BCCC
Baltimore City Community College

Baltimore City Community College

Board of Trustees Open Session

Dr. Debra L. McCurdy
President

Mr. Kurt L. Schmoke
Chair

Wednesday | March 20, 2024

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TAB 1 | Approval of the March 20,2024 Agenda

BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda │ 4:00pm March 20, 2024 (Virtual Zoom Meeting)
Meeting Link: https://bccc-edu.zoom.us/j/93145261642

I.	Call to Order	Mr. Kurt L. Schmoke, *Chair*
	a. Adoption of Agenda **(Vote)**	
	i. Approval of the March 20, 2024, Agenda (Tab 1)	Mr. Kurt L. Schmoke, *Chair*
II.	Board Actions/Consent Agenda **(Vote)**	Mr. Kurt L. Schmoke, *Chair*
	a. February 21, 2024 Open Session Meeting Minutes (Tab 2)	
	b. February 21, 2024 Closed Session Meeting Summary (Tab 2)	
	c. March 11, 2024 Special Meeting Minutes (Tab 2)	
	d. March 14, 2024 Finance/Audit Committee Meeting Minutes (Tab 2)	
	e. Student Government Association (Tab 3)	
III.	Items Removed from the Agenda (Tab 6)	Mr. Kurt L. Schmoke, *Chair*
	a. Faculty Senate Comments (Tab 4)	
	b. AFSCME Local #1870 at BCCC Comments (Tab 5)	
IV.	New Business (Tab 7)	Mr. Kurt L. Schmoke, *Chair*
	a. Finance/Audit Committee Special Meeting March 14, 2024	
	i. Procurement Polices & Procedures **(Overview)**	Dr. Debra McCurdy, *President*
		Ms. Anna Lansaw, *ED Procurement*
	ii. Procurement Exceeding $25,00 to $99,999 **(Information)**	Mr. Aubrey Bascombe, *VP Finance*
	a. Motorola Radios (Motorola)	$79,420.55
	b. Elevator Wraps – Advertising (Vector Media)	$53,250.00
	c. IMAC Computers (Applied Technology Services)	$36,839.00
	iii. Pre- Approval Procurement(s) exceeding $100,000 **(Vote)**	
	a. Juniper Renewal - 2 Year Renewal (CDW)	$151,455.92

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V.   College Policies (Tab 8) **(Information)**   Mr. Kurt L. Schmoke, *Chair*
                                                          Dr. Debra McCurdy *President*

Gussener Augustus, *VP Advancement*	**Social Media**
Aubrey Bascombe, *VP Finance & Administration*	**Attendance and Academic Regalia** **Non-Discrimination** **Professional Development** **Reasonable Accommodations** **Withdrawal of Funds from Bank Accounts**
Lyllis Green, *Internal Auditor*	**Internal Audit** **Key Employee Transition Review**
Dr. Jaqueline Hill, *VP Academic Affairs*	**Academic Freedom** **Academic Renewal (Amnesty)** **Access to Library Services** **Adjunct Professional Development** **Artificial Intelligence** **Computer Literacy** **Credit Hour Definition** **Emeritus Designation** **Instructor Absence** **Library Fines and Fees** **Nursing and Allied Health Service Admission Program** **Advisory Committees** **Student Attendance** **Transfer and Advance Standing**
Maria Rodriguez, *General Counsel*	**Drug and Alcohol**
Donna Thomas, *Interim VP Student Affairs*	**Determination of Residency for Tuition Purposes** **New Student Orientation**
Michael Thomas, *VP Workforce Development & Continuing Education*	**Capitalization and Inventory Control** **Children on BCCC Property** **Police Department Employment Standards**

VI.   Additional College Policies **(Information)**   Maria Rodriquez, *General Counsel*

    a.   Delegate of Authority Policies
    b.   Open Meeting Policy
    c.   Policy Development, Revision, and Communication Policy

VII.   College Policies (Tab 8) **(Vote)**   Dr**.** Jacquline Hill**,** *VP Academic*
    a.   MHEC Approval as Prerequisite for Marketing Academic Programs   *Affair*s
    b.   Student Independent Study   Dr. Jacquine Hill, *VP Academic*
    c.   College Advertising   *Affairs*
    d.   Procedure for Training Standards   Mr. Gussener Agustus, *VP*
                                                             Advancement
                                                             Mr. Micheal Thomas, *VP*
                                                             Workplace Development
                                                             Continuing Education

VIII.   Presentation (Tab 9)   Mr. Kurt Schmoke, *Chair*
                                                                     Dr. Debra McCurdy, *President*

        a.   Enrollment Update   Mr. Kurt Schmoke, *Chair*
                                                                     Dr. Debra McCurdy, *President*
                                                                     Ms. Donna Thomas, *Interim VP*
        b.   ERP Update   *Student Affairs*
                                                                     Mr. Micheal Rading, *CIO*

IX.   Presidents Report (Tab 10)   Mr. Kurt Schmoke, *Chair*
                                                                     Dr. Debra McCurdy, *President*

X.   Active Search Listening (Tab 11)   Mr. Kurt Schmoke, *Chair*

XI.   Motion for Adjournment **(Vote)**   Mr. Kurt Schmoke, *Chair*

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BALTIMORE CITY COMMUNITY COLLEGE

BOARD ACTIONS / CONSENT AGENDA

TAB 2 | February 21, 2024 Minutes

TAB 2 | February 21, 2024 Closed Session Meeting Summary

TAB 2 | March 11, 2024 Special Meeting

TAB 2 | March 14, 2024 Finance/Audit Committee Meeting Minutes

TAB 3 | Student Government Association Report

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BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes │4:00pm February 21, 2024 (Virtual Zoom Meeting)

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Board Members Present: Chairman Kurt L. Schmoke, Ms. Leonor Blum, Ms. Mackenzie Garvin, Dr. Rachel Pfeifer, Dr. Roger Ward, Mr. John C. Weiss, and Ms. Lelia Parker

Also Present: President Debra L. McCurdy

Board Members Absent: Ms. Tanya Terrell

I. Call to Order

   Chairman Schmoke called the meeting to order at 4:00pm on February 21, 2024. The Agenda was unanimously approved upon a motion by Trustee Weiss, seconded by Trustee Blum.

II. Board Actions/Consent Agenda
   a.   December 20, 2023 Open Session Meeting Minutes (Tab 2)
   b. December 20, 2023 Closed Session Meeting Summary (Tab 2)
   c. February 15, 2024 Finance/Audit Committee Meeting Minutes (Tab 2)
   d. Student Government Association (Tab 3)

   Chairman Schmoke asked for a motion to approve the Consent Agenda items a through d and the Agenda was unanimously approved.

III. Items Removed from the Agenda (Tab 6)
   a. AFSCME Local #1870 at BCCC Comments (Tab 4)
   b. Faculty Senate Comments (Tab 5)

IV. New Business (Tab 7)
   a. Finance/Audit Committee Meeting February 15, 2024
      i. Procurement Policies & Procedures
         No change

      ii. Procurements of $25,000 to $99,999
         a. Textbooks (Wolters Kluwer) $34,124.93
         b. Hospital Beds – 90% Assembled $53,435.79
         c. Window Replacement Design (Task Order) $69,000.00
         d. Course Evaluations Software $34,131.42

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e. Cisco Umbrella Insights / Cloud Security	$26,148.00
f. Microsoft Cloud Services	$49,478.00
g. Textbooks (Pearsons)	$43,996.00
h. Fire Protection Services (Change Order - $13,215.00)	$28,061.00
i. Temporary Staffing Services (Change Order - $26,980.00)	$95,000.00
j. Microsoft Halolens	$63,000.00
k. Bus Services	$50,000.00
l. Textbooks (VitalSources)	$41,994.75
m. Roof Replacement	$29, 500.00

      iii.   Procurements of $100,000 and above

VP Bascombe provided. an overview of the Barnes & Noble contract and detailed explanation of the bookstore and anticipated revenue. Before and after photos were provided to show the proposed changes to the physical location of the storefront. Ms. Lansaw explained how the 1st Day complete program works and how students will be given clarity about the option to opt out of the Barnes & Noble program. She also noted that the College some years ago worked with an onsite bookstore vendor, but the contract was discontinued. The realignment to outsource the service and contract with Barnes & Noble should restore continuity and efficiency.

Chairman Schmoke called for a motion to approve Dr. Ward made the motion; seconded by Dr. Pfeifer. The motion was unanimously approved.

      iv. Procurement Pre-Approval $100,000 and above

VP Bascombe provided an overview of the requirements and need for temporary staffing to supplement the workforce due to the vacancies in various departments. He indicated most of the temporary staff are hired on a short-term basis to complete projects or for seasonal work that is needed in a specific area.

Chairman Schmoke called for a motion to approve. Dr. Ward made the motion; seconded by Dr. Pfeifer. The motion was unanimously approved for the Pre-approval for Temporary Staffing.

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iv.   Financial Monthly Performance Report

Total Revenue by Appropriated Fund

Revenue Fund	Budget FY24	Monthly Budget FY24	Actuals FY24	FY23	Net Change	Percentage Change
General (Unrestricted)	62,689,753	8,955,679	50,980,422	37,827,838	13,152,584	34.8%
Restricted	25,610,084	3,658,583	16,580,962	8,789,888	7,791,075	88.6%
Total Revenue FY24	**88,299,837**	**12,614,262**	**67,561,384**	**46,617,725**	**20,943,659**	44.9%

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change	Percentage Change
General (Unrestricted)	62,689,753	8,955,679	30,063,485	24,060,201	6,003,284	25.0%
Restricted	25,610,084	3,658,583	12,304,793	5,394,376	6,910,418	128.1%
Total Expenses	**88,299,837**	**12,614,262**	**42,368,278**	**29,454,576**	**12,913,702**	43.8%

	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change	Percentage Change
Net Surplus	**0**	**0**	**25,193,107**	**17,163,149**	**8,029,957**	46.8%

VP Bascombe presented the financial report for the College; specifically highlighting the revenues and expenditures for the College. VP Bascombe discussed the recovery of $4M in funding.

Trustee Gavin asked if there was an order within the policy for approval statements? VP Bascombe responded that all have some degree of background statements.

V.   College Policies (Tab 8)
   a. Mission, Vision, Values Policy
      VP Burrell noted that the Strategic Plan is being expanded and the Mission, Vision and Values will be updated.
      The policy was brought to the attention of the Board of Trustees on December 20, 2023. Trustee Ward recommended that the Board would approve College statements and President McCurdy and her cabinet should approve the department and program level statements. VP Burrell reviewed the updated policy including the statement (New and modified statements must be approved by the Board of Trustees. New or modified department and program statements must be approved by the respective cabinet.)
   b. Health and Safety Policy
      Baltimore City Community College is committed to addressing the issues of health and safety by maintaining clean and safe classrooms, buildings, grounds, and equipment. The College will adhere to all required Federal, State and Local regulations, safety standards, fire and building codes. The Policy is unchanged and committed to keeping everyone safe.

Trustee Gavin asked if all the policies have background statements? VP Burrell responded that the background statements provide overviews about prospective polices.

Chairman Schmoke called for a Motion to approve. Trustee Weiss made the motion; seconded by Trustee Blum. The motion was unanimously approved for the Health and Safety Policy.

VI.   Presentations (Tab 9)
   a.   <u>Enrollment Update</u>
        IVP Thomas reported a 33.75.5% increase in Winter 2024 enrollment compared to Winter 2023 and noted some marketing efforts. Four hundred and twenty-eight students were enrolled this winter and 3666 students enrolled to date for Spring, which increased by 22.36 % compared to Spring 2023. IVP Thomas explained that Academic Affairs has expanded the course offerings. She also detailed some of the recruitment highlights including the Registration Fair, Basketball Night and a College Fair at Dunbar.

        Chair Schmoke asked how you get the students to read emails and do you track emails being read. IVP Thomas responded, we are not tracking emails, but we are looking into sending text messages to students.

   b.   <u>ERP Update</u>
        Mr. Rading reported that the College has an overall Green status. He reported for the period of FY24 the current and upcoming work includes, Degree Works, Ellucian Experience and Ellucian Insight which are in the implementation phase of design and configuration.

        He also stated some of the ERP Challenges:
        - Data Clean up – due to the magnitude of this project, it is normal and expected to have data errors and inconsistencies.
        - Reporting - Compliance and operational reports have been identified that require data out of Banner.
        - Cyclical Operations-Many reports are run annually, implementing the new system means offices will be running new processes for the next couple of years.
        - Vendor Expertise -Comprehensive support from Ellucian
        - External Expert Resources -Exploring resource options through DoIT for expertise to support operational ERP best practices.
        - Input from other Higher Eds -Engaging with other colleges and universities.

VII.   President's Report (Tab 10)

Dr. McCurdy provided updates from the President's Report. She noted on January 24, 2024, that over 200 people attended the Faculty and Staff Strategic Planning Phases. Dr. McCurdy spoke about the Middle States visit and the agenda for each day. She discussed the four areas that the Team Chair suggested readiness for BCCC:
- College budget process
- Strategic Planning. unit level plans/master plans
- Academic & non-academic assessments
- Policies and Procedures

Dr. McCurdy Addressed:
- The MSCHE site team
- Areas of concern from the previous Self Study Report
- Current Self Study report that is due 3/15/24
- The gaps in the cabinet actions plans
- Governance Planning Council Membership draft

Chair Schmoke requested the dates be sent out to the Board for their availability during the visit. President McCurdy confirmed the dates will be resent, but the schedule from Middle States to outline their visit has not been determined.

Dr. Ward asked who decides the Middle States schedule? Dr. McCurdy responded the College will work with the Team Chair to outline the schedule. There will be further discussions to outline those meetings.

VIII.   Active Search Listing (Tab 11)

IX.   Motion for Adjournment

At 5:31 P.M., Chairman Schmoke read the following closing statement prior to moving to the Closed Session.

Pursuant to the General Provisions Article, Sections 3-305(b) (1), (7), (8), and (9), the meeting will now be closed so that the Board can:
- Discuss the employment, onboarding, separation, compensation, and discipline of specific College employees.
- Consult with counsel to obtain legal advice
- Discuss strategy, merits, and legal advice regarding pending litigation and administrative complaints involving the College; and discuss matters related to collective bargaining.

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Chairman Schmoke called for a motion to adjourn and close. Trustee Weiss made the motion; Dr. Pfeifer seconded. The Board approved the motion to adjourn and close the Open Session.

Respectfully submitted,

Debra L. McCurdy, PhD
President

Next Board Meeting: 3/20/24

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| | **BCCC Faculty/Staff** | | |
| **Attendance/Participants:** | **Attendees** | | |

Aubrey Bascombe	Andrea Fricks	Dr. Denise Holland	Kristin McFarlane
Donna Thomas	April Chambers	Dr. Edna Street-Jones	Michael Berends
President McCurdy	Aquila Evans	Dr. Kenneth Gillespie	
Dr. Jacqueline Hill	Aundrea Wheeler	Dr. Naesea Price	Nena Kutniewski
Dr. Rachel Pfeifer	Brett E. King	Dr. Nicole Fortune	Norine Harper
Gussener Augustus	Brian Terrill	Dr. Phillip Powell	Omar Cox
J.C. Weiss	Bryan Miller	Dr. Sylvia Rochester	Patricia Fisher
Kurt Schmoke, Chair	Carol Taylor	Dr. Tony McEachern	Peter Farrell
Lelia Parker	Cassidy Keller	Eileen F. Hawkins	Phil G. Gatling Jr.
Leonor Blum	Chantelle Williams	Elizabeth Massanopoli	Precelia Karr
Lyllis Green	Cherryllynn Williams	Glenn Peterson	Rasheedah Evans
MacKenzie Garvin	Chris Jordan	Jason Quick	Saleemah Franklin
Maria E. Rodriguez	Christina Carter	Jim Lynch	Scott Saunders
Michael D. Thomas	Chuck Marquette	Joan Fountain	
Michael Rading	D. FitzGerald Smith	Kadeirdra Thompson	Shawnette Shearin
Roger Ward	Da'Nyjae Anderson	Karen King-Sheridan	Theresa White
	Dr. Charice Hayes	Keenan Jones	Valerie Grays
	Dr. Charles N. Wilson	Kevin Johnson	Wanda Walker
			Will Hug
			William Johnson

Others in Attendance:
Michelle McIntosh
Shantrice Cooper

BCCC
Baltimore City Community College

BALTIMORE CITY COMMUNITY COLLEGE

Closed Session Summary | February 21, 2024 (Virtual Zoom Meeting)

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Board Members Present: Chairman Kurt L. Schmoke, Ms. Leonor Blum, Ms. MacKenzie Garvin, Dr. Rachel Pfeifer,), Dr. Roger Ward, Ms. Leila Parker, Esq. and Mr. John C. Weiss

Board Members Absent: Ms. Tanya Terrell

Also Present: Dr. Debra L. McCurdy, President

Also in Attendance: Ms. Maria E. Rodriguez, Esq., Ms. Kristin McFarlane, Esq.

Chairman Schmoke brought the Closed Session meeting to order at 5:36 PM.

Following a motion made by Trustee Weiss and seconded by Trustee Ward, the Trustees unanimously approved the consent agenda and the attached Closed Session materials. The Board received updates and discussed strategy, merits, and legal advice regarding real estate matters, a pending procurement, pending administrative complaint involving the College, and matters related to collective bargaining.

Upon a motion to adjourn the meeting made by Trustee Weiss and seconded by Trustee Garvin, the Board voted unanimously to adjourn the meeting at 5:57 PM.

Respectfully submitted,

Debra L. McCurdy, President

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Special Meeting Minutes │4:30pm March 11, 2024 (Virtual Zoom Meeting)
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Board Members Present: Ms. Tanya Terrell, Dr. Roger Ward, and Mr. John C. Weiss

Also Present: President Debra L. McCurdy

Board Members Absent: Chairman Schmoke

I. Call to Order
    a. Adoption of Agenda **(Vote)**
        i. Approval of the March 11, 2024, Agenda

Truste Weiss called the meeting to order at 4:36pm on the 11th of March 2024. The Agenda was unanimously approved upon a motion by Trustee Ward, seconded by Trustee Terrell.

Dr. McCurdy asked AG McFarlane about proceeding with the meeting. Ms. McFarlane indicated to proceed and only the discussion about policies could occur.

II. College Policies **(Vote)**

Gussener Augustus, *VP Advancement*	**Social Media**
Aubrey Bascombe, *VP Finance & Administration*	**Attendance and Academic Regalia** **Non-Discrimination** **Professional Development** **Reasonable Accommodations** **Withdrawal of Funds from Bank Accounts**
Lyllis Green, *Internal Auditor*	**Internal Audit** **Key Employee Transition Review**
Dr. Jaqueline Hill, *VP Academic Affairs*	**Academic Freedom** **Academic Renewal (Amnesty)** **Access to Library Services** **Adjunct Professional Development** **Artificial Intelligence** **Computer Literacy** **Credit Hour Definition** **Emeritus Designation** **Instructor Absence** **Library Fines and Fees** **Nursing and Allied Health Service Admission Program** **Advisory Committees** **Student Attendance** **Transfer and Advance Standing**
Maria Rodriguez, *General Counsel*	**Drug and Alcohol**
Donna Thomas, *Interim VP Student Affairs*	**Determination of Residency for Tuition Purposes** **New Student Orientation**
Michael Thomas, *VP Workforce Development & Continuing Education*	**Capitalization and Inventory Control** **Children on BCCC Property** **Police Department Employment Standards**

Academic Freedom – VP Hill reported this policy was revised and distributed throughout the campus for review.

Trustee Terrell asked for clarity about when major changes are made? VP Hill responded that all major changes to the policy were highlighted, and we could provide that copy.

Academic Renewal (Amnesty) – VP Hill reported this policy was revised and renamed to (Amnesty)

Trustee Weiss asked about the impact on transcripts in response to this policy? VP Hill responded all grades will show on the academic record.

Access to Library Services – VP Hill reported this policy had minor revisions. There were no questions.

Adjunct Professional Development – VP Hill reported this policy has revisions.

Trustee Weiss asked if the faculty had input regarding the changes? VP Hill responded the College community including faculty had input.

Artificial Intelligence- VP Hill reported this was a new policy.

Attendance and Academic Regalia- VP Bascombe reported no major changes.

Non-Discrimination – VP Bascombe reported the policy was revised but with no major changes.

Trustee Weiss asked were there any language changes and was Ms. Rodriguez comfortable with the language? VP Bascombe responded no language changes and Ms. Rodriguez responded she was comfortable with the language.

Professional Development -VP Bascombe reported the policy was revised with no major changes.

Reasonable Accommodations – VP Bascombe reported some general language changes.

Withdrawal of Funds from Bank Accounts- VP Bascombe reported no major changes.

Trustee Weiss stated we have a growing problem with fraud and asked if the College uses "Positive Pay"? VP Bascombe responded we don't currently use it. Trustee Weiss recommended that we research it and we may want to consider. Mr. Branscomb indicated he would report back.

Capitalization and Inventory Control – VP M. Thomas reported the policy was revised to ensure, laws are being followed.

Trustee Weiss asked about the computer inventory and spoke about a previous issue. VP M. Thomas responded the previous inventory issue was resolved and the College was implementing a system for inventory control.

Children on BCCC Property – VP M. Thomas reported the policy was revised so under 18 children could accompany their parents.

Trustee Weiss stated he was pleased to see children may attend with their parents instead of their parent's missing classes.

Computer Literacy – VP Hill reported this policy was revised with minor revisions.

Credit Hour Definition -VP Hill reported this policy has revisions.

Trustee Weiss asked if this policy would affect credits earned for practical work? VP Hill responded it does not include service hours.

Determination of Residency for Tuition Purposes – VP D. Thomas reported this policy has revisions.

Drug and Alcohol- Ms. Rodriguez reported this is a new policy.

Trustee Terrell asked how do you deal with marijuana? Ms. Rodriguez responded marijuana is an illegal drug, therefore it is prohibited on campus. She also stated we will make special accommodations for medical use.

Emeritus Designation – VP Hill reported this policy has revisions to clarify the language.

Trustee Ward asked who provides final approval for the Emeritus status? Dr. McCurdy responded the President receives a recommendation from the VPAA and the President recommends to the Board.

Instructor Absence-VP Hill reported this policy has been revised.

Internal Audit – Ms. Green reported this policy was revised.

Trustee Weiss asked who is the internal Auditor? Dr. McCurdy responded Ms. Green is the internal auditor. Trustee Weiss asked Ms. Green, if she felt conflicted? Ms. Green responded there is no conflict. Trustee Weiss asked who receives the internal reports? Ms. Green responded the College President, and the Board Chairman receive the internal reports. Also Ms. Green provides monthly updates to the Board included in their packets.

Key Employee Transition Review- Ms. Green reported this policy had a title change but no changes to the body or the content.

Library Fines and Fees- VP Hill reported this is a revised policy.

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New Student Orientation- VP D. Thomas reported this policy has been revised.

