

# Baltimore City Community College

**Dr. Debra L. McCurdy**  
President

# Board of Trustees Open Session

**Mr. Kurt L. Schmoke**  
Chair

WEDNESDAY | NOVEMBER 15, 2023

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

TAB 1 | Approval of the November 15, 2023 Agenda

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

Open Session Agenda | 4:00pm November 15, 2023 (Virtual Zoom Meeting)

Meeting Link: <https://bccc-edu.zoom.us/j/93145261642>

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| I. Call to Order  | Mr. Kurt L. Schmoke, <i>Chair</i>  |
| a. Adoption of Agenda ( <b>Vote</b> )   |  |
| i. Approval of the October 18, 2023 Agenda (Tab 1)                                    | Mr. Kurt L. Schmoke, <i>Chair</i>  |
| II. Board Actions/Consent Agenda ( <b>Vote</b> )                                      | Mr. Kurt L. Schmoke, <i>Chair</i>  |
| a. October 18, 2023 Open Session Meeting Minutes (Tab 2)                              |  |
| b. October 18, 2023 Closed Session Meeting Summary (Tab 2)                            |  |
| c. November 9, 2023 Finance/Audit Committee Meeting Minutes (Tab 2)                   |  |
| d. Student Government Association (Tab 3)   |  |
| e. Faculty Senate Report (Tab 5)  |  |
| III. Items Removed from the Agenda (Tab 6)  | Mr. Kurt L. Schmoke, <i>Chair</i>  |
| a. AFSCME Local #1870 at BCCC Report (Tab 4)  |  |
| IV. New Business (Tab 7)  | Mr. Kurt L. Schmoke, <i>Chair</i>  |
| a. Finance/Audit Committee Meeting November 9, 2023                                   |  |
| i. Procurement Policies & Procedures ( <b>Overview</b> )                              | Dr. Debra McCurdy, <i>President</i><br>Mr. Aubrey Bascombe, <i>VP</i><br><i>Finance &amp; Administration</i>                       |
| ii. Procurements Exceeding \$25,000 to \$99,999 ( <b>Information</b> )                | Dr. Debra McCurdy, <i>President</i>  |
| a. Textbooks (Cengage) \$34,173.85  | Mr. Aubrey Bascombe, <i>VP</i>   |
| b. Textbooks (Pearson) \$70,310.98  | <i>Finance &amp; Administration</i>  |
| c. F-350 Truck (Apple Ford) \$65,282.64   | Mr. Michael Thomas, <i>VP Workforce</i>  |
| d. Vehicle Maintenance Services \$35,000.00<br>(Elemental Vehicle Management Service) |  |
| e. WBJC Promotional Gifts (Forest Incentives) \$32,129.37                             |  |
| iii. Procurement Exceeding \$100,000 and above ( <b>Vote</b> )                        | Dr. Debra McCurdy, <i>President</i>  |
| a. Occupational Training Skills (Parkway Management)                                  | Mr. Aubrey Bascombe, <i>VP</i>   |
| b. Occupational Training Skills – Modification No. 1                                  | <i>Finance &amp; Administration</i>  |
| i. Rosche’ Cosmetics  | Mr. Michael Thomas, <i>VP Workforce</i>  |
| ii. International Continuing Education (\$156,128.00)                                 |  |
| c. Refugee Management Services (\$476,441.00)   |  |
| d. After School Program (Soccer Without Borders) \$151,169.81                         |  |
| iv. Pre-Approval for Procurements over \$100,000 ( <b>Vote</b> )                      | Dr. Debra McCurdy, <i>President</i>  |
| a. Nursing Program Simulator Mannequins<br>(Laerdal) \$373,742.74                     | Mr. Aubrey Bascombe, <i>VP</i><br><i>Finance &amp; Administration</i><br>Dr. Jacqueline Hill, <i>VP</i><br><i>Academic Affairs</i> |
| v. Financial Monthly Performance Report ( <b>Information</b> )                        | Dr. Debra McCurdy, <i>President</i><br>Mr. Aubrey Bascombe, <i>VP</i><br><i>Finance &amp; Administration</i>                       |

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| V.    | College Policies (Tab 8) <b>(Vote)</b> | Mr. Kurt L. Schmoke, <i>Chair</i>   |
|       | a. Acceptable Use of Technology Policy | Dr. Debra McCurdy, <i>President</i> |
|       | b. Intellectual Property Policy        | Mr. Michael Rading, <i>CIO</i>      |
|       | c. Leave Transfer Policy               | Dr. Debra McCurdy, <i>President</i> |
|       |  | Dr. Jacqueline Hill, <i>VP</i>      |
|       |  | <i>Academic Affairs</i>             |
|       |  | Dr. Debra McCurdy, <i>President</i> |
|       |  | Ms. Rodriguez, <i>Gen. Counsel</i>  |
| VI.   | Presentations (Tab 9)                  | Mr. Kurt L. Schmoke, <i>Chair</i>   |
|       | a. ERP Update                          | Dr. Debra McCurdy, <i>President</i> |
|       | b. Enrollment Update                   | Mr. Michael Rading, <i>CIO</i>      |
|       |  | Dr. Debra McCurdy, <i>President</i> |
|       |  | Ms. Donna Thomas, <i>Interim VP</i> |
|       |  | <i>Student Affairs</i>              |
| VII.  | President's Report (Tab 10)            | Mr. Kurt L. Schmoke, <i>Chair</i>   |
|       |  | Dr. Debra McCurdy, <i>President</i> |
| VIII. | Active Search Listing (Tab 11)         | Mr. Kurt L. Schmoke, <i>Chair</i>   |
| IX.   | Motion for Adjournment <b>(Vote)</b>   | Mr. Kurt L. Schmoke, <i>Chair</i>   |

**BOARD OF TRUSTEES**

**BALTIMORE CITY COMMUNITY COLLEGE**

**BOARD ACTIONS / CONSENT AGENDA**

TAB 2 | October 18, 2023 Minutes

TAB 2 | October 18, 2023 Closed Session Meeting Summary

TAB 2 | November 9, 2023 Finance/Audit Committee Meeting Minutes

TAB 3 | Student Government Association Report

TAB 4 | Faculty Senate Report

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

TAB 2 | October 18, 2023 Minutes

TAB 2 | October 18, 2023 Closed Session Meeting Summary

TAB 2 | November 9, 2023 Finance/Audit Committee Meeting Minutes

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

**Open Session Agenda** | 4:00pm October 18, 2023 (Virtual Zoom Meeting)

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**Board Members Present:** Chairman Kurt L. Schmoke, Mr. John C. Weiss, Ms. Leonor Blum, Ms. Tanya Terrell, Mr. Roger Ward, Ms. MacKenzie Garvin, Ms. Lelia Parker, Dr. Rachel Pfeifer **Also Present:** President Debra L. McCurdy

**I. Call to Order**

- a. Adoption of Agenda (**Vote**)
  - i. Approval of the October 18, 2023, Agenda (Tab 1)

Chairman Schmoke called the meeting to order at 4:08 PM. The September 20, 2023. The Agenda was unanimously approved upon a motion by Trustee Ward, seconded by Trustee Blum.

**II. Board Actions/Consent Agenda (Vote)**

- a. September 20, 2023, Open Session Meeting Minutes (Tab 2)
- b. September 20, 2023, Closed Session Meeting Summary (Tab 2)
- c. October 12, 2023, Finance/Audit Committee Meeting Minutes (Tab 2)
- d. Student Government Association (Tab 3)
- e. Faculty Senate Comments (Tab 5)

Chairman Schmoke announced a written request by Dr. Hall to make comments on behalf of the Faculty Senate.

Dr. Hall stated that she would provide an overview and update on the most recent Faculty achievements. The Faculty has several committees that meet on a regular basis. The Senate Executive Committee has three (3) divisions and there are 8 Faculty standing committees and 3 ad-hoc committees. Dr. McCurdy has attended several Senate Executive Committee meetings to keep the Faculty updated and to answer questions. The minutes and report that make up the Consent Agenda were unanimously approved upon a motion by Trustee Blum and seconded by Trustee Weiss.

**III. Items Removed from the Agenda (Tab 6)**

- a. AFSCME Local #1870 at BCCC Comments (Tab 4)

**IV. Presentations (Tab 9)**

- a. ERP Update

CIO Rading confirmed that the ERP implementation is monitored by the State IT (DoIT) and BCCC is in green status. He and his team have regular engagements with the State.

CIO Rading shared information on current and upcoming ERP Implementation Work involving Degree Works, Ellucian Experience and Ellucian Insights. He confirmed that he and his team have regular engagements with Ellucian leadership.

CIO Rading discussed the two-phased approach to planned upgrades to the Data Center: The Data Center Refresh (phase 1) is nearly completed and Disaster Recovery (phase 2).

The Board questioned how IT is handling the staff being adequately trained as these changes are made. CIO Rading confirmed that training has been an on-going key aspect as these new elements are introduced. Since the start of the 2022 module, IT has invested time and effort in presenting training opportunities to the BCCC staff and they continue to include training in every consideration in the implementation.

Chairman Schmoke gave a brief explanation, for benefit of the new Trustees, about the Realignment Tasks. The Chair brought to their attention the previous operations and state of the College and physical infrastructure that generally led to the College coming under the Realignment mandate which occurred in 2017. He informed them that the College is under mandate from the Legislature to implement 12 substantive Realignment Tasks and report progress regularly to the Board and the state. The College has come a distance with the responsibility for change and implementation.

**b. Enrollment Update**

Dr. Borne shared a presentation on BCCC's enrollment and recruitment efforts. Student Affairs has until October 22<sup>nd</sup> to finish enrollment for the next 8-week session. They are anticipate breaking 4,000 for Fall enrollment and are currently at 3,994. Dual enrollment number currently reflect 354 students.

The Board questioned if we had a goal and why some of the other institutions' numbers are so high. Dr. Borne confirmed that we have a plan with the public schools to increase the numbers with new programs including developing new degree programs such as Legal Assistant and Associate of Applied Science. BCCC will have specific KPI's that will be evident for the Spring and Fall semesters. Student Affairs will collaborate with other areas to bring comprehensive detail forward to the Board in upcoming meetings.

The Board questioned if there were any trends with the majors that these other institutions offer. Dr. Borne confirmed that the Sciences, Math and P-Tech programs are very popular. Dr. McCurdy asked VP Thomas to speak briefly to our P-Tech program. VP Thomas confirmed that students go to an open fair and select a program and after completing 9<sup>th</sup> grade they may come to BCCC to complete the program. BCCC designs courses to meet the needs and convenience of the students. Some classes happen at their schools and some at the College. BCCC also extends to P-Tech students the shuttle bus service to alleviate any transportation issues that create a barrier.

Trustee Pfeifer gave a brief explanation about P-Tech to Trustee Terrell and noted the expectation for greater numbers from BCPSS for the Spring semester. Trustee Terrell asked about the courses for workforce training numbers and short-term certifications. VP Thomas noted that BCCC has an EMT Program and other healthcare programs. He noted that BCCC does have multiple agreements with several schools. Trustee Terrell indicated a future need to know about dual enrollment from the Workforce.

Dr. Borne discussed the extended recruitment teams and how they are organized into recruitment territory zones. Student Affairs believes these extended recruitment teams will expand our reach into the city schools. Dr. Borne also shared a list of recruitment events for October and November that occur outside of campus. Dr. Borne noted that BCCC celebrated Hispanic Heritage month hosting several events culminating with a festival on Oct 12<sup>th</sup>. Events such as this will raise a positive awareness of BCCC to the Hispanic community in the city.

**V. New Business (Tab 7)**

- a. Finance/Audit Committee Meeting October 12, 2023
  - i. Procurement Policies & Procedures **(Overview)**



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- ii. Procurement Awards over \$25,000 to \$99,999 **(Information)**
- a. WP Furniture Replacement \$177,183 (BOT Pre-Approved 06/21/2023)
  - b. Bulk Mailing Services \$42,727.92
  - c. Textbooks – Cengage \$104,168.60
  - d. Textbooks – Pearson \$54,995.00
  - e. WP Chiller Repair \$54,884.00 (Emergency)
  - f. Services for Older Refugees \$50,240.00
  - g. Textbooks – LLW \$46,066.89
  - h. Dental Kits \$38,660.41
  - i. MD Time (SaaS) \$30,000.00
  - j. Textbooks – Cengage \$25,041.64 Financial Monthly Performance Report

Dr. McCurdy gave a brief overview about the Information costs which do not require Board approval.

The Board posed the question as to why item c: Cengage, is not up for vote since it is over the \$99,999. Dr. McCurdy explained that items such as textbooks are not subject to approval since they are considered “commodities”. The Board generally approves deferred maintenance items, capital funding or contracts that exceed the \$100,000 threshold or certain funding sources. Trustee Pfeifer asked about the chiller emergency and how BCCC is tracking other large items that are past their age and could expire at any time. Dr. McCurdy confirmed that several of the BCCC buildings are aged beyond their usefulness and our current Facilities Master Plan provides detail for priority changes. The institution will be working with DGS to push some of these projects through as emergencies so that the procurement process can be expedited. She noted that the President’s Report will have further explanations.

Chairman Schmoke noted that The Board is looking for a volunteer to join the Finance Committee.

iii. **Financial Monthly Performance Report (Information)**

VP Bascombe shared the FY 2024 YTD Overview. Revenues and Expenditures.

- Revenues = \$23,013,730 – the largest amount is State Appropriation
- About 40 million needed for deferred maintenance
- Expenditures FY24 YTD \$17,376,220.
- Operating Budget Fiscal Year 2024 \$88.3 million
- \$83,256,760 were expenditures in 2023
- FY 23 Revenues = \$83.3 million

Trustee Terrell asked about revenue. VP Bascombe confirmed that this is the amount we received in 2023. She asked over what period of time. VP Bascombe confirmed BCCC received the funds in 2023 and will have some remaining to carry over to 2024. The College has until December 31<sup>st</sup> to spend the student portion and until June 2024 for the rest.

Roger Ward mentioned that he was unaware that BCCC had a radio station and asked about the revenue. Dr. McCurdy confirmed that the station has significant contributions. It does belong to BCCC and plays all Classical Music. The station is not fully supported financially by the College but is owned by BCCC. Trustee Blum mentioned that WBJC is the best radio station in Baltimore and questioned if they solicit contributions from BCCC alumni. Dr. McCurdy indicated VP Augustus came to the College to lead Advancement including efforts regarding alumni. VP Augustus and his

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team will in the future work toward internal and external support. BCCC will be diverting some revenue funds to Advancement, and we will continue to build a Foundation. VP Augustus noted that he met today with Brown Advisory who provides an overview on the endowed dollars. The team is looking to market to the business community to support this institution and our investment is looking strong. VP Bascombe confirmed that the Foundation is a separate entity and not included in Finance Reports. Trustee Terrell suggested that at a future date, the Board might be given more information about BCCC's fundraising efforts and what the College would like to accomplish. She also suggested that the Board might see the Foundation financial report in a future meeting.

**b. Early Childhood Education Associate of Arts  
Degree Proposal (Vote)**

Dr. McCurdy noted that with Board support this new program will move to MHEC for their approval. VP Hill confirmed that this program will create a seamless pathway to the baccalaureate program. The age range of "early childhood" is Pre-K to 3<sup>rd</sup> grade. This program is part of the Blueprint for Maryland's future. Pillar 1 is early childhood education and Pillar 2 is high quality and diverse teachers and leaders. This program will count for 60 credit hours and CCBC will be among our competitors who offer this program. This program ties in with our partnership with city schools and the paraprofessionals program. VP Hill shared a comparison of our program to the one at CCBC.

Chairman Schmoke asked whether this program can be part of dual enrollment. VP Hill confirmed that some parts of the program will be part of the dual enrollment opportunity. Dr. McCurdy confirmed that it is not restricted to Baltimore city public schools and that this is just one initiative until we start pushing a broader scope. Chairman Schmoke noted that MHEC might ask if there is a market for this program. Trustee Pfeiffer noted that the state of Maryland is now requiring paraprofessionals to attain their AA degree, and in doing so the State created this market. Trustee Ward asked if we expect any objections to the program. VP Hill confirmed that BCCC is not expecting any objections to the AA program as there is a need for these teachers, which positions us to be in line to serve the community in early childhood education. Trustee Garvin asked whether there was any prior research or data suggesting that the teacher deficit is related to the lack of educational opportunities at the community college level. Dr. McCurdy noted that other 2-year institutions have some engagement to this area of concentration. Trustee Garvin asked whether the lack of these programs in Baltimore plays a role in the demand. Chairman Schmoke noted that due to the new state requirement, teachers who are currently doing this job now need the certification. He confirmed that it will be beneficial to monitor this situation.

The Early Childhood Education Associate of Arts Degree Program was unanimously approved upon a motion by Trustee Pfeifer and seconded by Trustee Weiss.

VI. College Policies (Tab 8)

- a. None

VII. President's Report (Tab 10)

Dr. McCurdy discussed -

- Newly approved programs
- National Program Recognition and
- Technology advancements

Dr. McCurdy discussed our new partnerships with Baltimore City Public Schools

- Developmental Education Courses as part of Dual Enrollment. Six schools have been identified and BCCC is working closely with City Schools to be sure we are working with the schools that are in the most need.
- BCCC looks to be in alignment with the Blueprint for Maryland's Future program.

Dr. McCurdy spoke to the advantages of Barnes & Noble College, the proposed new Bookstore vendor:

- Academic freedom
- Supports enrollment & retention.
- Affordability and efficiency
- Visual upgrade to the store

Dr. McCurdy confirmed that in November or December the Barnes & Noble proposal should be brought to the Board for approval.

Dr. McCurdy shared photos of the recent flooding incidents at BCCC and noted how these emergencies speak to the dire condition of the buildings. VP Thomas explained how the sprinkler head broke in the cafeteria causing the first flooding incident. He then explained that 2 boiler shutdowns created flooding and happened shortly after. Trustee Weiss brought up the West Pavilion flood from last year. He commented on how great it is that the teams came in over the holidays and weekends to work on these issues.

Dr. McCurdy noted the conditions of the Nursing building and Life Science Building and moving forward with DGS to address the renovations and repairs.

Dr. McCurdy presented the construction timeline for the BARD building. She spoke about the green space and shared a banner will go on the construction fence. The vision for this space is the Center for Innovation at the Harbor Campus and the return of BCCC to the downtown area.

Dr. McCurdy shared information pertaining to the Liberty Campus improvements.

- Entrance sign replacement
- Security kiosk replacement
- Loop Road completion
- LSB Improvements

Dr. McCurdy confirmed that BCCC's Security Upgrade Project will be completed in the next 30 days.

Dr. McCurdy spoke to BCCC's Strategic Planning Phases:

- Phase 1 – Strategic Ideation
- Phase 2 – Strategic Build
- Phase 3 – Strategic Action
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She confirmed Cabinet attendance at a 1 ½ day Retreat with Credo to kick-off the long-term planning process.

Dr. McCurdy confirmed that on September 28<sup>th</sup> Governor Moore visited BCCC and walked the campus before meeting briefly with Cabinet to discuss improvements beneficial to the students and faculty. This visit was the result of conversation following a previous Board of Public Works meeting attended by himself and Dr. McCurdy. The tour of some of BCCC's buildings gave the Governor a glimpse of the types of facilities that our students are provided.

Trustee Terrell had questions concerning the Governor's visit. She asked if we were given any sense of a plan of action. She also inquired as to what they are looking for from the College and asked how this might assist the College in its quest for deferred maintenance dollars. Dr. McCurdy confirmed that a specific ask will be submitted for operating and capital budget funds where we expect support. Dr. McCurdy also noted that she has

had meetings recently with several state senators.

Dr. McCurdy noted clear indication there had been little deferred maintenance funds provided to the College in the previous 15-20 years. She noted bringing the shortages to the attention of the Governor's office and several state senators should have an impact. Dr. McCurdy reiterated Board support to help carry the College's story – we must have a competitive environment as the only urban community college.

#### VIII. Active Search Listing (Tab 11)

With no further action for the Open Session, Chairman Schmoke indicated that the Board would move into Closed Session. Chairman Schmoke read the following closing statement:

*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 following items:*

- *The on boarding, separation and discipline of specific employees;*
- *Consultation with counsel to obtain legal advice;*
- *Pending litigation and administrative complaints; and*
- *Matters related to collective bargaining.*

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

Upon a motion to adjourn made by Trustee Weiss and seconded by Trustee Blum, the Board voted unanimously to adjourn at 5:42 PM. The Closed Session was scheduled to reconvene at 5:45 PM.

Respectfully submitted,

Debra L. McCurdy, PhD  
President

Next Board Meeting: 11/15/2023

Attendance/Participants:

President McCurdy  
Kurt Schmoke  
Lelia Parker  
Leonor Blum  
MacKenzie Garvin  
Tanya Terrell  
Roger Ward  
Rachel Pfeifer  
J.C. Weiss  
Lyllis Green  
Maria E. Rodriguez  
Jacqueline Hill  
Jade Borne  
Becky Burrell  
Michael D. Thomas  
Aubrey Bascombe  
Michael Rading  
Gussener Augustus  
Kristin McFarlane  
Anna Lansaw  
Dr. Katana L. Hall

Other Non-College Attendees:

Adam Andrzejewski  
Michelle McIntosh  
Kelly Norton, DLS

BCCC Faculty/Staff Attendees:

Amy Belt  
Andrea L. Fricks  
Antwan Degross  
Aquila Evans  
Dr. Charles N. Wilson  
Eileen F. Hawkins  
William Hug  
Cassandra Wilks  
Kimberly Woolford  
Charles Marquette  
Brett E. King  
Bryan Miller  
Caren Jones  
Carol Taylor  
Charmanique Goings  
Chavon Robinson  
Chris Jordan  
Christina Carter  
Constance Mannone  
Cherrylyn Williams  
Cynthia Wilson  
Darryl Pope  
David Hase  
Dean Thomas  
Dorothy Marie Byam  
Dr. Charice Hayes  
Dr. Courtney Ross  
Dr. Kenneth Gillespie  
Dr. Ghazanfar Mahmood  
Dr. Naesea Price  
Dr. Sherri Anna Brown  
Dr. Sylvia Rochester  
Elizabeth Massanopoli  
Elizabeth Van Pate  
Freida Davis  
Gabi Czerwinska  
Gisele Winston  
Jason Quick  
Jim Lynch  
Karen King-Sheridan  
Katherine Zurlage  
Kathy Hastings  
Katria Mooring  
Keenan Jones  
Kevin Johnson  
Leslie Jackson  
Lorraine Jamison  
Mariam Yahaya  
Marianthee Pitsis  
Mark Conard  
Mark Dixon  
Michael Berends  
D. FitzGerald Smith  
Dee Simpson-Bradsher  
Norine Harper  
Marshall Goodwin  
Nena Kutniewski  
Noah Grant  
Omar Cox  
Patricia Raines  
Peter Farrell  
Phil G. Gatling  
Jà Hon Vance  
Quintin Davis  
Rasheedah Evans  
Robin Erhardt  
Saleemah Franklin  
Sara Hinze  
Shawnette Shearin  
Sung Yoon Kim  
Susan Gruzs  
Sylvia Rochester  
Takiyah Hamilton  
Theresa White  
Theresa Tunstall  
Valerie Grays  
Victoria Fuller  
Wendy Harris  
William Johnson

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

Closed Session Summary | October 18, 2023 (Virtual Zoom Meeting)

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**Board Members Present:** Chairman Kurt L. Schmoke, Esq.; Ms. Leonor Tannhauser Blum; Dr. Rachel Pfeifer; Ms. Tanya Terrell; Mr. Roger Ward and Mr. J.C. Weiss III.

**Board Members Absent:** Ms. Leila Parker, Esq.; Ms. MacKenzie Garvin, Esq.

**Also Present:** Dr. Debra L. McCurdy (for part of meeting).

**Also in Attendance:** Ms. Maria E. Rodriguez, Esq. (for part of meeting), Ms. Kristin McFarlane, Esq.

Chairman Schmoke brought the closed session meeting to order at 5:46 PM.

Upon a motion by Mr. Weiss, seconded by Mr. Ward, the Trustees unanimously approved the consent agenda and attached closed session materials.

The Board discussed legal proceedings, specific personnel issues, legal questions and collective bargaining issues.

At approximately 6:00, Dr. McCurdy and Ms. Rodriguez left the meeting and the remaining participants met in executive session.

The closed session was adjourned upon unanimous consent.

Respectfully submitted,

Debra L. McCurdy  
President

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**BOARD OF TRUSTEES – FINANCE COMMITTEE**  
**BALTIMORE CITY COMMUNITY COLLEGE**November Agenda | 8:00 AM November 9, 2023 (Virtual Zoom Meeting)

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**Board Members:** Chairman Kurt Schmoke  
Trustee J.C. Weis

**Also Present:** Dr. Debra McCurdy, President

**I. Call to Order (Vote)**

At 8:00 am, Chair Schmoke called the meeting to order for the Finance Committee of Board of Trustees. Chair Schmoke indicated that the meeting will be conducted in Closed Session so the Committee can discuss pending procurements that have not yet been awarded.

Chair Schmoke motioned to open and close the Open Session of the meeting. Trustee Weiss seconded the motion. All approved. The Open Session of the BOT Finance Committee closed at 8:06 am and the meeting proceeded into Closed Session.

**II. Procurement Policies and Procedures (Overview)**

Dr. McCurdy stated that Procurement Policies and Procedures is a standing item on the Agenda each month; however, changes to the policies and procedures will be presented in the upcoming months to provide any changes consistent with the start of the Maryland Legislative session.

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

a.	Textbooks (Cengage)	\$34,173.85
b.	Textbooks (Pearson)	\$70,310.98
c.	F-350 Truck (Apple Ford)	\$65,282.64
d.	Vehicle Maintenance Services (Elemental Vehicle Management Service)	\$35,000.00
e.	WBJC Promotional Gifts (Forest Incentives)	\$32,129.37

A summary of purchases was presented by Dr. McCurdy with a specific explanation regarding item no. c. The F-350 Truck is one of the many vehicles that are being replaced in the College's fleet. Other vehicles will be forthcoming for approval from the Finance Committee. As part of the Realignment Tasks, the College is in the process of replacing its aging fleet as well renovating its systems and buildings. The total cost to replace most of the College fleet will be extensive.

**IV. Procurement Exceeding \$100,000 and above (Vote)**

a.	Occupational Training Skills (Parkway Management)	\$314,734.00
b.	Occupational Training Skills – Modification No. 1	
	i. Roshe' Cosmetics	\$254,625.00
	ii. International Continuing Education	\$156,128.00

- c. Refugee Management Services  
(International Rescue Committee) \$557,470.00
  - i. Refugee Impact Services Grant (\$476,441)
  - ii. Services to Older Refugees (\$ 68,417)
- d. After School Program (Soccer Without Borders) \$151,169.81

VP Michael Thomas provided a summary of the first three items awarded additional funds for various occupational training programs that the College provides under a grant funded by Baltimore City Division of Social Services. Parkway Management is a preferred vendor listed in the grant with an approved budget.

Trustee Weis motioned for approval of item(s) a and b; Chair Schmoke seconded the motion. All approved.

VP Thomas continued with a summary of the remaining items. These items have been presented to the Committee in the past and the contracts are pre-approved sub-awardees listed in the grants.

Trustee Weis motioned for approval; Chair Schmoke seconded the motion. All approved.

**V. Pre-Approval for Procurements over \$100,000 (Vote)**

- a. Nursing Program Simulator Mannequins and related equipment (Laerdal) \$373,742.74

Dr. Jacqueline Hill, Vice President of Academic Affairs provided a summary of the proposed purchases of the mannequins. Dr. Hill described the intent and purpose of the new simulated equipment. The simulators include the cost of the manikins along with the technology, software, installation, maintenance and appropriate training.

Trustee Weis motioned for approval; Chair Schmoke seconded the motion. All approved.

Dr. McCurdy indicated there was a pending request for hospital beds (training) and accessories that can be forwarded once the comparative pricing is submitted. She indicated if the pricing is provided within the next few days, she would request consideration due to the urgency of the need and the Nursing accreditation visit scheduled for February 2024. The order requires lead time and it would be beneficial if the approval could be confirmed prior to the Board meeting in December.

Chair Schmoke advised that the information could be presented during the Board of Trustees November meeting next week if it is ready.

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

Chair Schmoke motioned to adjourn; Trustees Weis seconded the motion. All approved.

Meeting adjourned at 8:41 am.

**Participants:** Anna Lansaw, Executive Director of Procurement & Auxiliary Services; Dr. Jacqueline Hill, VP of Academic Affairs and Michael Thomas, VP of Workforce Development & Continuing Education.



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

TAB 3 | Student Government Association Report

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# **Baltimore City Community College**

## **CABINET UPDATE**

Board of Trustees, November 2023

*Student Affairs*

### **STUDENT GOVERNMENT ASSOCIATION**

SGA meetings are being consistently held the first and third Mondays of each month at 12:15 pm in the Gaare Auditorium at the Liberty location. There was some student feedback given on the possibility of having some SGA meetings on Zoom. The SGA has agreed to have some meetings via Zoom to accommodate all student profiles. The first will be November 6, 2023.

**SGA Monthly Meeting** – October 2, 2023. This meeting was held in the Gaare Auditorium and there were special BCCC guests in attendance. See notes below:

Dr. Darryl Pope, Director of Athletics discussed the individual sports teams at BCCC, the need for an increase in marketing of athletic events, the availability of work study positions to work as a broadcast team and the need for students, faculty, and staff to come out to support the student-athletes and wear school colors to name a few.

