spring 2022 Welcome Week activities.
- Developed summer and fall continuing education enrollment data by department to support WDCE leadership team.
- Refining proposed policy and procedures related to reestablishing the College's Institutional Review Board.

External Meetings

- Middle States Commission on Higher Education (MSCHE) Self-Study Institute
- Statewide "Blueprint for Maryland's Future" workgroup meeting
- BCCC team meeting with Baltimore City Public Schools representatives

Professional Development

- Conducted presentation with the Vice President for Institutional Effectiveness, Research, and Planning entitled "And the Survey Says...What Students Say About BCCC" during BCCC's Institutional Days to share data from previous administrations of the Community College Survey of Student Engagement (CCSSE), share schedule of upcoming student, graduate, and faculty surveys, and the process for completing surveys at the College.
- Developed enrollment data to support the President's Town Hall presentation.
- Coordinated and participated in "Kick Off" of Argos presentation during Institutional Days.
- Developed and conducted survey for each Institutional Day's sessions. Compiled results and provided to the Cabinet.

OFFICE OF ASSESSMENT

Assessing the Assessment Process

The Office of Assessment continues to extract course- and program-level data from Nuventive (TracDat) to understand the current status of academic assessment. Assessment data provides insight for next steps in collaboration with faculty committees, Academic Affairs leadership, and the Office of eLearning.

To compliment the strategic planning efforts, the Vice President of Institutional Effectiveness, Research & Planning, Director of Assessment and Director of Institutional Research are presenting the working Institutional Assessment Model on February 4th, 9th, 11th, and 18th. This two-part series will introduce the working model (February 4th and 9th) and explore the current state of academic assessment with a look at five years of Nuventive (TracDat) data (February 11th and 18th).

Program Review and Evaluation Committee (PREC)

The Office of Assessment continues to attend weekly PREC planning meetings to provide guidance on best practices in student learning outcomes, assessment leadership, and evidence-based decision-making at the course and program levels. In collaboration with faculty committees and Academic Affairs leadership, the working Institutional Assessment Model and is being developed to integrate existing PREC practices and timelines.

Institutional Reporting

Carl D. Perkins Grant

The Office of Assessment provided guidance on reporting best practices, data validation, and file management for the FY2022 Interim Narrative and Pell Grant FY2021 Recipient reports. The Interim Narrative report was submitted in January 2022. The Pell Grant FY2021 Recipient report is due in February.

Child Care Career and Professional Development Fund (CCCPDF) Grant Virtual Monitoring Report

The Office of Assessment provided guidance on reporting best practices, data validation, and file management. This report was submitted to the Maryland State Department of Education (MSDE) on 2022/01/28.

US Department of Health, Health Resources & Services Agency (HRSA) – Maryland Office of Oral Health (MDOOH) Building a Diverse & Dynamic Workforce Grant

The Office of Assessment reviewed the MDOOH grant proposal and institutional letter of support for inclusion in the grant. The Office will provide guidance on the development and evaluation of goals and objectives, outcome measures, and sustainability considerations. Award funding information is expected summer 2022.

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

The Office of Assessment, as part of the Office of Institutional Effectiveness, Research & Planning, is collaborating with Institutional leadership to provide strategic planning and guidance for the upcoming self-study. The planning team is developing the steering committee and working groups that will be responsible for the Self-Study process.

PepsiCo. Foundation Grant

The Office of Assessment met with the Offices of Academic Affairs, Workforce Development & Continuing Education, and the Mayor's Scholars Program (MSP) to kick-off the PepsiCo. Foundation Grant. The Office will provide guidance on the development and evaluation of goals and objectives, close-out, and next-steps processes.

US Department of Education, TRIO Student Support Services (SSS) Program Annual Performance Report

The Office of Assessment provided guidance on reporting best practices, data validation, file management, and the reporting workflow. The report will be submitted on 2022/02/01.

Technology

Canvas – Nuventive (TracDat) Data Collection Process Testing

In collaboration with the Office of eLearning, the Office of Assessment continues to explore Canvas's Course Learning Outcomes (CLOs) feature to determine the feasibility of extracting CLOs directly from Canvas for import into Nuventive. The CLO feature would facilitate faculty to collect data in real-time as they grade assessments within the learning management system. This could eliminate duplicate efforts to aggregate and calculate course-level learning outcomes.

OFFICE OF GRANTS DEVELOPMENT

Reports submitted or due in January

- Governor’s Emergency Education Relief (GEER I) Fund – Quarter 6 Report due Monday, January 31, 2022; submitted Monday, January 17, 2022.
- Maryland Department of Labor Adult Basic Education (ABE)/Adult Secondary Education (ASE), ABE/Literacy Works (LW), ABE/English as a Second Language (ESL), ABE/Local Institutionalized (LI), and Integrated English Literacy and Civics Education (IELCE) Grants. Mid-Year Financial Reports due Monday, January 31, 2022; submitted Tuesday, February 1 after discrepancies in the reports were discovered and had to be resolved.
- Maryland State Department of Education (MSDE) Child Care Career and Professional Development Fund (CCCPDF) 2nd Quarter Report due Monday, January 31, 2022; submitted Thursday, February 3 after several issues with coding, FMIS, and contracts had to be resolved by the Office of Administration & Finance in conjunction with the program leads and subsequent review by Dr. McCurdy.
- The CCCPDF annual Monitoring Tool was due and submitted Friday, January 28.