Trustee Weiss asked what happens if students do not attend orientation/ VP. D. Thomas indicated a discussion is under consideration to determine if a hold is placed on their account.

Nursing and Health Professions - VP Hill reported this was revised with a name change.

Police Department Employment Standards-VP M. Thomas reported this policy was revised to follow new policy guidelines. All Officers have to submit to mental health examinations every two years and agility assessment once a year.

Social Media – VP Augustus reported this policy has revisions that includes updating social media platforms.

Student Attendance -VP Hill reported this policy has revisions.

Transfer and Advance Standing-VP Hill reported this policy has been revised to remain in line with state regulations.

III.   Motion for Adjournment

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There was no motion to close the meeting due to the quorum. The meeting adjourned at 5:25pm.

Attorney McFarlane suggested sharing the review of the polices with the Chairman that took place during the Special Sessions and holding another meeting to vote on the policies.

Dr. McCurdy asked if the Policies could be voted on at the Finance Committee meeting on Thursday, March 14, 2024, at 8am? Ms. McFarlane responded the quorum can vote during the Finance Committee meeting. Dr. McCurdy asked Trustee Terrell if she would be available to attend the meeting. Ms. Terrell indicated she was available.

Respectfully submitted,

Debra L. McCurdy, PhD
President

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Attendees/Participants:

President McCurdy

Ms. Tanya Terrell

Dr. Roger Ward

Mr. John. C. Weiss

Ms. Kristen McFarlane

Ms. MacKenzie Garvin

Ms. Maria E. Rodriguez

Mr. Aubrey Bascombe

Ms. Becky Burrell

Ms. Donna Thomas

Dr. Jacquline Hill

Ms. Lyllis Green

Mr. Michael D. Thomas

Mr. Gussener Augustus

Mr. Micheal Rading

Ms. April Chambers

BALTIMORE CITY COMMUNITY COLLEGE
FINANCE COMMITTEE

Agenda | 8:00 AM March 14, 2024 (Virtual Zoom Meeting)

Attendees:	Chair Kurt Schmoke (absent)
	Trustee J.C. Weiss
	Trustee Roger Ward
	Trustee Tanya Terrell
	President Debra McCurdy
Participants:	
	Mr. Aubrey Bascombe, Chief Financial Officer
	Mr. Michael Thomas, Vice President of Workforce Development & Continuing Education
	Ms. Maria Rodriguez, General Counsel
	Ms. Anna Lansaw, Director of Procurement & Auxiliary Services

I.   Call to Order (Vote)

At 8:00 am, Chair Kurt Schmoke called the meeting to order of the Finance Committee of the Board of Trustees. Chair Schmoke motioned the meeting to open; Trustee J.C. Weiss seconded. All approved.

II.   College Policies (reviewed at Special Meeting (Vote)

Gussener Augustus, *VP Advancement*	Social Media
Aubrey Bascombe, *VP Finance & Administration*	Attendance and Academic Regalia Non-Discrimination Professional Development Reasonable Accommodations Withdrawal of Funds from Bank Accounts
Lyllis Green, *Internal Auditor*	Internal Audit Key Employee Transition Review
Dr. Jaqueline Hill, *VP Academic Affairs*	Academic Freedom Academic Renewal (Amnesty) Access to Library Services Adjunct Professional Development Artificial Intelligence Computer Literacy Credit Hour Definition Emeritus Designation Instructor Absence Library Fines and Fees Nursing and Allied Health Service Admission Program Advisory Committees

	Student Attendance Transfer and Advance Standing
Maria Rodriguez, *General Counsel*	Drug and Alcohol
Donna Thomas, *Interim VP Student Affairs*	Determination of Residency for Tuition Purposes New Student Orientation
Michael Thomas, *VP Workforce Development &* *Continuing Education*	Capitalization and Inventory Control Children on BCCC Property Police Department Employment Standards

President Debra McCurdy provided an overview of the policies being requested to be approved. President McCurdy explained that all the listed policies have been presented to the community for public comments and having received no comments were presented to the Board of Trustees in a Special Meeting for their review prior to being formally approved by the BOT.

Chairman Schmoke indicated he had no concerns with the 28 Policies that were presented during the Special Session and asked for a Motion for Approval (a quorum was present).

Trustee Weiss motioned for approval; Trustee Ward seconded. All approved.

III.   Additional College Policies
a.   Delegation of Authority Policy

General Counsel Maria Rodriguez provided an overview of the current policy and indicated that the policy was only being updated and just reaffirming the President's delegation of authority over contracts up to $100,000.

Chair Schmoke motioned to approve; Trustee Tanya Terrell seconded. All approved.

b.   Open Meetings Policy

General Counsel Rodriguez provided an overview of the policy stating that there was minor change in the policy in reference to public meetings and open discussion from the public.   Trustee Weiss questioned if this same policy that was previously presented to the Board of Trustees; General Counsel Rodriguez stated that the guidelines were presented to the Board of Trustees and the Policy is updated to reflect the presented guidelines.

Chair Schmoke motioned to approve; Trustee Roger Ward seconded. All approved.

c.   Policy Development, Revision, and Communication Policy

General Counsel Rodriguez provided an overview of the Policy and explained that the main change to the policy was the verbiage indicating that the designation of "three years" was changed to "three to five years" or sooner when the policy necessitates a review/change.

Chair Schmoke called for a Motion. Trustee Terrell motioned to approve; Trustee Ward seconded. All approved.

President McCurdy indicated that additional policies will be forthcoming for the Board of Trustees review and approval.

IV.   Procurement Policies and Procedures (Overview)

Chair Schmoke stated there is nothing to be presented under the Procurement Policies and Procedures and proceeded to procurements exceeding $25,000 to $99,999.

V.   Procurements Exceeding $25,000 to $99,999 (Informational)

    a.   Motorola Radios (Motorola) $79,420.55
    b.   Elevator Wraps – Advertising (Vector Media) $53,250.00
    c.   IMAC Computers (Applied Technology Services) $36,839.00

A summary of the purchases was presented by Vice President Thomas and Executive Director Lansaw. Motorola Radios are being purchased to follow new state regulations that allows the same radio frequencies with other police forces for crisis management.   Only sworn officers will be given the new radios.

The elevator wraps are promotional advertising for the College in the metro stations owned by the Maryland Transit Administration. MTA outsources all advertising that involves buses and metro stations to a 3rd party marketing company; these must go through the approved MTA vendor.

The IMAC computers are an upgrade to the student classroom. President McCurdy further explained the Board of Trustees will be seeing more procurements involving technology upgrades to the classrooms.

VI.   Pre-Approval Procurement(s) exceeding $100,000 (Vote)
    a.   Juniper Renewal – 2 Year Renewal (CDW) $151,445.92

Ms. Lansaw provided a summary of the pre-approval for the Juniper Renewal. She clarified that continuous hardware maintenance was being purchased through a cooperative agreement, the Maryland Educational Enterprise Consortium. Multiple vendors were requested to provide a quote. CDW presented the best value to the College for a two-year renewal.

Chairman Schmoke as for a Motion. Trustee Weiss motioned to approve; Trustee Ward seconded. All approved.

VII.   Finance Update (Informational)

Chief Financial Officer Aubrey Bascombe went over the financial report for the College; specifically highlighting the revenues and expenditures.   CFO Bascombe summarized the challenges still facing the Finance Division utilizing the new enterprise resource planning system, Banner. He further explained that Ellucian managed services would be forthcoming to the Board of Trustees; it will greatly assist the Finance Division to resolve the issues that the division is currently facing.

President McCurdy elaborated that the College is still going through data conversion from the old legacy (HPLan) system to the new ERP (Banner) system and will continue to update the Board about the continuous progress.

VIII.   Motion for Adjournment (Vote)

Prior to the motion for adjournment, Chair Schmoke congratulated President McCurdy on the College's Economic Impact Study report and how informative it was.

Chair Schmoke motioned to adjourn; Trustee Ward seconded. All approved.
The meeting adjourned at 8:26 am.

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TAB 3 | Student Government Association Report

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Baltimore City Community College
CABINET UPDATE
Board of Trustees, March 2024
Student Affairs

STUDENT GOVERNMENT ASSOCIATION

SGA Monthly Meeting – The SGA leadership held two general meetings in the month of February in the Mini Conference Center. Both meetings were also available via Zoom. Some of the topics discussed were as follows:

February 12, 2023

1. SGA leadership shared that the SGA budget submitted is waiting on approval.
2. It was brought to SGA that offices do not have first aid kits and considering there not being a health center on campus, offices need to have at least first aid kits at a minimum. SGA Leadership will follow up and wants to have at least one or two kits in the SGA office.
3. SGA reported on their trip to Annapolis representing the college for Advocacy Day on February 6, 2024
4. It was announced that applications an information on SGA Elections for 2024-2025 will be available by the next SGA Meeting
5. Students were asked to continue to support the Black History Month and Love Week Programs

February 26, 2024

1. Members of the SGA leadership met with representatives for Middle States on February 15, 2024
2. Interviews took place for some vacant SGA positions and selections were made for the parliamentarian (Sara Motaal) and a senator (Dayone Green). They will be sworn in at the March SGA Meeting.
3. Students reported that there were issues with classes being canceled without notification and there being no instructors for scheduled classes. Because of this, SGA Leadership invited the Registrar (Karen McCray) to discuss the students' concerns. Ms. McCray gave valuable information and updates to the students. Because many of the concerns are outside of the Registrar's area, the SGA said that they would be inviting the leadership from Academics to the next meeting to address the students' concerns.
4. SGA also addressed the need for better communication between the SGA and clubs and organizations. It was a good discussion with everyone open to solutions.

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

Keeping it Real Lecture Series – February 15, 2024 - The first lecture in the series for the spring was held. The topic was 15 Black Scholars Everyone Should Know, Vol. III. The presenter was Professor Dr. Baba Zak A. Kondo, BCCC Professor of History, author, scholar, lecturer, and activist. The event was held from 6:00 – 8:00 pm via Zoom. This program was co-sponsored by the Anthropology & Sociology Club, History Club, Office of Student Life & Engagement, and the Education, Social & Behavioral Sciences Department.

<u>Black Cinema Tuesday – February 13 and 20, 2024 -</u> In celebration of Black History Month, movies were shown that highlighted the Black experience during the month of February. The movie 13th was shown on February 13th and the movie "The Color Purple" was shown on February 20th. Student Government Association along with the Office of Student Life and Engagement, the Anthropology and Sociology Club and the History Club co-sponsored these movies and discussions followed the showings.

<u>Celebrating Leadership – February 21, 2024</u> – The BCCC Speaker Series features guest lecturers and panelists who spoke to the BCCC community to educate, empower, and celebrate excellence. The event was held in the Mini Conference Center from 12 to 2 pm. This was a co-sponsored event with the Student Leadership Club and the Office of Student life and Engagement.

<u>Keeping it Real Lecture Series – February 23, 2024 -</u> The first lecture in the series for the spring was held. The topic for this session was Malcolm X. The presenter was Professor Dr. Baba Zak A. Kondo, BCCC Professor of History, author, scholar, lecturer, and activist. The event was held from 6:00 – 8:00 pm via Zoom. This program was co-sponsored by the Anthropology & Sociology Club, History Club, Office of Student Life & Engagement, and the Education, Social & Behavioral Sciences Department.

<u>Trip to the National Museum of African American History and Culture in Washington, DC – February 28, 2024</u> - Members of the BCCC community were able to explore the museum along with a visit at the Smithsonian Museum of Natural History. This was an all-day trip starting at 9am and returning a little after 7pm. More than 30 students signed up for this event.

<u>Wear Red Wednesdays</u> – SGA along with the BCCC community continued wearing their red each Wednesday to show their pride for BCCC.

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BALTIMORE CITY COMMUNITY COLLEGE

TAB 4 | Faculty Senate Report

- None

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BALTIMORE CITY COMMUNITY COLLEGE

TAB 5 | AFSCME Local #1870 at BCCC Comments
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- None

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TAB 6 | Items Removed from the Agenda

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

TAB 7 | New Business

    a.   Finance/Audit Committee Special Meeting March 14, 2024

   i. Procurement Polices & Procedures **(Overview)**

  ii.   Procurement Exceeding $25,00 to $99,999 **(Information)**

a. Motorola Radios (Motorola)	$79,420.55
b. Elevator Wraps – Advertising (Vector Media)	$53,250.00
c. IMAC Computers (Applied Technology Services)	$36,839.00

  iii.   Pre- Approval Procurement(s) exceeding $100,000 **(Vote)**

a. Juniper Renewal - 2 Year Renewal (CDW)	$151,455.92

Contract No. / Contract Title	R95P4600273 Motorola Radios		
Description/Remarks: Public Safety requested the purchases of new Motorola radios for the public safety officers. The purchase was conducted under the Maryland statewide telecommunication contract.			
Procurement Method:	ICPA	Category:	Commodity
Award Amount:	$79,420.55	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Public Safety	Fund Source:	07703 / 1119

Contract No. / Contract Title	R95P46000261 Elevator Wraps – Advertising (Vector Media Holding Corporation)		
Description/Remarks: This is for the elevator wraps located in the metro stations to promote and advertise the College. This is a sole source contract because MTA contracts out all media venues through a 3rd party and must use the awarded vendor.			
Procurement Method:	Sole Source	Category:	Services
Award Amount:	$53,250.00	Contract Term:	03/01/2024 – 12/31/2024
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Marketing	Fund Source:	06656/0801

Contract No. / Contract Title	R95P4600274 IMAC Computers (Applied Technology Services)		
Description/Remarks: The purchase of 17 IMAC computers for the student classroom. The purchase was conducted through Maryland Education Enterprise Consortium cooperative agreement. The college is a current member of the MEECs.			
Procurement Method:	ICPA	Category:	Commodity
Award Amount:	$36,839.00	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	N/A
College Department:	Information Technology Services	Fund Source:	06618/0872/1015

Contract Title: Juniper Custom Hardware Support

Contract Description: This contract is to provide for Juniper continuous hardware maintenance on the IT servers.

Awardee(s) and Amount(s):   CDW-G $151,445.92

Procurement Method: Intergovernmental Cooperative Purchasing Agreement

Requesting Remarks: The College is requesting pre-approval to enter into an agreement with the above-referenced contractor to provide continuous hardware maintenance support for IT servers. The contract is being requested for a two-year term and is being procured through the Maryland Educational Enterprise Consortium, an intergovernmental cooperative purchasing agreement. In accordance with Procurement Policies and Procedures Section 1.3.2.6, the College is exempt from a formal procurement process when procuring through intergovernmental contracts or like-business agreements.

BOARD OF TRUSTEES ACTION   THIS ITEM WAS:

APPROVED   DISAPPROVED   DEFERRED   WITHDRAWN

WITH DISCUSSION   WITHOUT DISCUSSION

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Title of Policy: MHEC Approval as Prerequisite for Marketing Academic Programs

Policy (check one): New _____ Revised ____X_____

Applies to (check all that apply):

Faculty____   Staff____   Students____

Division/Department_____   College __X__

Policy Purpose:

To ensure Maryland Higher Education Commission (MHEC) approval as prerequisite for Marketing academic programs. Baltimore City Community College can offer degree or certificate credit programs or noncredit courses only if approved to do so by the Maryland Higher Education Commission (MHEC).

The College is potentially liable to legal sanctions and penalties if found to have marketed or promoted a degree or certificate credit program or a noncredit course not approved by MHEC.

State Regulatory Requirements outlined in COMAR 13B.02.03.03G states "Public institutions may not implement a program without the prior approval of the (Maryland Higher Education) Commission." Additionally, the Maryland Education Article 11-107 grants MHEC powers to impose on public institutions (effective October 2009) serious penalties for not following regulations such as the program approval process.

Policy Statement:

It is the policy of Baltimore City Community College to prohibit marketing and promoting to students or prospective students any program or course that has not received required approval from the Maryland Higher Education Commission (MHEC).

Implementation Date: October 27, 2009; TBD

Originator/Division: Institutional Advancement, Marketing and Research

Approved by the Board of Trustees: October 27, 2009; TBD

This policy once approved by the Board of Trustees supersedes all other policies.

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Title of Policy: PROCEDURES FOR TRAINING STANDARDS

Policy (check one): New ___   Revised X

Applies to (check all that apply):

Faculty____   Staff____   Students____

Division/Department _X__   College____

Purpose:

This policy is intended to ensure compliance with a police officer training program that meets the standards established by the Maryland Police Training Commission (MPTC).

Policy Statement:

It is the policy of Baltimore City Community College that Sworn Police Officers are adequately trained in accordance with the Maryland Police Training Commission standards (MPTC). Sworn Police Officers are responsible to ensure public safety and internal security by providing the highest quality of law enforcement services to our College Community.

Originator/Division: Public Safety/Business & Finance

Implementation Date: July 13, 2006; TBD

Approved by the Board of Trustees: July 13, 2006; TBD

This policy once approved by the Board of Trustees supersedes all other policies.

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Title of Policy: PROCEDURES FOR TRAINING STANDARDS

Policy (check one): New ___   Revised X

Applies to (check all that apply):

Faculty____   Staff____   Students____

Division/Department _X__   College____

Purpose:

This policy is intended to ensure compliance with a police officer training program that meets the standards established by the Maryland Police Training Commission (MPTC).

Policy Statement:

It is the policy of Baltimore City Community College that Sworn Police Officers are adequately trained in accordance with the Maryland Police Training Commission standards (MPTC). Sworn Police Officers are responsible to ensure public safety and internal security by providing the highest quality of law enforcement services to our College Community.

Originator/Division: Public Safety/Business & Finance

Implementation Date: July 13, 2006; TBD

Approved by the Board of Trustees: July 13, 2006; TBD

This policy once approved by the Board of Trustees supersedes all other policies.

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Title of Policy: **Student Independent Study**

Policy (check one): New _____ **Revised** ___X___

Applies to (check all that apply):

Faculty ___X___   **Staff** _X_   **Students** ___X___

Division/Department X   **College** X

Policy Purpose:
This policy provides the guidelines for students who are seeking to take an independent study in order to complete their course of study. Students are expected to complete their programs through the normal schedule of courses. However, circumstances beyond the students' control may place a student in a situation where it is impossible for the student to take required courses and complete their course of study. To assist students in such a situation, students are permitted to apply for required courses as Independent Study, provided that they meet the proper eligibility and requirements. The College is under no obligation to provide this option to students. Faculty members may or may not accept the assignment to provide Independent Study instruction. The College reserves the right to modify the eligibility and requirements at any time without prior notification.

Policy Statement:
It is the policy of Baltimore City Community College to provide students toward the end of their program of study with the option to take a required course as Independent Study to complete their program of study. Independent Study courses must meet the same standards/requirements as the in-class course. Students are limited to a maximum of two Independent Study courses. In extenuating circumstances, the Vice President for Academic Affairs may grant an exception. The College is under no obligation to provide this option. Faculty reserve the right not to accept an Independent Study assignment.   The College reserves the right to modify the eligibility and/or requirements at any time without prior notification.
Implementation Date: May 25, 2010; TBD

Originator/Division: Academic Affairs

Approved by the Board of Trustees: May 25, 2010; TBD

This policy once approved by the Board of Trustees supersedes all other policies.

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BALTIMORE CITY COMMUNITY COLLEGE

TAB 9 | Presentations

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- Enrollment Update
- ERP Update

Enterprise Resource Planning (ERP) Project Update

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Michael Rading, CIO

Date: March 20, 2024

Project Status

The College is currently at an overall Green status from the State's Department of Information Technology (DoIT). DoIT has provided additional information on the monthly health status of the project, which includes the following criteria:

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

Current & Upcoming Work

Degree Works – New ERP module that supports academic advising, transfer articulation, and degree audit ERP module

- <u>Training & Configuration Review</u>: With program coordinators, faculty and deans. The final launch of the production is scheduled for April.

Time Entry in New ERP - PIN employees transitioning to new ERP for better payroll processing in March 2024

- <u>Training & Alerts</u>: Role-specific training and communication to employees since January 2024
- <u>Support & Readiness</u>: System tested; FAQs and payroll support available for employees

ERP Challenges

- Data Clean up - It is normal and expected for an ERP migration project of this magnitude to have data errors and inconsistencies that need to be addressed in production
- Reporting - There is a catalog of compliance and operational reports that have been identified by functional offices that require data out of Banner
- Cyclical Operations - Due to the cyclical nature of college operations, there are many processes that are only run annually, so implementing the new system means that offices will be running new processes for the next couple of years.

- Approach to Resolve
  - Implementation of the Insights Reporting module (currently underway) that provides additional reporting and data inconsistency identification is underway
  - Additional vendor services to build out additional institutional reports, address identified challenges and support different areas become more familiar with new processes

ERP Support Strategies

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Multi-Faceted Approach to get to Steady-State

- **Vendor Expertise** – Comprehensive support from Ellucian the ERP vendor, for all functional areas for the next year
- **External Expert Resources** – Exploring resource options through DoIT for expertise to support operational ERP best practices and to support priorities and challenges across different areas are addressed for the next year
- **Input from Other Higher Eds** – Engaging with other colleges and universities further along in their ERP implementation on their support strategies

Cabinet members have had vendor engagements, a final proposal and related procurement on Managed Services expected to go to the Board of Trustees in April 2024

Questions

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BALTIMORE CITY COMMUNITY COLLEGE

TAB 10 | President's Report

A. Operational Update
B. Realignment Tasks Update

Baltimore City Community College

CABINET UPDATE

Board of Trustees, March 20, 2024

Dr. Jacqueline Hill, Vice President for Academic Affairs

<u>ACADEMIC AFFAIRS</u>

<u>Recruitment and Hiring</u>
- Academic Affairs has concluded initial interviews for the Center for Academic Achievement director. Two finalists have been identified.
- Interviews have commenced for an instructional designer.
- Interviews have been conducted for a Emergency Medical Services coordinator and Nursing faculty.
- The School of Arts and Social Sciences (SASS) hired a new dean, Dr. Phillip Powell, who joined the College in February 2024.

Vice President for Academic Affairs
- Met with Expanding SUCCESS Initiative
- Reconvened the General Education Committee
- Drafted the Academic Master Plan revisions
- Prepared for the Nursing Accreditation site visit
- Conducted a comprehensive review of faculty credentialing
- Conducted faculty evaluations
- Drafted unit goals
- Attended Strategic Planning sessions
- Presented Middles States Readiness sessions

Assistant Vice President of Curriculum and Instruction
- Coordinated finalization of catalog updates
- Conducted galley days for program coordinators to review catalog changes
- Coordinated finalization of academic program cards
- Conducted Business and technology faculty credentialing and Teaching Assignment Units (TAU)
- Serves as Committee Co-Chair for the Middle States Commission on Higher Education (MSCHE) Self-Study Report
- Reviewed and confirmed evidence needed for MSCHE Standard

Assistant Vice President for Academic Engagement and Partnerships
- Met with Harford Community College regarding the succession of Phi Theta Kappa (PTK). BCCC will coordinate PTK for the next three years.
- Circulated eight potential partnerships for Cabinet review.
- Updated Academic Affairs policies.
- Created an Articulation and Partnerships processes and accompanying forms.