Dr. Jade Borne, Vice President for Student Affairs stated that many of the items brought by the SGA to Dr. McCurdy were approved. For example, the purchase of the wear Red Wednesdays, t-shirts, TVs for the Student Center Game Room, and the area around the campus were discussion points as well. Additionally, the need for a cheerleading team, getting concession stands up and running and upgrading bathrooms in the gym were also topics of discussion. Dr. Borne also discussed the Nursing/Dental kits and common hour updates along with letting everyone know that the college is in the process of getting an outside vendor to operate the institution bookstore.

Gussener Augustus, Jr., Vice President for Advancement and Mike Berends, Director of Marketing discussed the campus radio station (Classical music WBJC), the process for sending designed flyers to marketing early for approval, as well as a break-down of BCCC branding for all products and flyers. VP Augustus also mentioned BCCC being under realignment and contacting the Marketing department for possible work study positions.

**SGA Monthly Meeting** – October 16, 2023. The meeting was held in the Gaare Auditorium and some new agenda items discussed were as follows:

- SGA Zoom Meetings – The SGA will now include a monthly zoom meeting for those that may not be able to attend.
- Updating of Website – The SGA leadership is working with Student Life and Engagement to get the SGA website updated.
- SGA Survey – The SGA will be launching a survey this semester to get more feedback on programming, academics, and community involvement.

**SGA Meeting with Dr. McCurdy** – September October 23, 2023, Dr. McCurdy met with SGA leadership team in the SGA Office. Some items discussed were as follows:

- Updates on the progress made for approved items for purchasing were given,
- Dr. McCurdy wants the SGA to now submit their budget for the academic year so that funds can become available for the SGA and clubs and organizations.
- The re-establishment of a separate fundraising budget for clubs and organizations
- The student refund timeline each semester
- The need for a dedicated lounge or quiet space for students other than the library

# **Baltimore City Community College**

## **CABINET UPDATE**

Board of Trustees, November 2023

### *Student Affairs*

- Dr. McCurdy gave an update that the request for a “Common or Activity” hour had been discussed with cabinet and more research is required as well as the costs for the required equipment and kits for the pre professional students.

**Special Budget Meeting** – October 27, 2023, The SGA Executive Board held a special meeting to develop a budget for the remainder of the academic year as requested by Dr. McCurdy. The budget will be forwarded to Dr. McCurdy prior to their November meeting for approval.

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

Members of the SGA team participated and or volunteered at the following campus events below:

“I Will Listen” Campaign in conjunction with NAMI (National Alliance on Mental Illness) and BCCC’s Office of Student Support and Wellness. (October 2 – 6, 2023)

- Pledge & Picture Day - Monday, October 2, 2023
- “Take What You Need” - Tuesday, October 3, 2023
- Mental Health Education Training for Students - Wednesday, October 4, 2023
- Mental Health 101 Wellness Workshop – Thursday, October 5, 2023
- Free Depression Screenings on National Depression Awareness Day - Thursday, October 5, 2023
- Mental Health Wellness Break - Thursday, October 5, 2023
- Mental Health Matters: Leadership & Training Workshop - Friday, October 6, 2023

**National Coming Out Day Trivia – October 11, 2023**

**Hispanic Heritage Festival – October 12, 2023**

**CCBC – Catonsville Presentation - October 12, 2023** - A presentation was held on the CCBC - Catonsville campus that explored the intersection of verbal art in Native American Culture and addressed the need for restorative justice for that community. Members of the Anthropology and Sociology Club, History Club, and students interested in Criminal Justice attended this event. Professors/clubs advisors Rebecca Johns-Hackett and Dr. Boyd Servio-Mariano chaperoned the students on this trip.

**MCCA Student Leadership Conference – October 13, 2023** – Members of the SGA leadership team attended the annual Student Leadership Conference that was held for the first time in person since 2019. The conference was held at Howard Community College. Students were able to select and attend various workshops throughout the day allowing them to connect and network with student leaders from more than fourteen different Maryland Community Colleges.

**I Stand With Immigrants – October 25, 2023** – SGA president (Alice Andrade) was a member of an all student panel that discussed their experiences as an immigrant student in the US and in particular, a student at BCCC.

**Recognizing Breast Cancer Awareness at BCCC** Members of the SGA leadership team volunteered and helped with set up and facilitation of the discussion on Breast Cancer Awareness.

**Fall Festival and Transfer Day– October 31, 2023.** Members of the SGA leadership team volunteered and help with set up of the Transfer Fair and worked a rotating schedule at the various event stations at the Fall Festival.

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

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

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- None

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

TAB 5 | Faculty Senate Report/Comments

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

TAB 6 | Items Removed from the Agenda

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- AFSCME Local #1870 at BCCC Report/Comments

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**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE****TAB 7 | New Business**

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<b>I.</b>	<b>Procurement Policies and Procedures (Overview)</b>	
<b>II.</b>	<b>Procurements Exceeding \$25,000 to \$99,999 (Information)</b>	
	a. Textbooks (Cengage)	\$34,173.85
	b. Textbooks (Pearson)	\$70,310.98
	c. F-350 Truck (Apple Ford)	\$65,282.64
	d. Vehicle Maintenance Services (Elemental Vehicle Management Service)	\$35,000.00
	e. WBJC Promotional Gifts (Forest Incentives)	\$32,129.37
<b>III.</b>	<b>Procurement Exceeding \$100,000 and above (Vote)</b>	
	a. Occupational Training Skills (Parkway Management)	\$314,734.00
	b. Occupational Training Skills – Modification No. 1	
	i. Roshe’ Cosmetics	\$254,625.00
	ii. International Continuing Education	\$156,128.00
	c. Refugee Management Services (International Rescue Committee)	\$557,470.00
	i. Refugee Impact Services Grant (\$476,441)	
	ii. Services to Older Refugees (\$68,417)	
	d. After School Program (Soccer Without Borders)	\$151,169.81
<b>IV.</b>	<b>Pre-Approval for Procurements over \$100,000 (Vote)</b>	
	a. Nursing Program Simulator Mannequins (Laerdal)	\$373,742.74
<b>V.</b>	<b>Financial Monthly Performance Report (Information)</b>	



**PROCUREMENT AWARDS**  
**Contracts, Modifications, and Renewals Options**  
**\$25,000 to \$99,999**  
**November 9, 2023**

Contract No. / Contract Title	R95P4600148 Cengage Learning Inc.		
Description/Remarks:	Textbooks for bookstore for Winter/ Spring semester. Textbooks are exempt from a formal procurement process as these are for retail purposes.		
Procurement Method:	Exempt - Textbooks	Category:	Commodities
Award Amount:	\$34,173.85	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	-
College Department:	Bookstore	Fund Source:	08801/0914

Contract No. / Contract Title	R95P4600062 Pearson Education Inc.		
Description/Remarks:	Textbooks for bookstore for Winter/ Spring semester. Textbooks are exempt from a formal procurement process as these are for retail purposes.		
Procurement Method:	Exempt – Textbooks	Category:	Commodities
Award Amount:	\$70,310.98	Contract Term:	N/A
No. of Bids:	N/A	Tax Clearance:	-
College Department:	Bookstore	Fund Source:	08801/0914

Contract No. / Contract Title	R95P4600128 Apple Ford		
Description/Remarks:	Purchase of F350 Ford truck for Facilities. Truck is replacing the current vehicle and will be used to supplement in snow operation. Purchased off the Maryland statewide contract: 001B2600309		
Procurement Method:	State-wide Contract	Category:	Commodity
Award Amount:	\$65,282.64	Contract Term:	-
No. of Bids:	N/A	Tax Clearance:	-
College Department:	Facilities	Fund Source:	07711/0701





**PROCUREMENT AWARDS**  
**Contracts, Modifications, and Renewals Options**  
**\$25,000 to \$99,999**  
**November 9, 2023**

Contract No. / Contract Title	R95P46000130 Element Vehicle Management Service		
Description/Remarks:	This is vehicle maintenance services. This is the Maryland statewide contract that has already been procured and awarded: 050B6400003; therefore services are exempt from a formal procurement.		
Procurement Method:	Statewide contract	Category:	Commodity
Award Amount:	\$35,000.00	Contract Term:	10/01/2016 – 12/31/2023
No. of Bids:	N/A	Tax Clearance:	-
College Department:	Facilities	Fund Source:	07711 / 0703

Contract No. / Contract Title	R95P4600154 Forest Incentives, LTD		
Description/Remarks:	This is a sole source contract for the radio station to buy and distribute the “thank you” gifts to donors; Forest Incentives is the only company that has been given access by Allegiance Company to the donor information. The database contains PII of donors.		
Procurement Method:	Sole Source	Category:	Services
Award Amount:	\$32,129.37	Contract Term:	30 Days
No. of Bids:	-	Tax Clearance:	-
College Department:	WBCJ Radio Station	Fund Source:	03352/0916

**BALTIMORE CITY COMMUNITY COLLEGE  
BOARD OF TRUSTEE  
ACTION ITEM  
November 2023**

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**Contract ID:** BCCC-FY24-WDCE-002  
Occupational Training Skills Program

**Contract Description:** The contract provides for a hospitality training program that includes certification and oversight of the client job placement.

**Award:** Parkway Management & Consulting LLC

**Award Amount:** \$314,734.00

**Contract Term:** 11/20/23 – 12/31/23

**Procurement Method:** Sole Source

**Requesting Remarks:** The College is requesting approval for a sole source contract be granted to the Parkway Management and Consulting (Parkway) to provide hospitality training program under the College's Workforce Development and Continue Education. Parkway was specifically named a sub-grant award with a pre-approved budget from the Baltimore City Division of social Services (BCDSS). BCDSS has awarded the College a \$4.8 million dollar grant to provide various training programs to participants specifically in Baltimore City. The College has three other similar programs that was awarded through a competitive process earlier this year.

**Fund Source:** BCDSS Grant

**MD Tax Clearance:** 23-1924-0111

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<b>BOARD OF TRUSTEES ACTION</b>		<b>THIS ITEM WAS:</b>	
<b>APPROVED</b>	<b>DISAPPROVED</b>	<b>DEFERRED</b>	<b>WITHDRAWN</b>
	<b>WITH DISCUSSION</b>	<b>WITHOUT DISCUSSION</b>	

**BALTIMORE CITY COMMUNITY COLLEGE  
BOARD OF TRUSTEE  
ACTION ITEM  
November 2023**

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**Contract ID:** BCCC-FY23-WDCE-001  
Occupational Training Skills Program

**Contract Description:** The contract provides for various occupational training programs that was conducted through a competitive process.

**Modification Description:** Contracts are being modified to extend the original term of the contract and add additional funds due to the extension of the contracts.

**Procurement Method:** Competitive Sealed Proposals

**Awardee(s) and Amount(s):** Roshe' Cosmetics \$ 97,000  
International Continuing Education \$243,300

**Modification Amount:** \$254,625 (Roshe' Cosmetics)  
\$156,128 (International Continuing Education)

**New Award Amount(s):** \$351,625 (Roshe' Cosmetics)  
\$399,428 (International Continuing Education)

**Original Contract Term:** 04/03/2023 – 06/30/2024

**Modified Contract Term:** 04/03/2023 – 12/31/2024

**Requesting Remarks:** The College is requesting modify the current contracts for various occupational training programs that are offered by Workforce Development and Continue Education Department. These contracts are funded under the Baltimore City Division of Social Services (BCDSS) grant. BCDSS recently extended the term of the grant and added additional funding to the already awarded grant in support of the current programs.

**Fund Source:** BCDSS Grant

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<b>BOARD OF TRUSTEES ACTION</b>		<b>THIS ITEM WAS:</b>	
<b>APPROVED</b>	<b>DISAPPROVED</b>	<b>DEFERRED</b>	<b>WITHDRAWN</b>
	<b>WITH DISCUSSION</b>	<b>WITHOUT DISCUSSION</b>	

**BALTIMORE CITY COMMUNITY COLLEGE  
BOARD OF TRUSTEE – FINANCE COMMITTEE  
ACTION ITEM  
November 2023**

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**Contract ID:** BCCC-FY24-RSIG-001  
Refugee Case Management

**Contract Description:** This contract provides a service to oversee the Refugee School Impact Grant Program. The services include case management services and coordination with various Baltimore City schools, and is uniquely equipped to offer resources, wraparound services, barrier removal, and support for both students and their families.

**Award:** International Rescue Committee  
New York, New York

**Contract Term:** 12/01/223-09/30/2024

**New Contract Amount:** RSIG Grant Award: \$476,441  
SOR Grant Award: \$ 68,471  
\$557,470

**Procurement Method:** Sole Source

**Requesting Remarks:** Requesting approval of new contract to the International Rescue Committee (IRC) under the Maryland Department of Human Services’ Office for Refugees and Asylees (MORA) awarded Baltimore City Community College the Refugee School Impact Grant (RSIG) and Services for Older Refugees (SOR) grant the to help support the College’s Refugee Projects. Moreover, under these grant agreements with MDH, the College can award to/partner with only the companies that are specifically listed in the grant’s appendix, since all consultants and their work plans had to be pre-approved in order to receive grant funding. The IRC, the refugee resettlement agency for Baltimore, is a pre-approved vendor under both grants listed.

In accordance with the College’s Procurement Policies and Procedures, the Board of Trustees is required to approve when the contract exceeds the accumulated amount over \$100,000 or already over \$100,000. The BOT approved the original contract on June 9, 2022.

**Fund Source:** MORA – RSIG / SOR Grant(s)

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**BOARD OF TRUSTEES ACTION**

**THIS ITEM WAS:**

**APPROVED**

**DISAPPROVED**

**DEFERRED**

**WITHDRAWN**

**WITH DISCUSSION**

**WITHOUT DISCUSSION**

**BALTIMORE CITY COMMUNITY COLLEGE  
BOARD OF TRUSTEE – FINANCE COMMITTEE  
ACTION ITEM  
November 2023**

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**Contract ID:** BCCC-FY22-SS-001  
Modification No. 2  
Refugee Services

**Contract Description:** This contract provides a service to oversees the Refugee School Impact Grant Program. Services are provided to Baltimore City elementary and middle school refugee and asylee students with access to academic enrichment and soccer instruction during the academic year. High school students complete credit-recovery courses, a Career Readiness course, and participate in enrichment activities such as soccer, art and music. The refugee/asylee students who participate in these programs are city/ county residents who do not have access to English language instruction and social integration offered in the community.

**Award:** Soccer Without Borders Corporation  
Baltimore, MD

**Contract Term:** 11/20/23-09/30/2024

**Contract Modification Amount:** \$151,169.81

**Procurement Method:** Sole Source

**Requesting Remarks:** Requesting approval for a modification to the original contract that was awarded under the College President’s delegated authority to Soccer Without Borders Corporation (SWB). The Maryland Department of Human Services Office for Refugees and Asylees (MORA) awarded Baltimore City Community College the Refugee School Impact Grant (RSIG) to help support the College’s Refugee Youth Project (RFY) after-school tutoring program. Moreover, under the grant agreement with MDH, the College can award to/partner with only the companies that are specifically listed in the grant’s appendix since all consultants and their work plans had to be pre-approved in order to receive grant funding. The SWB, as the refugee provider agency for Baltimore, is a pre-approved vendor.

The contract will be retroactive, as the SWB has been providing services since October 1, 2022. Therefore, the modification will begin when the modification is fully executed by the College and end on September 30, 2023. The contract will renew each year through a written modification contingent on appropriation of new MORA grant funds.

**Fund Source:** MORA grant

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<b>BOARD OF TRUSTEES ACTION</b>	<b>THIS ITEM WAS:</b>
<b>APPROVED</b>	<b>DEFERRED</b>
<b>DISAPPROVED</b>	<b>WITHDRAWN</b>
<b>WITH DISCUSSION</b>	<b>WITHOUT DISCUSSION</b>



Laerdal Medical Corporation  
 167 Myers Corners Road  
 Wappingers Falls, NY 12590  
 Phone Order To: 877-LAERDAL  
 Fax Order To: (800) 227-1143  
 Email: customerservice@laerdal.com

**Client Executive**  
 Shaun McGovern  
 (845) 264-5390  
 shaun.mcGovern@laerdal.com

**To prevent any delays in processing your purchase, please include your quote # when ordering.**

**DATE:** 11/1/2023  
**ATTN:** Ghazanfar Mahmood  
 Dean  
 +14104628541  
 gmahmood1@bccc.edu

**QUOTE NUMBER:** Q-779941  
**CREDIT TERMS:** 30 days  
**EXPIRATION DATE:** 12/31/2023  
**SHIP TO**  
 Ghazanfar Mahmood  
 2901 Liberty Heights Ave  
 Baltimore MD 21215-7807

**BILL TO:** 00006109  
 Baltimore City Community College  
 2901 Liberty Heights Ave  
 Baltimore MD 21215

Sourcewell Contract 011822-LAE Applied Sourcewell Member ID 17716

**SimMom Tetherless Dark**

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	377-03250	SimMom Dark Tetherless Includes: SimMom Manikin, Birthing Baby with placenta, 4 Uteri Modules (Cervix, Amniotic Bag, Post-Partum Hemorrhage Module and Inverted Uterus), Set of Consumables, Blood Pressure Cuff, Quick Set up guide, LLEAP License and MamaBirthie.		\$42,048.00	\$37,693.06	\$37,693.06
1	377-05350	ADM2 for SimMom Tetherless Includes Complete ADM (pneumatic delivery canister), product orientation, lubricant and soft case for storage of the ADM.		\$6,499.00	\$6,109.06	\$6,109.06
1	400-10201	Laptop For use with LLEAP, Ultrasound, or as a Patient Monitor		\$2,149.00	\$2,020.06	\$2,020.06
1	400-29301	All In One Panel PC For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor		\$2,749.00	\$2,584.06	\$2,584.06

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	400-93050	Mobile Router Can accommodate up to 3 simulators being used simultaneously on one router. Battery-powered and ideal for mobile simulations. For optional internet access, SIM Card (not included) must be purchased by the customer.		\$229.00	\$215.26	\$215.26
1	377-B-EDBNDL1	SimMom Education Bundle: Getting Started/ LLEAP A 2-day educational session with a Laerdal Educator at the customer site for up to 8 participants. Day one focuses on fundamental knowledge of the Simulator and day two provides in-depth knowledge of the Learner Application software.		\$7,898.00	\$7,424.12	\$7,424.12
1	377-EDVT025-SL	SimMom Virtual Orientation for Site Designed to promote a personalized experience for a single organization Laerdal's Virtual Instructor-Led Training Orientation is developed as a beginner level course and geared towards any user who will be responsible for operating the simulator. This two-hour live instructor-led virtual training will teach you basic simulator feature sets and start-up and shut down procedures.		\$1,099.00	\$0.00	\$0.00
1	377-B-VplusP-SMM	ValuePlus SimMom Platinum Includes Installation, Extended Warranty, Loaner coverage and Preventative Maintenance on Site.	36	\$29,942.00	\$20,959.00	\$20,959.00
<b>SimMom Tetherless Dark TOTAL:</b>						\$77,004.62

### SimMan 3G Plus Dark

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	212-03250	SimMan 3G PLUS Dark Manikin and Accessories Includes SimMan 3G PLUS Manikin, LLEAP License, Consumables, 1 Year Manufacturer's Warranty.		\$86,599.00	\$81,403.06	\$81,403.06
1	400-10201	Laptop For use with LLEAP, Ultrasound, or as a Patient Monitor		\$2,149.00	\$2,020.06	\$2,020.06
1	400-29301	All In One Panel PC For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor		\$2,749.00	\$2,584.06	\$2,584.06
1	400-93050	Mobile Router Can accommodate up to 3 simulators being used simultaneously on one router. Battery-powered and ideal for mobile simulations. For optional internet access, SIM Card (not included) must be purchased by the customer.		\$229.00	\$215.26	\$215.26

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	212-37120	Headskin SM3G PLUS Dark Geriatric		\$1,899.00	\$1,785.06	\$1,785.06
1	212-EDGS100P	SimMan 3G PLUS Course Getting Started 1 D 1 day on customer site for up to 8 participants. Course gives participants knowledge of the simulator and Instructor device operations, operating modes, and system features. Hands-on activities familiarize faculty with simulator and its applications.		\$3,949.00	\$3,712.06	\$3,712.06
1	EdPath_VILT-SL	EDPATHWAY Virtual Class for Site Designed to promote a personalized experience for a single organization Laerdal's Virtual Instructor-Led Trainings are geared towards any user who is responsible for operating the simulator. The Virtual Ed Pathway is an educational package offering the ability to purchase any number of Virtual Trainings to meet learning objectives and budget. Prior to the course, the customer selects the appropriate training from a listing of available courses to customize their pathway to simulation success.		\$1,099.00	\$0.00	\$0.00
1	212-B-PVplusP-S3G	ValuePlus SimMan 3G PLUS Platinum Includes Installation, Extended Warranty, Loaner coverage and Preventative Maintenance on Site.	36	\$39,792.00	\$27,854.40	\$27,854.40
<b>SimMan 3G Plus Dark TOTAL:</b>						<b>\$119,573.96</b>

**Nursing Anne Simulator African Descent**

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	320-04150	Nursing Anne Sim - AD African Descent Skin .Includes full body simulator with articulating arms and legs. Includes brunette wig, brown pupil set, ostomy set, blood pressure cuff, lubricant spray, simulated blood, subcutaneous injection pads, silicone dressing kit samples, adult gown, and quick setup guide.		\$20,599.00	\$20,599.00	\$20,599.00
1	322-10550-D	Nursing Anne Simulator - Geriatric Kit, Dark Includes: front and back dark skin tone geriatric body skins, gray wig, cataract and arcus senilis pupil set, upper geriatric teeth, right and left geriatric arms, male and female geriatric genitalia, and right and left geriatric foot skins.		\$8,399.00	\$7,895.06	\$7,895.06
1	400-10201	Laptop For use with LLEAP, Ultrasound, or as a Patient Monitor		\$2,149.00	\$2,020.06	\$2,020.06



QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	400-29301	All In One Panel PC For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor		\$2,749.00	\$2,584.06	\$2,584.06
1	400-01050	LLEAP Software License		\$5,999.00	\$5,639.06	\$5,639.06
1	320-EDGS100	Nursing Anne Simulator Course Getting Started 1 day educational session with a Laerdal Representative at the customer site for up to 8 participants. The course gives participants fundamental knowledge of the simulator and Instructor device operations, operating modes, and system features. Hands-on activities familiarize faculty with the simulator and its applications for learners.		\$3,949.00	\$3,712.06	\$3,712.06
1	320-EDVT025-SL	Nursing Anne Simulator Virtual Orientation for Site Designed to promote a personalized experience for a single organization Laerdal's Virtual Instructor-Led Training Orientation to Nursing Anne Simulator is developed as a beginner level course and geared towards any user who will be responsible for operating the simulator. This two-hour live instructor-led virtual training will teach you basic simulator feature sets and start-up and shut down procedures.		\$1,099.00	\$0.00	\$0.00
1	320-B-VplusP-NAS	ValuePlus Nursing Anne Simulator Platinum Includes Installation, Extended Warranty, Loaner coverage and Preventative Maintenance on Site.	36	\$20,842.00	\$14,589.00	\$14,589.00
<b>Nursing Anne Simulator African Descent TOTAL:</b>						\$57,038.30

### Nursing Anne Simulator Male

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	321-05050	Nursing Anne Sim - Male Includes full body male patient simulator with articulating arms and legs. Includes: brown pupil set, ostomy set, blood pressure cuff, lubricant spray, male genitalia, simulated blood, adult gown and quick setup guide.		\$20,599.00	\$19,363.06	\$19,363.06
1	204-30101	SimPad PLUS Only (US) SimPad PLUS Only (Hand Held Remote) 204-50150 LLEAP for SimPad PLUS software license required for operation.		\$949.00	\$892.06	\$892.06
1	204-50150	LLEAP for SimPad PLUS Includes: License Key providing access to Manual Mode, Automatic Mode, and Log Viewer Application.		\$3,099.00	\$2,913.06	\$2,913.06

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	400-93050	Mobile Router Can accommodate up to 3 simulators being used simultaneously on one router. Battery-powered and ideal for mobile simulations. For optional internet access, SIM Card (not included) must be purchased by the customer.		\$229.00	\$215.26	\$215.26
1	EdPath_VILT-SL	EDPATHWAY Virtual Class for Site Designed to promote a personalized experience for a single organization Laerdal's Virtual Instructor-Led Trainings are geared towards any user who is responsible for operating the simulator. The Virtual Ed Pathway is an educational package offering the ability to purchase any number of Virtual Trainings to meet learning objectives and budget. Prior to the course, the customer selects the appropriate training from a listing of available courses to customize their pathway to simulation success.		\$1,099.00	\$0.00	\$0.00
1	321-B-VplusP-NAS	ValuePlus NAS Male Platinum .Includes Installation, Extended Warranty, Loaner coverage and Preventative Maintenance on Site.	36	\$20,842.00	\$14,589.00	\$14,589.00
<b>Nursing Anne Simulator Male TOTAL:</b>						\$37,972.44

### Nursing Anne Dark

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
2	325-05050B	Nursing Anne (D) 1 Adult, Female, Full-Body Manikin, 1 Female Multi-Venous IV Training Arm-Left, 1 Female Blood Pressure Training Arm-Right, 1 Blood Pressure Cuff, 1 Male Genitalia, 1 Female Genitalia, 3 Urinary Connector Valves, 3 Anal Connector Valves, 4 Clamps, 1 100cc Slip Tip Syringe, 1 Can Manikin Lubricant, 1 Hospital Gown and Directions for Use		\$6,399.00	\$5,631.12	\$11,262.24
2	204-30001	SimPad PLUS System (US) Includes SimPad PLUS Remote Control, SimPad PLUS Link Box, AC Adapter, Battery, Headset & Microphone, Wrist Strap, Manikin Strap, Ethernet Cable, Protective Sleeve, and USB Cable. 204-50150 LLEAP for SimPad PLUS software license required for operation.		\$2,149.00	\$1,891.12	\$3,782.24
2	204-50150	LLEAP for SimPad PLUS Includes: License Key providing access to Manual Mode, Automatic Mode, and Log Viewer Application.		\$3,099.00	\$2,913.06	\$5,826.12

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
2	400-29301	All In One Panel PC For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor		\$2,749.00	\$2,584.06	\$5,168.12
1	325-00550B	Wound Care Assessment Set for Nursing Anne (D) .		\$2,549.00	\$2,396.06	\$2,396.06
1	325-00650B	Mastectomy Module (D) - Nursing Anne .		\$659.00	\$619.46	\$619.46
1	325-00750	Breast Exam Upgrade Module - Nursing Anne .		\$909.00	\$854.46	\$854.46
1	EdPath_VILT-SL	EDPATHWAY Virtual Class for Site Designed to promote a personalized experience for a single organization Laerdal's Virtual Instructor-Led Trainings are geared towards any user who is responsible for operating the simulator. The Virtual Ed Pathway is an educational package offering the ability to purchase any number of Virtual Trainings to meet learning objectives and budget. Prior to the course, the customer selects the appropriate training from a listing of available courses to customize their pathway to simulation success.		\$1,099.00	\$0.00	\$0.00
1	200-B-EDBNDL2	Nursing/MegaCode Education Bundle Getting Started/SimPad A 2-day educational session with a Laerdal Educator at the customer site for up to 8 participants. Day one focuses on fundamental knowledge of the Simulator and day two provides in-depth knowledge of the Learner Application software.		\$7,898.00	\$7,424.12	\$7,424.12
2	325-83050	Nursing Anne Installation . Volume discount of 60% for 4 or more installs		\$2,349.00	\$939.60	\$1,879.20
<b>Nursing Anne Dark TOTAL:</b>						\$39,212.02

### Nursing Kelly Medium

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	300-05050T	Nursing Kelly (M) Includes: 1 Adult, Male, Full-Body Manikin, 1 Male Multi-Venous IV Training Arm-Right, 1 Male Blood Pressure Training Arm-Left, 1 Blood Pressure Cuff, 1 Male Genitalia, 1 Female Genitalia, 3 Urinary Connector Valves, 3 Anal Connector Valves, 4 Clamps, 1 100cc Slip Tip Syringe, 1 Can Manikin Lubricant, 1 Hospital Gown and Directions for Use.		\$6,299.00	\$5,543.12	\$5,543.12

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	204-30001	SimPad PLUS System (US) Includes SimPad PLUS Remote Control, SimPad PLUS Link Box, AC Adapter, Battery, Headset & Microphone, Wrist Strap, Manikin Strap, Ethernet Cable, Protective Sleeve, and USB Cable. 204-50150 LLEAP for SimPad PLUS software license required for operation.		\$2,149.00	\$1,891.12	\$1,891.12
1	204-50150	LLEAP for SimPad PLUS Includes: License Key providing access to Manual Mode, Automatic Mode, and Log Viewer Application.		\$3,099.00	\$2,913.06	\$2,913.06
1	400-29301	All In One Panel PC For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor		\$2,749.00	\$2,584.06	\$2,584.06
1	400-93050	Mobile Router Can accommodate up to 3 simulators being used simultaneously on one router. Battery-powered and ideal for mobile simulations. For optional internet access, SIM Card (not included) must be purchased by the customer.		\$229.00	\$215.26	\$215.26
1	300-83050	Nursing Kelly Installation  Volume discount of 60% for 4 or more installs		\$2,349.00	\$939.60	\$939.60
<b>Nursing Kelly Medium TOTAL:</b>						\$14,086.22

#### Nursing Anne Medium

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	325-05050T	Nursing Anne (M) 1 Adult, Female, Full-Body Manikin, 1 Female Multi-Venous IV Training Arm-Left, 1 Female Blood Pressure Training Arm-Right, 1 Blood Pressure Cuff, 1 Male Genitalia, 1 Female Genitalia, 3 Urinary Connector Valves, 3 Anal Connector Valves, 4 Clamps, 1 100cc Slip Tip Syringe, 1 Can Manikin Lubricant, 1 Hospital Gown and Directions for Use		\$6,399.00	\$5,631.12	\$5,631.12
1	204-30001	SimPad PLUS System (US) Includes SimPad PLUS Remote Control, SimPad PLUS Link Box, AC Adapter, Battery, Headset & Microphone, Wrist Strap, Manikin Strap, Ethernet Cable, Protective Sleeve, and USB Cable. 204-50150 LLEAP for SimPad PLUS software license required for operation.		\$2,149.00	\$1,891.12	\$1,891.12
1	204-50150	LLEAP for SimPad PLUS Includes: License Key providing access to Manual Mode, Automatic Mode, and Log Viewer Application.		\$3,099.00	\$2,913.06	\$2,913.06

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	400-29301	All In One Panel PC For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor		\$2,749.00	\$2,584.06	\$2,584.06
1	400-93050	Mobile Router Can accommodate up to 3 simulators being used simultaneously on one router. Battery-powered and ideal for mobile simulations. For optional internet access, SIM Card (not included) must be purchased by the customer.		\$229.00	\$215.26	\$215.26
1	325-83050	Nursing Anne Installation  Volume discount of 60% off for 4 or more installs		\$2,349.00	\$939.60	\$939.60
<b>Nursing Anne Medium TOTAL:</b>						\$14,174.22

#### Nursing Kelly Dark

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	300-05050B	Nursing Kelly (D) Includes: 1 Adult, Male, Full-Body Manikin, 1 Male Multi-Venous IV Training Arm-Right, 1 Male Blood Pressure Training Arm-Left, 1 Blood Pressure Cuff, 1 Male Genitalia, 1 Female Genitalia, 3 Urinary Connector Valves, 3 Anal Connector Valves, 4 Clamps, 1 100cc Slip Tip Syringe, 1 Can Manikin Lubricant, 1 Hospital Gown and Directions for Use.		\$6,299.00	\$5,543.12	\$5,543.12
1	204-30001	SimPad PLUS System (US) Includes SimPad PLUS Remote Control, SimPad PLUS Link Box, AC Adapter, Battery, Headset & Microphone, Wrist Strap, Manikin Strap, Ethernet Cable, Protective Sleeve, and USB Cable. 204-50150 LLEAP for SimPad PLUS software license required for operation.		\$2,149.00	\$1,891.12	\$1,891.12
1	204-50150	LLEAP for SimPad PLUS Includes: License Key providing access to Manual Mode, Automatic Mode, and Log Viewer Application.		\$3,099.00	\$2,913.06	\$2,913.06
1	400-29301	All In One Panel PC For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor		\$2,749.00	\$2,584.06	\$2,584.06
1	300-83050	Nursing Kelly Installation  Volume discount of 60% for 4 or more installs		\$2,349.00	\$939.60	\$939.60
<b>Nursing Kelly Dark TOTAL:</b>						\$13,870.96

ITEM TOTAL :	\$372,932.74
SHIPPING/HANDLING :	\$810.00
ADDITIONAL CHARGE/CREDIT :	\$0.00
TAX :	\$0.00
TOTAL :	\$373,742.74

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

TAB 8 | College Policies

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- Acceptable Use of Technology Policy
- Intellectual Property Policy
- Leave Transfer Policy



## **Acceptable Use of Technology Policy**

**Policy (check one) New**  **Revised**  **Reformatted**

**Applies to** (check all that apply):

**Faculty**  **Staff**  **Students**  **College**  **All Members of the Public**

### **Topic/issue:**

Standards for responsible and appropriate use of all BCCC IT and network resources for all users including BCCC students, faculty, staff, and employees under temporary contract or assignment, and campus visitors.

