

Baltimore City Community College

Board of Trustees Open Session

Dr. Debra L. McCurdy
President

Mr. Kurt L. Schmoke
Chair

WEDNESDAY | MAY 18, 2022

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 1 | Approval of the May 18, 2022 Agenda

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda | 4:00pm May 18, 2022 (Virtual Zoom Meeting)

Meeting Link: <https://bccc-edu.zoom.us/j/96062457782>

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|--|---|
| I. Call to Order | Mr. Kurt L. Schmoke, <i>Chair</i> |
| Adoption of Agenda (Vote) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| a. Approval of the May 18, 2022 Agenda | |
| II. Board Actions / Consent Agenda (Vote) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| a. April 20, 2022 Open Session Minutes | |
| b. April 20, 2022 Closed Session Meeting Summary | |
| c. Finance/Audit Committee Meeting May 12, 2022 Minutes | |
| d. Student Government Association Report | |
| III. Items Removed from the Agenda | Mr. Kurt L. Schmoke, <i>Chair</i> |
| a. AFSCME Local #1870 at BCCC Report | |
| b. Faculty Senate Report | |
| IV. New Business | Mr. Kurt L. Schmoke, <i>Chair</i> |
| a. Procurement Awards over \$25,000 to \$99,999 (Information) | |
| i. Life Safety System Inspections / Mod. No. 1 (\$12,835) | Dr. Debra L. McCurdy, <i>President</i> |
| ii. Scrubbers and Burnishers (\$37,120) | Mr. Michael Thomas, <i>VP Workforce</i> |
| | Ms. Anna Lansaw, <i>Dir. of Procurement</i> |
| | Ms. Katherine Dixon, <i>Asst. VP Facilities</i> |
| b. Approval Requests (Vote) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| i. CDL Truck Simulator (\$136,900) | Dr. Debra L. McCurdy, <i>President</i> |
| | Mr. Michael Thomas, <i>VP Workforce</i> |
| | Ms. Anna Lansaw, <i>Dir. of Procurement</i> |
| | Ms. Katherine Dixon, <i>Asst. VP Facilities</i> |
| c. Academic Programs (Vote) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| i. Associate of Arts in Communications | Dr. Debra L. McCurdy, <i>President</i> |
| ii. Certificate in Communications | Dr. Liesl Jones, <i>VP Academic Affairs</i> |
| iii. Associate of Applied Science in American Sign Language & Deaf Studies | |
| V. College Policies (Tab 8) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| a. None | |

VI. Presentations

b. Enrollment Report

Mr. Kurt L. Schmoke, *Chair*

Dr. Debra McCurdy, *President*
Ms. Becky Burrell,
VP Institutional Effectiveness
Ms. Eileen Hawkins,
Dir. Institutional Research

c. 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 | April 20, 2022 Minutes

TAB 2 | April 20, 2022 Closed Session Meeting Summary

TAB 2 | Finance Committee Meeting May 12, 2022 Minutes

TAB 3 | Student Government Association

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 2 | April 20, 2022 Minutes

TAB 2 | April 20, 2022 Closed Session Meeting Summary

TAB 2 | Finance Committee Meeting May 12, 2022 Minutes

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda | 4:00pm April 20, 2022 (Virtual Zoom Meeting)

Board Members Present: Chair Kurt L. Schmoke, Mr. J. C. Weiss, III, Mr. John Lewis, Ms. Leonor Tannhauser Blum, Mr. Oluwafemi Toriola, Ms. Leila Parker, and Mr. Jason Perkins Cohen.

Absent: Dr. Rachel Pfeifer, Dr. John Brothers

Also Present: Dr. Debra McCurdy, President

I. Call to Order

Chair Kurt L. Schmoke called the Open Session of the Board of Trustees to order at 4:12pm.

Adoption of Agenda

Chair Schmoke asked for a motion to adopt the March 16, 2022, Agenda. Trustee Toriola moved to adopt the Agenda and Trustee Weiss seconded it. There were no objections, and the Agenda was adopted.

II. Board Actions / Consent Agenda

- a. March 16, 2022 Open Session Minutes
- b. March 16, 2022 Closed Session Meeting Summary
- c. Finance/Audit Committee Meeting April 14, 2022 Minutes
- d. Student Government Association Report

Chair Schmoke asked for a motion to adopt the Consent Agenda. Trustee Tannhauser Blum moved to adopt the Consent Agenda and Trustee Toriola seconded it. There were no objections, and the Consent Agenda was adopted.

III. Items Removed from the Agenda

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

IV. New Business

a. Procurement Awards over \$25,000 to \$99,999

Chair Schmoke stated that the Finance Committee met to review these matters for the information items under procurement awards and the two items up for vote.

- i. Mail Room Machine Lease Agreement (\$67,754.40)
- ii. Water Fountain Replacements (\$64,687.60)
- iii. IT Closets Cooling Unit Replacements (\$52,000)
- iv. 2nd and 3rd South Pavilion/Carpet Replacement (\$93,944)
- v. Promotional Items for Radio Subscribers (\$31,489)
- vi. Nursing Aid Assessments and Testing Tool (\$49,755)
- vii. 2nd and 3rd Floor South Pavilion/Tile Replacement (\$32,610)

b. Approval Requests

Vector Media: CUBE & Bus Signage (\$111,255)

President McCurdy asked Ms. Lansaw to speak about the contract awarded for transit marketing to Vector Media. BCCC can only use the vendor selected by the Mass Transit Administration (MTA). Signage will be placed on buses and near elevators. The contract is in effect to December 31, 2022. MTA does a competitive process every five years. If MTA signs with a new contractor at the end of the year, then BCCC will sign with the new contractor. Chair Schmoke asked if MTA goes with another vendor, does that mean BCCC will also be locked in with the vendor? Ms. Lansaw confirmed that it does due to its rights. Chair Schmoke also asked if BCCC's name would appear on every bus. President McCurdy responded no, there would be select buses and locations.

Chair Schmoke asked for a motion to approve the contract for the CUBE and Bus Signage. Trustee Toriola moved to adopt the motion and Trustee Lewis seconded it. There were no objections, and the contract was adopted.

There was discussion about a second vote being needed when a Committee brings forth a motion, it doesn't need to be seconded. The Committee should bring it forward as a recommendation.

Life Sciences Building (LSB) Fire Alarm Upgrade (\$360,050)

President McCurdy asked Ms. Kate Dixon to speak about the LSB fire alarm upgrade. Ms. Dixon stated that the fire alarm system is not functioning, and this project is to replace it with a new campus-wide fire alarm network. Two bids were received and a contract was awarded to Hopeday LLC.

Chair Schmoke asked if a fire was to occur in a building, would the alarm would go off in that building but not in the Central office? Ms. Dixon responded that he was correct and that there are sprinklers in the building, but right now there is no central network notification. President McCurdy stated that she will have to investigate the cost of the upgraded fire alarm system being included in the new security/door system.

Chair Schmoke asked for a motion to approve the contract for the LSB Fire Alarm Upgrade. Trustee Weiss moved to adopt it. There were no objections, and the contract was approved.

V. College Policies (Tab 8)

- a. None

VI. Presentations

- a. Office of Legislative Services Audits
 - i. 2013 – 2016
 - ii. 2016 – 2020

President McCurdy stated results of the Legislative Audits are being brought before the Board. Two Audits were shown by slide presentation and Ms. Lyllis Green was asked to speak on the impact of the 2013-2016 audit findings.

The Legislative Auditors look at the College's prior audit findings to ensure there are no repeat findings and if there are repeat findings, they may exercise their authority to impose financial sanctions against BCCC's state appropriations. Therefore, we want to have as few repeat findings as possible.

There were eight findings in the previous Legislative Audit (2013-2016).

- There were no key findings of the first four which includes Facility Planning and Operations, Corporate Credit Cards, Salary Incentives or Increases, and a Comprehensive Agreement for the Affiliated Foundation.
Nex
- Finding 5 - sensitive personally identifiable information
This is currently a repeat finding because the old Legacy system does not have a unique way of identifying students without using social numbers. The new ERP system will provide for this.
- Finding 6 - Malware protection
This was not repeated.
- Finding 7 - Endorsed checks and deposits
This was not repeated.
- Finding 8 – Procurement Inventory
The procurement inventory process is repeated. The College needs to complete an inventory of its fixed assets – furniture, equipment, and sensitive items. Upon completion, this finding should not be repeated. The work to establish inventory control will be a crosswalk between the Facilities, Procurement, and the Budget and Finance offices. This will ensure a regular process is in place.

2016-2020 Audit

- Finding 1 – Student personal information
This finding is about the regulatory requirement to have a SOC 2 type 2 report. It shows that the vendor is concerned about the College's sensitive information and the College's clients.
- Finding 2 – Student Financial Aid
There are manual adjustments being made. Once Banner is implemented, the manual adjustments will be mitigated. Financial Aid moved to the ERP (Ellucian) in March 2022.
- Finding 3 – Payroll Adjustments
This relates to Payroll adjustments which should have an appropriate approval path and be independently reviewed. The College was able to show there is an approval path and a written process in place. The Auditors were unclear about the processes for 10-month and 12-month faculty contracts. A review showed no overpayments. If any were found, the College would need to recoup those funds.
- Finding 4 – Procurement disbursements
The Auditors stated that BCCC was not using the competitive bid process and not always adhering to the State of Maryland's practices for publishing the awards. The contracts did not receive independent approval. BCCC concurred with the Auditors findings and policies and procedures were initiated to address the finding.

President McCurdy asked Ms. Lansaw to speak on accountability. Ms. Lansaw ensured that contracts are now being reviewed for the following:

- Appropriate documentation
 - True sole source
 - Competitive bidding
 - Review for small business and minority business
 - In place policies and procedures.
- Finding 5 – Resource Sharing Agreements
Three vendors are using the Radio Station towers in addition to WBJC. Auditors want BCCC to establish new agreements for expired RSAs. This was discussed with Legal Counsel and the latest agreement was reviewed, noting a 3% escalation cost. No further response was needed.

- Finding 6 – Sensitive personally identifiable information
Repeat finding as noted above.
- Finding 7 – Malware protection controls for computers
This involves regular monitoring of the malware. Bi-weekly reviews of malware reports will be done by IT starting April 1, 2022. Chair Schmoke asked if we have an outside vendor involved? Mr. Rading responded that they use internal tools to monitor malware within the BCCC network and aggregate all the reports and files to use during the malware review process. After the initial review is done by the IT staff, the Chief Information Officer and Deputy Chief Information Officer function as the independent persons looking at the report findings and then acting as the final approver.
- Finding 8 – Equipment
The Auditors recommended BCCC conduct timely periodic, documented, physical inventory assessments. Chair Schmoke asked when you agree to disagree how does it get resolved? Ms. Green responded that auditors put comments on the audit report. If BCCC is in violation of any state law, then we must comply; if not, then we respond that no laws were violated and if discrepancies are found, then action will be taken.

b. Enrollment Report

Vice President Burrell invited Ms. Hawkins to share information on the enrollment for spring 2022. The trends for the past five years 2018 – 2022 show a decline. She also gave numbers for the stability in dual enrollment with a 1.5% increase and the credit headcount enrollment for February 2022 at 2,963. BCCC's numbers stand in relation to other community colleges. A number of community colleges delayed Spring semester openings due to COVID 19; experienced declines were noted. Course drop activity, withdrawals and late/never attend activity affected the final enrollment number. The Summer 2022 credit headcount trends as of April 20, 2022, is 564. This is a 0.6% decline from Summer 2021 (577) - Summer 2022.

Vice President Burrell relayed the Spring enrollment impact and changes initiated for 2022.

- Students not purged for non-payment
- Never attends by date submissions are due
- Never attends after due date for submissions
- Vice President of Academic Affairs and Vice President of Student Affairs operational staff meetings.
- Communications for faculty by Registrar and Deans
- Deadline accountability by Vice President of Academic Affairs and Vice President of Student Affairs.

A total of 605 seats dropped for never attending. Vice President Burrell spoke on the Fall 2022 Enrollment Strategies, gave a summary of Admission Operations for 1/2/2022 until 4/6/2022, Next Step presentations, Latinx recruitment and retention and upcoming events.

Trustee Toriola asked if there has been any outreach to never attended students as to why they dropped their classes. Vice President Burrell stated that is something that can be explored and brought back to the Board. Trustee Weiss asked if the never attend numbers included students seeking a certificate or non-credit classes. Vice President Burrell stated that it does not include non-credit students. Ms. Hawkins added that Continuing Education experienced a slight decline except for English as a Second Language.

Operational issues and manual processes speak to the decline with recruitment. The Admissions office is getting temporary staff to assist during peak times.

c. Enterprise Resource Planning (ERP) Update

Mr. Rading shared a slide presentation with the following updates:

- The College maintains its green status.
- Work continues with the DoIT Oversight Program Manager, as shared before, the ERP 2022 Project timeline
- The upcoming Go live 7/1/22 date for Student Accounting
- Student Enrollment date changed to July 2022 from May 2022 reflecting a strategic alignment of critical data and reporting needs connected with the fiscal year cut off.

Key Milestones

- 2/28/2022 Financial Aid Module
- 4/1/2022 Human Resources using Banner for employee records.
- July 2022 – Students begin using student self-service for course catalog and registration.

Mr. Rading shared lessons learned, the value of working sessions with cross-functional teams to discuss and work through challenges; and the focus on data mapping to ensure that information from the legacy system is correctly translated.

Chair Schmoke asked if students can access ERP from home? Mr. Rading responded yes, it is Cloud based.

VII. President's Report

- a. Operational
- b. Realignment

President McCurdy gave an update on the FY 23 Capital Budget. The documents were included in the Board's packet from March 2022 and the following summaries.

- Additional funds were not allocated in the Governor's Supplemental budget.
- Received additional funds which increased the deferred maintenance budget to \$10.5million
- There was no change in the funding for the Nursing building renovation.
- Funding for the demolition of the North Pavilion (\$1.5m) was not approved.

President McCurdy gave the Capital Budget Summary – dollars used for deferred maintenance within the next 18 months and the Learning Commons Renovation and additions.

- Drone imagery was shown for the ongoing projects such as the loop road's construction phases; the facilities building demolition; expanding the Physical Education building; and the ADA water fountain replacements.
- Construction began on 4/19/2022 for the Life Sciences building's Greenhouse renovation, with a completion date of 5/2/2022. Ms. Dixon spoke about some of the reasons for the renovation such as the ceiling leaks, damaged glass framing, and holes in bricks.
- The South Pavilion building's roof needs to be replaced. HVAC repairs are also needed. Demolition of the HVAC system is scheduled beginning 4/12/2022 with a completion date of 7/12/2022. An AC mechanical contractor removed some of the old units, drywall work and replaced carpet.

- Bard Building demolition - \$7.4m. On 4/27/2022 the Board of Public Works awarded to RK&K for \$282,591.90 to design the demolition documents. The design work should be completed 12/2022, with demolition of the building by the end of 2023.

Chair Schmoke asked why the design contractor cost is so expensive. Ms. Dixon replied that the cost includes landscaping, safety, traffic control, etc. The Department of General Services is not disputing the cost and were involved at the front end in the approval process.

President McCurdy spoke on the Nursing and Health Professions License Exam pass rates and First-time test takers for 2017 – 2021. Dr. Jones was asked to speak on percentage and number of candidates for Nursing, Licensed Practical Nursing, Physical Therapy Assistant, Dental Hygiene and Respiratory Care. Chair Schmoke asked if there was a change in faculty which may have impacted the decline in passing rates? Dr. Jones responded there was a change in faculty, but has since hired faculty in these areas. With the College having more onsite services and instruction, students in the Dental Clinic can complete their coursework and be on schedule for graduation.

Trustee Toriola asked if BCCC pays for students to take the ATI exam. Dr. Jones responded that BCCC is paying for software, and students must buy the access code.

Trustee Toriola also inquired about the progress of the Sign Language program. Dr. Jones responded that the Board adopted the first course and she anticipated the program will be presented at the next Board of Trustees meeting.

VIII. **Active Search Listing**

IX. **Motion for Adjournment**

Chair Schmoke asked for a motion to adjourn the Open. The meeting will continue in Closed Session.

The motion was moved by Trustee Lewis and seconded by Trustee Weiss. There were no oppositions.

Pursuant to the General Provisions Article, Sections 3-305(b) (1), (7), (8), and (14), the meeting will now be closed so that the Board can discuss personnel matters involving specific employees, pending litigation, and the College's participation in a competitive proposal procurement process.

This statement was made by Kurt L. Schmoke, Board Chair.

The Trustees adjourned at 5:49pm and reconvened in Closed Session at 6:00pm.

Respectfully submitted,
Debra L. McCurdy, PhD
President

NEXT MEETING: May 18, 2022, at 4:00pm

Attendance:

- 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
- Mr. Michael Rading Chief Information Officer
- Mr. Peter Farrell, Deputy Chief Information Officer
- Mr. Charles Hall, Assistant Vice President of Human Resources
- Ms. Katherine Zurlage, Assistant Vice President of Facilities
- Ms. Anna Lansaw, Director of Procurement
- Ms. Eileen Hawkins, Director of Institutional Research

BCCC Faculty/Staff Present:

Aaries Coleman	Mark Conard
Brian Terrill	Michael Berends
Bryan Miller	Nana Gyesie
Christina Carter	Nena Kutniewski
Cynthia Wilson	Nicole L. Deutsch
Darryl Pope	Noah Grant
Darryl Rogers	Peter Farrell
Denise Holland	Saleem Chaudhry
Dr. Leslie Jackson	Sharon Stoddard
Edward Harper	Sylvia Rochester
Eileen Waitsman	William N. Hug
Katana L. Hall	Carol Taylor
Kristin McFarlane	



BOARD OF TRUSTEES BALTIMORE CITY COMMUNITY COLLEGE

Closed Session Summary | April 20, 2022 (Virtual Zoom Meeting)

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

Also Present: Dr. Debra L. McCurdy.

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

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

The open meeting was closed at 5:49 PM pursuant to a unanimous vote of Board Members. Chairman Schmoke brought the closed session meeting to order at 5:53 PM.

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

Dr. McCurdy addressed staffing patterns at the College and reported on departures and openings.

In addition, she, along with Attorneys Rodriguez and McFarlane, provided an update regarding an employee who is currently on administrative leave.

The Trustees discussed the price of a procurement relating to real estate.

The closed session was adjourned at 6:22 PM following a unanimous vote upon a motion made by Mr. Weiss and seconded by Mr. Lewis.

Respectfully submitted,

Debra L. McCurdy

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Finance Committee Meeting Minutes | 8:00 AM May 12, 2022 (Virtual Zoom Meeting)

Committee Members Present: Chairman Kurt L. Schmoke, Mr. John Lewis, Mr. John C. Weiss

Also Present: Dr. Debra McCurdy, President

Guests: Becky Burrell, VP for Institutional Effectiveness; Michael Thomas, VP for Workforce Development; Katherine Dixon, Assistant VP for Facilities; Anna Lansaw, Director of Procurement; and Maria Rodriguez, General Counsel

Chairman Kurt Schmoke asked for a motion to call the meeting of the Finance Committee to order at 8:05am. Trustee Weiss made the motion and Trustee Lewis seconded the motion.

Chairman Schmoke asked President McCurdy to address the Notification of Procurement agenda items (Section 1.1.4.2).

President McCurdy informed the Committee that the Procurement Policies and Procedures was submitted to the Joint Chairman's office several months ago and to date no response has been received. She does not expect to hear much in the way of issues or changes.

President McCurdy presented the two procurement awards and one with a cost modification that was being brought back to the attention of the Board.

- a. Life Safety System Inspections / Modification No. 1 (\$12,835)
- b. Scrubbers and Burnishers (\$37,120)

Mr. Thomas stated that the reason for the modification is to ensure a preventative maintenance agreement. This will provide routine inspections and maintenance to keep equipment running properly instead of addressing breakdowns as they happen. The previous amount was \$44,538 and the current total is \$57,000. President McCurdy relayed that the current increase is for repairs, and added that the Board may see adjustments for other purchases coming forward due to higher costs for products.

President McCurdy stated that the contract for the scrubbers and burnishers is for the cleaning of the flooring throughout the College. Ms. Dixon added that the College was short on equipment in inventory.

Chairman Schmoke asked if the scrubbers and burnishers were for internal use? Ms. Dixon responded they are internally used for routine cleaning at the College. President McCurdy added that training to use the equipment properly, and the work will not be fully outsourced to contractors.

Commercial License Drive (CDL) Truck Simulator (\$136,900)

President McCurdy asked Mr. Thomas to speak on the Commercial License Driver simulator. Mr. Thomas noted that there is a shortage of CDL drivers, so there is a need for a CDL program. There are currently two courses running at BCCC, with fifty-seven students. This simulator will help BCCC students to receive certification on automatic and 18-wheeler driving, according to current CDL requirements. BCCC is working

with MVA to meet requirements to take the test.

Chairman Schmoke asked if only one simulator is needed and where will the simulator be located? Mr. Thomas responded only one simulator is being purchased for now and it will be in the South Pavilion building. It is the actual cab of an 18-wheeler. Trustee Weiss asked how the CDL program will be promoted. Mr. Thomas indicated that it has been through social media and there is a current waiting list. The Community College of Baltimore County (CCBC) has a CDL program, through Trade Point Atlantic, but the program is expensive due to insurance rates and other costs. BCCC's purchase of a simulator will help to defray some of the costs.

Chairman Schmoke asked if BCCC would eventually need an 18-wheeler trucks for students to have behind the wheel experience. Mr. Thomas stated designed the value of a signed agreement with a company that rents the trucks, on a temporary basis, to give students behind the wheel experience.

Chairman Schmoke inquired about a maintenance agreement with the company from which the simulator is being purchased. A three-year maintenance agreement is imbedded in the contract. Ms. Lansaw did a price comparison, and the cost for software and hardware maintenance of the simulator is in line with current market rates. The company offers a 15% discount on the next simulator purchase. Trustee Lewis inquired about the software upgrades after the three-year maintenance agreement. Ms. Lansaw assured him that software upgrades are made throughout the three-year period to keep the information up to date.

Chairman Schmoke asked about the delivery timeframe for the simulator. Ms. Lansaw replied that it is six to eight weeks after the contract is secured.

Chairman Schmoke asked for a motion to approve the CDL Truck Driver Simulator contract. Trustee Weiss made the motion and Trustee Lewis seconded it.

With no further questions, Chairman Schmoke asked for a motion to adjourn the Finance Committee meeting. Trustee Weiss made the motion to adjourn, and it was seconded by Trustee Lewis.

The meeting was adjourned at 8:28am.

Submitted by: Dr. Debra L. McCurdy
President

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 3 | Student Government Association Report

Baltimore City Community College

CABINET UPDATE

Board of Trustees, May 18, 2022

Student Affairs

STUDENT GOVERNMENT ASSOCIATION

SGA Meetings

April 7, 2022 - SGA General Meeting – The SGA held a general meeting for the month of March via Zoom. At this meeting students were informed that the SGA leadership had their monthly meeting with VP Becky Burrell and discussed the need for a budget/process. Students were thanked that participated in the MCCADDA virtual conference. One BCCC student won one of the \$50 gift cards. Students were also encouraged to support the upcoming Panther Pride Week and if they were interested in volunteering to please sign up.

April 21, 2022 - SGA General Meeting – The SGA held a general meeting via Zoom. During the meeting, SGA stated that they are still waiting on an update from VP Burrell on the SGA budget/process. Students were reminded about the upcoming elections. The SGA also is moving forward with planning for an Honors and Awards event this year. It is scheduled for May 19, 2022 at this time.

Activities and Events

April 26, 2022 – “Respect the Craft” Spoken Word Showcase, 1:00 – 2:30pm, Douglass High School – The Student Government Association, the Office of Student Life and Engagement and Douglass High School co-sponsored a spoken word event in recognition of National Poetry Month. High School students were able to showcase their talents along with featured artists. The BCCC Office of Admissions staff did a small presentation to the audience and set up an information table along with members of the SGA. Prizes were provided by BCCC Student Life and Engagement and given to winners of trivia questions.

April 27 - 29, 2022 - SGA Elections, Canvas – The polls were open on line voting for the offices of President and Vice president of the SGA. There was only one team that ran for the position so the election was a “for or against” ballot. Dor Bakor was elected president and Autumn Strother was elected vice president.

April 28, 2022 – SGA Candidate Meet and Greet, 12:00 – 2:00 pm, Virtual – The Student Government Association sponsored a Meet and Greet event for the candidates running for SGA office. Students could drop in and out as their scheduled allowed.

April 29, 2022 – Community Service Project – Members of the office of Student Life and Engagement and the History Club cleaned up the Perring Loch Covenant Tot Lot as their annual Panther Pride Community Service Project. Professor Rebecca Johns-Hackett (BCCC History Professor), Valerie Grays (Student Life Advisor) and eight students participated in the clean-up project.

April 29, 2022 LatinxUni2 Club Paint Night, 3:00 – 5:00 pm, MNB 107 Cafeteria– The LatinxUni2 Club sponsored a Paint Night. The featured artist was Jessy DeSantis, a Baltimore based Latinx artist. Students and staff enjoyed a relaxing afternoon of painting. There were 8 attendees, 6 students and 2 staff.

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

- a. **Procurement Awards over \$25,000 to \$99,999 (Information)**
 - i. Life Safety System Inspections / Modification No. 1 (\$12,835)
 - ii. Scrubbers and Burnishers (\$37,120)

- b. **Approval Requests (Vote)**
 - i. CDL Truck Simulator (\$136,900)

- c. **Academic Programs (Vote)**
 - i. Associate of Arts in Communications
 - ii. Certificate in Communications
 - iii. Associate of Applied Science in American Sign Language & Deaf Studies



PROCUREMENT AWARDS
Contracts, Modifications, and Renewals Options
\$25,000 to \$99,999
BOT Finance Committee May 12, 2022

Contract No. / Contract Title	BPM024466 - Modification No. 1 Life Safety System Inspections			
Description/Remarks:	This contract is to provide preventative maintenance on all fire alarm apparatus for the College includes but not limited to fire inspections and testing of all fire extinguishers, fire alarms, smoke detectors, and fire pump testing. The contract only included funding for the inspections and testing of these fire apparatuses only. The modification is to increase the funding for the actual repairs of these apparatuses based on inspections and testing at various locations throughout the College.			
Procurement Method:	Competitive Sealed Bid	Category:	Maintenance	
Awarded Contractor:	Premier Fire Protection Services, LLC.			
Award Amount:	\$44,538.00	Contract Term:	3 years	
Complete Below - Contract Modifications Only				
Modification Date:	Modification No. <u>1</u> and \$ Value of Mod.	% Increase this Mod to Original Contract	Cumulative % Increase All Mods to Original Contract	New Contract Amount
05/10/22	\$12,835.00	22.4%	22.4%	\$57,373.00

Contract No. / Contract Title	R95P2600535 Scrubbers and Burnishers			
Description/Remarks:	This is commodity purchase for machine scrubbers for the vinyl flooring throughout the College.			
Procurement Method:	Competitive Sealed Bid	Category:	Construction	
Awarded Contractor:	Viking Chemical Inc.			
Award Amount:	\$37,120.00	Contract Term:	30 Days to Delivery	
No. of Bids:	2	Tax Clearance:		
College Department:	Facilities	Fund Source:	07706 / 1410	

Category: Construction; Construction Modification; Service; Service Modification; Maintenance; Maintenance Modification; A/E Service; A/E Service Modification; Equipment; Equipment Modification; Invoice.

Procurement Method: Competitive Sealed Bidding; Competitive Sealed Proposals; Negotiated Award; Sole Source; Emergency Procurement; Preference Purchase; A/E Act; Option Renewal, Modification, Intergovernmental Cooperative Purchasing Agreement, Statewide Contract

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEE – FINANCE COMMITTEE
ACTION ITEM
MAY 2022**

Contract ID: BCCC-FY22-WP-001
Commercial License Driver (CDL) Truck Driver Simulator

Contract Description: This contract is for the purchase of CDL simulator to assist students in obtaining their CDL license under the College’s Workforce Development program.

Award: Virage Simulation, Inc.
Montreal, Canada

Contract Term: May 20, 2022 – May 19, 2026

Contract Amount: \$136,900

Procurement Method: Sole Source

Requesting Remarks: Workforce Development is requesting a commercial driver license (CDL) simulator to assist students with hands-on training to obtain their CDL certification. The funding for this equipment and software are being funded by a Perkins grant. Virage Simulation, Inc. sells the only simulator that provides training programs that are proven to help students learn CDL skills up to 2 1/2 times faster than traditional in-truck instruction. Furthermore, the proposal provided by Virage includes implementation, on-site training, technical support, and one year bumper to bumper warranty on hardware and software, plus a three (3) year extended warranty on both software and equipment.