- Met with City Schools to discuss the Developmental Education partnership.
- Reconciled equipment purchases with the Perkins grant funds.
- Met with City Schools and Mayor's Office for Employment Development regarding the Blueprint for Maryland's future Career Coaching initiative.

ELearning

- Galley days for the designated Catalog reviewers for the 2024-25 Catalog. Publication of the catalog is scheduled for March 2024.
- Collaborating with the Director of Assessment for Student learning Outcomes data being extracted from Canvas (learning management system).

Library

- Hosted the book club for faculty, staff, and students.
- Serves on the Center for Teaching, Learning, and Innovation committee.
- Provided Library data for program accreditations.
- Serves on planning committee for Library renovations.

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Baltimore City Community College
CABINET UPDATE
Board of Trustees, February 21, 2024
Ms. Donna Thomas, Interim Vice President for Student Affairs

RECRUITMENT & ADMISSIONS

In February 2024, Admissions engaged with various high schools and community partners. The Recruiters and Mayor's Scholars Program staff participated in eight off-campus recruitment activities and two on-campus tours.

The Admission Recruiter sent communications to Baltimore City and Baltimore County High Schools to promote the Mayor's Scholars' Program Summer Bridge Program. The College received several replies from the high schools, and for March over 15 school visits have been confirmed.

The college promoted Spring 2024 registration. Communications were sent to students by email and social media was used to further promote registration.

The Interim Vice President of Student Affairs is conducting interviews to fill vacant positions. The vacant positions are: 3-Admission Recruiters, Veterans Coordinator and Director of Admissions.

Off-Campus Recruitment Activities

Date	Organization/School	Event Type
2/2/2024	Reginald F Lewis HS	Informational Session: Mayor's Scholars Program, Dual Enrollment, Application Process
2/15/2024	Vivien T. Thomas Medical Arts Academy Sch 429	College Representative
2/18/2024	New Psalmist Baptist Church	HBCU Sunday
2/23/2024	Lansdowne High School	MSP Presentation
2/29/2024	Fredrick Douglass High School	Informational Session: Mayor's Scholars Program, Dual Enrollment

On-Campus Recruitment Activities

Date	Organization/School	Event Type
2/12/2024	Benjamin Franklin at Masonville High School	Campus Tour & Informational Session
2/22/2024	Fredrick Douglas High School	Campus Tour & Informational Session
2/24/2024	New Psalmist Baptist Church	Community Giveaway

Admission Operations

	February 2024
Number of Sign ins for Walk-in Service	326

Connection to Enrollment

The college engaged with Mongoose to explore implementing text messaging with students. This form of communication allows the college an opportunity to communicate with students directly, given that students are more prone to view a text message than an email. Mongoose can also offer a "bot" feature that will allow students to receive online assistance through the web 24/7. The bot can be programmed with standard responses to the most asked questions/services the college provides.

The Mayor's Scholars Program conducted several informational sessions to promote the Summer Bridge Program. The informational session is to help students complete the BCCC admissions application and youth works application for participation in the Summer Bridge program. Informational Sessions were held in person or virtual and will continue through March 2024.

In-person sessions:
Main Building, Room 4B

VIRTUAL INFORMATION SESSION
February 10th virtual (10:00 am — 11:00 am)
Zoom link: http://tinyurl.com/3558d5fp

INFORMATION SESSION
February 21st in person (5 — 7:00 pm)

INFORMATION SESSION
February 28th in person (5 — 7:00 pm)

INFORMATION SESSION
March 6th in person (5 — 7:00 pm)

VIRTUAL INFORMATION SESSION
March 9th virtual (10:00 am — 11:00 am)
Zoom link: http://tinyurl.com/3558d5fp

INFORMATION SESSION
March 13th in person (5 — 7:00 pm)

INFORMATION SESSION
March 20th in person (5 — 7:00 pm)

*RSVP soon. Space limited to 25 seats per session.

The newly appointed Assistant Dean of Early College Access and Programs along with leadership at the College engaged with Baltimore City Public Schools to discuss the Blueprint for Maryland's Future specific to the Pillar 3 College and Career Readiness (CCR) standards. The Blueprint aims to have all students meet CCR standards by the end of their 10th grade year, develops CCR-support pathways to support students in meeting the standard, enables students to enter a Post-CCR pathway that builds on the student's strengths, develops a Career and Technical Education (CTE) system that is aligned with industry's needs, and ensures that prekindergarten through 12th grade curriculum, standards, and assessments are all aligned with the new CCR standard. BCCC serves a critical role in partnering with BCPSS to provide development courses for any student not college and career ready by grade 10. BCCC is in the planning stages with BCPSS to begin a phased in approach in Fall 2024.

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INTERNATIONAL STUDENT SERVICES (ISS)

Student Services & Workshops

ISS held over 173 admissions and advisement meetings with international students [online (124+), in-person (59+)] and general students (27+). They also sent over 101 emails to F-1 visa students and other international students in February. ISS staff continued to register students in the SEVIS system, alerting the Department of Homeland Security that students were enrolled full-time for the new semester, as well as processed new applications for the upcoming summer and fall terms. They also processed requests for part-time enrollment due to graduation and medical crises. They spend considerable time working with students whose F-1 visa status was put in jeopardy due to last-minute changes by Academic Affairs – either in-person classes that were changed to online modalities, or due to last-minute cancellations. They worked closely with Academic Affairs, the Registrar's Office, and their leadership to ensure that no student had to lose their F-1 visa status or leave the USA.

The Coordinator of International Student Services and the International Student Advisor convened and participated in four regular weekly meetings of the International Students Club, along with the club's other adviser, Prof. Daniel Izume, and participated in countless meetings with ISC subcommittees planning the College's International Women's Day, and meetings with the Office of Student Life and Engagement. This year's celebration is scheduled for 3/7/24, from 4-7pm in the Gaare Auditorium. It will feature a film and panel discussion of a movie based on a book by a popular Nigerian American author, Chimamanda Ngozi Ndichie, "Half of a Yellow Sun," based on two Igbo sister's return to newly independent Nigeria and the ensuing Biafran Civil War. The advisers secured co-sponsorship of the event by the Office of Student Life, the History Club, and the Sociology and Anthropology Club. The advisers also are working with SGA leaders.

Immigration Compliance

ISS staff worked with the Office of the President, the IVP Student Affairs, Office of Institutional Research, the Test Center, Financial Aid, and Workforce Development and Continuing Education to file for recertification with the Department of Homeland Security, Student and Exchange Visitor Program (SEVP) which administers the Student and Exchange Visitor System (https://studyinthestates.dhs.gov/schools/submit/getting-started-with-sevp-recertification). The Coordinator of International Student Services submitted the recertification request via SEVIS on 02/22/2024. The SEVP sent a notice of recertification back on 02/27/2024.

Partnerships

As mentioned above, ISS held numerous meetings to meet the requirements for SEVP Recertification and made initial requests to update the International Student Services website with Marketing, to public users of the website had access to the information provided to SEVP.

ISS staff led an effort to host a film and discussion in honor of International Women's Day, scheduled for 03/07/2024, in collaboration with the International Students Club, the History Club, the Sociology & Anthropology Club, the Office of Student Life & Engagement, Marketing, and several Academic Affairs personnel.

On 02/01/2024, the Coordinator of International Students met with representatives in English Language Services (ELS), Test Center, and Academic Affairs leadership to review the multiple measures rubric used by Admissions, ELS, and the Student Success Center for admissions decisions and placement.

Presentations

On 02/23/2024, ISS Staff attended the Board Meeting of the Maryland International Education Consortium, with the International Student Adviser providing her Treasurer's Report and voting on behalf of the College.

Training

The Coordinator of International Student Services provided approximately 5-6 hours of Ellucian training to Assistant Dean of Early College & Access Programs, covering basic to intermediate skills in the enrollment process and retention activities using CRM Recruit and Banner.

ISS staff participated in the MSCHE Readiness Sessions on 02/09/2024 and 02/23/2024.

The Coordinator of International Student Services attended the spring meeting of the Maryland Organization of Community College Registrars and Admissions Officers (MOCCRAO).

ATHLETICS

The basketball team is still competing. The team's current record is 12-14. With each game the team has improved. The team posted their first Division I win since 2019 in a victory over Allegany College. Their games have been competitive and provided the general student population with an opportunity to root for their classmates and have fun at the same time. With each game the number of students and fans attending has increased. The live stream has also seen an increase in the number of viewers since the first broadcast during the Women's Volleyball season. The largest audience was our home game versus Prince Georges CC. That live broadcast saw more than 500 viewers and over 300 hundred have gone back and watched the recorded broadcast on the Athletic Department website.

The Athletic Department Outreach and recruitment efforts provided an opportunity to establish a recruiting network with schools in the Central Intercollegiate Athletic Association, which now holds its conference basketball tournament here in Baltimore. One of the participating schools, Johnson C. Smith University used the PE Center to prepare for their games at the CFG Bank Arena. The onsite practices gave our student athletes a chance to meet and be seen by the coaching staff of an NCAA School.

The Athletic Department is working with a local non-profit organization "My Fathers Plan" to conduct a Girls high school volleyball tournament. The tournament will host 8 area high schools here in the campus of BCCC. By hosting the tournament, the hope is to promote the newly reconstituted volleyball program as well as the institution to young women who are looking for the chance to continue playing their chosen sport while attending college.

Plans are being made to conduct basketball camps this coming summer of 2024. The camps will provide both the Men and Women's Basketball programs an opportunity to promote their programs to the local community. In addition, camps provide opportunities for recruitment. Tentatively, the camps will be conducted June-July. The two age groups include: 13-18.

The Athletic Department will conduct a 3 on 3 league for the general student population leading up to Panther Pride Week. The goal is to keep the campus active beyond the varsity sports season. The tournament is coed and requires that at least one female basketball player be always on the court. This format will highlight and hopefully bring more women to the varsity program.

RECORDS AND REGISTRATION

Enrollment:
The **Spring 2024** semester began on Wednesday, January 17, 2024. There are 3721 enrolled students.

Student Registration Data:

Panter Portal
- Course Enrollment February 14, 2024, = 1376
- Course Enrollment February 28, 2024, = 21

Registration Office Course Enrollment
- 2/14/2024 = 1415
- 2/28/2024 = 10

Transcripts Processed:
- Received via Parchment = 124
- Outgoing Fulfilled via National Student Clearinghouse= 549

Transfer Articulation:
In February, 138 official transcripts were received for transfer credit evaluation. The staff reviewed 380 student transcripts, evaluated 2326 credits, and awarded 2182 credits. There are 232 open evaluations pending review.

Spring 2024 Anticipated Conferrals:

Confirmed Degrees	AA	AAS	AS	ASE	AAT	Total
	15	88	21			124
Confirmed Certificates						25

Projects:
- Preparing for Summer and Fall course registrations.
- Identifying Spring 2024 potential graduates for commencement.
- Working with IT to create reports in Argos to enhance daily operational functions.
- Banner Database clean-up – identifying duplicate enrollment and inaccurate student status /demographic information, updating student cohorts and attribute codes.
- Degree Work testing for Summer 2024 rollout.
- Cross-training to enhance operational efficiencies.
- Reviewing and updating student forms.
- Reviewing and organizing student files.

OFFICE OF FINANCIAL AID

Funds Awarded and Disbursed:

The Financial Aid Office has awarded and disbursed $8,188,700 in Federal, State, and Institutional funding.

Federal Funding Total = $7,764,418.55
1. Federal Work Study = $225, 890.75
2. Federal Pell Grant = $6,983,338.81
3. Federal SEOG = $ 225, 890.75
4. Student Support Waiver = $29,000.00

Institutional Aid = $91, 937.00
1. Agency Athletics = $ 67, 687.00

2. Trio Book Scholarship = $ 24,250
State Grants = $332, 345.00
    1. Educational Assistance Grant/New = $11,700.00
    2. Educational Assistance Grant/Renew= $14,750.00
    3. Campus Based Grant (EGRANT) = $ 21,900
    4. Guaranteed Access Grant = $,1800
    5. Guaranteed Access Grant/Renew = $ 450
    6. Maryland Promise (MDCCPS) = $37,365
    7. MD Conroy = $9,304.00
    8. MD Delegates - E = $8,465.00
    9. MD Delegate -F = $ 750
    10. MD Part-Time = $215,600.00
    11. MD delegate-D = $2,113.00
    12. Senatorial I = $ 1,488.00
    13. Senatorial Renew = $ 4,350.00
    15. SS Waiver = $2,310.00

Training

Evaluated training materials for R2T4, determined relevance, and created an overall Banner and COD training guide and created an SOP and calendar for State funding, which now allows more relevant cross-training within the department and ensures employees are aware of their responsibility within time frame. That is an ongoing process with no end date.

Developed training materials for FWS functions with Payroll to allow seamless operation of the tasks in the department.

Provided daily downtime to staff for more consistency with regular training via conferences, webinars, and interdepartmental meetings to ensure continuity in training and keeping up with ever-changing federal, and state regulations.

Outside resources include the National Association of Financial Aid Administrators (NASFAA), Department of Education sources, Federal Student Aid training, and the Federal Student Aid handbook, Ellucian Training.

Policy review and creation
Review current financial aid policies to determine updates required and any missing policies that need to be developed.

Improve and Increase communication.

    a) Developed a social media marketing plan for the FAFSA outreach to increase engagement with the target audience. Worked with the marketing communications department and updated the Financial Aid Webpage. Goal: take the scary out of financial aid. (FWS brochure/ FWS applications/ and FAFSA Night billboard)
    b) Updated the financial aid communications to reflect the Refund process and dates.
    c) Developed a financial aid calendar for the department to ensure all staff members are on board for the major coming events. The calendar is reviewed weekly with the team.

Outreach efforts:
Outreach efforts include Early FAFSA Application notification emails, weekly workshops, monthly Financial Aid information sessions, and One-on-One assistance for FAFSA completion every day.

Challenges:
· Students with incorrect degree program statuses impact the student's financial aid.
· Duplicate ID prevents awarding financial aid to students.
· Inaccurate admission status, such as not admitted, or pending admission.
· Refunds are not issued on time.
· Grant, Senior Citizen Waiver, and Faster Care Waiver processing need to be streamlined between AR and FA to serve students more effectively.

Staffing:
The Federal Work-Study Coordinator position remains vacant. Interviewing candidates for the Financial Aid Coordinator position.

STUDENT SUPPORT AND WELLNESS SERVICES

During the month of February 2024, the Student Support and Wellness Services office (SSWS) served approximately **38 students** virtually and in person via office visits, intakes, scheduled counseling sessions. The Counselor, Cortney Merritt, LMSW, conducted about 13 counseling intakes and facilitated 25 in-person (in-office) and virtual (telehealth) individual counseling sessions. Students this month present with issues surrounding school- related stress and anxiety, seasonal changes, test and social anxiety, depressive symptoms, struggles with basic needs and resources, interpersonal and relationship (family, romantic, platonic) issues and other major and minor mental health symptoms.

SSWS was represented at four campuses planning and routine meetings. These meetings ranged from: weekly check-ins with key staff and strategic planning for the Spring semester. The office also participated in four BCCC community events this month, including Love Week and Black History Month events.

SSWS counselor attended five off-campus meetings and continuing education events to help continue attaining knowledge, competencies, and resources to best serve students. SSWS continued to link with community partners connected to the 9-8-8 initiative to provide updates, gain new insight/data, as well as continue BCCC connectiveness as key community ambassadors for intervening with mental health emergencies. Efforts to continue to attain community and resource connections included connecting with Maryland AHEAD community to plan an inaugural community event for accessibility students and individuals. Continuation of identifying basic needs resources and campus supports has been effective in updating BCCC (SSWS) website. Further efforts will continue in hopes to bridge personalized resources for the BCCC community.

Members of faculty and staff contacted SSWS for counseling support, event planning or community resources. Two faculty members also collaborated with counselor to plan in-class support for the Spring Semester. An in-person presentation on Healthy Relationships was facilitated for the Mayor's Scholars students and community. SSWS continues to collaborate with staff from the Testing Center, Mayor's Scholars Program (MSP), Student Success Center, TRIO Support Program, Student Life and Engagement, Disability Support, Admissions, Records and Registration, Public Safety, and key faculty to discuss the essential mental health and wellness needs of students at Baltimore City Community College. These efforts have resulted in community-based partners and events aimed at assisting students, transitional adults, and the community.

Table 1.

Student Contacts (In person/Email/Phone/Text)	38		Off-campus Meetings or Events Attended	5

Student Office Visits /Check-in	13		Wellness Workshops Facilitated	4
Student Counseling Session(s)	25		Classroom Presentation	1
On-campus Meetings or Events Attended	8		Faculty/Staff Consultations	5

TRIO STUDENT SUPPORT SERVICES PROGRAM

The TRIO Student Support Services Program serves 230 participants at full enrollment, with additional participants accepted under "Conditional" status, our program has delivered essential support to our student community. These services have encompassed coaching, academic advising, financial literacy guidance, information on financial aid, transfer services, and assistance with career decision-making. The range of issues addressed during these interactions includes degree audits, financial aid matters, student accounting inquiries, challenges related to technology accessibility, tutoring needs, and referrals to Student Support and Wellness, as well as Disability Support Services.

Monthly Contact Totals:

Type of Contact	No. of Students	No. of Visits
Virtual and In-person	35	45

Student Programming:

Bag It: Lunch & Learn (2/15/24) - 12 attendees:

The objective of this session was to help students identify habits that may diminish their sense of joy and elucidate the significance of addressing them. We explored habits that can impact personal well-being and strategies for cultivating more positive ones. Participants engaged in discussions about how these habits intersect with their college experience, particularly in achieving balance among academic pursuits, work responsibilities, and personal life. Recognizing one's preferred learning style was emphasized as crucial for academic success, paving the way for further exploration into tailored learning methods. The session concluded with students offering constructive feedback and reflecting on strategies to safeguard their joy. The musical selections "Happy" and "Smile" were a fitting conclusion to the session.

Organizing for Academic Success (2/28/24) - 5 Attendees:

This workshop aimed to equip students with effective strategies for time management, assignment organization, progress tracking, stress reduction, and cultivating robust study habits. Emphasizing the applicability of these concepts, participants learned to apply them across various aspects of their lives. By identifying daily habits, students could establish routines conducive to efficient time management. Engaging in rich discussions, attendees exchanged feedback and demonstrated receptiveness to enhance organizational skills. The session

concluded with a recommendation for the upcoming Financial Literacy workshop, emphasizing the importance of financial organization in holistic personal development.

Peer Mentor Workshop (2/21/24) - 4 Attendees:

During this session, peer mentors provided updates on their mentees' progress, familiarized themselves with StudentLingo resources, and completed Mentor fact sheets for display in the lab. The workshop also provided a platform for mentors to address any questions or concerns they may have had.

Understanding StudentLingo (2/29/24) - 6 attendees:

This workshop provided insight into StudentLingo, highlighting its benefits and optimal utilization. Participants gained access to a wide array of online workshops, totaling 46, each offering a certificate of completion upon finishing. The session aimed to empower TRIO SSS participants with valuable resources for academic and personal development.

StudentLingo Online Workshops (Self-directed):

A total of 97 learners actively participated in the learning platform during the reporting period, amassing 898 views and 88 course completions. Most popular workshops included "Discovering Learning Style Preferences", "10 Habits of Mind for College Success", "Navigating the Financial Aid Progress, and "Financial Literacy and Smart Money for College and Beyond", catering to the diverse needs of our student community.

Outreach and Recruitment:

Diverse outreach and recruitment efforts were implemented through social media blasts, Canvas posts, emails, and active participation in college-sponsored events. The impact of these initiatives was tangible, resulting in 8 applications received by the SSS program. As the program has reached its capacity, all applications are currently placed on the waitlist for fall 2024.

Professional Development:

The Retention Counselor and Administrative Assistant attended the Mid-Eastern Association of Educational Opportunity Program Personnel (MEAEOPP) annual conference in Hershey, PA, from February 18-21, 2024. MEAEOPP serves as the regional professional association for TRIO and educational opportunity personnel across Delaware, the District of Columbia, Maryland, Pennsylvania, Virginia, and West Virginia. Staff engaged in a variety of workshops, activities, and networking opportunities to expanding college opportunities for low-income, first-generation students, and those with disabilities.

New TRIO Lounge and Computer Lab:

MNB 23-C has been transformed into a lounge and flex space for students. Equipped with sofas, tables, and chairs, this area is designed to facilitate studying, relaxation, and small gatherings. TRIO SSS and UBMS are delighted to offer additional spaces to cater to the learning and social developmental needs of program participants.

UPWARD BOUND MATH AND SCIENCE PROGRAM (UMBS)

Program Highlights

UBMS has strengthened its partnership with *BithGroup Technologies* to provide innovative STEM college and career programming to improve postsecondary enrollment, retention, graduation, and workforce readiness. The

Director meets with Baltimore City STEM partners for UBMS collaboration and student resources to support the mission and vision of our program.

UBMS collaborated with TRIO SSS and re-imagined a flex space for students within our TRIO suite. This workspace can be used for group activities, workshops, demonstrations, tutoring sessions, mentorship sessions, student or parent meetings, career development and comfortable furniture for students to enjoy reading, writing, or listening to audiobooks.

Number Funded to Serve: *G o a l M e t*

- **Target enrollment: 62**
- **Actual enrollment: 68 students=109% capacity**

Outreach and Recruitment

UBMS reached the target number for recruitment and local outreach is ongoing. The Director added a new community partner, ***Black Success Oriented Networks*** (Black SONs). This non-profit organization provides STEM education, mentorship, leadership, and resources to programs that reduce socioeconomic disparities experienced by students from disadvantaged backgrounds.

STEM Engagement

(Pictured above Dept of Health demonstration, STEM activity and Edwards with Harry Holt**,** President of BithGroup Technologies)

The Diretcor attended the ***Black History Month STEM Fair*** on Sunday, February 25, at the *Reginald Lewis Museum* as a program vendor for UBMS and as a STEM networking event. This was a *Black SONs* event sponsored by *BithGroup Technologies.* Many new STEM partners emerged from networking to include:

- ***Baltimore City Health Department*** (hands-on healthcare workshops)
- ***Serigor*** **(**career and community service partner)
- ***Northrop Grumman*** (engineering& robotics workshops, career panels and company tours)
- ***NASA Goddard Space Flight Center*** (aerospace workshops, company tours, career panels).

Professional Development

Connect, Discuss, and Learn with COE-Pre-College Programs Webinar: *Feb. 2, 2024*
The Council for Opportunity in Education (COE), our National TRIO professional association offered this webinar to connect with peers, discuss current challenges, and learn current legislative and regulatory authority policies to improve program administration and management. We received up-to-date information from Capitol Hill and the U.S. Department of Education updates regarding TRIO programs and had the chance to share best practices.

BCCC MSCHE Readiness Sessions; *Feb. 9 & Feb. 23,2024*

This session was designed as an opportunity for the greater BCCC faculty and staff to become more familiar with the overall programs and services of BCCC and what to expect in preparation for the Middle states visit.