### **Policy Statement:**

This policy outlines practices and constraints that a user must agree to for access to Baltimore City Community College (BCCC) IT resources.

### **Definitions:**

IT resources include, but are not limited to, all College-owned computers, applications, software, systems software, databases, and peripheral equipment; the data communications infrastructure; the voice communications infrastructure; BCCC voice or data network traffic, including traffic entering and leaving the College network; classroom technologies; communication services and devices, including e-mail, voicemail, and multimedia equipment. The components may be stand-alone or networked and may be single-user or multi-user systems. Some College computing resources are reserved or dedicated to specific functions that may limit their use by the general BCCC community. Personal devices used to access BCCC IT resources are subject to this policy.

### **Acceptable Use of BCCC IT resources:**

1. Understand and comply with College policies and applicable public laws. Users are responsible for understanding and complying with all laws, rules, policies, contracts, and licenses applicable to their particular uses.
2. Make reasonable efforts to protect all assigned accounts and passwords. Account owners are responsible for all actions, network use, and transactions originating from an assigned computer account.
3. Use College IT, network resources, and user accounts for appropriate College activities.
4. Respect all pertinent licenses, copyrights, and contracts.
5. Respect all restricted and/or proprietary data and information.
6. Respect the freedom, rights, and privacy of others.
7. Use IT and network resources responsibly, ethically, and with integrity.
8. Make reasonable efforts to maintain a secure home and/or personal computing environment if devices will be used to access College IT resources.



9. Acknowledge that the College may monitor computer or network use and may examine files, mail and printer history logs.
10. Report known violators of IT related College policy and/or laws to the College ITS Department.

**Prohibited uses of BCCC IT resources:**

1. Using another person's BCCC IT login credentials and/or sharing your BCCC credentials with another person.
2. Misrepresenting yourself or your data on the network.
3. Transmitting threatening, harassing, intimidating, discriminatory or obscene messages.
4. Interfering with the ability of others to conduct College business.
5. Using IT resources to gain unauthorized access to or attack any remote computer or network.
6. Any intentional act that would deny or interfere with the access and use of IT resources by others, including acts that are wasteful of computing resources, or that unfairly monopolize resources to the exclusion of other users.
7. Violations of copyright law; copying, or making available on the network copyrighted material, including without limitation, software programs, music files, video files, still and digital images, radio and television broadcasts, and written text works, unless permitted by a license, by the consent of the copyright owner, by a fair use limitation under copyright law, or by permitted copying under the Digital Millennium Copyright Act (DMCA) or other law.
8. Intentional misuse or theft of software and/or IT resources.
9. Unauthorized or inappropriate access to information resources, data, equipment, or facilities, including, but not limited to tampering with components of a local-area network (LAN), or the high-speed backbone network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.
10. Inappropriate use of data. The unauthorized sale or transfer of data contained on College IT resources on networks (including social security number, date of birth, addresses, and other information that may be used for identity theft).
11. Unauthorized interception or monitoring of communications, user dialog, or password input, circumventing data protection schemes, exploiting security loopholes, or interfering with standard technical measures that identify and protect the rights of copyright owners.
12. Altering or disrupting system software or hardware configurations without authorization.
13. Introducing unauthorized, independent computer or network hardware to the College IT environment. Personal devices may not be connected to the College secure network without written authorization from the CIO or the CIO's designee.
14. Unauthorized use or permitting unauthorized use of and access to electronic distribution lists and/or mailing lists created by the College.
15. Use of College IT resources for personal profit or to solicit sales for any goods, services, or contributions not authorized by the College.
16. Any other practice or use of college IT resources that is inconsistent with law, with this policy, other BCCC policies, or with the College's mission and its role.

**Violations:**

Violations of this policy will be investigated and acted upon by appropriate BCCC authorities and law enforcement agencies and could result in employee discipline, sanctions, criminal prosecution, or other consequences. The College may confiscate log files, email, documents, and College-owned equipment as evidence. In its sole discretion, the College may choose to temporarily suspend or block access to an account prior to the initiation or completion of such processes, when the action is reasonable to protect the integrity, security, or functionality of IT resources, and/or to protect the College from liability.

**Implementation Date:** Upon Board Approval

**Originator/Division:** Information Technology Services

**Approved by Board of Trustees:** TBD

DRAFT



## **Intellectual Property Policy**

**Applies to** (check all that apply):

**Faculty**  **Staff**  **Students**

**Division/Department**  **College**  **All Members of the Public**

### **Topic/Issue:**

Intellectual property ownership.

### **Policy Statement:**

Baltimore City Community College (BCCC) encourages the creation of new knowledge by faculty, staff and students and encourages the development and dissemination of intellectual property. Intellectual property is the scholarship and creative work developed by a student, faculty or staff member, which is embodied in a tangible medium and thus can be copyrighted or patented. Ownership in such property will be determined as follows:

The College affirms the traditional academic expectation that all faculty (including full-time, part-time, adjunct, and emeritus faculty and clinical staff) create instructional materials and scholarly works (including, but not limited to, course outlines, syllabi, lecture notes, other course materials, websites, course materials used to effectuate distance learning, scholarly articles, textbooks, creative works, and unpublished research results) by their own initiative with the aid of standard and customary College resources.

The creator of intellectual property shall be the owner of the property unless:

- The creator is commissioned or otherwise given responsibility by the college to create the property, in which event the college shall own the property.
- The creation, development, or production of the property is funded through the College by gifts or grants, in which event the College shall own the property. Any revenues received from the licensing of an invention, funded by a Federal grant, shall be distributed pursuant to an agreement with the inventor in accordance with Federal law.
- A written agreement exists between the creator and the College establishing the ownership of the property.

If there is a dispute, the president or the president's designee will be the final decision maker.

The College may share financial rewards with the creator through an agreement of joint intellectual property ownership. An agreement for the distribution of financial rewards should reflect, as closely as possible, the proportionate creative contributions of the creator and the College's resources in developing the intellectual property and the financial risks assumed by both the creator of the intellectual property and the College in the development of the intellectual property.

College resources include personnel, physical property and equipment, facilities, time, compensation, funding, technical, and other forms of support.

### **Intellectual Property Produced by Baltimore City Community College Students**

All intellectual property created by a student as part of a credit or noncredit class, or in any other BCCC-related capacity, remains the property of the student, if the following conditions are met:

- College resources used in the creation of the property are provided to all students registered in the course or involved in the BCCC-related club or activity or are not substantial.
- The student is not being paid by the College through internal funds, grant funds, or College contract with a third-party sponsor.

Students will not be required to participate in assignments or activities that require them to assign the ownership of their intellectual property to the college.

The college owns and is entitled to any financial rewards from any intellectual property created by students with the use of substantial college resources. Substantial use of college resources means that the college has provided support with resources of a degree or nature not routinely made available to all students, either in the form of funding, the use of facilities, or the involvement of staff.

However, where intellectual property is only in part created by students with the use of substantial college resources, the College may share these financial rewards with the creator through an agreement of joint intellectual property ownership. An agreement for the distribution of financial rewards should reflect, as closely as possible, the proportionate creative contributions of the creator and the college's resources in developing the intellectual property and the financial risks assumed by both the creator of the intellectual property and the College in the development of the intellectual property.

Implementation Date: Upon Board Approval

Approved by Board of Trustees: TBD

**Leave Transfer Policy**

Policy (check one): New X Revised \_\_\_\_\_ Reformatted \_\_\_\_\_

Applies to (check all that apply):

Faculty X Staff X Students \_\_\_\_\_  
Division/Department \_\_\_\_\_ College \_\_\_\_\_

**Topic/Issue:**

This policy addresses how the accumulated leave of employees who transfer from a leave-earning staff position to a non-leave-earning faculty position at Baltimore City Community College (“BCCC” or “the College”) is treated.

**Policy Statement:**

For employees who transfer from a leave-earning position to a non-leave-earning position: BCCC shall credit employees with up to 400 hours of carry-over annual leave at the time of transfer and shall make a one-time payment to the employees totaling a maximum of 400 hours plus the number of hours earned during the year of transfer at the rate that the employees were earning immediately before the transfer.

**Proposed Implementation Date:** Upon Board Approval

**Approved by the Board of Trustees:** TBD

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

TAB 9 | Presentations

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- Enrollment Update
- ERP Update

# **Board of Trustees Meeting**

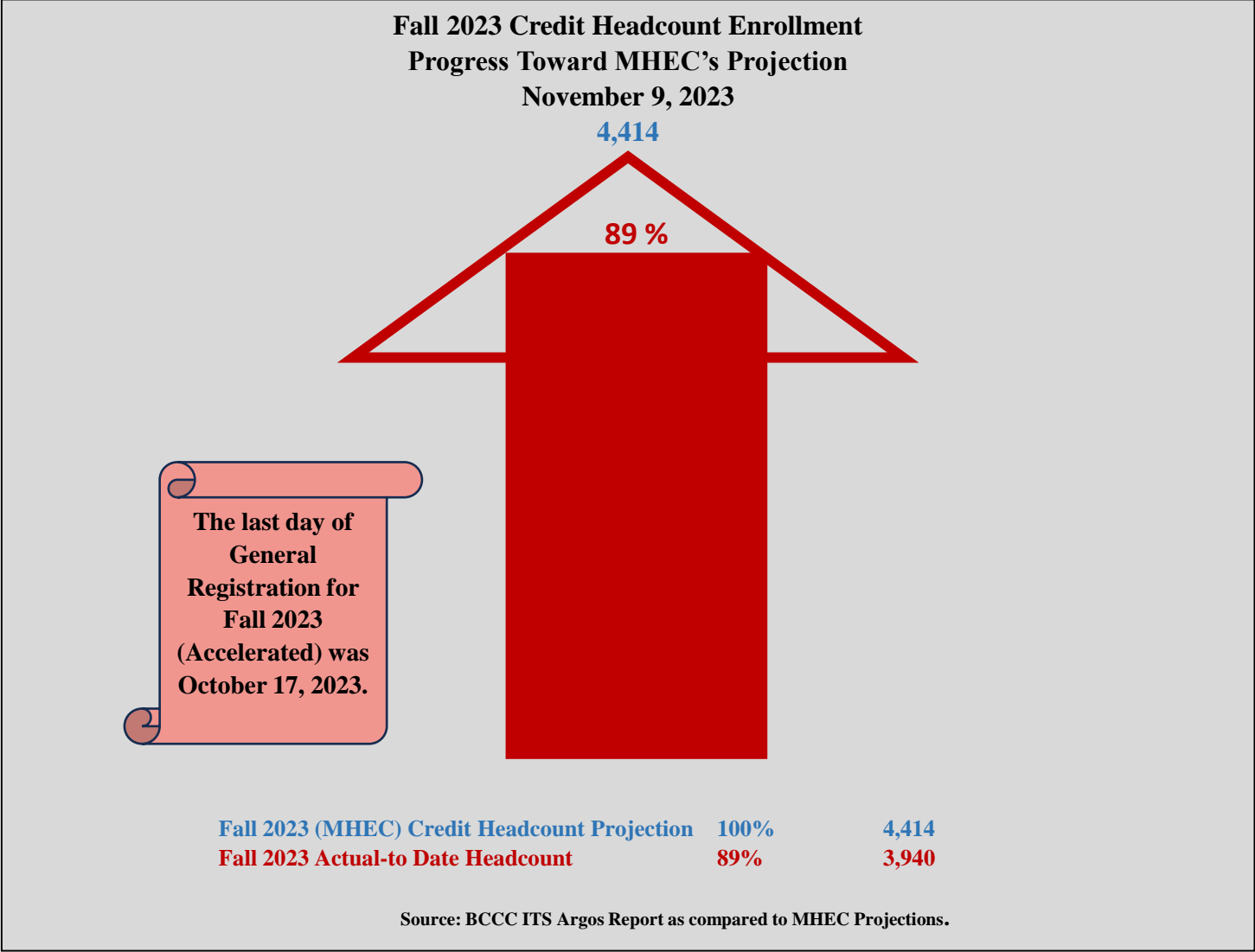
Wednesday, November 15, 2023

## **Enrollment Report DRAFT**

Donna Thomas, Interim Vice President for Student Affairs

# Realignment Task 5

## Strategic Enrollment & Recruitment Planning





# Realignment Task 5

## Strategic Enrollment & Recruitment Planning

### Fall 2023 Dual Enrollments 11/10/2023

School	Number
Bais Yaakov	104
Baltimore Design	3
Carver	13
Digital Harbor	19
Dunbar	38
Green Street	36
Mergenthaler	20
P-Tech Carver	16
P-Tech Dunbar	57
<b>Total</b>	<b>306</b>

# Realignment Task 5

## Strategic Enrollment & Recruitment Planning – 25 Upcoming

Date	Organization/School	Event Type
11/2/2023	Commodore John Rodgers School	College Fair (Tabling) MSP Presentation
11/7/2023	Coppin Academy High School	Informational Session: Mayor's Scholars Program, Dual Enrollment, Application Process
11/8/2023	Career Academy	Informational Session: Mayor's Scholars Program, Application Process
11/9/2023	Baltimore Leadership School for Young Women	Information Session
11/9/2023	REACH! Partnership High School	Campus Tour & Information Session
11/9/2023	Academy for College and Career Exploration	College and Career Readiness Night (Presentation Dual Enrollment, MSP) (Presentation 10-12)
11/10/2023	Baltimore City Mayor Veterans Day Parade	
11/12/2023	Veterans & Military Families Month Program at Northwood Appold United Methodist Church	Veterans & Military Family
11/13/2023	Western High School	College Fair (Tabling)
11/13/2023	Green Street Academy	College Fair (Tabling)
11/14/2023	Reginald F. Lewis High School	College Fair (Tabling)
11/14/2023	Dunbar High School	College Fair (Tabling)
11/14/2023	Patterson High School	College Fair (Tabling)
11/14/2023	Benjamin Franklin High School	College Fair (Tabling)
11/15/2023	Carver Vocational-Technical High School	College Fair (Tabling)
11/15/2023	Coppin Academy High School	College Fair (Tabling)
11/15/2023	The Excel Center Adult High School	Presentation
11/15/2023	Frederick Douglass High School	College Fair (Tabling)
11/16/2023	Mergenthaler Vocational Technical High School	College Fair (Tabling)
11/16/2023	Dunbar High School	College Fair (Tabling)
11/16/2023	Reach! Partnership High School	College Fair (Tabling)
11/16/2023	National Academy Foundation High School	College Fair (Tabling)
11/16/2023	Augusta Fells & Bulford Dre Jemison STEM Academy	Family College Info Night (Tabling)
11/21/2023	Bluford Drew Jemison STEM Academy	MSP Presentation, Application Assistance, Information Session
11/29/2023	Mt. Clare Christian School	Information Session & Campus Tour

# Realignment Task 5

## Strategic Enrollment & Recruitment Planning

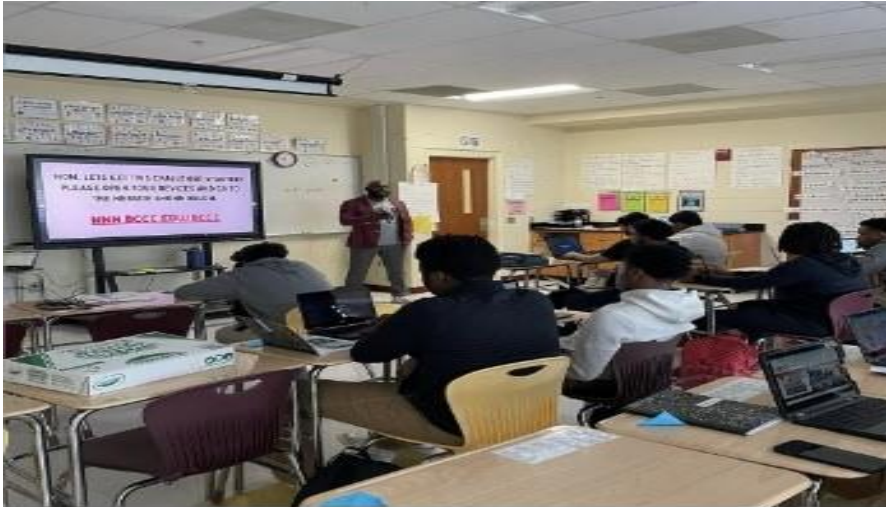
### **Expanded Recruitment Territory**

- **Baltimore County Public Schools**
  - Eligibility changes in Mayor's Scholars Program to include all Maryland Residents further incentives students to attend BCCC tuition free
- **Baltimore City Middle Schools**
  - Earlier engagement allows the college to work with students to begin developing college and career pathways

# Realignment Task 5

## Strategic Enrollment & Recruitment Planning

### October 2023 Recruitment Spotlight



BCCC stopped by [Dunbar](#) to help them kick-off this year's "I Applied Challenge." They're hoping to have 100% of seniors apply for BCCC by the end of this week.

- BCCC visited Paul Lawrence Dunbar High School and participated in the "I Applied Challenge"
- BCCC provided a presentation on the Mayor's Scholars Program and worked with high school seniors to complete the BCCC admissions application
- Approximately 200 students completed the BCCC admissions application

# Realignment Task 5

## Strategic Enrollment & Recruitment Planning

### **On the Horizon**

- Spring Open House
- *New Dual Enrollment Webpage Layout*
- Increase Visual Presence at Baltimore City Public High School
- Enhancements to CRM Recruit – Improved Messaging, Event Management, & Case Management of Prospective Students Through the Onboarding Process
- 2023-2024 Recruitment Plan for the College – Strategic Enrollment Management Planning

# Realignment Task 5

## Strategic Enrollment & Recruitment Planning

### **Process Improvement**

- Completed Parchment Receive Premium Project
- Enhanced BCCC Admissions Office Sign-In Sheet
- Mayor's Scholars Program Retention Efforts

# Realignment Task 5

## Strategic Enrollment & Recruitment Planning

Questions?

# Enterprise Resource Planning (ERP) Project Update



Michael Rading, CIO

Date: November 15, 2023

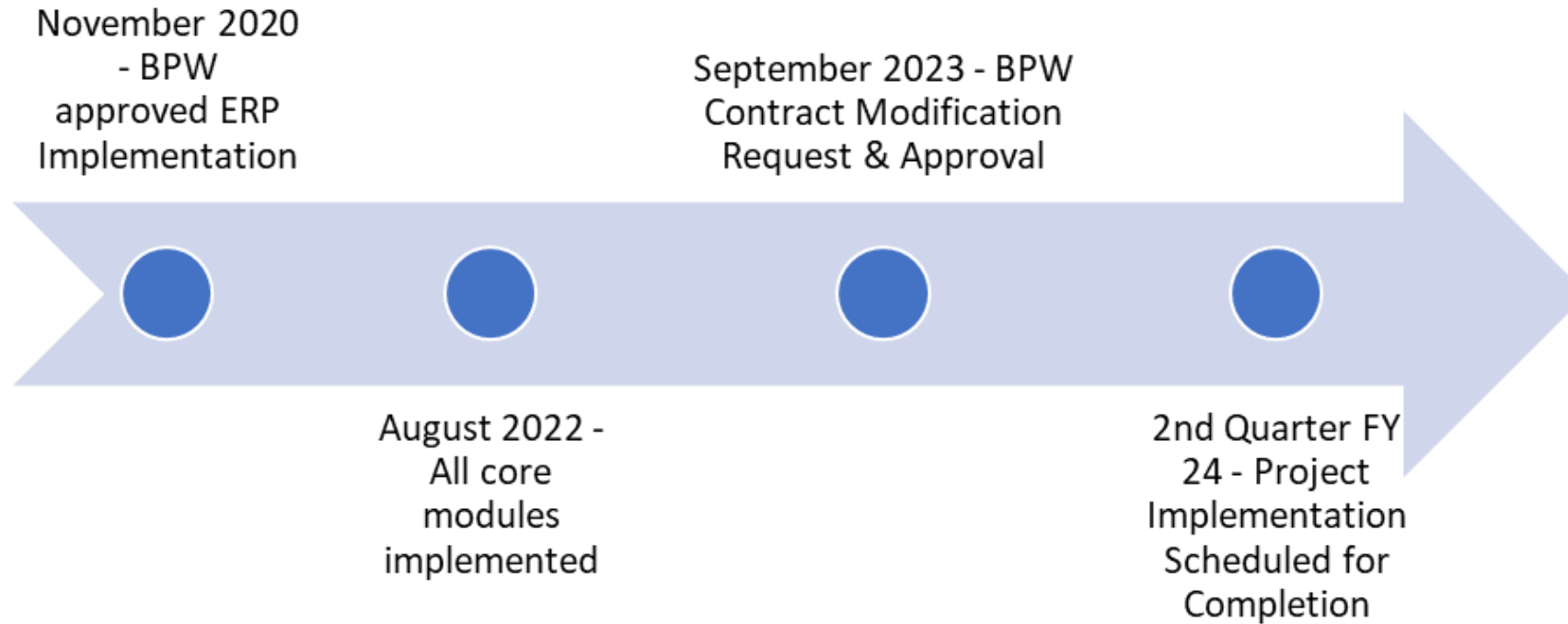


# Project Status

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

# Key Dates



## Recent Work

- **Degree Works** – An academic advising and degree audit tool that provides students easy access to their academic path and helps them understand degree requirements as well as the next steps to graduation.
  - Roll out planning was conducted in October
  - A tentative soft launch with the Records and Registration department is planned for mid-January
- **Insights** – Reporting platform that enables institutional reports to be created for internal and external uses.
  - In October, a kick-off call was initiated with functional areas, IT and the vendor
  - In November, working sessions are planned to configure the tool, provide training and plan for the launch of the tool

# Current & Upcoming Work

## 1. ERP Implementation Work

Period	Module	Implementation Phase
FY 24	Degree Works	Design and Configuration
FY 24	Ellucian Experience	Design and Configuration
FY 24	Ellucian Insights	Design and Configuration

## 2. Pursue Managed Services beyond December 2023

- Consulting provides ongoing operational support for the year or two post go-live after the project team is complete

# Questions

**BOARD OF TRUSTEES**  
**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, November 15, 2023**

*Dr. Jacqueline Hill, Vice President, Academic Affairs*

### **ACADEMIC AFFAIRS**

VP Hill collaborated with the Associate Dean of Nursing and Dean to work on the Capital Expenditure report for the cabinet. She conducted multiple site visits to ensure the Nursing department was ready for the upcoming ACEN site visit in March 2024. The entire nursing department is diligently working on compiling the self-study for reaccreditation through ACEN.

The Office of Academic Affairs is charged with redesigning CLT100, one of the College's courses designated to meet the institutional computer literacy requirement. Aundrea Wheeler, Assistant Vice President for Curriculum and Instruction will lead the team selected to implement the redesign.

AVP Wheeler has discussed various instructional models and instructional design models to implement a successful redesign. The team is using a well-known instructional design model for the course redesign, which incorporates a systems approach. This approach will ensure course quality and enhance the student experience and facilitates a systematic methodology relative to learning and increases student academic success.

Redesigning the course will enhance learner engagement, learner efficiency, and knowledge retention.

#### The CLT100 Redesign Team

Ms. Aundrea Wheeler  
AVP for Curriculum and Instruction  
Instructional Designer

Dr. Elizabeth Van Pate  
Director of Library and Learning Commons  
Instructional Designer

Professor Daniel Izume  
FT Business Faculty  
(Quality Matters Certified)

Professor Sadiq Nuur  
FT CLT Faculty

Brian Terrill  
Director of eLearning

AVP Wheeler has 23 years' experience designing instruction for community colleges, study abroad programs in for profit education, non-profit organizations, and state and local government as a master's level instructional designer. A uniquely poised administrator, Aundrea's leadership principles are founded upon excellence, integrity, equity, service, and student success. She has served as a peer reviewer for academic affairs for two major regional accreditors, the Southern Association of Colleges and Schools (SACS) and the Higher Learning Commission (HLC).

In addition to serving as a Librarian for many years, Dr. Van Pate has 15 years of experience as a teacher in the K-12 arena designing instruction for students and earned a doctorate in instructional

design in 2022. She comes with practical experience and theoretical concepts that will inform the redesign.

Professor Daniel Izume assumed the role of a full-time faculty member within the Business and Technology Department in the fall of 2018 and currently serves as the Program Coordinator for the Business Administration Transfer and Business Management programs.

Notably, his commitment to the pursuit of excellence in education is exemplified by his achievement of various certifications in course design and delivery. In December 2018, Daniel successfully completed a Peer Reviewer Course (PRC), subsequently earning a distinguished certification as a Quality Matters Higher Education Reviewer. In 2022, he obtained ACUE (The Association of College and University Educators) credentials in the areas of designing student-centered courses and promoting active online learning. Daniel is a dedicated champion of quality education, having served as a Higher Education Peer Reviewer for Quality Matters for the past half a decade.

Professor Sadiq Nuur is an assistant professor of Computer Information Systems and CLT100. He has been with the College for nearly 23 years.

Brian Terrill, Director for eLearning, will assist with the redesign efforts by providing guidance on enhancing the Canvas course shell that will align with the newly designed course.

### New Developmental Courses

Faculty in English and Natural and Physical Sciences are designing two new developmental courses to meet a request from Baltimore City Public Schools to offer a developmental dual enrollment in City Schools. The new courses are science and intensive writing. If approved by the Curriculum and Instruction Committee, the courses will be added to the current developmental curriculum at the College.

### Course Descriptions Review

Academic Affairs is conducting a comprehensive review of all course descriptions for academic courses which will be presented to the Curriculum and Instruction Committee for review and approval. Course descriptions are being reviewed based on best practices associated with developing appropriate descriptions that accurately describe the course while providing sufficient details.

### Department Restructuring

Academic Affairs has begun implementing department restructuring for the School of Arts and Social Sciences (SASS). There will be four departments which include:

1. Visual and Performing Arts
2. Education
3. Social Sciences
4. Communications Arts and Humanities



## STEM Symposium

The College is hosting its annual STEM Symposium on November 16, 2023, from 9:00 am – 5:00 pm in the Mini Conference Center & Fine Arts Theatre on the Liberty Campus.

## Webinars

AVP Wheeler attended a live webinar related to successful strategies and resources for establishing a Center for Teaching and Learning. Information from this webinar will be shared within Academic Affairs for consideration in developing a Center for Teaching and Learning which is outlined in the draft of the Middle States Commission on Higher Education's (MSCHE) Self-Study as an action plan for Academic Affairs in addressing an identified gap in Standard V.