BCCC AmeriCorps VISTA Continuation Application

Work was finalized Friday, January 14 between the Directors of E-Learning and Institutional Research – and the Office of Grants Development – on the submission to Campus Compact Mid-Atlantic of the BCCC AmeriCorps VISTA FY 2022-2023 Continuation Application, which will allow for in-kind non-tutor support of an AmeriCorps VISTA Success Coach for the next two years. The Director of E-Learning also worked with the Office to respond to a request by the funder for a correction in the submission document, which was successfully resubmitted Tuesday, January 25, 2022.

Child Care Career and Professional Development Fund (CCCPDF) Monitoring Tool

The Grants Office collaborated with representatives from the Administration & Finance, Academic Affairs, and Early Childhood Education Program teams to complete the annual Child Care Career and Professional Development (CCCPDF) Monitoring Tool and oversee its timely submission. The Monitoring Tool allows the Grant/Project Manager for all early childhood services purchased under a grant or contract to discuss the progress of their program to date, work with the Maryland State Department of Education (MSDE) to review performance, documentation, and financial management, and make necessary modifications to their program. The Instrument was sent on time with all supporting documents to MSDE Friday, January 28, 2022. Thanks to everyone involved with this effort.

FY 2021 Student Support Services TRIO Final Annual Performance Report (APR)

The Office, with the Director of Student Support Services and the Vice President of Student Affairs, assisted with the submission of the FY 2021 Student Support Services TRIO Final APR which describes the strong participation and educational attainment of BCCC students despite the challenges of COVID-19 and the institution-wide shift to a fully remote environment. Of 230 students initially funded, 202, or 87 percent, participated in the program's first year. The first-year cohort exceeded Persistence expectations by 18 percentage points; 77% achieved Good Academic Standing; and 42% attained their associate degree or certificate – 36 percentage points more than the level initially anticipated. Of these students, 23% transferred to a four-year institution. Since FY 2021 was not a reporting year, the Final APR describes significant progress by BCCC students as the program enters its second year. Full performance measures will be reported beginning next year. The APR was due Friday, February 11, 2022 and was submitted early (Thursday, February 3, 2022) to the U.S. Department of Education. Congratulations to everyone involved with this effort.

FY 2022 Upward Bound Math-Science RFP and \$198 million DOE Supplemental Funding

The Office is currently monitoring the expected release of the FY 2022 **Upward Bound Math-Science RFP** which will allow for the continuation of the College's existing program, currently in the final year of a 5-year cycle funded at \$297,601 for the 10/1/2021-9/30/2022 fiscal year. In the most recent period (10/1/2020-9/30/2021), although the College served only 27 participants (43%) out of a funded possible total of 62 under the grant, 23 of the 27 were first-generation low-income, or first-generation low-income at high risk for academic failure, allowing the BCCC program to exceed the required two-thirds (67%) eligibility threshold by a considerable amount (85%).

The \$198 million Department of Education Supplemental Support under the American Rescue Plan (SSARP) funding for community colleges was announced Thursday, February 3, 2022. The funding would further support COVID-19 mitigation and address students' basic needs using Higher Education Emergency Relief Funds (HEERF or HEERF III) dispensed via the American Rescue Plan. The funding would also support continued enrollment and re-enrollment, forgive students' institutional debts, end transcript withholding and spur in-demand high-quality jobs. The Grants Office is checking the application's eligibility details and other criteria. The closing date for transmittal of the application is April 4, 2022.

Baltimore City Community College

PRESIDENT'S UPDATE

Board of Trustees, February 16, 2022

Ms. Lyllis M. Green, Chief Internal Auditor

INTERNAL AUDITS, REVIEWS, and INVESTGATIONS

Internal Audit activities during the month of January included research, evaluation, and responses to additional questions from legislative auditors (OLA). Other audit activities concluded, or in-progress involve:

- Creating a Culture of Compliance presentation during the President's Forum and Opening Week activities as well as attendance at other presentations
- Two additional investigations from the OLA's fraud hotline
- Interviews for Cabinet and senior management level positions
- New Procurement regulations
- ADA & FMLA cases
- The Purge Committee
- International Students' Process Review

Staff were also engaged in resolving or mitigating issues surrounding the internal audit activities. Kudos to staff from various offices who collaborated with Internal Audit including but not limited to Human Resources, General Counsel, Assistant Attorney General, Finance and Administration, Information Technology Services (ITS), Student Affairs, Facilities, Procurement, and Cabinet.

EXTERNAL AUDITS

Legislative Auditors (OLA)

The College received the OLA *Draft Report* on January 6, 2022, and immediately began preparing responses to the findings and recommendations. It should be noted that the draft report combines ITS findings with the fiscal compliance findings into one report. Most of the findings were previously addressed in the OLA's Discussion notes and exit meetings. The College's responses were submitted on January 24 – 25, 2022.

The next step is OLA's management review of the College's responses and to provide any follow-up questions, findings and/or recommendations to the College. To date, one follow-up question was received on Friday, January 28, 2022, and the response submitted on February 3, 2022.