Fund Source: Perkins Grant

MD Tax Clearance:

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

VS600M CDL Truck Simulator
March 31, 2022



TABLE OF CONTENTS

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2. TERMS AND CONDITIONS	5
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4. TRAINING	7
5. SUPPORT AND WARRANTY.....	7
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RESTRICTION ON RELEASE OF PROPRIETARY INFORMATION

The information contained in this document is Proprietary Information of Virage Simulation. This information is provided for the sole use of your Organization. This information is **COMPETITION SENSITIVE** and shall not be distributed in any manner whatsoever to any person outside of the Organization without the prior written consent of Virage Simulation.

1. Proposed system and price

VS600M – CDL Truck Simulator & Extended Warranty **\$136,900**
*** Educational price**

Price for one simulator:

Product	Unit Price
VS600M	\$128,000
Educational discount	-\$10,000
Technical Support w/ Extended Warranty & Software updates – 3 yrs. see description #11 below	\$18,900
Total	\$136,900

Volume pricing: 7.5% discount the second or more units when ordered at the same time and delivered to the same location.

The VS600M is our top-of-the-line model, the industry standard in CDL driver training, the most complete and realistic truck simulator on the market that is used throughout the US and Canada. It includes the community college preferred and unique Proficiency-based CDL Golden Training Programs™ (for shifting, backing, turns, coupling/uncoupling, brakes pre-trip, CDL test exercises) with the Driver Tracker™ for driver progress tracking and reporting. This is the best-value solution for CDL driver training while maintaining proper social distancing.

1. **VS600M Truck Simulator** including:

- Actual truck seat (air powered), seat belt, steering components and controls, pedals and shifter knob
- 10-, 13- and 18-speed manual transmission, 18-speed Eaton-Fuller shifter knob with selectable gear-ratio software
- Selectable automatic or manual transmission
- Digital instrument cluster (LCD touch screen) representing the selected vehicle
- Three-channel visual system, 180-degree forward field of view using 55-inch LED, 4K, 3840 x 2160 pixel, high-resolution displays
- Additional 60-degree “out-of-driver-window view” inset in left display for angle parking and alley docking
- Simulation of the left and right side mirrors (standard + convex on each side)
- Simulation of the two front mirrors
- Active force feedback on the steering with mechanical hard stop
- High-fidelity 3D Sound System
- Tractor semi-trailer configuration
- Dump truck

2. Visual scenes

- Simton, our virtual city and urban area
- Highway, expressway and rural highways
- Simhill, mountainous roads with a variety of surfaces, e.g. asphalt, gravel, snow
- Countryside (rolling hills)
- Practice field
- CDL test area

3. Variable time of day, variable atmospheric conditions including fog, rain and snow fall.

4. Virage Simulation 3-axis motion/vibration system

The compact motion / vibration system provides pitch, heave and roll cues to the driver. The driver feels vibrations increase as the RPM drops when the clutch reaches the friction point. Road vibrations add realism and improve drivers' speed perception and add psychological fidelity, increasing learner engagement and transfer of skills to the road.

5. Virage Simulation Scenario Library, including CDL Proficiency-based-Programs:

- Shifting: The **Golden Shifter™**
- Backing-up: The **Golden Mirror™**
- Turns: The **Golden Steering™**
- Coupling Procedures: The **Golden Coupling/Uncoupling™**
- Air brake pre-trip inspection: The **Golden Pre-Trip™**
- Skill assessments: **CDL tests**

Plus -The newly released **Vehicle Pre-trip Inspection Training Tool**. The tool is now available online for remote training however it is **included with a VS600M** simulator. This interactive tool gives students the ability to practice and learn the total truck pre-trip inspection as prescribed by FMCSA. Each element of inspection is easy to see and explained as the driver navigates around the “virtual” truck.



6. Air brake system interactive schematic with an associated set of selectable malfunctions (faults such as air leak, slow compressor, etc.) corresponding to the pre-trip inspection

7.	Driver Tracker , a tool to report the driver’s training performance and progress (see specification)	
8.	Debrief Station , a visual recording of the driver’s performance to be used for debriefing during training or record keeping (see specification)	
9.	One-year, bumper-to-bumper warranty on hardware and software	
10.	Packing, shipping, on-site Installation, Technical Training and Train-the-Trainer (3 days) included	
11.	Technical support with extended warranty <i>and</i> software updates (TS+EW+SU)	
	- Unlimited online support	
	- Unlimited mail support	
	- Unlimited telephone support	
	- Unlimited remote troubleshooting and support	
	- Critical software bug updates	
	- Equipment extended warranty	
	- Annual software update	
	- Access to new training programs at discounted pricing	
	- Ensuring your simulator training programs are always up to date	
	TOTAL: THREE YEARS – ONE SIMULATOR	\$18,900

2. Terms and Conditions

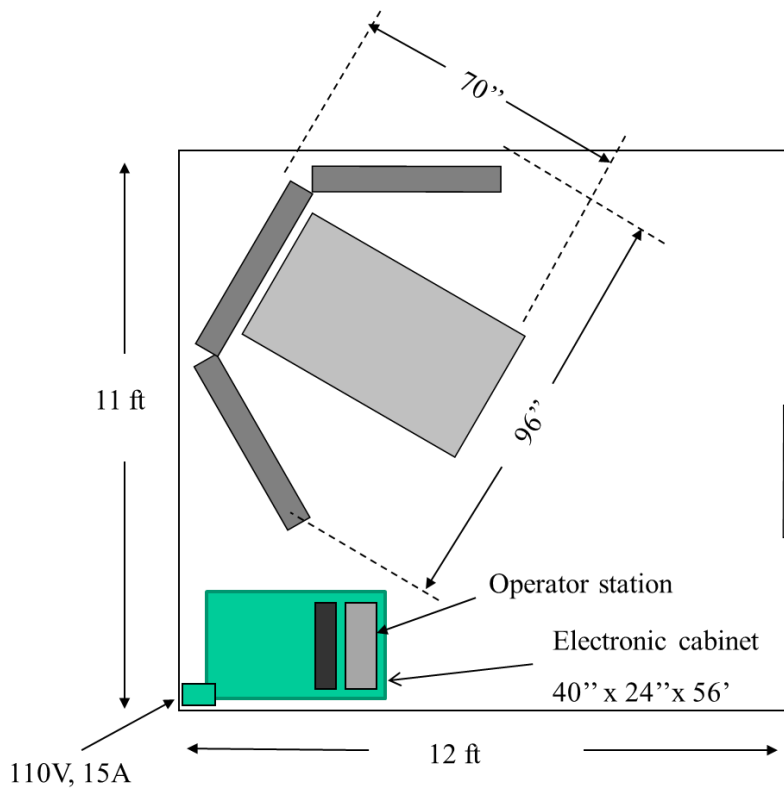
- This REVISED proposal is valid for 90 days.
- All prices are quoted in USD \$.
- **Sales tax**, if any, are not included and will be paid directly by the customer or added to the invoice if required. If sales tax exempt a **Sales Tax Exemption Certificate is required at time of PO**
- Payment Terms: Net 30 days
- Delivery is 8-12 weeks after receiving the Purchase Order.
- The shipping cost, initial setup and instructor training are included in the quoted price.

3. Initial Setup

The initial on-site setup is included in this offer and will be performed by a trained Virage Simulation technician.

The VS600M is designed to operate from a standard 110V, 15A electrical outlet in a normal office environment. The equipment does not need special cooling, but the room ventilation system should be able to dissipate the energy generated by the simulator (1000 Watts while in operation). An internet connection is not needed for normal operations but is required by our technician to remotely connect to your simulator for support or updates.

The following is a typical installation layout for the VS600M.



4. Training

The cost related to the on-site training is included in this proposal.

Technical training

The technical training will be conducted at the time of the simulator initial setup and is intended to familiarize the operators with the different simulator components and procedures for start-up and shutdown.

Train-the-trainer

The train-the-trainer training is also conducted at the time of the simulator initial setup and provides an introduction to the simulator technology and a review of the Virage Simulation driver training and evaluation scenarios provided.

5. Support and warranty

The warranty includes error corrections for the software and the repair or replacement of hardware parts broken under normal operations.

The support includes phone, email and remote troubleshooting and update capability. This service enables Virage Simulation's technicians to remotely access (permission required from the simulator operator) your simulator for troubleshooting and maintenance. Through this capability Virage's technical staff can connect to your simulator to provide technical support and perform verifications as if they were on site.

6. Acceptance

Customer will sign a written acceptance certificate upon successful completion of the initial set-up.

Associate of Art Communications

Executive Summary: AA Communication

Baltimore City Community College certificate program prepares students for work in a rapidly changing, information-driven workplace. Students will develop knowledge about research, analysis, writing, graphic presentation of material, and the use of technology as a tool for communication.

Curriculum:

<u>Proposed Course Sequence:</u>		
Course ID	Credits	Course Name
1st Semester		
PRE 100	1	Preparation for Academic Achievement
ENG 101	3	English Writing
SP 101	3	Fundamentals of Speech Communication
CLT 100	2	Computer Literacy
MAT 107 or MAT 112	3	Modern Elementary Statistics
or MAT 112		Mathematics for Liberal Arts
	12	Semester Credits
2nd Semester		
ENG 102	3	Introduction to the Term Paper and Research Methods
PHI 106*	3	Ethics and Contemporary Moral Issues
SOC 101	3	Introduction to Sociology
BIO 102	4	Principles of Biology
HLF Elective	2	
COM 101*	3	Introduction to Mass Media
	18	Semester Credits
3rd Semester		
ENG 103	3	Journalism
ENG 113	3	Business Writing
PSY 101	3	Introductory Psychology
SOC 102	3	Social Problems
SOC 150	3	Cultural Diversity in the Workplace



Baltimore City Community College

	15	Semester Credits
4th Semester		
ENG 200	3	Introduction to Literature
COM 201*	3	Communication for the Modern Workplace
SOC 223	3	Racial and Ethnic Relations
SP 201*	3	Public Communication: Podcasting
SP 250*	3	Interpersonal Communication
	15	Semester Credits
* Indicates New Course		
Total Credits	60	

BALTIMORE CITY COMMUNITY COLLEGE

CURRICULUM AND INSTRUCTION COMMITTEE OF THE FACULTY SENATE

PROGRAM/CERTIFICATE PROPOSAL OUTLINE FORM

- 1. DEPARTMENT: English, Humanities, Visual and Performing Arts**
- 2. AUTHOR(S): Paul Long**
- 3. NAME OF PROGRAM/CERTIFICATE: Communications**
- 4. WAS THE PROGRAM RECOMMENDED BY**
 - a. Program Evaluation committee (yes or no);
 - b. Advisory Committee (yes or no):
 - c. Other (name body recommending): Paul Long and Dr. Conard
- 5. RATIONALE AND NEED FOR OFFERING THE PROGRAM AT BCCC**
 - a. Describe the extent to which this program/certificate is central to the institutional mission, the planning priorities of the College and its relationship to the instructional program emphasis.

In alignment with the Mission of BCCC: "Baltimore City Community College provides quality, affordable, and accessible education meeting the professional and personal goals of a diverse population, changing lives, and building communities," this new program will enable BCCC to remain competitive with other area community colleges that are offer similar programs at AACC, CCBC, Howard CC, Montgomery CC, Carol CC, and Harford CC. BCCC is one of only 3 community colleges in Maryland out of the 16-community college system that does not have a Communications program.

- b. State the specific local, State, and/or national needs for graduates of the proposed program. Describe job opportunities that are available to persons who complete the program. Provide evidence of market demand through supporting data including results of surveys which have recently been conducted. Present data showing the current and projected supply of graduates from existing programs in the State, if any.

This program is designed to help meet the needs of work force development and job training needs of Baltimore City residents by providing course work and an Associates Degree that students can find work in jobs such as: copywriter, journalist, market research analyst, media analyst, lobbyist, film director, speechwriter, press agent, technical writer, news anchor, public relations specialist, corporate communications manager.

According to the Bureau of Labor and Statistics Occupational Outlook Handbook 2021:

Employment in media and communication occupations is projected to grow 14 percent from 2020 to 2030, faster than the average for all occupations, and will result in about 151,500 new jobs. Demand for media and communication occupations is expected to arise from the need to create, edit, translate, and disseminate information through a variety of different platforms. The median annual wage for media and communication workers (such as announcers, interpreters and translators, and technical writers) was \$61,310 in May 2020, which was higher than the median annual wage for all occupations of \$41,950.

Maryland Occupational Projections 2021-2023

Media and Communication Workers	3	16,315	16,705	390	2.4%	3,466	
Radio and Television Announcers	4	483	433	-50	-10.4%	36	Bachelor's degree
News Analysts, Reporters, and Journalists	4	568	541	-27	-4.8%	91	Bachelor's degree
Media and Communication Equipment Workers	3	4,687	4,789	102	2.2%	999	
Audio and Video Equipment Technicians	4	1,022	1,056	34	3.3%	240	Postsecondary non-degree award
Broadcast Technicians	4	227	211	-16	-7.1%	27	Associate degree
Sound Engineering Technicians	4	274	303	29	10.6%	86	Postsecondary non-degree award
Photographers	4	2,011	2,041	30	1.5%	395	High school diploma or equivalent
Camera Operators, Television, Video, and Motion Picture	4	285	292	7	2.5%	61	Bachelor's degree
Film and Video Editors	4	146	141	-5	-3.4%	22	Bachelor's degree

Maryland Department of Labor Division of Workforce Development and Adult Learning Office of Workforce Information and Performance Spring 2023

<https://www.bls.gov/oes/current/oes273099.htm>

Provide evidence of student interest in the program. What are the projections of program majors full-time and part-time for each of the first five years of the program?

The below table is an estimated projection of the new proposed program in Communications.

Project the number of graduates for the first five years of the program following the first year of awarding the degrees.

Program: Communications					
Projected Number of Majors Over Five Years					
Estimates	Fall 2022	Fall 2023	Fall 2024	Fall 2025	Fall 2026
Number of Students	12	22	32	42	52
Projected Graduates*	0	5	15	25	36
* Not all Full-Time Students	Year 1	Year 2	Year 3	Year 4	Year 5

6. COURSE OF STUDY LEADING TO THE PROPOSED DEGREE

- a. State the educational objectives of the program.

This new program in Communications is designed to help students transfer to colleges and universities that offer a baccalaureate degree with a major in Speech Communication, Communication Studies, or a related field. Students will develop their writing, speaking and critical thinking skills. The program includes courses in speech and other types of human communication, in addition to courses in media, news writing, reporting and editing.

- b. Describe the program, as it would appear in a catalog.

AA Degree in Communications is designed to help students transfer to colleges and universities that offer a baccalaureate degree with a major in Speech Communication, Communication Studies, or a related field. Students will develop their writing, speaking and critical thinking skills. The program includes courses in speech and other types of human communication, in addition to courses in media, news writing, reporting and editing.

- c. List the courses (title, number, semester credit hours, and catalog description) that would constitute the requirements and other components of the proposed program. Indicate which are currently offered and which will be new (indicate new courses with an X).

1. Course Of Study Leading to the New Program

New Course Descriptions

COM 101 Public Communication: Podcasting Introduction to Mass Media provides students with an introduction to communication theory and practice. The course examines the history of mass media and the reliance of society on media communication. Students will review several types of media including, newspapers and journalism, magazine and book publishing, radio and television broadcasting, motion pictures, music recording, Internet and social media, advertising, and public relations: media law and ethics.



Baltimore City Community College

3 Credits

COM 201 Communication for the Modern Workplace This course explores workplace communication through the study of current theories and practices used in business and industry today. Major topics include common business written and presentation formats, use of technology, critical listening, non-verbal communication, conflict resolution strategies, collaborative planning and dynamics, and communication in today's diverse workplace.

3 Credits

SP 201 Public Communication: Podcasting The course will examine different applications of this novel mode of public communication, by applying contemporary communication theories such as Uncertainty Reduction Theory, (URT), Impression Formation, Culture & Identity Theory and Cognitive Dissonance theory. In the context of globalization, communication has cut across different cultural identities as to ensure success in business, some cultural barriers have to be overcome. Podcasts serve to level the playing field and is an important tool as new and emerging technologies continue to flatten communication landscapes. Issues to confront include ethnocentrism, cultural relativism, perception of self & others and language issues. Students will examine different types of podcasts and examine some of the ethical implications of conducting interviews for podcasts. Additionally, students will create a professional podcast.

3 Credits

SP 250 Interpersonal Communication Interpersonal Communication is an advanced course in the practice and analysis of the principles of social interactions in variety of contexts, including personal relationships, professional interactions, and social media relations. Course topics include perception, building positive relationships, personal disclosure, effective listening, verbal and nonverbal communication, the impact of gender and culture on communication, expressing emotion, assertiveness, aggression, and conflict management.

3 Credits

PHI 106 Ethics and Contemporary Moral Issues

Examines philosophical approaches to ethics and applies these theories to contemporary moral issues. Philosophical approaches virtue ethics, deontological ethics, utilitarian ethics, and nihilism. Moral issues include economic inequality, racism, sexuality and gender, migration, criminal justice, and the climate crisis.

3 Credits

The remaining courses listed in the program are currently offered at the College.

- d. If applicable, describe any selective admissions policy or specific criteria for students selecting this major field of study.

None

- e. Describe expected student learning outcomes for the proposed program and directly relate these to the general curricular requirements of the program.

Program Outcomes:

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

1. Demonstrate the ability to communicate complex messages through writing, speaking, and using technology.
 2. Use critical thinking skills to reason logically and to analyze and solve problems.
 3. Recognize the influence of culture in communicating messages and to exhibit an awareness of ethics, diversity, inclusiveness, and equity.
 4. Demonstrate knowledge of communication theory.
 5. Use research skills to locate, organize, analyze, and appropriately cite information from credible sources in order to develop informed, well-reasoned, and substantiated arguments.
- 7. IS THIS PROGRAM A TRANSFER PROGRAM OR CAREER PROGRAM?** (Is the program designed for transfer purposes or is it designed to qualify students for a specific job after they receive the associates degree?).
- a. If this is a transfer program, show how it relates to the requirements of parallel programs for at least 2 four year institutions in the Maryland/DC area.

University of Baltimore - B.A. in Digital Communications

Morgan State University - Strategic Communication, B.S.

8. Library Requirements.

Provide a brief analysis of existing resources to support the proposed program. Indicate the need for additional on-site resources and over what time period you expect that they will be acquired. Discuss additional provisions for access to library holdings – e.g. inter-library loan, local library holdings, the UMS integrated library system, and/or other computerized systems that allow access to library resources housed at other institutions. (Please consult the Acquisition Librarian for assistance.)

Additional databases, media related applications, and library resources will be needed for students to be successful in the program.

9. Faculty Resources

Currently, Baltimore City Community College's SASS does not have the faculty resources required to offer instruction in the proposed Communications Program. One new faculty member will need to be hired.

Proposed Course Sequence:

Course ID Credits	Course Name	Course Pre-Requisites/Co Requisites
1st Semester		
PRE 100	1 Preparation for Academic Achievement	None
ENG 101	3 English Writing	RENG 92 or Multiple Measures or ACCUPLACER score
SP 101	3 Fundamentals of Speech Communication	RENG 92 or Multiple Measures or ACCUPLACER score
CLT 100	2 Computer Literacy	None
MAT 107 or MAT 112 or MAT 112	3 Modern Elementary Statistics Mathematics for Liberal Arts	MAT 86 or MAT 92 and RENG 92 MAT 86 or MAT 91 or Accuplacer Score and RENG 92
	12 Semester Credits	
2nd Semester		
ENG 102	3 Introduction to the Term Paper and Research Methods	ENG 101
PHI 106*	3 Ethics and Contemporary Moral Issues	None
SOC 101	3 Introduction to Sociology	RENG 92 or Multiple Measures or ACCUPLACER score
BIO 102	4 Principles of Biology	MAT 86 and RENG 92
HLF Elective	2	None
COM 101*	3 Introduction to Mass Media	RENG 92 or Multiple Measures or ACCUPLACER score
	18 Semester Credits	
3rd Semester		
ENG 103	3 Journalism	ENG 101
ENG 113	3 Business Writing	ENG 101
PSY 101	3 Introductory Psychology	RENG 92 or Multiple Measures or ACCUPLACER score
SOC 102	3 Social Problems	RENG 92 or Multiple Measures or ACCUPLACER score
SOC 150	3 Cultural Diversity in the Workplace	RENG 92 or Multiple Measures or ACCUPLACER score
	15 Semester Credits	
4th Semester		
ENG 200	3 Introduction to Literature	ENG 101
COM 201*	3 Communication for the Modern Workplace	COM 101 or ENG 113
SOC 223	3 Racial and Ethnic Relations	RENG 92 or Multiple Measures or ACCUPLACER score
SP 201*	3 Public Communication: Podcasting	SP 101
SP 250*	3 Interpersonal Communication	SP 101 and ENG 101
	15 Semester Credits	



Baltimore City Community College

* Indicates New Course

Total Credits **60**

Certificate in Communications

Executive Summary

This new certificate will enable BCCC to remain competitive with other area community colleges that are offer similar programs at AACC, CCBC, Howard CC, Montgomery CC, Carol CC, and Harford CC. BCCC is one of only 3 community colleges in Maryland out of the 16-community college system that does not have a Communication Certificate.

<u>Proposed Course Sequence:</u>				
Course ID Credits		Course Name	Category** Requirement Fills:	Course Pre-Requisites
1st Semester				
PRE 100	1	Preparation for Academic Achievement		None
ENG 101	3	English Writing		RENG 92 or Multiple Measures or ACCUPLACER score
SP 101	3	Fundamentals of Speech Communication		RENG 92 or Multiple Measures or ACCUPLACER score
CLT 100	2	Computer Literacy		None
	9			
2nd Semester				
COM 101*	3	Introduction to Mass Media	Major	RENG 92 or Multiple Measures or ACCUPLACER score
ENG 103	3	Journalism	Major	ENG 101
SP 201*	3	Public Communication: Podcasting	Major	SP 101
	9			
3rd Semester				
COM 201*	3	Communication for the Modern Workplace	Major	COM 101 or ENG 113
SP 250*	3	Interpersonal Communication	Major	SP 101 and ENG 101
	6			
Total Cr	24			
* Indicates New Course				

BALTIMORE CITY COMMUNITY COLLEGE

CURRICULUM AND INSTRUCTION COMMITTEE OF THE FACULTY SENATE

Program/Certificate Proposal Outline Form

1. **Department:** English, Humanities, Visual and Performing Arts
2. Author Paul Long
3. Name of the Certificate: Communications
4. The Program was Recommended by Paul Long and Dr. Mark Conard

5. Rationale and need for the new certificate

This program is designed to help meet the needs of work force development and job training needs of Baltimore City residents by providing course work and a Certificate that students can find work in jobs such as: copywriter, journalist, market research analyst, media analyst, lobbyist, film director, speechwriter, press agent, technical writer, news anchor, public relations specialist, corporate communications manager.

Maryland Labor Statistics

Maryland Occupational Projections 2021-2023

Media and Communication Workers	3	16,315	16,705	390	2.4%	3,466	
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Photographers	4	2,011	2,041	30	1.5%	395	High school diploma or equivalent
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Maryland Department of Labor Division of Workforce Development and Adult Learning Office of Workforce Information and Performance Spring 2023

<https://www.bls.gov/oes/current/oes273099.htm>

National Labor statistics for: Media and Communication Workers



The BLS projects a job growth of 7 percent between 2019 and 2029, showing an increase that is better than average. Communication fields of study include advertising on both the creative side and the business side.

Demand for media and communication occupations is expected to arise from the need to create, edit, translate, and disseminate information through a variety of different platforms. The median annual wage for media and communication occupations was \$57,530 in May 2018, which was higher than the median annual wage for all occupations of \$38,640

The median annual wage for media and communication workers (such as announcers, interpreters and translators, and technical writers) was \$61,310 in May 2020, which was higher than the median annual wage for all occupations of \$41,950.

Occupational Employment and Wages, May 2021

27-3099 Media and Communication Workers, All Other

All media and communication workers not listed separately.

- [National estimates for Media and Communication Workers, All Other](#)
- [Industry profile for Media and Communication Workers, All Other](#)
- [Geographic profile for Media and Communication Workers, All Other](#)

National estimates for Media and Communication Workers, All Other:

Employment estimate and mean wage estimates for Media and Communication Workers, All Other:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
16,540	7.8 %	\$ 28.56	\$ 59,400	3.0 %

Percentile wage estimates for Media and Communication Workers, All Other:

Percentile	10%	25%	50% (Median)	75%	90%
Hourly Wage	\$ 13.98	\$ 18.54	\$ 23.99	\$ 36.98	\$ 47.15
Annual Wage (2)	\$ 29,080	\$ 38,560	\$ 49,900	\$ 76,920	\$ 98,070

Industry profile for Media and Communication Workers, All Other:

Industries with the highest published employment and wages for Media and Communication Workers, All Other are provided. For a list of all industries with employment in Media and Communication Workers, All Other, see the [Create Customized Tables](#) function.

Industries with the highest levels of employment in Media and Communication Workers, All Other:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Motion Picture and Video Industries	4,100	1.30	\$ 28.68	\$ 59,650
Colleges, Universities, and Professional Schools	2,160	0.07	\$ 34.01	\$ 70,750
Radio and Television Broadcasting	1,180	0.62	\$ 22.02	\$ 45,810
Advertising, Public Relations, and Related Services	740	0.17	\$ 24.79	\$ 51,570
Local Government, excluding schools and hospitals (OEWS Designation)	720	0.01	\$ 30.15	\$ 62,710

Industries with the highest concentration of employment in Media and Communication Workers, All Other:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Motion Picture and Video Industries	4,100	1.30	\$ 28.68	\$ 59,650
Radio and Television Broadcasting	1,180	0.62	\$ 22.02	\$ 45,810
Promoters of Performing Arts, Sports, and Similar Events	420	0.55	\$ 26.01	\$ 54,100
Independent Artists, Writers, and Performers	200	0.43	\$ 22.27	\$ 46,310
Cable and Other Subscription Programming	150	0.32	\$ 31.45	\$ 65,420

Top paying industries for Media and Communication Workers, All Other:

Industry	Employment (1)	Percent of industry employment	Hourly mean wage	Annual mean wage (2)
Aerospace Product and Parts Manufacturing	40	0.01	\$ 51.91	\$ 107,980
Other Information Services	(8)	(8)	\$ 44.40	\$ 92,360
Insurance Carriers	70	0.01	\$ 41.15	\$ 85,590
Software Publishers	80	0.02	\$ 40.81	\$ 84,880
Spectator Sports	260	0.23	\$ 40.55	\$ 84,350

6. Course of Study Leading to the New Program

New Course Descriptions

COM 101 Public Communication: Podcasting Introduction to Mass Media provides students with an introduction to communication theory and practice. The course examines the history of mass media and the reliance of society on media communication. Students will review several types of media including, newspapers and journalism, magazine and book publishing, radio and television broadcasting, motion pictures, music recording, Internet and social media, advertising, and public relations: media law and ethics.

3 Credits

COM 201 Communication for the Modern Workplace This course explores workplace communication through the study of current theories and practices used in business and industry today. Major topics include common business written and presentation formats, use of technology, critical listening, non-verbal communication, conflict resolution strategies, collaborative planning and dynamics, and communication in today's diverse workplace.

3 Credits

SP 201 Public Communication: Podcasting The course will examine different applications of this novel mode of public communication, by applying contemporary communication theories such as Uncertainty Reduction Theory, (URT), Impression Formation, Culture & Identity Theory and Cognitive Dissonance theory. In the context of globalization, communication has cut across different cultural identities as to ensure success in business, some cultural barriers have to be overcome. Podcasts serve to level the playing field and is an important tool as new and emerging technologies continue to flatten communication landscapes. Issues to confront include ethnocentrism, cultural relativism, perception of self & others and language issues. Students will examine different types of podcasts and examine some of the ethical implications of conducting interviews for podcasts. Additionally, students will create a professional podcast.

3 Credits

SP 250 Interpersonal Communication Interpersonal Communication is an advanced course in the practice and analysis of the principles of social interactions in variety of contexts, including personal relationships, professional interactions, and social media relations. Course topics include perception, building positive relationships, personal disclosure, effective listening, verbal and nonverbal communication, the impact of gender and culture on communication, expressing emotion, assertiveness, aggression, and conflict management.

3 Credits

The remaining courses: Pre 100, ENG 100, ENG 103, SP 100 and CLT 100 are all current course offered at the College.

7. Is this Program a Transfer or Career: It is a career certificate program.

8. Library Requirements

Provide a brief analysis of existing resources to support the proposed program. Indicate the need for additional on-site resources and over what time period you expect that they will be acquired. Discuss additional provisions for access to library holdings – e.g. inter-library loan, local library holdings, the UMS integrated library system, and/or other computerized systems that allow access to library resources housed at other institutions. (Please consult the Acquisition Librarian for assistance.)

Additional databases, media related applications, and library resources will be needed for students to be successful in the program.

9. Faculty Resources

Currently, Baltimore City Community College's SASS does not have the faculty resources required to offer instruction in the proposed communications program. One additional faculty member will need to be hired.