## **Middle State Commission on Higher Education (MSCHE):**

Version four of the Standard V Educational Effectiveness Assessment was submitted on November 1, 2023. Included in the report were actions plans for the following:

- Academic Master Action Plan
- Center for Teaching and Learning Action Plan
- General Education Action Plan

## **Baltimore City Community College**

### **CABINET UPDATE**

#### **Board of Trustees, November 15, 2023**

*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 registered 343 ABE/GED students in October.*
- *ABE started 22 ABE classes in October (4 classes in corrections, 3 classes at Harbor campus, 15 online) Both ABE and ESL departments continue to provide hands-on professional development work with instructors and staff.*
- *46 actual GED exams were taken; 28 content-specific exams were passed; 8 GED content exams did not pass by 1-3 pts*
- *93 GED Ready tests were taken; 42 received a “Likely to Pass” on the GED Ready tests; 10 students missed getting a “Likely to Pass” by 1-3 points*
- *3 more students have earned their high school diploma for a total of 9 this fiscal year (2024)*

#### **Community ESL**

- *Ten (10) 10-week sessions began in September with over 170 students registered and started six (6) 10-week sessions in October with 111 students enrolled.*
- *IELCE/CNA training; fourteen (14) students finished the Integrated English and Civics Education/Certified Nursing Assistant program at CASA de Maryland.*
- *A second IELCE/IET CNA cohort with CASA began October 2, with 12 students registered.*
- *The 32BJ Thomas Shortman Training Fund fall session began October 7 with two ESL classes and one computer literacy section.*

#### **Partnerships**

- *ABE/GED will continue running two classes in Corrections in August*
- *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.*
- *BCCC and CASA de Maryland have partnered to run IELCE/IET CNA and CHW courses. The college expects this partnership to produce multiple cohorts and serve over 100 students per fiscal year.*
- *C-ESL is partnering with Enoch Pratt Library to offer ESL classes at strategic branches across southeast and southwest Baltimore. There will be future discussions about Refugee Assistance Program classes (RAP) taking place at Herring Run branch.*

#### **English Language Institute (ELI)**

- *The ELI Pathways Program was officially approved by USCIS and BCCC can once again begin accepting F-1 students into ELI.*
- *ELI is running 12 sections this fall, with many classes at or near capacity.*
- *ELI supported the MSP Summer Bridge program by providing two (2) cohorts ESL and Pre-100 courses with 36 students registered.*
- *ELI staff are working with Mayor’s Scholar Program students to register them for Fall 2023 classes.*
- *Updated the Placement & Exemption Rubric needs to be ratified (Advising, Test Center, Registrar, International Student Office) for USCIS compliance purposes.*

- *ELI continues to work with admissions on ELI referrals for ESOL students*

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

- *The SOR continuation grant for FY 24 was officially approved by MORA, with a funding increase of \$70,000 as compared to FY 23.*
- *Re-enrolled eligible SOR clients for BCHD food boxes*
- *The ELS department worked with IRC to re-apply for the Citizenship grant via USCIS.*
- *Four (4) Citizenship Preparation classes will begin 10.9, serving approximately 40 unique clients.*
- *Reached out to 7 potential partners: Two MD Aging Services departments, MD Food Bank, Ukrainian Church, Islamic Society of Baltimore, BMS, Masjid as-Saffat*
- *After determining SOR clients' interest, completed applications for BCHD food box delivery through August (# of applications still TBD)*

### ***Refugee Youth Project (RYP)***

- *The RSIG continuation grant for FY 24 was officially approved by MORA, with a funding increase of about \$50,000 as compared to FY 23. The grant now provides over \$1 million in funds for refugee and asylee youth ages 0-24.*
- *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*
  - *Program began 10/3; 81 enrolled students.*
  - *More students potentially being enrolled*
  - *Six instructors and 1 site coordinator*
- *Furley ES*
  - *Program starting on 11/7 after school*
  - *58 potential students.*
  - *5 instructors, 1 site coordinator*
- *Patterson HS*
  - *Program started 10/2*
  - *2 instructors plus AmeriCorps MICA member/RYP Specialist*
  - *JHU International Teaching and Global Learning students volunteering both days with students plus Loyola volunteers*
  - *RYP Zine Reading party held on Friday 10/27 with students*
- *Mt. Royal E/MS*
  - *Rehired 2 staff members, looking for additional teachers*
  - *Start date 10/3, program running 3 days a week*
  - *32 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 on 11/7 (or the next week) after school*
  - *Hired 1 instructor, 1 more has interview scheduled 10/24*
  - *20 potential students*
- *RYP is considering two (2) new sites for the upcoming SY: Digital Harbor HS and Hazelwood ES*

### **Refugee Assistance Program (RAP)**

- *With Federal FY 23 now finished, almost 700 individual refugee and asylee clients were served in RAP. The target for the year was 400 unique clients.*
- *Seven (7) classes began on 10.9 with nearly 200 students registered.*
- *74 newly resettled refugees and asylees were referred to BCCC for ESL classes in October.*
- *5 mini-sessions began in August with 99 students registered. These classes were designed to capture students who arrive after the 20% date, providing them an opportunity to begin their learning without unnecessarily waiting for the end of the fiscal year (Sept 30).*

### **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.*

### **JHPIEGO/ About - Jhpiego**

- *In August 2023, Workforce Development started a partnership with JHPIEGO Baltimore City Health Department in Community Health Worker training for up to 18 (eighteen) incumbent workers. Participants are scheduled to complete clinicals and certification in November 2023.*

### **Baltimore Alliance For Careers in Healthcare**

- *Workforce Development is working closely with the Baltimore Alliance for Careers in Healthcare to offer healthcare training for Baltimore City Residents over the summer months. Collaborating with BACH has assisted with enrollment increases in healthcare programs. The partnership has yielded a total of fifty-seven students, including five Patient Care Technician Cohorts (44 students); one Multi-Skilled Medical Technician (4 students); and Emergency Medical Technician (9 students).*

### **Center for Urban Families**

- *Workforce Development worked closely with the Center for Urban Families to enroll over 75 students in Certified Nursing Assistant (CNA) and Community Health Worker Programs (CHW), Diesel Mechanics, and Commercial Driving License (CDL) programs. The workforce is entering the final year of the BOOST grant partnering with Center for Urban Families (CFUF). CFUF has also received funding for an additional 75 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.*

### **Goodwill Industries**

- *In August 2023, we began a CNA cohort of eighteen (18) students that are scheduled to complete in October 2023 and receive MBON CNA certification, as well as a Pharmacy cohort of twelve (12) students that will complete and certify as Pharmacy technicians in October 2023.*
- *Workforce started a new CNA Cohort with thirteen (13) in September 2023 to complete and receive certification in December 2023.*
- *In August 2023, Goodwill enrolled four students into the Warehouse and Logistics program. These students have received their Certified Logistics Associate, OSHA 10, and Forklift certification. Another class is scheduled to begin in November 2023, with ten (10) Goodwill students.*

- *Workforce Development will be partnering with Goodwill Industries in 2024 to have four cohorts each of Certified Nursing Assistant and Pharmacy Tech with up to sixteen (16) students per cohort.*

#### ***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. The first class will begin in October 2023 with a projected twenty (20) students. The class will finish in April 2023 with successful completers walking away with MBON CNA certification and GNA licenses.*

#### ***LifeBridge Health***

- *Workforce Development is partnering with Sinai Hospital to begin a cohort of up to sixteen (16) students for CNA/GNA (Certified Nursing Assistant) to begin in October 2023 and complete in January 2024.*

#### ***University of Maryland Medical Center***

- *Workforce Development will be coordinating with University of Maryland Medical Center to begin a PCT (Patient Care Tech) Cohort to begin in October 2023*
- *In June, the University of Maryland began a Phlebotomy training cohort of seventeen (17) students and are scheduled to complete in September and October 2023.*

#### ***Commercial Driver's License (CDL B)***

- *Workforce Development offered its first Commercial Driver's License (CDL) class in spring 2022. Since October eleven (11) more students have received their CDL-B license and thirty-three (33) more students are currently enrolled and expect to pass the MVA test before December 2023.*

#### ***Warehousing and Logistics***

- *Workforce Development brought back the Warehousing and Logistics class to South Pavilion in July 2023. With an initial cohort of ten (10) students they are scheduled to complete in August 2023 with certifications in OSHA 10, Forklift Operation and Certified Logistics Technician through the Manufacturing Skills Standards Council.*
- *A new class will begin in November 2023 with up to twenty (20) students enrolled.*

#### ***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.*

#### ***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
- **GEERS** - \$558,000 to offer workforce training to Maryland residents

### Career Services Updates

- *Career Services has been working with City Schools on a recruitment effort for several positions, such as: paraprofessionals, CDL drivers, clerical positions, and food service.*
- *42 new students were enrolled in job readiness training this month.*
- *Career Services has conducted several Job Readiness courses for current healthcare programs, Emergency Medical Technician, Patient Care Technician, and Certified Driver License programs.*
- *Career Services has recruitment opportunities in Early Childcare (Kreative Minds Learning Center); Morgan State University, Penske, Blakehurst (CDLs) and University of Maryland Medical Center.*
- *Career Services continues to work with partners to create career placement trainings opportunities for students. This includes placing students with Kennedy Krieger to work with children and young adults with developmental disabilities in the Neurobehavioral Unit.*
- *Career Services continues to coordinate with Workforce to connect students to job opportunities directly related to their training experiences. The Career Services Team coordinates recruitment efforts with Workforce to provide comprehensive support to completers.*

**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: 261*
  - *Carver: 70*
  - *Digital Harbor (New Era): 40*
  - *Dunbar: 151*
- *Current # of PTECH Students Enrolled in BCCC Classes: 202*
  - *Carver: 70*
  - *Dunbar: 106*
  - *Digital Harbor (New Era): 26*
    - *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 Harbor 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 focuss 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.*
- *BCCC/RYP received a \$750,000 ARPA Grant award from the Mayor's office. This money will be used to support Refugee Youth Project's mission of serving refugee and asylee youth, one of the most vulnerable populations in Baltimore.*

## **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:*

- *The Main Liberty campus Front Entrance Sign, Security Kiosk, Nursing Cooling Tower Replacement, and Physical Education Center Concrete Repairs projects have all started in October.*
- *Facilities is working to coordinate to ensure operations are not disrupted and that projects are completed on time.*
  - *Ongoing construction projects with DGS include the Main Cooling Tower Replacement, the HVAC Upgrade in LSB and Fine Arts, the Replacement of 7 Elevators, and Restroom Renovation in Fine Arts.*
  - *Regarding Loop Road, all parking areas and roadways have reopened. The next steps include striping, signage, and traffic calming measures. Please follow the instructions of the Public Safety Officers and continue to use caution when entering and exiting the Campus.*

*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).

- Maintained operational coverage 24/7 to include offsite locations.
- Executed a traffic control plan to support the start of the new semester while the college roadway is being resurfaced.
- Supported All Special Events scheduled.
- Continue to collaborate with BCPD Northern District to support monitoring of the South Pavilion during off hours.
- Collaborating and monitoring the installation of security automatic door swipes and CCTV cameras college wide.
- Public Safety supported the in-person CDL, GED, and ESL programs at RPC and WDCED including weekend classes.
- Public Safety, in collaboration with the Office of Student Affairs and Baltimore City Police Department, gave an active shooter presentation to students only on Monday October 30, 2023, from 12 pm to 2 pm in the Fine Arts Auditorium.
- Public Safety will be sponsoring another Active Shooter presentation to staff on November 15, 2023 TBA.
- Public Safety in conjunction with Facilities have installed three (3) Light Towers on the Palladium parking lot to enhance security measure along with patrols from 8 am to 10 pm .
- Public Safety continued to support the Camera and Access Control project. Public Safety will continue to attend bi-weekly meetings and support this project for the upcoming months.
- Public Safety staff continued to produce and distribute identification cards for students and faculty/staff while following safety protocols including masking, social distancing, and physical barriers. An appointment system using [idcards@bccc.edu](mailto:idcards@bccc.edu) was implemented and has been utilized to enhance safety by limiting the number of people serviced at one time



## Baltimore City Community College

### CABINET UPDATE

#### Board of Trustees, November 15, 2023

*Ms. Donna Thomas, Interim Vice President, Student Affairs*

### RECRUITMENT & ADMISSIONS

In October 2023, Admissions continued to engage with various high schools and community partners. The recruitment territory expanded to include all Baltimore County Public Schools (BCPS), and recruiters made calls to each high school. Recruiters also begin to engage with churches by placing calls and emails for the college to partner with their education ministry. The Dean of Enrollment Manager and Recruiters participated in twenty-seven off-campus and on-campus recruitment activities.

Also, the Dean of Enrollment Management revised the current online sign-in form the Admissions Office uses for visitors. The new form provides clear and concise options for visitors to indicate the service they need when in the office. The new form will be implemented for staff and visitors to use beginning November 6, 2023. The Dean of Enrollment Management continues to conduct interviews to fill vacant positions. The vacant positions are: 3-Admission Recruiters and Director of Admissions.

### Off-Campus Recruitment Activities

Date	School/Organization	Activity
10/9/2023	Renaissance Academy	College & Career Fair
10/9/2023	Carroll County Public Schools	College & Career Fair (Tabling)
10/10/2023	Digital Harbor High School	MSP Presentation & BCCC Application Assistance
10/10/2023	Dunbar High School	BCCC Application Day and Mayor's Scholar/Degree Pathways Presentation
10/12/2023	Dunbar High School	BCCC Application Day and Mayor's Scholar/Degree Pathways Presentation
10/12/2023	Mount Saint Joseph & Mount De Sales Academy	College Fair (Tabling)
10/13/2023	Edmondson Westside HS	College Fair (Tabling)
10/15/2023	Baltimore School for the Arts	College Fair (Tabling)
10/17/2023	iMentor Baltimore Event at Academy for Career and College Exploration	Informational Session
10/18/2023	Park Heights Renaissance	Resource Fair
10/18/2023	Baltimore Design School	College Fair (Tabling)
10/19/2023	National Academy Foundation	Information Session (Mayor's Scholars, Granville T. Woods Program, Nursing Program, Dual Enrollment) & Assist in Completing BCCC Applications
10/21/2023	Prison To Professionals (P2P)	Virtual Job Fair

10/23/2023	Augusta Fells Savage Institute of Visual Arts	Application Assistance
10/24/2023	Baltimore Polytechnic	College Fair (Tabling)
10/25/2023	Dundalk High School	College Representative (MSP Presentation Only form 20-30 mins)
10/25/2023	ConneXions: A Community Based Arts School	Informational Session: Mayor's Scholar & Application Assistance
10/25/2023	Youth Opportunity Academy & Mayor's Office of Employment Development	Fall Open House
10/26/2023	REACH! Partnership High School	College Fair (Tabling)
10/27/2023	Horus Scholars	College, Trades, and Scholarship Expo
10/27/2023	Horus Scholars	College, Trades, and Scholarship Expo
10/31/2023	Parkville HS	College/Trade
10/31/2023	Green Street Academy	Informational Session: Mayor's Scholars Program, Dual Enrollment, Application Process
10/31/2023	Gwynns Falls Elementary School	Book Character Parade

**On-Campus Recruitment Activities**

Date	School/Organization	Activity
10/11/2023	Viven T. Thomas	Scavenger Hunt and Presentation on Mayor's Scholars Program
10/13/2023	Excel Academy at Francis M. Wood	Group Tour & Information Session
10/27/2023	Baltimore Design School	Group Tour & Information Session

**Admissions Operations**

September 2023	
Number of Sign ins for Walk-in Service	242

**Connection to Enrollment**

During the month of October, the Data Entry Specialists continue to review SPAM applications for any application submitted with an out of state address. Under the new review process for Spam applications, a standard view is used that identifies all SPAM applications and if the address is verified or not found. Each application reviewed by the Data Entry Specialists is recorded on a spreadsheet to track how many applications are being withdrawn due to the application being flagged as spam or have been cleared because the application is valid. This spreadsheet will allow Admissions to have data as it pertains to SPAM applications and identify common trends.

Also, IT identified three vendors who can support the front-end fraud detection in the CRM application that other Banner schools are using. BCCC will move forward with scheduling a demo with them to identify which one will work best for the college.

The Dean of Enrollment Management worked with IT to get a list of students, who were admitted for Fall 2023 term but never enrolled. Admissions will send a communication to each student informing them they can register to take courses at the college for the Winter or Spring terms.

Additionally, the Dean of Enrollment Management attend training during the month of October for Parchment. The training was to implement the premium package and allow for transcripts to be streamlined between Admissions and Records and Registration. The training concluded on 10/26/2023 and the enhanced features are live.

Lastly, the Dean of Enrollment Management continues to work with IT to create standard views or reports in CRM Recruit that will provide the following data:

- Applications by Recruiter
  - Allow recruiter to monitor applicants by assigned territory.
- Number of Applications Received (Daily/Weekly/Monthly)

### **Dual Enrollment Program**

The Dean of Enrollment Management and Assistant Vice President of Academic Engagement and Partnerships collaborated to edit the existing dual enrollment webpage. The recommended changes to the webpage consist of:

- Remove outdated information.
- Update course offering list.
- Create hyperlinks for each course offering to provide a detailed overview of the course.
- Include eligibility requirements and discount rate for out of city residents, homeschool students, and charter schools.
- Create Frequently Asked Questions (FAQ).
- Add deadline dates.
- Ensure information is clear and concise.

The goal is to have the new webpage available by mid-November.

## **INTERNATIONAL STUDENT SERVICES (ISS)**

### **Student Services & Workshops**

ISS held over 163 admissions and advisement meetings with international students [online (27+), in-person (29+), phone calls (50+)] and general students (21+). They also sent over 229 emails to F-1 visa students and other international students in October. Most international students were at varying stages of enrollment in classes or meeting with a Designated School Official to review their applying for spring 2024 entry. Some international students were preparing for post-graduation employment and/or transfer out.

The Coordinator of International Student Services and the International Student Advisor convened four meetings of the International Students Club, along with the club's other adviser, Prof. Daniel Izume. The club spent most of its time working with the Office of Student Life and Engagement to plan the College's annual International Education Week, a nationwide series of events to explore various aspects of international education (study abroad opportunities for students of U.S. HEIs, cooperative education opportunities between HEIs around the world, and celebrating/supporting incoming international students and scholars attending U.S. HEIs).

### **Immigration Compliance**

On 10/10/2023 ISS staff and the Dean of Enrollment Management had a virtual meeting with our Department of Homeland Security (DHS), Student Exchange Visitor Program (SEVP) Field Representative. This annual meeting is scheduled with each school admitting F-1 visa students. The intent of these SEVP-initiated annual meetings is to provide an open-ended discussion with an DHS/SEVP official with Designated School Officials (DSOs), and to make sure the school is still in operation. These annual meetings are required to allow the school

to continue admitting F-1 visa students. Topics covered included:

- Our upcoming school recertification is due 02/26/2024.
- Reporting changes in academic programs F-1 visa students can attend: ESL Pathways, online-only programs, new programs.
- Recent changes and clarifications of F-1 visa regulations due to COVID, employment authorization for students, Special Student Relief for students from Afghanistan, Burma (Myanmar), Cameroon, Ethiopia, Haiti, Hong Kong, Somalia, South Sudan, Sudan, Syria, Ukraine, Venezuela, and Yemen, and Temporary Protective Status for students from El Salvador, Haiti, Honduras, Nepal, Nicaragua, and Sudan.
- Increase in spam and scam activity targeting F-1 visa and other visa holders.

On October 13, 2023, ISS staff and the Dean of Enrollment Management had a virtual meeting with Dr. Denise Holland, Program Coordinator of the Cyber Security and Assurance program. The discussion clarified F-1 regulations and success strategies for international students enrolled in Cyber Security programs. International students on F-1 visa may remain enrolled in the program, even with recent change in teaching modalities, since they will be able to attend classes in-person or hybrid.

The month of September is one of two main reporting times of year for Designated School Officials to update the immigration record of every F-1 visa student in the Department of Homeland Security (DHS) Student & Exchange Visitor Information System (SEVIS), in compliance with F-1 regulations. The International Student Advisor and the Coordinator of International Student Services completed all such registrations in SEVIS by the deadline - within 30 days of the start of the semester. The International Student Advisor took lead on this project, to update over 100 records, comparing the BCCC database and the SEVIS database, making manual updates to names, majors, addresses, phone numbers, email addresses, foreign addresses and more. They also had to print new forms I-20 for the 40+ new students who either transferred in, arrived from overseas, or changed their immigration status. The International Student Advisor reviewed all F-1 international students' registration status multiple times during the month of September to ensure their full-time registration. Students must register for at least 12 credits each semester, of which at least 9 credits must be in-person. The system has not yet been configured to report how many credits are either online (ON) or virtual (VIR) for this F-1 visa student population. ISS staff communicated with all F-1 students via emails, phone calls, Canvas announcements, and through in-person meetings and orientation to help them to complete full-time registration and continue to comply with F-1 regulations, with the International Student Adviser taking the lead on this communication project.

### **Partnerships**

On 10/13/2023 six members of the International Students Club attended the Maryland Community College ADA conference held at Howard Community College. The ISC members' participation was made possible through close cooperation between the International Student Advisor and Student Life & Engagement Staff. ISC members comprised the majority of BCCC student participants. All student participants made presentations at the next weekly ISC meeting.

### **Presentations**

On 10/25/23, the Coordinator of International Student Services attended the annual "I Stand With Immigrants" event, featuring students from Nigeria, Brazil, Mexico, and Guatemala, with various immigration paths to the USA, including F-1 student visa and undocumented. He worked with the Office of Student Life & Engagement to arrange for two BCCC alumnae to attend. Our current SGA President, Alice Andrade, was joined by our former SGA President and BCCC Board of Trustee Member, Maricruz Abarca, as well as our Valedictorian from the spring 2023 graduating class, Lilian Saloj Cajan. Ms. Abarca is currently the Chief of Staff for Maryland Delegate, Gary Simmons.

## **Training**

- On 10/11/23, the Coordinator of International Student Services attended the college wide “National Coming Out Day” program.
- On 10/12/23, the ISS staff attended the college-wide “Hispanic Festival Celebration.”
- On 10/16/23, the Coordinator of International Student Services attended the Student Affairs Leadership Team training on the JCR Report preparation.
- On 10/17/23, the International Student Advisor attended the webinar, “U.S. Export Controls & Compliance for U.S. Academic and Research Institutions.”
- On 10/18/23, the Coordinator of International Student Services attended the College’s monthly Board of Trustees meeting.
- On 10/20/23, the Coordinator of International Student Services led a training course for Admissions Recruiters on data entry in Banner.
- On 10/26/23, the Coordinator of International Student Services participated in a candidate interview for Director of Admissions.
- On 10/27/23, the Coordinator of International Student Services represented the Admissions Office at the fall meeting of The Maryland Organization of Community College Registrars and Admissions Officers (MOCCRAO), held at Community College of Baltimore County – Essex Campus, along with two representatives from Records & Registration. The focus of the meeting was a presentation by a Parchment representative of the relaunch and expansion of the Articulation System of Maryland (ARTSYS), a fundamental recruitment and retention tool, allowing students to plan for transfer from community colleges to bachelor's programs. In the breakout Admissions meeting, topics included dual enrollment, best practices implementing Customer Relations Management systems (such as CRM Recruit), integration with Student Information Systems (such as Banner), and strategies to reduce spam applications and protecting institutions from ransomware attacks.
- ISS Staff attended several transcript evaluation training sessions held by Parchment, as part of the College’s recent upgrade to premium processing.

## **VETERAN SERVICES**

In October 2023, the highlights for Veteran Service include:

- Gathering and completing the required documentation for BCCC to become Federally Compliant
  - The deadline to submit all required documentation is November 13, 2023.
- Met with Maryland College Collaboration for Student Veterans Commission (MCCSVC) 4th quarter meeting at UMBC on October 12, 2023.
- Met with Sabria Epps the Education Services Specialist (ESS) at Aberdeen Proving Grounds Education Center to create a partnership with the college. The meeting led to ESS inviting the college to their upcoming education fairs in Spring 2024
- Engaged with Rodeny Anderson the Education Services Specialist ESS at Fort Meade. The exchange led to the college being invited to their Graduation Recognition Ceremony on November 16 to meet with the staff at the Meade Education Center with hopes of building a bridge for their service members to take courses at BCCC. As well as an invite to attend their annual Education Fair in March 2024.
- Received the Marine Toys for Tots Program boxes from GySgt Quiroz. Veteran Services kicks off the Toys for Tots drive collection starts November 01- December 11.

## **MAYOR’S SCHOLARS PROGRAM (MSP)**

In October 2023 the Mayor’s Scholars Program (MSP) team completed approximately twenty on-and-off campus tours, information sessions, college fairs and application sessions. The team provided information to approximately 2,478 students.

**Monthly Recruitment Calendar**

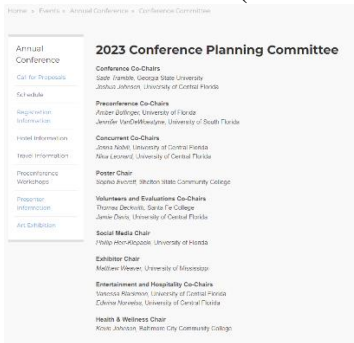
Date	School	Estimated # of Participants
10/9/23	Carroll County Public Schools	175
10/10/23	Dunbar High School	122
10/11/23	Viven T. Thomas	40
10/12/23	Dunbar High School	122
10/13/23	Edmondson Westside HS	500
10/13/23	Excel Academy at Francis M. Wood	20
10/15/23	Baltimore School for Arts	125
10/18/23	Baltimore Design School	62
10/19/23	National Academy Foundation	30
10/20/23	Green Street Academy	70
10/23/23	Augusta Fells Savage	60
10/24/23	Baltimore Polytechnic	150
10/25/23	Dundalk High School	50
10/25/23	Connexions	40
10/26/23	Reach! Partnership HS	80
10/27/23	Baltimore Design School	62
10/27/23	Horus Scholars	500
10/31/23	Parkville HS	120
10/31/23	Green Street Academy	50
10/31/23	Gwynn Elementary	100
	<b>20 Total Visits</b>	<b>2,478 Total Est. of Participants</b>

**Retention Efforts**

- Ran a Mid-Term Grade Report for MSP students taking 16 Week Courses
- Reached out to 217 students who earned grades of “D” or “F” on their midterms.
- Emails and Phone Calls were conducted to students in an effort to provide support and assistance before the withdrawal period ended.
- 126 student walk-ins for the month

**Professional Development**

- NACADA – The Global Community For Academic Advising (Mid-Atlantic Region 2)
- Dr. Johnson represented Baltimore City Community College as 2023 Conference Planning Committee (Health & Wellness Chair)



## **ATHLETICS**

The Women's Volleyball team concluded their season. They did not post any victories but were able to establish the program in the Maryland Junior College Conference (MDJUCO) and the NJCAA region 20. Another positive from this first season is the establishment of live streamed athletic events. The volleyball team was the first BCCC athletic team to broadcast live from the PE Center.

Student athletes were able to compete against schools across the east coast. The inaugural season was also the first chance for all the team members to compete at the college level. This year's experience has shown that to be competitive in volleyball, a program must look beyond city high schools to get access to prospective student athletes who have played in the regional AAU (Amateur Athletic Association) Club circuit. To that end, the program has reached out to local clubs and is looking for a new coach who has experience coaching at the elite club level.

Unfortunately, the department had to cancel the women's basketball season due to a lack of student participants. A few of the women who had committed to play decided not to. In addition, injuries to other students left the team with just five students. The department will conduct weekly open gym sessions specifically for women to promote the program to women on campus as well as provide an opportunity for local HS girls to practice with the coach. The goal is to keep those who are interested engaged and to promote the opportunities to area high-school teams.

The men's basketball season will kick-off Sunday November 5. The team is made up of student athletes from local high schools as well as Australia and France. All the starters are freshmen who are eager to compete at the collegiate level. They will begin their season at home against Allegany College of Maryland. The game will also be the first livestreamed basketball game for BCCC.

Outreach and recruitment continue for the program. The Athletic Director has met with the Mayor's Scholars Program Director to coordinate recruitment efforts. With coordination there can be an incentive for area high-school students to consider enrolling at BCCC. The director of the program has shared the names of high schools they visited. The two programs will "tag team" in some instances to ensure the prospects at specifically targeted schools receive a consistent message relative to opportunities at BCCC. In addition, the department has acquired a QR code to be used in marketing materials. The code will take the prospective students to the athletic department website, where they can learn more about the sports offerings here at BCCC.

Recreation opportunities for the general student population as well as faculty and staff continue to be offered. The schedule was developed after consultation with faculty members who teach courses in the physical Education Building. The following times and areas are available for students, faculty, and staff:  
Monday and Wednesday 6-8:00 pm will be promoted as a time for women basketball players to practice and receive instruction from the coach. In addition, on Thursday evening at 6-8:00 pm the gym is set up for the volleyball team and those local area players. The designated night will give the current team a chance to continue their growth as players as well as attract more students to the program.

## **RECORDS AND REGISTRATION**

### **Enrollment**

Currently 3,940 students are registered for the Fall 2023 semester. All registration periods for the fall semester have ended. Students are now withdrawing from courses and faculty are reporting their never attended students.

**Banner**

Records and Registration will collaborate with IT and Ellucian to discuss utilization of GJRPSIM in Banner to use to make accounts that have not had any activity for a year or more inactive. Utilization of this feature will streamline the readmit process.

As the office continues to work in Banner technical concerns need to be addressed. Some of the technical concerns identified are specific to how new student data is brought into the system. There are several student accounts where student names are all lower-case and their student type is incorrect. Also, there are still ongoing issues related to duplicate accounts, incorrect student majors, and incorrect residency/billing information. To create a more streamlined approach to track and resolve these technical issues further discussion with the Interim Vice President of Student Affairs is required.