Finally, the College continues to address the recommendations from the last OLA Report that was issued in November 2017. The College has addressed five of the eight prior findings; however, the current OLA audit will include an assessment of the College's progress in addressing prior audit findings. It should be noted that any repeat findings have a potential negative impact as the OLA exercises its authority to recommend reductions to the College's State appropriation due to repeat findings.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, February 16, 2022

Mr. Michael Berends, Director of Marketing

WBJC

WBJC continues to build BCCC brand via programming and community events, including:

WBJC Staff Community Engagement

Opportunities taken by WBJC staff to extend the BCCC brand in the community via WBJC.

Goucher Prison Education Partnership: Acting Director Eliza Cornejo was interviewed by Dyana Neal about their degree offerings and student eligibility.

City of Baltimore: City Health Commissioner Dr. Letitia Dzirasa was interviewed about the status of COVID in the city by Jonathan Palevsky.

Shriver Hall Concert Series: Danish String Quartet first violinist Rune Tonsgaard was interviewed about their January 23, 2022 recital for broadcast by Jonathan Palevsky.

Baltimore Symphony Orchestra: Guest conductor Robert Trevino was interviewed about the symphony's concerts on January 20 and 23, 2022 by Jonathan Palevsky.

Liberty Books: Judith Krummeck was in Christy Weyer for the South African launch of her biographical memoir "old New Worlds" about her immigration from Africa to America.

BCCC Event Promotion

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

Public Service Announcements: Multiple daily reads by WBJC hosts.

- Beginner's Yoga Virtual Class on Mondays at 3pm

WBJC Corporate Support Partnerships

Businesses who underwrite programs and content on WBJC

New Clients

Levindale Geriatric / Lifebridge Hospital, Springwell Senior Living, Baltimore Museum of Art, Spotlight Theatre.

Returning Clients

Clark Appler Optical, Shriver Hall, Baltimore Choral Arts, Back in Baltimore, Baltimore Concert Opera.

WBJC Program Highlights

WBJC programs and content of note for the month.

Music in Maryland

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

January Schedule:

- January 8, 2022: Highlights of Steven Isserlis' Candlelight Concert Society.
- January 15, 2022: Annapolis Symphony.
- January 22, 2022: Danish String Quartet promoting concerts at Shriver Hall and appearance with the Baltimore Symphony Orchestra.
- January 29, 2022: Former Baltimorean Jennifer Kloetzel plays Beethoven's Complete Works for Cello and Piano.

Book Notes

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

- January 7, 2022: In honor of Martin Luther King Jr. Day poet, writer, and literary activist, E. Ethelbert Miller, was interviewed about the ways that Dr. King's life and poetic speeches have influenced American poetry.

MARKETING & COMMUNICATIONS

The College developed numerous online, digital, and print publications in support of the following areas:

Welcome Week, SGA Meetings & Love Week Events

The College developed a branded Welcome Week campaign to provide consistent messaging surrounding the start of the spring 2022 campaign for new and current students. Components of the campaign include signage, flyers, social campaign posts for all events, website billboards and dedicated content, and promotional items. Additionally, flyers were developed for SGA meetings and Love week. Signage was created to Welcome Back students to campus.

Enrollment Materials

Financial Aid Fillable Forms

The College developed several branded publications in support of recruitment and enrollment, including a Mayor's Scholars Program brochure, Workforce Development brochure, and Spring 2022 Course Schedule.

Spring Registration Phone Campaign

Department employees worked in tandem with Student Affairs and the Registrar's office to implement an enrollment call campaign to current students who have not yet registered for Spring Semester 2022 classes.

High-Quality Enrollment Email

The College continued to roll out high quality branded email via Constant Contact. This effort is in support of enrollment growth for various targeted groups. Email stats for the month include an open rate of 41%, 13% above the industry average, and 4% above the prior 30 days. The click rate is 5%, 1% below the industry average and 1% above the prior 30 days.

Social Platform Support

Branded social campaigns were developed for Facebook, Instagram, and Twitter in support of spring 2022 enrollment, academic programs, and online Welcome Week events.

Winter 2021 and Spring 2022 Marketing Campaign Execution

The College continued to implement a comprehensive Winter 2021 and Spring Semester 2022 marketing campaign dedicated to enrollment growth. Digital campaigns began November 30, 2021 and will continue through March 8, 2022. The campaigns continue to yield impressive demand generation, with 5,174,669 impressions (ads) served to-date, and 25,066 recorded ad clicks.

Academic Programs

The College designed and promoted Art, Theatre, Music, and Robotics academic programs on the website home page billboards and via social campaigns. Additionally, efforts were made to promote free services via the BCCC Preventative Dental Hygiene Clinic

Workforce Development

Branded materials to support programming within the Workforce Training division were completed, including flyers for GED classes, Health care Instructor recruitment, and Patient Care Technical training. Additional email headers were created to present a professional and branded email appearance and also promote the 75th anniversary email headers.

WBJC

The College developed a new branded WBJC sponsorship brochure that provides a historical view to the station with top reasons and selling points why potential partners should consider sponsorship.