MEAEOPP Annual Conference, *Feb. 18-21, 2014 (Hershey, PA)*

The Mid-Eastern Association of Educational Opportunity Program Personnel (MEAEOPP) is a regional professional association for TRIO personnel. This conference produced many new partnerships and ideas for UBMS best practices. I attended sessions that address the following programming ideas:
- Motivational speakers, student leadership development and mentorship
- Educational database software (Blumen)
- Assistance with career readiness and resilience for underserved students
- High Impact Practices (HIP) to engage, ignite and improve college readiness outcomes.
- Combating the Mental Health Crisis through innovation program initiatives.
- Free online educational software (OnTrack) with curriculum modules to support 9-12 grade students prepare for college.
- STEM best practices using Bard, ChatGPT and Artificial Intelligence (AI)
- Creative Financial Literacy programing

BCCC Budget Training, *Feb. 29, 2024*

This session was designed for BCCC faculty and Staff who manage an operational budget to progressively gain more understanding of the required system. Trainers from Finance discussed the *Banner Finance online system* and how the program works to support fiscal program management. This PD training will continue throughout the fiscal year.

STUDENT SUCCESS CENTER

Advising Operations (In-Person Walk-in Visits)

Month	January 2024	February 2024	March 2024	April 2024	May 2024	Spring 2024 Total
Advising	1425	643				

- Most visits were on Tuesdays, Wednesdays, and Thursdays.
- Most visits occurred around 11AM, 12PM and 1PM during the weekday.
- The average wait time was 10 minutes and average session time 28 minutes.

Week Of	Count	Average Wait Times	Average Session Times
1/29	67	17 Minutes	23 Minutes
2/5	141	11 Minutes	27 Minutes
2/12	155	10 Minutes	22 Minutes
2/19	154	10 Minutes	25 Minutes
2/26	126	7 Minutes	42 Minutes
Total	**643**	**10 Minutes**	**28 Minutes**

Most students presented for assistance with academic planning, registration, other needs, and withdrawal/drop class.

Service Name	Total Services
Academic Planning	215
Registration	175
Other	87
Withdrawal/Drop Class	64
Career Advising	38
Completion/Graduation	33
Unnamed	33
Satisfactory Academic Progress (SAP/Financial Aid)	20
Academic Standing	17
Transfer Advising	11
Total Department Services*	693

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

Highlights

- The Student Success Center (SSC) staff had visits from:
  - Cortney Merritt, **Student Support & Wellness Counselor** to share the services provided to students, how to refer and points of contact for matters relating to crisis.
  - **English Language Institute (ELI)** to welcome the new Director, Amy Dornier, and discuss the courses, placement and advisement of students who are eligible for their program.
- Appointments were launched where students can schedule on the advising website based on their academic pathway. For February, students scheduled 45 appointments.   The attendance rate is between 50-75% for each advisor and each student that does not arrive on time receives a phone call.   So, the department implemented additional reminders in MS bookings prior to the start times for next month to hopefully increase the attendance rates. The advising notes from the appointments are being placed into Banner for other members of the College Community (who may interact with the students) to view as appropriate.

Next Steps

- Continued search for the **Director of the Student Success Center**. The position was reposted.
- For the Expanding Success Initiative (MHEC), the Advisors will start developing the sign-up, program curriculum and monitoring/tracking of student participants.
- Preparation for **Summer and Fall 2024 Registration**.
- **Banner**-Training for **DegreeWorks** for advisors to review degree audits with students in real time. Transition of all advisor notes into Banner.
- **Training on Microsoft 365** will be provided by the Information Technology Services (ITS) Department in March.
- The **Transfer Fair** will be Wednesday, April 3rd from 11-2 PM.Over 25 colleges/universities have signed up to express interest in participation.
- The department will provide Spring Advising Sessions for **Near Completers** for students planning to graduate in Spring or Summer 2024.

TESTING CENTER

Summary of Testing Appointments
The Baltimore City Community College (BCCC) Liberty Campus Testing Center administered **241 exams** to BCCC students and community members. In February collaborations included: Disability Support Services, Virtual Help Desk, Student Success Center, Admissions, English Language Services, Mayor Scholar's Program, Academic Affairs, Maryland College Testing Association, Baltimore City Teacher's Union, Baltimore City Public Schools. The below data table provides a breakdown of the testing appointments that occurred in February 2024.

Exam Name	Exams Administered	Revenue
Accuplacer	116	
Accuplacer ESL	9	
Accuplacer MSP	4	
Accuplacer MSP ESL	0	
Accuplacer HS Testing	11	
Accuplacer Retest	4	
Accuplacer Remote	1	$33.95
BCCC Course Exams	9	
Biology Exemption	9	
Biology Exemption Retest	1	
CLEP	2	$67.90
Computer Literacy	10	
Computer Literacy Retest	1	
Distance Learning Exams	1	
Parapro	38	$1,163.34
TEAS	25	$780.85
Total Exams Given	**241**	
Total Number of Individuals Tested	**207**	
Total Revenue Generated	**$2,046.04**	

Data Trends
- BCCC Testing Center administered a total of 241 exams in-person to a total of 207 individuals (unduplicated) in the Month of February.

- BCCC Testing Center Staff proctored the English and Math Accuplacer to 11 High School Seniors at Augusta Fells Savage Institute on February 22, 2024. The Testing Center offers placement group testing to high schools either at BCCC or at the high school.
- There was a 15% increase in revenue in the month of February.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	53	28	62	49	34	15

Updates and Collaborations Efforts towards Goals
1. BCCC Testing Center is now a Pearson Vue Authorized Testing Center.
   a. Activation and Welcome Call will occur the first week of March and is the last step before appointments become available on Pearson Vue's registration website.
   b. BCCC Testing Center will be administering GED testing. The anticipated inaugural appointment date is March 19, 2024.
   c. Fall 2024, BCCC Testing Center will begin administering Pearson Vue Information Technology Exams.
      i. Aligns with Testing Center's Enrollment Goal #1: **Baltimore City Liberty Campus Testing Center will be identified as a certified testing center that encourages students' success through assessments provided.**

DISABILITY SUPPORT SERVICES CENTER

In February 2024, for Disability Support Services Center (DSSC) approximately 12 students renewed their accommodations, while 6 new intakes/orientations were conducted, **resulting in a total of 80 students receiving services for the Spring 2024** semester for the 16th and 14th week registration period.

The Director engaged in **40 meetings**, utilizing various mediums such as in-person, Zoom, and video conferences, as well as telephone calls. These interactions involved prospective students, their parents, faculty, and departmental Associate Deans/Deans, addressing concerns related to accommodative services. Additionally, two classroom presentations were conducted, one for a Pre-100 course and another for a RENG 91 class, reaching approximately 35 students to inform them about the services provided by the Disability Support Services Center.

February 2024 – 16, weeks, 14 weeks	
Renewal Accommodations	Intakes
12	6

Monthly Total Students for Renewals and Intakes: 18

Ongoing collaboration persisted between the Director and staff from various departments such as the Mayor's Scholars Program (MSP), Testing Center, Student Success Center, Student Life and Engagement, Student Support and Wellness, Admissions, Records and Registration, Public Safety, Biotechnology, Workforce Development, Tutoring, and IT teams. These collaborations aimed to address the essential needs of students with disabilities within the Baltimore City Community College community.

The Maryland Higher Education Commission S-25 Report on Students Registering for Accommodation for Disability was completed and submitted on the 16th of the month and timely.

STUDENT LIFE & ENGAGEMENT

The Office of Student Life & Engagement had a very successful month. The department was able to host several enriching events and launch new initiatives to support students at BCCC. This month we were able to support many departments such as Advising, Mayors Scholars Program, Wellness and Admissions with various events.

Work-study
The work-study students continued to assist with programming check-in/logistics and operating the front desk of the Student Center and the Food Pantry. The Office of Student Life & Engagement is fully staffed with work-study students. The department has 6 students who are dedicated to the work study program. During this month, the department added one new work-study student to the rotation. The work-study students have helped the Director create an item list for the Student Center Game Room enhancement project. Since the department now has new staff, the department was able to establish new hours Monday – Friday that have been posted around the 1st floor to include: The Veterans Lounge Open Hours are now 11:00 am – 3:00 pm; Game Hours are now 11:00 am – 5:00 pm; The Information Desk Hours are now 11:00 am – 4:00 pm, and the Food Pantry Hours are now 10:00 am – 5:00 p.m.

Middle States Contribution:
The Director of Student Life & Engagement continues to work as a dedicated member of the Middle States Planning Committee. The Director serves as a member of the STANDARD VI: PLANNING, RESOURCES, AND INSTITUTIONAL IMPROVEMENT team. The Director has worked with the team to contribute many pieces of evidence and to help write the draft for Middle States review.

Food Pantry
The Office of Student Life & Engagement continues to receive donations for items in the Food Pantry. This month, the office continued offering BCCC employees the chance to receive a new BCCC t-shirt after donating to the Food Pantry. This ongoing initiative has helped to increase the number of items needed to restock the pantry. The department was able to secure new items for the pantry due to this initiative.

Future Grant: The Office of Student Life & Engagement received an opportunity to receive funding for the food pantry. Wellpoint, a health insurance company, also known as Amerigroup or UniCare. Their purpose is to deliver whole-person health insurance plans and solutions. They have a foundation that is focused on providing physical and mental health to communities. To fulfil this foundation, they have donated to many of our area colleges. Their current initiative is to help minimize food insecurities in Baltimore so they have donated to educational institutions that have food pantries or food drives, which is why they would like to donate to BCCC. This is a one-time check that will be made payable to the institution. With the check, they will ask us to purchase food items that we need and provide a receipt and complete a form after the purchases have been made.

SGA
The Student Government Association has continued to host bi-weekly general body meetings as well as meeting with President McCurdy bi-weekly to discuss updates and serve as a liaison between the student body and the institution administration. The executive board continue to increase their attendance at all meetings by more than 50% of what the attendance was last academic year. Their meetings are not averaging 30+ at each one. They have started planning for SGA Election Week to take place in April. More information is documented in the SGA Board of Trustees Report submitted separately.

Black History Month Committee
The Director of Student Life & Engagement created and led a Black History Month planning committee. This committee was comprised of representatives from Student Affairs, Faculty, interim vice president of student affairs and the Student Life & Engagement staff. The committee of 14 were able to work together to create a robust list of events for Black History Month spanning across different departments across campus. Led by the Director of Student Life & Engagement, the committee was able to execute 13 successful Black History Month

that were held on BCCC campus during the month of February. The amount of programming that was held during last year's Black History Month has doubled this year than what was produced last academic year.

Professional Development and Campus Involvement
The Director of Student Life and Engagement became a Co-Chair for the "Day of Volunteer Committee" and the "Monthly Graduates Celebration" Committee for Commencement 2024. These committees have responsibilities of providing instructions for volunteers during the commencement exercises and providing quality programming that will celebrate graduates during the month.

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

Cross-Campus Collaborations
Leadership Opportunities:
The Director of Student Life continued to advise the Student Leadership Club in leadership developmental opportunities. In addition to the bi-weekly meetings and monthly workshops, this month the Director prepared the students for campus tours. The student leaders served as tour guides during the tours for high schools in the area sponsored by the Admissions Department.

Admissions
The Office of Student Life & Engagement hosted information sessions on being engaged outside of the classroom for high school students that visited Baltimore City Community College. Student Life & Engagement Staff provided guided tours to two high schools that visited the college during the month.

Activities and Events

February 1, 2024: Opening Ceremony: Midday Cafe
For this event, 31 students plus employees stopped by the Student Center Game Room to participate in the Black History Month Opening Ceremony. This event featured history lessons on the origins of Black History Month, as well as an open mic segment where many students highlighted their talents through song, dance, spoken word, and more.

February 7, 2024: National Black HIV/AIDS Awareness Luncheon
For this event 74 students joined BCCC partners at the John G. Bartlett Specialty Practice for HIV/AIDS testing, free food and prizes as Student Life & Engagement recognized National Black HIV/AIDS Awareness Day.

February 9, 2024: 15 Black Scholars Everyone Should Know, Vol. III
Student Life & Engagement collaborated with faculty to host the regularly scheduled "Keeping it Real" lecture series. 36 students joined the Zoom call to participate in the event presented by Professor Baba Zak A. Kondo, BCCC Professor of History, author, scholar, lecturer and activist.

February 12, 2024: Love Yourself: Tips for Healthy Skin
The 27 students, faculty and staff who attended received beauty tips that will help improve their self-care. This event was the first event of the "Love Week" celebration at BCCC.

February 13, 2024: Love of Travel: Puerto Rico Study Abroad Info Session
As the institution prepares for the Study Abroad trip, this interview offered information and details on how to be a part of this activity for the 35 students present.

February 13, 2024: Black Cinema Tuesday: "13th"
This regularly scheduled Black Cinema night included a film and discussion for the "13th". Students enjoyed snacks and an enlightening discussion on the history of laws and slavery in the United States.

February 14, 2024: Healthy Relationships
As the series of events celebrating Love during February continued, the Wellness Counselor gave an interactive presentation on staying healthy mentally and physically, especially within relationships. More than 20 students stopped by to gain information about this topic.

February 14, 2024: Be My Valentine
The Student Government Association and Student Life & Engagement collaborated to offer a special Valentine's Day event for BCCC. Students received snacks and treats while taking part in a Stuff-A-Plush activity. The Stuff-A-Plush activity included an option for 75 students to build a stuffed animal to gift during Valentine's Day.

February 15, 2024: Love of Books
The library teamed up with Student Life & Engagement to offer an opportunity for students to take part in the new launch of the BCCC Book Club. More than 15 people signed up to be a part of this new initiative.

February 15, 2024: Meet & Greek: Celebrating the rich history of African American Fraternities & Sororities
As the department continued to celebrate Black History Month, this event featured Divine 9 historically black fraternities and sororities, as well as music and dance Greek-lettered organizations. This event allowed the 63 students who attended to learn more about opportunities to join Greek-lettered organizations after transferring to a 4-year institution, as well as history of the philanthropic engagement that these organizations participate in throughout communities. The event ended with special performances by each organization.

February 16, 2024: Rock Your Red for Heart Disease
Student Life & Engagement encouraged BCCC students and staff to wear RED each Friday during the month of February to raise awareness on heart disease and stroke statistics in women.

February 20, 2024: Black Cinema Tuesday: "The Color Purple"
This regularly scheduled Black Cinema night included a film and discussion for "The Color Purple". Students enjoyed snacks and an enlightening discussion on the iconic remake of the popular film.

February 21, 2024: Celebrating Leadership Panel & Discussion
This Speaker's Series event featured guest lecturers and panelists who educated, empowered and celebrated excellence in leadership.

February 22, 2024: Black Cinema Dinner featuring the "Woman King"
The cinema series continued during Black History Month with the celebrated film titled "Woman King". The Student Government Association hosted the 40 students that enjoyed dinner, and a discussion on the important story line and history of this film.

February 23, 2024: Keeping it Real" Lecture Series: Malcom X
The regularly scheduled "Keeping it Real" lecture series continued with a lecture focusing on Malcom X. 38 students attending this presentation was led by Professor Baba Zak A. Kondo, BCCC Professor of History, author, scholar, lecturer, and activist.

February 26, 2024: Mind & Motion Mondays: African Music Tribute

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

February 27, 2024: Trip to the Smithsonian African American History Museum
The Office of Student Life & Engagement collaborated with the History and Anthropology Club, Sociology Club, and the Photograph Class to host a trip to Washington, D.C. to tour the Smithsonian African American History Museum. 31 students participated in this excursion.

February 29, 2024: Make it Take it Thursday: Celebrating Black History Month
Each month Student Life hosts an event where students can design their own creation that they can take with them. This month, the creations allowed students to make bracelets that were themed around Black History Month.

February 29, 2024: Black Business Expo
More than 75 students stopped by the Main Building as the institution celebrated businesses that support Black communities in honor of Black History Month. This event featured a Food Truck, and 13 vendors that sold various items.

Engagement Analytics

The Office of Student Life & Engagement increased all attendance at events by more than _**50%**_ from this time last year. With the new implementation of using QR codes for sign-in at events, the department has been able to capture more information about attendees such as feedback, email addresses, student status, etc. This has helped the department to improve analytics for events.

Baltimore City Community College

Board of Trustees, March 20, 2024

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

WORKFORCE DEVELOPMENT & CONTINUING EDUCATION (WDCE) DIVISION
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.

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

Adult Basic Education

- ABE and ESL students will form a cohort for the IELCE/IET Warehousing training course. This is the first iteration of this combined model that isn't healthcare focused, which we hope draws a more diverse group of interested students.
- MD Dept of Labor completed a site visit for the GED and ESL programs during the week of February 26. Feedback from Labor staff was overwhelmingly positive.
- ABE has registered 122 ABE students for 13 ABE classes starting in March:
    - 1 IET Workforce /Forklift/GED class
    - 3 online classes
    - 4 classes in corrections
    - 2 classes at Harbor campus
    - 2 classes at community sites
- Opened a Saturday morning class for students who can't attend a weekday course.
- 31 official GED exams were taken; 19 content-specific exams were passed; 8 GED content exams did not pass by 1-3 pts.
- 38 GED Ready tests were taken; 22 received a "Likely to Pass" on the GED Ready tests; 4 students missed getting a "Likely to Pass" by 1-3 pts.
- 1 additional student earned their high school diploma in June.
- 17 students have earned their high school diploma so far this fiscal year.
- Heighted focus on MOED One-Stops (Eastside Career Scenter and Northwest Career Center) where classes are slated to start March 2024.
    - Working with 7 other CBOs to start ABE classes off-site in March 2024.

Community ESL

- ESL and ABE students will form a cohort for the IELCE/IET Warehousing training course. This is the first iteration of this combined model that isn't healthcare focused, which we hope draws a more diverse group of interested students.
- 196 ESL students were enrolled in February
- 2 in-person classes began at the Moravia Park Judy Center,
- A third IELCE/CNA cohort began January 17, and an IELCE/IET Warehousing cohort will begin in March.
- Classes began at Johns Hopkins Hospital for their staff in January, with a second potential class beginning at Bayview Hospital in February.
- Classes began in February at the Holabird Judy Center.
- New classes will begin in March and April, at the following sites:

- o Hamstead Hill Academy
- o Curtis Bay Judy Center
- o Fallstaff Elementary School

Partnerships

- ABE/GED continues running classes in Corrections
- BCCC has partnered with City of Refuge to provide off-site GED preparation classes to a large population of students located in and around the center.
- The ELS department has entered a partnership with Johns Hopkins Hospital to provide contract training classes to staff at the main hospital center as well as Bayview.
- BCCC and CASA de Maryland continue to partner on IELCE/IET CNA, CHW, and Warehousing courses. The college expects this partnership to produce multiple cohorts and serve over 100 students per fiscal year.
- BCCC continues to partner with City Schools and local Judy Centers to provide ESL classes in the community.

English Language Institute (ELI)

- ELI is running 11 sections this Spring. 2 new sections were opened in February due to increased demand and to accommodate students who applied after the census date.
- Spring 2024 registration continues. ELI staff are assisting students at the 82 level to transition over to full-time credit classes as well as getting lower-level students registered for their next set of ELI classes.
- ELI continues to work with admissions on ELI referrals for ESOL students.

Citizenship and Services to Older Refugees (SOR)

- Six (6) Citizenship classes are currently running.
- BCCC is serving 44 SOR clients to provide resources and information about ESL and Citizenship classes (projected FY 24 total was 35).
- Contacted various senior centers for resources for SOR clients
- Reached out to all eligible PAL (Participating in American Life) clients to see if they were interested in enrolling in the PAL class
- Applied for BCHD food box delivery for Baltimore City SOR clients
- Continued outreach to new SOR clients
- Reached out to SOR clients for the Eat-together program
- Reached out to the Herring Run Library for the SOR program to inquire about running in-person classes
- Provided Senior Center information to SOR clients
- Working with the Mayor's Office of Immigrant Affairs (MIMA) to expand outreach for older refugees and permanent residents who need preparation classes for naturalization.
- Refugee Programs Manager presented at the Baltimore City Health Department of Aging in an effort to increase awareness about class offerings.
- Working with University of Maryland Extension to provide digital literacy classes to Afghan families recently resettled in Baltimore. Partnering with Dorothy I. Height Elementary School, who will provide the classroom space.

Refugee Youth Project (RYP)

- Submitted AS2SI Application to MORA for approximately $500,000 in funding to complement RSI Grant and RYP
- Programming for FY '24 is currently underway at Patterson High School, Moravia Park Elementary School, and Mt. Royal E/MS with over 150 students attending afterschool classes.
- Moravia Park ES
    - Spring dance and fashion show with partner Notre Dame Prep took place on 2.15. Students and volunteers presented their clothing designs to students at NDP. The show was a huge success and the RYP students were very proud that their hard work came to fruition.
    - 87 students currently enrolled.
    - More students potentially being enrolled
    - Six instructors and 1 site coordinator
- Furley ES
    - Let'sGO Boys and Girls will be running 2 STEM classes with students starting in March
    - 70 students currently enrolled
    - Planning field trips to Sankofa and SkyZone
    - 5 instructors, 1 site coordinator
- Patterson HS
    - Patterson HS Principal Myrick visited the program on2.21 to promote the school's new initiative "One Patterson)
    - Planning spring break field trip to Washington DC
    - 25 students currently enrolled
    - 2 instructors plus AmeriCorps MICA member/RYP Specialist
    - 14 JHU International Teaching and Global Learning students volunteering both days with students plus 3 Loyola volunteers
- Mt. Royal E/MS
    - Took middle school girls to NDP for Project Greenway fashion show on 2.21
    - 35 students enrolled
    - JHU ITGL masters' students working after school with students and Loyola volunteers
    - Looking to schedule meeting between wellness team and State Refugee Health Coordinator (Dipti) and Refugee Mental Health Program Coordinator (Morgan)
    - RYP ran PD for teachers and staff on Refugee youth at school on 11.3
- Armistead Gardens (new site for FY 24)
    - Hoping to start program in March '24
    - Hired 2 instructors
    - 20 potential students
- RYP is still considering two (2) new sites for the spring: Digital Harbor HS and Hazelwood ES. Alanna Hays Met with Kristine Sieloff at Digital Harbor about starting RYP site there.
- Met with Holistic Life Foundation to discuss programming for Moravia Park
- Met with Let's Go discussing spring and summer programming
- Met with Arts for Learning; planning on running summer program with them at DIH; will support with ARPA funds

Refugee Assistance Program (RAP)

- 2 classes began in February and 2 more will begin March 4. Currently, there are 12 RAP classes running, representing the most refugee ESL classes the department has run concurrently since 2019.
    - 2 in-person at Furley ES

- 98 students were referred to RAP from the IRC, LSS, HIAS between February 1st-23rd
  - submitted 62 registrations for the February session

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

Childcare Training

- In March 2024, workforce development has brought back Childcare in house and will begin in person classes for Early Childhood Education and Childcare. The training leads to the 90-hour certification from the Maryland State Department of Education (MSDE)

CASA of Maryland
- CASA of Maryland included BCCC as the training provider on a five (5) year grant from the Health Resources and Services Administration called the Geriatrics Workforce Enhancement Program (GWEP). The GWEP educates and trains the healthcare and supportive care workforces to care for older adults by collaborating with community partners. BCCC would provide training for Certified/Geriatric Nursing Assistant (CNA/GNA) with an extended eight (8) week clinical at assisted living facilities. This is expected to provide training for up to sixty (60) participants a year and with potentially $250,000 allocated annually as a subaward to support this initiative.