Executive Summary: AAS American Sign Language and Deaf Studies

The Associate of Applied Science Degree in American Sign Language and Deaf Studies at Baltimore Community College is a transfer-degree program designed for students who plan to enter fields in which they would work with Deaf people daily. The program fosters the acquisition of the language and culture of the Deaf in the United States and Canada. Following the national standards established by the American Council on the Teaching of Foreign Languages, the program focuses on communication through the study of semantics, syntax, pragmatics, and culture. After program completion, students can transfer to a four-year degree program majoring in American Sign Language, Deaf studies, Deaf education, interpreter education, or social work programs.

Outcomes

Upon completion of this program a student will be able to:

- Demonstrate an appreciation of the culture and cultural practices of the Deaf community and support ASL as the visual language of the Deaf community.
- Effectively utilize signed communicative and interpreting skills learned in the classroom in general situations in and out of the Deaf community.
- Achieve an overall proficiency rating in all skill areas, both linguistic and pragmatic, of 2.5 on the MC American Sign Language Proficiency Assessment (MC-ASLPA).

Proposed Course Sequence:

Course ID	Credits	Course Name
1st Semester		
PRE 100	1	Preparation for Academic Achievement
ENG 101	3	English Writing
SP 101	3	Fundamentals of Speech Communication
ASL 101	3	American Sign Language I
MATH-Elective	3	Gen. Ed.: Mathematics Elective
	13	Semester Credits
2nd Semester		
		Introduction to the Term Paper and Research
ENG 102	3	Methods
CLT 100	2	Computer Literacy
ASL 102*	3	American Sign Language II
ASL 150*	3	Introduction to American Deaf Culture & History
HLF Elective	2	
PSY 101	3	Introductory Psychology

16 **Semester Credits**

**3rd
Semester**

ENG 200	3	Introduction to Literature
ASL 201*	3	American Sign Language III
BIO 102	4	Principles of Biology
SOC 101	3	Introduction to Sociology
SOC 150	3	Cultural Diversity in the Workplace

16 **Semester Credits**

**4th
Semester**

BPS elective	3	
PHI 104	3	Logic and Critical Thinking
ASL 202*	3	American Sign Language IV
ASL 250*	3	Linguistics of American Sign Language
ASL 251*	3	Introduction to Interpreting

15 **Semester Credits**

* Indicates New Course

**Total
Credits 60**

BALTIMORE CITY COMMUNITY COLLEGE

CURRICULUM AND INSTRUCTION COMMITTEE OF THE FACULTY SENATE

AAS PROGRAM PROPOSAL in American Sign Language and Deaf Studies

1. **DEPARTMENT:** English, Humanities, Visual and Performing Arts
2. **AUTHOR(S):** Professor Juli Hawk & Professor Denise Portis
3. **NAME OF PROGRAM/CERTIFICATE:** American Sign Language and Deaf Studies
4. **WAS THE PROGRAM RECOMMENDED BY**
 - a. Program Evaluation committee (yes or no); No
 - b. Advisory Committee (yes or no): NO

- c. Other (name body recommending): Dean Conard

5. RATIONALE AND NEED FOR OFFERING THE PROGRAM AT BCCC

- a. Describe the extent to which this program/certificate is central to the institutional mission, the planning priorities of the College and its relationship to the instructional program emphasis.

This program is being proposed to remain competitive with other community colleges that are offering similar programs (AACC, CCBC, HCC, MC). In addition, taking American Sign Language (ASL) courses would provide a valuable skillset for many career fields including education, healthcare, social work, hospitality, and others. There is a large deaf community in Maryland and Washington, D.C.. For example, the Maryland School for the Deaf has two locations in the Baltimore area and Gallaudet University serves over 1,700 individuals

- b. State the specific local, State, and/or national needs for graduates of the proposed program. Describe job opportunities that are available to persons who complete the program. Provide evidence of market demand through supporting data including results of surveys which have recently been conducted. Present data showing the current and projected supply of graduates from existing programs in the State, if any.

The following web sites provide more information on deaf culture and careers for deaf studies graduates.

- [National Association of the Deaf](#)
- [Maryland Association of the Deaf](#)
- [Registry of Interpreters for the Deaf](#)
- [Maryland School for the Deaf](#)
- [Maryland Relay](#)
- [Deaf Education](#)
- [National Theatre of the Deaf](#)

- c. Provide evidence of student interest in the program. What are the projections of program majors full-time and part-time for each of the first five years of the program?

The College projects that the program will continue to build interest and slowly see more and more students participate in general education pursuits or program pursuits. BCCC staff meet regularly with representatives from the Baltimore City Public Schools and there is interest in offering American Sign Language courses to the dual enrollment population

- d. Project the number of graduates for the first five years of the program following the first year of awarding the degrees.

This is difficult to determine at this point, however, as indicated above, we anticipate increasing interest as the years progress. From a local community college, they saw the following graduation rates for an AA in ASL.

- 2016 – 6
- 2017 – 20
- 2018 – 37
- 2019 – 22

Current Colleges offering the program and enrollment trends

Maryland Colleges or Universities with Programs Related to American Sign Language on MHEC's Approved Program List		
College/University	Program	Award Level
Anne Arundel Community College	American Sign Language	Associate Degree
Community College of Baltimore County	ASL and Deaf Culture	Associate Degree
Frederick Community College	American Sign Language	Lower Division Certificate
Frederick Community College	American Sign Language Interpre	Lower Division Certificate
Frederick Community College	American Sign Language Interpre	Associate Degree
McDaniel College	American Sign Language (ASL)	Bachelor's Degree
McDaniel College	Education of the Deaf	Master's Degree
Montgomery College - All Campuses	American Sign Language	Associate Degree
Montgomery College - All Campuses	American Sign Language	Lower Division Certificate
Towson University	Deaf Studies	Bachelor's Degree

Source: Maryland Higher Education Commission Program Review/Inventory (https://mhec.maryland.gov/institutions_training/Pages/HEPrograms.aspx) OIR 03.17.2022

Enrollment Trends in Programs Related to American Sign Language (ASL) at Maryland Colleges or Universities													
School Name	Degree Level	Program Name	Fall	Fall	Fall	Fall	Fall	Fall	Fall	Fall	Fall	Fall	
			2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Community College of Balt. County	ASSOCIATE	ASL AND DEAF CULTURE	0	0	0	0	0	0	0	0	0	18	59
Frederick Community College	ASSOCIATE	AMERICAN SIGN LANGUAGE INTERPRETER	0	0	0	0	0	0	0	0	14	25	21
Frederick Community College	LOWER DIVISION CERTIFICATE	AMERICAN SIGN LANGUAGE	22	22	27	29	20	15	26	22	25	24	19
Frederick Community College	LOWER DIVISION CERTIFICATE	AMERICAN SIGN LANGUAGE INTERPRETER	0	0	0	0	0	0	0	0	6	5	1
Montgomery College-All Campuses	ASSOCIATE	AMERICAN SIGN LANGUAGE	0	6	22	37	33	26	39	46	40	37	41
Montgomery College-All Campuses	LOWER DIVISION CERTIFICATE	AMERICAN SIGN LANGUAGE CERTIFICATE	10	8	8	8	5	13	11	10	13	16	15
McDaniel College	MASTERS	EDUCATION OF THE DEAF	32	25	27	29	33	24	23	21	26	18	11
Towson University	BACHELORS	DEAF STUDIES	118	125	157	162	192	191	170	128	130	114	100
<i>Total</i>			182	186	241	265	283	269	269	227	254	257	267

Source: Maryland Higher Education Commission (MHEC) Enrollment Trend Data/Academic Program Inventory (https://data.mhec.state.md.us/mac_Trend.asp) OIR - 03.17.2022

Degree & Certificate Trends in Programs Related to American Sign Language (ASL) at Maryland Colleges or Universities														
School Name	Degree Level	Program Name	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY	FY
			2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	
Community College of Balt. County	ASSOCIATE	ASL AND DEAF CULTURE	0	0	0	0	0	0	0	0	0	0	0	14
Frederick Community College	ASSOCIATE	AMERICAN SIGN LANGUAGE INTERPRETER	0	0	0	0	0	0	0	0	0	0	0	1
Frederick Community College	LOWER DIVISION CERTIFICATE	AMERICAN SIGN LANGUAGE	1	2	0	2	4	1	1	5	3	6	0	
Montgomery College-All Campuses	ASSOCIATE	AMERICAN SIGN LANGUAGE	0	0	2	3	3	4	9	3	4	8	5	
Montgomery College-All Campuses	ASSOCIATE	AMERICAN SIGN LANGUAGE	3	1	3	0	0	0	0	0	0	0	0	
Montgomery College-All Campuses	LOWER DIVISION CERTIFICATE	AMERICAN SIGN LANGUAGE CERTIFICATE	2	0	1	1	0	1	2	1	6	8	9	
McDaniel College	MASTERS	EDUCATION OF THE DEAF	15	16	12	13	10	7	15	17	7	9	9	
Towson University	BACHELORS	DEAF STUDIES	31	26	24	40	29	46	62	43	33	48	26	
<i>Total</i>			52	45	42	59	46	59	89	69	53	79	64	

Source: Maryland Higher Education Commission (MHEC) Degree Trend Data/Academic Program Inventory (https://data.mhec.state.md.us/mac_Trend.asp) OIR - 03.17.2022

Labor Market data

Maryland Occupational Projections 2018 - 2028									
Occ Code	Occupational Title	Employment				Separations		Total	Education Value
		2018	2028	# Change	% Change	Exits	Transfers		
27-3091	Interpreters and Translators	1,670	2,082	412	24.7%	834	1,049	2,295	Bachelor's degree
	Total, All Occupations	3,113,207	3,437,253	324,046	10.4%	1,383,059	2,261,483	3,968,588	All

Maryland Occupational & Industry Projections, Maryland Department of Labor. Dlr.state.md.us/imi/iandoproj/ BCCC OIR - 03

JOB OUTLOOK Employment of interpreters and translators is projected to grow 19 percent from 2018 to 2028, much faster than the average for all occupations. Employment growth will be driven by increasing globalization and by large increases in the number of non-English speaking people in the United States. Job prospects should be best for those who have professional certification. Bureau of Labor Statistics, U.S. Department of Labor, Occupational Outlook Handbook, April 2020, Interpreters and Translators, on the Internet at <http://www.bls.gov/ooh/media-and>.

6. COURSE OF STUDY LEADING TO THE PROPOSED DEGREE

a. State the educational objectives of the program.

Upon completion of the program, a student will:

- Demonstrate competency in ASL both expressively and receptively at conversational-level fluency
- Demonstrate knowledge of Deaf history and culture
- Use appropriate linguistic structures and cultural norms in communication

b. Describe the program, as it would appear in a catalog.

The American Sign Language/Deaf Studies transfer degree will provide students with thorough preparation in cultural competency and conversation-level fluency to complete bachelor's and master's level training for a variety of careers. Graduates can choose to pursue further training to become ASL interpreters or go on to use ASL in fields such as social work, deaf education, audiology, speech pathology, business administration, hospitality, education, and more. Students may also elect to take ASL courses to fulfill a general education requirement.

c. List the courses (title, number, semester credit hours, and catalog description) that would constitute the requirements and other components of the proposed program. Indicate which are currently offered and which will be new (indicate new courses with an X).

Course Code	Title	New	Credit Hours
ASL 101	American Sign Language 1		3
ASL 102	American Sign Language 2	X	3
ASL 150	Introduction to American Deaf Culture & History	X	3
ASL 201	American Sign Language 3	X	3
ASL 202	American Sign Language 4	X	3
ASL 250	Linguistics of American Sign Language	X	3
ASL 251	Introduction to Interpreting	X	3
ENG 101	English Writing		3
ENG 102	Introduction to the Term Paper and Research Methods		3
BIO 102	Principles of Biology		4
CLT 100	Computer Literacy		2
PRE 100	Preparation for Academic Achievement		1

HLF Electives (2)	Health and Life Fitness		2
ENG 200	Introduction to Literature		3
SOC 101	Introduction to Sociology		3
PSY 101	Introductory Psychology		3
MAT 107	Modern Elementary Statistics		3
SOC 150	Cultural Diversity in the Workplace		3
SP 101	Fundamentals of Speech Communication		3
BPS elective (no lab)	Biological or Physical Science elective (no lab)		3
PHI 104	Logic and Critical Thinking		3

http://bccc.catalog.acalog.com/preview_program.php?catoid=7&poid=661

- d. If applicable, describe any selective admissions policy or specific criteria for students selecting this major field of study.

N/A

- e. Describe expected student learning outcomes for the proposed program and directly relate these to the general curricular requirements of the program.
- Students will demonstrate development of communication skills using American Sign Language both receptively and expressively.
 - Students will demonstrate an understanding of the culture and history of the American Deaf community.
 - Students will be able to explain differences between Signed English and American Sign Language.

In the seven-course ASL series, students will continue to build on skills learned in the previous course. Each course will help to develop confidence and knowledge in ASL. ASL 150 is specifically about deaf culture and history; however, each course naturally weaves in topics about cultural understanding for the deaf community. Students often begin in a ‘Signed English’ style rather than the ASL style of communication and they will learn the differences between the two. By the end of the seven-course series, students should be familiar with the grammatical differences between the two styles of sign language and be able to switch between the two.

New Course Descriptions

ASL 102 American Sign Language 2 This course is designed to be a continuation of the American Sign Language I—with focus on continuing to build basic grammar, vocabulary, structure, and syntax. Students will continue to build upon the base of knowledge acquired in ASL I to communicate at the advanced beginning level. Students will increase vocabulary size to approximately 1,000 signs.

Pre-requisite: ASL I with a grade of C or better or by consent of the department

3 Credits

ASL 150 Introduction to American Deaf Culture and History This course will examine the development of d/Deaf culture in the United States. Topics covered include educational, legal, political, and cultural influences affecting the Deaf community. Cultural perspectives on issues facing the d/Deaf and hard of hearing persons who use American Sign Language will be explored, including preservation of American Sign Language, technology, and services, as well as cochlear implantation. Subcultures of the American Deaf population will also be reviewed.

3 Credits

ASL 201 American Sign Language 3 This course is designed to be a continuation of the American Sign Language 2 course—with focus on adding more complex grammatical features. Overarching themes of the course will include storytelling including sequencing, temporal aspects, environmental factors, and conditionals. Students will also expand on their knowledge of Deaf culture to assist in building skills in conversations. Students will continue to build upon the base of knowledge acquired in ASL 1 and ASL 2 to be able to hold a conversation at the intermediate level.

3 Credits

ASL 204 American Sign Language 4 This course is designed to be a continuation of the American Sign Language 3 course—with focus on adding more complex grammatical features and vocabulary. Students will gain advanced ASL vocabulary and conversational skills. Class will be conducted in ASL only. Students will continue to build upon the base of knowledge acquired in ASL 1, 2, & 3 to be able to hold a conversation at the advanced intermediate level.

3 Credits

ASL 250 Linguistics of American Sign Language This course helps students to delineate the differences between ASL and spoken English. An introduction to comprehension, expression, and understanding of ASL classifiers and their linguistics symbols and signing space are covered. This course is an introductory study of the phonological, morphological, syntactic, and semantic features of ASL, along with an introduction to semantics, glossing, and sociolinguistics.

3 Credits

ASL 251 Introduction to Interpreting This course serves as an introduction to the profession of interpreting for Deaf and hard of hearing communities. Students must have completed all other ASL courses offered at BCCC as this class is considered the capstone to the program, pulling on all the foundational knowledge covered. Topics covered include line-by-line translation, textual glossing, interpretation of narratives, and general interpretation. The course includes a consideration of ethics and other issues that may arise in the practice of interpretation.

3 Credits

All remaining courses listed in the program are currently offered at the college.

7. IS THIS PROGRAM A TRANSFER PROGRAM OR CAREER PROGRAM? (Is the program designed for transfer purposes or is it designed to qualify students for a specific job after they receive the associates degree?).

2. If this is a transfer program, show how it relates to the requirements of parallel programs for at least 2 four-year institutions in the Maryland/DC area.

1. Towson University has a direct equivalent of American Sign Language/Deaf Studies major for: ASL 1, ASL 2, ASL 3, ASL 4, Introduction to Interpreting, and Linguistics of American Sign Language.
2. Salisbury University has a minor program in Deaf Studies, the following courses would be direct equivalent: ASL 1, ASL 2, ASL 3, ASL 4, and Introduction to American Deaf Culture & History.

8. LIBRARY REQUIREMENTS. Provide a brief analysis of existing resources to support the proposed program. Indicate the need for additional on-site resources and over what time period you expect that they will be acquired. Discuss additional provisions for access to library holdings – e.g. inter-library loan, local library holdings, the UMS integrated library system, and/or other computerized systems that allow access to library resources housed at other institutions. (Please consult the Acquisition Librarian for assistance.)

The Library will need to purchase the textbooks as required by the ASL/DS program. It is expected to have the books needed by Spring 2023.

9. Resources

Currently the College does not have fulltime faculty that can teach in the program. The College will need to advertise and hire a fulltime faculty member and additional adjuncts to provide instruction, do assessment and program review. The additional cost for the hiring of a new full time faculty member is \$66,000 in salary and \$25,000 in adjunct contract pay.

**Baltimore City Community College
New Program Worksheet
A.A. American Sign Language/Deaf Studies**

Proposed Course Sequence:

Course ID	Credits	Course Name	Category** Requirement Fills:	Course Pre-Requisites/Co Requisites
1st Semester				
PRE 100	1	Preparation for Academic Achievement	None	RENG 92 or Multiple Measures or ACCUPLACER score
ENG 101	3	English Writing	None	RENG 92 or Multiple Measures or ACCUPLACER score
SP 101	3	Fundamentals of Speech Communication	None	None
ASL 101	3	American Sign Language I	None	None

MATH- Elective 3 Gen. Ed.: Mathematics Elective **Depends on course chosen**

13 Semester Credits

2nd Semester

		Introduction to the Term Paper and Research Methods	ENG 101, MAT 107
ENG 102	3		
CLT 100	2	Computer Literacy	
ASL 102*	3	American Sign Language II	
ASL 150*	3	Introduction to American Deaf Culture & History	
HLF Elective	2		
PSY 101	3	Introductory Psychology	

16 Semester Credits

3rd Semester

ENG 200	3	Introduction to Literature	ENG 101
ASL 201*	3	American Sign Language III	ASL 102
BIO 102	4	Principles of Biology	
SOC 101	3	Introduction to Sociology	
SOC 150	3	Cultural Diversity in the Workplace	

16 Semester Credits

4th Semester

BPS elective	3		
PHI 104	3	Logic and Critical Thinking	
ASL 202*	3	American Sign Language IV Linguistics of American Sign Language	ASL 201
ASL 250*	3		ASL 202
ASL 251*	3	Introduction to Interpreting	ASL 202 and 250

15 Semester Credits

* Indicates New Course

Total Credits 60

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

Enterprise Resource Planning (ERP) Project Update



Michael Rading, CIO

Date: May 18, 2022

Project Status



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

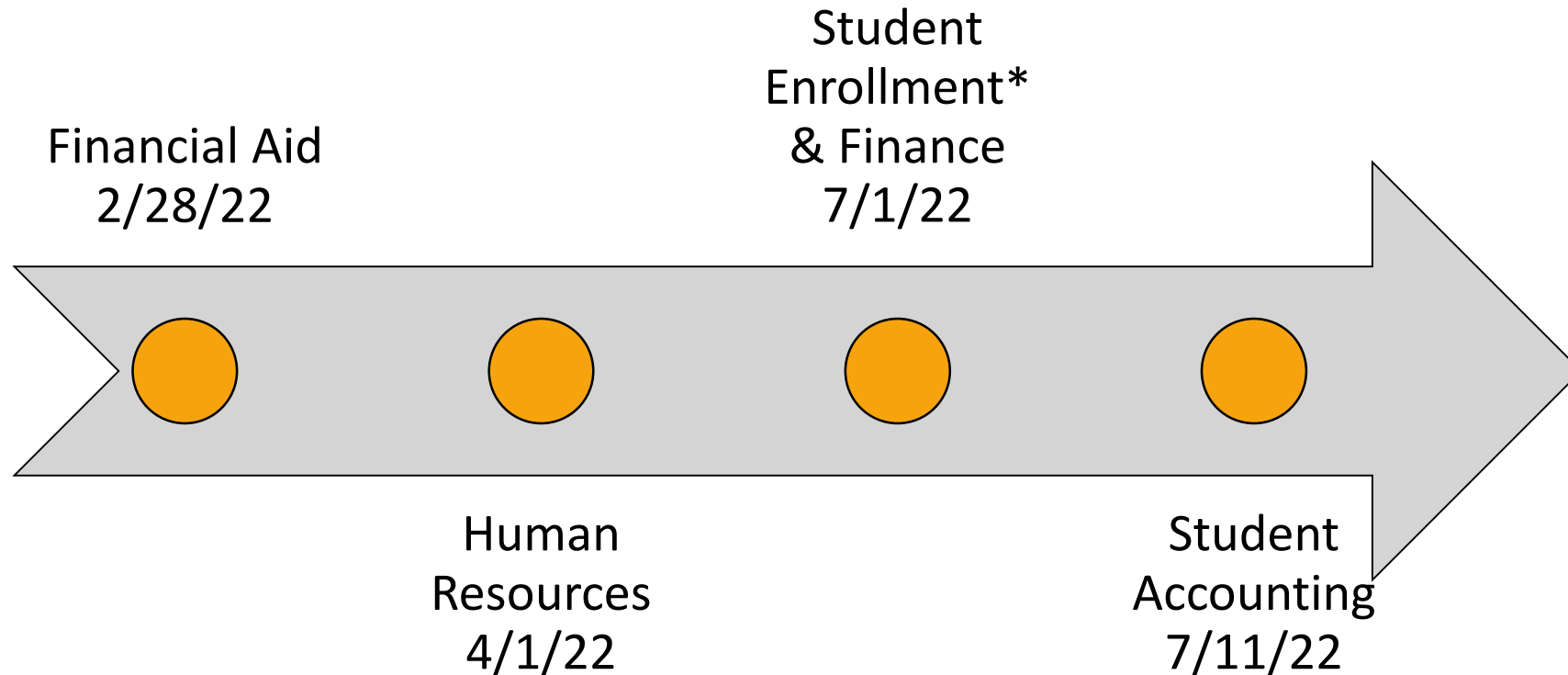
The Project Team continues to meet bi-weekly with the DoIT's Oversight Project Manager for the College to provide project updates and exchange ideas

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.

The Cabinet receives regular project updates.

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



*Student enrollment date change from 5/22 to 7/1 reflects a strategic alignment of critical data and reporting needs connected with fiscal year cutover.

Round 2 of End-to-End Testing

Key Milestones:

- **5/2/22 to 5/6/22 - End to End Testing**
 - Cross-functional team engaged



Student-Facing Areas: admissions process, registration, updating, and maintaining courses



Faculty Processes: entering grades and attendance tracking



Student Accounting: payments, charge assessments, contract exemptions, fee assessments for students, billing and invoices

- **Fall 2022 Registration Migration to Banner**
 - Students registered in old system; courses created in new system for Fall 2022
 - Round 1 of 3 test migrations into the new system completed with final migration to occur in July

Next Steps Following End-to-End Sessions

- A cross-functional internal team was convened, and gaps and issues in the ERP implementation process and end-to-end sessions were documented for HR, Financial Aid, Student, Student Accounting and Finance areas and classified based on their criticality
- Remediation measures will be determined for identified issues
- Cross-walk to ensure comprehensive understanding of potential gaps that factors in:
 - Scheduled upcoming project activities
 - Issues and gaps identified by college staff coming out of end-to-end sessions
 - Vendor partner consultants in different areas that maintain checklists for go-live activities
- Targeted resources will be allocated towards areas where there are gaps

Student Enrollment & Finance



Key Milestones Coming in July:

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

Fiscal Year 23 activity will be conducted in Banner

Questions

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 10 | President's Report

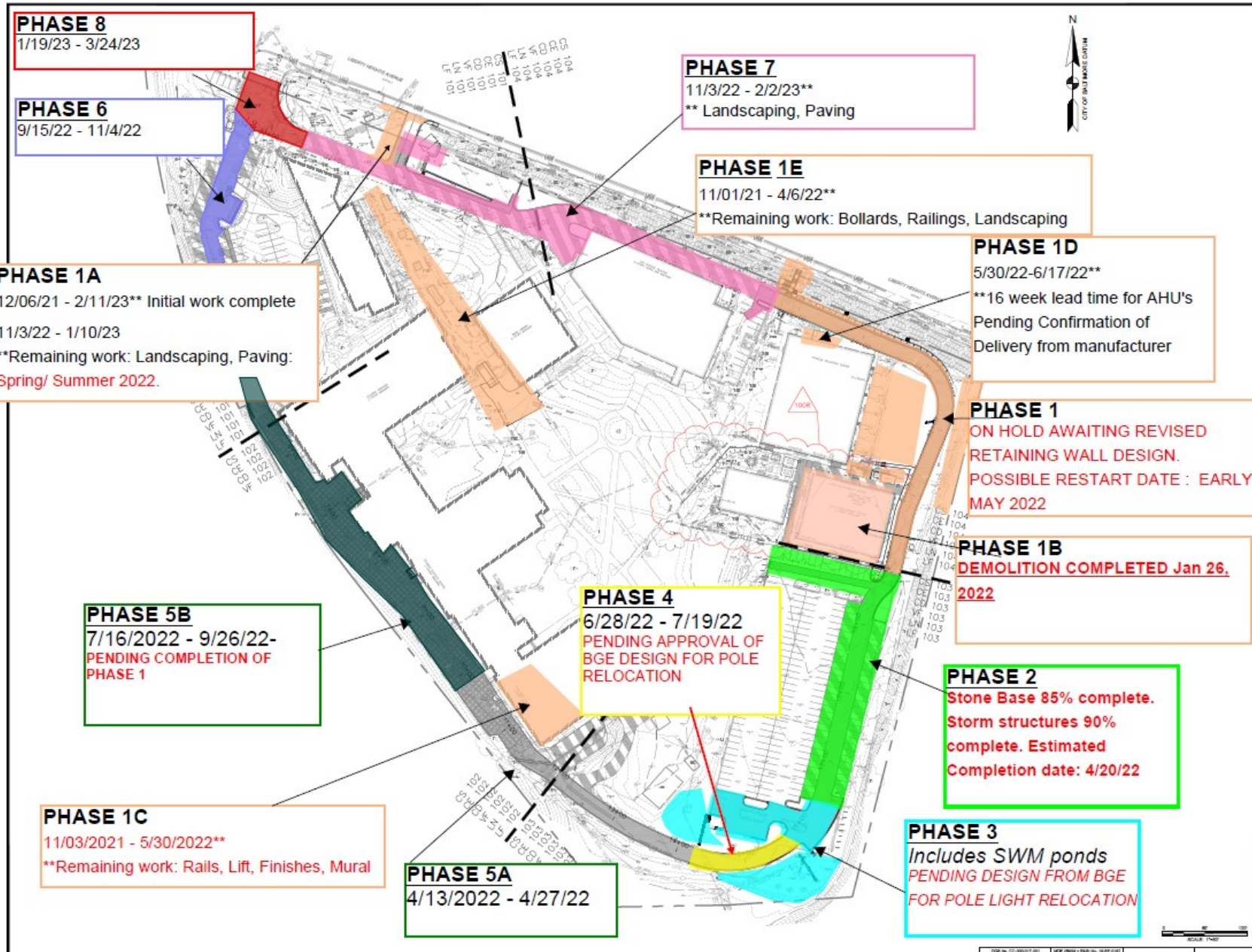
- A. Operational Update
 - B. Realignment Tasks Update
-