BCCC campus events and initiatives that were promoted on-air by WBJC during the month:

Public Service Announcements: Multiple daily reads by WBJC hosts, including:

- On-Line Learning Opportunities
- American Sign Language Classes

Rebranding

The college invested additional creative time to develop:

- Refinements to alternate BCCC logos
- Subway entrance wrap has been refreshed
- MTA bus signage has been refreshed
- Lombard Street, Liberty Heights Avenue, Towanda Avenue, and main campus branded pole signage supporting the 75th Anniversary is complete and pending printing quotes
- WBJC branded sponsorship materials
- A continuing array of website home page billboard images that promote various college or enrollment areas, including promoting college programs and Student Affairs events
- Program and certificate social media posts
- 70+ re-designed web pages that provide a professional branded design.

Market Research

- The College continued to invest additional research into the following areas:
 - Current CMS software and website education
 - Style guide edits related to logo tweaks
 - Content management related to processes and best practices for updating and testing guidelines

- Initial research into new ways we can share our mission and core values on campus are under way.

Partnerships

PepsiCo Grant/Uplift Scholarship

This grant, in partnership with PepsiCo, is an Uplift Scholarship is and professional mentoring program that supports Black and Hispanic/Latinx aspiring and graduating community college students. These scholarships are available for students seeking two-year associate degrees or workforce training programs with industry certification, and the College will be identifying and building awareness of a select group of workforce credit and continuing education offerings so they may obtain in-demand jobs with livable and sustainable wages.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, February 16, 2022

Dr. Liesl Jones, Vice President, Academic Affairs

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.”

Alignment of Academic Affairs programs and Workforce

Baltimore Police Department (BPD) and BCCC Crosswalk

The team continues to meet biweekly to discuss the program and recruitment of students.

Early Childhood Education and Child Care

The AVPAA continues to work with the Workforce Development Team to develop an Early Childhood Education Assistant Child Care Teacher Pathway with a possible collaboration with the Maryland Family Network. Meetings will resume to develop continue the work on the MOU. While to partnership continues to develop the pathway from Workforce to the AAS in Early Childhood Development result in its own MOU.

Program coordinator Meetings

The first joint program coordinators meeting was held on January 19. It was decided that the monthly meetings will be held on Wednesdays. Calendar invites will be sent for the meetings with the schools. Thank you all for coming and for the candid conversation. We will begin the work on the summer and fall schedules along with the new catalog. For reference the meeting dates are February 23, March 22, April 29, and May 4 from 3:00pm - 4:00pm.

The SASS Program Coordinators met this past week and began the work of reviewing the summer and fall schedules. The SNHP Program Coordinators will meet on February 9th and the BSTEM on Monday the 14th. Program Coordinators are being shown how to use the enrollment report to review course schedules to determine when to run courses, how many sections are needed and what modality to offer the courses. First drafts are due on February 23rd in advance of the next joint Program Coordinator meeting.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, February 16, 2022

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

Realignment Task #2

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

Workforce Development Program Development and Expansion – The Workforce Development (WD) Department enrolled 237 students in 24 training programs in January 2022. Workforce continues to expand partnership with local community and health agencies to provide opportunities for students to gain training and improve their career outlook. Additional activities include:

- Workforce is working with Academic Affairs to bring Child Care trainings currently being held at a partner community college back to Baltimore City Community College. Workforce and Academic Affairs are working together to coordinate this effort with the Maryland State Department of Education.
- Workforce is continuing to work with partners in create more opportunities for students seeking clinical experiences and expanding the number of partnerships with local hospitals, assisted care facilities, and private labs so students will be able to complete their certifications. Over 30 students in health care trainings had clinical opportunities in January.
- Workforce enrolled 12 students from the Center for Urban Families in our Certified Nursing Assistant (CNA) and Community Health Worker Programs (CHW). Workforce is entering the final year of the BOOST grant partnering with Center for Urban Families (CFUF) and has enrolled over 90 CFUF students in several workforce trainings as a part of this partnership.
- Workforce continues to work with partners to create innovative trainings and opportunities for students. This includes working with Kennedy Krieger to develop a training program for Clinical Assistants to work with children and young adults with developmental disabilities in the Neurobehavioral Unit. In addition, to enhance the student learning experience, the National Association for Mental Illness (NAMI) is providing volunteer opportunities for our students in the Community Health Worker program

Career Services continues to coordinate with Workforce to connect students to job opportunities directly related to their training experiences. The Career Services Team coordinates recruitment efforts with Workforce to provide a more comprehensive recruitment effort, working with community partners, schools and businesses to incorporate career planning as a major component for workforce development and job placement.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, February 16, 2022

Dr. Liesl Jones, Vice President, Academic Affairs

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.”

Academic Affairs continues its work with Workforce to develop MOU agreements to link Early Childhood and EMT with the credit programs.

Academic Affairs is researching the Dental Assistant program to bring this back to the college with a link to Workforce.

The Math department is preparing to begin discussions on alternatives to full-semester developmental mathematics courses. One option is to run paired developmental and credit-bearing math classes in the same semester. This option would allow students to stay on track in their respective programs of study.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, February 16, 2022

Dr. Liesl Jones, Vice President, Academic Affairs

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.”

Dual Enrollment and P-Tech

Courses for Dual Enrollment are running in the 14-week and the 12-week term. The newest edition to the program is the course in American Sign Language. Currently between P-Tech and Dual Enrollment we are offering 51 sections with 574 registrations (duplicated headcount).