**Records**

An evaluation will be conducted to evaluate the resources needed to coordinate the review of paper records for document imaging.

**Fall 2023 Degree Audits**

- Fall 2023-degree audits started on September 14, 2023
- Degree audits were completed on November 2, 2023, 40 days earlier than what is typical due to the use of Degree Works

Between September 14 and November 2, 2023, Records and Registration staff:

- conducted 919 first-time degree audits for students enrolled in Fall courses.
- updated five previously performed audits.
- emailed audit findings to the respective Program Coordinators with a request for response by no later than December 1, 2023.
- updated students via email that their audit(s) had been dispatched to Program Coordinators; and,
- processed 89 audits verified by Program Coordinators and emailed the final outcomes to students' BCCC and personal email addresses.

Below is a breakdown of Fall 2023 totals recorded thus far:

	AA	AAS	AS	ASE	AAT	Deg Total	Cert Total	Full
<i>Conferred</i>	0	0	0	0	0	0	0	0
<i>Anticipated Conferrals</i>	30	42	24	2	0	98	25	123

At this time, there are no known audits to be performed.

Over the course of the semester, students who appeared on the degree auditing report were contacted twice for the purposes of confirming their program of study, and any corrections made are factored into the Fall 2023 totals cited earlier.

Conversely, the conferrals-to-audits performed ratio for Fall 2023 is at 13.38%, slightly higher than prior Fall semesters tracked, each of which saw declines each term. This uptick can be traced to direct communication with students at the start of the semester to verify their program of study.

Note: these numbers will likely change as we approach the December 16, 2023, conferral date, as



(1) Program Coordinators begin submitting course substitutions / grade changes and (2) students request to be evaluated for a different program.

**Degree Auditing Methods and Degree Works (Fall 2023):**

Records and Registration is actively using Degree Works to facilitate Fall 2023-degree audits as a means of simultaneously validating the scribe work performed on new programs and catalogues added by Ellucian staff over the summer.

A meeting was held on October 30, 2023, to discuss validation and rollout planning. Interim Vice President Thomas (Student Affairs) will work with Vice President Hill (Academic Affairs) to select key faculty to assist with the validation process, which is currently slated to run from mid- November through December 8. Validators will be provided with a tracking sheet to log discrepancies, which Records and Registration staff will work to address.

Following the validation window and any necessary corrections—and contingent on the approval of Cabinet—the intention is then to move Degree Works from the Testing to Production environments before being rolled out for faculty and staff users during the professional days in the lead-up to Spring 2024.

**Special Projects:**

- Preparing the Grad Application in Banner

Collaboration with IT to create student records is in progress to begin testing **Transfer Articulation**

The Parchment Receive Premium (PRP) project is complete. With Parchment Receive Premium, Records and Registration now has access to submit transcripts indefinitely instead of only 30 days. PRP also allows the office to separate high school and college transcripts and have a more organized inbox.

As of October 2023, YTD - Records and Registration staff conducted a total of 1,655 Official Transcript Evaluations with total credits reviewed of 20,163. Currently there are 414 open evaluations pending review.

<b>Received thru Oct 2023</b>	<b>1873</b>
<b>Received thru Oct 2022</b>	1220
<b>% increase YOY</b>	57%
<b>Anticipated 2023 total</b>	2941

	Received	Processed	Rem to review	# of Credits Evaluated	# Credits Awarded
2022 proc in 2023	0	149	0		
January-23	202	202	0	3009	2651
February-23	108	108	0	1499	1398
March-23	116	116	0	1680	1586
April-23	138	138	0	1899	1722
May-23	235	235	0	3273	3316
June-23	223	223	0	2871	2765

July-23	226	162	64	2210	1961
August-23	363	72	291	673	625
September-23	141	163	355	2481	2293
October-23	121	87	414	568	512
November-23					
December-23					
<b>Totals</b>	<b>1873</b>	<b>1655</b>		<b>20163</b>	<b>18829</b>

**Current Projects**

1. Create Elective courses in Banner for use in articulations and Degree Works.
2. Create DV Equivalents in Banner for all CC for DV exemptions.
3. Contract worker assisting with build of new courses in Banner to be used for articulations.

**Academic Affairs continues to review the policies listed below:**

1. Transfer with Success Act – Need to review current practices and develop articulation policy based on new regulations.
2. Cambridge AICE Credits – Need policy created/published per MHEC directive.
3. IB Credits – Need to review/update equivalents – Courses have changed.

**Outgoing Transcript Orders**

Records and Registration continue to work with IT Services and Ellucian to fix the issue in printing transcripts. There is a current workaround for this issue but continued discussion and collaboration with IT and Ellucian will occur.

Month	Number of Transcripts Sent	Total Paid to BCCC
August 2023	755	\$3,775
September 2023	478	\$2,390
October 2023	495	\$2,475
<b>Totals</b>	<b>1728</b>	<b>\$8,640</b>

**OFFICE OF FINANCIAL AID**

The Office of Financial Aid, through a variety of need-based and merit-based financial aid programs, serves as a major component in the recruitment and retention efforts of the Baltimore City Community College’s enrollment management initiatives. In this mission, the Office of Financial Aid’s goal is to assist in providing quality educational opportunities for a diverse population of students. Assist students and their families with financing their college education through the various federal, state, institutional, and other financial aid programs.

The three areas of improvement: efficiency, training, and learning and communication for October are being addressed:

**Improve efficiency:**

**Going paperless**

- I. Immediate solution: Staff scanned Verification, SAP (Satisfactory Academic Progress), and all other student documents into the O drive so all financial aid documents are in a centralized location

and available to all staff members if needed. A quality assurance program was set in place, which is reviewed by the assistant director periodically.

- II. Long-term option: Using the Inceptia Portal for Verification, SAP, and PJ (Professional Judgment) to scan and store documents until the Ellucian document management system is available.

**Goal One: Evaluate current processes and staffing.**

**A. Phase One: Automating processes**

- I. Set up automatic processes with ISE Job Scheduler via TD-Clint to run FAFSA (Free Application for Federal Student Aid) and COD (Common Origination and Disbursement) imports/exports each night.
- II. The department revisited the auto packaging in Banner for awarding, disbursement, and adjustment for Pell and FSEOG (Federal Supplemental Educational Opportunity Grant) based on students' final enrollment statuses at the end of the last module on Oct 18, 2023.

**B. Phase Two: Review job descriptions:**

Reviewed job descriptions of Office Specialists to ensure job duties are accordingly distributed and aligned with job descriptions. The goal is to hire a FWS (FEDERAL WORK STUDY) Specialist, Financial Aid Coordinator, and FA (Financial Aid) Specialist.

**C. Phase Three: Staffing:**

With the proposed increase on campus and virtual presence through partnership with the virtual help desk, the financial aid office will evaluate the demand and its impact on staffing.

**Goal Two: Training**

- A. **Phase One:** Evaluated training materials, determined relevance, and created an overall Banner training guide for each role within the department and created an SOP (Standard Operating Procedures) for State funding, which now allows more relevant cross-training within the department and ensures employees are aware of their area of responsibility. (Ongoing process)
- B. **Phase Two:** Developed training materials for distinct functions to allow seamless operation of the tasks in the department.
- Provide 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.
- C. **Phase Three Policy review and creation** Review current financial aid policies to determine updates required and any missing policies that need to be developed.

**Goal Three: Improve and Increase Communication.**

- A. Develop a social media marketing plan for the department 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. Also, update the financial aid webpage 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.

### **Achievements for Financial Aid in October 2023**

- Resolved students with various Rejected issues that prevented 23-24 PELL Grants disbursing.
- Reconciled Federal PELL Grant (FPELL) Discrepancies between COD and Banner.
- Resolved Federal Supplemental Educational Opportunity Grant Discrepancies.
- Identified and resolved all students whose SGASTDN records changed to Non-Degree Seeking due to updates made by the Registrar.
- Student Reach Out Campaign. Called students with 22-23 FAFSA missing High School Information.
- Completed Federal Work Study Reconciliation Process for Award Year 23-24 weekly.
- Hosted Work Study New Supervisor Orientation sessions to review the 23-24 FWS Program as needed.
- Hired a new Federal Work Study Student.
- Completed MHEC (Maryland Higher Education Commission) Credit Enrollment Review.
- Submitted MHEC Credit Roster for the Fall 2023
- Reviewed Verification and C- Codes Reports
- Reviewed SAP report.
- Reviewed MMR disbursement report.
- Reviewed Packaging Report
- Reviewed Fund Reports for FWS and FSEOG (Federal Supplemental Educational Opportunity Grant)
- Reviewed Inceptia Report for ISIRs (Institutional Student Information Record) selected for Verifications.
- Reviewed Duplicate ISIRs File Report.
- Reviewed Suspense ISIR (Institutional Student Information Record) file Report

### **Outreach efforts:**

Outreach efforts include Early FAFSA Application notification emails, weekly workshops, monthly Financial Aid information sessions, and daily walk-in assistance for FAFSA completion.

### **Total number of students packaged for Fall 23 and Spring 24**

Number of students packaged with Pell: 3,229  
Amount of Pell Disbursed for Fall 23: \$3,507,604.32.

Number of students packaged with FSEOG for fall 23 and spring 24: 707.  
Amount of FSEOG Disbursed for Fall 23: \$330,913.

Number of students offered with FWS for Fall 23 and Spring 24: 207  
Number of students placed for FWS Jobs at the Campus: 66

Total State Grant Awards: \$ 44,291  
Total State Grant Recipients: 81

## UPWARD BOUND MATH AND SCIENCE PROGRAM - Fall 2023

The Upward Bound Math & Science (UBMS) Program continues to hold Academic year classes, workshops, and labs during the Saturday Academy. Students attended lab sessions at both the University of Maryland BioPark Center and BCCC Life Science labs to engage in STEM experiments. Additional UBMS Parent information sessions were held on campus at selected public library meet-ups and virtually on Zoom/Microsoft Teams. On October 7, new students were also administered a diagnostic exam, while returners attended college -readiness workshops. On October 21, student groups conducted a Piglet dissection or attended Math and English tutorial classes.

### UBMS Student Participants

- 19 returning students from FY 22-23
- 17 new student applications FY 23-24
- Total enrollment: 36 students=60% capacity

### Outreach and Recruitment

UBMS visited target schools to continue recruitment efforts and follow up on student application submissions. Also, UBMS established new connections with several high schools and community associations with scheduled follow up visits in November.

Event	Contacts
Cherry Hill Elementary/Middle High School Choice Fair	15 students completed interest forms
Academy for College and Career Exploration (ACCE) HS	13 student interest forms
Edmondson-Westside	5 student interest forms
National Academy Foundation (NAF)	3 student interest forms
Patterson High School	2 completed applications
Digital Harbor HS	0 student interest forms
Patterson Park Community Association meeting	New connection
Dunbar Community Association meeting	New connection
West Hills Community Association meeting	New connection
Frederick Douglass High School	New connection
Forest Park High School	New connection
Green Street Academy	New connection
Parks and People	New connection

### STEM Engagement Events

The UBMS Coordinator attended several STEM Engagement Events that focused on future career opportunities and internships for high school students.

- NASA STEM Engagement Event -Goddard Space Center & HQ Office, Washington, DC 10/2/23
- Future Black Engineers Symposium- 10/13/23
- National Society of Black Engineers Event- 10/24/23
- Johns Hopkins University: Engineering Innovation Event: 10/20/23

**Professional Development:**

Connect, Discuss and Learn with COE Pre-College Programs, Virtual Workshop

The Coordinator attended the Council for Opportunity in Education (COE) Connect, Discuss and Learn for Pre-College Programs Virtual workshop on October 25, 2023. This free, virtual workshop provides the TRIO community the opportunity to connect with peers, discuss challenges, and learn about current legislative and regulatory authority to assist with program administration.

**Highlights**

**Harry W. Holt** with Bithgroup Technologies, was awarded the **Daily Record Icon Award!** The official ceremony will be held in December. For the past five years, Mr. Holt has supported the BCCC Upward Bound Math Science Program (UBMS) in varied ways to include book scholarships, career-readiness training, computer science and IT hands-on lessons, STEM career curriculum development and mentorship. We are honored to have such an incredible partner in STEM education and career-readiness and congratulate Mr. Holt on this honor. He is truly an inspiration!

**STUDENT SUCCESS CENTER**

Advising Operations (In-Person)

Month	June 2023	July 2023	August 2023	Summer Total
Advising	773	827	1647	3247

Month	September 2023	October 2023	November 2023	December 2023
Advising	773	563		

- Most visits were Mondays, Tuesdays, and Wednesdays (least visits Friday and Saturdays).
- Most visits occurred around 10AM, 11AM, and 12PM during the weekday.
- The average wait time was 11 minutes with approximately 25 minutes on average spent with each student.

October: Week Of	Count	Average Wait Times	Average Session Times
10/2/2023	141	11 Minutes	25 Minutes
10/9/2023	123	10 Minutes	27 Minutes
10/16/2023	149	15 Minutes	23 Minutes
10/23/2023	101	8 Minutes	27 Minutes
10/30/2023	49	10 Minutes	29 Minutes
<b>Total</b>	<b>563</b>	<b>11 Minutes</b>	<b>25 Minutes</b>

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

Service Name	Total Services
Academic Planning	211
Registration	121
Other	110

Withdrawal/Drop Class	66
Satisfactory Academic Progress (SAP/Financial Aid)	36
Career Advising	30
Completion/Graduation	29
Transfer Advising	11
Academic Standing	7
Total Department Services*	621

\*Students can present for more than 1 service at a time so this total is not the same as the total number of students served.

Highlights

- The **Fall 2023 Transfer Fair** occurred on October 31<sup>st</sup>, 2023, from 10AM-1PM. The number of participating colleges/universities have increased from Spring 2023. University of System of Maryland schools were present as well as universities from Virginia, Pennsylvania, and DC. This event was in collaboration with Student Life & Engagement.

Next Steps/In-Progress

- The Advising Session for Future BCCC Graduates is being held on Wednesday, November 8<sup>th</sup> (Virtual) and Thursday, November 9<sup>th</sup> (In-Person). This is a program for near-completers to provide guidance on how to graduate from BCCC successfully and transition to the workforce and/or a college/university.
- Offer **Advising 100** Sessions for November 2023 and December 2023 to students who are new to college.
- First round interview candidates were selected for the **Director of Advising**.
- Work with SALT to develop a plan for January 2024 peak registration and solicit assistance from other departments to assist with triage, academic advising, and registration.
- Work with Student Life to establish a date for In-Person and Virtual Spring 2024 **New Student Orientation**. [Carryover]
  - Consult with Academic Affairs to see if it can be a part of the Welcome Back week so that faculty can participate and limit room conflicts.
- Planning for **appointment scheduling** during non-peak registration periods using Microsoft Bookings. [Carryover]
- Work with the Director of Financial Aid to create a **new Academic Planning sheet** that can be used for students who fail **Satisfactory Academic Progress (SAP)**. Educational Plans were removed from the website. Advisors may also have to complete the planning sheet for students who are on SAP warning. [Carryover]
- Start the process of developing **Standard Operating Procedures (SOP)** for the center. [Carryover]
- Revisit the conversation with the IT Department on the **transition of the centralized Student Success Email to a ticketing system** (FreshService) for better coordination, response, and ability to gather data. [Carryover]

**TEST CENTER**

*Summary of Testing Appointments*

The Baltimore City Community College (BCCC) Liberty Campus Test Center administered 207 exams to BCCC students and community members. This month’s collaborations included: DSSC, Virtual Help Desk,

Student Success Center, Admissions, English Language Services, Mayor’s Scholar Program, Academic Affairs, Upward Bound Math and Science and Baltimore City Teacher’s Union.

The below data table provides a breakdown of the testing appointments that occurred in October 2023.

Exam Name	Exams Administered	Revenue
Accuplacer	100	
Accuplacer ESL	11	
Accuplacer MSP	2	
Accuplacer MSP ESL	0	
Accuplacer HS Testing	13	
Accuplacer Retest	2	
Accuplacer Remote	0	
BCCC Course Exams	8	
Biology Exemption	7	
Biology Exemption Retest	3	
CLEP	1	\$33.95
Computer Literacy	8	
Computer Literacy Retest	3	
Distance Learning Exams	4	\$101.85
Parapro	26	\$895.73
TEAS	19	\$543.20

<b>Total Exams Given</b>	<b>207</b>
<b>Total Number of Individuals Tested</b>	<b>188</b>
<b>Total Revenue Generated</b>	<b>\$1,574.73</b>

*Data Trends*

- BCCC Test Center administered a total of 207 exams in-person to a total of 188 individuals (unduplicated) in the Month of October.
- TEAS Administration increased this month due to BCCC Nursing Application Deadlines
- Exams Given by Day:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>October</b>	39	34	43	23	44	24

*Updates and Collaboration Efforts towards Goals*

1. BCCC Test Center has been approved and reinstated as a PearsonVue Certified Testing Center and will be able to offer GED Testing to Baltimore City and Maryland Community Members. The IT department is working on the software installation of the test, once completed the test center staff will complete training to be certified as test administrators.
  - a. Aligns with Test Center’s Enrollment Goal #1: ***Baltimore City Liberty Campus Test Center will be identified as a certified testing center and one that encourages students' success through assessments provided.***



- 2. The Director of Testing is working with RegisterBlast to restructure the Test Center’s appointment scheduling and check-in management system.
  - a. Aligns with Test Center’s Retention Goal #2: ***Improve Test Center’s branding and customer management systems.***
- 3. The BCCC Test Center onboarded a new Test Proctor in October 2023 to assist with the increase in demand for specialized exams (TEAS, Parapro)
- 4. The Test Center administered the Math and English Accuplacer Placement test to 13 Upward Bound Math and Science students on Saturday, October 7, 2023.
  - a. Aligns with Test Center’s Retention Goal #1: ***Increase the number of students using the Test Center by collaborating with campus partners.***

**DISABILITY SUPPORT SERVICES CENTER**

For October 2023 Disability Support Services Center (DSSC) services conducted a Chat and Chew luncheon to allow students time to reflect, evaluate, share, and ask questions relative to their experience with receiving services from DSSC. This proactive approach and others like it allow DSSC to not only listen to students but to respond dynamically, incorporating their valuable insight into the evolution of our services.

During this recording period, an outreach agenda was created to address enrollment expectations and goals. In Fall 2023 10- and 8-week terms, a total of 25 students were registered and served.

FALL 2023, 10 & 8 Week	
Renewal Accommodations	Intakes
13	12

Total Students for Renewals and Intakes for 2023: 100

In a positive recruitment endeavor, the team at DSSC orchestrated a vibrant School Sweep at Digital Harbor High School on the fortuitous Friday the 13th of October 2023. The event unfolded as a captivating symphony of information, with a presentation and an interactive question-and-answer session that delved into the intricacies of the College and its accessibility services.

The audience, a diverse gathering of Special Educators, dedicated related services providers, and approximately 20 enthusiastic students, turned the session into a lively exchange of ideas. The anticipation was noted as the team shared crucial details, sparking curiosity, and fostering an atmosphere of exploration.

In pursuit of inclusivity, DSSC has undertaken various initiatives to enhance campus accessibility. Collaborating with different departments, they worked towards making resources and information universally accessible. Technological advancements play a pivotal role in this endeavor with the integration of Glean, an assistive technology tool that breaks down barriers and ensures an equitable educational experience for all.

**STUDENT LIFE & ENGAGEMENT**

The Office of Student Life & Engagement had a very successful launch to the fall semester. 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 and Admissions with various events.

### ***Work-study***

The work-study students continue 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. The work study students have been able to assist the Director in creating an item list for the Student Center Game Room enhancement project.

### ***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 department was able to receive \$300 worth of food items from private donors from BCCC and the community. These items allowed the staff to restock the pantry and keep it full for longer than it usually stays full. The Office of Student Life & Engagement celebrated with Trio Student Support Services with a sponsored lunch to thank the department for being the highest contributor to the Food Pantry Donation Drive. The Office of Student Life & Engagement is currently planning another Donation Drive in December.

### ***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. More information is documented in the SGA Board of Trustees Report submitted separately.

### ***Professional Development and Campus Involvement***

The Student Life Advisor continued to work as a committee co-chair for the Student Leadership Conference hosted by MCCADA on October 13, 2023. The Student Life staff was able to take 13 students to Howard Community College to participate in a Student Leadership Conference sponsored by the Maryland Community Colleges Association. The Student Life team was able to send 3 students from Student Government Association, 3 student leaders, 5 students from the International Student Club and 2 students from the Mayor Scholars Program to represent BCCC at the conference. Students were able to join leadership sessions and present information about BCCC and the events that they have coordinated for the College. During October, candy with kind notes were distributed throughout Student Affairs.

### ***Cross-Campus Collaborations***

### ***Leadership Opportunities***

The Director of Student Life & Engagement created a leadership workshop series that will provide a one-hour session with a topic centered on leadership and community engagement for students. This workshop series will take place on the third Friday of each month. The first session launched on October 6, 2023, as a partnership with BCCC Faculty Seminars focused on Mental Health Awareness. The series continued with a Career Exploration seminar on October 20<sup>th</sup> featuring Charmanique Goings, from the Student Success Center at BCCC. More than 10 students attended this leadership workshop as a part of the Student Leadership Program.

### ***Transfer Fair***

The Office of Student Life & Engagement worked with Admissions, Advising, and the Assistant Vice President for Student Affairs to plan the Transfer Fair. More than 100 students stopped at the Transfer Fair on Tuesday, October 31, 2023. Almost 30 colleges and universities from all over the country came out to support BCCC and provide students information about transferring to a 4-year institution. Students were able to speak directly to

recruiters from 4-year institutions and learn about the process for transferring, as well as the opportunity to ask questions about 4-year institutions.

### **Gwynns Falls Elementary School & Admissions**

The Office of Student Life & Engagement assisted the Office of Admissions and the Mayors Scholars Program with the Fall Character Parade at Gwynns Falls Elementary School. The School Panther Mascot helped the BCCC administrators with distributing candy in classrooms at the school.

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

#### **October 4, 2023: International Student Club Meeting**

Student Life & Engagement staff presented at the first International Student Club Meeting of the semester. The staff was able to meet the 7-person elected board of officers, as well as a total of 14 students in the club and their advisors.

#### **October 5, 2023: Mental Health & Wellness Break**

Student Life & Engagement staff worked with Student Support and Wellness to provide giveaways for students during October 1 – 6 as the institution recognized Mental Health Awareness Week. This allowed staff to provide information about mental health and resources, while allowing students to take a break and enjoy some fun. Students were also able to take a Depression Screening test and provided with results and resources for mental health. A total of 226 students attended events during Mental Health Awareness.

#### **October 6, 2023: Mental Health Seminar**

An amazing amount of 29 students joined us as we worked together to launch the first Faculty Speaker Series event of the fall semester. Dr. Angela Jones-Ramirez, BCCC Faculty Seminars, and Student Life & Engagement teamed up to offer Trauma-Informed Instruction (TII), an extension of Trauma-Informed Care in Academia. This was a part of the series to recognize Mental Health Awareness Week.

#### **October 11, 2023: National Coming Out Day Trivia**

More than 40 students and employees came out to celebrate National Coming Out Day with Trivia on LGBTQIA facts. Professional dancers from Baltimore City respective LGBTQIA communities came out to perform through the art of Drag.

#### **October 12, 2023: Hispanic Heritage Festival**

To continue with the month celebration of National Hispanic Heritage Month, Student Life & Engagement hosted a festival on the Liberty Campus. This festival included a live Latin Band from Los Angeles, California that performed a one-hour set of Latin-inspired songs to celebrate Hispanic culture. Additionally, a food truck featuring Hispanic-inspired foods served the community with free entrees and sides. There were 212 students to sign in and attend this culturally diverse event.

#### **October 16, 2023: Mind & Motion Monday's – Zumba Dance Class**

Student Life & Engagement hosted a dance class that featured dances taught as a form of exercise. This Zumba class featured hip-hop music as an expressive form of music and art. Over 20 people attended and had the opportunity to learn some of the most popular line dances of the past few decades. This event is now a part of the department's healthy minds and bodies initiative titled "Mind & Motion Monday's".

#### **October 19, 2023: Make it Take it Thursdays**

Students joined Student Life & Engagement for an opportunity to design their own creation that they took with them. Each month there is a new craft that students can participate in. The department was able to give out more than 30 craft kits to students on this day.

### **October 25, 2023: I Stand With Immigrants**

More than 40 guests came out to celebrate this year's "I Stand With Immigrants" program with two alumnae, this year's Valedictorian, Lilian Saloj, and former Board of Trustees student representative, Maricruz Abarca, who also co-founded the LatinX Uni2 club at BCCC. Students talked about their experiences as immigrants and how they successfully navigated through the education system being new to the country.

### **October 26, 2023: Recognizing Breast Cancer Awareness at BCCC**

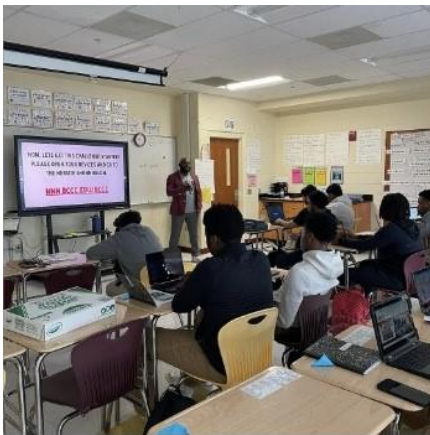
Guest presenter Dr. Mahalia Robinson shared information about cancer awareness and insight into the causes and factors of Breast Cancer. As a Resident Pathologist, the presenter charged attendees to educate themselves and others throughout this interactive discussion. The 26 attendees were able to ask questions of the presenter and make a button supporting cancer awareness.

### **October 31, 2023: Fall Festival**

The Office of Student Life & Engagement celebrated the start of the fall season with carnival games, live performances, food, prizes, and more! Students were able to win prizes by playing carnival games while enjoying fall-themed desserts and snacks such as a featured hot chocolate station, funnel cakes and fried Oreos just to name a few.

### ***Engagement Analytics***

The Office of Student Life & Engagement increased all attendance at events by more than 70% 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.



BCCC stopped by [Dunbar](#) to help them kick-off this year's "I Applied Challenge." They're hoping to have 100% of seniors apply for BCCC by the end of this week.

Dr. Johnson, Director of MSP, was speaking to students at Dunbar High School about our Mayor Scholars Program.



Dr. Johnson, Director of MSP is spending time with students from Viven T. Thomas high school while students were engaged in a scavenger hunt on our campus.



Donna Thomas, Interim Vice President of Student Affairs is recruiting students at Baltimore School for Arts.



Shaneen McNamee, Retention Specialist for Nursing, had the pleasure of sharing information about our nursing program with students from the National Academy Foundation.

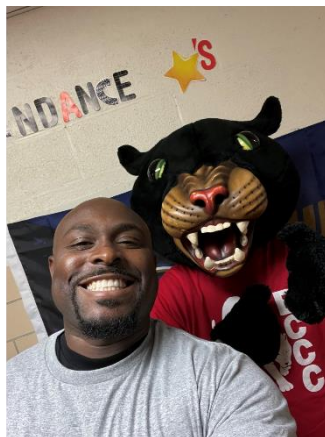


Duane Norwood, Coordinator of MSP, is providing an informational session at Connexions Community Based Arts School.



Phillip Gatling, Director of Student Life & Engagement, and Victoria Fuller, Administrative Assistant were speaking to students from Baltimore Design School.

Dr. Johnson, Panther and Interim VP Thomas visited Gwynn Falls Elementary School to give out candy for Halloween.



Dr. Johnson, Director of MSP at the NACADA Conference.



Assistant Vice President Karen King-Sheridan; Director of MSP, Dr. Johnson; and Interim Vice President of Student Affairs, Donna Thomas attended the iMentor event at the Academy for Career and College Exploration.





**Baltimore City Community College**

**CABINET UPDATE**

**Board of Trustees, November 15, 2023**

*Mr. Aubrey Bascombe, Vice President, Finance & Administration*

**Budget Office**

**1. Appropriation Year (AY 24) Revenue Summary as of 10/31/2023**

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	\$32,214,203	(Includes Bookstore of \$518,772)
Restricted	\$ 5,603,842	(Includes WBJC of \$834,837)
<b>Total Revenue</b>	<b>\$37,818,045</b>	

**Unrestricted Revenue:** Total unrestricted revenue through October Appropriation Year (AY) 2024 is \$6.7 million higher than the revenue earnings through the same period in AY 2023.

- *Tuition & Fees: overall increased.* The overall tuition and fee revenue increase is due to higher revenues from the Fall semester. Due to the system conversion, the tuition and fees posted in AY23 were recorded in June. There was also an increase in State Aid compared to AY 2023.
- *Sales, Service, Aux & Leasing: increased.* Sales, Service, Auxiliary, & Leasing revenue earnings are 14% higher in AY 2024 than at this same time in AY 2023 due to an increase in real estate lease income and Bookstore revenues.
- *Bookstore Revenues: increased.* There is an increase in the bookstore revenue categories compared to the same period last fiscal year. This increase is due to the rise in new textbook sales.

**Restricted Revenue:** Total restricted revenue through October AY 24 is \$172,571 lower than in 2023. The primary driver of the decrease is an increase in WBJC revenue, offset by a reduction in COVID funds, Federal Grants, and State and Local Grants revenues.

**Appropriation Year (AY 24) Expense Summary as of 10/31/2023**

Expense Fund	Expense Amount	Notes
General (Unrestricted)	\$15,255,453	(Includes Bookstore of \$1,054,918)
Restricted	\$ 7,685,812	(Includes WBJC of \$321,359)
<b>Total Expenditures</b>	<b>\$22,941,264</b>	

**Unrestricted Expenditures:** Total unrestricted expenses increased by \$2.7 million compared to this period in AY 2023, primarily due to increased Salaries, deferred maintenance, and instructional supplies.