President's Project Update

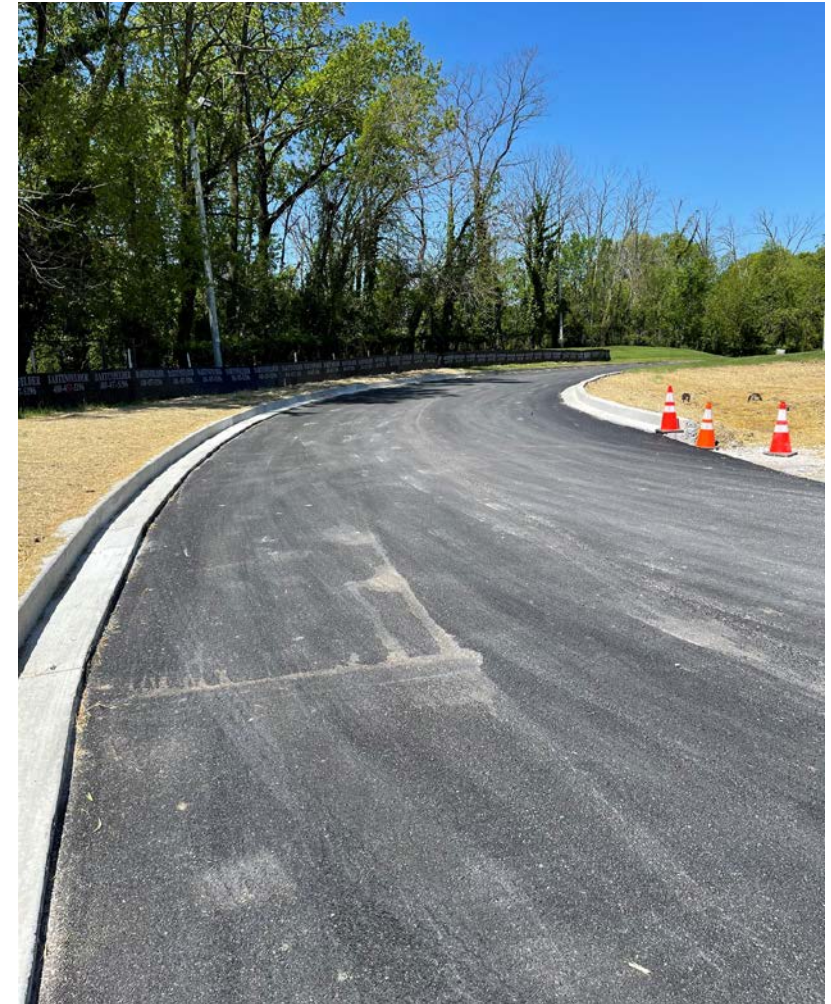
05.18.2022

BCCC Perimeter Loop Road Project



- Construction Award: September 1, 2021
- Notice to Proceed: October 1, 2021
- 18 months for construction
- Currently in Phase 1, 1C, and 5A
- Phase 1 delayed for new retaining wall design.
- Phase 1C wrapping up interior work.
- Phase 5A added to allow construction to proceed. Paving started.
- Substantial Completion: March 1, 2023

BCCC Perimeter Loop Road Project
Lot E and New Road
Photos taken May 9, 2022



BCCC Perimeter Loop Road Project
New Road behind Gym and old Harper Hall area
Photos taken May 9, 2022



BCCC Perimeter Loop Road Project
Photos taken May 9, 2022



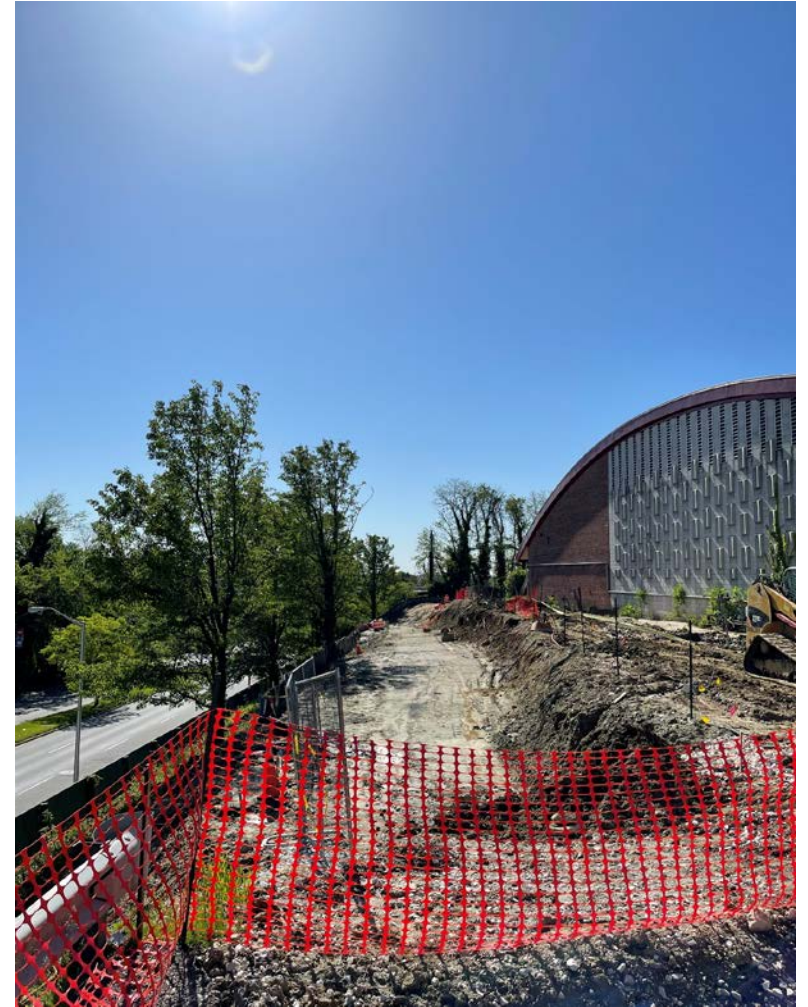
New Exit



Mock Retaining Wall

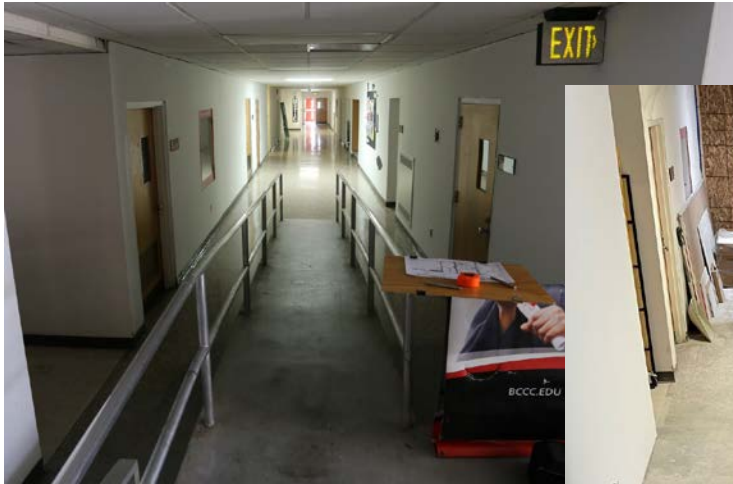


Concrete ramp at the Quad

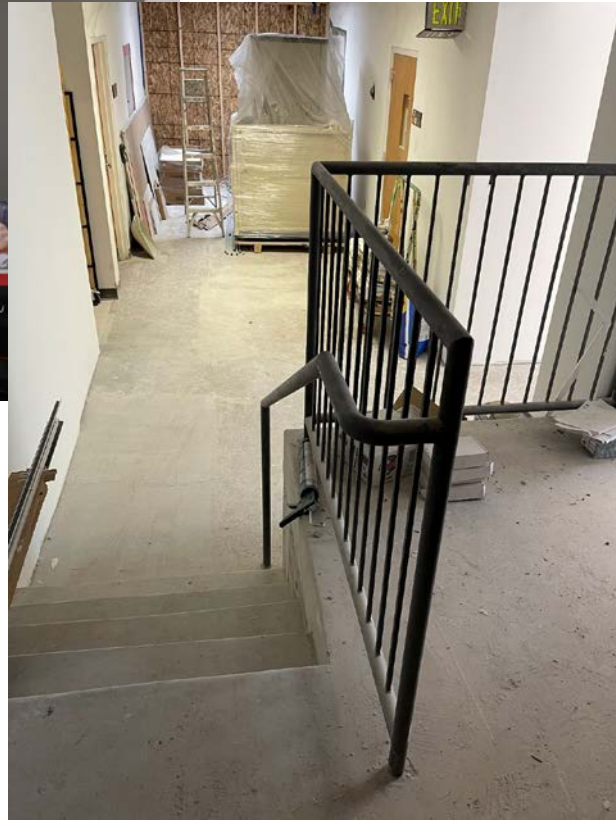


New Road area

Loop road interior ADA upgrades
Photos taken May 9, 2022



BEFORE



Fine Arts: Interior ADA upgrades



BEFORE



Fine Arts: entrance view

MHEC Facilities Renewal Grant
Update on FY21 FRG Projects



Baltimore City Community College
Division of Facilities Operations
Project List

FY21 \$500,000 Facility Renewal Grant				
FACILITY	PROJECT TITLE	ESTIMATE	MHEC Share	NOTES
Fine Arts Wing	Restroom Renovation for Accessibility	\$ 343,152	\$ -	Design 100%
Physical Education Center	Restroom Renovation for Accessibility	\$ 258,167	\$ -	Design 100%
Life Science Building	Fire Alarm Panel Replacement	\$ 360,050	\$269,111.40	Started 5/3/22
Physical Education Center	Hot Water Heater Replacement	\$ 166,201	\$166,201.00	Complete
Campus Wide	ADA Water Bottle Refill Station Replacements	\$ 64,688	\$64,687.60	50% Complete
Subtotal			\$500,000.00	

MHEC Facilities Renewal Grant
 FY23 FRG Projects Funded as \$1,356,000



**Baltimore City Community College
 Division of Facilities Operations
 Project List**

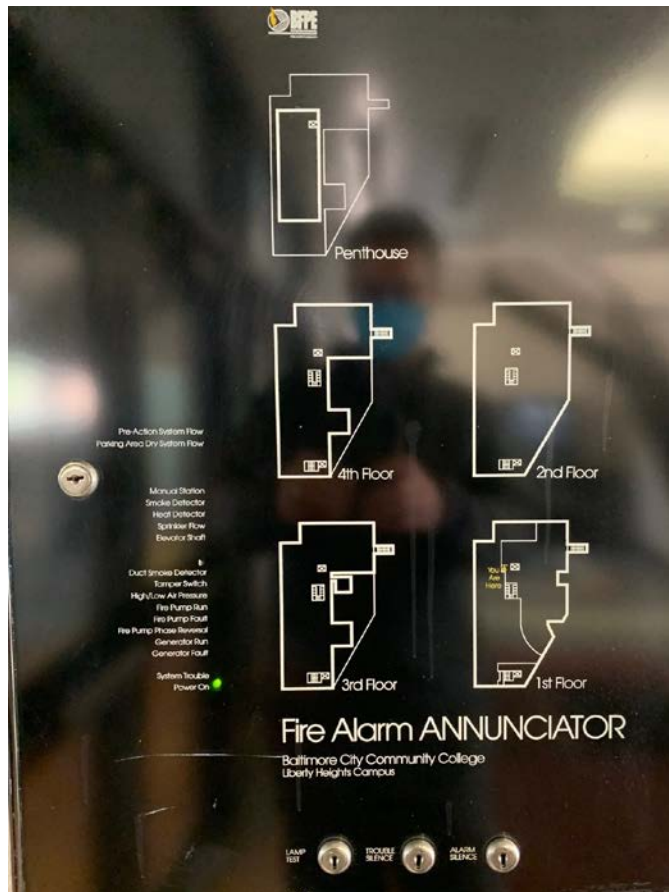
FY23 \$1,356,000 Facility Renewal Grant

FACILITY	PROJECT TITLE	ESTIMATE	NOTES
Life Science Building	Fire Alarm Panel Replacement	\$ 90,939*	
Fine Arts	Restroom Renovation for Accessibility	\$ 343,000	100% Design, Construction in FY23
Physical Education	Restroom Renovation for Accessibility	\$ 258,000	100% Design, Construction in FY23
Main Building	2 pairs ADA Restrooms Renovations	\$ 664,061	
Subtotal		\$ 1,356,000	

* Remainder of funding required after FY21 reimbursement.

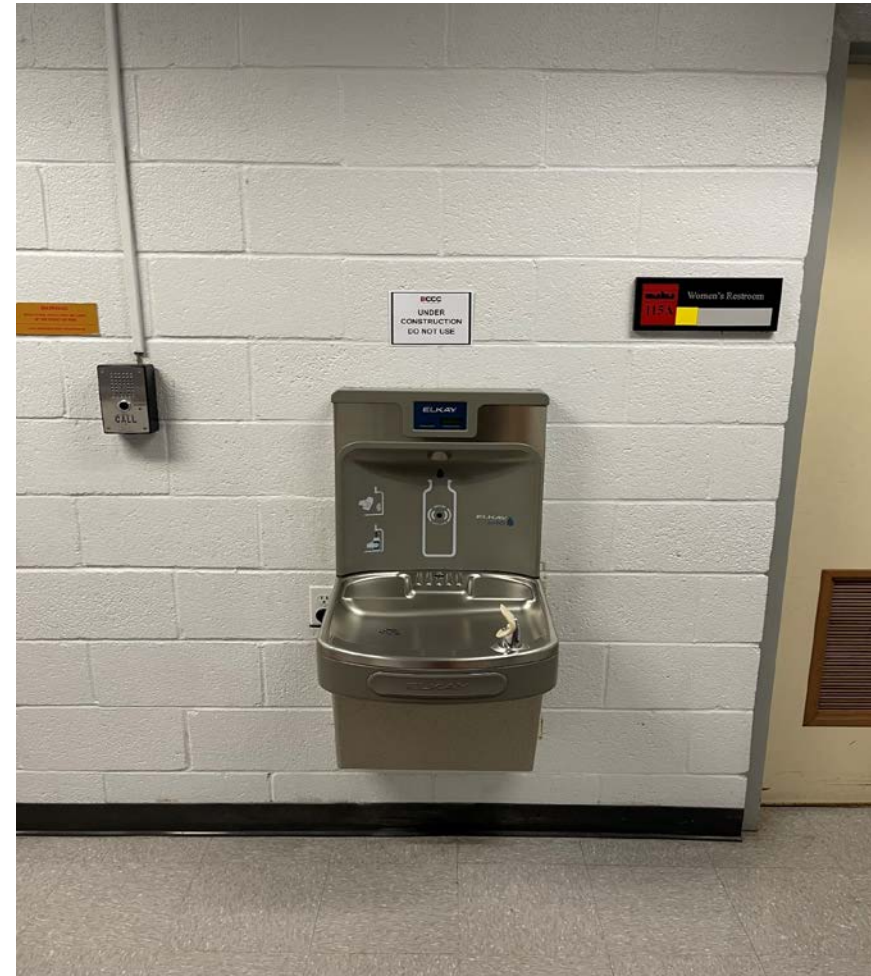
Facilities Renewal Grant: Life Science Building Fire Alarm

- Project Kick-Off date May 3, 2022
- Contractor: Hopeday, LLC
- Duration: 120 Days
- Construction started June 3, 2022; Completion October 3, 2022
- Construction Cost: \$360,050



Facilities Renewal Grant: ADA Water Fountain Replacements Photos taken May 9, 2022

- Demolition started March 18, 2022; Completion June 10, 2022
- Contractor: Stratified, LLC
- Replaces 22 water fountains with ADA water bottle fillers in the Main Building, Nursing Building, Bard Library, Physical Education Center, and Facilities Building. Nursing Building complete, Main Building in progress.
- Construction cost \$64,687.60.



Life Science Building Greenhouse Renovation

- Construction started April 07, 2022; Completion May 20, 2022
- Contractor: Commercial Industrial Applications
- Tnemec coatings will repair and coat all walls and the floor
- Construction cost \$23,317.00.



BEFORE

Life Science Building Greenhouse Renovation
Floors and Walls prepped for coatings
Coatings to be installed May 12th – 20th
Photos taken May 9, 2022



FY22 Deferred Maintenance – Capital Funding South Pavilion Roof Replacement and HVAC Repairs

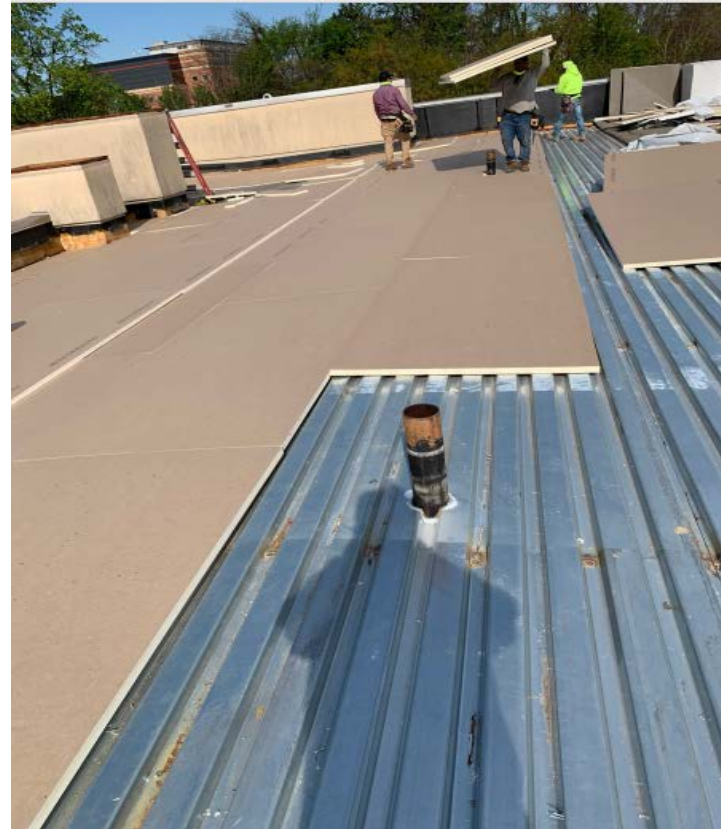
- Demolition of HVAC started April 12, 2022; Completion June 28, 2022
- Contractor: AC Mechanical
- Roof work to start April 25, 2022
- Contractor: Dynamic General Contracting
- During this time, interior renovations and flooring installation will occur on the 2nd and 3rd floors for Workforce programs



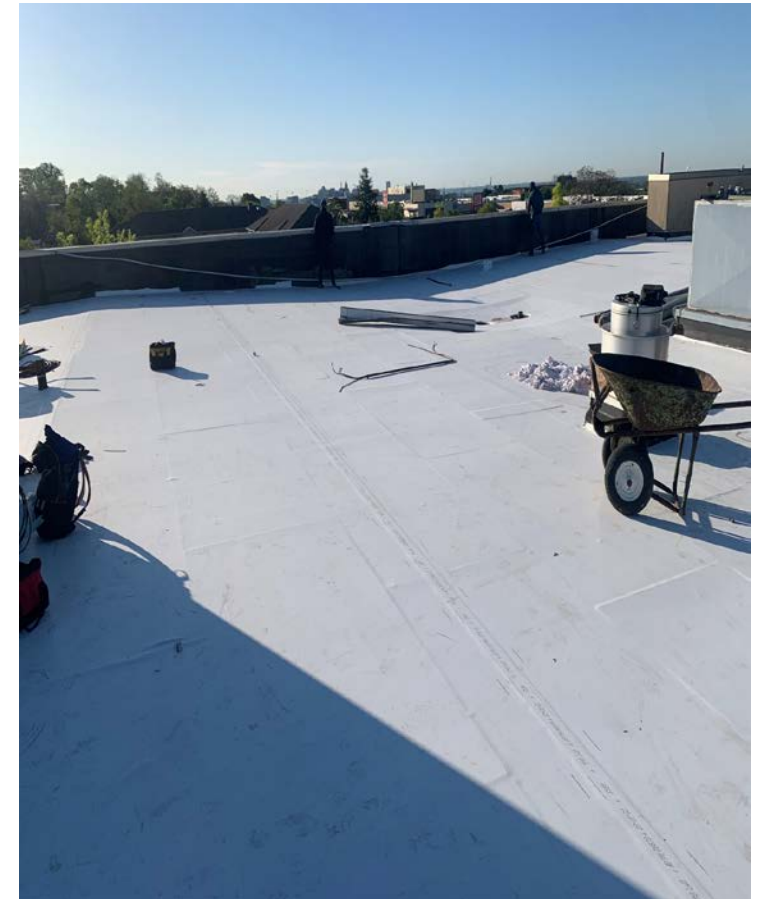
South Pavilion Roof Replacement
Photos taken April 29, 2022



New roof board and insulation



South Pavilion Roof Replacement
Photos taken May 9, 2022



New energy efficient roof – TPO

Main Building and Nursing Building HVAC IT Closet Pictures taken May 9, 2022

- Project Kick-Off date April 26, 2022
- Construction started May 9, 2022; Completion June 14, 2022



BEFORE – OLD UNITS



Main Building and Nursing Building HV AC IT Closet
Nursing Building; Pictures taken May 9, 2022

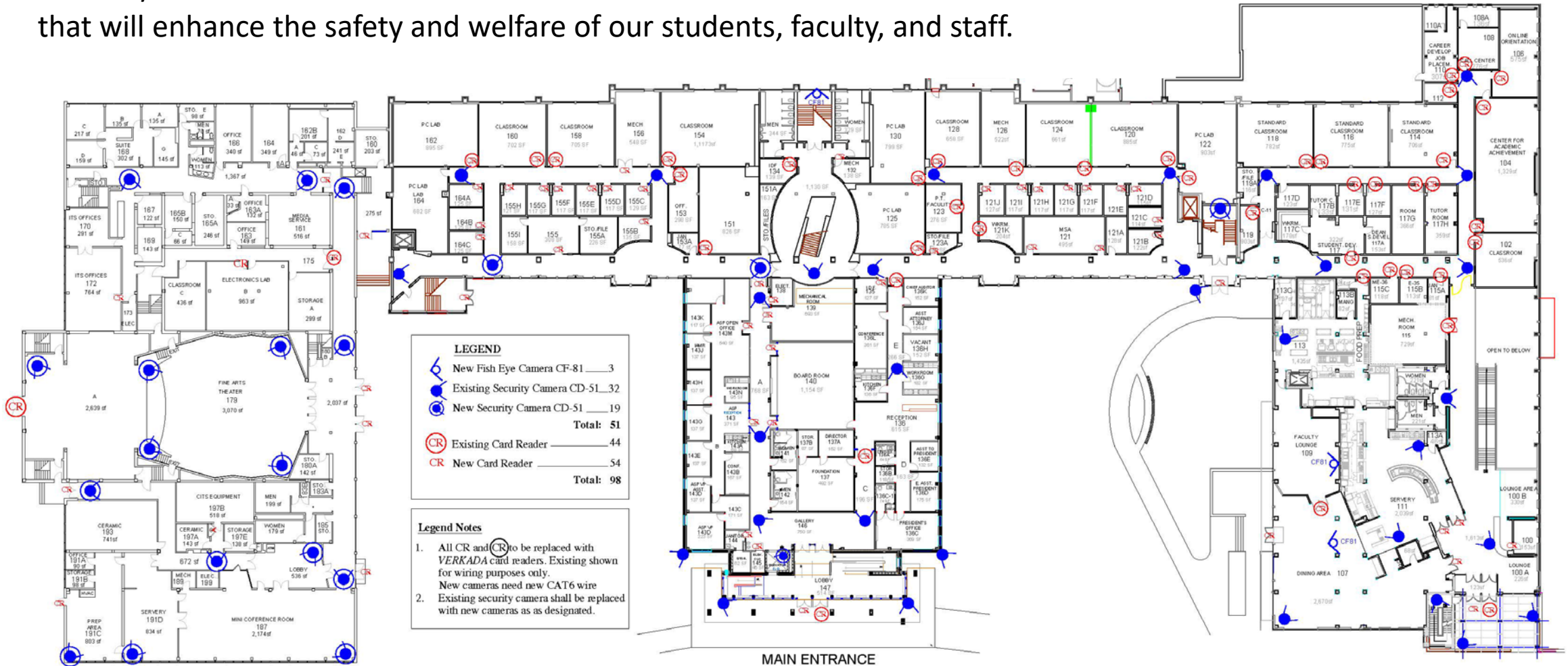


**MAY 9TH – FIRST NEW UNITS
INSTALLED**



BCCC Cameras and Access Control

\$3.4m Camera and Access Control project to Data Networks and Biztec. The scope of work requires the contractors to upgrade our campus security technologies to a comprehensive, integrated system including exterior/interior Verkada cameras and new card readers for access to doors that will enhance the safety and welfare of our students, faculty, and staff.



BCCC Cameras and Access Control

Campus-wide Camera installation schedule:

- Main Building: May 9th – 20th
- Nursing Building: May 23rd – May 27th
- Life Science Building: May 30th – June 10th
- Physical Education Center, Bard Library, and Facilities: June 6th – June 10th
- West Pavilion and South Pavilion: June 13th – June 17th
- Reisterstown, Harbor, and Bio Park: June 20th – June 24th



Bard Building Demolition

- FY22 Capital Budget - Governor included \$7.4m for demolition of the Bard Building
- 04/27/2022 BPW approved design contract award to RK&K for \$282,591.90 to design the bidding documents
- 05/20/2022 Design Kick-Off meeting scheduled.
- Design work should be complete by December 2022, then 3 months for bidding and 9 months for demolition, project complete by end of 2023.



Baltimore City Community College

PRESIDENT'S UPDATE

Board of Trustees, May 18, 2022

Dr. Liesl Jones, Vice President, Academic Affairs

ACADEMIC AFFAIRS

Middle States

The core team continues to meet weekly and has completed the assignments for the working groups for the Self-Study. Dr. Peavy, Middle States Liaison, has requested the self-study design be delivered to him on October 10th. Dr. Peavy has offered to meet with the Steering Committee and Core team over the summer as the College prepares for his visit in late October.

Professional Development

As the semester comes to a close Faculty professional development has focused on program review and assessment. Program Coordinators whose programs were reviewed in year 4 attended a workshop to review the comments and concerns for the program reviews. Dr. Nicole Deutsch ran two Assessment workshops to help faculty link courses to the program assessment in advance of the final week on contract where the faculty will record the assessment data for their programs from the current academic year.

Program Coordinator Meeting

The program coordinators have been reviewing the program sequence and course descriptions in advance of the development of the 2022-2023 College Catalog. Program Coordinators have been working with the Deans and the Associate Deans to schedule faculty for summer courses and to hire new adjuncts for the fall semester.

Summer1 Enrollment

	Total # of Seats	Current enrollment	Percent filled	Current Adjunct payroll	Number of Sections	Notes
BSTEM	1420	672	47.3	\$126,219.9	57	
SASS	930	424	45.6	\$78,246.90	39	
SNHP	522			\$86,598.64	34	PC's doing registration

Curriculum

Academic Affairs has three new programs coming to the Board of Trustees for approval. Two new programs will be housed in SASS; American Sign Language and Communications. The Certificate in Digital Marketing is currently circulating for comment by MHEC. Comments are due back to MHEC by May 26th. We expect a decision on the program sometime shortly after the 26th. The Cyber security Digital Forensics program has been submitted to MHEC and should be sent to colleges for review shortly.

Perkins

The Perkins grant for fiscal year 23 has been submitted to MSDE for review and approval. The College is submitting a budget amendment for the fiscal year 22 to use unspent funds from the current grant. The College budgeted for a curriculum management system and a simulator for the criminal justice programs which are not allowed or needed. The monies will go to fund items that we could not fund in the FY 23

grant proposal that was just submitted. The amendment will be submitted on May 16th with the monies being encumbered by June 30th. A total of \$116,656 is requested to be used for other purposes. The amendment has been drafted in collaboration with our Perkins liaison at MSDE.

SCHOOL OF NURSING & HEALTH PROFESSIONS

The School of Nursing and Health Professions (SNHP) transitioned to a new Dean, Courtney B. Ross, who started on April 1st, 2022. In addition, SNHP programs have held information sessions conducted through the Zoom platform and have begun to evaluate applicants for the next admissions cycle. Each program is optimistic about having a healthy admissions cohort for the fall 2022 semester.

Dental Hygiene

The Dental Hygiene Program is in its final stages (Cabinet/President's Review) of submitting a supplemental report requested by The Commission on Dental Accreditation (CODA). This report is due May 15, 2022.

Program faculty and staff are working diligently to ensure students receive the hands-on clinical experiences needed to demonstrate competency among pre-established learning objectives. Maintaining effective communication with students has been a top priority. For those cohorts affected by COVID, individualized education plans have been made to determine the most effective approach of progression within the Dental Hygiene curriculum. Furthermore, monthly question and answer sessions are conducted by the program coordinator for each cohort to maintain open communication and to keep students abreast of programmatic changes.

The team continues to recruit, interview, and hire credentialed faculty and staff for both full-time and adjunct positions.

Emergency Medical Services (EMS)

The EMS program is in its final stages (Cabinet/President's Review) of submitting its Annual Report to the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMPS). This report is due May 15th, 2022.

Updating equipment has been a priority for the EMS team. Through the utilization of the Perkins IV Grant, the EMS program has been able to purchase new training equipment and enhance student learning by introducing eLearning software into the curriculum. This new software offers interactive lectures, computer-generated EMT ride-alongs, and test preparation software for upcoming exams.

The EMS team recently participated in the Career Fair at Oriole Park/Camden Yards and continues to work with BCCC's Marketing department to promote the program and assist with student recruitment. Their goal is to become recognized as the best EMS program in the state of Maryland.

Health Information Technology (HIT)

The HIT Team successfully submitted their Annual Program Assessment Report (APAR) on April 30th. The program remains in good standing with its accrediting agency – The Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

The program coordinator will meet with the new Associate Vice President of Academic Affairs, Dr. Harvey Dorrah, and Vice President Jones to finalize an articulation agreement with Coppin State University's Health Information Management (HIM) program. If a resolution is made between Baltimore City Community College and Coppin State University, benefits for our students will include 1) transferring up to 70 credits from BCCC towards the completion of the HIM baccalaureate degree at

Coppin State University and a 2) “fee-only” tuition waiver. This agreement will also allow our students to enter Coppin State University as a Junior and increase their eligibility for scholarships and financial assistance.