CTE Pathways

Workforce and Academic Affairs continue to meet weekly to draft the MOU for Early Child and Computer Science.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, February 16, 2022

Dr. Daniel Velez, Vice President, Student Affairs

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

Realignment Task #5

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

STUDENT AFFAIRS

Method 4: Revise the Current Advising Model

The Vice President for Student Affairs worked with the Vice President for Academic Affairs and the President to identify members from each division to serve on an ad hoc committee to review the current advising model and assess its effectiveness. The committee will be responsible for identifying best practices from the National Association of College Advisors and for recommending changes to the advising model including the role of professional advisors, faculty advisors, and identify any technology needs that will be needed.

INSTITUTIONAL EFFECTIVENESS, RESEARCH & PLANNING

State & Federal Reporting

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

Maryland Association of Community Colleges (MACC)

- Developed data to complete the *FY 2021 Community College Aid Survey* and led review team to support submission to MACC and the Department of Legislative Services to meet the submission deadline of January 24, 2022.

Maryland Higher Education Commission (MHEC)

- Prepared and submitted, with input from the Cabinet, the *Maryland Campus Activities for Winter 2022 Survey* to meet the submission deadline of January 4, 2022
- Completed the validation process for the *Winter and Spring 2021 End-of-Term System* files.
- Developed data and led review team to complete the *CY 2021 Distance Education Survey Form* to meet the submission deadline of January 15, 2022.

United States Department of Education

- In collaboration with the Budget Office, developed data to complete the *Title III Eligibility Application and Waiver Request* to meet the submission deadline of January 21, 2022.

Association of College and Research Libraries (ACRL)

- Developed enrollment data and provided review and feedback for entire *ACRL Survey* form ahead of the submission deadline of February 28, 2022.

Department of Legislative Services (DLS)

- Developed enrollment and outcomes data to support the Budget Office’s submission of the *BCCC Data Update* to meet the submission deadline of January 24, 2022.

Maryland State Department of Education (MSDE)

- Developed enrollment and Pell grant data to complete the *FY 2021 Perkins Pell Grant Recipients* table and provided data and narrative for the required justification to support Academic Affairs for the submission deadline of February 1, 2022.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, February 16, 2022

Advancement & Strategic Partnerships

Realignment Task #7

“Establish strong relationships with key stakeholders.”

Goucher Prison Education Partnership: Acting Director Eliza Cornejo was interviewed by Dyana Neal about their degree offerings and student eligibility.

City of Baltimore: City Health Commissioner Dr. Letitia Dzirasa was interviewed about the status of COVID in the city by Jonathan Palevsky.

Shriver Hall Concert Series: Danish String Quartet first violinist Rune Tonsgaard was interviewed about their January 23, 2022 recital for broadcast by Jonathan Palevsky.

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WBJC Corporate Support Partnerships

The following new and returning business partners have underwriting programs and content on WBJC:

New Clients

Levindale Geriatric / Lifebridge Hospital, Springwell Senior Living, Baltimore Museum of Art, Spotlight Theatre.

Returning Clients

Clark Appler Optical, Shriver Hall, Baltimore Choral Arts, Back in Baltimore, Baltimore Concert Opera.

PepsiCo Grant/Uplift Scholarship

This grant, in partnership with PepsiCo, is an Uplift Scholarship is and professional mentoring program that supports Black and Hispanic/Latinx aspiring and graduating community college students. These scholarships are available for students seeking two-year associate degrees or workforce training programs with industry certification, and the College will be identifying and building awareness of a select group of workforce credit and continuing education offerings so they may obtain in-demand jobs with livable and sustainable wages.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, February 16, 2022

Advancement & Strategic Partnerships

REALIGNMENT TASK # 8

“Develop and market a brand for BCCC.”

The College developed numerous online, digital, and print publications in support of the following areas:

Welcome Week, SGA Meetings & Love Week Events

The College developed a branded Welcome Week campaign to provide consistent messaging surrounding the start of the spring 2022 campaign for new and current students. Components of the campaign include signage, flyers, social campaign posts for all events, website billboards and dedicated content, and promotional items. Additionally, flyers were developed for SGA meetings and Love week. Signage was created to Welcome Back students to campus.

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WBJC

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Public Service Announcements: Multiple daily reads by WBJC hosts, including:

- On-Line Learning Opportunities
- American Sign Language Classes

Rebranding

The college invested additional creative time to develop:

- Refinements to alternate BCCC logos
- Subway entrance wrap has been refreshed
- MTA bus signage has been refreshed
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- WBJC branded sponsorship materials
- A continuing array of website home page billboard images that promote various college or enrollment areas, including promoting college programs and Student Affairs events
- Program and certificate social media posts
- 70+ re-designed web pages that provide a professional branded design.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, February 16, 2022

Mr. Michael Rading, Chief Information Officer

REALIGNMENT TASK #9

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

Enterprise Resource Planning (ERP) Project

The ERP Executive Steering Committee meets every Friday to review the status of ERP-related actions items that have been assigned to their respective functional areas.