**Restricted Expenditures AY 23** restricted expenses increased by \$3.5 million compared to this period in AY23, primarily due to federal grants & Scholarship expenditure increases.

**Accounts Payable**

**Details of outstanding invoices are below:**

Summary	Unadjusted Totals	Excluding one vendor with contract issues being worked out	Total
<31	1,361,385.06	778,880.29	582,504.77
31-60	138,616.42	15,000.00	123,616.42
61-90	262,740.71	33,649.00	229,091.71
>90	957,077.74	691,578.00	265,499.74
<b>Grand Total</b>	<b>2,719,819.93</b>	<b>1,519,107.29</b>	<b>1,200,712.64</b>

**Total Payables  
Excluding contract  
issue.  
\$1,200,712.64**

**Procurement**

- The College is currently developing a comprehensive plan to outsource the bookstore. To ensure a successful transition, the College has already completed the following steps:
  - Several engagements with the potential vendor
  - Numerous meetings with internal stakeholders
  - Several demonstrations of the ordering portal, including with the leadership team of Academic Affairs
  - A focused meeting with BCCC’s Information Technology (IT) team and the potential vendor’s IT staff
  - Onsite visit to the BCCC campus by the potential vendor
- Based on the current timeline, the College expects to submit the agreement to the BCCC Board for approval in December 2023
- For October, a total of 107 procurements were conducted in the total amount of \$1,084,857.57

Category	Total Amount
Commodities	\$409,160.00
IT Equipment	\$390,405.91
Services	\$270,846.63
Maintenance	\$9,583.00
IT Hardware	\$4,862.03
<b>Grand Total</b>	<b>\$1,084,857.57</b>

- Credit Card: 206 credit card transactions were conducted in October in the total amount of \$201,944.77
- Reports
  - Small Business Reserve (SBR) Annual Report.
    - The State’s SBR program mandates that the state agencies strive to achieve a 15% goal of procurement dollars spent toward certified small businesses. The College’s achievement for Fiscal Year 23:
      - Procurements designated to the SBR Program and awarded to certified Small Businesses: 45.3% (Previous year for FY 22: 11.8%)
      - Non-designated procurements and payments to certified Small Businesses: 53.4% (Previous year for FY22:17.7%).

### **Office of Student Accounting**

1. Refunds Update
  - a. As of October, the Student Accounting unit has processed approximately 2,269 refunds for FY 2024, totaling around \$2,431,800
  - b. As of October, there were 343 refunds returned to BCCC in FY 2024, totaling approximately \$331,000
  - c. Student Accounting manually created enrollment reports for students listed on the refund error reports. IT produced an Argos report that will allow SA to create enrollment reports for refunds programmatically. A report can be made for all students enrolled in a term or a select group of students. This saves time and reduces errors.
2. Banner Student AR Update
  - a) Banner Communications Manager (BCM) Student Accounting communications are on hold.
  - b) Banner System Challenges – Student Accounting continues to identify Banner system challenges that impact payment processing, student refunds, and aging management.
    - i. Application of payments
      - (i) Currently working with Ellucian representative for training on resolving application of payments issues. The first training took place on 10/24. The second training took place on 10/31. Additional training is scheduled for 11/7 at 8:00 am.
      - (ii) Unable to identify the causes of and resolve reconciliation variances
        - a. Three temporary workers were hired to assist with performing duties that our permanent staff performs while the permanent staff helps with FY23 tuition receivables reconciliation for the audit. Temporary workers started work on November 7th & 8th.

## **Baltimore City Community College**

### **CABINET UPDATE**

**Board of Trustees, November 15, 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:
  - Cabinet Strategic Planning Retreat
  - National Coming Out Day Trivia
  - Hispanic Heritage Festival
  - Ashburton Community Event
  - BCPS Professional Development
  - College Bound
  - Healthy Homes Summit
  - Healthy Neighborhoods
  - Breast Cancer Awareness
  - PTech Dunbar Steering
  - Open House Event
- **IT Helpdesk**
  - Continuing work on Student, Faculty and Staff tickets. Since October 2, 2023:
    - Dispatch/Tier 1: Closed a total of 664 Tickets, and 518 were login/password/Account Access issues
    - Tier 2: Closed 194 Tickets.
    - Tier 2: Prepared and Distributed 5 laptops.
  - Operational Activities: Continued to provided IT support at the Info Desk for the first week of the Fall 23 Term

#### **Projects**

- **HEERF Grant IT Hardware Procurement Project**
  - Still receiving equipment
  - Working with Vendor to roll out projectors
  - Continuing to distribute equipment to staff
  - Continuing to roll out lab equipment
- **New Cyber Security Lab Project**
  - Procuring the equipment utilizing grant funds
  - Working to install Smartboards

#### ***IT Security***

ITS continues to monitor quarterly employee IT Security Training completion and provides weekly compliance reports to Cabinet to help drive adoption.

**Baltimore City Community College**

**CABINET UPDATE**

**Board of Trustees, November 15, 2023**

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

**OFFICE OF GRANTS DEVELOPMENT**

The Office of Grants Development has been under the leadership of the Director of Grants, Keenan E. Jones, for the last seven months. The Office continues to provide oversight and management of the operations and ensure that the institution is compliant with state and federal grant laws, regulations, and requirements. The Office continues to update the SharePoint system to ensure information is current. The Office has a present grant inventory list with deadlines for year-end reports. The Office conducts meetings with all levels of leadership considering grants, stressing the importance of all departments to be on the same page by communicating, coordinating, collaborating, and stressing consistency.

The Office is actively updating its Operational Schedule to assist areas at the College to ensure compliance that entails planning and executing a grant, budgets, reports, and other activities. All aspects of the grants process, protocols, and forms are being refined to ensure cohesiveness throughout the College community and input for the Grant Procedure Guide. In addition, the Office is integrating existing procedures that support grant writing and administration.

On November 1, 2023, an all-grants meeting was held with Cabinet, Principal Investigators (PI), Project Managers (PM), Deans, Associate Deans, Supervisors, faculty, and other support staff. The following was discussed: role of the Office of Grants Development, role of the Cabinet, role of the grant Principal Investigators/Supervisor, and Grant Administration. The Grant Administration consists of: Grants Procedure Guide, Document Management/SharePoint Site, Cabinet Approvals: Forms & Budgets, Signatures, Financial Reports, Performance & Compliance, Monthly Meetings, and Professional Development. In addition, the Office stressed the importance of communication and administrative roles. (See presentation excerpts below)

**Office of Grants Development**

**AGENDA**

1. Grants Procedure Guide Review (draft)
2. Grants Life Cycle Process
  - a. Step 1 Ideation
  - b. Step 2 Writing
  - c. Step 3 Award
  - d. Step 4 Implementation
  - e. Step 5 Closeout
3. Office of Grants Development SharePoint Site & Document Management
4. Institutional Authority & Authorizations
5. Administration & Daily Operational Oversight
6. External Reporting Schedules
7. Monthly Meeting Schedules

**The Grants Life Cycle**

There are five (5) steps in the Grants Life Cycle

- STEP 1 – IDEATION
- STEP 2 – WRITING
- STEP 3 – AWARD
- STEP 4 – IMPLEMENTATION
- STEP 5 – CLOSEOUT

**Communication & Administrative Roles**

The meeting was well received by attendees, and the Office will have a follow-up meeting on Friday, November 17, 2023, at 2 p.m. which will be followed by Monthly Meetings with each Cabinet area along with individual meetings with the grant's PI/PM to assist with daily operations including managing issues/barriers of success.

**Grant Administration Overview:**

**The Office is managing funding of \$7,053,233 for FY (Fiscal Year) 24.**

**Baltimore City Department of Social Services (BCDSS) Occupational Training**

The Office functioned as a team with the Finance Office to review and confirm award amounts for January 1, 2022, to December 31, 2024, total award amount of \$ 4,827,826; \$1,609,092 per year. The Workforce Development and Continuing Education division are managing this grant.

Also, this grant provides individuals and families on a path to economic mobility. This grant places high-quality workforce training, academic support, and job readiness services. The purpose of the Occupational Skills Training programming is to provide BCDSS customers with stackable, industry-recognized credentials to support long-term employment at livable wages. The Office is waiting for a new award amount for FY 24.

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

The Office collaborated with the Workforce Development and Continuing Education to submit a grant application for funding entailing two years FY24-26 the amount of \$2,035,140.00 being a potential third-party partner regarding Supplemental Nutrition Assistance Program and Employment and Training. The institution is excited about this opportunity and waiting for a response from the Maryland Department of Human Services.

This grant focused on serving students who are low-income individuals enrolled in multiple programs (Certified Nursing Assistant, Pharmacy Technician, Multi-skilled Technician, Commercial Driving License (CDL), and Community Health Worker). In FY24-26, the College anticipates serving two hundred students per year over the three years of the grant life cycle. The office is still waiting for an approval letter.

**New Grant Opportunity**

The Office worked with Workforce Development and Continuing Education (WDCE) along with Finance and Administration to submit a grant proposal on Monday, October 23, 2023, in the amount of \$99,761 to the Maryland Department of Health for Community Health Worker (CHW) Program. This is an accredited CHW certification training program. This grant will pay the full cost of tuition of \$1,750. Also, the grant will purchase laptops and tablets owned by the training program to provide to students if needed. This certification training program will serve thirty (30) students in two cohorts, fifteen (15) per cohort. If awarded, the College looks forward to starting this program in January 2024.

The Office of Grants Development collaborated with the Office of Student Life and Engagement along with Finance and Administration to submit a grant proposal on Friday, November 3, 2023, in the amount of \$1,000 to Transform Mid-Atlantic for Partnership Alliance-MLK Jr. Day Event Grant. This grant was identified by the BCCC students. The grant writing team consisted of Student Leadership, the Student Government Association and the Office of Student Life and Engagement, students, staff, and community partners who will host a community service event at the College if funded. BCCC will distribute a meal to the community on a first-come first-serve basis and assemble packages with toiletries and shower items for distribution. The College is looking to serve 50 to 100 underserved individuals in the West Baltimore community.

The Office is researching more options to obtain funding for the College in the coming months and looking at previous grants the College no longer has and reapplying to generate revenue.

## OFFICE OF ASSESSMENT

### INSTITUTIONAL EFFECTIVENESS, RESEARCH & PLANNING

#### *Middle States Commission on Higher Education (MSCHE) Self-Study*

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. In October, Working Group V completed Draft 4 of the Self-Study, meeting virtually on Thursdays from 3:00 – 5:00 PM with additional virtual support meetings on Fridays from 10:00 – 10:30 AM. Steering Committee and Cabinet reviews will be conducted in early November, and Working Group V will reconvene in mid-November to complete Draft 5, the final Working Group draft, by December 15<sup>th</sup>.

The Director of Assessment attended the following MSCHE webinars:

- Monday, October 23<sup>rd</sup> 13:30 – Is this a Substantive Change?

#### *Operations*

The Director of Assessment continues to develop and expand the operational schedule for the Office of Assessment. The schedule addresses the following:

- Annual schedule of all Office operations, institutional dates, and divisional/institutional deadlines
- Annual schedule of Department and Program meetings
- Data workbook statuses for academic and non-academic outcomes assessment
- Process and status of building the learning outcomes infrastructure in the Canvas Learning Management System (LMS)
- Listing of all credit programs with state coding, leadership, and accreditation information

#### *Planning*

##### Institutional Documents

The Director of Assessment supports the Office of the President in the drafting of institutional policies, procedures, agreements, and other College-wide operational documents.

- Policy on the Development and Update of Institutional, Departmental, and Programmatic Missions, Visions, and Values

##### Credo Higher Education Consulting Firm

The Office of Assessment supports the newly established partnership with Credo, consultants for the development and implementation of the 2024-2029 strategic plan. The Director of Assessment provided administrative support for the Cabinet Retreat on October 10<sup>th</sup> and 11<sup>th</sup>.

##### Planning and Assessment Software Solution

The Office 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. In October, Institutional Effectiveness, Research & Planning met with Creatrix, Strategic Planning Online (SPOL), and Watermark for demonstration of planning, assessment, and accreditation software solutions.

division	feature	Nuventive Improve*	Vendor_1	Vendor_2	Vendor_3	Vendor_4	Vendor_5	Vendor_6	Vendor_7	
Academy	Clinical/Internship Placement (or Integration)	no			no	no	no		yes	
Academy	Course Catalog (or integration - Acalog)	no			yes	no	no		yes	
Academy	Course Evaluation (or integration - Course Eval. & Surve	no			yes		no		yes	
Academy	Curriculum Management (or Integration - Curriculog?)	no			yes	yes	no		yes	
Academy	LMS Integration (Canvas)	no		yes	yes	yes	no	yes	yes	
Academy	Program Review & Evaluation	no	yes	yes	yes	yes	yes	yes	yes	
Academy	Student Portfolio (or Integration)	no			yes	yes	no		yes	
Academy	Syllabus Management (or Integration)	no			yes	no	no		yes	
HR	Faculty/Employee Portfolio (or Integration)	no	yes	yes	yes	no	no	yes	yes	
IERP	Data Analysis	no	yes	yes	yes	no	yes	yes	yes	
IERP	Data Query and Export (.csv)	yes			yes	yes	yes	yes	yes	
IERP	Non-Academic Assessment	yes	yes	yes	yes	no	yes	yes	yes	
IERP	Programmatic Accreditation	no	yes	yes	yes	no	yes	yes	yes	
IERP	Regional Accreditation	no	yes	yes	yes	no	yes	yes	yes	
IERP	Strategic Planning	yes	yes	yes	yes	no	yes	yes	yes	
ITS	HECVAT documentation provided									
ITS	Single Sign-On using SAML (preferably Azure AD)	no			yes			yes	yes	
ITS	SOC II Type 2 Audit documentation provided									
ITS	Software as a Service	yes	yes		yes		yes		yes	
ITS	Student Information System Integration	no	no	no	yes	no	no	yes	yes	
ITS	VPAT documentation provided									
Student Affairs	Learning Placement Integration (ACCUPLACER)	no			yes	no	no			
Student Affairs	Student Success (or integration)				yes	no	yes	yes	yes	
		23	4	8	8	19	5	9	12	19
	"yes" rate:	17%	35%	35%	83%	22%	39%	52%	83%	
	preliminary meeting/demo	NA	2023-09-27	2023-06-27	2023-09-21	2023-08-24	2023-04-04	2023-08-18	2023-08-23	
	product specialist meeting/demo	NA	2023-11-14	scheduling	2023-10-16	NA	NA	2023-10-04	2023-09-01	
	follow-up meeting/demo	NA			2023-11-02	NA	NA	2023-10-19	2023-10-12	
	key stakeholder demo	NA			scheduling	NA	NA	scheduling	scheduling	
	institutional demo	NA				NA	NA			

\*Historic software, 2014-2023

**ACADEMIC AFFAIRS**

***Learning Outcomes Data, Preliminary Findings***

The Office of Assessment continues to develop learning outcomes data workbooks for the 2023 academic year. The first round of preliminary findings will be presented to those programs being reviewed by the Program Review and Evaluation Committee.

***Program Review & Evaluation***

The Director of Assessment sits on the Program Review & Evaluation Planning Group, meeting weekly to support the facilitation of the Program Review and Evaluation Committee. In October, the Director of Assessment provided learning outcomes data workbooks to support Programs that were hold-overs from previous evaluation cycles.

- LO\_education.xlsx
- LO\_SurgTech.xlsx
- LO\_biology.xlsx

The Director of Assessment met with the new Program Coordinator for the Elementary Education and Teacher Education Transfer Programs on October 12<sup>th</sup> to review the learning outcomes data workbook and provide support for the Program Review & Evaluation submissions.

***Curriculum & Instruction Committee***

The Director of Assessment attends the monthly meetings of the Curriculum & Instruction Committee, providing counsel on matters of compliance and application of outcomes data to curriculum development. The Committee met on Wednesday, October 11<sup>th</sup> and addressed the following:

1. Approval of the October 11 Meeting Agenda.
2. Approval of the September 13 Meeting Minutes.
3. Course Deletions
  - a. See CIC Agenda\_October\_11.2022.docx for complete list.
4. Course Revisions
  - a. Surgical Technologist AAS Degree



5. New Certificate
  - a. American Sign Language (ASL) Certificate

## **INFORMATION TECHNOLOGY SERVICES (ITS)**

### ***Issues & Gaps Analyses***

The Office of Assessment supports the ITS Division in the identification and resolution of issues and gaps across key institutional software, such as the Student Information System (SIS), Banner. In October, the Director of Assessment attended a meeting with the Director of Enterprise Applications and the Offices of Institutional Research and Grants Development to review the ongoing issues and gaps within the Banner SIS:

- Ellucian Insights roll-out
- Argos Access and status of transition to Insights
- Data Management
  - Cleaning
  - Map and dictionary
- Inclusion of Workforce Development and Continuing Education (WDCE)

## **OFFICE OF INSTITUTIONAL RESEARCH**

### **State, Federal, and Regional Reporting Led by the Office of Institutional Research**

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

#### **Maryland Higher Education Commission (MHEC)**

- *Performance Accountability Report (PAR) Development of Narrative – 2023* process concluded with preparation of narrative, indicators, and PowerPoint for Cabinet review and approval and presentation to the Board of Trustees in September. With the Board’s approval, all materials were submitted to meet the deadline of October 2, 2023.
- *English for Speakers of Other Languages FTEs and Pass Rates –* Collaborated with WDCE, Records & Registration, and Information Technology Services to develop FY 2023 credit and continuing education FTEs and pass rates for students enrolled in English Language Instruction and English as a Second Language courses. The submission was completed by the deadline of October 2, 2023.
- *Winter and Spring 2023 End-of-Term System (EOTS) Files –* Developed student-level data in to meet the submission deadline of October 16, 2023.

#### **Middle States Commission on Higher Education (MSCHE)**

- *2023-24 Self-Study Steering Committee* - The Director has been serving as Co-Chair of the Self-Study Steering Committee with the Dean of the School of Nursing and Health Professions until his departure from the College at the end of October. Initiatives conducted during October 2023 include the following.
  - Collaborated with the Steering Committee to develop the Faculty & Staff Update presentation held on October 27, 2023 and served as one of the facilitators.
- *Weekly Steering Committee and Working Group Meetings* - The Director conducts Steering Committee meetings and attends all Working Group meetings whenever possible.
- *Ongoing*
  - Respond to Evidence & Interview Request Forms with documentation and verbiage to support compliance with Criteria, Federal Regulations, and Requirements of Affiliation. Utilize

- Microsoft Teams to facilitate communication, collaboration, version control, document management, and archiving the Self-Study process; provide regular updates to the full team.
- Maintain schedule of MSCHE webinars for all Self-Study Team members; send announcements; and upload all materials provided by MSCHE to the Teams folder.
  - Add members to appropriate Teams groups and conduct training for Working Group members and administrative support as they join Working Groups.
  - Maintain a detailed and dynamic timeline to guide agendas and work for the Working Groups.
  - Create agendas and conduct weekly Steering Committee meetings; attend all Working Group meetings; and attend weekly meetings with Self-Study Coordinators and fellow Co-Chair.
  - Provide individualized support to Working Group Co-Chairs and members as needed.
- *Working Groups*
    - The Research Analyst II serves as a member of the Standard VI Working Group and participated in the weekly meetings, distributing Evidence & Interview Request Forms, compiling responses and evidence accordingly, and developing components of the narrative and presentations.
    - The Director facilitated the weekly meetings in the absence of a given Working Group's Co-Chairs and supported all Standards, Verification of Compliance, and Communication & Events Working Group meetings with tools, support, and guidance.

#### National Center for Educational Statistics (NCES)

- *IPEDS Fall Collection*

#### **College Collaborations for External Reporting or Stakeholder Needs**

OIR supported other College offices in the development or preparation of data, narrative, and/or providing overall quality assurance related to the following initiatives.

#### External Meetings/Working Groups

- MHEC Capital Debt and Affordability Session
- Maryland Community College Research Group (MCCRG) monthly meetings
- NIH Bridges to Baccalaureate with Howard University Partnership Meetings
- Bookstore Team Meetings
- Vendor Meetings for Planning & Assessment Tool

#### **Grant Support**

##### Maryland Higher Education Commission (MHEC)

- *Report on Overdose-Reversing Medication* – Supported Public Safety Department and Student Affairs in compiling and preparing their FY 2023 information to meet the submission requirements. Report was submitted to meet the deadline of October 2, 2023.
- *Capital Debt and Affordability Session* – Served on with BCCC team to develop presentation for MHEC including enrollment, retention, outcomes, and economic impact data. Attended Zoom session held on October 13, 2023.

##### Maryland State Department of Education (MSDE)

- *FY 2023 Technical Skills Attainment (TSA) File for Carl T. Perkins Grant*
- *FY 2023 Career & Technical Education (CTE) File for Carl T. Perkins Grant*

#### Program Accreditations

OIR develops enrollment and outcomes data (e.g., course pass rates, retention, graduation) and/or provides survey guidance, development, and administration tools to support individual program requirements. The Director serves on the review team to ensure all requirements are met, and data are reflected accurately. October

support included the following.

- *Accreditation Commission for Education in Nursing (ACEN) Annual Report* – Collaborated with the Associate Dean of Nursing and Nursing Program Coordinator to validate enrollment information and develop graduation rates specific to ACEN’s requirements.
- *Accreditation Council for Business Schools and Programs (ACBSP) Self-Study* - Updated surveys for distribution to students and faculty for administration in fall 2023 ACBSP programs’ courses. Shared preview links with AVP Curriculum & Instruction.

#### United States Department of Education

- *Campus Security Report and Clery Act Statistics* – Supported the Public Safety Department in reviewing and collaborating with the Marketing Department to ensure reporting requirements were complete and posted on the BCCC website by the due date of October 1, 2023.

#### Support for Internal Priorities

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

Board of Trustees Meeting – Provide updated enrollment information for inclusion in Board materials.

Daily Credit Enrollment Updates – Through collaboration with ITS, OIR provided daily fall 2023 credit headcount update to reflect progress toward the target established in MHEC’s enrollment projections throughout the fall’s registration and drop/add periods.

Enterprise Resource Planning (ERP) Implementation and Operationalization - Attend check-in meetings with VPIERP, Director of Assessment, and Director of Grants.

- Participated in session with Ellucian representatives to explore Insights reporting tool.
- Collaborated with ITS, Director of E-Learning, and Associate Registrar to develop means to extract and report student, graduate, and course level data with confidence via development of queries in the new Argos reporting tool and utilize preliminary output for data validation and cleansing.
- Compiling documentation to support development of key data files required for State compliance.
- Meeting with members of Student Affairs, WDCE, ITS and Ellucian to ensure continuing education and credit data can be captured and reported to meet operational and mandated reporting needs.

Policy Development and Review - Under the guidance of the VP IERP, participating in college-wide review of policies.

#### Professional Development

- Customize, administer, and compile survey results for all summer and fall 2023 activities.
- Attended MSCHE webinar “
- Conducted MSCHE information sessions and monthly Faculty and Staff Updates.
- Maintain the schedule of MSCHE webinars, created and maintain Teams library of webinar videos and materials, and share information and links via Teams with Self-Study team members.
- Completed required information technology security awareness training for Department of Information Technology.

#### Surveys

OIR provides guidance, develops, administers or provides tools to administer, and compiles results to support the College's survey needs.

- *Program Accreditation Surveys* – As noted above based on respective accreditation requirements.
- *Program Review and Evaluation Committee (PREC) Surveys* – Prepared updated PREC Fall 2023 Student, Faculty, and Advisory Board Surveys with preview links.
- *Professional Development Surveys*

#### Teams/Workgroups

- *Bookstore Team* – Serve as a member of the team reviewing documentation related to potential bookstore transition.
- *Curriculum and Instruction Committee (CIC)* - Attended meetings to support new program development needs and course review.
- *Enrollment Planning Team* – Serve as a member with representatives from Student Affairs to provide, develop, and make recommendations regarding data, its collection, and appropriate metrics. Provided enrollment trends for special populations.
- *MSCHE Self-Study Steering Committee (Co-Chair) and Working Groups (Member)*
- *Strategic Planning and Assessment Platform Team* – Serve as a member of the team evaluating assessment tool/platform options. Supported VPIERP in preparing for Cabinet's Strategic Planning retreat with vendor.
- *Program Review and Evaluation Committee (PREC) Planning Team* - Serve as member and participate in weekly meetings during the academic year. Develop enrollment, persistence, completion, and discipline credit hours data and provide survey support.
  - Provided links to administer and monitor results for updated surveys for the current year's programs' students, faculty, and advisory board members for launch by the established timeline of October 10, 2023.
  - Compiled the first round of Fall 2023 PREC data to support Program Coordinators in completing the Worksheets to include trend data for degrees and certificates awarded by program, discipline credit hours, completion data to meet established timeline of October 23, 2023.

## **Baltimore City Community College**

### **CABINET UPDATE**

#### **Board of Trustees, November 2023 Report**

*Mr. Gussener Augustus, Vice President for 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:

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

BCCC Vice President for Advancement serves as a member of the GMCC Board of Directors. Efforts have been made to continue building a strong relationship with the board and members of the respective communities. BCCC was represented at various community meetings in the 21215-zip code while expanding outreach opportunities.

##### ***Liberty Coalition of Neighborhoods***

BCCC provides a meeting space for the Liberty Coalition of Neighborhoods, a member of the Healthy Neighborhoods Initiative.

##### ***COMCAST***

COMCAST has awarded BCCC with 100 laptops and \$5,000 to assist BCCC students with technical support as they continue their digital equity outreach in Baltimore City. BCCC is currently working on establishing an annual project in which COMCAST serves as a sponsor and/or partner to support digital equity for all students.

##### ***United Way of Central Maryland***

BCCC continues to meet with United Way of Central Maryland to establish ways to partner and address community needs. The College is currently serving as a convener of community stakeholders to establish tangible strategies to address community needs that include access to affordable education, job training, and college readiness programs.

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

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

Candlelight Concert Society: Jonathan Palevsky gave a pre-concert talk for the Faure Quartet concert at the Smith Theatre, Howard Community College on October 1<sup>st</sup>.

Peabody Institute: Jonathan Palevsky hosted a workshop on presenting classical music in concert to the String Department students on October 7th.

Music at St. David's: Dr. Douglas Buchanan, Director of Music Ministries, was interviewed about the recital and evensong offering for the Commemoration of Indigenous Peoples Day on October 15<sup>th</sup> by Judith Krummeck.

Johns Hopkins University – Osher Program: Jonathan Palevsky gave lectures throughout the month on the topics including Music in Vienna and the 12 Pieces that Changed Music.

Washington Performing Arts at The Kennedy Center: Pianist Simone Dinnerstein was interviewed about a piano 4-hands concert with Awadagin Pratt taking place on October 30<sup>th</sup> by Kati Harrison.

The Washington Chorus and National Philharmonic: Artistic Director, Eugene Rogers, was interviewed about their upcoming collaboration with the National Philharmonic in a concert called Universal Lodging on November 5 by Kati Harrison.

Baltimore Museum of Art: Co-Curator, Analeeb Badiee Banta, was interviewed about the exhibition, Making Her Art: A History of Women Artists in Europe, 1400-1800, by Judith Krummeck.

Shriver Hall Concert Series: Pianist, Angela Hewitt, was interviewed about her recital of Bach's Goldberg Variations, which opens the series' 2023-24 season by Judith Krummeck.

Baltimore Choral Arts Society: Anthony Blake Clark, Music Director, was interviewed about the upcoming programs Come Sing Faure's Requiem on October 7<sup>th</sup> and The Brahms Requiem on November 15<sup>th</sup> by Jonathan Palevsky.

Bach in Baltimore: Herb Dimmock, Musical Director, was interviewed about the 2023-24 concert season on to aired on October 29<sup>th</sup> by Jonathan Palevsky.

Handel Choir: Bryan Bartoldis, Artistic Director, was interviewed about the choir's performance with the Maryland State Boychoir on October 28<sup>th</sup> by Jonathan Palevsky.

Annapolis Symphony: Artistic Director, Jose Luis Novo, was interviewed about the upcoming concerts at Maryland Hall on November 3<sup>rd</sup> and 4<sup>th</sup> by Jonathan Palevsky.

Towson University Osher Society: Jonathan Palevsky gave lectures on Music in Italy.

Live Arts Maryland: Ernie Green, Artistic Director, was interviewed about their upcoming concert on November 4<sup>th</sup> by Jonathan Palevsky.

### **WBJC Corporate Support Partnerships**

Businesses who underwrite programs and content on WBJC:

#### ***Returning Clients***

Vocal Arts DC, St. David's Church, Shriver Hall, Baltimore Symphony Orchestra, Kennedy Center, Annapolis Symphony, Peabody Institute, Opera Baltimore, Maryland State Boychoir, Maryland Opera, Johns Hopkins Symphony, Candlelight Concerts, University of Maryland – Baltimore County, Cynipid Fund, Elville and Associates, Zeke's Coffee, Culligan Water, Framin' Place, Atwater's.

### **WBJC Program Highlights**

WBJC programs and content of note for the month.

#### ***Music in Maryland***

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

#### ***Book Notes***

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

## 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.

**NCMPR 2023 Medallion Awards**—BCCC’s Marketing team won four (4) National Council for Marketing & Public Relations (NCMPR) 2023 Medallion Awards in October. BCCC is now the winner of five (5) NCMPR awards. This is a first for the College and a testament to the tenacious work in addressing Realignment Task #8 (Develop and Market a BCCC Brand).