Nursing

The Nursing team is pleased to announce that the following faculty will be graduating from their respective doctoral program at the end of the semester.

1. Professor Maria Robinson
2. Professor Rochelle Lemon-Howard
3. Professor Patricia Lee
4. Professor Dionne Woodford-Hudgins

Three full-time faculty were invited to attend a “Train-the-Trainer” professional development workshop that will assist the team in better preparing students to sit for the new and improved Next Generation NCLEX (licensure) exam. The Dean will continue to support professional development opportunities and ultimately encourage faculty to obtain board certification credentials (i.e., Certified Nurse Educator).

The Nursing team looks forward to celebrating Nurses week: Friday, May 6th thru Thursday, May 12th. The group continues to actively recruit, interview, and hire credentialed faculty and staff for full-time and adjunct positions.

Physical Therapist Assistant (PTA)

The PTA program is in the final stages of creating an articulation agreement between Frostburg State University’s Athletic Training Program and BCCC’s Physical Therapist Assistant Program. This agreement will allow for a seamless transition from the Associate of Applied Science (AAS) degree program at BCCC to the Bachelor of Science (BS) degree program at Frostburg State University. Currently, the articulation agreement is in the editing and review stages and is expected to be finalized during the fall 2022 semester.

Respiratory Care

The Respiratory Care team is working diligently to prepare students for graduation and ensure success on their upcoming licensure exam. The goal is to maintain their stellar 100% first attempt pass rate.

Recently, students were able to attend the Healthy Lung Expo. At this event, students were able to perform spirometry tests and assist in educating the community about Asthma.

The Respiratory Care team is also working to gather data and historical information for their annual report that is due July 1st, 2022.

Surgical Technology

The Vice President of Academic Affairs and Dean of SNHP continues to work collaboratively with the Surgical Technology faculty. Finding a credentialed faculty member to serve as “Program Coordinator” remains a high priority. Mrs. Dorothy Holley, Associate Dean of SNHP, has received official approval to serve as Interim Program Coordinator until July 2022 per the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA). Furthermore, Mrs. Holley continues to work with the Surgical Technology team to gather data and historical information for the ARC/STSA annual report. The deadline for this report is August 1st, 2022.

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

April continued a busy month for the School of BSTEM. Collectively the school focused much energy on Student Learning Outcomes Assessment. In addition to faculty training offered by Professor Sadiq Nuur in consultation with Director of Assessment Dr. Nicole Deutsch, the three departments in BSTEM each focused on identifying the key faculty and staff responsible for collecting Student Learning Outcomes Assessment data and reporting it according to established procedures and timelines. On behalf of the College, the Dean focused on many institutional initiatives in April, including the FY23 Perkins V Grant application that was due on 2-May, and initial work on the FY22 Perkins V Grant Amendment application that is due mid-May. The School of BSTEM was active in supporting the P-TECH program also, by placing administrative personnel at Dunbar High School four afternoons each week to verify and validate the quality of instruction taking place at our partner site. Our Summer 2022 schedules were fully resolved, including focusing some online offerings to meet the needs of the School of Nursing & Health professions. Fall 2022 schedules were also resolved and full-time faculty teaching assignments were determined, reviewed by the Associate Deans and have been transmitted to the Registrar's Office.

The Dean's office has finished identifying and digitizing existing articulation agreement copies (so that they can be examined for extension or expansion) and setting up a data file for a faculty qualifications manual.

Business & Technology

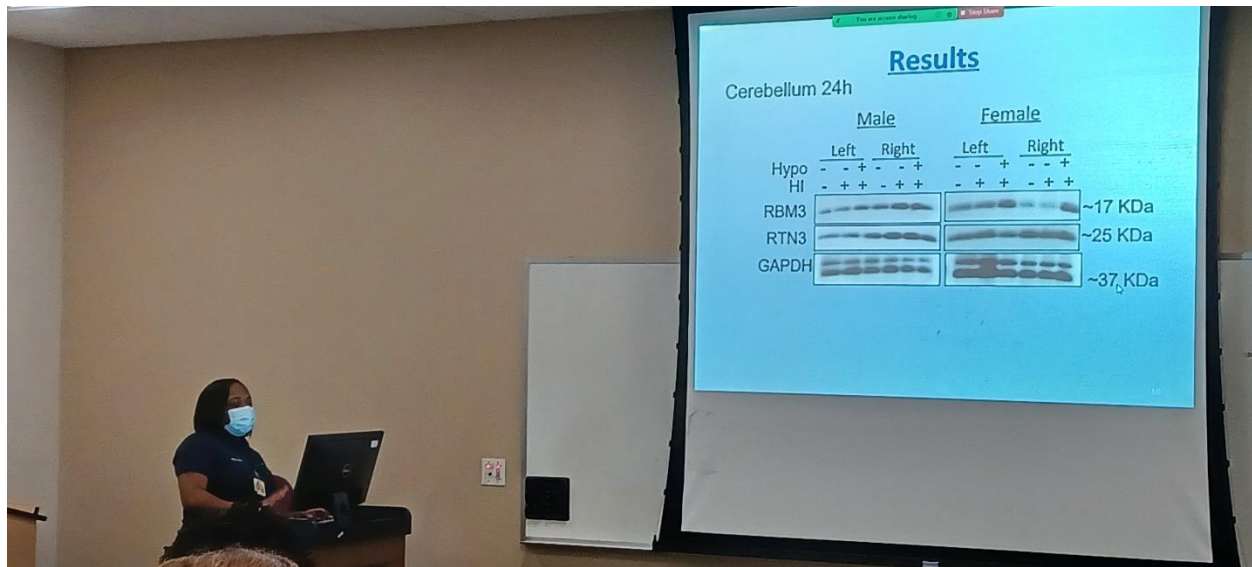
Under the leadership of Denise Holland, BCCC curricula for the A.A.S. and Certificate in Cyber Assurance and Digital Forensics has been completed and sent for MHEC following their approval by the board. Professor Daniel Izume has earned another ACUE micro-credential in *Promoting Active Learning Online*. Quintin Davis (Associate Dean) has taken over as Secretary for the ACBSP Region 2 group, as planned.

Mathematics & Engineering

Associate Dean Saunders has been active in supporting our partner programs. In addition to the aforementioned support of the P-TECH program at Dunbar High School, he has made routine support visits to our Dual Enrollment class at the New Era Academy. The department has also worked actively, led by Professors Petal Sumner and Brandon Myers on course and final exam scheduling. These efforts have included realigning the department with all College policies related to scheduling final exams.

Natural & Physical Sciences

The department received approval for the programs for both the A.A.S. in GeoScience Technology and the A.S. in Physical Science. The Maryland STEM Conference was held at Anne Arundel Community College, with BCCC as a sponsor. BCCC faculty and students were active in the organizing committee and individually. For example, Professor Curtis Jones and Amrita Madabushi made presentations as did BCCC student Aditi Madabushi. In addition, students in the Biotechnology program completed their recent internships and prepared for their early-May presentations (see below) at the BioPark. This effort was part of the BIO 199 course taught by Amrita Madabushi.



SCHOOL OF ARTS AND SOCIAL SCIENCES

Assessment

Under the direction of Dr. Nicole Deutsch, the Director of Assessment, SASS has been deeply involved in assessment efforts for the spring semester. The Program Coordinators have met collectively and individually with the Dean and Dr. Deutsch to discuss the processes and goals for program and course assessment. Those who were not well-versed in the use of TracDat have received training and instruction on its use both from Dr. Deutsch and through several faculty-led workshops. SASS is well on its way to achieving a comprehensive and meaningful assessment effort.

Summer and Fall Staffing and Registration

The Summer and Fall 2022 course schedules are live, and students are registering for their classes. The Dean and the Program Coordinators, in collaboration with the faculty, are working hard to create faculty schedules for the fall and to staff the remaining available classes with part-time faculty.

Articulation Agreements

The Dean of SASS and Dr. Evelyn Garcia, Program Coordinator for Criminal Justice, are working with representatives from the University of Baltimore to create an articulation agreement that will allow graduates of BCCC's Law Enforcement program to transfer credits to UB's Criminal Justice program, giving those students a head start on their bachelor's degrees. The representative from UB has submitted to BCCC a draft of the articulation agreement, and it is under review by VPAA Jones.

E-LEARNING DEPARTMENT

With final exams, assessment workshops, and other high-priority events for the College, E-Learning is not running a training calendar for May. Training will resume when faculty return to contract in August.

E-Learning and the Center for Academic Achievement (CAA) is participating in the May 20, 2022, PTECH orientation to ensure that questions relating to Canvas access can be answered and students know how to reach us in the event of issues once their course begins.

The Student Success Specialist has begun the process to retire from BCCC after 30+ years of service to the College. The department is in the process of reviewing the job description for needed updates and getting a posting prepared so that the process of interviews and hiring can start as soon as possible.

The policy for online teaching certification and renewal is still in executive review and E-Learning is crafting additional processes that have become necessary to maintain the security of the learning management system (LMS) in the future.

The department, with the support of the new Assistant Vice President of Academic Affairs have put together an initial blueprint for the functional transition of Canvas updates from HPLAN to Banner. A review of this plan is contingent upon a meeting, still to be scheduled, with all stakeholders to ensure that all parties understand the process and to receive affirmation from the vendor that the concept is sound.

E-Learning in coordination with Student Affairs and Information Technology Services investigated and applied mitigation efforts to interrupt and eliminate a breach of the LMS by an outside hacker. In total 1600+ fraudulent messages involved in a scam were sent to students in three areas of the LMS. E-Learning involved the LMS vendor to assist in removing the messages to limit the impact the fraud would have on the student population. Warning alerts were posted in Canvas, and ITS produced an email sent to students that included steps for students to take to protect themselves in the future. This incident has led to the departmental effort to craft new procedures that will help to safeguard students inside the LMS. The department will continue to coordinate with ITS on additional security efforts that cross departmental lines as part of that effort.

Success Coach & Tutoring

The CAA and the VISTA Success Coach communicated with students about review sessions in preparation for final exams. Final Exam Reviews ran from April 18th until April 30th. There were 32 math reviews, 24 writing reviews, 14 science reviews, and 22 technology/accounting reviews.

One new tutor, Kenneth (Tony) Guerrasio was hired in April and will be tutoring for writing starting in the summer of 2022.

CAA is still working to expand peer tutoring at BCCC. Initial communication is being formulated to go out to students with good academic achievement in key courses. These peer positions would be face-to-face specific.

The Spring tutoring shells have had 28,820 page views and 266 actions to date. The heaviest usage and participation occurred in ENG 101 with 6,262 page views and 146 participating student actions. Both CLT 100 and MAT 107 had roughly 4,000 page views each with students accessing helpful materials or attending Zoom tutoring sessions. The eTutor worked with 77 BCCC students to review submitted files, hold Zoom sessions, and respond to questions in the eTutoring platform.

Courses	Sum of Times Viewed	Sum of Times Participated
ACCT 221 Tutoring Spring 2022	721	5
ACCT 222 Tutoring Spring 2022	533	1
BIO 202 Tutoring Spring 2022	1418	3
BIO 203 Tutoring Spring 2022	474	1
BIO 212 Tutoring Spring 2022	234	0
BUAD 112 Tutoring Spring 2022	1275	2
CHE 101 Tutoring Spring 2022	389	4

CHE 102 Tutoring Spring 2022	100	0
CHE 213 Tutoring Spring 2022	40	0
CLT 100 Tutoring Spring 2022	3987	9
ENG 101 Tutoring Spring 2022	6262	146
MAT 107 Tutoring Spring 2022	4346	0
MAT 128 Tutoring Spring 2022	1031	2
MAT 86 Tutoring Spring 2022	2443	7
MAT 92 Tutoring Spring 2022	611	1
RENG 91 Tutoring Spring 2022	2174	46
RENG 92 Tutoring Spring 2022	2234	38
DE ENG 207 Tutoring Spring 2022	135	0
DE MAT 107 Tutoring Spring 2022	71	0
DE PSY 101 Tutoring Spring 2022	29	0
DE SOC 101 Tutoring Spring 2022	114	1
DE SP 101 Tutoring Spring 2022	25	0
PSY 101 Tutoring Spring 2022	49	0
BIO 101 Tutoring Spring 2022	4	0
ELC 121 Tutoring Spring 2022	6	0
MAT 140 Tutoring Spring 2022	31	0
MAT 141 Tutoring Spring 2022	27	0
MAT 211 Tutoring Spring 2022	57	0
Grand Total	28820	266

LIBRARY

Who do we serve monthly statistics for April:

Who do we serve?	April, 2022	April, 2021	Year to date FY 2022	Year to date FY 2021
Circulation of Print / Media	8		27	0
Use of Reserve Materials	25		54	0
Database Sessions				
Database Searches	4,950	7,748	43,145	48,454
Articles Retrieved	3,667	4,084	27,033	26,691
Library Online Public Access Catalog (OPAC) Searches				
eBook downloads	122	155	935	1,589
Use of Group Study Rooms	63		83	0

Computer Usage	0	0	0	0
Laptop Usage	2		12	0
Printed Pages	1,274	0	3,970	0
Gate Count	1,952		7,005	0
Registration of new Patrons	9		34	0
Registration/Update of Community patrons	0		0	0
Information Services				
Information Literacy Sessions	4	6	68	88
Information Literacy Attendance	37	49	734	935
Technology Training Sessions	7	7	42	46
Technology Training Attendance	2	2	22	25
Training Center Use by Other College Departments			0	0
Book Purchases - Print	0	0		
Book Purchases - eBooks	0	0		
Rapid Response-Students	0	0	0	0
Rapid Response-Faculty and Staff	0	0	0	0
ILL Requests/ Document Delivery	0	0	0	0
eBook Purchases via Patron Driven Acquisitions (PDA)	0	0	0	0
Community/Alumni Services	0	0	0	0

LibAnswers & Social Media				
LibAnswers	13	29	569	564
Facebook Followers	508	498	508	498
Facebook Engagement	0	45	129	153
Instagram Followers	71	73	71	73
Instagram Engagement	0	39	0	55

LibGuides – LibGuides had less usage this month than in March. In April, we had a total of 1,780 views by BCCC students. The most popular guides this month are MLA 8th Edition (419views), APA Papers 7th edition (409views), OD (303 views), and Library Handouts (200 views).

Banner Integration with the Library

Wendy Ma (Systems Librarian) is working with ITS and with SirsiDynix Support Center Systems Analyst to determine if the system can be integrated into the new ERP (Enterprise Resource Planning) System Ellucian Banner into SirsiDynix Symphony Library System. This will allow students to seamlessly borrow books or other items from the library.

Baltimore City Community College

PRESIDENT'S UPDATE

Board of Trustees, May 18, 2022

Becky L. Burrell, Interim Vice President of Student Affairs

ADVISING / STUDENT SUCCESS CENTER

The Student Success Center (SSC) continues to be available to support students virtually and in-person. Early registration campaign for summer and fall has begun to support currently enrolled students. Our office continues to engage in collaborative activities with enrollment management team and departments across student affairs and the academy. The current institution advising model which utilizes a split model with both professional and faculty advisors offering success strategies to students is being reviewed and assessed for effectiveness. The office has been engaged regular ongoing meetings to incorporate faculty in the advising processes and share updated advising information to support student success. The Student Success Center office continues to build staff capacity and the office now has 6 active Student Success Advisors engaging students with Summer and Fall registration activities. The office has been active members of the Banner ERP implementation supporting data validation activities. The team will be active with the end-to-end testing in Banner-Self Service. During in the most recent Student Affairs Leadership Team (SALT) retreat, we focused on the alignment of departmental website and operational calendar updates to other departments in the division and overall congruence of better serving the student population.

ADMISSIONS RECRUITMENT

Summary from 4/06/2022 till 5/10/2022

Total Applications submitted: **3,901** (formstacks)

Total Transcripts downloaded and processed from parchment :**137**

Emails: **250** sent emails from BCCC admissions box

Total Next Steps Presentations

- 10 live Zoom presentations

Call Center:

- Approximate 200 calls per day
- More call center staff needed

Admissions Front Counter Office Operations:

- Temporary Staff at the front counter
- 2 Full time staff needed

Virtual Help desk Operations

- Provided operational support for admissions VHD
- Rotation of staff in the VHD

Latinx Recruitment & Retention:

- Somos Baltimore live Facebook interview
- LEAF live facebook interview "Me voy a College"
- Meeting with Leonor Blume to discuss strategy

College Fairs:

- Seven (7)

High Schools Visited:

- 25 Baltimore High School Visits

Type of visits :

- Decision days
- Applications days
- Information sessions

Additional External events

- Principals Speed meeting
- College Bound Symposium

Virtual Help desk Operations

- Provided operational support for admissions VHD
- Rotation of staff in the VHD

Special Projects:

- Quick Admit
- Banner testing

Barriers to enrollment

- Delay of acceptance letter
- Application takes too long to process – Solution with Banner implementation
- Spam applications
- Manual downloads of applications
- Test results for the alternate assessment are not immediate

Staffing/training

- High School transcript training for 2 Recruiters
- Director Position open
- Veterans Coordinator Position open
- One open recruitment position open
- Health Special Programs coordinator still needed
- Two Full time Staff needed for Front Counter
- Student ambassadors for college tours
- Work Study students 6 to 7

ATHLETIC DEPARTMENT

The schedule for the 2022-23 season has been completed. The teams will have 26 games each with 10 of the games being home contests.

New uniforms have been designed for the teams with the assistance of the BSN/Under Armour staff. This will be the first purchase of team uniforms in six years. There are currently not enough remaining uniforms to outfit the team.

The men's coach has received verbal commitments to attend BCCC from 20 students. This would exceed roster goals and provide the team with the depth of talent needed to be competitive. The women's coach is continuing to recruit throughout the region and is looking to make offers in the coming days.

A regular open recreation schedule has been established to provide incoming student athletes as well as those students attending summer school with an opportunity to utilize the Physical Education Center.

DISABILITY SUPPORT SERVICES

During the month of April 2022, the Disability Support Services Center registered approximately 15 students for renewals in preparation for the for Spring/ Summer I accommodations and conducted 8 new intakes, and orientations in preparation for Summer II, 2020. The director conducted several videos and in person conference meetings with perspective fall students and their parents, along with faculty, Departmental Associates Deans/Deans to address concerns relating to accommodative services. DSSC conducted a student sponsored workshop addressing Sexual Assault Awareness: the workshop was conducted and centered on preparing student with disability with awareness, advocacy, and support. Additionally, the team conducted mental health check-ins with current DSSC students to offer encouragement. support and referrals (if warranted) purposed to minimize stressors associated with the end of the semester term. Lastly, the director continues to collaborate with staff from the Mayoral Scholarship Program, Testing Center, Student Success, Student Life and Engagement, Student Wellness, Admission, Public Safety, Biotechnology, Workforce Development, and IT team to discuss the essential needs of students with disabilities at Baltimore City Community College.

DUAL-ENROLLMENT

Dual Enrollment (DE) has just submitted the Spring 2022 bill to BCPS after review by Admissions, Registrar, Student Accounts, VP Burrell, and Dr McCurdy. The total invoice sent was approximately \$33K for the Spring 2022 semester between 11 Schools. The invoice pointed out there were several withdrawals that occurred in the semester. The withdrawal process and the Add/Drop Period is an area of concern that has been discussed with BCPS and the HS Administrators that are to participate in the Fall 2022 semesters going forward.

April saw continued HS Visits and College Fairs participation with the city of Baltimore. There has been continued conversation about increasing Summer BCPS participation with Mavis Jackson and a plan for 100 BCPS students to attend during the Summer 2022 semester. The design of marketing materials by BCPS along with the continued design and update of BCCC 's materials are ongoing. Having Cabinet level assistance such as with VP of Academic Affairs seems to be speeding the process especially as it pertains to course offerings at BCCC & BCPSS.

Displaying the new updated information both in print and online should happen shortly. Advances have been made as they pertain to the roadblocks for DE that were mentioned previously.

- Developing a Standard Operating Procedure (In progress)
- Creating a Standard for admission/participation in Dual Enrollment program & Classes (In progress)
- BCCC DE Marketing materials/printed brochure and online consistency (in progress)
- Faculty/College wide interaction
 - Faculty recruitment and advising – setting up dates for Fall
 - Registration – setting up dates for Fall
 - Student Support Services – aligning services with needs of new, returning, and DE Students

Currently setting the parameters for and targeting specific types of schools:

- Accelerated (4)
- Honors (8)
- ESOL (4) populations to assist Admissions with the LatinX recruitment.

Attempting to maintain established relationships with BCPSS schools (9 schools, 4 of which were private schools). Still attempting to attract and retain Home schooled students and non BCPS schools even with the 75% discount is still an area we are working to improve. Increased interaction with HS Contacts and Parents and trying to lay a solid foundation as the new BCCC DE person. Hopefully this will add to all of the other recruitment initiatives and activities.

FINANCIAL AID OFFICE

Banner Implementation

The financial aid department completed the ISE Job Scheduler training and reviewed the final phase. It also reviewed the SAP and Return to Title IV (R2T4) and worked with respective departments Accounts Receivable and Registrar to make appropriate changes.

Other Reports

The financial aid department completes the following reports daily and weekly for Title IV compliance:

- Reviewed Verification and C- Codes Reports and cleared over 20 students with V4 and V5
- Reviewed SAP report and cleared 11 students
- Reviewed IT problem ticket report
- Reviewed negative disbursement report
- Reviewed Program Change report and corrected 6 students' program in Regent to match HPLAN
- Reviewed SBL Reports: There are over 800 records errored out due to SBL issues affecting students funding. Some of students' courses are not coming into Regent and reversing the awards. This issue is a constant between IT, Registrar, and Financial Aid office. The implementation of Banner will help resolve.
- State Awards: Finalized the students enrollment status with various Centralized Maryland State grants Part-Time State grant still pending for IT to award since January, and IT has not completed the configuration
- Reviewed Awards/ Disbursement report and completed EST twice a week and streamlined the EST automation process and configuration in the Regent system to work more effectively.
- Worked with Accounts Receivable and FSA to reconcile the federal, state, and institutional funds twice a week.
- Created the verification process for Regent and Banner
- Viewed the Financial Aid webpage and made appropriate changes, still working on Net Price Calculator
- Also start working on the Policy and Process review for the Federal Work Study

Students Served:

- VHD 210
- Walk-ins 116
- Phone calls 128
- Emails 106

CRM Recruit (Document Management System)

The implementation of the CRM recruit will likely begin in June and completed in September. We are using the Regent system as the document management system for Banner until that period, the Regent contract is ending on December 31.

INTERNATIONAL STUDENT SERVICES

International Applications & Outreach

Students are continuing to express interest in attending the College from overseas. There has been a dramatic increase in applications since the College returned to in-person classes for all programs this semester. Staff are working closely with other Admissions colleagues to become proficient using the College's CRM, Connect (previously "Hobsons"), to send general acceptance letters and targeted communications.

On March 15, 2022, ISS staff met with a representative of an Ivoirien Youth association based in Baltimore, RJEIM (Rassemblement de Jeunes Etudiants Ivoiriens du Maryland) to help explain the international application process for students arriving in the USA from Cote d'Ivoire.

Payment Options

International Student Services staff made several dozen attempts to reach international students (those students who are not US citizens, including students on F-1 student visa), to convince students to pay their delinquent bills to avoid being disenrolled from classes. ISS staff made several recommendations to improve the communication between Admissions, Student Accounting, Registration, and students, and devised a new query in coordination with Student Accounting to identify student records which should be examined for residency anomalies. Admissions staff in response is contacting students whose residency documents need to be updated.

Ellucian Enterprise Resource Planning (ERP) Implementation

The International Student Services team participated in many Ellucian trainings, meetings, and helped identify coding concerns as we transition our current general and international admissions processes to Ellucian and CRM Recruit. Our staff participated in an overview of CRM Recruit, and raised questions of the vendor concerning integration of international application processes required by F-1 visa requirements.

Maryland International Education Consortium (MIEC/Study Maryland)

Our International Student Advisor, Dr. Sung Yoon Kim, was elected as Treasurer of this statewide nonprofit organization. She quickly instituted some fiscal changes to allow member institutions, such as BCCC, to pay their annual fees electronically. Our Coordinator of International Student Services, Mr. William Hug, met with EducationUSA representatives and US Commercial Service representatives in Banjul, The Gambia, and virtually with representatives from Hong Kong (03/14/2022), and South Africa (03/15/2022). He and a colleague from Montgomery College conducted a train-the-trainer workshop on the U.S. community college system to educators during the videocall with the South African Ministry of Education, based on a proposal he had developed with MMIEC colleagues for EducationUSA to spotlight why international students choose community colleges. Both Dr. Kim and Mr. Hug are involved in the MIEC planning process for Maryland's annual "Maryland International Education Day," to be hosted by MIEC virtually on April 22, 2022.

RECORDS & REGISTRATION

Banner Implementation

Continued to participate in numerous training sessions to support Banner implementation.

New or Revised Academic Policies

Submitted new or revised draft academic policies for review to coincide with Banner implementation: New Withdrawal policy to include withdrawals from a course or courses but not from the College and a complete withdrawal from the College and military call to emergency service; New Administrative Withdrawal that permits faculty to request a student withdrawal, i.e. withdraw for Never Attended; New Class Attendance and Absence Policy; Revised Academic Renewal Policy; Revised Repetition of Course for Grade Replacement; and Revised Course Load policy.

Once the policies are reviewed by Academic Affairs and SALT, it can be submitted to Cabinet in preparation for Board of Trustees review and adoption.

Course Scheduling for Summer and Fall 2022 Sessions

Collaborated with Academic Affairs and Banner implementation team to upload course schedules into HPLAN and Banner for students to register for summer and fall 2022.

Registration Activity

Assisted with student registrations for summer 2022: 573 unduplicated students and 828 gross seats; 874 unduplicated students registered for fall 2022 and 337 gross seats.

Degree Audits/College Transfer Credit Articulations

Both degree audits and articulations to award college transfer credit. Records and Registration (Graduation Services) conducted 1,296 spring 2022 degree audits with 47 conferred and 198 pending audits for spring 2022 conferrals.

Graduation Services evaluated 137 transcripts and entered over 1,500 transfer credit into HPLAN student system.

Commencement 2022

Focused on commencement-related activities for May 2022 Commencement: completed 1,296-degree audits for spring 2022 candidates, 47 conferred, 198 pending for end of term spring 2022 degree conferrals.

Held regular weekly meetings with Dr. McCurdy and separate meetings with the commencement committee to plan the event activities and script for the ceremony.

STUDENT LIFE & ENGAGEMENT

In April 2022, the Office of Student Life & Engagement continued to host virtual and in person programming, as well as oversaw the promotion and execution of student government association elections. Staff continued planning for May events, including a LGBTQIA+ Virtual Meet & Greet and assistance with Commencement planning on the planning committee. Staff also created a 2022-2023 operational calendar, and will be fine tuning that over the next few months in order to begin planning implementation. Staff will also be working on the request for Student Life & Engagement and Student Government Association 2022-2023 budget.

As in previous reports, staff will ensure that they are programming for a student's overall wellness, through use of the wellness wheel which includes social, emotional, intellectual, spiritual, financial, physical, occupational, and environmental programming. Further, it is imperative that the office programming and initiatives include aspects of community, collaboration, and inclusion. This includes programming during spring semester around community service, democratic engagement, leadership, diversity, accessibility, inclusion, and more.

Student Life & Engagement continues to improve their operational functions, which this past month included a soft opening of the Panther Food Pantry with some donations from faculty, staff, and students. The pantry has not seen the food traffic as it had pre-March 2022, and the staff will be working on building relationships with Hungry Harvest, a Maryland based company that works with other community college pantries in Maryland, as well as researching other pantry options in moving forward.

There is continuing to be updates to the Student Center space. There will be requests made from Student Life & Engagement on purchasing of new TV's, gaming units, and recreation equipment accessories for the new space.

Activities and Events

April 1, 2022 – Keeping it Real Lecture Series, “Sexism & Classism” Two Cancers Killing this Nation (Part II of “Racism, Sexism & Classism: 3 Cancers...”), April 1, 2022, 6:00 – 8:00 pm, Virtual: 33 students, faculty, and staff attended Baba Zak Kondos last lecture for the spring 2022 semester.

April 20, 2022 – League of Women Voters of Baltimore City Information Table, 10:00 am – 1:00 pm, MNB Lower Atrium: Student Life & Engagement invited League of Women Voters back to campus to assist students in registering to vote as well as promote the fall gubernatorial elections.

April 25 – 29, 2022 - Panther Pride Week: Student Life & Engagement and the SGA planned and implemented a week of events for students. We also promoted events from other Student Affairs departments which are also listed below. There are duplicate events as well in the SGA report since some were collaborations.