The Financial Aid module is on-track to go live on February 28th, 2022. This key milestone includes major initiatives involving data extraction from legacy systems and a cross-functional validation effort that identified and addressed over 50,000 errors in records critical to the migration effort. Financial Aid is the first office that will be live in the new Ellucian Banner system, with the rest of the College departments scheduled throughout 2022.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, February 16, 2022

Office of the President

REALIGNMENT TASK #10

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

Work on the Bard Building will proceed in two stages—one involving an Architecture and Engineering (A&E) firm and the other involving a construction firm. The A&E firm whose bid the state first solicited stated that they were not experienced enough to handle the project. A second A&E firm visited the site on February 8, 2022 in order to gather information necessary to submit a bid proposal. That proposal is due to the Department of General Services by March 9, 2022. After that, the project will proceed as previously described, with an expected completion date of March, 2023.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, February 16, 2022

Office of the President

REALIGNMENT TASK #11

“Identify barriers in State or local laws or regulations that impede the ability of BCCC to operate efficiently and effectively, including procurement and capital construction projects.”

The Procurement Policies and Procedures (PPP) approved by the Board in December, 2021, which largely mirror the requirements of COMAR, are being followed by the College. BCCC has been in communication with various legislative staff members and is awaiting instructions on how to submit the PPP to the Joint Committee on Administrative, Executive, and Legislative Review for their review and approval. The Board of Public Works (BPW) has instructed the College to get approval from the Joint Committee first, before submitting the PPP to them for review and approval.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, February 16, 2022

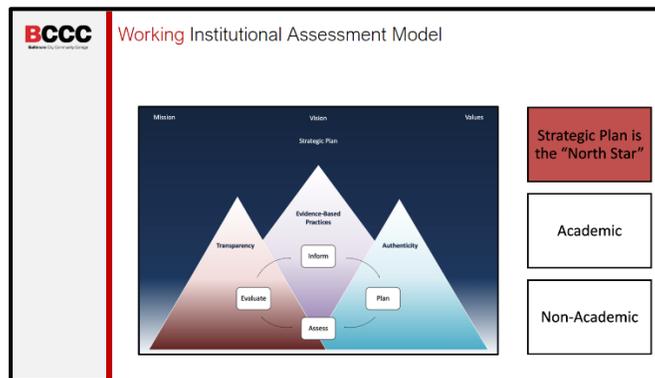
President McCurdy & Cabinet

REALIGNMENT TASK #12

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

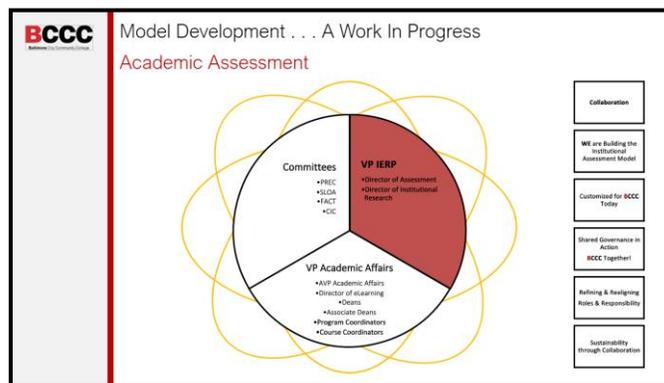
ALIGNMENT OF PLANNING & ASSESSMENT

To compliment the strategic planning efforts, the Vice President of Institutional Effectiveness, Research & Planning, Director of Assessment and Director of Institutional Research are presenting the working Institutional Assessment Model on February 4th, 9th, 11th, and 18th. This two-part series will introduce the working model (February 4th and 9th) and explore the current state of academic assessment with a look at five years of Nuventive (TracDat) data (February 11th and 18th).

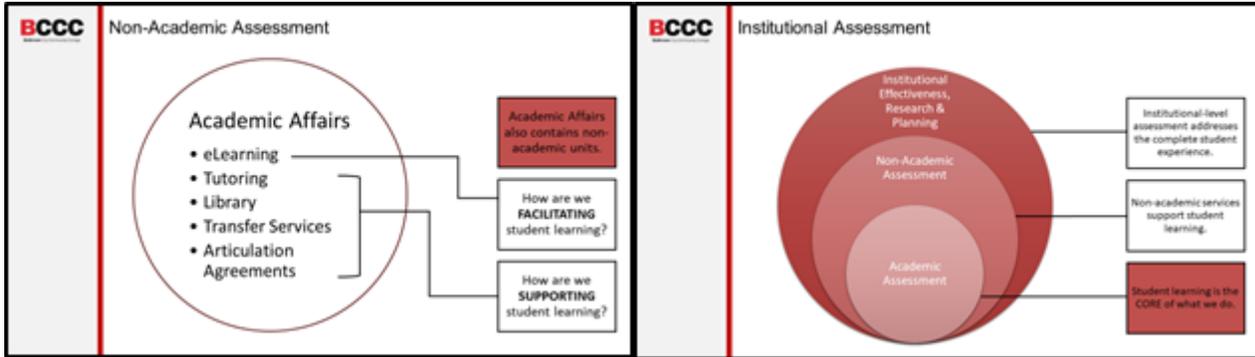


The working Institutional Assessment Model points to the Strategic Plan as our “North Star”. Guided by our Mission, Vision, and Values, the Strategic Plan sets the course for what we do and how we’ll measure our performance along the way.