### **Black Enterprise Magazine Featured BCCC’s Nursing Program in its October eEdition (online).**

BCCC received placement in Black Enterprise Magazine in an article featuring Governor Wes Moore. The article, “Maryland Governor Wes Moore Launches Innovative Paid Community Service Program for Young Adults” concluded with a message about BCCC’s nursing program and how it works to meet industry needs.

### **WBJC Radio Station BCCC Event Promotion**

BCCC campus events and initiatives are promoted on-air on a regular basis including Public Service Announcements:

- Multiple daily reads by WBJC hosts.
- PSA for BCCC’s National Hispanic Heritage Month Celebration.
- Other BCCC special programs & projects

Moreover, the Marketing Department continues to work collectively with all facets of the College to develop, strategize, and create marketing opportunities for various programs that include, but are not limited to:

### **EMS Degree & Certificate**

- Associate Degree in Emergency Medical Services
- Certificate in Emergency Medical Services
- Workforce Training as an EMT

### **Cyber Security Digital Forensics**

- Cyber Security and Assurance
- Cyber Security Specialist (Workforce Development)

### **Transfer Fair & Fall Festival**

- Created and promoted marketing material
- Web billboard and social media posts were generated for promotion

### **STEM Symposium**

Advancement has collaborated with a cross-section of the College to plan, organize, and promote the annual BCCC STEM Symposium scheduled for November 16<sup>th</sup>. This event will showcase BCCC STEM students and host STEM students from Baltimore City Public Schools. This year’s BCCC marketing plan includes:

- Symposium logo designs
- Retractable Sign design
- Register to participate Microsoft Form
- Check-in Microsoft Form
- Billboard
- Social post designs
- Certificate (Participation)

- Promotional items research
- Check-in QR Code sign
- Stickers
- Entrance Banner
- Promotional landing page

### **BCCC Social Media Engagement Continues to Grow**

BCCC Website, Google, X, Facebook, Instagram have all seen an increase in online activity. On average, BCCC continues to see a 60% increase in website and social media engagement. These are measurable outcomes driven by data analytics.

In addition to branded campaigns and programs, the marketing department continues to work with other divisions across the College to create opportunities that showcase students, faculty, staff, and programs on all our social media platforms. Current social media analytics show an increase in activity as we continue building and expanding our reach.

### **Social Media Posts for October include, but are not limited to:**

#### ***Student Life & Engagement Events***

- “I Stand with Immigrants”
- Student Government Association (SGA)
- Hispanic Festival social
- Mental Health Awareness
- Workforce Development Information Session
- Faculty Seminar
- BCCC Art students were featured in a social media profile/post
- BCCC Volleyball team

#### ***Website Billboards***

- Hispanic Heritage Month
- Transfer Fair
- Breast Cancer Awareness
- Fall Festival
- BCCC Athletic Victory Billboards for Basketball & Volleyball
- Thanksgiving
- Veteran’s Day
- Winter Break
- Cyber Security Digital Forensics
- Communications
- American Sign Language

### **Fall 2023 Digital Campaign**

The Fall 2023 Digital Campaign concluded on October 17 with the following cumulative results:



## **Facebook & Instagram Advertising Cumulative Totals:**

**Reach: 791,072**

Link Clicks: 18,478

CTR: 2.1%

Engagement: 19,160

Post Reactions: 320

Post Saves: 15

Post Shares: 26

Conversations Started: 6

Post Comments: 2

## **Website Statistics**

Google Analytics 4 (GA4), the new generation of Google's analytics platform provides a more refined insight into BCCC web activity and rating. Reports are based on 5 main categories: Realtime, Audience, Acquisition, Behavior, and Conversions. While comparison of web pages is not available year over year, it does provide different metrics compared to those used in the past. We will continue to learn about this new model.

## **Google Advertising Summary:**

Start date for the campaign is July 14, 2023

Impressions: **146,696**

Clicks: **13,747**

CPC: \$0.65

CTR: 12.03%

## ***Winter & Spring Marketing Campaign Planning***

The department has begun working on the Winter and Spring 2024 campaign, to include the following components for consideration:

- Internal and external bus, Metro and Light Rail signage: Canvassing reach frequency with Bus King, and HL displays; 300,000 daily impressions. For a four-week period alone, the bus and CUBE provide 11.9 million impressions over a 4-week period.
- Radio One advertising
- Digital Advertising
- CUBE (above) advertising: Frequency is 100,000 cars daily and an estimated 135,000 monthly impressions. Yearly, this equates to 1,500,000 impressions.
- New program advertising

## ***Veteran Parade Posters***

The College produced three Admissions signs for use in the Veterans Day Parade.

## ***Veteran's Day Social Tile***

A Veterans Day social tile was developed for posting on all social platforms.

## ***TRIO Dashboard***

The College is selecting photography to be used on the TRIO dashboard.

## ***Parade Banner***

A banner was ordered for participation in the Veterans Day Parade.

## ***Folder***

A reorder of the BCCC folder was placed for printing.

**Fall 2023 Digital Campaign**






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- Conversations Started: 6
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**Facebook & Instagram Summary:**

Start date for the campaign is July 7, 2023 – October 17, 2023

Ad	Start Date	Created by	Ad Objective	Status	Reach
	Jul 20	Michael Berends	Get more website visitors When you start at BCCC, you'll expand yo...	Completed	90,826
	Jul 13	Michael Berends	Get more website visitors BCCC is honored to assist active duty pers...	Completed	147.6K
	Jul 13	Michael Berends	Get more website visitors Finish your degree at BCCC. If you took a ...	Completed	182.2K
	Jul 13	Michael Berends	Get more website visitors Start. Expand. Impact.. It all starts at BCCC...	Completed	162.9K
	Jul 13	Michael Berends	Get more website visitors Start. Expand. Impact. It all starts at BCCC....	Completed	207.5K

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## **Baltimore City Community College**

### **CABINET UPDATE**

**Board of Trustees, November 15, 2023**

*Ms. Lyllis Green, Chief Internal Auditor*

Activities of the Office of Internal Audits during the month of September 2023 included:

- ERP Security Reviews
  - Student users
  - Accounts Receivable Security Assessment
  - HR Security Review
- Preparation for the Middle States Commission on Higher Education review including:
  - Steering Committee meetings
  - Cabinet Resource Team meeting
  - Chairing the Verification for Compliance Working Group  
Cabinet member assigned to weekly meetings with Standard VII working group.
- Cabinet meetings and Strategic Planning Retreat
- Policy reviews and posting to BCCC community for comments.
- Staff development: Grants

### **INTERNAL and EXTERNAL AUDITS (IA), REVIEWS, and INVESTGATIONS**

Institutional activities performed by the Internal Auditor include follow-up Audits and Investigations.

The latest Office of Legislative Audit (OLA) report was issued February 9, 2022. It has eight audit findings which include two repeat findings from the prior 2016 audit. There have been no reported changes to the resolution of findings since the monthly report presented to the Board for the October 2023 Internal Audit update. The status of OLA findings will be presented to the Board as progress is reported and reviewed toward resolving the finding(s)

It should be noted that the OLA issued the College's closeout letter on Tuesday, April 5, 2022, stating in part:  
"We found the actions indicated in the response address the recommendations contained in the audit report..."

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

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=&reportTypeId=1>

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, November 15, 2023**

#### **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. Jaqueline Hill, Vice President, Academic Affairs*

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

Four new cadets from BCPD, Damean Stewart, Jerell Johnson, Bri’Kaya Briscoe, and Jeffrey Marmolejos were registered for courses to begin the Law Enforcement AAS degree program. This initiative is an articulated partnership between the Baltimore City Police Department, Baltimore City Community College, and the University of Baltimore.

#### ***School of Nursing & Health Professions (SNHP)***

SNHP is effectively engaging with the Director of E-Learning and the Office of Institutional Effectiveness Research and Planning (OIERP) to work on correcting and updating the SLOs and curriculum to streamline the process of course and program assessment and effectiveness.

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

##### **Business and Technology**

The Accreditation Council of Business Schools and Programs (ACBSP) Self-Study team has been assembled and has met to review the ACBSP Standards. Leads of the working groups have also been assigned and are meeting with their teams weekly to draft the required narratives and gather evidentiary documents to support compliance.

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

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

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

***Workforce Development Program Development and Expansion*** – Workforce 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:

##### **JHPIEGO**

- Beginning in August 2023, Workforce Development partnered with JHPIEGO Baltimore City Health Department in Community Health Worker training for up to 18 (eighteen) incumbent workers.

##### **Baltimore Alliance For Careers in Healthcare**

- Workforce Development is working closely with the Baltimore Alliance for Careers in Healthcare to offer healthcare training for Baltimore City Residents over the summer months. Collaborating with BACH has assisted with enrollment increases in healthcare programs. The partnership has yielded a total

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees, November 15, 2023**

of fifty-seven students, including five Patient Care Technician Cohorts (44 students); one Multi-Skilled Medical Technician (4 students); and Emergency Medical Technician (9 students).

#### **Center for Urban Families**

- Workforce Development worked closely with the Center for Urban Families to enroll over 75 students in Certified Nursing Assistant (CNA) and Community Health Worker Programs (CHW), Diesel Mechanics, and Commercial Driving License (CDL) programs. The workforce is entering the final year of the BOOST grant partnering with Center for Urban Families (CFUF). CFUF has also received funding for an additional 75 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.

#### **Goodwill Industries**

- In August 2023, we began a CNA cohort of eighteen (18) students that are scheduled to complete in October 2023 and receive MBON CNA certification, as well as a Pharmacy cohort of twelve (12) students that will complete and certify as Pharmacy technicians in October 2023.
- Workforce started a new CNA Cohort with thirteen (13) in September 2023 to complete and receive certification in December 2023.
- In August 2023, Goodwill enrolled four students into the Warehouse and Logistics program. These students have received their Certified Logistics Associate, OSHA 10, and Forklift certification. Another class is scheduled to begin in November 2023, with ten (10) Goodwill students.
- Workforce Development will be partnering with Goodwill Industries in 2024 to have four cohorts each of Certified Nursing Assistant and Pharmacy Tech with up to sixteen (16) students per cohort.

#### **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. The first class will begin in October 2023 with a projected twenty (20) students. The class will finish in April 2023 with successful completers walking away with MBON CNA certification and GNA licenses.

#### **LifeBridge Health**

- Workforce Development is partnering with Sinai Hospital to begin a cohort of up to sixteen (16) students for CNA/GNA (Certified Nursing Assistant) to begin in October 2023 and complete in January 2024.

#### **University of Maryland Medical Center**

- Workforce Development will be coordinating with University of Maryland Medical Center to begin a PCT (Patient Care Tech) Cohort to begin in October 2023
- In June, the University of Maryland began a Phlebotomy training cohort of seventeen (17) students and are scheduled to complete in September and October 2023.

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, November 15, 2023**

#### **Commercial Driver's License (CDL B)**

- Workforce Development offered its first Commercial Driver's License (CDL) class in spring 2022. Since October eleven (11) more students have received their CDL-B license and thirty-three (33) more students are currently enrolled and expect to pass the MVA test before December 2023.

#### **Warehousing and Logistics**

- Workforce Development brought back the Warehousing and Logistics class to South Pavilion in July 2023. With an initial cohort of ten (10) students they are scheduled to complete in August 2023 with certifications in OSHA 10, Forklift Operation and Certified Logistics Technician through the Manufacturing Skills Standards Council.
- A new class will begin in November 2023 with up to twenty (20) students enrolled.

#### **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.

#### **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
- **GEERS** - \$558,000 to offer workforce training to Maryland residents

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, November 15, 2023**

#### Career Services Updates

- Career Services has been working with City Schools on a recruitment effort for several positions, such as: paraprofessionals, CDL drivers, clerical positions, and food service.
- Career Services has conducted several Job Readiness courses for current healthcare programs, Emergency Medical Technician, Patient Care Technician, and Certified Driver License programs.
- Career Services has recruitment opportunities in Early Childcare (Kreative Minds Learning Center); Morgan State University, Penske, Blakehurst (CDLs) and University of Maryland Medical Center.
- Career Services continues to work with partners to create career placement trainings opportunities for students. This includes placing students with Kennedy Krieger to work with children and young adults with developmental disabilities in the Neurobehavioral Unit.
- Career Services continues to coordinate with Workforce to connect students to job opportunities directly related to their training experiences. The Career Services Team coordinates recruitment efforts with Workforce to provide comprehensive support to completers.

#### **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. Jaqueline Hill, Vice President, Academic Affairs*

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

##### Mathematics and Engineering

Discussions began with Green Street Academy on possibly adding a robotics course as part of our dual enrollment offerings. Some additional supplies are required at Green Street at Academy before BCCC can offer the course. BCCC has provided a list of necessary items.

##### Natural and Physical Sciences (NPS)

With administrative guidance and oversight from Aundrea Wheeler, AVP for Curriculum and Instruction, the NPS department faculty are in process of developing a developmental science course for dual enrollment to help prepare high school students for science credit courses at the college. The new proposed course SCI 092 – Introductory Science curriculum will include concepts from Biology, Chemistry and Physics, the curriculum will be sent to CIC for approval and the course will be offered for the Spring 2024 semester.

#### ***School of Nursing and Health Profession (SNHP)***

SNHP is continuing to ensure that the students get equipped with the technical and professional attributes they need to be effective members of the community. The collaboration with Workforce Development and Continuation Education (WDCE) and Pathways in Technology Early College (P-TECH) will provide pathways for high school students. The school offers the best possible education to its students and helps them achieve their desired career goals.

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, November 15, 2023**

#### **Realignment Task #4**

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

*Dr. Jaqueline Hill, Vice President, Academic Affairs*

#### ***School of Nursing and Health Profession (SNHP)***

**Emergency Medical Services (EMS):** The Baltimore Fire Department has contacted Edward Burrell, Interim Prog. Coordinator to establish an articulation agreement to become BCCC’s satellite location to offer EMS certifications. He is currently drafting the plan to be presented to Deans Council.

**Health Information Technology (HIT):** The program coordinator, Professor Singleton, attended the annual Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) conference and met with the Johns Hopkins administrator, who agreed to allow Baltimore City Community College Health Information Technology students to complete their externships at John Hopkins Medical Centers. The process was initiated, and the agreement is currently with Johns Hopkins’ legal team.

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

##### **Mathematics and Engineering**

Working with AVP King-Sheridan the department has taken preliminary steps to re-establish expired Engineering articulations with Frostburg University.

##### **Natural and Physical Sciences (NPS)**

Working with AVP King-Sheridan, NPS is in the process of signing an articulation agreement with the University of Baltimore for the Forensics Science degree program.

#### **Other Academic Areas**

##### **Natural and Physical Sciences**

The Biotechnology program Speaker Series had an invited guest speaker on October 25, 2023.

Topic: Bioethics with AI in imaging

Speaker: Dr M Umair, Department of Radiology, Johns Hopkins University.

#### **E-Learning**

Currently awaiting approval from Cabinet to move forward with structural and aesthetic modifications to the 2024-25 catalog. Curriculum edits approved by CIC are being entered into the 2024-2025 draft Catalog. Typographical edits are continuing to be made for the 2023-24 catalog and those edits are duplicated into the draft 2024-25 catalog to avoid reintroduction of small errors. Working in collaboration with the Marketing department to ensure that information is cross walked in a meaningful way.



**Baltimore City Community College**

**Realignment Tasks Update**

**Board of Trustees, November 15, 2023**

E-Learning continues to produce tutorial videos for the faculty playlist on Canvas tips and refreshers. The ILP grading video was updated to remove antiquated information, and the one-page PDF is in the queue for a similar update to be completed before the Thanksgiving holiday break.

The E-Learning team has begun supporting the redesign effort for CLT-100 to create impactful change and foster greater success for students. This project could develop into a roadmap for future course redesign efforts. E-Learning is documenting the steps used by the department, so replication of the project’s successes is easily implemented in other courses.

**Library**

Glenn Peterson (Instructional Librarian) completed the annual Library Typical Week Statistics. The statistics are used to track patron usage of library services. The librarians are working on ways to market library services to the college community.

Jim Lynch (Collection Development Librarian) began 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.

Constance Mannone (Electronic Resources Librarian) attended the weekly MSCHE Standard IV working group meetings to discuss and review comments provided on the most recent draft. Also, she assisted Jim Lynch with the removal of unwanted catalog items and processing books to be removed from the library collection.

Wendy Ma (Systems Librarian) attended SirsiDynix Connections 2023, which is a 3-day online conference to learn about how to upgrade BCCCs present library system to BLUEcloud (BC) technology to develop BC Circulation, BC Cataloging, BC Mobile, and BC Discovery.

**Who do we serve monthly statistics for October:**

Who do we serve?	Oct., 2023	Oct., 2022	Year to date	Year to date
			FY 2024	FY 2023
Circulation of Print / Media		54	117	119
Use of Reserve Materials		30	80	171
<b>Database Sessions</b>				
Database Searches		4,208	7,124	11,222
Articles Retrieved		2,936	3,387	7,604
Library Online Public Access Catalog (OPAC) Searches				
eBook downloads		133	254	324
Use of Group Study Rooms		275	400	592

**Baltimore City Community College**  
**Realignment Tasks Update**  
**Board of Trustees, November 15, 2023**

Computer Usage	0	0	0	0
Laptop Usage		33	11	46
Printed Pages	11,570	5,256	30,750	14,034
Gate Count		8,338	17,751	31,364
Registration of new Patrons			38	82
Registration/Update of Community patrons		24	0	24
Xerox Copier			0	0
<b>Information Services</b>				
Information Literacy Sessions	15	7	44	32
Information Literacy Attendance	184	86	660	392
Technology Training Sessions	9	9	12	13
Technology Training Attendance	4	2	6	4
Training Center Use by Other College Departments	0	0	0	3
Book Purchases - Print		1		
Book Purchases - eBooks		0		
Rapid Response-Students		0	1	4
Rapid Response-Faculty and Staff		0	0	5
ILL Requests/ Document Delivery	1	0	1	0
eBook Purchases via Patron Driven Acquisitions (PDA)			0	0
Community/Alumni Services			0	0
<b>LibAnswers &amp; Social Media</b>				
LibAnswers	14	21	39	70
Facebook Followers	501	501	501	501
Facebook Engagement	0	11	36	245
Instagram Followers	66	68	66	68
Instagram Engagement	0	0	0	0

LibGuides saw increased usage in October by 1,396 views. In October, we had a total of 3,506 views from BCCC students. The most popular guides this month are APA Papers 7th edition (1,432 views), Online Databases (411 views), MLA 9th Edition (324 views), and Library Handouts (250 views).

**Baltimore City Community College**  
**Realignment Tasks Update**  
**Board of Trustees, November 15, 2023**

**Realignment Task #5**

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

*Ms. Donna Thomas, Interim Vice President, Student Affairs*

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

**STUDENT AFFAIRS**

Student Affairs continues to monitor the changes in actual enrollment data for Fall 2023 to measure against the enrollment projections for Fall 2023 established by the Maryland Higher Education Commission’s (MHEC) enrollment projections for Baltimore City Community College (BCCC). See enrollment projections below.

**MHEC Enrollment Projections:**

	Fall 22 FY 23	Fall 23 FY 24	Fall 24 FY 25	Fall 25 FY 26	Fall 26 FY 27	Fall 27 FY 28	Fall 28 FY 29	Fall 29 FY 30	Fall 30 FY 31	Fall 31 FY 32	Fall 32 FY 33	% Change FY 23-33
	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	
<b>Baltimore City Community College</b>												
Full-time	847	1,149	1,163	1,177	1,178	1,178	1,178	1,179	1,179	1,186	1,192	41%
Part-time	2,691	3,265	3,295	3,325	3,335	3,346	3,356	3,366	3,377	3,389	3,400	26%
Total Headcount	3,538	4,414	4,458	4,502	4,513	4,524	4,534	4,545	4,556	4,575	4,592	30%
<b>Total Community Colleges</b>												
Full-time	28,117	38,170	38,641	39,102	39,117	39,127	39,141	39,157	39,168	39,385	39,602	41%
Part-time	66,717	80,070	80,800	81,532	81,790	82,046	82,294	82,550	82,808	83,100	83,380	25%
Total Headcount	94,834	118,240	119,441	120,634	120,907	121,173	121,435	121,707	121,976	122,485	122,982	30%

**New Enrollment Management/Recruitment Plans & Communication Enhancements**

**Enrollment Management Plan**

The Dean of Enrollment Management continues to develop and implement an Enrollment Management & Recruitment Plan. The plan will be refined throughout the rest of the fall and into the spring 24 semesters. The Dean and Admission Recruiters finalized recruitment territories and strategies as discussed in the last realignment report.

In October recruitment territories were further expanded to include Baltimore County Public High Schools, since the Mayor’s Scholars Program eligibility requirements are no longer limited to Baltimore City Residents. To begin engagement with Baltimore County Public High Schools, recruiters reviewed each school’s profile and contacted each high school by phone. Each recruiter was provided a script to reference when speaking to each high school. The purpose of the call is to request BCCC be included in the school’s college and career readiness events, invite the high school to a campus visit, or allow BCCC to visit the high school and conduct an information session about the college and assist students on the spot in completing the BCCC admissions application.

Also, beginning in February 2024, Admissions will further expand its territory to begin engaging with Baltimore City Middle Schools. The intent is to meet with 7 and 8 grade students to begin engagement at the middle level with students about the college and dual enrollment process. This will ensure students are exposed to college prior to high school and with continued engagement from BCCC through their high school career, creates a streamlined pathway approach for the student.

## Baltimore City Community College

### Realignment Tasks Update

#### Board of Trustees, November 15, 2023

Additionally, the college continues to increase its presence in the community and foster new partnerships. The college has been invited to be guest readers at Gwynns Falls Elementary school. This is a great opportunity for the college to begin engaging with students as early as elementary school in a different capacity that when continued leaves a lasting impression on the student, ultimately drawing them back to the college in the years to come.

Lastly, the Dean of Enrollment Management increased the college’s goal for recruitment events from 100 to 250 from October 1, 2023, to July 1, 2024, due to expanding the college’s recruitment territory to include Baltimore County Public High Schools and Baltimore City Middle Schools.

For the month of November, a total of 25 events have been confirmed to date. See chart below.

Date	Organization/School	Event Type
11/2/2023	Commodore John Rodgers School	College Fair (Tabling) MSP Presentation
11/7/2023	Coppin Academy High School	Informational Session: Mayor's Scholars Program, Dual Enrollment, Application Process
11/8/2023	Career Academy	Informational Session: Mayor's Scholars Program, Application Process
11/9/2023	Baltimore Leadership School for Young Women	Information Session
11/9/2023	REACH! Partnership High School	Campus Tour & Information Session
11/9/2023	Academy for College and Career Exploration	College and Career Readiness Night (Presentation Dual Enrollment, MSP) (Presentation 10-12)
11/10/2023	Baltimore City Mayor Veterans Day Parade	
11/12/2023	Veterans & Military Families Month Program at Northwood Appold United Methodist Church	Veterans & Military Family
11/13/2023	Western High School	College Fair (Tabling)
11/13/2023	Green Street Academy	College Fair (Tabling)
11/14/2023	Reginald F. Lewis High School	College Fair (Tabling)
11/14/2023	Dunbar High School	College Fair (Tabling)
11/14/2023	Patterson High School	College Fair (Tabling)
11/14/2023	Benjamin Franklin High School	College Fair (Tabling)
11/15/2023	Carver Vocational-Technical High School	College Fair (Tabling)
11/15/2023	Coppin Academy High School	College Fair (Tabling)
11/15/2023	The Excel Center Adult High School	Presentation
11/15/2023	Frederick Douglass High School	College Fair (Tabling)

**Baltimore City Community College**

**Realignment Tasks Update**

**Board of Trustees, November 15, 2023**

11/16/2023	Mergenthaler Vocational Technical High School	College Fair (Tabling)
11/16/2023	Dunbar High School	College Fair (Tabling)
11/16/2023	Reach! Partnership High School	College Fair (Tabling)
11/16/2023	National Academy Foundation High School	College Fair (Tabling)
11/16/2023	Augusta Fells & Bulford Dre Jemison STEM Academy	Family College Info Night (Tabling)
11/21/2023	Bluford Drew Jemison STEM Academy	MSP Presentation, Application Assistance, Information Session
11/29/2023	Mt. Clare Christian School	Information Session & Campus Tour

**INSTITUTIONAL EFFECTIVENESS, RESEARCH & PLANNING**

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

Maryland Higher Education Commission (MHEC)

- *Performance Accountability Report (PAR) Development of Narrative – 2023* process concluded with preparation of narrative, indicators, and PowerPoint for Cabinet review and approval and presentation to the Board of Trustees in September. With the Board’s approval, all materials were submitted to meet the deadline of October 2, 2023.
- *English for Speakers of Other Languages FTEs and Pass Rates* – Collaborated with WDCE, Records & Registration, and Information Technology Services to develop FY 2023 credit and continuing education FTEs and pass rates for students enrolled in English Language Instruction and English as a Second Language courses. The submission was completed by the deadline of October 2, 2023.
- *Winter and Spring 2023 End-of-Term System (EOTS) Files* – Developed student-level data in to meet the submission deadline of October 16, 2023.
- *Opening Fall Enrollment (S-7) Form* – With support from Information Technology Services (ITS), developed fall 2023 preliminary headcount data by student characteristics to meet the submission deadline of October 15, 2023.

National Center for Educational Statistics (NCES)

- *IPEDS Completions Survey* – Developed FY 2023 data reflecting the degrees and certificates awarded by program and student characteristics to meet the submission deadline of October 18, 2023.
- *IPEDS 12-Month Enrollment* – Developed FY 2023 unduplicated headcount data by various student characteristics to meet the submission deadline of October 18, 2023.
- *IPEDS Institutional Characteristics* – Collaborated with Student Affairs, Academic Affairs, and Finance & Administration to report various services, costs, and characteristics of the institution to meet the submission deadline of October 18, 2023.

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees, November 15, 2023**

#### Maryland State Department of Education (MSDE)

- *FY 2023 Technical Skills Attainment (TSA) File for Carl T. Perkins Grant*
- *FY 2023 Career & Technical Education (CTE) File for Carl T. Perkins Grant*

Reviewed Maryland State Department of Education's (MSDE) Data Manual, shared with Perkins Coordinator, Director of Grants, and Information Technology Services (ITS); prepared workbook for Academic Deans to compile TSA information and review course/program information for CTE files. Scheduled meetings with Perkins Coordinator, Director of Grants, Director of Enterprise Application Systems, and Academic Deans for week of October 2. Prepared the TSA file to meet the submission deadline of October 13, 2023.

An extension was granted for the CTE file due to complications related to the transition to Banner and the complex nature of the requirements of the file. At its core, the CTE Enrollment and Outcomes File is a degree audit of approved CTE programs tied to student demographics and financial aid-related characteristics. BCCC's "go live" with the new Banner Student Information System (SIS) was for the fall 2022 semester, which split the fiscal year with the registration activity for summer 2022 in the legacy SIS and fall 2022 and beyond in Banner.

One of the primary data migration issues occurred with the credit students' majors. For several hundred continuing students, the most recent major was not migrated. Over the course of the last year, tremendous clean-up has occurred but there remains more to do particularly for students who stop-out and return. This necessitated a more manual review for records with mixed internal major codes, HEGIS, and CIP codes. With a new SIS, there are new course IDs which, for the most part, were managed appropriately for the occupational credit hours, but there were some older courses (e.g., 1990s, early 2000s) and courses migrated incorrectly (e.g., developmental education) that required a manual review for the file.

Prior to the go-live, the financial aid data and processes were managed through a different legacy system, REGENT. For the CTE requirements, a COBOL program/script generated the majority of the file which linked legacy SIS data to the REGENT data. An entirely new SQL script was developed to create the core file along with a new script to develop the necessary FAFSA-related data out of the respective Banner modules.

The manual components to create the file along with the extensive review required needed far more time than initially anticipated. It must be noted that there remain concerns that the primary selection criteria for this file is the major, which still remains an institutional priority for review and clean up. The College may find, as this effort continues, that there were students not captured in the submitted file and may be able to develop a more complete file at a later time.

Daily Credit Enrollment Updates – Through collaboration with ITS, OIR provided daily fall 2023 credit headcount update to reflect progress toward the target established in MHEC's enrollment projections throughout the fall's registration and drop/add periods.

#### Enterprise Resource Planning (ERP) Implementation and Operationalization

OIR participated in Insights Implementation Kickoff session with Ellucian representatives to explore Insights reporting tool.

- Collaborated with ITS, Director of E-Learning, and Associate Registrar to develop means to extract and report student, graduate, and course level data with confidence via development of queries in the new Argos reporting tool and utilize preliminary output for data validation and cleansing.

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, November 15, 2023**

- Compiling documentation to support development of key data files required for State compliance.
- Meeting with members of Student Affairs, WDCE, ITS and Ellucian to ensure continuing education and credit data can be captured and reported to meet operational and mandated reporting needs.

### **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:

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

BCCC Vice President for Advancement serves as a member of the GMCC Board of Directors. Efforts have been made to continue building a strong relationship with the board and members of the respective communities. BCCC was represented at various community meetings in the 21215-zip code while expanding outreach opportunities.

#### ***Liberty Coalition of Neighborhoods***

BCCC provides a meeting space for the Liberty Coalition of Neighborhoods, a member of the Healthy Neighborhoods Initiative.

#### ***COMCAST***

COMCAST has awarded BCCC with 100 laptops and \$5,000 to assist BCCC students with technical support as they continue their digital equity outreach in Baltimore City. BCCC is currently working on establishing an annual project in which COMCAST serves as a sponsor and/or partner to support digital equity for all students.

#### ***United Way of Central Maryland***

BCCC continues meeting with United Way of Central Maryland to establish ways to partner and address community needs. The College is currently serving as a convener of community stakeholders to establish tangible strategies to address community needs that include access to affordable education, job training, and college readiness programs.