- April 25, 2022
 - Panther Pride Giveaways, 1:00 – 5:00 pm, Student Life & Engagement Suite MNB 09 Hallway: Students were invited to visit the Student Life & Engagement Suite for BCCC Swag. We had over 100 items of giveaways over the afternoon that were given away. Swag items included t-shirts, pop sockets, hand sanitizer, pop its, and more.
 - Virtual Beginners Yoga, 3:00 – 3:30 pm, Virtual
- April 26, 2022
 - TRIO SSS Program Open House, 12:00 am – 1:00 pm, Virtual
 - National Poetry Month “Respect the Craft” Spoken Word Showcase with Douglass High School, 1:00 – 2:30 pm, Douglass High School
 - FAFSA (Federal Student Aid) Workshop, 5:00 – 6:30 pm, Virtual
 - Suicide Awareness Event, 5:30 – 6:30 pm, Virtual
- April 27, 2022
 - SGA Elections Began
 - FREE STI & HIV Testing with STAR TRACK, 10:00 am – 1:00 pm: We worked with STAR TRACK to provide free sex positive health education, Queer health education, and STI and HIV testing in their mobile testing unit.
 - SGA Candidate Meet & Greet, 12:00 – 1:00 pm, Virtual
 - Suicide Awareness Event, 2:00 – 3:00 pm, Virtual
 - Open Mic Night, 4:00 – 5:00 pm, MNB 107 Cafeteria
- April 28, 2022
 - SGA Elections Continue
 - Mindfulness Minutes, 12:30 – 1:00pm, Virtual
 - BCCC Fun Day, 11:00 am – 2:00 pm, MNB Upper Level Atrium and Center of Campus: Students were invited to join in on some end of the year fun which included a DJ, community partners (USA Army), stuff-a-creatures, yard games, giveaways, photobooth, and barbecue food. 40 students came to the event, 15 faculty/staff came by.
 - TRIO SSS Program Open House, 2:00 - 4:00 pm, TRIO Suite
- April 29, 2022
 - SGA & Student Club/Organizations Community Service Project, 9:00 am – 10:00 am, Perring Loch Covenant Tot Lot Clean Up
 - SGA Elections End
 - LatinXUni2 Club Paint Night, 3:00 – 5:00 pm, MNB 107 Cafeteria

Student Government Association

SGA Applications were due April 20, and unfortunately, we only received three applicants, one of which was not eligible. The remaining applicants ran together as President and Vice President. As per SGA constitution, we moved forward with the elections which occurred April 27 – 29. At this time we have the President and Vice President for 22-23, and we are going to work with them on next steps to fill the rest of the board.

SGA executive board and general meetings continued to meet. Their notes will be in the SGA report.

TRIO STUDENT SUPPORT SERVICES PROGRAM

In April, the TRIO Student Support Services Program staff served 187 new and continuing program participants by providing services to support retention and academic success. Services included academic advising, monitoring students' progress, transfer assistance, advocacy, and referrals to college departments such as Student Support and Wellness Services, tutoring, Financial Aid, and Disability Support Services. Contacts include virtual sessions (23), in-person advising sessions (11), telephone calls (13), email (35), Canvas announcements/mass emails (15), and workshops (2).

The TRIO SSS Program offered a variety of workshops and events to increase social engagement and expose participants to new learning opportunities. One opportunity included a live Virtual Tour of the U.S. Capitol Building that included a tour the Crypt, Rotunda, National Statuary Hall, the Old Supreme Court Chamber, and the Old Senate Chamber. The hour-long tour covered the historic background of the Capital, building architecture, relevant events, and a question-answer period. The Understanding Money and Credit workshop provided an overview of personal financial management and the importance of building good credit habits. The workshop engaged students in a lively discussion and provided tools to help students plan for a sound financial future.

The program hosted 4 virtual and in-person open house recruitment events. Open houses were promoted on the College's website, Canvas, social media, email, and shared with faculty. Staff followed-up with interested students via email, phone calls, and individual meetings. This month the program received four program applications and onboarded 6 new participants. Additionally, program staff participated in the Panther Pride Week BCCC Fun Day sponsored by Student Life and Engagement where they meet students and talked about the benefits of the program.

The Program director and retention counselor attended the Mid-Eastern Association of Educational Opportunity Program Personnel (MEAEOPP) annual conference for the regional professional association for TRIO and educational opportunity personnel from April 9 – 13, 2022 in Silver Springs, MD.

TRIO UPWARD BOUND MATH & SCIENCE PROGRAM

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Baltimore City Community College

PRESIDENT'S UPDATE

Board of Trustees, May 18, 2022

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

WORKFORCE DEVELOPMENT & CONTINUING EDUCATION (WDCE)

WDCE classes have moved to a combination of in-person and virtual instruction, with additional resources for academic support and both remote and in-person testing. Across all program areas, 373 students were enrolled in April 2022.

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

- In April, through funding provided by the Consolidated Adult Education and Family Literacy Grant (MD Labor) grant, the ABE Department started 7 GED classes (2 in-person classes at Harbor campus). The total enrollment for newly enrolled ABE students is 88.
- In April, through funding provided by the Consolidated Adult Education and Family Literacy Grant (MD Labor) grant, the ELS department started 8 new Community ESL classes. The total enrollment for newly started April C-ESL classes is 117.
- ABE continues to work with UMMC to assist them in getting either employees or members of the community who are interested in attaining their high school diploma. An Info Session was scheduled to provide information about the ABE/GED program. A total of 100 individuals participated in the Zoom meeting. The ABE Coordinator will work with these individuals in setting up a mutually agreeable time and date for them to take the placement test.
- ABE currently has a total of 16 students from the Elev8 program who are taking "credit" recovery classes through APEX. The goal is to offer a Saturday hybrid class for students in July.
- The official date of the High School Diploma Programs Commencement Ceremony is Saturday, June 4 at 9:00 AM. To date, ABE has a total of 80 graduates who have been invited to attend the ceremony.
- The ELS Department registered 86 students in 7 Citizenship classes (funding through USCIS), which began April 18.
- The ELS department registered 41 new refugees for the RAP program. A total of 66 students have been registered for classes in April. The semi-annual performance report was successfully submitted to MORA (Maryland Office of Refugees and Asylees) on April 15, reflecting the more than 300% increase in students served in the first 6 months of FY '22 as compared to the entirety of FY '21.
- The ELS Department, in partnership with Workforce Development, started a second cohort of students in an Integrated Education and Training (IET) program for Certified Nursing Assistant (CNA). This class began March 28th and will complete training and certification by June 30th. 10 students have been registered, many of them direct referrals from the Refugee Assistance Program. Clinicals have also been scheduled and these students are on track to finish their program before the end of FY '22.

- The ABE and ELS Directors, with support of the Instructional Specialists, successfully completed, submitted, and were approved to move forward with a professional development plan that will take advantage of \$17,500 of state funds in order to provide more intentional teacher training and facilitate the purchase of a new online learning platform designed to support learning at basic proficiency levels.

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

- Workforce Development implemented a new Intake process for all training programs. In the month of April, Intake Specialist have initially recruited 175 new students. Students are completing information sessions, TABE assessments, and DSS and SNAP requirements.
- Workforce Development has continued its partnership with BACH. Recruitment and information sessions were conducted for the month of April for the next Patient Care Technician cohort starting on May 17. There was a total of 32 students who attended info sessions. Workforce is in the planning stages with the next three cohorts for BACH.
- In April, students completed clinical externships with several of our partners: University of Maryland Medical Center (UMMC), Kennedy Krieger Institute (KKI), Future Care, Assisted Hands, and Johns Hopkins Hospital (JHH).
- Workforce continues to expand current partnerships to include additional training opportunities as well as looking for new and innovative partners to meet the needs of the BCCC community. These partnerships provide more practicum and employment opportunities for students in all Workforce programs.
- Workforce is working with Baltimore City Department of Social Services (BCDSS) to identify and train students in specific programs and prepare them for employment upon completion. As a result of the BCDSS partnership, workforce hired a Program Specialist and an Intake Specialist to assist with student intake and follow up.
- The Career Services team continues to work with hiring partners to place current students and graduates in employment. In April, Career Development continues to offer Job Readiness classes for students completing training in Healthcare, Human Services, Information Technology and Administrative Services.

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.

- After reviewing the faculty submitted Weekly Student Progress reports, P-Tech Director worked in conjunction Center for Academic Achievement to create tutoring sessions for P-Tech students in the following courses: MAT 125, MAT 128, and BIO 212.
- P-Tech Carver Scope and Sequence Review: The meeting was scheduled to discuss changing the order of the scope and sequence to allow the Carver students the opportunity to earn a Cyber Security and Assurance Certificate before their senior high school year. This task, coupled with the already executed task of arranging the scope and sequence to allow the Carver students the opportunity to complete all CTE classes by the end of their sophomore year in high school, will assist with the retention and recruitment efforts for P-Tech student.

- P-Tech New Era Scope and Sequence Review: The meeting was scheduled with the purpose of discussing the following items:
 - Task 1: Changing the order of the scope and sequence to allow the New Era students the opportunity to earn a TSCM certification before their senior high school year.
 - Task 2: Changing the order of the scope and sequence to allow the New Era students the opportunity to complete all CTE classes before their senior high school year.
 - Task 3: Aligning the BCCC Cooperative Education (COP 200) with the P-Tech Partner, Port of Baltimore's internship.
- The ELS department, in partnership with City Schools, continues its Refugee Youth Project (RYP) afterschool programming at Moravia Park Elementary and Patterson High School. RYP met with City Schools' administrators in April to discuss summer programming. RYP has registered 38 students at the ISA (International Summer Academy) to be held at Patterson High School.

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.

- Facility Renewal and Deferred Maintenance projects continue, and construction began for the following projects: Cameras and Access Control, ADA water fountains, Life Science Building Greenhouse coatings, LSB Chiller Repairs, HVAC replacements for the IT closets, South Pavilion Roof Replacement, and South Pavilion HVAC repairs.
- The old Gameroom/new Student Life Center construction continues with installation of lighting, painting, glass partitions, and the entrance desk.
- The design award for the Bard demolition project is on the Board of Public Works April 27th agenda for approval of \$282,591 to engineering firm RK&K to prepare the demolition construction drawings. The design contract is estimated to be complete within 6-9 months, which will provide the College with bidding documents and ultimately temporary landscaping pending redevelopment of the site.

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 received notification from The Maryland Police and Correctional Training Commissions that the agency is in 100% compliance with COMAR 12.04.01.12, the Code of Maryland regulation requiring Police Officer Annual In-Service Training and Qualifications.
- Public Safety supported the PNC Bank Mobile Branch located at South Pavilion. The partnership will continue every other Monday – next on May 2.
- Public Safety continued to work with internal partners on the Spring 2022 Campus Climate and Sexual Assault Student Survey. The survey went live and will continue to be open for input.
- Public Safety continued to attend weekly Camera and Access Control project meetings. Public Safety will continue to support this project for the upcoming months.

- Public Safety supported the in-person CDL, GED, and Youthworks programs at RPC and WDCED including weekend classes.
- 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, May 18, 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 04/30/2022

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	\$ 52,399,644	(Includes Bookstore of \$ 748,780)
Restricted	\$ 13,212,567	(Includes WBJC of \$ 1,619,674)
Total Revenue	\$ 65,612,210	

Unrestricted Revenue: Total Unrestricted Revenue through April FY 2022 is \$ 12.8 M (20%) lower than the revenue earnings through the same period FY 2021.

- Tuition & Fees: increase 1%. The overall decrease in tuition and fee revenue is due to a lower enrollment than anticipated for the Spring 2022 semester. There is a 28% decrease in the Spring 2022 revenues when compared to FY 2021 during the same time. There was a decrease in non-credit tuition and fees of \$206,010 (22%). Please note that in FY 2021 Summer 2 and Fall were recorded into the wrong appropriation year \$514,788 and \$708,630, respectively. These students registered early in FY 2020.
- Sales, Service, Aux & Leasing: Increase of 40%. A deferred leasing agreement was signed by Lockwood and the College. Outstanding lease payments have been received. Therefore, Sales, Service, Auxiliary & Leasing revenue earnings are significantly higher than this time in FY 2022.
- Bookstore Revenues: decrease 20%. There is a decrease of 20% in Bookstore Revenue categories compared to the same period last fiscal year. New textbook sales are down 14%. Books were given to the students at no cost during the summer semester to assist BCCC’s students in achieving their academic Goals.

Restricted Revenue: Total restricted revenue through April of FY 2022 is \$4.5 M (25%) lower than the same period in FY 2021. The primary driver of the decrease is a 27% decrease in Federal Grants as well as a 29% decrease for WBJC. The WBJC decrease is due to a reduction in Donations.

3. Appropriation Year (AY 22) Year Expense Summary as of 04/30/2022

Expense Fund	Expense Amount	Notes
General (Unrestricted)	\$ 40,057,408	(Includes Bookstore of \$1,710,208)
Restricted	\$ 11,082,712	(Includes WBJC of \$898,312)
Total Expenditures	\$ 51,140,120	

Unrestricted Expenditures: FY 2022 Unrestricted expense increased by \$2 M (5%) when compared to this same period in FY 2021 primarily due to an increase in expenses for personnel and contractual services, and the increase in payments to Ellucian for the new ERP (Enterprise Resource Planning) system.

Restricted Expenditures: FY 2022 restricted funds expenses decreased by \$1.4 M (11%) year-over-year.

4. State/Federal Reporting Upcoming:

5. Operational Process Improvement:

- The Budget Office has finalized the process of making 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 in report writing and dashboard creation.
- The Budget Office is working with the President’s Cabinet to improve the Budget Development Process to ensure a reliable and accurate Budget to ensure the College has the resources needed to accomplish the College’s mission.

6. BCCC Realignment Tasks

The Office of Fiscal Planning and Reporting is finalizing two methods of projecting revenues and expenditures. The Office will initially meet with President McCurdy in preparation for the President’s Cabinet to review the two methods of projections to determine the best method of projections. Once the method of projections is approved the Fiscal Planning and Reporting Office will work on Budgets that can be projected out five years at a time.

OFFICE OF STUDENT ACCOUNTING SUMMARY

1. Highlights

- Continuous collaboration with Ellucian regarding process improvements as it relates to:
 - End to End testing of Banner system as it relates to accounts receivable data migration and validation (Credit/Non-Credit); life cycle of a student account; and the accounting of student revenues and expenses.

2. Student Accounting Communication Updates

- Completed collaboration with campus departments regarding Summer 2022 payment plan information for distribution to students.

- Collaborating with Marketing in modifying BCCC’s webpage as it relates to payment plans with new third party vendor, TouchNet.

3. Operational Process Improvements

- Continued collaboration with Ellucian/Banner, TouchNet & ECSI with the implementation of processes and systems used to manage student billing, collections, payments, and payment plans.
- Participation in campus wide discussions regarding a “Cut-Off Schedule” between Banner and respective departments, in preparation of phasing out HP LAN to Ellucian.
- Undergoing office staff restructuring to ensure we have the right staff in the right positions according to operational needs. This included hiring two account clerks for additional support in the management of student receivables.

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
Banner – Testing – Banner Tables	Spring ‘22	4 th Quarter (FY ‘22)/
Banner – Testing – Student Accounts Receivable (e.g., Account Management, Cashiering & Reconciliation, Refunding, Billing, Payment Plan Implementation, Aging Cycle)	Spring ‘22	Started
Banner – Going Live –Accounts Receivable – Cut Off	Spring ‘22	7/11 - 1 st Fee Assessment in Banner

5. Touch Net – Implementation & Training Schedule

Summary of Upcoming Events		
Transition Schedule/Calendar	Target Timeframe	Status
Touch Net – Training (e.g., Billing, Refunding, Cashiering)	Spring ‘22	Started
Touch Net – Student Account Center Test Payments	Spring ‘22	Need additional configuration
Touch Net – Configure Production: Student Account Center Mirroring Test Values	Spring ‘22	4 th Quarter (FY ‘22)

PROCUREMENT

1. Procurements

- For the month of April, a total of 43 purchase orders were issued for a total amount of \$808,748.66. The breakdown on the awards are as follows:
 - Commodities* 29 \$539,508.16
 - Maintenance 7 \$179,472.00
 - Services 5 \$ 63,457.62
 - IT Hardware 3 \$ 19,135.88
 - IT Services 1 \$ 7,175.00

Note: Commodities includes the purchase of textbooks for Summer and Fall classes of \$454,774.26 for the month of April.

- Credit Card: 133 credit card transactions were conducted in month of April for the accumulated amount of \$100,237.63.

BOOKSTORE

- Between January 1, 2022, and May 4, 2022, the Bookstore sent 3882 Spring 2022 textbooks/access codes to students, which totaled \$ 338,615.49.
- Textbooks/access codes and shipping will be free for all students enrolled for Summer 2022.

CONTROLLER'S OFFICE/GENERAL ACCOUNTING/GRANTS/FOUNDATION

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

- The Financial Statement will be issued any day.

2. Other MHEC Reports

- The Howard P Rawlings data is being collected, most of which has been provided to the auditors.
- The agreed upon procedures (AUP) data is being collected and will be provided to the auditors.

3. BCCC (BALTIMORE CITY COMMUNITY COLLEGE) (College Audit) & BCCC Foundation Audit

- The College's Financial Statements will be issued in the coming week.

4. 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 is 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.
- Annual HEERF Reporting is in process. The reporting requirements are more significant than the first year. The Controller's Office is working closely with Institutional Research to obtain the information.

5. **Grants**

- The Controller’s Office continues to work with the various divisions to provide support and reporting requirements.

6. **SAM.gov Renewal of SAM.gov registration**

- The complications to renew the SAM.gov registration continues. After the registration renewal is submitted, the IRS validates the TIN number and the Defense Logistics Agency (DLA) validates the CAGE CODE. Due to the need to wait for the conversion of DUNS to the Unique Entity Identifier (UEI) and the complications with the G5 and Common Origination Destination or COD DUNS issues, the start of the renewal was delayed at the recommendation of the G5 and SAM.gov HelpDesks. The IRS finally validated the TIN number but the DLA has requested information regarding the CAGE CODE. That information was provided and follow-up was made via telephone to both the Federal Help Desk (for SAM.gov) and DLA. BCCC was told we have to wait for DLA to provide feedback to see if they need anything or if the renewal will be finalized. There is no impact with G5 and COD and drawing down funds.

7. **Other**

- Foundation 990 – The Controller’s Office has provided all requested information and is waiting for the final draft.

ACCOUNTS PAYABLE

Total Payables

Summary	Totals
<31	\$306,094.97
31-60	57,944.64
61-90	43,788.51
>90	26,704.96
Total Payables	
\$434,533.08	

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 continue to provide support and information to departments that need to enter requisitions to clear up old invoices. Significant progress has been made to reduce the payables. This is an ongoing process. The outstanding amounts are significantly lower and over 70 percent of the total is represented by payables less than 31 days old.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, May 18, 2022

Mr. Michael Rading, Chief Information Officer

ENTERPRISE RESOURCE PLANNING (ERP) PROJECT

Implementation Engagements

Student registration for the Summer Sessions is being completed in the legacy system. As part of the ERP implementation effort, registration for Fall 2022 is being migrated into the new ERP system. Registration information has been mapped from the old system to the new system. Three rounds of validation by a cross-functional team will occur between now and July are planned with the first round of validation scheduled for May.

As part of the ERP Implementation, the first round of end-to-end testing was conducted in March and the second round was completed the week of May 2. This testing involved student-facing areas the admissions process, registration, updating, and maintaining courses in the new Banner System. The student-facing sessions also covered faculty processes such as entering grades and attendance tracking. End-to-end testing also included testing of key student account activities that included payments, charge assessments, contract exemptions, fee assessments for students, billing, and invoices.

After the end-to-end training was concluded, a cross-functional team was convened, and gaps and issues in the ERP implementation process or coming out of end-to-end sessions were documented for HR, Financial Aid, Student, Student Accounting and Finance areas and classified based on their criticality and finalized the week of May 9th. As a next step, mitigation measures are being determined for the tracked issues.

As part of the Information Technology Infrastructure Renovation work, an evaluation of the college's current data center environment which supports mission-critical software applications has been completed. A roadmap to move the college's data center to a future state has been developed to modernize and secure infrastructure for critical applications, significantly reduce the risk of outages and failures, simplify management and operations, and move the college to a more secure state that provides a higher level of security that includes a solution that helps to mitigate the risk of ransomware which is a threat that BCCC (Baltimore City Community College) and other colleges face. A final proposal that includes hardware and software to upgrade the college data center infrastructure, making it more secure, will be finalized within the next month.

IT OPERATIONS

IT Staffing

An effort is underway to fill vacant IT positions. In the last month a vacant Client Services Help Desk position has been filled that provides direct support to staff, faculty and students. A business systems analyst position that was vacant has been filled in the last month. The business analyst position is in enterprise applications and supports offices using the new Banner ERP system.

There are current or anticipated vacancies within IT in the next month for the Administrative Assistant position, Programmer/Analyst, Director of Client Services and Director of Enterprise Applications.

- Administrative Assistant position - Supports key administrative tasks including scheduling, creating and submitting requisitions, and invoicing related tasks. There are over 33 applicants that have been reviewed, with 9 of the strongest candidates interviewed, and 1 candidate is in the final stages of the review process for the position.
- The Programmer/Analyst - Supports enterprise applications. There were 8 applicants, one candidate with the necessary qualifications was interviewed, but not selected. Additional options to publicize the vacancy are being explored with HR to increase the pool given the competitive nature of the market for technical positions
- Director of Client Services – Five applications have been received and reviewed. One candidate is being interviewed
- Director of Enterprise Applications – The position will become vacant after May. The position is being posted and additional options to publicize this position are being explored with HR.

Enterprise Applications

The Enterprise Applications team worked closely with the Registrar and Academic offices to enable Summer and Fall Registration for students in the legacy system, as well as system access and support as Fall courses were built in the new Banner system. The Enterprise Application team built and tested scripts to move registration data from the old to the new system as part of the preparation for the 2022 Fall Registration migration.

Client Services

Worked with the Academics team to upgrade the dental practice management software used in the Nursing Program to an updated version. The software upgrade provides students and faculty with updated software that supports dental clinic management that includes patient scheduling and managing their records.

Worked with the Academy to determine the end-of-year testing schedule for students and the related room assignments. The IT team assessed and ensured all student computers in labs were properly configured ahead of testing.

IT Security

The IT team worked with the Academics E-Learning team, Microsoft, Canvas, and other software vendors that support college operations to identify and remediate phishing attempts targeting the campus community. The department sent out IT advisories to the campus community in April and May to be alert and exercise caution when interacting with emails or other messaging platforms.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, May 18, 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.

Department of Budget Management (DBM)

- *Managing For Results (MFR)* – In collaboration with the Budget Coordinator, developed proposed revisions to the goals, objectives, and performance indicators for the FY 2024 MFR Strategic Plan. DBM requested proposals by May 6, 2022; the completed MFR submission materials are due on June 3, 2022.

Maryland Higher Education Commission (MHEC)

- *Winter and Spring 2022 Enrollment Information System (EIS) Files* - In collaboration with Information Technology Services (ITS), completed preparation of and upload process for the files to meet the submission deadline of April 1, 2022.
- *Performance Accountability Report Survey* – Completed survey conducted by MHEC regarding the planning component of the annual Performance Accountability Report to meet the submission deadline of April 8, 2022.
- *Summer and Fall 2021 End-of-Term (EOTS) Files* – Developed necessary data and completed preparation of and upload process for the files to meet the submission deadline of April 15, 2022.
- *FY 2021 Foster Care and Homeless Youth Tuition Waivers Survey* – In collaboration with the Budget Coordinator, developed data to reflect the number and selected characteristics of students who received the foster care waivers in the reporting period and prior years. Compiling new data required for prior years' recipients of the homeless youth waivers to meet the submission deadline of June 1, 2022.
- *Campus Climate and Sexual Assault Survey and Reporting Materials* - In collaboration with Student Affairs and E-Learning, launched Spring 2022 Campus Climate and Sexual Assault Survey. Constructed SharePoint site with materials from prior years along with MHEC's guidelines. The survey narrative and Incident Report materials are due by June 1, 2022.

National Center for Education Statistics (NCES, a division of United States Department of Education)

- *Spring 2022 Collection of the Integrated Postsecondary Education Data System (IPEDS)* - Led a team to complete the Spring Collection which includes the Fall Enrollment Survey (completed by OIR), Finance Survey (completed by the Controller), Human Resources Survey (completed by OIR), and Academic Libraries Survey (completed by the Library). Developed schedule for completion process, called kick-off and review meetings, contacted IPEDS Help Desk to address resolutions, and completed submissions to meet deadline of April 6, 2022.

United States Department of Education (USDE)

- *FY 2021 Higher Education Emergency Relief Fund Report* – In collaboration with the Controller, developed extensive enrollment, completion, and outcomes data based on various student characteristics and funding disbursed to meet the submission deadline of May 6, 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.

Grant Support

- *AmeriCorps VISTA* – Developed grade distribution, demographics, and retention data to inform the third quarter progress report.
- *Maryland Office for Refugees and Asylees (MORA) English Language Training* – Developed course and enrollment trend data to inform the submission of the mid-year progress report to meet the submission deadline of April 15, 2022.
- *Maryland Department of Labor Continuation Proposal for English Language Training Grant* – Developed data to reflect FY 2020 and 2021 course and enrollment data for English language learners and adult basic education to inform the proposal due April 29, 2022.
- *Perkins* – Serve on internal team managing reporting requirements to include utilization of data storyboards/dashboards based on various data files the College submits to MSDE. Attend meetings with MSDE’s liaison. Collaborated with other community college Institutional Research Directors to invite MSDE’s Director of Career & Technical Education Data and Accountability to the April Maryland Community College Research Group meeting to address questions about the data storyboards and file requirements. The discussion indicated the need for follow-up regarding data collections. Provided data to support the FY 2022 Perkins Grant Amendment Requests.
- *PepsiCo Uplift Scholars* – Created survey for students eligible for Uplift scholarships. Conducted review with the team and provided links for administering the survey and monitoring its results.
- *UMBC LatinX Proposal* – Provided updated data and proposal review support.
- *TRIO/Upward Bound Math & Science* – Provided updated data and narrative for Institutional Overview section of continuation application due to USDE on June 3, 2022.

Middle States Commission on Higher Education (MSCHE)

- *Core Team* - Serve on core team to prepare Self-Study Design, develop working groups, and timelines. Presented history of MSCHE 2013-14 standards and workgroup membership and proposed workgroups to support 2023-24 standards. Developed components of narrative.

National Council for State Authorization Reciprocity Agreements (NC-SARA) - In collaboration with the Controller, completed the renewal application and membership fee process.

Program Accreditations

- *Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)* - To support BCCC team’s submission of the Annual Performance Assessment Report due May 15, created graduate and employer surveys for review and administration and developed a data workbook with course pass rates, enrollment trends, and degrees awarded data workbook. Conducted meetings with Program Coordinator regarding surveys and data. Participated in team meetings to advise on data use and conduct review(s) of submission materials. Collaborated with team to prepare final data and narrative responses to meet submission deadline of April 30, 2022.
- *Committee on Accreditation of Educational Programs for the EMS Professions* – Developed data workbook with course pass rates, enrollment trends, and degrees/certificates awarded. Created graduate and employer surveys. Conducted meetings with Program Coordinator regarding surveys and data and participated in team meetings to advise on use of data and conduct review of submission materials ahead of the submission deadline of May 15, 2022.
- *Commission on Dental Accreditation* – Developed data workbook with 10 years of data for course enrollments, degrees awarded as compared to all BCCC awards, and degrees awarded by date along with three years of grade distributions for all dental hygiene and dental science courses. Revised the

Executive Summary to respond to Commission's questions and collaborated with team to prepare final submission materials for the submission deadline of May 15, 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.

Enrollment Updates

- *Credit Enrollment Updates* - Developed and distributed for Spring 2022 term through March 15 for Cabinet and other administrators; Summer 2022 enrollment updates began in April.
- *Credit Enrollment Presentation* - Presented enrollment update at April 2022 Board of Trustees meeting.
- *Continuing Education Enrollment Updates* – Develop monthly continuing education enrollment data by term and department to support WDCE leadership team.

Enterprise Resource Planning (ERP) Implementation - Serve on planning teams for data migration and validation processes and action items related to Reporting, Academic Affairs, and Student Affairs

- Developed credit and non-credit registration trend data to assist in planning for rollover from HP-LAN to Banner (the new ERP) for fall 2022 registration.
- Conducted data validation to support data migration related to student characteristics, academic history, testing data, and registration holds, contact information, course information, Veterans data, and international student coding.
- Develop and provide supplementary data files to support mapping of data in legacy system with Banner fields and configuration.
- Meet with Ellucian team to discuss specific details regarding validation issues and provide recommendations for solutions to support institutional reporting needs.
- Participate in End-to-End Testing sessions.
- Participate in data validation initiatives.
- Share feedback with Ellucian/BCCC leadership team.
- Preparation for Argos Reporting Tool – Coordinated meetings with Evisions to discuss rollout of Argos, a reporting tool that will be used with Banner, with new Chief Information Officer (CIO), Deputy CIO, and VPIERP. Based on revised Banner implementation timelines, working with vendor and BCCC team to develop new training and implementation options.