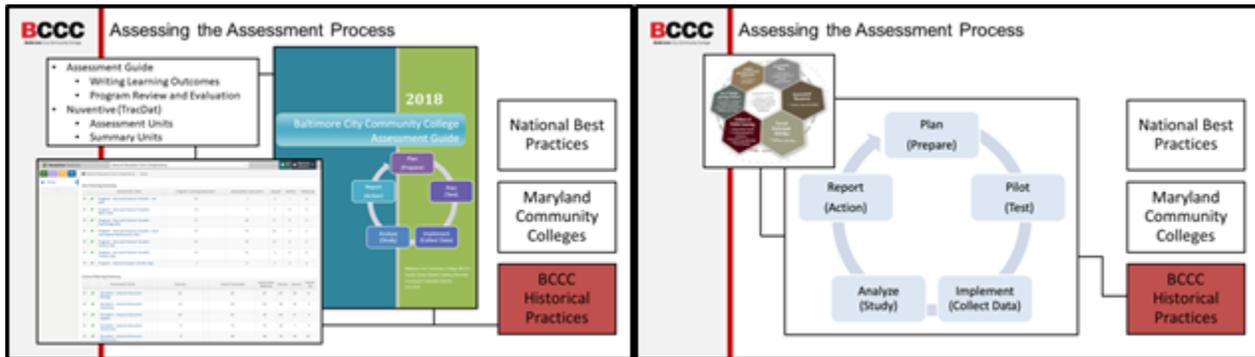
The Model development began with conversations with the Vice President of Academic Affairs and the Academic leadership (i.e. Deans) and now expanding to include Associate Deans, Program Coordinators, Course Coordinators, and academic committees (Program Review & Evaluation, Student Learning Outcomes & Assessment, Faculty Assessment Committee Team, and Curriculum & Instruction Committee).



Encompassing both academic and non-academic assessment initiatives, the working Institutional Assessment Model is a cyclical application of scientific inquiry; supported by a foundation of evidence-based practices, authenticity, and transparency.

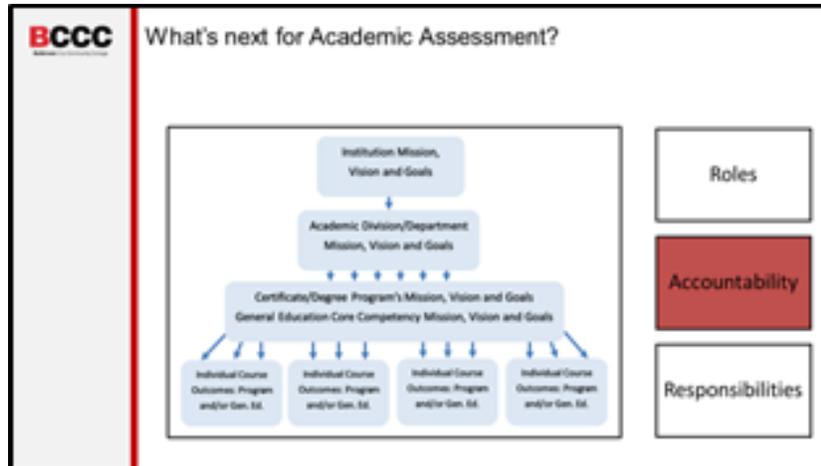


Student learning is the CORE of the College. As the Office of Assessment transitions to Institutional Effectiveness, Research & Planning, the scope of the College’s assessment practice can be expanded to an institutional model that continues to support academic assessment, while also looking at the non-academic services that support student learning. This is an opportunity to augment faculty engagement to better understand how non-academic support services affect student performance in the classroom.



Within the academy, non-academic assessment can provide a clearer picture of how the College facilitates student learning via the learning management system (LMS) and other learning technologies, and how well The College supports student learning through tutoring, library resources, and other services designed to facilitate academic success at BCCC and after graduation.

The Office of Assessment researched national best practices and assessment approaches among Maryland’s 16 community colleges. BCCC’s current academic assessment model reflects national best practices and is a solid foundation for building an institutional model that incorporates non-academic services. The Director looked at every summary and assessment unit within the College’s assessment platform, Nuventive (TracDat), and is extracting datasets from each program and discipline. The Director also read the College’s Assessment guide to prepare for collaboration with Academic Affairs leadership, faculty, and faculty committees.



The Director of Assessment will collaborate with the Academic Affairs leadership to more clearly define the roles of AVPs, Deans, and Associate Deans to ensure that faculty receive the support they need to facilitate learning outcomes assessment. The Office is looking at current teaching and administrative expectations while focusing on how to leverage the professional wisdom and subject matter expertise of faculty, course coordinators, program coordinators, and faculty committees. The VP of Institutional Effectiveness, Research and Planning's continued collaboration with the Office of the VP of Academic Affairs will define spring 2022 and AY22-23 timelines, schedules, resources, outcomes and communication and yield structured engagement, accountability and sustainability.