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

- Recruitment has begun for a Warehouse and Logistics cohort to begin in March of 2024 for up to twenty (20) students, who will be a mix of ESL and ABE.
  - This is the first IELCE/IET cohort that is not healthcare, with the hope that a more diverse set of students will show interest
- For FY 24 Workforce Development and the English Language Services department have coordinated with CASA of Maryland to combine English as a Second Language courses with workforce training. One cohort of Certified Nursing Assistant (CNA) began in July 2023 and certified thirteen (13) students. Another cohort began in September 2023 with eleven (11) students who completed certification January 2024. A third cohort began on January 16, with nine (9) students currently enrolled.
- In coordination with Adult Basic Education, we are coordinating 2024 cohorts to combine GED pathways with workforce training. We are planning to complete two (2) cohorts of Certified Nursing Assistant and one (1) with the Warehouse and Logistics training. We will recruit up to twenty (20) students for each cohort, for up to 60 students to receive licensure/certification in addition to their high school diploma.
- A third CNA cohort began in January and a fourth is scheduled to begin in March of 2024.

Maryland Department of Health

- Workforce was awarded a grant to train and certify fifteen (15) Community Health Workers. Training began in February 2024 and finish in May 2024.

Youth Systems Building

BCCC has partnered with the Mayor's office, City Schools, and MOED for the following funding opportunity from the U.S. Department of Labor:

- The Youth Systems Building (YSB) Academy will engage our proposed team over a six-month period and begin implementing systems, program, and/or policy improvements.
- The goal of YSB is to support efforts to improve employment outcomes and strengthen service delivery systems through a range of strategic planning, in-person, and virtual training and technical assistance activities.
- Participation in the Academy includes least bi-weekly coaching calls, ad hoc peer learning opportunities, and two in-person convenings in Washington, DC.

Johns Hopkins Hospital

- Workforce Development is working with Johns Hopkin Hospital on a Patient Care Tech (PCT) training that began in February 2024. The cohort consists of eight (8) JHH employees who will complete their certifications in March 2024.
  - Preparations have begun for another PCT cohort to begin in April with up to twelve (12) JHH employees.

Center for Urban Families

- Workforce Development worked closely with the Center for Urban Families to enroll over seventy–five students in Certified Nursing Assistant (CNA) and Community Health Worker Programs (CHW), Diesel Mechanic, and Commercial Driving License (CDL) programs. The workforce department is entering the final year of the BOOST grant partnering with Center for Urban Families (CFUF). CFUF has also received funding for an additional seventy-five students (total 150).
- In partnership with MOED's Train up program, CFUF has enrolled forty-three (43) students in CNA, CDL, Cyber, and CHW programs since January 2023. More students are expected to be enrolled in the aforementioned programs in 2024.

Goodwill Industries

- BCCC and Goodwill are partnering on an application for Employment Advancement Right Now (EARN) Program. Goodwill will recruit and support up to forty-five (45) students to complete training in Early Childhood Education and Childcare.
- Recruitment has begun for the April Cohorts of CNA and PCT
- In January 2024, WF began a cohort of Certified Nursing Assistant with sixteen (16) students and a Pharmacy Tech cohort of twenty-four (24) students.
- To date in FY24, in collaboration with Goodwill, we trained and licensed thirty-one (31) Certified Nursing Assistants and twelve (12) Pharmacy Techs.

Baltimore City Schools - Green Street Academy

- Workforce Development has expanded its partnership with Baltimore City Public Schools and offered a workforce training opportunity at Green Street Academy. A Certified Nursing Assistant (CNA) cohort began in October with twenty (20) students. All students are on pace to complete the class in April 2024 and apply for their Maryland Board of Nursing (MBON) CNA certification and GNA license.

LifeBridge Health

- Workforce Development partnered with Sinai Hospital and is running a cohort of sixteen (16) students for CNA/GNA (Certified Nursing Assistant). These students will complete their training sequence in January 2024.

University of Maryland Medical Center

- A cohort of sixteen (16) students began their Patient Care Tech (PCT) training in January and are scheduled to complete in July 2024. Recruitment is in process for the March cohort of up to twelve (12) students.
- Workforce Development coordinated with University of Maryland Medical Center to begin a Patient Care Tech (PCT) cohort of eight (8) students in October 2023. They are on schedule to complete training and certification in March 2024.

Warehousing and Logistics

- Workforce Development continues to recruit for upcoming Warehousing and Logistics class at South Pavilion. Cohorts are expected to run year-round, and students will receive certifications in OSHA 10, Forklift Operation and Certified Logistics Technician through the Manufacturing Skills Standards Council.

Department of Human Services SNAP

- In July 2023, Workforce Development submitted a grant proposal for FY 2024-2026 to continue the current funding available to SNAP recipients. The proposal was to double the previous grant and provide training for up to two hundred participants. BCCC has received preliminary approval for this award and is waiting for the official contract to be executed.

Baltimore City Department of Social Services

In partnership with the Department of Social Services, Workforce Development has coordinated with three outside vendors to provide training in Makeup artistry (12 enrolled), Hospitality (28 enrolled), and Financial Literacy (32 enrolled).

Other Funding Opportunities

- Workforce Development has also received several funding opportunities to offer workforce training to city residents:

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

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

Career Services Updates

Kenn Hopkins
- 12 students were placed in employment opportunities.
- 1 student was placed in the Work Study program
- 1 student was placed in an Internship with St. Johns Properties – Kapil Dhami
- 2 Job Readiness *Daytime* Training Sessions: DSS Make-up – 02/06/24; DSS Make-up – 02/08/24
- 5 Job Readiness *Evening* Training Sessions: DSS Make-up – 02/06/24; DSS Make-up – 02/08/24; PCT/CDL – 02/21/24; PCT/CDL – 02/22/24; PCT/CDL – 02/26/24
- 16 student resumes were developed.
- 11 student resume review sessions were conducted in person.
- 5 student resume review sessions were conducted via Zoom.
- 4 mock interview sessions were conducted with PCT students. Have scheduled follow-up discussions for outcomes.
- 36 student walk-ins for services.
- 1 credit-Side Class Presentation: Respiratory Care – Resume Development and Interview Preparedness – 02/08/24
- Attended the following career fair/hiring event: Excel Academy at Francis M. Wood High School – 02/29/24
- Attended 2 ongoing strategy meetings with BCCC Workforce staff to coordinate services for new cohorts – 02/07/24; 02/20/24

Karen Allen-Curtis
- 6 new students enrolled in Adult High School for a total of 89 to date.
- Held 3-day IET Job Readiness Class in February 2024.
- Made 9 GED Classroom Visits – Pierce, Edwards, Lewis-Orr, Yoseff, Graves,
- CNA Mock Interviews were held on 2/28/2024.
- Banner Training with N. Grant 2/28/2024 to ensure all student hours are being captured in the ERP system.
- 2 – Job Readiness *Daytime* Training Sessions: DSS Make-up – 02/06/24; DSS Make-up – 02/08/24
- 5 – Job Readiness *Evening* Training Sessions: DSS Make-up – 02/06/24; DSS Make-up – 02/08/24; PCT/CDL – 02/21/24; PCT/CDL – 02/22/24; PCT/CDL – 02/26/24

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.

- Total # of PTECH Students: 256
  - Carver: 73
  - Digital Harbor (New Era): 33
  - Dunbar: 150
- P-TECH students are taking between 6 – 15 credits, 2 + classes each, this semester here at BCCC.

- PTECH Dunbar has three students currently scheduled to take their TEAS testing and will hopefully be entering BCCC's Nursing degree program at the start of SY 24-25.

- BCCC is working with Morgan State University (MSU) to develop an agreement that will allow PTECH Digital Habor students to segway from BCCC, where they'll earn their AAS in Transportation and Supply Management, into MSU, where they will earn their BAS in Supply Chain Management.

- PTECH continues to work collaboratively with external partners BCPSS schools New ERA, Dunbar, and Carver High Schools to ensure a smooth transition into college classes for students.

- PTECH works internally with a panel of BCCC departments, representatives from e-learning, IT, Student Support and Wellness Services, Center for Academic Achievement, BCCC Library, and Disability Support Services Center to best equip students for success.

- The ELS department, in partnership with City Schools, has started programming at four (4) schools: Moravia Park Elementary School, Patterson High School, Mt. Royal Elementary/Middle School, and Furley Elementary School. The afterschool programming focuses on ESL instruction, College and Career Readiness, Dance, Sports, and STEM enrichment classes. These classes are funded through DHS-MORA's RSIG (Refugee School Impact Grant) which was renewed for FY '24. Digital Harbor, Hazelwood, and Armistead Gardens have all inquired about hosting programming at their sites in FY 24.

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.

General Project Updates

Construction continues to improve the quality of life on campus! This past month, Facilities kicked off several construction projects:

- **Loop Road and Entrance Improvement**
  - Contractor: North Point Builders
  - Project Completed 95%
  - Contractors have been installed speed humps and delineators near the Life Science buildings exit.
- **Camera Project**
  - Contractor: Data Network of America Inc.
  - Project Completed: 95%
  - Project Cost: $3,463,481.50
  - Duration of contract: 150 days
  - SOW: Suply and installation of 459 Verkada security cameras and 740 Door access control.
- **Main Building Cooling Towers replacement**
  - Contractor: J.F. Fischer, Inc
  - Project Completed: 65%
  - Duration of Contract:180 days
  - Completion Date: 4/13/2024
  - Final Mechanical Shutdown. Change over to CT 2 Operation
  - March 4th Begin Demolition CT1, and remaining pumps.
  - On March 5th Road closure is necessary from 6:00 am to 12:00 pm to place a crane to remove CT1.
  - On March 11th Road closure is necessary from 6:00 am to 11:00 pm to place a crane to set new CT1.

- **Bard Demolition**
  - Anticipated Completion Date 07/13/2024
  - Percentage of job Completed 54%
  - 39 calendar day schedule extension proposed to address findings of additional asbestos in the exterior building paneling.
  - DGS coordinates with Multi-Vista. They will investigate the best location to install the surveillance camera.
  - Berg Corp. is expecting approval of permit from Baltimore City on same day as or shortly after asbestos abatement completion.
- **Nursing Cooling Towers replacement**
  - Contractor: BMC Services
  - Project Completed: 65%
  - The cooling tower was installed on Tuesday February 27, it is scheduled to be completed on March 22, 2024
- **Life Science & Fine Arts HVAC System Renovation.**
  - Contractor: Chilmar Corporation
  - Contract Duration: 425 days
  - Completion date:10/11/24
  - Project Complete:40%
  - Project Original Cost: $3,978,396
  - Contractor is in demolition /construction phase
- **Fine Arts/Gym restrooms renovations**
  - The bathrooms are 99% complete and finishing up the to-do list and final cleaning. It will be ready for 03/8/24
- **Physical Education Center concrete columns repair**
  - Contractor: Building Concepts
  - Project Completed 55%
  - BC crews are in the process of mobilizing and preparing the site for delivery and
  - placement of concrete at the grade beam underpinning footings at struts A3, A6, A7, A8, and A9 where steel shoring has been installed.
  - Geotech confirmed that soil support is over 1500 PSF at the foundation locations.
  - Steel shoring struts were installed at concrete struts A2, A3, A4, and A5, with brackets and grout packs at the concrete columns at the exterior wall of the building.
- **Exterior Doors Replacement**
  - Contractor: Bob Andrews Construction Inc.
  - Replacement of the Main doors of the Life Sciences, Physical Education, Student Services and Nursing buildings will begin on 02/26/24 and will be completed by 03/26/24.
- **Elevator replacements**
  - Contractor: Brawner Builders / DMV Elevators
  - Consultant : Michael Blades & Associates
  - Contract Duration: 490 days
  - Completion date:07/11/24
  - Project Complete:10%
  - Project Original Cost:$2,583.810
  - Work will begin on March 20/24 with the South Pavilion elevators and the Physical Education elevator. The project has a completion date of 11/19/24
- **Life Sciences Fire Alarm Replacement**
  - A proposal has been requested to repair the fire doors in the lobbies, we are awaiting a response from the manufacturer Won-Door
- **West Pavilion Fire Alarm Replacement**
  - The new fire alarm panel has been installed activation to be completed on 03/02/2024

- **Fire Alarm monitoring System**
  - A new fire monitoring system is being installed in each building that will be activated on 03/11/24.
- **Security Kiosk Replacement**
  - The Dade Star Group team began installing the roof structure, next week they will work on the wall structure the project will be completed on 05/17/24.

Since January 2022, the following construction projects have been completed:

  - Receiving flooring project, **Start Date**: 9/10/2022 **End Date:** 9/24/2022
  - Greenhouse flooring project, **Start Date**: 4/07/2022 **End Date:** 8/15/2022
  - Student Center renovation, Start **Date**: 1/10/2022 **End Date:** 3/25/2022
  - South Pavilion Roof Replacement, **Start Date**: 4/12/2022 **End Date:** 7/21/2022
  - South Pavilion HVAC Repairs, **Start Date**: 4/07/2022 **End Date:** 8/25/2022
  - South Pavilion carpet and rubber stairwells, **Start Date**: 6/27/2022 **End Date:** 8/19/2022
  - Life Science Building Chiller Repairs, **Start Date**: 3/07/2022 **End Date:** 5/16/2022
  - Life Science Building IT/Data Room HVAC Upgrades, **Start Date**:3/15/2022 **End Date:** 4/20/2022
  - Main Building/Nursing IT/Data Room HVAC Upgrades, **Start Date**:6/01/2022 **End Date:** 7/02/2022
  - Life Science Building Duct Work Cleaning, **Start Date**:11/18/2021 **End Date:** 12/22/2021 **(This is a 2021 Project)**
  - Main Building Duct Work Cleaning, **Start Date**:7/11/2022 **End Date:** 7/22/2022
  - Flagpole lighting installation, **Start Date**:3/21/2022 **End Date:** 3/25/2022
  - Bottle Filler Water Fountains Installation, **Start Date**:3/23/2022 **End Date:** 6/10/2022

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 provided Traffic Control support for the cooling system installation at the nursing building during the week of February 26.
- Public Safety is working with the vendor for the new card access program and CCTV.
- Public Safety, in collaboration with Baltimore City Police Department Commanders of both the Northern and Northwest District, is addressing the uptick in vehicle theft around the college by performing on-site monitoring of the Student Parking lot (Palladium) daily.
- Public Safety continues to collaborate with BCPD Northern District to support monitoring of the South Pavilion during off hours.

![BCCC logo](Baltimore City Community College)

Baltimore City Community College
CABINET UPDATE
Board of Trustees, February 21, 2023
Mr. Aubrey Bascombe, Chief Financial Officer

Budget Office

1. **Highlights**
   a. File transfer files have been finalized to move data from Banner to the State's accounting system (FMIS) and from FMIS to Banner.
   b. There is a challenge: Someone in IT must transfer the files manually. This can cause a delay in the consistency of information in both systems.
2. **Appropriation Year (AY 2024) Revenue Summary as of 02/29/2024**

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	$48,886,170	(Includes Bookstore of $1,023,731)
Restricted	$20,295,793	(Includes WBJC of $1,456,069)
Total Revenue	**$69,181,963**	

Unrestricted Revenue: Total unrestricted revenue through February Appropriation Year (AY) 2024 is

$11 million higher than the revenue earnings through the same period in AY 2023. The primary driver is increased Investment Income, State Appropriations, tuition and fees.

- *Tuition & Fees: overall increased.* The overall tuition and fee revenue increase is due to higher revenues from the Fall and Spring semesters and a rise in Non-Credit Tuition and Fees. Please note that due to the system conversion, the tuition and fees posted in AY 2023 were recorded in June. There was also an increase in State Aid compared to AY 2023.

- *Sales, Service, Auxiliary & Leasing: Increased.* - Sales, Service, Auxiliary, & Leasing revenue earnings are 12% higher in AY 2024 than at this same time in AY 2023 due to an increase in Bookstore revenues.

- *Bookstore Revenues: Increased.* - There is an increase in the bookstore revenue categories compared to the same period AY 2023. This is due to an increase in new textbook sales and an increase in Sundries.

Restricted Revenue: Total restricted revenue through February AY 2024 is $6.1 million, higher than in AY 2023. The primary driver of the increase is an increase in WBJC revenue, Federal Grants revenues, and State and Local Grants.

3. **Appropriation Year (AY 2024) Expense Summary as of 02/29/2024**

Expense Fund	Expense Amount	Notes
General (Unrestricted)	$35,078,361	(Includes Bookstore of $2,608,125)
Restricted	$17,063,131	(Includes WBJC of $741,056)
Total Expenditures	**$52,141,492**	

Unrestricted Expenditures: Total unrestricted expenses increased by $6.4 million when compared to this same period in AY 2023, primarily due to an increase in salaries, deferred maintenance, motor vehicles, new equipment, and instructional supplies.

Restricted Expenditures AY 24: Total restricted expenses increased by $11.2 million compared to this same period in AY 2023, mainly due to federal and State grants scholarship expenditures increased. There was also an increase in new equipment expenditure compared to this time last year.

Controller's Office/General Accounting/Grants/Foundation

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

   - The BCCC Foundation audit information has been provided to the auditors. Pending is an open item listing from the auditors for additional items or questions.
   - The Single Audit or HEERF requests were submitted to the auditors.
   - For the College, GASB 96, which covers Subscription Information Technology Arrangements or SBITAs, must be implemented, and information must be provided to the audit firm. The audit firm has submitted requests and questions regarding the information submitted, but additional information regarding one of the contracts is pending.
   - For the College, the updated GASB 87 information related to new lease updates to the financial information has been completed for both the College and WBJC-FM.
   - The audit firm continues to review the audit requests and provides more requests and questions related to these requests. These are worked on continually.
   - WBJC information for their separate financial statement has been updated, and the auditors have been provided with responses to all open items. The GASB 87 information was updated. The draft financial statements have been updated but are pending review. The Annual Financial Report (AFR) for the Corporation for Public Broadcasting is pending completion. The calculation of the administrative support by the College has been completed and submitted to the auditors.
   - The CC-4 draft was sent to the Maryland Higher Education Commission and the audit firm and is pending review. The CC-4 will be updated with the GASB 87 and the GASB 96 changes.
   - The Howard P. Rawlings audit has not started. Information from the audit firm is expected at any time.

2. **Grants/COVID Funds**
   - The remainder of the Student Portion of COVID Funds was spent and was distributed by the third party. These funds are in the reconciliation stage.
   - The drawdown for the Institutional Portion was completed. Spending on remaining funds is scheduled to end in June 2024.
   - CCCPDF Monitoring Visit was completed. Some additional items requested from MSDE are pending. The invoice questions from the prior submission were resolved. Pending the submission of these invoices. The other invoices submitted are pending payment.
   - Reporting for Perkins is being provided to Academic Affairs. A request for cash is being supplied to MSDE.
   - Monthly requests for cash continue to be submitted for the Labor Grant.

Procurement

1. **Procurements:**
   In February 2024, a total of $330,263.31 purchase orders were awarded in the following categories:

Category	Sum of PO/BPO Amount
Commodities	$204,122.78
Services	$101,296.50
Maintenance	$23,292.68
IT Services	$1,551.35
Grand Total	$330,263.31

Office of Student Accounting

1. Banner System Challenges – Student Accounting continues to identify Banner system challenges that impact payment processing, student refunds, and aging management.
   a. Application of payments
   b. Data migration clean-up
   c. Unable to generate student invoices in Banner.

2. Aging Report
   a. Competing priorities such as process assessment for reconciliation process development and FY23 audit,
   b. Submitting past-due accounts to CCU is on hold until the office can identify accounts needing pre-collection processing. Coding, invoicing, and payment application to special populations balances

3. Refunds Update
   a. Student Accounting has identified challenges to timely refund processing, such as data migration issues, application of payment issues, late award postings, late never attends processing,
   b. Reestablishing refund reconciliations for FY24 using Banner and third-party refund processor, ECSI systems.
   c. Continue troubleshooting the system to identify any previous term refunds needing processing for students.
   d. Title IV Refund Compliance Initiatives
       i. Financial Aid began posting aid on February 11, 2024; Current Academic Year Refund report created February 15, 2024; identified 1,377 accounts due for a refund for the Spring 2024 term; delay in processing refunds due to incorrect data
   e. December's All Refund Report showed 705 accounts that may be eligible for a refund.
   f. The Student Accounting office continues to contact students who have not cashed a refund check that was issued to them.

Baltimore City Community College

Board of Trustees, February 21, 2023

Mr. Michael Rading, Chief Information Officer

IT OPERATIONS

Client Services
Client Services continues supporting faculty, staff, and students. Over the last month the focus of our work has been on the following:

Support/Maintenance
- Media Services: Provided media equipment support and presentation/media equipment for:
  - Black History Month
  - Job Presentations
  - Black HIV/AIDS Awareness
  - MSCHE "Readiness Sessions"
  - Student Life
  - SGA
  - Ashburton
  - Black Cinema
  - Healthy Neighbors
- IT Helpdesk
  - Continuing work on Student, Faculty and Staff tickets. For the month of February 2024:
    - Total Volume (All Channels): 1508; Total Volume by Phone: 683 (45.3%)
    - Dispatch/Tier 1: First Contact Resolution: 710/915 (77.6%); and 576 were login/password/Account Access issues.
    - Media Services: Closed 31 issues.
    - Tier 2: Closed 197 Tickets.
    - Tier 2: Prepared and Distributed 34 laptops.

Projects
- HEERF Grant IT Hardware Procurement Project
  - Continuing to roll out Classroom and Lab equipment. We have completed the following:
    - 75 setups to Nursing
    - 125 setups to Main
    - 44 Setups to 2 labs Main
- 2024 Commencement Project – Attended planning sessions
  - GAARE Hyflex Project - Met with vendor and Academic Affairs to discuss what is needed for the GAARE

IT Security
The new cybersecurity awareness training platform, Proofpoint, has gone live. The Q1 2024 training cycle is currently underway as a soft launch.

In February 2024, DoIT concluded an extensive annual review initiated in June 2023, focusing on the College's firewall controls to ensure compliance with prevailing industry standards. This thorough examination encompassed 167 security policies, 62 controls, and 43 network rules. Throughout the review process, the IT staff collaborated closely with DoIT, resulting in the remediation of 7 controls and the update of 94 network rules, significantly mitigating potential risks.