### **WBJC Staff Community Engagement**

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

Candlelight Concert Society: Jonathan Palevsky gave a pre-concert talk for the Faure Quartet concert at the Smith Theatre, Howard Community College on October 1<sup>st</sup>.

Peabody Institute: Jonathan Palevsky hosted a workshop on presenting classical music in concert to the String Department students on October 7th.

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees, November 15, 2023**

Music at St. David's: Dr. Douglas Buchanan, Director of Music Ministries, was interviewed about the recital and evensong offering for the Commemoration of Indigenous Peoples Day on October 15<sup>th</sup> by Judith Krummeck.

Johns Hopkins University – Osher Program: Jonathan Palevsky gave lectures throughout the month on the topics including Music in Vienna and the 12 Pieces that Changed Music.

Washington Performing Arts at The Kennedy Center: Pianist Simone Dinnerstein was interviewed about a piano 4-hands concert with Awadagin Pratt taking place on October 30<sup>th</sup> by Kati Harrison.

The Washington Chorus and National Philharmonic: Artistic Director, Eugene Rogers, was interviewed about their upcoming collaboration with the National Philharmonic in a concert called Universal Lodging on November 5 by Kati Harrison.

Baltimore Museum of Art: Co-Curator, Analeeb Badiee Banta, was interviewed about the exhibition, Making Her Art: A History of Women Artists in Europe, 1400-1800, by Judith Krummeck.

Shriver Hall Concert Series: Pianist, Angela Hewitt, was interviewed about her recital of Bach's Goldberg Variations, which opens the series' 2023-24 season by Judith Krummeck.

Baltimore Choral Arts Society: Anthony Blake Clark, Music Director, was interviewed about the upcoming programs Come Sing Faure's Requiem on October 7<sup>th</sup> and The Brahms Requiem on November 15<sup>th</sup> by Jonathan Palevsky.

Bach in Baltimore: Herb Dimmock, Musical Director, was interviewed about the 2023-24 concert season on to aired on October 29<sup>th</sup> by Jonathan Palevsky.

Handel Choir: Bryan Bartoldis, Artistic Director, was interviewed about the choir's performance with the Maryland State Boychoir on October 28<sup>th</sup> by Jonathan Palevsky.

Annapolis Symphony: Artistic Director, Jose Luis Novo, was interviewed about the upcoming concerts at Maryland Hall on November 3<sup>rd</sup> and 4<sup>th</sup> by Jonathan Palevsky.

Towson University Osher Society: Jonathan Palevsky gave lectures on Music in Italy.

Live Arts Maryland: Ernie Green, Artistic Director, was interviewed about their upcoming concert on November 4<sup>th</sup> by Jonathan Palevsky.

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

Businesses who underwrite programs and content on WBJC:

#### ***Returning Clients***

Vocal Arts DC, St. David's Church, Shriver Hall, Baltimore Symphony Orchestra, Kennedy Center, Annapolis Symphony, Peabody Institute, Opera Baltimore, Maryland State Boychoir, Maryland Opera, Johns Hopkins Symphony, Candlelight Concerts, University of Maryland – Baltimore County, Cynipid Fund, Elville and Associates, Zeke's Coffee, Culligan Water, Framin' Place, Atwater's.



**Baltimore City Community College**  
**Realignment Tasks Update**  
**Board of Trustees, November 15, 2023**

**WBJC Program Highlights**

WBJC programs and content of note for the month.

*Music in Maryland*

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

*Book Notes*

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

**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.

**NCMPR 2023 Medallion Awards**—BCCC’s Marketing team won four (4) National Council for Marketing & Public Relations (NCMPR) 2023 Medallion Awards in October. BCCC is now the winner of five (5) NCMPR awards. This is a first for the College and a testament to the tenacious work in addressing Realignment Task #8 (Develop and Market a BCCC Brand).

**Black Enterprise Magazine Featured BCCC’s Nursing Program in its October eEdition (online).**

BCCC received placement in Black Enterprise Magazine in an article featuring Governor Wes Moore. The article, “Maryland Governor Wes Moore Launches Innovative Paid Community Service Program for Young Adults” concluded with a message about BCCC’s nursing program and how it works to meet industry needs.

**WBJC Radio Station BCCC Event Promotion**

BCCC campus events and initiatives are promoted on-air on a regular basis including Public Service Announcements:

- Multiple daily reads by WBJC hosts.
- PSA for BCCC’s National Hispanic Heritage Month Celebration.
- Other BCCC special programs & projects

Moreover, the Marketing Department continues to work collectively with all facets of the College to develop, strategize, and create marketing opportunities for various programs that include, but are not limited to:

**EMS Degree & Certificate**

- Associate Degree in Emergency Medical Services
- Certificate in Emergency Medical Services
- Workforce Training as an EMT

## **Baltimore City Community College**

### **Realignment Tasks Update**

**Board of Trustees, November 15, 2023**

#### **Cyber Security Digital Forensics**

- Cyber Security and Assurance
- Cyber Security Specialist (Workforce Development)

#### **Transfer Fair & Fall Festival**

- Created and promoted marketing material
- Web billboard and social media posts were generated for promotion

#### **STEM Symposium**

Advancement has collaborated with a cross-section of the College to plan, organize, and promote the annual BCCC STEM Symposium scheduled for November 16<sup>th</sup>. This event will showcase BCCC STEM students and host STEM students from Baltimore City Public Schools. This year's BCCC marketing plan includes:

- Symposium logo designs
- Retractable Sign design
- Register to participate Microsoft Form
- Check-in Microsoft Form
- Billboard
- Social post designs
- Certificate (Participation)
- Promotional items research
- Check-in QR Code sign
- Stickers
- Entrance Banner
- Promotional landing page

#### **BCCC Social Media Engagement Continues to Grow**

BCCC Website, Google, X, Facebook, Instagram have all seen an increase in online activity. On average, BCCC continues to see a 60% increase in website and social media engagement. These are measurable outcomes driven by data analytics.

In addition to branded campaigns and programs, the marketing department continues to work with other divisions across the College to create opportunities that showcase students, faculty, staff, and programs on all our social media platforms. Current social media analytics show an increase in activity as we continue building and expanding our reach.

#### **Social Media Posts for October include, but are not limited to:**

##### *Student Life & Engagement Events*

- "I Stand with Immigrants"
- Student Government Association (SGA)
- Hispanic Festival social
- Mental Health Awareness

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees, November 15, 2023**

- Workforce Development Information Session
- Faculty Seminar
- BCCC Art students were featured in a social media profile/post
- BCCC Volleyball team

#### ***Website Billboards***

- Hispanic Heritage Month
- Transfer Fair
- Breast Cancer Awareness
- Fall Festival
- BCCC Athletic Victory Billboards for Basketball & Volleyball
- Thanksgiving
- Veteran's Day
- Winter Break
- Cyber Security Digital Forensics
- Communications
- American Sign Language

#### **Fall 2023 Digital Campaign**

The Fall 2023 Digital Campaign concluded on October 17 with the following cumulative results:

#### **Facebook & Instagram Advertising Cumulative Totals:**

**Reach: 791,072**

Link Clicks: 18,478

CTR: 2.1%

Engagement: 19,160

Post Reactions: 320

Post Saves: 15

Post Shares: 26

Conversations Started: 6

Post Comments: 2

#### **Website Statistics**

Google Analytics 4 (GA4), the new generation of Google's analytics platform provides a more refined insight into BCCC web activity and rating. Reports are based on 5 main categories: Realtime, Audience, Acquisition, Behavior, and Conversions. While comparison of web pages is not available year over year, it does provide different metrics compared to those used in the past. We will continue to learn about this new model.

#### **Google Advertising Summary:**

Start date for the campaign is July 14, 2023

Impressions: **146,696**

Clicks: **13,747**

CPC: \$0.65

CTR: 12.03%

**Baltimore City Community College**

**Realignment Tasks Update**

**Board of Trustees, November 15, 2023**

**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***

**Project Status**

The ERP implementation project is designated as a major information technology development project (MITDP). 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 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

**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 broadly available to the campus community. That work is in progress with a tentative soft launch with the Records and Registration department planned for mid-January.

**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.

## **Baltimore City Community College**

### **Realignment Tasks Update**

#### **Board of Trustees, November 15, 2023**

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 November, sessions are being planned to configure the Insights reporting tool, train staff on using the tool and plan for the tool launch.

#### **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.

#### ***Data Center Refresh Project***

The data center refresh project (Phase 1) is over 90% complete, with the target completion of all production workloads to the new hardware by the end of the calendar year.

Planning for Phase 2 of the data center refresh project is underway. This phase is focused on Disaster Recovery and Business Continuity and will create additional redundancy, enhance the speed of recovery from a disaster, and ensure that BCCC's data in the Microsoft cloud is protected. ITS is exploring modern Disaster Recovery as a Service options (DRaaS) and will present a proposal to the President and Board for funding and approval.

### **REALIGNMENT TASK #10**

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

*Office of the President*

The Bard demolition is on schedule to be completed by July 2024. BCCC is planning for the new Center for Innovation and requesting state funding to construct 150,000 SF on the site.

### **Realignment Task #12**

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

*President & Cabinet*

The nine (9) Middle States Commission of Higher Education working groups, with over ninety individuals serving, have been meeting weekly to develop the Draft #4 Self-Study Report and the Verification of Compliance Report. An institutional meeting was held on October 27, 2023, to update all faculty and staff regarding the progress of the reports. To address “gaps” identified by the legislative realignment and the working groups, the

# Baltimore City Community College Realignment Tasks Update Board of Trustees, November 15, 2023

Cabinet members are leading the develop of Action Plans to provide short-term and long-term solutions.

Middle States Commission on Higher Education | Baltimore City Community College

### MSCHE Self-Study Timeline Overview

- ❖ Draft #3 Deadline, October 27, 2023
- ❖ Draft #4 Deadline, November 1, 2023
- ❖ MSCHE Conference, December 4 - 6, 2023
- ❖ Team Chair Campus Visit, December 8, 2023
- ❖ Draft #5 Deadline, December 15, 2023
- ❖ Professional Development (Faculty & Staff Draft Review), January 2024
- ❖ Final Draft Deadline, February 1, 2024
- ❖ Self-Study Reports Due to MSCHE, March 15, 2024
- ❖ Self-Study Team Campus Visit, April 28 - May 1, 2024

Faculty & Staff Campus Visit  
"Preparation Sessions"  
January – April 2024

**BCCC**

Middle States Commission on Higher Education | Baltimore City Community College

### "Cabinet Action Plans"

**BCCC**

Standard Three: Design and Delivery of the Student Learning Experience

- Learning experiences don't happen solely in classroom, other areas provide opportunities
  - Advising, TRIO, Disability Support Services, Center for Academic Achievement, the Library, Student Wellness, and others all provide knowledge and skills to students through workshops
- Revitalization of the General Education Committee through the Action Plan led by Dr. Hill, VPAA
- VP Augustus' team is working on the new career-pathway chart.
- Appropriate Requirements of Affiliation were identified and validated.

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Standard Five: Educational Effectiveness Assessment

Criteria 1: Clearly stated educational goals at the institution and degree/program levels, which are interrelated with one another, with relevant educational experiences, and with the institution's mission.

**Business, Science, Technology, Engineering & Mathematics:**  
Cyber Security and Assurance AAS Degree

A student who completes the Cyber Security and Assurance program will be able to:

1. Follow a structured model in Security Systems Development Life Cycle (SSDLC)
2. Define attack methodology and combat hackers from intrusion or other suspicious attempts at connection to gain unauthorized access to a computer and its resources
3. Protect data and respond to threats that occur over the internet
4. Design and implement risk analysis, security policies, and damage assessment
5. Plan, implement and audit operating systems' security in a networked, multi-platform and cross platform environment
6. Provide contingency operations that include administrative planning process for incident response, disaster recovery, and business continuity planning within information security

**Program Goals**

**School of Arts & Social Sciences: Arts & Sciences AA Degree, Theatre Performance AOC**

A student who completes the Arts and Sciences Transfer Theatre Performance AOC will be able to:

1. Identify the major authors, periods, movements, and issues in dramatic literature and theatre that directly affect the actor
2. Interpret themes and issues addressed in dramatic works and compare them to personal experiences or historical events
3. Apply appropriate information to critique artistic work
4. Compose English prose with clarity, style, and artistic purpose
5. Use dramatic conventions to write and perform monologues, scenes, and plays that are based on personal experience, real or imagined situations, or historical events
6. Apply vocabulary from drama, music, and visual arts, to discuss the visual, aural, or kinesthetic elements of a theatrical production
7. Demonstrate mastery of one or more aspects of the theater including, but not limited to, acting, directing, design (sets, lighting, costumes, sound), props, make-up, playwriting, dramaturgy, criticism, scholarship, administration, and management.
8. Use selected scenes, themes, conflicts, and action to create improved and scripted dramatic works
9. Experiment collaboratively on group projects, effectively drawing from all members' strengths
10. Show how each of the traditional five found in the Theater Factor (plot/genre), production director, lighting, costume, and set design) evolved over time in a variety of historical periods and cultures
11. Analyze and evaluate work in which the vocal, properties, scenery, costumes, lighting, and sound are manipulated to communicate dramatic elements in theatrical productions and benefit the actor
12. Formulate, apply, and communicate criteria for evaluating personal performances and the performances of others

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### Verification of Compliance Working Group

Integrate the Requirements of Affiliation into the Standards

Working Group Members: Lyllis Green (Chair), Saleem Chaudhry, Marshall Goodwin, Keenan Jones, Karen King-Sheridan, Maria Rodriguez, Jorge Beder

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### Communication & Events Working Group

Invite us to your events!

**BCCC Mission**  
Baltimore City Community College provides quality, affordable, and accessible education and the professional and personal goals of a diverse population, sharing love, and building communities.

- ❖ "Facts & Snacks" Events Planned
- ❖ Facilities 2nd and 3rd Shifts
- ❖ Reisterstown Road Plaza
- ❖ Fall Transfer Fair – October 31
- ❖ Fall Festival – October 31
- ❖ Website Governance Plan
- ❖ Mission, Vision, Values Campaign
- ❖ Sign Audit on Main Campus and Other Locations

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The College has advanced to **Phase 1: Step 5 and Step 6** of the 2024-2029 Strategic Plan development process. President McCurdy and the Cabinet are finalizing dates in November and December to hold Board of Trustees and faculty and staff community engagements to further develop the framework for college-wide planning which will occur over two years. The Community Engagements in Step 5 will convene all faculty and staff in November and December 2023 to participate in the development of the institutional goals and objectives.

**Baltimore City Community College**  
**Realignment Tasks Update**  
**Board of Trustees, November 15, 2023**

The upcoming strategic planning engagements will provide opportunities for a facilitated review of the existing College mission, vision and values which were last comprehensively reviewed by faculty and staff and approved by the Board of Trustees in 2017. Student and community partners will also participate in the upcoming stakeholder engagements.

Standard One: Mission and Goals

**Action Plan: Planning, Mission, Vision, Values Procedure(s)**

MOORE Action Plan	MOORE Action Plan	MOORE Action Plan	MOORE Action Plan	MOORE Action Plan	MOORE Action Plan	MOORE Action Plan	MOORE Action Plan		
Target Completion Date: November 30, 2023	Target Completion Date: November 30, 2023	Target Completion Date: November 30, 2023	Target Completion Date: November 30, 2023	Target Completion Date: November 30, 2023	Target Completion Date: November 30, 2023	Target Completion Date: November 30, 2023	Target Completion Date: November 30, 2023		
MOORE Standard 1: V.I.V.	MOORE Standard 1: V.I.V.	MOORE Standard 1: V.I.V.	MOORE Standard 1: V.I.V.	MOORE Standard 1: V.I.V.	MOORE Standard 1: V.I.V.	MOORE Standard 1: V.I.V.	MOORE Standard 1: V.I.V.		
Oct 23	Step 1-10	Collaboration	Final	Step 11-20	Collaboration	Status	Step 21-30	Collaboration	Status
Collaboration on BCC program including MOORE information	Office of the President	Collaboration	Completed	Collaboration on peer review information on peer review information	Office of the President	Completed	Collaboration on peer review information on peer review information	Office of the President	Completed
Nov 23	Step 1-10	Collaboration	Status	Step 11-20	Collaboration	Status	Step 21-30	Collaboration	Status
Final BCC procedure for the development of the College's strategic, mission and operational statement and its alignment to the assessment plan	Office of the President	Collaboration	In Progress	Review draft procedure for the development of the College's strategic, mission and operational statement and its alignment to the assessment plan	Office of the President	In Progress	Finalize draft procedure for the development of the College's strategic, mission and operational statement and its alignment to the assessment plan	Office of the President	In Progress

Standard One: Mission and Goals

**Action Plan: Strategic Plan**

MOORE Action Plan	MOORE Action Plan	MOORE Action Plan	MOORE Action Plan	MOORE Action Plan	MOORE Action Plan	MOORE Action Plan	MOORE Action Plan
Target Completion Date: November 30, 2023	Target Completion Date: November 30, 2023	Target Completion Date: November 30, 2023	Target Completion Date: November 30, 2023	Target Completion Date: November 30, 2023	Target Completion Date: November 30, 2023	Target Completion Date: November 30, 2023	Target Completion Date: November 30, 2023
MOORE Standard 1: V.I.V.	MOORE Standard 1: V.I.V.	MOORE Standard 1: V.I.V.	MOORE Standard 1: V.I.V.	MOORE Standard 1: V.I.V.	MOORE Standard 1: V.I.V.	MOORE Standard 1: V.I.V.	MOORE Standard 1: V.I.V.
Step 1-10	Step 11-20	Step 21-30	Step 31-40	Step 41-50	Step 51-60	Step 61-70	Step 71-80
Collaboration on BCC program including MOORE information	Collaboration on peer review information on peer review information	Collaboration on peer review information on peer review information	Collaboration on peer review information on peer review information	Collaboration on peer review information on peer review information	Collaboration on peer review information on peer review information	Collaboration on peer review information on peer review information	Collaboration on peer review information on peer review information
Office of the President	Office of the President	Office of the President	Office of the President	Office of the President	Office of the President	Office of the President	Office of the President
In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress

**Timeline: September 2023 through September 2025**

**Strategic Planning Phases**

**Phase 1: Getting Started - Strategic Ideation:**

- Step 1: Presidential Touchpoint
- Step 2: Leadership Diagnostics
- Step 3: Discovery Resources
- Step 4: Leadership Team Retreat
- Step 5: Community Engagement
- Step 6: Board Retreat

**Phase 2: Pulling it Together – Strategic Build:**

- Step 7: Planning Team One
- Step 8: Theme Teams
- Step 9: Planning Team Two

**Phase 3: Living Out the Plan – Strategic Action:**

- Step 10: Community Affirmation & Board Approval
- Step 11: Software and Project Plan Development
- Step 12: Implementation Support

Planning and Assessment Software Solution

The Office of Institutional Effectiveness, Research & Planning is leading 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 and sustain short-term and long-term planning efforts. In October, Institutional Effectiveness, Research & Planning met with Creatrix, Strategic Planning Online (SPOL), and Watermark for demonstrations

**Baltimore City Community College**  
**Realignment Tasks Update**  
**Board of Trustees, November 15, 2023**

of planning, assessment, and accreditation software solutions to continue the initial vetting of tools. The Standard One Working Group is also actively engaged in this foundational work.

A cross-representative group of key stakeholders will participate in demonstrations and hands-on sessions in November/December 2023-January 2024 to help select and implement an appropriate planning and assessment tool for the College in the spring of 2024.

division	feature	Nuventive Improve*	Vendor_1	Vendor_2	Vendor_3	Vendor_4	Vendor_5	Vendor_6	Vendor_7	
Academy	Clinical/Internship Placement (or Integration)	no			no	no	no		yes	
Academy	Course Catalog (or integration - Acalog)	no			yes	no	no		yes	
Academy	Course Evaluation (or integration - Course Eval. & Survey)	no			yes	no	no		yes	
Academy	Curriculum Management (or Integration - Curriculum?)	no			yes	yes	no		yes	
Academy	LMS Integration (Canvas)	no		yes	yes	yes	no	yes	yes	
Academy	Program Review & Evaluation	no	yes	yes	yes	yes	yes	yes	yes	
Academy	Student Portfolio (or Integration)	no			yes	yes	no		yes	
Academy	Syllabus Management (or Integration)	no			yes	no	no		yes	
HR	Faculty/Employee Portfolio (or Integration)	no	yes	yes	yes	no	no	yes	yes	
IERP	Data Analysis	no	yes	yes	yes	no	yes	yes	yes	
IERP	Data Query and Export (.csv)	yes			yes	yes	yes	yes	yes	
IERP	Non-Academic Assessment	yes	yes	yes	yes	no	yes	yes	yes	
IERP	Programmatic Accreditation	no	yes	yes	yes	no	yes	yes	yes	
IERP	Regional Accreditation	no	yes	yes	yes	no	yes	yes	yes	
IERP	Strategic Planning	yes	yes	yes	yes	no	yes	yes	yes	
ITS	HECVAT documentation provided									
ITS	Single Sign-On using SAML (preferably Azure AD)	no			yes			yes	yes	
ITS	SOC II Type 2 Audit documentation provided									
ITS	Software as a Service	yes	yes		yes		yes		yes	
ITS	Student Information System Integration	no	no	no	yes	no	no	yes	yes	
ITS	VPAT documentation provided									
Student Affairs	Learning Placement Integration (ACCUPLACER)	no			yes	no	no			
Student Affairs	Student Success (or Integration)	no			yes	no	yes	yes	yes	
		23	4	8	8	19	5	9	12	19
	"yes" rate:	17%	35%	35%	83%	22%	39%	52%	83%	
	preliminary meeting/demo	NA	2023-09-27	2023-06-27	2023-09-21	2023-08-24	2023-04-04	2023-08-18	2023-08-23	
	product specialist meeting/demo	NA	2023-11-14	scheduling	2023-10-16	NA	NA	2023-10-04	2023-09-01	
	follow-up meeting/demo	NA			2023-11-02	NA	NA	2023-10-19	2023-10-12	
	key stakeholder demo	NA			scheduling	NA	NA	scheduling	scheduling	
	institutional demo	NA				NA	NA			

\*Historic software, 2014-2023



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

TAB 11 | Active Search Listing

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**HR Active Search List As of November 2, 2023**

Baltimore City Community College						
	Div	PIN #	Position	Oversight	Date posted	Status 10/9/2023
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/ Quintin Davis	8/10/2022	Resumes forwarded for Review
4	AA	78507	Assistant Professor/Clinical Coordinator, Health Information Technology	Dr. Jacqueline Hill/ Dr. Courtney Ross/ Dorothy Holley	3/23/2023	Resumes forwarded for Review
5	AA	66829	Assistant Professor of Cyber Security Digital Forensics	Dr. Jacqueline Hill/ Quintin Davis	6/23/2023	Resumes forwarded for Review
6	AA	66773	Assistant Professor & Program Coordinator for Marketing	Dr. Jacqueline Hill/ Quintin Davis	6/23/2023	Resumes forwarded for Review
7	AA	72080	Assistant Professor & Program Coordinator for Computer Information Systems	Dr. Jacqueline Hill/ Quintin Davis	6/27/2023	Resumes forwarded for Review
8	AA	66762	Assistant Professor & Program Coordinator for Office Administration	Dr. Jacqueline Hill/ Quintin Davis	6/27/2023	Resumes forwarded for Review
9	AA	70700	Assistant Professor of Nursing- Adult Medical/ Surgical	Dr. Jacqueline Hill/ Dr. Courtney Ross/ Dorothy Holley	7/26/2023	Resumes forwarded for Review
10	AA	66803	Assistant Professor & Program Coordinator of American Sign Language/ Deaf Studies	Dr. Jacqueline Hill/ Dr. Mark Conard/ Dr. Anthony McEachern	7/27/2023	Resumes forwarded for Review
11	AA	81589	Assistant Professor & Program Coordinator - Criminal Justice	Dr. Jacqueline Hill/ Dr. Mark Conard/ Dr. Anthony McEachern	8/8/2023	Resumes forwarded for Review
12	AA	66729	Assistant Professor- Allied Human Services & Addictions Counseling	Dr. Jacqueline Hill/ Dr. Mark Conard/ Dr. Anthony McEachern	8/22/2023	Resumes forwarded for Review
13	AA	67021	Program Coordinator/ Assistant Professor, Emergency Medical Services	Dr. Jacqueline Hill/ Dr. Courtney Ross/ Dorothy Holley	8/25/2023	Resumes forwarded for Review
14	AA	66801	Assistant Professor/ Clinical Coordinator, Surgical Technologist	Dr. Jacqueline Hill/ Dr. Courtney Ross/ Dorothy Holley	8/25/2023	Resumes forwarded for Review
15	AA	66765	Retention Coordinator	Dr. Jacqueline Hill/ Karen King-Sheridan	10/5/2023	Resumes forwarded for Review
16	AA	66977	Instructional Designer	Dr. Jacqueline Hill/ Aundrea Wheeler	10/9/2023	Search is Open
17	AA	66771	Dean, School of Arts and Social Sciences	Dr. Jacqueline Hill	11/2/2023	Search is Open
18	AA	66725	Dean, School of Nursing and Health Professions	Dr. Jacqueline Hill	11/2/2023	Search is Open
19	AA	TBD	Transfer and Articulation Coordinator	Dr. Jacqueline Hill	11/2/2023	Search is Open
20	SA	66831	Financial Aid Coordinator	Dr. Jade Borne/ Saleem Chaudhry	9/14/2022	Resumes forwarded for Review
21	SA	66844	Federal Work Study Specialist	Dr. Jade Borne / Saleem Chaudhry	8/11/2022	Resumes forwarded for Review
22	SA	66663	Director of Dual Enrollment	Dr. Jade Borne	8/26/2022	Resumes forwarded for Review
23	SA	76573	Student Support & Wellness Coordinator/Counselor	Dr. Jade Borne/ Dr. Sherri Brown	9/30/2022	Resumes forwarded for Review

24	SA	76829	Registrar	Dr. Jade Borne	2/13/2023	Resumes forwarded for Review
25	SA	69257	Admissions Advisor for Special Populations	Dr. Jade Borne/ Kytica Crawford	5/18/2023	Resumes forwarded for Review
26	SA	66991	Director of Advising/ Student Success Center	Dr. Jade Borne/ Dr. Sherri Brown	6/1/2023	Resumes forwarded for Review
27	SA	66733	Admissions & Recruiter/Advisor	Dr. Jade Borne/ Dr. Sherri Brown/ Donna Thomas	7/5/2023	Resumes forwarded for Review
28	SA	TBD	Director for Admissions	Dr. Jade Borne/ Donna Thomas	9/7/2023	Resumes forwarded for Review
29	ASP	66932	Administrative Assistant for the Vice President for Advancement	Gussener Augustus/ Dr. Debra McCurdy	1/10/2023	Resumes forwarded for Review
30	ASP	66960	Director of Development	Gussener Augustus/ Dr. Debra McCurdy	1/11/2023	Resumes forwarded for Review
31	ASP	76586	Director of Public Relations/ Community Outreach	Gussener Augustus/ Dr. Debra McCurdy	6/29/2023	Resumes forwarded for Review
32	WDCE	66861	Maintenance Supervisor	Michael Thomas / Kate Zurlage	4/21/2021	Resumes forwarded for Review
33	WDCE	66769	Police Officer II	Michael Thomas	7/28/2020	Resumes forwarded for Review
34	WDCE	66968	Career Development Specialist	Michael Thomas	5/2/2023	Resumes forwarded for Review
35	WDCE	66631	Director of English Language Services	Michael Thomas	6/1/2023	Resumes forwarded for Review
37	WDCE	66644	Director of Workforce Development & Employment Services	Michael Thomas	7/5/2023	Resumes forwarded for Review
38	WDCE	66970	Administrative Assistant II	Michael Thomas	8/22/2023	Resumes forwarded for Review
39	WDCE	84362	Operations Technician	Michael Thomas	9/26/2023	Resumes forwarded for Review
40	WDCE	TBD	Environmental Services Technician	Michael Thomas	11/2/2023	Search is Open
41	F&A	66879	Director of Budget	Aubrey Bascombe	12/5/2022	Resumes forwarded for Review
42	F&A	66757	Senior Accountant	Aubrey Bascombe/ Eileen Waitmen	1/12/2023	Resumes forwarded for Review
43	F&A	67013	Senior Accountant - Foundation	Aubrey Bascombe/ Eileen Waitmen	1/12/2023	Resumes forwarded for Review
44	F&A	66986	Budget Analyst	Aubrey Bascombe	3/27/2023	Resumes forwarded for Review
45	F&A	72349	Assistant Vice President of Human Resources	Dr. Debra McCurdy/ Aubrey Bascombe	5/18/2023	Resumes forwarded for Review
46	F&A	66974	Administrative Assistant to the Vice President of Finance & Administration	Aubrey Bascombe	8/11/2023	Resumes forwarded for Review

47	<b>F&amp;A</b>	<b>66842</b>	Accounts Clerk III	Aubrey Bascombe	9/19/2023	Resumes forwarded for Review
48	<b>IERP</b>	<b>88494</b>	Research Analyst II	Becky Burrell	7/6/2022	Resumes forwarded for Review
49	<b>OP</b>	<b>66855</b>	Director of Government Relations/Special Assistant to the President	Dr. Debra McCurdy	1/18/2022	Resumes forwarded for Review
50	<b>OP</b>	<b>66987</b>	Programmer/Analyst	Michael Rading	5/10/2021	Resumes forwarded for Review
51	<b>OP</b>	<b>66981</b>	Executive Administrative Assistant to the President	Dr. Debra McCurdy	2/13/2023	Resumes forwarded for Review
52	<b>OP</b>	<b>72082</b>	Business Systems Analyst	Michael Rading/ Ishwor Aryal	9/1/2023	Resumes forwarded for Review