Surveys

- *Community College Survey of Student Engagement (CCSSE) and Community College Faculty Survey of Student Engagement (CCFSSE)* - Completed materials needed for BCCC to participate in the Spring 2022 administration of the CCSSE and companion CCFSSE. Developed schedule and plan for communications with faculty for CCSSE administration. Prepared communications to faculty and students regarding the appropriate surveys, developed and submitted necessary course and student files to the University of Texas at Austin to customize survey, launched CCSSE via email distribution to students in selected course sections, and monitor results. Attended faculty assessment session to facilitate completion of CCFSSE. Created and distributed customized emails to instructors of selected course sections to facilitate completion of CCSSE. As of May 11, 2022, 346 students have completed the CCSSE (15.9%) and 53 faculty have completed the CCFSSE (31.5%).
- *Student Communication Survey* - Collaborated with Student Affairs to create a survey designed to capture credit and continuing education students' preferences for receiving information from the College. Provided links for preview, administration, and monitoring results of the survey. The survey remains underway through the end of the spring semester.

- *New Student Orientation (NSO) Survey* – In collaboration with Student Affairs, developed survey for Maryland community colleges and selected out-of-state institutions regarding NSO practices in light of the pandemic.

Audit Support – Support Controller and Budget Office in developing and reviewing data to support requests from external auditors.

Institutional Review Board (IRB) Materials – Shared revised proposed policy and procedures related to re-establishing the College’s IRB. Shared with the Program Review and Evaluation Planning Team for review and input. Further revisions are underway based on feedback.

College Teams/Workgroups

- *Program Review and Evaluation Committee (PREC) Planning Team* - Serve as member and participate in weekly meetings.
 - 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.
 - Developed data workbook for new Program Coordinator to include trends in enrollment by course and program, and degrees and certificates awarded.
- *Monthly Meetings with Academic Affairs Leadership Team* - Share recent data submissions.
- *Enrollment Management Team* – Support VPIERP in managing Student Affairs Enrollment Management Team. Developed data workbook to support efforts to establish strategies to achieve enrollment targets.
- *Academic Advising Team* – Support VPIERP in managing Student Affairs development of advising model in collaboration with Affairs. Developed data to identify students close to completion for targeted outreach for summer/fall 2022 registration.
- *Drop for Non-Payment Team* – Attend meetings with Finance & Administration, Financial Aid, and Student Accounting representatives and provide data as needed.

Search Committees

- Serve as a member of the search committee for the Vice President for Student Affairs.
- Serve as member of the search committee for the Director of Grants position.
- Preparing to lead a search committee member for the Assistant Director of Effectiveness.

External Meetings

- Maryland Association of Community College’s Data Book Review/Standards Workgroup
- BCCC Team Meetings with Baltimore City Public Schools representatives
- Maryland Community College Research Group monthly meeting
- Ellucian Team Meetings

Professional Development

- ERP Training Sessions
- Assessment Sessions

OFFICE OF ASSESSMENT

Academic Assessment & Nuventive Improve (TracDat)

The Office of Assessment is working with Deans, Associate Deans, and Program Coordinators to review, confirm and update the goals and learning outcomes documented in TracDat, the College’s assessment platform. This process facilitates the establishment and confirmation of assessment roles and responsibilities within each School and will guide the next steps for strategic updates to the assessment data platform this summer.

Academic Assessment Data Report Generation in TracDat

Ad hoc data pulls are being conducted to understand the scope and capabilities of TracDat’s reporting features. This summer’s strategic updates to TracDat will refine the structure of Assessment Units—academic Disciplines and Programs—resulting in more precise and meaningful reports. In the 2023 academic year, the Office of Assessment will introduce a series of assessment reports that will support data-driven decisions in the Academy. These processes will provide the framework for non-academic assessment reporting.

	A	B
1		
2	Disciplines and Programs	Course Learning Outcomes
3	Discipline - Allied Health	26
4	AH 110	7
5	Criminal Trial	1
6	List the processes of a criminal trial.	1
7	Ethical codes	1
8	Healthcare issues	1
9	Legal & Ethical Aspects	1
10	Misdemeanor & Felony	1
11	Sources of law	1
12	Tort law	1
13	AH 130	7
14	AH 135	8
15	AH 230	4
16	Discipline - Computer Literacy (CLT 100)	5
17	CLT 100	5
18	Discipline - Developmental English	15
19	RENG 90	5
20	RENG 91	5
21	RENG 92	5
22	Discipline - Developmental Mathematics	38
23	MAT 80	6
24	MAT 86	8
25	MAT 87M	8
26	MAT 91	6
27	MAT 92	10
28	Discipline - English Language Instruction	1
29	ELI 80L	1
30	Discipline - General Education: Biology	425
31	BIO 100	5
32	BIO 101	17
33	BIO 102	18
34	BIO 103	5
35	BIO 107	7

Curriculum and Instruction Committee (CIC)

The Office of Assessment has met with the Chair of the Curriculum and Instruction Committee to reconvene the Office’s engagement in the curriculum development process. Existing policies and procedures are being reviewed to ensure the Office is positioned to provide optimal support to faculty and academy leadership in the development of courses and academic pathways. The next meeting of the CIC will be on 2022-05-11.

Ellucian Banner

The Office of Assessment continues to support the implementation of the Banner platform through data validation and the provision of strategic operational recommendations. Meetings and action items this month are primarily focused on student registration for Fall 2022.

Nuventive, LLC. Improve (TracDat) Annual Subscription Renewal

The Office of Assessment collaborated with leadership in the Academy, Information Technology Services, and Procurement to renew the College's annual subscription for Nuventive Improve (TracDat), the College's assessment data platform. The annual subscription will renew in May.

Office of Assessment Professional Development Resources – Canvas Course

The Office of Assessment collaborated with E-Learning to create an online repository for professional development resources. The repository is housed in Canvas, the College's Learning Management System (LMS), and will be as an asynchronous professional development resource for academic and non-academic assessment. Resources include instructional guides, training videos, and Q&A-style articles that address common questions in assessment. The Office of Assessment Professional Development Resources will be made available to the Academy in the first week of May.

Office of Assessment Professional Development Series – TracDat: Foundations

The Office of Assessment presented the third installment of the Office's Professional Development Series, TracDat: Foundations. This one-hour session guides faculty and Academy leadership through the core processes of TracDat navigation and data entry:

1. Logging in and navigating the platform
2. Reviewing and updating Program Goals
3. Reviewing and updating Program Learning Outcomes
4. Review and updating Course Learning Outcomes
5. Outcome and Curriculum Mapping

The sessions were Offered on April 22nd and 29th at 3:00 PM with an open lab following the session on the 29th.

Student Affairs Leadership Team (SALT) – Supporting Data-Informed Decisions

The Office of Assessment continues to support data-informed decision-making processes in Student Affairs by facilitating the development of cabinet- and department-level operational schedules. Operational schedules were a key component of the SALT Spring Retreat, where departmental leaders were encouraged to develop strategies for collaborative student support services.

Baltimore City Community College

PRESIDENT'S UPDATE

Board of Trustees, May 18, 2022

Ms. Lyllis M. Green, Chief Internal Auditor

INTERNAL AUDITS, REVIEWS, and INVESTGATIONS

Internal Audit activities during the month of April revolved around the following activities a portion of which due to their urgency, may have pre-empted some of the routine audits and or follow-up reviews:

- EEO discrimination cases,
- Review of the various documents (and supporting documentation) required for the issuance of the College's and the Foundation's 2022 Annual Financial Statements
- Title IX (Sexual Harassment) claims
- Judicial Affairs student disciplinary actions

Staff from various offices made contributions, researched, and collaborated with Internal Audit including Student Accounts Receivable, Human Resources, General Counsel, Assistant Attorney General, the Controller, Information Technology Services (ITS), the Registrar, Student Affairs, and Cabinet.

EXTERNAL AUDITS

Legislative Auditors (OLA)

The status of all OLA prior audit findings was presented at the April 20, 2022, Board meeting. Six out of eight prior audit findings' recommendations were implemented. The remaining two (PII and Inventory) appear in the current audit report and resolution is in progress as we move toward the Banner implementation. The two repeat prior audit findings are scheduled for monthly follow-up pending the ERP implementation for those areas (possibly) beginning August, 2022. The repeat findings are:

Status of 2016 Findings

Preceding Finding	Finding Description	Implementation Status	Internal Auditor Comments
Finding 5	Sensitive personally identifiable information maintained by BCCC was stored without adequate safeguards.	Repeated (Current Finding 6)	The College is encouraged by the new ERP which assigns a unique identifier to students and addresses the greatest risk of PII - social security numbers. Follow-up January, 2023
Finding 8	BCCC did not maintain complete and accurate equipment records, could not locate certain equipment, and could not document that it conducted physical inventories of equipment as required. In addition, 40 computers purchased several years ago were never placed into service.	Repeated (Current Finding 8)	The procurement for an inventory service is in progress. Follow-up December, 2022

Follow-up to the current findings with OLA recommendations will begin during May, 2022. They are summarized with the College's responses in the following chart:

<i>Finding</i>	<i>Recommendation (Excerpts from February 2022 OLA Report)</i>	<i>Response</i>	<i>Internal Auditor's Review as of 5/05/2022</i>
<p>Student Personal Information</p> <p>1. Baltimore City Community College (BCCC) did not require or obtain a review of the automated system used by its vendor responsible for processing student refunds, to ensure that sensitive information residing on the system was properly safeguarded.</p>	<p>We recommend that BCCC comply with State law by requiring the vendor to obtain a formal control assessment report, such as a SOC 2 Type 2 report, and implement a process to obtain and review the results to ensure sensitive student information provided to the vendor is properly safeguarded</p>	<p>Agree. BCCC has confirmed with our vendor that a SOC 2 Report is available and will be forthcoming. Going forward, BCCC will follow the process of obtaining and reviewing the automated system used by its vendors responsible for processing student refunds to ensure that sensitive student information residing on the system is properly safeguarded.</p>	<p>Prior conversations with the vendor disclosed the need for the vendor team to notify their upper management. The team expects that there will be a SOC 2 Type2 audit available for the 2023 calendar year with issuance in 2024. No additional updates were provided by the vendor. Follow-up scheduled for May, 2022</p>
<p>2. Student Financial Aid BCCC had not established sufficient controls over significant aspects of the financial aid award and record keeping processes within the financial aid office.</p>	<p>We recommend that BCCC ensure that manual adjustments to financial aid awards, as well as required verifications of financial aid application data and satisfactory academic progress by financial aid recipients is subject to independent supervisory review and approval</p>	<p>Agree. BCCC will ensure that manual adjustments to financial aid awards, as well as required verifications of financial aid application data and satisfactory academic progress by financial aid recipients are subject to independent supervisory review and approval. The College has hired a third-party to conduct this review and will continue to utilize that third-party.</p>	<p>The Financial Aid manual adjustments are being mitigated by the new ERP. Financial Aid processes transitioned to the new ERP during March 2022. Follow-up to begin in June, 2022.</p>
<p>3. Payroll BCCC was unable to provide adequate documentation to support a payroll adjustment increasing a senior BCCC management employee's compensation by \$72,700. In addition, BCCC overpaid another employee \$8,900 due to an undetected adjustment miscalculation</p>	<p>We recommend that BCCC</p> <p>a. develop formal policies and procedures governing the criteria, documentation, and approvals (such as Board of Trustees) needed for adjustments.</p> <p>b. ensure that all payroll adjustments are supported with adequate documentation and properly calculated; and</p>	<p>a. Agree. The noted adjustment and overpayment above occurred prior to the current administration. The College now requires management level approval on all payroll adjustments. This includes review by the HR Director, VP of Finance and Administration, and President prior to processing the adjustment.</p> <p>b. Agree. HR/Payroll created an adjustment process which includes supporting documentation for approval signatures.</p> <p>c. Disagree. We will have to determine that the funds</p>	<p>a. Confirmed with the recently hired HR Director that procedures are in place and enforced. Follow-up in June, 2022.</p> <p>b. The recently hired HR Director confirmed the process.</p>

	<p>c. determine the propriety of the unsupported payroll adjustments and take appropriate action to recover any amounts that cannot be supported</p> <p>d. Auditor’s Comment: Although BCCC indicated that it disagreed with our recommendation to determine the propriety of the unsupported payroll adjustments and take action to recover amounts that cannot be supported; the plain language of its response indicated that it will have to determine that the funds need to be recovered. We will presume if BCCC determines that funds need to be recovered, preferably in consultation with its legal counsel, it will seek recovery.</p>	<p>need to be recovered. Based on how faculty contracts are paid out, there were not any payments that were overpaid.</p>	<p>c. Based on the staff’s review of payments, there were no overpayments; however, IA will recalculate the tested payments. Follow-up began on May 9, 2022: Discussed the payment process with the Controller who will provide the formulas used for calculating salary payments. Information will be used to recalculate sample payroll selections. The Controller will provide the information once she completes the annual Financial and Foundation audit documents.</p>
<p>Procurements and Disbursements (2) 4. BCCC did not always adhere to State procurement regulations regarding conducting competitive solicitations, obtaining Board of Public Works approval of contracts, and the publication of bid solicitations and awards. In addition, contract invoices were not always adequately verified prior to payment.</p>	<p>We recommend that BCCC ensure that</p> <p>a. contracts are awarded through a competitive procurement process as appropriate, and related documentation of the procurement be maintained;</p> <p>b. all bid solicitation and award publishing requirements are adhered to;</p>	<p>a. Agree. BCCC concurs with the recommendation. Contracts will be awarded through a competitive procurement process as appropriate, and related documentation of the procurement will be maintained.</p> <p>b. Agree. The College’s procurements shall abide by COMAR Title 21 until formal approval is received. Oversight of all procurements will be conducted by the Director of Procurement and Legal Counsel going forward to ensure compliance to state’s procurement rules and regulations. Delegation of authority and approvals shall be established based on contract value and will be approved accordingly per statute.</p>	<p>Discussed response with Procurement Director:</p> <p>a. Confirmed that contracts will be awarded through a competitive procurement process as appropriate and related documentation will be maintained.</p> <p>b. Bid solicitations contracts will be posted in compliance with State requirements</p>

	<p>c. contracts receive proper independent approval as applicable;</p> <p>d. vendor invoices are correct by verifying invoice charges to contractual billing rates; and</p> <p>e. purchases from vendors are consolidated to maximize the State's purchasing power.</p>	<p>c. BCCC concurs with the recommendation. Contracts will receive proper independent approval as applicable. Independent approval will be made by BCCC's Board of Trustees and / or Board of Public Works as applicable.</p> <p>d. Agree. BCCC concurs with the recommendation. Contracts shall include verifiable billing rates to validate invoice payment prior to payment being made. Additional documentation as evidence shall be required to validate payment to validate performance of work (e.g., timecards, proof of performance signed by a College representative).</p> <p>e. Agree. BCCC concurs with the recommendation. Review of current purchasing practices to determine the appropriate contracts to be established to maximize the purchasing power of the College. Increase utilization and participation of intergovernmental purchasing agreements, and the establishment of larger value and longer-term contracts to increase the effectiveness and efficiencies of the operations of the College.</p>	<p>c. Contracts will receive proper independent approval</p> <p>d. Vendor invoices and charges are verified to contractual billing rates.</p> <p>e. An internal audit review will be performed after the utilization of inter-governmental purchasing agreements. (Follow-up is tentatively scheduled for July, 2022)</p>
<p>5. During our audit period, BCCC did not comply with State law and Department of Information Technology policies for the procurement and monitoring of its two resource sharing agreements</p>	<p>We recommend that BCCC</p> <p>a. establish new agreements for any expired RSAs which include consideration of higher rates (for example, those suggested by DoIT);</p>	<p>a. Agree. BCCC concurs with the recommendation. One of the RSA agreements was renewed effective October 2020. The new agreement includes annual increases in rates. The other RSA is in the final stages of approval. It will be placed on BPW's agenda by DoIT once all signatures are obtained. Once BPW approves it, it will be finalized.</p>	<p>Discussed the RSAs with Legal Counsel and</p> <p>a. Examined the latest agreement noting 3% annual increases in the monthly rent due.</p>

	<p>b. consider widely advertising solicitations for RSAs and submit them to the appropriate authorities as determined by BCCC’s policies, including the RSA noted above; and</p> <p><u>Auditor’s Comment:</u> BCCC disagreed with our recommendation to consider widely advertising solicitations for RSAs because the resources of the tower are primarily present for the functions of the radio station. Since the response also acknowledges that there are two commercial tenants, in addition to the federal government, using the tower, our recommendation is both reasonable and practicable to help ensure that tower revenue is maximized to BCCC’s benefit. Consequently, we continue to believe that BCCC needs to consider advertising in the future to ensure that the best possible rates are received from commercial tenants.</p> <p>c. include all significant provisions in future RSAs, and modify its existing agreements to include those provisions to the extent allowed.</p>	<p>b. Disagree. BCCC does not concur with the recommendation. The Tower currently is being used by the radio station and is being leased by two commercial tenants and one Federal Government tenant. The resources of the Tower are primarily present for the function of running the radio station. Additional solicitations are not necessarily possible as they depend on the resources available on the Tower.</p> <p>c. Agree. The RSA that is almost completed considered provisions to the extent possible. With respect to modifying existing agreements, our Legal Counsel advised that “the document cannot be amended without both parties’ agreement, and it is unclear why the lessee would agree to modifications at this point. Please note that the College sent the agreement to DoIT and they did not identify any problems with it.”</p>	<p>b. Pass further investigation Discussed with legal Counsel and was informed of the rental arrangements due to the College leasing the land from the city. Also, examined latest tower contract.</p> <p>c. Confirmed that the latest tower contract maximizes tower revenue with annual monthly rental increases</p>
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<p>Information systems (2), 6. Sensitive Personally identifiable information was maintained without adequate safeguards and identification.</p>	<p>We recommend that BCCC a. perform an inventory of all of its servers, identify all sensitive PII, and delete all unnecessary sensitive PII (repeat); and b. implement appropriate information security safeguards for the sensitive PII it maintains (repeat).</p>	<p>a. Agree. BCCC will perform a manual inventory of the enterprise system servers annually to coincide with the daily scans of servers already in progress with automated scanning-based inventory since December of 2019. All unmarked files on the spreadsheet will be deleted by ITS upon the completion date. b. Agree. BCCC will submit the collected PII inventory to the college's departments for review to determine required PII files that shall be retained for business purposes. PII files that shall be retained for business purposes and files marked as required will be safely recorded at the file system level to meet FIPS 140-2 compliance.</p>	<p>Confirmed with the new CIO: a. BCCC is scheduled to move to a new enterprise system after December 2022. Once the transition is made to the new system, the legacy system will be decommissioned... associated sensitive PII will be remediated. b. Collected PII will be submitted to the college's departments for review to determine required PII files that shall be retained for business purposes. PII files that are identified as no longer being needed for business purposes will be deleted after December 2022. With the ERP implementation, many of the files containing PII from the legacy system will no longer be needed for business purposes.</p>
<p>7. Malware protection controls for BCCC computers were not sufficient to provide adequate assurance that computers were properly protected from security risks</p>	<p>We recommend that BCCC ensure that malware protection software is installed and maintained on all computers by regularly monitoring related software management consoles to verify its computers' malware protection software status, document these reviews and adjustment actions, and retain this documentation for future reference.</p>	<p>The college has hired a CIO and Deputy CIO to begin (regular monitoring) in February that will cover the Approver role for the documented weekly malware review. Agree. In October, BCCC began documenting a resolution matching the total number of domain computers against the total number of computers running malware protection software. Reviews and adjustment actions will be documented and retained for future reference.</p>	<p>Confirmed with the CIO Regular monitoring of documented malware reports that includes the CIO and Deputy CIO functioning in the approver role begins on 4/11/2022 every other week. (Follow-up reviews by Internal Audit are scheduled to begin May, 2022)</p>
<p>Equipment</p>	<p>We recommend that BCCC</p>		

<p>8. BCCC did not conduct physical inventories of equipment and did not maintain complete equipment records as required</p>	<p>a. conduct timely periodic documented physical inventories of sensitive and non-sensitive equipment and reconcile the results to the detail inventory record (repeat), and</p> <p>b. ensure that the equipment records are maintained in a complete and accurate manner (repeat).</p>	<p>a. Agree. The College has recently hired a Logistics Manager to oversee the Property Division. On September 15, 2021, AVP for Facilities and logistics staff attended a training with the Department of General Services (DGS) Property Manager in which the inventory and the excess property disposal declaration processes were discussed. On September 16, 2021, the logistics team met with the asset management company for training and implementation of the new inventory system software. The DGS Property Manager was invited to the meeting to review and ensure that the new inventory system meets the state’s requirements for asset systems. The logistics teams are preparing to use new software to restart the entire comprehensive inventory of the campus once the asset system is approved by DGS. First, there are several areas where EPDs are required. On Friday, September 17, 2021, DGS Property Manager conducted a site visit to review areas with large amounts of property requiring disposal for possible bulk EPDs or setting up sale opportunities for Gov Deals.</p> <p>b. Agree. Once the new inventory is complete, the logistics team will perform monthly cycle checks so that a full inventory is completed on an annual basis. New items coming into shipping and receiving are currently being recorded properly, which includes the use of both the asset system and FMIS. There is also a future plan to implement the</p>	<p>a. Confirmed with the VP and the AVP for Facilities</p> <p>b. An internal audit review will be performed when the inventory is complete and will include the review of monthly cycle checks and annual verifications</p>
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		receiving function of the college's new ERP system which will be rolled out later this year.	
The full report is available online at the OLA website: https://www.ola.state.md.us/			

It should be noted that since the issuance of the OLA February 2022 report, the OLA issued the College's closeout letter on Tuesday, April 5, 2022, stating in part:

“We found the actions indicated in the response address the recommendations contained in the audit report...

We will review the actions taken with respect to the recommendations in the audit report during the next audit of BCCC.”

Baltimore City Community College

CABINET UPDATE

Board of Trustees, May 18, 2022

Mr. Michael Berends, Director of Marketing

MARKETING

The College developed numerous initiatives to support efforts by departments in the following areas:

Student Life & Engagement, Disability Support Services

A full range of flyers, social posts, calendar, and website items were designed in support of Panther Pride Week.

College-wide Content Calendar

A yearly Content Calendar has been developed to assist in guiding the management of content and content strategy. The Calendar, contributed to by all divisions and departments, will help to ensure that multiple communication platforms and channels of communication are planned and scheduled in an efficient way that best shares BCCC information with students while supporting the strategic goals of the College.

Workforce Development

Greater Baltimore Committee

The College gathered outcome photography for use in a video to be presented by the Greater Baltimore Committee. Images include workforce training and campus images.

High School Diploma Programs Commencement Ceremony

Billboards and Calendar events and social promotion have been developed in support of the GED Program.

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The College began work on a redesigned Career Pathways brochure to best share how students may take multiple career pathways from workforce training to certificate programs to associate degree programs.

Electronic Billboards

The College has obtained pricing for electronic billboard placement on I395 and I83 during football season.

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The College has completed a draft version for a new Dual Enrollment brochure. New content was completed by Admissions and will be reviewed for feedback.

Commencement 2022

Social Campaign

A fully branded Commencement 2022 Social Campaign has been developed and includes a multi-week campaign that includes images, video, congratulatory messages, and a celebration of BCCC graduates.

Script and Program

Working with the Commencement Committee, a new script for Commencement 2022 has been developed and mirrored to the Commencement Program

Rebranding

- Research is being completed to place advertising in Eastpoint Mall that supports enrollment growth.

- The college continues to price promotional items to restock supplies for recruitment.
- Additional Commencement billboard designs celebrating BCCC graduates, and valedictorian will be completed, including a live stream of commencement via YouTube.
- Program cards for the School of Arts & Social Sciences have been developed and are pending final edits.
- Athletic logo and Panther Redesign: The College began to investigate options by various local illustrators to develop a unique branded athletic logo and designed Panther. This progress is pending additional planning and discussion.
- The College began research on photographer pricing for day, half-day, hourly, digital post-production, etc. Additionally, efforts at investigating methods of photo storage are being reviewed.

Brand Building

The College continued digital brand building opportunities using Facebook, Instagram, Google, and the Google extended network with the following results to-date for the Summer and Fall 2022 campaigns:






- **Facebook/Instagram:**

Reach/Ads Served: 3/23/2022 – 4/30/2022: 213,789

Post Engagement: 5,594

Link Clicks: 4,945

Ad Trends: Reach: 153,984 (Up 45.6%), Impressions: 505,925 (Up 91.1%)

	Mar 30 Website visitors Ready for your nex...	Active	44,450 Reach	481 Link clicks	\$549.74 Spent at \$16.00 per day	...	View results
	Mar 30 Website visitors Register today for ...	Active	63,938 Reach	684 Link clicks	\$662.30 Spent at \$16.00 per day	...	View results
	Mar 29 Website visitors Advance your care...	Active	53,299 Reach	534 Link clicks	\$572.74 Spent at \$16.00 per day	...	View results
	Mar 29 Website visitors Build your workpla...	Active	57,794 Reach	874 Link clicks	\$688.61 Spent at \$16.00 per day	...	View results
	Mar 28 Website visitors Apply now for tuiti...	Active	51,634 Reach	827 Link clicks	\$716.96 Spent at \$16.00 per day	...	View results

- **Google:**

Reach/Ads Served – 3/23/2022 – 4/30/2022: 820,000

Ad Clicks: 3,074



Overall digital advertising performance is strong, with in-house analysis of website visits and unique visits presented below. Combined, both indicate a strong volume of interest in applying and registering as represented by click counts and web page analytics.

Market Research

- Research was completed comparing various best practices on modern Style Guides.
- Initial research into new ways we can share our mission and core values on campus are under way with the development of design concepts.
- Researched Leads-Smart ads on Google.
- Researched look alike audience ad creation in Facebook and Instagram.

Social Media Analytics:

Social media engagement continues to show sizeable increases as evidenced by page reach, visits, and new followers.