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 11 | Active Search Listing

**HR Active Search List As of January 31, 2022**

Baltimore City Community College						
	Div	PIN #	Position	Oversight	Date posted	Status 12/31/21
1	AA	66725	Dean, School of Nursing & Health Professions	Dr. Liesl Jones	11/4/2020	Resumes forwarded to Vice President
2	AA	66682	Assistant Professor of Nursing-Mental Health	Dr. Liesl Jones	11/10/2020	Resumes forwarded to Vice President
3	AA	76571	Assistant Professor of Nursing-Adult Medical/Surgical	Dr. Liesl Jones	3/12/2021	Resumes forwarded to Vice President
4	AA	81697	Assistant Professor of Nursing-Adult Medical/Surgical	Dr. Liesl Jones	3/12/2021	Resumes forwarded to Vice President
5	AA	66743	Assistant Professor of Microbiology	Dr. Liesl Jones	3/15/2021	Resumes forwarded to Vice President
6	AA	TBD	Assistant Professor/Program Coordinator for Biotechnology	Dr. Liesl Jones	12/1/2021	Resumes forwarded to Vice President
7	AA	TBD	Director of the Academic Success Center	Dr. Liesl Jones / Dr. Daniel Velez	12/8/2021	Resumes forwarded to Vice President
8	SA	66948	Director of Testing & Accommodative Services	Dr. Daniel Velez	5/15/2020	Resumes forwarded to Vice President
9	SA	66899	Director of Financial Aid	Dr. Daniel Velez	4/21/2021	Resumes forwarded to Vice Presidents
10	SA	66922	Admissions Recruiter/Advisor	Dr. Daniel Velez	9/29/2021	Resumes forwarded to Vice President
11	SA	TBD	Assistant Vice President of Student Affairs	Dr. Daniel Velez	10/19/2021	Resumes forwarded to Vice President
12	SA	TBD	Coordinator of Veteran Services	Dr. Daniel Velez	11/1/2021	Resumes forwarded to Vice President
13	SA	TBD	Financial Aid Advisor/ Work Study Coordinator	Dr. Daniel Velez	11/30/2021	Resumes forwarded to Vice President
14	SA	74211	Academic Coordinator, TRIO Student Support Services Program	Dr. Daniel Velez/ Dr. Leslie Jackson	1/19/2022	Resumes forwarded to Vice President
15	SA	76821	Director TRIO Upward Bound Math & Science Program	Dr. Daniel Velez	1/9/2022	Resumes forwarded to Vice President
16	SA	66850	Student Success Advisor	Dr. Daniel Velez	1/7/2022	Resumes forwarded to Vice President
17	ASP	67013	Senior Accountant- Foundation	Eileen Waitsman	5/12/2021	Resumes forwarded to Oversight
18	ASP	66686	Vice President of Advancement	Dr. Debra McCurdy	7/23/2021	Resumes forwarded to President
19	WDCE	73965	Director of Business Development Services	Michael Thomas	11/12/2020	Resumes forwarded to Vice President
20	WDCE	66861	Maintenance Supervisor	Michael Thomas/ Kate Dixon	4/21/2021	Resumes forwarded to Vice President
21	WDCE	86279	Police Officer II	Michael Thomas	7/28/2020	Resumes forwarded to Vice President

22	WDCE	72346	Master Electrician	Michael Thomas	9/7/2021	Resumes forwarded to Vice President
23	WDCE	66851	Environmental Services Manager	Michael Thomas/ Kate Dixon	12/14/2021	Resumes forwarded to Vice President
24	WDCE	81587	Training Coordinator	Michael Thomas	1/27/2022	Resumes forwarded to Vice President
25	WDCE	76566	Director of Division Operations & Services	Michael Thomas	1/26/2022	Resumes forwarded to Vice President
26	A&F	66916	Assistant Director of Human Resources- EEO & Compliance	Danielle Porter	4/16/2021	Resumes forwarded to Oversight
27	A&F	66879	Assistant Vice President of Finance & Administration	Dr. Debra McCurdy	6/8/2021	Resumes forwarded to President
28	A&F	66882	Payroll Supervisor	Danielle Porter	10/5/2021	Resumes forwarded to Oversight
29	A&F	82344	Accounts Payable & CPC Manager	Eileen Waitsman	11/9/2021	Resumes forwarded to Oversight
30	A&F	66757	Senior Accountant	Eileen Waitsman	11/9/2021	Resumes forwarded to Oversight
31	A&F	72349	Assistant Vice President of Human Resources	Danielle Porter	12/22/2021	Resumes forwarded to Oversight
32	A&F	81593	Assistant Director of HR & Payroll	Danielle Porter	12/22/2021	Resumes forwarded to Oversight
33	A&F	66740	Vice President of Finance & Administration	Dr. Debra McCurdy	12/15/2021	Resumes forwarded to President
34	A&F	88495	Procurement Buyer Specialist	Anna Lansaw	12/6/2021	Resumes forwarded to Oversight
35	A&F	66875	Accounts Clerk III	Fred Jasper/ Patricia Raines	1/26/2022	Resumes forwarded to Oversight
36	OP	66855	Director of Government Relations/Special Assistant to the President	Dr. Debra McCurdy	1/18/2022	Resumes forwarded to President
37	OP	TBD	Programmer/Analyst	John Schiesler	5/10/2021	Resumes forwarded to Oversight
38	OP	66963	Executive Administrative Assistant	Dr. Debra McCurdy	10/13/2021	Resumes forwarded to President
39	OP	TBD	Business Systems Analyst- Student Enrollment Systems	Dr. Debra McCurdy/ John Schiesler	11/8/2021	Resumes forwarded to President
40	OP	67002	Administrative Assistant	John Schiesler	11/30/2021	Resumes forwarded to Oversight