The firewall acts as the College's digital gatekeeper, rigorously managing data flow to safeguard against unauthorized access and cyber threats. This strategic review underscores the firewall's pivotal role in securing the organization's digital assets and underscores our commitment to maintaining the highest standards of data integrity and confidentiality. By continuously updating and refining our security measures, we ensure the College's network remains robust and resilient against evolving digital threats.

Baltimore City Community College

Board of Trustees, February 21, 2023

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

OFFICE OF ASSESSMENT

Operations

The Director of Assessment continues to build the infrastructure of the Office, reinforcing current initiatives, building new initiatives, and setting recurrent annual and semester check-ins for unit-level leaders. Current initiatives include Learning Improvement Plans, Resource Allocation Worksheets, learning outcomes data reviews, and learning outcomes infrastructure updates. New initiatives are focused on the development of the non-academic assessment infrastructure and processes that will accompany unit-level planning.

Office Hours

The Director of Assessment updated and republished Office Hours for faculty and Academy leadership to schedule time with the Director. The Office Hours, six per week, are reserved to review learning outcomes data and provide feedback on program- and course-level learning outcomes infrastructure. Faculty and staff may schedule 30-minute appointments through the Director's Bookings page: Book time with Fortune, Nicole: Office Hours

Process & Continuous Quality Improvement

Institutional Assessment Guide

The Director of Assessment continues to develop the Institutional Assessment Guide, a merge of the existing Assessment Guide—which focuses on academic, learning outcomes assessment—with assessment of the non-academic offices and initiatives that support student learning.

Mission, Vision, & Values Procedure

The Director of Assessment developed a working draft procedure to accompany the newly approved Mission, Vision, & Values Policy that was approved by the Board of Trustees on February 21st. The procedure,

1. standardizes the development, review, and revision of mission, vision, and value statements, and

2. aligns the review and revision cycle with strategic planning and, where applicable, requirements of programmatic accreditation.

The draft will be presented to the College for review in March.

Organizational Charts

The Office of Assessment continues to support the redesign and update of the College's organizational charts. The most recent iteration was completed on February 27th in preparation for inclusion in the MSCHE Self-Study and upload to the College Website.

Reporting Guide

The Director of Assessment updated the working draft of an institutional reporting guide that standardized the process for writing external reports and facilitating site visits.

Onboarding Informational

The Director of Assessment updated the working draft of the onboarding informational for the Office of Assessment. The informational is provided to new hires at their first meeting with the Director of Assessment.

Catalog Review, 2024-2025

The Director of Assessment continues to support the review and revision of the 2024-2025 Catalog.

Website Content Map

The Director of Assessment supported the quality review of the College's Website Content Map, evaluating 5 pages in the Strategic Planning section of the website:

1. BCCC FY 2018 - 2022 Mission Vision Goals and Objectives Board approved April 18 2018

2. Big Picture for Strategic Planning

3. How Does Strategic Planning Relate to Program Level Assessment

4. Integrating Higher Education Planning

5. Overview

OIERP reviews were completed on February 8th.

Reporting

The Director of Assessment supports the continuous quality improvement of academic and non-academic initiatives through the provision of data and guidance for the development of external reports. This month, the Director supported the following external reports:

1. Accreditation Commission for Education in Nursing (ACEN) Self-Study

2. Accreditation Council for Business Schools and Programs (ACBSP) Self-Study

3. Commission on Accreditation of Allied Health Education Programs (CAAHEP) Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) Progress Report

Maryland Community Colleges Learning Assessment Group (MCCLAG)

On February 13th, the Director of Assessment participated in the newly established MCCLAG Journal Club, a monthly discussion on operationalizing evidence-based practices. This month's discussion focused on assessment reliability and rubric norming. The following articles were discussed:

1. Dawson, P. (2015). Assessment rubrics: towards clearer and more replicable design, research and practice. Assessment & Evaluation in Higher Education. DOI:10.1080/02602938.2015.1111294.

2. Stafford, L., Cousins, E., Bol, L., Mize, M. (2023). Improving reliability in assessing integrative learning using rubrics: does group norming help? Research & Practice in Assessment, 18(1). Improving-Reliability-in-Assessing-Integrative-Learning-Using-Rubrics-RPA (2).pdf

3. Schoepp, K., Danaher, M., Ater Kranov, A. (2019). An effective rubric norming process. Practical Assessment, Research, and Evaluation, 23(11). DOI: https://doi.org/10.7275/z3gm-fp36

The Director proposed the topic for next month: Integrating student support services data with learning outcomes assessment data.

Planning

Planning and Assessment Software Solution

The Director of Assessment continues to support the review and evaluation of software solutions that offer modules for planning, academic and non-academic assessment, and accreditation. This software is anticipated to integrate with the College's Learning Management System (Canvas), Student Information System (Banner), and other systems that support student success, such as curriculum management, placement testing, clinical/internship placement, and faculty credentialing. The software will be used across the College to support and document the College's progress towards programmatic, departmental, divisional, and institutional goals.

On February 7th, the Planning & Assessment Software Solution Group met to review the software selection process, refine the rubric for vendor selection, and discuss the preliminary demonstrations and vendor communications that led to the focused list of 3 prospective vendors. On February 16th, the Director of Assessment and Vice President of Institutional Effectiveness, Research & Planning met with the Information Technology Committee, a faculty committee established by the Faculty Senate, to provide updates on the Planning & Assessment Software Solution Group's progress and next steps.\

At the end of February, the College hosted the 3 prospective vendors for detailed demonstrations with Q&A:

- Vendor_1 – Friday, February 23rd at 8:45

- Vendor_2 – Friday, February 23rd at 1:00

- Vendor_3 – Monday, February 19th at 1:00

The Planning & Assessment Software Solution Group will meet on Friday, March 1st to review the demonstrations against the developed rubric.

Middles States Commission on Higher Education (MSCHE) Self-Study

Manuscript

The Director of Assessment continues to support the MSCHE Self-Study process, serving as Co-Chair of Working Group V: Educational Effectiveness Assessment and member of the Self-Study Steering Committee. On February 1st and 2nd, Working Group V convened for the final meetings, completing Draft 6 of the Standard V Self-Study chapter. Draft 7, a unified Self-Study document, was compiled the week of February 5th for continued editing and finalization by a core writing team.

Readiness Sessions

The College is conducting regular readiness sessions for the upcoming site visit. This month, the Director attended the following sessions:

- Friday, February 9th, 11:00 – 12:00

Grants

Maryland Higher Education Commission (MHEC) Expanding SUCCESS Initiative

The Director of Assessment sits on the Institutional Team for the Expanding SUCCESS initiative, a seven-month intrusive advising intervention to facilitate retention to graduation and/or transfer to a four-year institution. The team met on February 27th at 10:00 to develop the Scope of Work that is due to MHEC on March 1st. The Director provided draft narrative and guidance on the development of goals, objectives, outcomes, and formative measures.

Academic Affairs

Student Learning Outcomes Assessment

Process and Data Flows

The Directors of Assessment and eLearning continue to facilitate updates to the Student Learning Outcomes Assessment (SLOA) process, developed in Fall 2022. The updated process addresses the sunset of the 2014-2022 assessment software solution, Nuventive Improve (TracDat), providing transitional data flow and assessment solution as the College builds the learning outcomes assessment infrastructure within the Canvas Learning Management System. The transitional solution combines data extractions from Canvas, the historic Nuventive SQL database, and aggregated variably formatted data files into learning outcomes data workbooks for each Program and discipline. The workbooks will continue to be developed until the learning outcomes data infrastructure is fully built within Canvas, at which time the workbooks will become historic reference files for academic assessment. Future data pulls from Canvas will be conducted in aggregate, by learning outcome, and may be analyzed in Excel, the future Planning & Assessment software solution, or other analytics platform.

On February 1st, 5th, 15th, and 19th, the Director met with the Office of the President and Academy leadership to review progress in the transition to Canvas and plan next steps for the Spring semester. On February 5th, the SLOA Committee was invited to provide feedback and insight on the process and next steps for the Spring semester. Follow-up meetings were held with the SLOA Committee on February 19th and 26th.

Data Workbooks
The Director of Assessment continues to develop learning outcomes data workbooks for the 2023 academic year. In February, the following workbooks were in development: math, biology, physics, science, accounting, business, health, engineering, robotics, EMS, education, surgical tech., Allied Health, CIS-CSA, Theater, addiction counseling, CADD.

Data Compliance
Student Learning Outcomes data for the Fall 2023 semester (202380) were due on December 19th, 2023, and Winter 2024 semester (202410) on January 13th. The Director of Assessment tracks compliance in data submissions. A preliminary report on compliance for these semesters was provided to Academy leadership on February 12th.

OFFICE OF GRANTS DEVELOPMENT

The Office of Grants Development under the leadership of the Director of Grants, Keenan E. Jones, provides oversight and management of the operations and compliance of state, federal, and local grant regulations, and requirements. Jones has been at BCCC for eleven months. He has embraced the College mission, vision, and values of changing lives and building communities. He demonstrates and stresses the importance of communicating, coordinating, collaborating, and being consistent college wide. Jones believes that everyone needs to be on the same page as it relates to a grant knowing the goals, objectives, and outcomes.

The Office facilitated meetings with the Principal Investigator (PI) for AmeriCorps VISTA, Carl D. Perkins, Child Care Careers and Professional Development Fund, Community Health Worker, Consolidated Adult Education and Family Literacy Services, Maryland Office of Refugees and Asylees for English for Speakers of Other Languages (ESOL), Maryland Office of Refugees and Asylees Refugee School Impact Grant (RSIG), Maryland Office of Refugees and Asylees Services for Older Refugees (SOR), Supplemental Nutrition Assistance Program (SNAP), TRIO Student Support Services (SSS), TRIO Upward Bound Math -Science (UBMS), and WBJC Radio Station to discuss each grant, period, budget, banner system, reports (internal or external), and action plans. The Office will continue to meet with the remaining PIs next month. The meetings with the PI's will occur monthly to the end of the semester. The Office looks forward to next month's meeting with the Cabinet and PI's. The Office is monitoring the expenditure of grants.

Child Care Careers and Professional Development Fund (CCCPDF)

The Office met weekly with Academics Affairs and Finance and Administration Finance to prepare and submit supporting documentation to the Maryland State Department of Education (MSDE) for monitoring tool site visit. The visit was virtual via Google meets on March 1, 2024, at 10 a.m. The visit consisted of MSDE staff speaking to two students who are currently in the program; asking staff about the program and then meeting with faculty, staff, administration to discuss financial protocols of the grant.
This grant provides students assistance with tuition, fees, and textbooks for the first semester, second semester, and summer session.

Community Health Worker (CHW) Certification Training Program

The Office is excited about the new accredited certification training program for community health workers that Workforce Development and Continuing Education began on February 14, 2024. This grant is only for four months and provides fifteen (15) students full tuition stipends, laptops, and tablets owned by the training program. The College loans these devices to enrolled students at no cost during the training program. This is a grant from the Maryland State Department of Health for $42, 818.

Maryland Department of Human Services Supplemental Nutrition Assistance Program (SNAP)

The Office collaborated with the Workforce Development and Continuing Education to submit a grant agreement of $1.8 million dollars for FY24 to FY26. The College is excited about this opportunity to serve 3,000 individuals over three years. This grant period is October 1, 2023, to September 30, 2026.

National Institute of Health (NIH) Prison to Program (P2P) Baltimore City Community College (BCCC) Howard University (HU) Bridges to Baccalaureate Grant Sub-Award

The Office meets monthly with the HU, P2P staff, BCCC Academic Affairs, Institutional Research, and Student Affairs to implement the P2P Curriculum for the eight scholars accepted in the program. This is a collaboration that BCCC has with HU until 2025 targeted to serve individuals formerly incarcerated and interested in pursuing a degree in research.

The Office is working with BCCC Academic Affairs, and Student Affairs to develop an orientation for the scholars to ensure their success at the College. The orientation will take place June 14, 21, 28, and July 12, 2024, from 9 a.m. to 12 noon. The orientation will acclimate scholars to the resources at BCCC; use of library resources and online database; meet one-on-one with faculty mentor/goal setting.

National Institute of Health (NIH) Baltimore City Community College (BCCC) Towson University (TU) Bridges to Baccalaureate Grant Sub-Award

The Office collaborated with Academic Affairs and Finance and Administration regarding the sub-award agreement for the budget for FY 24 period from August 1, 2023, to July 31, 2024. The Office obtained the signatures to execute this agreement and submitted it to TU on March 14, 2024. This grant aims to spend all its funds for the fiscal year. This is a five-year grant of $180,023.

This grant will increase the pool of individuals from diverse backgrounds who are well-trained in Science Technology Engineering and Mathematics (STEM). This grant aims to promote the transition of underrepresented minority students from community colleges to Towson University and other four-year institutions by fostering a supportive environment for research and professional skills.

Pathways in Technology Early College High School (P-TECH)

The Office has been waiting for several months to receive the College award announcement from the Maryland State Department of Education (MSDE) for the P-TECH program. On March 8, 2024, the Office received an award letter and a grant agreement of $219,284.50. The office collaborated with Workforce Development and Continuing Education along with Finance and Administration to sign the budget and grant agreement to submit to MSDE. This grant will allow BCCC to enroll 178 high school students from three (3) Baltimore City Public Schools which are Carver, Digital Harbor, and Dunbar tuition and fees for the Fall and Spring semester. This grant period is July 1, 2023, to June 30, 2024.

NEW GRANT OPPORTUNITY

Community Health Worker (CHW) Certification Training Program -Increasing Student Access

The Office assisted Workforce Development and Continuing Education and Finance and Administration submitted a grant proposal on March 11, 2024, in the amount of $25,284 to the Maryland Department of Health to enhance student access to the Accredited CHW certification training program. This grant will provide textbooks and laptops to forty-two students to improve their access to educational resources for online learning, participate in virtual classrooms, and engage with interactive course materials. This grant period is April 1, 2024, to September 15, 2024. BCCC is waiting for an acceptance letter from the Maryland Department of Health.

FY 24-25 Maryland Department of Human Services - Maryland Office of Refugees and Asylees (MORA) Afghan Support to School Impact Services Program (AS2SI)

The Office collaborated with Workforce Development and Continuing Education along with Finance and Administration submitted a grant for a half of million-dollar to the Maryland Department of Human Services (MDHS) on February 16, 2024. After submission, the Maryland Department of Human Services wanted to give BCCC additional monies of $46,501. Therefore, on March 15, 2024, BCCC submitted to MDHS a revised budget for $546,501 and grant agreement. This funding will help support at least 115 children and youth to receive school enrollment, support services, afterschool academic/social activities, scholarships for post-secondary academic or vocational/career programs, complete Self-Sufficiency Plan/Individual Employability Plan, etc. This grant period is from April 1, 2024, to September 30, 2025.

Maryland Department of Higher Education (MHEC) and Manpower Demonstration Research (MDRC) - Expanding Scaling Up College Completion Efforts for Student Success (SUCCESS)

The Office worked with Academic Affairs, Student Affairs, Finance and Administration, Assessment, Institutional Effectiveness, Research and Planning, Institutional Research, Student Accounting, Financial Aid, and Information Technology submitted a grant proposal entitled Baltimore City Community College (BCCC) Maryland Expanding Success Campus Scope of Work to MHEC and MDRC on March 4, 2024, in the amount of $125,000. This grant will implement an initiative-taking (intrusive) advising model that supports retention of degree/certificate-seeking students through completion and/or transfer to a four-year institution. This grant looks to serve three hundred students.

Baltimore City Community College
CABINET UPDATE
Board of Trustees, February 21, 2023
Mr. Gussener Augustus, Vice President, Advancement

Community Outreach & Engagement
The division participated in several meetings with key stakeholders to continue solidifying relationships and build strong partnerships. Organizations the division met with are:

The Hidden Genius Project
The division is exploring partnership opportunities with the nationally recognized The Hidden Genius Project (HGP). The Hidden Genius Project trains and mentors Black male youth in technology creation, entrepreneurship, and leadership skills to transform their lives and communities. HGP hosts sites in 7 cities around the country and is now establishing a location in Baltimore. They are interested in partnering with BCCC and potentially leasing space to serve youth and young adult males in the region.

Interfaith Community Outreach
The division met with several faith leaders to establish outreach and marketing opportunities to feature degree and certificate programs at various events throughout the Baltimore Metro area. There will be a regularly scheduled update to the Baltimore Baptist ministers Conference. This is an opportunity to engage members of the conference and provide updates and opportunities for recruitment.

Baltimore City Fire Department
The division continues to build on successes with promoting the BCCC EMS Program. We have expanded our outreach with the assistance of the Baltimore City Fire Department (BCFD). Leaders of BCFD are directly linked to the BCCC director of the EMS program as we promote expansion of the program.

Hosted Several Community Association Meetings
BCCC provides a meeting space for community associations on an ongoing basis to continue building strong partnerships with external key stakeholders.

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

- **Washington Music Educators Association:** Abhinn Malhotra was a judge for the Low Brass section of the High School Honors Band and Orchestra Auditions that took place February 3rd at Elizabeth Seton Hall High School in Bladensburg, MD.

- **Hunt Valley Wind Ensemble:** Abhin Malhotra has been appointed Assistant Conductor of the ensemble that performs in the Baltimore/Towson area.

- **Johns Hopkins Symphony Orchestra:** Musical Director, Jed Gaylin, was interviewed by Kati Harrison on February 7th about their upcoming March concert in which the orchestra will perform icon works with commentary provided by Kati and Tom Hall from WYPR radio.

- **National Philharmonic:** Guest Conductor, Jeri Lynne Johnson, was interviewed by Kati Harrison about her debut with the orchestra on February 10th at the music center at The Strathmore. The program included Valerie Coleman's Phenomenal Women and Antonín Dvořák's Symphony No. 7.

- **American Record Guide:** Contributor, Phil Greenfield, was a panelist on the February 3rd edition of Face the Music along with Conductor, Jed Gaylin, and Kati Harrison.

- **Music at St. David's:** Director of Music Ministries, Douglas Buchanan, was interviewed by Judith Krummeck on February 25th about the 48th annual Bach Marathon at St. David's church in Roland Park.

- **Music at Evergreen:** Artistic Advisor, Genya Hopkins, was interviewed by Judith Krummeck on February 27th about the Viano Quartet's performance in the Bakst Theatre at Evergreen Museum & Library.

- **Baltimore's Let's Eat:** Founder and President, Catherine Morineault, was interviewed by Dyana Neal about the organization's mobile food pantry and its efforts to provide healthy food to people in need.

- **Cash Campaign of Maryland:** Sara Johnson, Co-Founder & COO of the CASH Campaign of Maryland, was interviewed by Dyana Neal about CASH's free tax preparation services for Maryland residents who qualify. The program is now in its 23rd year.

- **Handel Choir of Baltimore:** Music Director, Brian Bartoldus, and pianist, Lura Johnson, were interviewed on February 19th about their upcoming performance by Jonathan Palevsky.

- **New Orchestra of Washington:** Music Director, Alejandro Hernandez Valdes, and violinist, Kenneth Zhu, were interviewed about their March 8th concert by Jonathan Palevsky on February 28th.

- **Annapolis Symphony**: Music Director, Jose Louis Novo, was interviewed about the upcoming Masterworks concert on March 1st by Jonathan Palevsky on February 28th. Jonathan also gave a pre-concert talk at the performance.

- **Baltimore Classical Guitar Society:** Guitarist, Sharon Isbin, was interviewed by Jonathan Palevsky on February 17th about her upcoming concert at the Linehan Concert Hall at UMBC on February 24th.

- **Opera Baltimore:** Artistic Director, Julia Cooke, and singer, Daniel Spalding, were interviewed on February 24th by Jonathan Palevsky about their staging of Tchaikovsky's Eugene Onegin opera on March 1st and 3rd.

- **Candlelight Concert Society:** Jonathan Palevsky gave a pre-concert talk at the society's February 12th concert in Howard County.

- **Johns Hopkins University – Osher Program:** Jonathan Palevsky taught classes on Bach and Music in Vienna.

WBJC Corporate Support Partnerships
Businesses who underwrite programs and content on WBJC

Returning Clients
Chesapeake Shakespeare Company, Happenstance Theatre, Johns Hopkins Symphony Orchestra, Maryland Opera, Ballet Theatre of Maryland, Candlelight Concerts, Annapolis Symphony, Roland Park Place, Grance United Methodist Church, Bach in Baltimore, Columbia Orchestra, Shriver Hall, Shriver Hall, Baltimore Symphony Orchestra, Kennedy Center, Peabody Institute, Opera Baltimore, Cynipid Fund, Elville and Associates, Zeke's Coffee, True Chesapeake Restaurant, Culligan Water.

Baltimore City Community College
CABINET UPDATE
Board of Trustees, February 21, 2023
Ms. Lyllis Green, Chief Internal Auditor

Activities of the Office of Internal Audits during the month of February 2024 focused on:

- follow-up of repeat audit findings and
- preparation for the MiddleStates team visit

Office of Legislative Auditors (OLA)

The 2022 OLA Report has eight audit findings which include two repeat findings from the prior 2016 audit. The follow-up to current OLA findings began in May 2022 and includes the related activities below:

- Bi-weekly incident reports supplemented by periodic meetings between the Internal Auditor and Information Technology (IT) staff. Meetings provide an opportunity to present evidence in support of resolving IT findings.
- Periodic (at least monthly) communication with the Procurement Director to track progress on procurement activity needed to eliminate or mitigate audit findings. The monthly communications regarding inventory include both the Director of Facilities and the Procurement Director now that the inventory is in progress.
- Periodic communication with the Director and staff in the Office of Human Resources (HR) to obtain supporting documentation and to ensure that the College's responses to payroll-related findings remain accurate. This conversation has transitioned to the VP Finance now that the HR Director position is vacant. The conversation began as part of the new VP's onboarding meeting with the Internal Auditor.
- Monthly follow-up of all resolved findings to ensure current compliance.

The latest OLA report was issued February 9, 2022. It covered the audit period from November 30, 2016, to November 30, 2020. The Legislative Auditors are expected to return to the College during or after 2024 in accordance with their scheduled review plan. BCCC's OLA Report is on OLA's website at:
https://www.ola.state.md.us/Search/Report?keyword=&agencyId=5a8ac903cc9d721804e01114&dateFrom=&dateTo=&reportTypeId1=1

Status of 2016 Findings

Prior Audit Finding	Finding Description	Implementation Status	Internal Auditor Comments
Finding 5 - PII	Sensitive personally identifiable information maintained by BCCC was stored without adequate safeguards.	**Repeated** (Current Finding 6) Partially implemented	There have been no more recent developments of the PII issue since the Information Technology Services division facilitated a meeting and observation session regarding the ERP's security controls on September 26, 2023. Further, there have been no complaints either on the BCCC ComplianceLine, or written or verbal communications received pertaining to Personally Identifiable Information (PII) by students or employees. This matter is considered closed.
Finding 8 - Inventory	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) 40 Computers were located and deployed in 2017. A vendor was selected and completed a physical inventory.	• The physical count of the College's inventory was completed over the summer of 2023. • The actual valuation of the inventory is pending reconciliation by the Finance division. The staff is currently resolving changes to inventory additions and deletions to reconcile the systems' information to the existing records. This is a labor-intensive manual activity that is being performed by Finance division staff.