- **Facebook: 4/5/2022 – May 2, 2022**
During April, Facebook experienced:
Page Reach: 165,095 (Up 48.7%)
Page Visits: 2,226 (Up 121.3%)
New followers: 42 (Up 23.5%)
- **YouTube: 4/1 – 4/30/2022**
Monthly views: 474
Watch time: 11.2 hours
Subscribers: 5
- **Instagram: 4/5/2022 – May 2, 2022**
Reach: 14,705
Profile Visits: 644 (Up 100%)
New followers: 25 (Up 19%)
- **Twitter**
Tweets: 25
Tweet Impressions: 3,665
Profile visits: 695
Mentions: 9
Followers 7 new

Web page Content Updates (Ongoing)

Ongoing regular and special campaign content updates and page restructuring to improve the user experience continue. Additional edits to pages include:

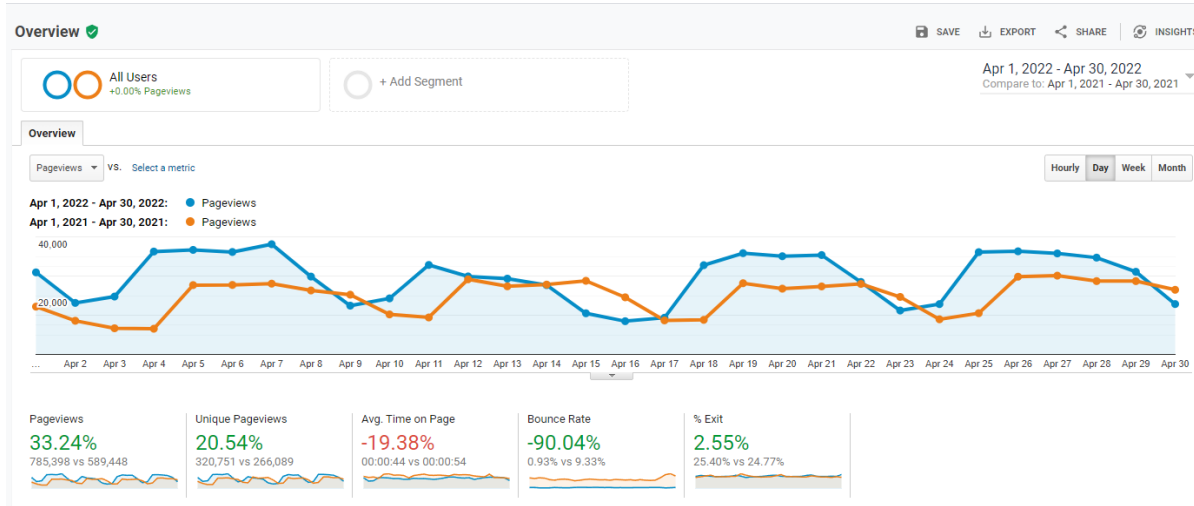
- **Webpages Content Updates**
 - Coronavirus Updates
 - Purple Alert Bar updated (Date)
 - Website Billboards
 - Summer Session (Courses are on us) - Not published
 - Commencement “Participation form”
 - Panther Pride Week

- Apply for SGA
 - Final Exam Schedule
 - The Empowerment Hour
 - "Get Ready" Commencement
 - Financial Aid
- Headlines
 - Student Speech Arts Award
- Information To Know
 - Commencement 2022
 - Community Archives
 - Spring 2022 Final Exam Schedule
 - Visual Arts Virtual Gallery Tour
 -
- **Routine Website Maintenance and Webpage Content Updates**
 - Analytics
 - Website Calendar updates
 - Nursing webpage update
 - Practical Nursing (PN) webpage update
 - Website directory update (HR)
 - Student Life & Engagement webpages updated
 - Panther Pride week webpage update
 - Academic Calendar file update 1 & 2
 - ADN Application published
 - RYP Webpage update
 - SGA Webpage update
 - Workforce webpage update
 - LPN to ADN application published
 - ELI webpage update
 - Advising webpage update
 - Apply webpage update
 - Register webpage update
 - ITS Helpdesk (Directory updates)
 - Workforce webpage update
 - Nursing Readmission Application Fall 2022 published
 - Board Finance Meeting agenda published
 - Cares Act webpage update
 - Commencement webpage update
 - Commencement Live Stream prep
- **Other**
 - User Experience Design
 - Infosec IQ training
 - Financial Aid (Meetings) - Communications plan
 - Ellucian (Meetings)
 - Blackboard CMS errors – Resolved
- **Ongoing**
 - Website Refresh project
 - Website Student Testing
 - Hannon Hill presentation

○ Blackboard Research

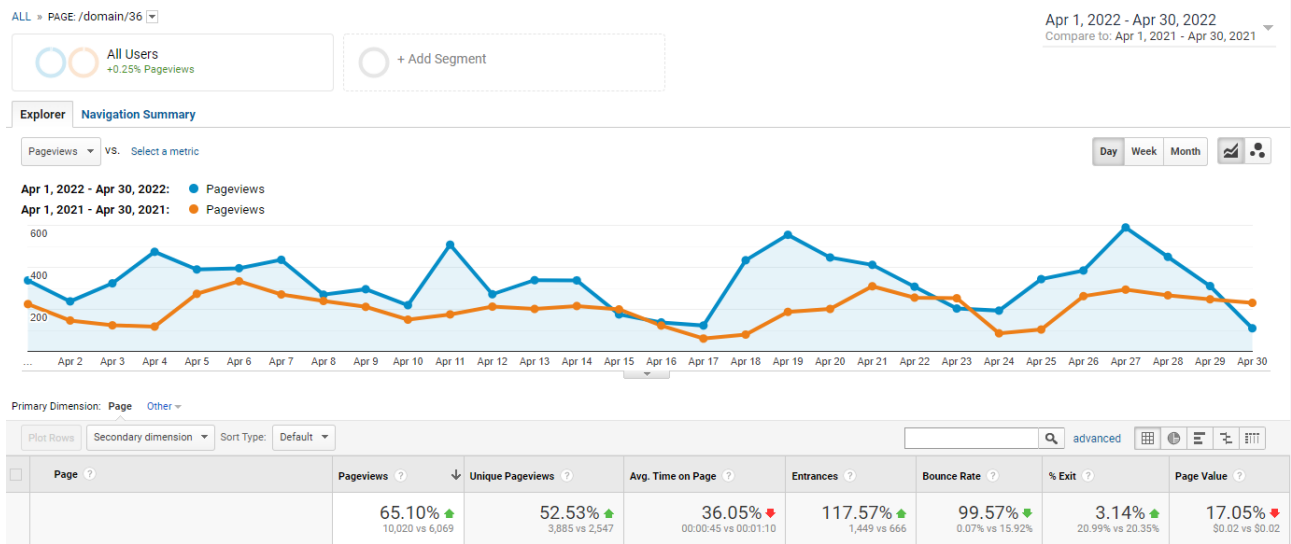
Website Homepage Overview: April 1 – 30, 2022 vs. same period in 2021

- Pageviews increased by 33.24% (589,448 in 2021 vs. 785,398 in 2022)
- Unique (new) pageviews increased by 27.24% (266,089 in 2021 vs. 320,751 in 2022)
- Average time on page decreased by -19.38 (00:00:44 in 2021 vs. 00:00:54 in 2022)



Apply Webpage: April 1 – 30, 2022 vs. same period in 2021

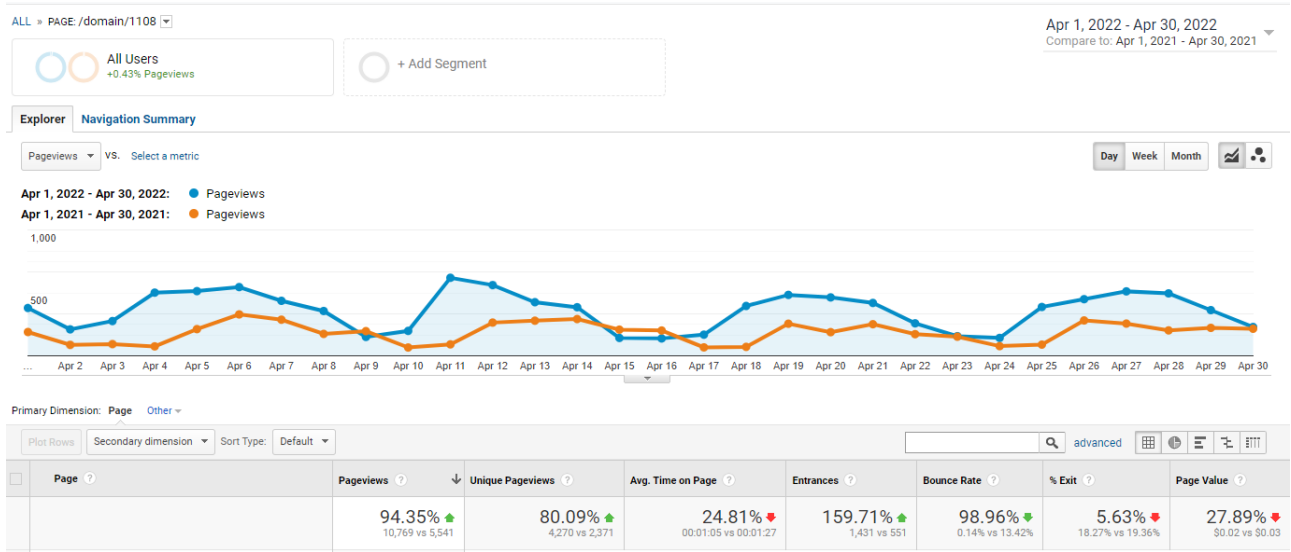
- Pageviews increased by 65.10% (6,069 in 2021 vs. 10,020 in 2022)
- Unique (new) pageviews increased 52.53% (2,547 in 2021 vs. 3,885 in 2022)
- Average time on page decreased by 36.05% (00:01:10 in 2021 vs. 00:00:45 in 2022)



Register Webpage: April 1 – 30, 2022 vs. same period in 2021

- Pageviews increased 94.354% (5,541 in 2021 vs. 10,769 in 2022)
- Unique (new) pageviews increased by 80.09% (2,371 in 2021 vs. 4,270 in 2022)

- Average time on page decreased by 24.81% (00:01:27 in 2021 vs. 00:01:05 in 2022)



Partnerships

Waterfront and Downtown Partnership Press Event: Dr. McCurdie & Vice President Michael Thomas participated in a press event with the Waterfront and Downtown Partnership to highlight funding secured from the State the last two years for the Inner Harbor and Downtown communities. Partners participating in the event included Senate President Ferguson, Delegates Clippinger, Lierman, Sherlonda, and Laurie. Additional participating institutions included the Science Center, Aquarium, Port Discovery, USS Constellation, Peale Center, and others.

Future Plans

- Seek branding ideas at the BCCC Library.
- Seek additional information on branding opportunities at Eastpoint Mall
- Looking for branding options for adults and high school children at the Science Center and Aquarium
- Video production; :30 & :15 spots for television and digital placement

WBJC

WBJC Community Engagement

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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 in support of registration for 2022 Summer Sessions

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Baltimore City Community College
Realignment Tasks Update
Board of Trustees, May 18, 2022

Realignment Task #1

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

Dr. Liesl Jones, Vice President, Academic Affairs

Alignment of Academic Affairs programs and Workforce

Academic Affairs leadership met with Baltimore City public Schools and Tom DeWire to review the draft course equivalencies for the computer science program. The MOU will begin to be drafted over the summer.

Curriculum

Academic Affairs has three new programs coming to the Board of Trustees for approval. Two new programs will be housed in SASS; American Sign Language and Communications. The Certificate in Digital Marketing is currently circulating for comment by MHEC. Comments are due back to MHEC by May 26th. We expect a decision on the program sometime shortly after the 26th. The Cyber security Digital Forensics program has been submitted to MHEC and should be sent to colleges for review shortly.

Student Support

The College has an AmeriCorps Vista grant. The Success coach for the program has been working with students in MAT 107 beginning with the winter term. The results from the activities for the winter semester 2022, covering December 18, 2021, through January 13, 2022, show that 60% of students received an ABC grade in MAT 107 using an ABCDFIW scale. For the same time 80% of the students were retained to the spring semester.

The CAA and the VISTA Success Coach for the spring term, communicated with students about review sessions in preparation for final exams. Final Exam Reviews ran from April 18th until April 30th. There were 32 math reviews, 24 writing reviews, 14 science reviews, and 22 technology/accounting reviews.

The Spring tutoring shells have had 28,820 page views and 266 actions to date. The heaviest usage and participation occurred in ENG 101 with 6,262 page views and 146 participating student actions. Both CLT 100 and MAT 107 had roughly 4,000 page views each with students accessing helpful materials or attending Zoom tutoring sessions. The eTutor worked with 77 BCCC students to review submitted files, hold Zoom sessions, and respond to questions in the eTutoring platform.

Realignment Task #2

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

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

Workforce Development Program Development and Expansion

Workforce Development Program Development and Expansion – The Workforce Development (WD) Department enrolled 122 students in the month of April in workforce training programs. Workforce students benefitted from new partnerships through expanded externships and employment opportunities. Career Services Office worked closely with Workforce to create additional training and employment opportunities for BCCC students. Additional activities include:

- Workforce Development implemented a new Intake process for all training programs. In the month of April, Intake Specialist have initially recruited 175 new students. Students are completing information sessions, TABE assessments, and DSS and SNAP requirements.
- Workforce Development has continued its partnership with BACH. Recruitment and information sessions were conducted for the month of April for the next Patient Care Technician cohort starting on May 17. There was a total of 32 students who attended info sessions. Workforce is in the planning stages with the next three cohorts for BACH Multi Skilled Medical Tech.
- Workforce continues to expand current partnerships to include additional training opportunities as well as looking for new and innovative partners to meet the needs of the BCCC community. These partnerships provide more practicum and employment opportunities for students in all of our programs.
- Renaissance students have completed their course work and are preparing to begin their clinical externships with UMMC in April.
- Workforce is working with Baltimore City Department of Social Services (BCDSS) to identify and train students in specific programs and prepare them for employment upon completion. As a result of the BCDSS partnership, workforce hired a Program Specialist and an Intake Specialist to assist with student intake and follow up.
- Youthworks – WDCE has submitted the Final application for Youthworks site, including MSP, site application for Youthworks, Mayors Scholars Program, Upward Bound, and Refugee Youth Project were all consolidated. Final student site selections will be completed in May.
- Renaissance – Career Services provided job readiness and clinical preparation for Phlebotomy students at Renaissance high school. Students completed modules on resume development, interview skills, and six key customer services skills for professionals in healthcare. Students have also completed CPR and started clinicals.
- Employment/Internship Opportunities – Career Services has ongoing recruitments for employment and internship opportunities with employer partners including University of Maryland Medical Center, Baltimore City Government, Whiting Turner, Children’s Guild, M&T Stadium, Baltimore Police Department, Baltimore Teachers Network, and DaVita.
- The Career Services team continues to work with hiring partners to place current students and graduates in employment. In March, Career Development continues to offer Job Readiness classes for students completing training in Healthcare, Human Services, Information Technology and Administrative Services.

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.

- After reviewing the faculty submitted Weekly Student Progress reports, P-Tech Director worked in conjunction Center for Academic Achievement to create tutoring sessions for P-Tech students in the following courses: MAT 125, MAT 128, and BIO 212.
- P-Tech Carver Scope and Sequence Review: The meeting was scheduled to discuss changing the order of the scope and sequence to allow the Carver students the opportunity to earn a Cyber Security and Assurance Certificate before their senior high school year. This task, coupled with the already executed task of arranging the scope and sequence to allow the Carver students the opportunity to complete all

CTE classes by the end of their sophomore year in high school, will assist with the retention and recruitment efforts for P-Tech student.

- P-Tech New Era Scope and Sequence Review: The meeting was scheduled with the purpose of discussing the following items:
 - Task 1: Changing the order of the scope and sequence to allow the New Era students the opportunity to earn a TSCM certification before their senior high school year.
 - Task 2: Changing the order of the scope and sequence to allow the New Era students the opportunity to complete all CTE classes before their senior high school year.
 - Task 3: Aligning the BCCC Cooperative Education (COP 200) with the P-Tech Partner, Port of Baltimore's internship.

Realignment Task #3

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

Dr. Liesl Jones, Vice President, Academic Affairs

Articulation Agreements

The Dean of SASS and Dr. Evelyn Garcia, Program Coordinator for Criminal Justice, are working with representatives from the University of Baltimore to create an articulation agreement that will allow graduates of BCCC’s Law Enforcement program to transfer credits to UB’s Criminal Justice program, giving those students a head start on their bachelor’s degrees. The representative from UB has submitted to BCCC a draft of the articulation agreement.

The PTA program is in the final stages of creating an articulation agreement between Frostburg State University’s Athletic Training Program and BCCC’s Physical Therapist Assistant Program. This agreement will allow for a seamless transition from the Associate of Applied Science (AAS) degree program at BCCC to the Bachelor of Science (BS) degree program at Frostburg State University. Currently, the articulation agreement is in the editing and review stages and is expected to be finalized during the fall 2022 semester.

Alternative Pedagogy

Math faculty will be piloting a new pedagogical course outline in MAT 112. In advance of the summer course offerings in math, Professor Brandon Myers will be holding a professional development workshop the week of May 16th to review ungrading and begin to teach faculty how to use it in their summer courses. We will be using the method of ungrading in MAT 112 and compare the completion rates in the courses that use ungrading to those that used a traditional method of assessment for summer.

Realignment Task #4

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

Dr. Liesl Jones, Vice President, Academic Affairs

Dual Enrollment and P-Tech

The College currently has summer courses planned for Dual Enrollment for the Summer 2 8-week session. P-Tech has planned meetings with the high schools to confirm their summer schedules. Dunbar has requested that tehri courses be offered in the 5-week session. Tutor support will be provided this summer both in person and virtual along with embedded tutors. Leadership has used the weekly student reports this spring from P-Tech to provide support to the courses like review sessions and scheduled tutoring session to increase student success in

the courses.

Realignment Task #5

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

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

OFFICE OF INSTITUTIONAL RESEARCH

Department of Budget Management (DBM)

- *Managing For Results (MFR)* – In collaboration with the Budget Coordinator, developed proposed revisions to the goals, objectives, and performance indicators for the FY 2024 MFR Strategic Plan. DBM requested proposals by May 6, 2022; the completed MFR submission materials are due on June 3, 2022.

Maryland Higher Education Commission (MHEC)

- *Winter and Spring 2022 Enrollment Information System (EIS) Files* - In collaboration with Information Technology Services (ITS), completed preparation of and upload process for the files to meet the submission deadline of April 1, 2022.
- *Performance Accountability Report Survey* – Completed survey conducted by MHEC regarding the planning component of the annual Performance Accountability Report to meet the submission deadline of April 8, 2022.
- *Summer and Fall 2021 End-of-Term (EOTS) Files* – Developed necessary data and completed preparation of and upload process for the files to meet the submission deadline of April 15, 2022.
- *FY 2021 Foster Care and Homeless Youth Tuition Waivers Survey* – In collaboration with the Budget Coordinator, developed data to reflect the number and selected characteristics of students who received the foster care waivers in the reporting period and prior years. Compiling new data required for prior years’ recipients of the homeless youth waivers to meet the submission deadline of June 1, 2022.
- *Campus Climate and Sexual Assault Survey and Reporting Materials* - In collaboration with Student Affairs and E-Learning, launched Spring 2022 Campus Climate and Sexual Assault Survey. Constructed SharePoint site with materials from prior years along with MHEC’s guidelines. The survey narrative and Incident Report materials are due by June 1, 2022.

Realignment Task #7

“Establish strong relationships with key stakeholders.”

Advancement & Strategic Partnerships

WBJC Community Engagement

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REALIGNMENT TASK # 8

"Develop and market a brand for BCCC."

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The College gathered outcome photography for use in a video to be presented by the Greater Baltimore Committee. Images include workforce training and campus images.

High School Diploma Programs Commencement Ceremony

Billboards and Calendar events and social promotion have been developed in support of the GED Program.

Admissions

Career Pathways Brochure

The College began work on a redesigned Career Pathways brochure to best share how students may take multiple career pathways from workforce training to certificate programs to associate degree programs.

Dual Enrollment Brochure

The College has completed a draft version for a new Dual Enrollment brochure. New content was completed by Admissions and will be reviewed for feedback.

Brand Building

Electronic Billboards

The College has obtained pricing for electronic billboard placement on I395 and I83 during football season.

College-wide Brand Content Calendar

A yearly Content Calendar has been developed to assist in guiding the management of content and content strategy. The Calendar, contributed to by all divisions and departments, will help to ensure that multiple communication platforms and channels of communication are planned and scheduled in an efficient way that best shares BCCC information with students while supporting the strategic goals of the College.

Rebranding

- The College is working with Athletics to redesign basketball uniforms and warmup suits
- Research is being completed to place advertising in Eastpoint Mall that supports enrollment growth.
- The college continues to price promotional items to restock supplies for recruitment.
- Additional Commencement billboard designs celebrating BCCC graduates, and valedictorian will be completed, including a live stream of commencement via YouTube.
- Program cards for the School of Arts & Social Sciences have been developed and are pending final edits.
- Athletic logo and Panther Redesign: The College began to investigate options by various local illustrators to develop a unique branded athletic logo and designed Panther. This progress is pending additional planning and discussion.
- The College began research on photographer/videographer pricing for day, half-day, hourly, digital post-production, etc. Additionally, efforts at investigating methods of photo storage are being reviewed.

Commencement 2022

Social Campaign

A fully branded Commencement 2022 Social Campaign has been developed and includes a multi-week campaign that includes images, video, congratulatory messages, and a celebration of BCCC graduates.

Script and Program

Working with the Commencement Committee, a new script for Commencement 2022 has been developed and mirrored to the Commencement Program

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 in support of registration for 2022 Summer Sessions.

REALIGNMENT TASK #9

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

Mr. Michael Rading, Chief Information Officer

ENTERPRISE RESOURCE PLANNING (ERP) PROJECT

Implementation Engagements

Student registration for the Summer Sessions is being completed in the legacy system. As part of the ERP implementation effort, registration for Fall 2022 is being migrated into the new ERP system. Registration information has been mapped from the old system to the new system. Three rounds of validation by a cross-functional team will occur between now and July are planned with the first round of validation scheduled for May.

As part of the ERP Implementation, the first round of end-to-end testing was conducted in March and the second round was completed the week of May 2. This testing involved student-facing areas the admissions process, registration, updating, and maintaining courses in the new Banner System. The student-facing sessions also covered faculty processes such as entering grades and attendance tracking. End-to-end testing also included testing of key student account activities that included payments, charge assessments, contract exemptions, fee assessments for students, billing, and invoices.

After the end-to-end training was concluded, a cross-functional team was convened, and gaps and issues in the ERP implementation process or coming out of end-to-end sessions were documented for HR, Financial Aid, Student, Student Accounting and Finance areas and classified based on their criticality and finalized the week of May 9th. As a next step, mitigation measures are being determined for the tracked issues.

As part of the Information Technology Infrastructure Renovation work, an evaluation of the college’s current data center environment which supports mission-critical software applications has been completed. A roadmap to move the college’s data center to a future state has been developed to modernize and secure infrastructure for critical applications, significantly reduce the risk of outages and failures, simplify management and operations, and move the college to a more secure state that provides a higher level of security that includes a solution that helps to mitigate the risk of ransomware which is a threat that BCCC (Baltimore City Community College) and other colleges face. A final proposal that includes hardware and software to upgrade the college data center infrastructure, making it more secure, will be finalized within the next month.

REALIGNMENT TASK #10

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

Office of the President

Demolition of the Bard building is proceeding. The design contract that the college and DGS awarded to RKK was approved at the April 27 Board of public Works meeting. The kick off meeting with RKK is scheduled for May 20.

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.”

At present, the College is subject to very burdensome reporting requirements. In some instances, the College is legislatively mandated by statute to submit certain reports on an annual or more frequent basis; in other instances, the College is simply tasked by a government entity with submitting certain reports. The College is undertaking a wholesale review that will identify all of the reporting requirements to which it is subject, in order to determine where there is overlap and to ascertain what entity or person the College should approach for relief.

REALIGNMENT TASK #12

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

President McCurdy & Cabinet

ALIGNMENT OF PLANNING & ASSESSMENT

Academic Assessment & Nuventive Improve (TracDat)

The Office of Assessment is working with Deans, Associate Deans, and Program Coordinators to review, confirm and update the goals and learning outcomes documented in TracDat, the College’s assessment platform. This process facilitates the establishment and confirmation of assessment roles and responsibilities within each School and will guide the next steps for strategic updates to the assessment data platform this summer.

Academic Assessment Data Report Generation in TracDat

Ad hoc data pulls are being conducted to understand the scope and capabilities of TracDat’s reporting features. This summer’s strategic updates to TracDat will refine the structure of Assessment Units—academic Disciplines and Programs—resulting in more precise and meaningful reports. In the 2023 academic year, the Office of Assessment will introduce a series of assessment reports that will support data-driven decisions in the Academy. These processes will provide the framework for non-academic assessment reporting.

	A	B
1		
2	Disciplines and Programs	Course Learning Outcomes
3	[-] Discipline - Allied Health	26
4	[-] AH 110	7
5	[-] Criminal Trial	1
6	List the processes of a criminal trial.	1
7	[-] Ethical codes	1
8	[-] Healthcare issues	1
9	[-] Legal & Ethical Aspects	1
10	[-] Misdemeanor & Felony	1
11	[-] Sources of law	1
12	[-] Tort law	1
13	[-] AH 130	7
14	[-] AH 135	8
15	[-] AH 230	4
16	[-] Discipline - Computer Literacy (CLT 100)	5
17	[-] CLT 100	5
18	[-] Discipline - Developmental English	15
19	[-] RENG 90	5
20	[-] RENG 91	5
21	[-] RENG 92	5
22	[-] Discipline - Developmental Mathematics	38
23	[-] MAT 80	6
24	[-] MAT 86	8
25	[-] MAT 87M	8
26	[-] MAT 91	6
27	[-] MAT 92	10
28	[-] Discipline - English Language Instruction	1
29	[-] ELI 80L	1
30	[-] Discipline - General Education: Biology	425
31	[-] BIO 100	5
32	[-] BIO 101	17
33	[-] BIO 102	18
34	[-] BIO 103	5
35	[-] BIO 107	7

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 11 | Active Search Listing



HR Active Search List As of May 10, 2022

Div	PIN #	Position	Oversight	Date posted	Status 5/10/2022
AA	66682	Assistant Professor of Nursing-Mental Health	Dr. Liesl Jones	11/10/2020	Resumes forwarded to Vice President
AA	81697	Assistant Professor of Nursing-Adult Medical/Surgical	Dr. Liesl Jones	3/12/2021	Resumes forwarded to Vice President
AA	66743	Assistant Professor of Microbiology	Dr. Liesl Jones	3/15/2021	Resumes forwarded to Vice President
AA	66808	Assistant Professor/Program Coordinator for Biotechnology	Dr. Liesl Jones	12/1/2021	Resumes forwarded to Vice President
AA	67006	Director of the Academic Success Center	Dr. Liesl Jones / Becky Burrell	12/8/2021	Resumes forwarded to Vice President
AA	66715	Associate Dean of School of Arts & Social Sciences	Dr. Liesl Jones	2/21/2022	Resumes forwarded to Vice President
AA	66811	Assistant Professor of Dental Hygiene	Dr. Liesl Jones	4/1/2022	Resumes forwarded to Vice President
SA	66948	Director of Testing & Accommodative Services	Becky Burrell	5/15/2020	Resumes forwarded to Vice President
SA	TBD	Assistant Vice President of Student Affairs	Becky Burrell	10/19/2021	Resumes forwarded to Vice President
SA	66689	Coordinator of Veteran Services	Becky Burrell	11/1/2021	Resumes forwarded to Vice President
SA	66844	Financial Aid Advisor/ Work Study Coordinator	Becky Burrell / Saleem Chaudhry	11/30/2021	Resumes forwarded to Vice President
SA	74211	Academic Coordinator, TRIO Student Support Services Program	Becky Burrell / Dr. Leslie Jackson	1/19/2022	Resumes forwarded to Vice President
SA	67005	Office Specialist	Becky Burrell / Sharon Stoddord	2/9/2022	Resumes forwarded to Vice President
SA	66831	Senior Financial Aid Specialist	Becky Burrell	2/11/2022	Resumes forwarded to Vice President
SA	66991	Director of Admissions	Becky Burrell	4/4/2022	Resumes forwarded to Vice President
SA	TBD	Admissions Recruiter/Advisor	Becky Burrell	4/28/2022	Resumes forwarded to Vice President
ASP	67013	Senior Accountant- Foundation	Eileen Waitsman	5/12/2021	Resumes forwarded to Oversight
ASP	66686	Vice President of Advancement	Dr. Debra McCurdy	7/23/2021	Resumes forwarded to President
ASP	76586	Assistant Director of Content Strategy	Michael Berends	2/4/2022	Resumes forwarded to Oversight
ASP	76586	Director of Community Outreach & College Relations	Dr. Debra McCurdy	4/4/2022	Resumes forwarded to President
WDCE	73965	Director of Business Development Services	Michael Thomas	11/12/2020	Resumes forwarded to Vice President

WDCE	66861	Maintenance Supervisor	Michael Thomas / Kate Zurlage	4/21/2021	Resumes forwarded to Vice President
WDCE	66769	Police Officer II	Michael Thomas	7/28/2020	Resumes forwarded to Vice President
WDCE	72346	Master Electrician	Michael Thomas	9/7/2021	Resumes forwarded to Vice President
WDCE	76566	Director of Division Operations & Services	Michael Thomas	1/26/2022	Resumes forwarded to Vice President
WDCE	66967	Assistant Director of Capital Projects	Michael Thomas / Kate Zurlage	3/7/2022	Resumes forwarded to Vice President
WDCE	TBD	Building Construction Supervisor	Michael Thomas / Kate Zurlage	3/24/2022	Resumes forwarded to Vice President
WDCE	TBD	Police Officer III	Michael Thomas	4/11/2022	Resumes forwarded to Vice President
WDCE	66722	Director of Workforce Development	Michael Thomas	4/19/2022	Resumes forwarded to Vice President
WDCE	66951	Administrative Assistant	Michael Thomas/ Kate Zurlage	4/19/2022	Resumes forwarded to Vice President
A&F	66916	Assistant Director of Human Resources- EEO & Compliance	Charles Hall	4/16/2021	Resumes forwarded to AVP
A&F	66879	Assistant Vice President of Finance & Administration	Dr. Debra McCurdy	6/8/2021	Resumes forwarded to President
A&F	82344	Accounts Payable & CPC Manager	Eileen Waitsman	11/9/2021	Resumes forwarded to Oversight
A&F	66757	Senior Accountant	Eileen Waitsman	11/9/2021	Resumes forwarded to Oversight
A&F	66740	Vice President of Finance & Administration	Dr. Debra McCurdy	12/15/2021	Resumes forwarded to President
A&F	66875	Accounts Clerk III	Patricia Raines	1/26/2022	Resumes forwarded to Oversight
A&F	66842	Accounts Clerk III	Patricia Raines	4/26/2022	Resumes forwarded to Oversight
A&F	TBD	Payroll Clerk	Charles Hall	4/21/2022	Resumes forwarded to AVP
A&F	TBD	Director of Student Accounting (Bursar)	Dr. Debra McCurdy	4/21/2022	Resumes forwarded to President
IREP	66640	Director of Grants	Becky Burrell / Nicole Deutsch / Eileen Hawkins	2/1/2022	Resumes forwarded to Vice President
OP	66855	Director of Government Relations/Special Assistant to the President	Dr. Debra McCurdy	1/18/2022	Resumes forwarded to President
OP	66987	Programmer/Analyst	Michael Rading	5/10/2021	Resumes forwarded to CIO
OP	66963	Executive Administrative Assistant to the President	Dr. Debra McCurdy	10/13/2021	Resumes forwarded to President
OP	TBD	Director of Client Services	Michael Rading	4/20/2022	Resumes forwarded to CIO