The Legislative Auditors are expected to return to the College during or after 2024 in accordance with their scheduled review plan. BCCC's OLA Report is on OLA's website at:
https://www.ola.state.md.us/Search/Report?keyword=&agencyId=5a8ac903cc9d721804e01114&dateFrom=&dateTo=&reportTypeId1=1

BCCC
Baltimore City Community College

Baltimore City Community College
Realignment Tasks Update
Board of Trustees, March, 2024

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. Jacqueline Hill, Vice President, Academic Affairs

School of Nursing & Health Professions (SNHP)

The Dental Hygiene program was reaffirmed in February 2024, by the Commission on Dental Accreditation (CODA). The program's status is "Approved without Reporting Requirements." The next site visit will be in 2030.

The Nursing program is preparing for an accreditation site visit by the Accreditation Commission for Education in Nursing (ACEN) and the Maryland Board of Nursing (MBON) from March 19-21, 2024. The College recently purchased beds, cribs, and mannequins to enhance student experiences in Nursing simulation labs. The state-of-the-art equipment exposes students to essential skills for licensure.

The Emergency Medical Services (EMS) program has been recertified as an Advanced Life Support Education Program through 2026. The EMS Interim Director hosted an Open House that resulted in approximately 100 attendees. Also present were representatives from the Baltimore City Fire Department and the Maryland Institute for Emergency Medical Services Systems (MIEMSS). To further promote the program, the Interim Director has secured the support of Medical Directors in Baltimore City. The Interim Director is collaborating with experts in the field to offer on-campus training programs such as Stop the Bleed, Hands Only CPR, and Narcan Delivery to enhance student experiences.

School of Arts and Social Sciences (SASS)

Baltimore City Community College was recently approved by the Maryland Higher Education Commission to offer an Associate of Arts in Early Childhood Education. This new program provides a seamless transfer for students entering four-year institutions to pursue a Bachelor's Degree in Education after completing the associate degree.

BCCC
Baltimore City Community College

Baltimore City Community College
Realignment Tasks Update
Board of Trustees, March, 2024

Realignment Task #2
"Make workforce development and job placement top educational priorities of BCCC."
Mr. Michael Thomas, Vice President for Workforce Development & Continuing Education

Workforce Development Program Development and Expansion – Workforce continues to expand partnership with local community and health agencies to provide opportunities for students to gain training and improve their career outlook. Additional activities include:

Childcare Training

- In March 2024, workforce development has brought back Childcare in house and will begin in person classes for Early Childhood Education and Childcare. The training leads to the 90-hour certification from the Maryland State Department of Education (MSDE)

CASA of Maryland
- CASA of Maryland included BCCC as the training provider on a five (5) year grant from the Health Resources and Services Administration called the Geriatrics Workforce Enhancement Program (GWEP). The GWEP educates and trains the healthcare and supportive care workforces to care for older adults by collaborating with community partners. BCCC would provide training for Certified/Geriatric Nursing Assistant (CNA/GNA) with an extended eight (8) week clinical at assisted living facilities. This is expected to provide training for up to sixty (60) participants a year and with potentially $250,000 allocated annually as a subaward to support this initiative.

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

- Recruitment has begun for a Warehouse and Logistics cohort to begin in March of 2024 for up to twenty (20) students, who will be a mix of ESL and ABE.
    - This is the first IELCE/IET cohort that is not healthcare, with the hope that a more diverse set of students will show interest
- For FY 24 Workforce Development and the English Language Services department have coordinated with CASA of Maryland to combine English as a Second Language courses with workforce training. One cohort of Certified Nursing Assistant (CNA) began in July 2023 and certified thirteen (13) students. Another cohort began in September 2023 with eleven (11) students who completed certification January 2024. A third cohort began on January 16, with nine (9) students currently enrolled.
- In coordination with Adult Basic Education, we are coordinating 2024 cohorts to combine GED pathways with workforce training. We are planning to complete two (2) cohorts of Certified Nursing Assistant and one (1) with the Warehouse and Logistics training. We will recruit up to twenty (20) students for each cohort, for up to 60 students to receive licensure/certification in addition to their high school diploma.
- A third CNA cohort began in January and a fourth is scheduled to begin in March of 2024.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, March, 2024

Maryland Department of Health

- Workforce was awarded a grant to train and certify fifteen (15) Community Health Workers. Training began in February 2024 and finish in May 2024.

Youth Systems Building

BCCC has partnered with the Mayor's office, City Schools, and MOED for the following funding opportunity from the U.S. Department of Labor:

- The Youth Systems Building (YSB) Academy will engage our proposed team over a six-month period and begin implementing systems, program, and/or policy improvements.
- The goal of YSB is to support efforts to improve employment outcomes and strengthen service delivery systems through a range of strategic planning, in-person, and virtual training and technical assistance activities.
- Participation in the Academy includes bi-weekly coaching calls, ad hoc peer learning opportunities, and two in-person convenings in Washington, DC.

Johns Hopkins Hospital

- Workforce Development is working with Johns Hopkin Hospital on a Patient Care Tech (PCT) training that began in February 2024. The cohort consists of eight (8) JHH employees who will complete their certifications in March 2024.
  - Preparations have begun for another PCT cohort to begin in April with up to twelve (12) JHH employees.

Center for Urban Families

- Workforce Development worked closely with the Center for Urban Families to enroll over seventy–five students in Certified Nursing Assistant (CNA) and Community Health Worker Programs (CHW), Diesel Mechanic, and Commercial Driving License (CDL) programs. The workforce department is entering the final year of the BOOST grant partnering with Center for Urban Families (CFUF). CFUF has also received funding for an additional seventy-five students (total 150).
- In partnership with MOED's Train up program, CFUF has enrolled forty-three (43) students in CNA, CDL, Cyber, and CHW programs since January 2023. More students are expected to be enrolled in the aforementioned programs in 2024.

Goodwill Industries

- BCCC and Goodwill are partnering on an application for Employment Advancement Right Now (EARN) Program. Goodwill will recruit and support up to forty-five (45) students to complete training in Early Childhood Education and Childcare.
- Recruitment has begun for the April Cohorts of CNA and PCT
- In January 2024, WF began a cohort of Certified Nursing Assistant with sixteen (16) students and a Pharmacy Tech cohort of twenty-four (24) students.
- To date in FY24, in collaboration with Goodwill, we trained and licensed thirty-one (31) Certified Nursing Assistants and twelve (12) Pharmacy Techs.

Baltimore City Community College
Realignment Tasks Update
Board of Trustees, March, 2024

Baltimore City Schools - Green Street Academy

- Workforce Development has expanded its partnership with Baltimore City Public Schools and offered a workforce training opportunity at Green Street Academy. A Certified Nursing Assistant (CNA) cohort began in October with twenty (20) students. All students are on pace to complete the class in April 2024 and apply for their Maryland Board of Nursing (MBON) CNA certification and GNA license.

LifeBridge Health

- Workforce Development partnered with Sinai Hospital and is running a cohort of sixteen (16) students for CNA/GNA (Certified Nursing Assistant). These students will complete their training sequence in January 2024.

University of Maryland Medical Center

- A cohort of sixteen (16) students began their Patient Care Tech (PCT) training in January and are scheduled to complete in July 2024. Recruitment is in process for the March cohort of up to twelve (12) students.
- Workforce Development coordinated with University of Maryland Medical Center to begin a Patient Care Tech (PCT) cohort of eight (8) students in October 2023. They are on schedule to complete training and certification in March 2024.

Warehousing and Logistics

- Workforce Development continues to recruit for upcoming Warehousing and Logistics class at South Pavilion. Cohorts are expected to run year-round, and students will receive certifications in OSHA 10, Forklift Operation and Certified Logistics Technician through the Manufacturing Skills Standards Council.

Department of Human Services SNAP

- In July 2023, Workforce Development submitted a grant proposal for FY 2024-2026 to continue the current funding available to SNAP recipients. The proposal was to double the previous grant and provide training for up to two hundred participants. BCCC has received preliminary approval for this award and is waiting for the official contract to be executed.

Baltimore City Department of Social Services

In partnership with the Department of Social Services, Workforce Development has coordinated with three outside vendors to provide training in Makeup artistry (12 enrolled), Hospitality (28 enrolled), and Financial Literacy (32 enrolled).

Other Funding Opportunities

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- Workforce Development has also received several funding opportunities to offer workforce training to city residents:

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

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

Career Services Updates

Kenn Hopkins
- 12 students were placed in employment opportunities.
- 1 student was placed in the Work Study program
- 1 student was placed in an Internship with St. Johns Properties – Kapil Dhami
- 2 Job Readiness *Daytime* Training Sessions: DSS Make-up – 02/06/24; DSS Make-up – 02/08/24
- 5 Job Readiness *Evening* Training Sessions: DSS Make-up – 02/06/24; DSS Make-up – 02/08/24; PCT/CDL – 02/21/24; PCT/CDL – 02/22/24; PCT/CDL – 02/26/24
- 16 student resumes were developed.
- 11 student resume review sessions were conducted in person.
- 5 student resume review sessions were conducted via Zoom.
- 4 mock interview sessions were conducted with PCT students. Have scheduled follow-up discussions for outcomes.
- 36 student walk-ins for services.
- 1 credit-Side Class Presentation: Respiratory Care – Resume Development and Interview Preparedness – 02/08/24
- Attended the following career fair/hiring event: Excel Academy at Francis M. Wood High School – 02/29/24
- Attended 2 ongoing strategy meetings with BCCC Workforce staff to coordinate services for new cohorts – 02/07/24; 02/20/24

Karen Allen-Curtis
- 6 new students enrolled in Adult High School for a total of 89 to date.
- Held 3-day IET Job Readiness Class in February 2024.
- Made 9 GED Classroom Visits – Pierce, Edwards, Lewis-Orr, Yoseff, Graves,
- CNA Mock Interviews were held on 2/28/2024.
- Banner Training with N. Grant 2/28/2024 to ensure all student hours are being captured in the ERP system.
- 2 – Job Readiness *Daytime* Training Sessions: DSS Make-up – 02/06/24; DSS Make-up – 02/08/24
- 5 – Job Readiness *Evening* Training Sessions: DSS Make-up – 02/06/24; DSS Make-up – 02/08/24; PCT/CDL – 02/21/24; PCT/CDL – 02/22/24; PCT/CDL – 02/26/24

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Realignment Task #3

"Improve student pathways to success, including remedial education, attainment of a degree or postsecondary certificate, and transfer to four-year institutions of higher education."
Dr. Jacqueline Hill, Vice President, Academic Affairs

Realignment Task #3: "Improve student pathways to success, including remedial education, attainment of a degree or postsecondary certificate, and transfer to four-year institutions of higher education."

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

Science

BSTEM faculty and students will participate in the 9th Annual Maryland Collegiate STEM Conference (MCSC) in April 2024, hosted by Montgomery College. Five BCCC students conducting faculty mentored research projects in Biology, Biotechnology, Genetics, and Chemistry have submitted proposals to the MCSC review committee.

Center for Academic Achievement (CAA)

During February, CAA experienced an increase in students utilizing its services:
- The Canvas virtual tutoring shells were viewed by students 16,390 times, and 105 actions were taken. Actions include posting discussions, clicking on Zoom links, and posting papers and questions for tutors' review. The semester totals thus far are 32,083 visits and 203 actions – an increase over last month's totals of 14,125 visits and 84 actions.
- In-person tutoring center locations had a total of 399 student visits this month – over five times the visits in January which was 73.
- BCCC students have submitted a total of 62 papers for review on the eTutoring platform as compared to 34 in January.

During February, the Retention Specialist:
- Conducted Anatomy and Physiology review sessions based on individualized learning styles.
- Conducted a session on balancing school, work, and social life by developing a weekly and daily time management schedules.
- Provided support on the Virtual Helpdesk (VHD) by responding to questions related to academic programs, course selection, educational plans, registration, and campus resources.
- Collaborated with the Adult Basic Education (ABE)/GED staff to interview finalists for the GED Tutor position.
  Met with the ABE program coordinator to review and receive materials needed to better service ABE students.
- Worked with E-Learning and IT services to set up ABE and GED-specific tutoring shells in Canvas to provide virtual and online support to ABE/GED students.

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- Met with GED students for onboarding with tutoring services at the Liberty Campus.
- Assigned embedded tutors to four PTECH courses: Anatomy & Physiology, Chemistry, English, and Math and provided professors with guidelines for embedded tutoring.
- Coordinated a total of 69 tutor class visits with over 700 students in attendance. Class visits will continue through the second 8-week session beginning in March.

Library

The Library Director visited Hagerstown Community College (HCC) Library which is of a similar size to BCCC's. With future building renovations in mind, the Director observed innovative approaches to library services and student engagement. The Director learned how HCC furniture and space choices make an impact on student learning.

In partnership with DGS, the Library completed reviewing and rating the library renovation bids. Once DGS has completed the award process, they will formally announce the chosen architecture firm.

While supporting African American History Month with an African American writer, the director, along with the Electronic Resources Librarian and Administrative Assistant III helped to host the kickoff event for the library's book club, which included engaging with students, faculty, staff, and community members.

The Director and Instructional Librarian completed the annual College & Research Libraries (ACRL) report. Each year, ACRL's Academic Library Trends and Statistics Survey provides data that can help us understand how academic libraries provide and demonstrate their impact and value to their users, institutions, and communities.

The Collection Development Librarian continues a long project of weeding selected portions of the collection to remove outdated materials. This process will take several months and should be followed up by inventory of the collection. In addition, the Collection Development Librarian has assisted in the Virtual Help Desk (VHD).

To celebrate African American History month, the Instructional Librarian created a LibGuide on Ralph Ellison.

Who do we serve? Monthly statistics for February

Who do we serve?	Feb. 2024	Feb. 2023	Year to date FY 2024	Year to date FY 2023
Circulation of Print / Media		9	219	174
Use of Reserve Materials		26	193	290
Database Sessions				

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Database Searches		3,654	28,367	24,223
Articles Retrieved		1,816	16,656	15,706
Library Online Public Access Catalog (OPAC) Searches				
eBook downloads		96	1,088	724
Use of Group Study Rooms		298	1,320	1,172
Computer Usage	0	0	0	0
Laptop Usage			17	64
Printed Pages	9,782	5,906	63,323	30,462
Gate Count		5,980	49,787	52,443
Registration of new Patrons		11	87	128
Registration/Update of Community patrons			28	24
Information Services				
Information Literacy Sessions	13	5	79	50
Information Literacy Attendance	167	51	1,067	555
Technology Training Sessions	5	3	24	26
Technology Training Attendance	3	2	10	8
Training Center Use by Other College Departments	0	0	0	3
Book Purchases - Print		57		19
Book Purchases - eBooks		6		0
Rapid Response-Students		0	2	4
Rapid Response-Faculty and Staff		0	0	5
ILL Requests/ Document Delivery	0	0	1	1
eBook Purchases via Patron Driven Acquisitions (PDA)		0	0	0
Community/Alumni Services		0	0	0
LibAnswers & Social Media				
LibAnswers	2	7	513	521
Facebook Followers	499		499	0
Facebook Engagement	2		67	73
Instagram Followers	64		64	0
Instagram Engagement	0		0	0

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Note: certain data not available from our vendors until the 8th of the month.

LibGuides saw increased usage in February by 641 views. In February, we had a total of 1,775 views by BCCC students. The most popular guides this month are APA Papers 7th edition (583 views), Online Databases (258 views), MLA 9th Edition (247 views), and PRE100 (148 views).

Realignment #4: "Enter into memoranda of understanding to establish student pathways to success with the Baltimore City Public Schools (BCPSS), institutions of higher education, and employers."

School of Nursing & Health Professions (SNHP)

The SNHP Dean and Assistant Vice President for Academic Engagement and Partnerships (AVPAEP) met with Assistant Vice President of Academic Partnerships at Ascension Health. Ascension confirmed their commitment to assist Nursing and other Allied Health students with meeting clinical requirements.

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

The AVPAEP met with Stevenson University representatives regarding the Associate of Applied Science in Fashion Design. This articulation agreement allows BCCC students to transfer into Stevenson's Bachelor of Science in Fashion Design.

School of Arts and Social Sciences (SASS)

The Early Childhood Education Program Coordinator and the AVPAEP met with Coppin State University representatives to evaluate articulation agreements for Elementary Education, Special Education, and Teacher Education Associate degree programs. The agreement allows BCCC students to transfer into one of two degrees at Coppin—a Bachelor of Arts in Elementary Education or Bachelor of Science in Special Education.

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Realignment Task #5
"Align the budget of BCCC with realistic enrollment projections."
Ms. Donna Thomas, Interim Vice President, Student Affairs

Process Improvement
The college engaged with Mongoose to explore implementing text messaging with students. This form of communication allows the college an opportunity to communicate with students directly, given that students are more prone to view a text message than an email. Mongoose can also offer a "bot" feature that will allow students to receive online assistance through the web 24/7. The bot can be programmed with standard responses to the most asked questions/services the college provides.

The newly appointed Assistant Dean of Early College Access and Programs along with leadership at the College engaged with Baltimore City Public Schools to discuss the Blueprint for Maryland's Future specific to the Pillar 3 College and Career Readiness (CCR) standards. The Blueprint aims to have all students meet CCR standards by the end of their 10th grade year, develops CCR-support pathways to support students in meeting the standard, enables students to enter a Post-CCR pathway that builds on the student's strengths, develops a Career and Technical Education (CTE) system that is aligned with industry's needs, and ensures that prekindergarten through 12th grade curriculum, standards, and assessments are all aligned with the new CCR standard. BCCC serves a critical role in partnering with BCPSS to provide development courses for any student not college and career ready by grade 10. BCCC is in the planning stages with BCPSS to begin a phased in approach in Fall 2024.

Recruitment Efforts
The Admission Recruiter sent communications to Baltimore City and Baltimore County High Schools to promote the Mayor's Scholars' Program Summer Bridge Program. The College received several replies from the high schools, and for March over 15 school visits have been confirmed.

The Mayor's Scholars Program conducted several informational sessions to promote the Summer Bridge Program. The informational session is to help students complete the BCCC admissions application and youth works application for participation in the Summer Bridge program. Informational Sessions were held in person or virtual and will continue through March 2024.

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In-person sessions:
Main Building, Room 4B

VIRTUAL INFORMATION SESSION
February 10th virtual (10:00 am – 11:00 am)
Zoom link: http://tinyurl.com/3558d5fp

INFORMATION SESSION
February 21st in person (5 – 7:00 pm)

INFORMATION SESSION
February 28th in person (5 – 7:00 pm)

INFORMATION SESSION
March 6th in person (5 – 7:00 pm)

VIRTUAL INFORMATION SESSION
March 9th virtual (10:00 am – 11:00 am)
Zoom link: http://tinyurl.com/3558d5fp

INFORMATION SESSION
March 13th in person (5 – 7:00 pm)

INFORMATION SESSION
March 20th in person (5 – 7:00 pm)

*RSVP soon. Space limited to 25 seats per session.

For February a total of 8 recruitment events were completed.

Date	Organization/School	Event Type
2/2/2024	Reginald F Lewis HS	Informational Session: Mayor's Scholars Program, Dual Enrollment, Application Process
2/12/2024	Benjamin Franklin at Masonville High School	Campus Tour & Informational Session
2/15/2024	Vivien T. Thomas Medical Arts Academy Sch429	College Representative
2/18/2024	New Psalmist Baptist Church	HBCU Sunday
2/22/2024	Fredrick Douglas High School	Campus Tour & Informational Session
2/23/2024	Lansdowne High School	MSP Presentation
2/24/2024	New Psalmist Baptist Church	Community Giveaway
2/29/2024	Fredrick Douglass High School	Informational Session: Mayor's Scholars Program, Dual Enrollment

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Realignment Task #7
"Establish strong relationships with key stakeholders."
Mr. Gussener Augustus, Vice President, Advancement

Community Outreach & Engagement
The division participated in several meetings with key stakeholders to continue solidifying relationships and build strong partnerships. Organizations the division met with are:

The Hidden Genius Project
The division is exploring partnership opportunities with the nationally recognized The Hidden Genius Project (HGP). The Hidden Genius Project trains and mentors Black male youth in technology creation, entrepreneurship, and leadership skills to transform their lives and communities. HGP hosts sites in 7 cities around the country and is now establishing a location in Baltimore. They are interested in partnering with BCCC and potentially leasing space to serve youth and young adult males in the region.

Interfaith Community Outreach
The division met with several faith leaders to establish outreach and marketing opportunities to feature degree and certificate programs at various events throughout the Baltimore Metro area. There will be a regularly scheduled update to the Baltimore Baptist ministers Conference. This is an opportunity to engage members of the conference and provide updates and opportunities for recruitment.

Baltimore City Fire Department
The division continues to build on successes with promoting the BCCC EMS Program. We have expanded our outreach with the assistance of the Baltimore City Fire Department (BCFD). Leaders of BCFD are directly linked to the BCCC director of the EMS program as we promote expansion of the program.

Hosted Several Community Association Meetings
BCCC provides a meeting space for community associations on an ongoing basis to continue building strong partnerships with external key stakeholders.

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

- **Washington Music Educators Association:** Abhinn Malhotra was a judge for the Low Brass section of the High School Honors Band and Orchestra Auditions that took place February 3rd at Elizabeth Seton Hall High School in Bladensburg, MD.

- **Hunt Valley Wind Ensemble:** Abhin Malhotra has been appointed Assistant Conductor of the ensemble that performs in the Baltimore/Towson area.

- **Johns Hopkins Symphony Orchestra:** Musical Director, Jed Gaylin, was interviewed by Kati Harrison on February 7th about their upcoming March concert in which the orchestra will perform icon works with commentary provided by Kati and Tom Hall from WYPR radio.

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- **National Philharmonic:** Guest Conductor, Jeri Lynne Johnson, was interviewed by Kati Harrison about her debut with the orchestra on February 10th at the music center at The Strathmore. The program included Valerie Coleman's Phenomenal Women and Antonín Dvořák's Symphony No. 7.

- **American Record Guide:** Contributor, Phil Greenfield, was a panelist on the February 3rd edition of Face the Music along with Conductor, Jed Gaylin, and Kati Harrison.

- **Music at St. David's:** Director of Music Ministries, Douglas Buchanan, was interviewed by Judith Krummeck on February 25th about the 48th annual Bach Marathon at St. David's church in Roland Park.

- **Music at Evergreen:** Artistic Advisor, Genya Hopkins, was interviewed by Judith Krummeck on February 27th about the Viano Quartet's performance in the Bakst Theatre at Evergreen Museum & Library.

- **Baltimore's Let's Eat:** Founder and President, Catherine Morineault, was interviewed by Dyana Neal about the organization's mobile food pantry and its efforts to provide healthy food to people in need.

- **Cash Campaign of Maryland:** Sara Johnson, Co-Founder & COO of the CASH Campaign of Maryland, was interviewed by Dyana Neal about CASH's free tax preparation services for Maryland residents who qualify. The program is now in its 23rd year.

- **Handel Choir of Baltimore:** Music Director, Brian Bartoldus, and pianist, Lura Johnson, were interviewed on February 19th about their upcoming performance by Jonathan Palevsky.

- **New Orchestra of Washington:** Music Director, Alejandro Hernandez Valdes, and violinist, Kenneth Zhu, were interviewed about their March 8th concert by Jonathan Palevsky on February 28th.

- **Annapolis Symphony**: Music Director, Jose Louis Novo, was interviewed about the upcoming Masterworks concert on March 1st by Jonathan Palevsky on February 28th. Jonathan also gave a pre-concert talk at the performance.

- **Baltimore Classical Guitar Society:** Guitarist, Sharon Isbin, was interviewed by Jonathan Palevsky on February 17th about her upcoming concert at the Linehan Concert Hall at UMBC on February 24th.

- **Opera Baltimore:** Artistic Director, Julia Cooke, and singer, Daniel Spalding, were interviewed on February 24th by Jonathan Palevsky about their staging of Tchaikovsky's Eugene Onegin opera on March 1st and 3rd.

- **Candlelight Concert Society:** Jonathan Palevsky gave a pre-concert talk at the society's February 12th concert in Howard County.

- **Johns Hopkins University – Osher Program:** Jonathan Palevsky taught classes on Bach and Music in Vienna.

WBJC Corporate Support Partnerships
Businesses who underwrite programs and content on WBJC

Returning Clients
Chesapeake Shakespeare Company, Happenstance Theatre, Johns Hopkins Symphony Orchestra, Maryland Opera, Ballet Theatre of Maryland, Candlelight Concerts, Annapolis Symphony, Roland Park Place, Grance United Methodist Church, Bach in Baltimore, Columbia Orchestra, Shriver Hall, Shriver Hall, Baltimore Symphony Orchestra, Kennedy Center, Peabody Institute, Opera Baltimore, Cynipid Fund, Elville and Associates, Zeke's Coffee, True Chesapeake Restaurant, Culligan Water.

REALIGNMENT TASK # 8

"Develop and market a brand for BCCC."
  Mr. Gussener Augustus, Vice President, Advancement

MARKETING
The marketing department continues to develop and market the BCCC brand. This requires telling the BCCC story in a way that resonates with our students, faculty, staff, members of the community, and key stakeholders.

General & Enrollment Campaigns
New BCCC Marquee is now live
The new BCCC marquee is now branded and live. BCCC now features the same designs for: website, marquee, social media, and flyers/posters. The goal is to streamline BCC branding and messaging to grow enrollment, engagement, and accessibility. Designs include:
Logo
Free Textbooks
Mayor's Scholars Program
FAFSA Completion Assistance
Apply Now
Career Pathways
BCCC Values

Mondawmin Mall Signs
Lease renewal was received, approved, and submitted via requisition to Procurement.
New draft designs are being created to post in the popular shopping location.

Pole Sign Replacement
Assessed all outdoor pole signage to determine whether the signs required replacement.
Installation should take place by the end of March 2024.

Career Pathways
An updated Career Pathways brochure has been completed and is pending approval to proceed with printing.

Student Affairs/Student Life & Engagement

Enrollment Support-digital and printed materials were created to promote and the College in various ways including:

Mayor's Scholars Program Event
Developed marketing strategies to promote the MSP program and assist with presentations.

Financial Aid Information & FAFSA Completion Assistance Information Campaign
With new changes to the FAFSA forms and an increase of questions from parents/guardians and students, the department developed the following in support of FAFSA Completion and Information Sessions:

   o   Social posts to promote the available resources for assistance
   o   Website billboards

Dual Enrollment Brochure
Revisions were made for a reprint of this enrollment publication.

Viewbook
Revised viewbook which will be posted on the website and published as a brochure to promote programs.

Financial Aid
With new FAFSA requirements and format, the department collaborated with Student Affairs to promote the following campaign in support of online and in-person Information Sessions provided by the Financial Aid Office:

   o   FAFSA Information Session
   o   Completing your FAFSA Information Session

Free Textbooks Campaign
The department developed the following campaign to support and build momentum for Winter and Spring 2024 Free Textbooks:

   o   Website Billboard
   o   Bookstore web page edits
   o   Bookstore flyer
   o   Posters
   o   Social posts

New Student Orientation
The department developed the following campaign in support of Spring 2024 Orientation
   o   Pull-up signs
   o   Posters
   o   Website billboards

Social Media Campaign
The department continues to build the College's social media presence by developing and posting an ongoing

social media campaign with multiple posts supporting Winter and Spring 2024 enrollment and highlighting key student engagement events.

- Love Week
- Black History Month
- SGA
    - SGA Election Poster and flyer created.
    - Meeting Poster & Flyer created.

- Celebrating Leadership Flyer
- Trip to African American History Museum
- Black Business Expo Flyer
- Library Book Club
- Spring Credit Schedule
- Transfer Fair

Commencement 2024
The following items have been created for Commencement 2024:

- Save the Date Announcement
- Digital Announcement & Graduate Participation Form for web
- Updated commencement materials with location and time change.
- Estimates have been received and submitted to Procurement for print commencement materials.
- Researched commencement gifts for graduation box.
- Developed a commencement 2023 & Meyerhoff Symphony Hall photography and floor plans for PowerPoint Presentation
- Student and VIP Invitations have been completed and are pending review.
- Edits to Commencement 2024 tickets are pending feedback.

Workforce Development

- Flyers and social tiles were created to continue marketing the following programs:
    - ABE/GED Program
    - Certified Medicine Program
    - Construction Program
    - Pre-Cyber Program
    - CDL
    - Security
    - Network
    - Community Health Worker
    - Childcare Worker
    - Certified Medicine Aide
    - Childcare Flyer for Workforce
    - Community Healthcare Worker

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Academic Affairs

The marketing department assisted in promoting:

- New Program Cards and Website updates
- BCCC Academic Catalogue (is now in sync with the BCCC website)
- Book Club Launch
- Spring Course Credit Schedule
- **Website Governance Plan Editing Process**
  Working with the Middle States Communication & Events group and the Cabinet, editing of the College website was completed. Every web page on the BCCC domain was reviewed and updated by division, including:
  - Finance & Administration
  - Audit
  - Facilities
  - Workforce Development
  - IR
  - Student Affairs
  - IT
  - Advancement
  - Academic Affairs
  -
- **Middle States Newsletter**
  Published and distributed the Middle States Newsletter, Volume 2.

Analytics & Measurements

Social Media Analytics

- **Facebook: February 1, 2024 – February 29, 2024**
  Page Reach: 10,500 (Up 4.6% over the prior month)
  Page Visits: 3,600 (Down 15.2% over the prior month)
  New Likes & Follows: 39 (Down 4.9% over the prior month)

- **YouTube: January 1, 2023 – January 31, 2023**
  Monthly views: 812 (About the same as the prior month)
  Watch time: 21.1 hours (About the same as the prior month)
  Subscribers: +6 (About the same as the prior month)

- **Instagram: January 1, 2023 – January 31, 2023**
  Page Reach: 1,300 (Up 17.4% over the prior month)
  Profile Visits: 820 (Down 19.7% over the prior month)
  New Instagram Followers: 57 (Down 39.4% over the prior month)

- **Twitter: 28 Day Summary**
  Number of Tweets: 57 per day
  Followers: 1,739
  Impressions: 1,606
  Engagement Rate: 2.5%
  Link Clicks: 8
  Retweets: 0
  Likes: 3
  Replies: 0

Web Page Analysis (bccc.edu)

- *Website Homepage Overview: https://www.bccc.edu/*
  February 1 – February 29, 2024, vs. the same period in 2023:
  - Pageviews: 539,000
  - User engagement: 234,000
  - Clicks: 135,000
  - Scroll: 82,000
  - First Visit: 42,000
  - Average Engagement Time: 2m 36s
  - Session Start: 293,000 (Enter URL directly, clicks to the site from another site, clicks bookmarks, clicks a link in an email of other electronic communication.)

- *Apply Webpage: https://www.bccc.edu/domain/36*
  January 1 – January 31, 2024, vs. the same period in 2023:
  - Views: 6,500
  - Users: 2,429
  - Views Per User: 2.68

- *Apply Vanity URL – bccc.edu/apply*
  January 1 – January 31, 2024, vs. the same period in 2023:
  - Views: 8,093
  - Users: 3,359
  - Views per user: 2.41

- *Register Webpage - https://www.bccc.edu/domain/1108*
  January 1 – January 31, 2024, vs. the same period in 2023:
  - Views: 3,603
  - Users: 1,123
  - Views per user: 3.21

- *Register Vanity URL – https://www.bccc.edu/register (Used for marketing.)*
  January 1 – January 31, 2024, vs. the same period in 2023:
    o Views: 1,182
    o Users: 496
    o Views per user: 2.38

- *MSP Web Page – https://www.bccc.edu/msp*
  January 1 – January 31, 2024, vs. the same period in 2023:
    o Views: 1,493
    o Users: 547
    o Views per user: 2.73

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
The Enterprise Applications team has a new business analyst and programmer starting on March 18, 2024. The individuals that will be starting in these positions have demonstrated exceptional skills and experience that align with the College needs, particularly in supporting a modern ERP system.

Project Status

The ERP implementation project is designated as a major information technology development project (MITDP). The Maryland Department of Information Technology (DoIT) has been involved since the start of the project and plays an oversight role. As a MITDP project, a DOIT project manager is assigned and oversees the progress of the project. The College meets on a bi-weekly basis and provides monthly progress reports to the DoIT Project Manager, Dr. Josiah.

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

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

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Student Module

Degree Works

Degree Works is a comprehensive academic advising, transfer articulation, and degree audit solution that is an additional module within the new ERP that helps students, and their advisors successfully negotiate your institution's curriculum requirements. With Degree Works, students are less likely to take courses they don't need and more likely to stay on a direct path to graduation. Degree Works will support the College with better access to academic advice, better support for academic goals, and better insight into research and reporting.

In October, roll out planning was started to make the tool more universally available to the campus community. That work continued into November and December.

In January, preparation was done to review the program specific Degree Works configurations.

In February, BCCC has continued offer training and program of study configuration review with program coordinators, faculty, deans and VPs. The final launch of the production is scheduled for April.

Human Resources

The College will be transitioning PIN employees from the legacy time entry system (MD Time) to the new ERP system. Beginning in March 2024, the full transition of all full-time PIN employees from the legacy time entry system (MD Time) to the new ERP will be completed, highlighting a significant step towards enhancing operational efficiency and accuracy in payroll processing.

Multiple communications have been sent to PIN employees since January 2024, ensuring thorough awareness of the upcoming shift and the discontinuation of MD Time. To support staff during this transition, a variety of training sessions have been provided, tailored for both non-exempt and exempt and supervisory roles, with additional training options for future dates made available to cater to diverse learning needs.

The preparation for this transition has been thorough, including completed phases of design, development, and user acceptance testing to verify the effectiveness of timesheet submission, approval, and processing mechanisms. Operational readiness has been a priority, with weekly internal meetings dedicated to cutover planning, a comprehensive communication plan involving mass emails, training sessions, and an expanded FAQ section on the Web Time Entry portal, along with the introduction of automated timesheet reminders across more departments.

For additional assistance or queries, staff is encouraged to consult the FAQ section available on the Web Time Entry portal or reach out directly to the payroll department.

Budget development for HR Payroll in Banner is being rescheduled with Ellucian Resources. This session will include the Finance and Budget departments and Human Resources/Payroll.

Reporting

Insights Reporting Module

Insights is the new reporting platform included in the recent contract modification that took effect in September 2023. Work has begun to set up the software environment as part of the implementation.

In October, the project started with a kick-off call with BCCC IT, functional area and Ellucian resources. Currently Ellucian and BCCC IT department are working on technical configurations to get ready for implementation.

For March, training is being scheduled for enhanced features and functionalities of Insight for the BCCC Technical team followed by general user training for BCCC functional users on Insights usage.

ERP Challenges

There are challenges that involve data cleanup, reporting and cyclical operational procedures that still need to be addressed as part of the ERP implementation.

ERP Gaps and needs sessions were held with different cabinet areas including Finance and Administration and Institutional Research to identify existing ERP related gaps and the support needed to remediate these gaps.

Additional ERP-Related Support Services
In our ongoing pursuit of achieving steady-state operations with our ERP implementation, the College has adopted a comprehensive and multi-faceted approach to support strategies, mirroring the strategies employed by other institutions that have made significant progress in their ERP implementations.

This approach entails receiving extensive support from Ellucian, our ERP vendor, across all functional areas for the next year. Regular engagements with external experts will be facilitated to ensure that each functional area receives adequate support and guidance. Furthermore, we are actively exploring various resource options, including collaboration with DoIT, to access expertise in operational ERP best practices and effectively address priorities and challenges across different areas.

A proposal for managed services which will provide long-term support for all areas of the College for the next year, has been reviewed and discussed by senior leaders and is being finalized for presentation to the Board of Trustees in April 2024.

Data Center Refresh Project
The data center refresh project (Phase 1) is complete. On-premises data center services are now running on modern, supported hyperconverged equipment. All on-premises services are now backed up using an immutable, ransomware-protected backup system (this has become a key requirement for continued cybersecurity insurance coverage). There are two physical backups, one located at the Liberty Campus and the other at BioPark.
Planning for Phase 2 of the data center refresh project is underway. This phase is focused on Disaster Recovery and Business Continuity and includes:

- Cloud-based Disaster Recovery that will create additional redundancy, enhance the speed of recovery from a disaster
- Expansion of the immutable backup and recovery solution to include BCCC's data in the Microsoft cloud (Microsoft 365, Exchange Online, SharePoint, Teams)

REALIGNMENT TASK #9

"Develop or sell all unused or underutilized real estate, including the Inner Harbor Site."
The demolition of the Bard Building remains on schedule, with an anticipated completion date of August 21, 2024. All biohazards inside the building have been addressed and the City has issued a Raze Permit that allows the contractors to use heavy equipment to demolish the building.

TAB 11 | Active Search Listing

	Div	PIN #	Position	Oversight	Date posted	Status 3/6/2024
			HR Active Search List As of March 6th, 2024			
1	AA	67006	Director of the Academic Achievement Center	Dr. Jacqueline Hill/ Dr. Karen-King Sheridan	12/8/2021	Resumes forwarded for Review
2	AA	66902	Dean of Natural and Physical Sciences, Business, Technology, Engineering & Math	Dr. Jacqueline Hill	5/16/2022	Resumes forwarded for Review
3	AA	66777	Assistant Professor of Fashion Design	Dr. Jacqueline Hill	8/10/2022	Resumes forwarded for Review
4	AA	78507	Assistant Professor/Clinical Coordinator, Health Information Technology	Dr. Jacqueline Hill/ Dr. Ghazanfar Mahmood/ Dorothy Holley	3/23/2023	Resumes forwarded for Review
5	AA	66829	Assistant Professor of Cyber Security Digital Forensics	Dr. Jacqueline Hill	6/23/2023	Resumes forwarded for Review
6	AA	66773	Assistant Professor & Program Coordinator for Marketing	Dr. Jacqueline Hill	6/23/2023	Resumes forwarded for Review
7	AA	72080	Assistant Professor & Program Coordinator for Computer Information Systems	Dr. Jacqueline Hill	6/27/2023	Resumes forwarded for Review
8	AA	66762	Assistant Professor & Program Coordinator for Office Administration	Dr. Jacqueline Hill	6/27/2023	Resumes forwarded for Review
9	AA	70700	Assistant Professor of Nursing- Adult Medical/ Surgical	Dr. Jacqueline Hill/ Dr. Ghazanfar Mahmood/ Dorothy Holley	7/26/2023	Resumes forwarded for Review
10	AA	66819	Assistant Professor of Nursing- Adult Medical/ Surgical	Dr. Jacqueline Hill/ Dr. Ghazanfar Mahmood/ Dorothy Holley	7/26/2023	Resumes forwarded for Review
11	AA	66803	Assistant Professor & Program Coordinator of American Sign Language/ Deaf Studies	Dr. Jacqueline Hill/ Aundrea Wheeler/ Dr. Anthony McEachern	7/27/2023	Resumes forwarded for Review
12	AA	81589	Assistant Professor & Program Coordinator - Criminal Justice	Dr. Jacqueline Hill/ Aundrea Wheeler/ Dr. Anthony McEachern	8/8/2023	Resumes forwarded for Review
13	AA	66729	Assistant Professor- Allied Human Services & Addictions Counseling	Dr. Jacqueline Hill/ Aundrea Wheeler/ Dr. Anthony McEachern	8/22/2023	Resumes forwarded for Review
14	AA	67021	Program Coordinator/ Assistant Professor, Emergency Medical Services	Dr. Jacqueline Hill/ Dr. Ghazanfar Mahmood/ Dorothy Holley	8/25/2023	Resumes forwarded for Review
15	AA	66801	Assistant Professor/ Clinical Coordinator, Surgical Technologist	Dr. Jacqueline Hill/ Dr. Ghazanfar Mahmood/ Dorothy Holley	8/25/2023	Resumes forwarded for Review
16	AA	66765	Retention Coordinator	Dr. Jacqueline Hill/ Karen King-Sheridan	10/5/2023	Resumes forwarded for Review
17	AA	66977	Instructional Designer	Dr. Jacqueline Hill/ Aundrea Wheeler	10/9/2023	Resumes forwarded for Review
18	AA	78506	Transfer and Articulation Coordinator	Dr. Jacqueline Hill	11/2/2023	Resumes forwarded for Review
19	AA	66725	Dean- School of Nursing & Health Professions	Dr. Jacqueline Hill	11/2/2023	Resumes forwarded for Review
20	AA	66977	Library Circulation Manager	Dr. Jacqueline Hill/ Aundrea Wheeler/ Elizabeth Van Pate	2/7/2024	Resumes forwarded for Review
21	AA	66772	Assistant Professor of Dental Hygiene	Dr. Jacqueline Hill/ Dr. Ghazanfar Mahmood/ Dorothy Holley	2/22/2024	Resumes forwarded for Review
22	SA	66831	Financial Aid Coordinator	Donna Thomas/ Saleem Chaudhry	9/14/2022	Resumes forwarded for Review
23	SA	66844	Federal Work Study Specialist	Donna Thomas/ Saleem Chaudhry	8/11/2022	Resumes forwarded for Review

24	SA	76573	Student Support & Wellness Coordinator/Counselor	Donna Thomas/ Dr. Sherri Brown	9/30/2022	Resumes forwarded for Review
25	SA	69257	Admissions Advisor for Special Populations	Donna Thomas/ Kytica Crawford	5/18/2023	Resumes forwarded for Review
26	SA	66991	Director of Advising/ Student Success Center	Donna Thomas/ Dr. Sherri Brown	6/1/2023	Resumes forwarded for Review
27	SA	66733	Admissions & Recruiter/Advisor	Donna Thomas/ Dr. Sherri Brown	7/5/2023	Resumes forwarded for Review
28	SA	66663	Director for Admissions	Donna Thomas	9/7/2023	Resumes forwarded for Review
29	SA	66908	Vice President of Student Affairs	Dr. Debra McCurdy	10/20/2023	Resumes forwarded for Review
30	ASP	66932	Administrative Assistant for the Vice President for Advancement	Gussener Augustus/ Dr. Debra McCurdy	1/10/2023	Resumes forwarded for Review
31	ASP	66960	Director of Development	Gussener Augustus/ Dr. Debra McCurdy	1/11/2023	Resumes forwarded for Review
32	ASP	76586	Director of Public Relations/ Community Outreach	Gussener Augustus/ Dr. Debra McCurdy	6/29/2023	Resumes forwarded for Review
33	WDCE	66861	Maintenance Supervisor	Michael Thomas / Kate Zurlage	4/21/2021	Resumes forwarded for Review
34	WDCE	66769	Police Officer II	Michael Thomas	7/28/2020	Resumes forwarded for Review
35	WDCE	66644	Director of Workforce Development & Employment Services	Michael Thomas	7/5/2023	Resumes forwarded for Review
36	WDCE	84362	Operations Technician	Michael Thomas	9/26/2023	Resumes forwarded for Review
37	WDCE	66617	Assistant Director of Capital Projects	Michael Thomas	11/14/2023	Resumes forwarded for Review
38	WDCE	66639	Assistant Vice President for Facilities	Michael Thomas	12/5/2023	Resumes forwarded for Review
39	WDCE	66672	Administrative Assistant III	Michael Thomas	2/8/2024	Resumes forwarded for Review
40	WDCE	66843	Grounds Supervisor	Michael Thomas	2/13/2024	Resumes forwarded for Review
41	WDCE	72348	Building Security Officer	Michael Thomas	2/20/2024	Resumes forwarded for Review
42	F&A	66879	Director of Budget	Aubrey Bascombe	12/5/2022	Resumes forwarded for Review
43	F&A	66757	Senior Accountant	Aubrey Bascombe/ Eileen Waitsmen	1/12/2023	Resumes forwarded for Review
44	F&A	67013	Senior Accountant - Foundation	Aubrey Bascombe/ Eileen Waitsmen	1/12/2023	Resumes forwarded for Review
45	F&A	66986	Budget Analyst	Aubrey Bascombe	3/27/2023	Resumes forwarded for Review
46	F&A	72349	Assistant Vice President of Human Resources	Dr. Debra McCurdy/ Aubrey Bascombe	5/18/2023	Resumes forwarded for Review
47	F&A	66974	Administrative Assistant to the Vice President of Finance & Administration	Aubrey Bascombe	8/11/2023	Resumes forwarded for Review
48	F&A	66842	Accounts Clerk III	Aubrey Bascombe	9/19/2023	Resumes forwarded for Review
49	F&A	66916	Assistant Director of Human Resources- EEO & Compliance	Aubrey Bascombe	11/17/2023	Resumes forwarded for Review
50	F&A	66928	Payroll Clerk	Aubrey Bascombe	1/11/2024	Resumes forwarded for Review
51	F&A	82345	Human Resources Generalist	Aubrey Bascombe	2/6/2024	Resumes forwarded for Review
52	F&A	tbd	Payroll Clerk II	Aubrey Bascombe	3/4/2024	Resumes forwarded for Review
53	IERP	88494	Research Analyst II	Becky Burrell/ Eileen Hawkins	7/6/2022	Resumes forwarded for Review
54	OP	66855	Director of Government Relations/Special Assistant to the President	Dr. Debra McCurdy	1/18/2022	Resumes forwarded for Review
55	OP	66987	Programmer/Analyst	Michael Rading	5/10/2021	Resumes forwarded for Review
56	OP	66981	Executive Administrative Assistant to the President	Dr. Debra McCurdy	2/13/2023	Resumes forwarded for Review
57	OP	72082	Business Systems Analyst	Michael Rading/ Ishwor Aryal	9/1/2023	Resumes forwarded for Review