BALTIMORE CITY
COMMUNITY COLLEGE

2901 LIBERTY HEIGHTS AVENUE | BALTIMORE, MD 21215 | 410-462-8300 | WWW.BCCC.EDU

Baltimore City Community College

Dr. Debra L. McCurdy
President

Board of Trustees
Open Session

Mr. Kurt L. Schmoke
Chair

WEDNESDAY | OCTOBER 20, 2021

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

TAB 1 | Approval of the October 20, 2021 Agenda

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Open Session Agenda | 4:00pm October 20, 2021 (Virtual Zoom Meeting)
Meeting Link: https://us02web.zoom.us/j/83094968613

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I. **Call to Order**	Mr. Kurt L. Schmoke, *Chair*
Adoption of Agenda (Vote)	Mr. Kurt L. Schmoke, *Chair*
a. Approval of the October 20, 2021 Agenda (Tab 1)	
II. **Board Actions / Consent Agenda (Vote)**	Mr. Kurt L. Schmoke, *Chair*
a. Approval of the September 15, 2021 Open Session Minutes (Tab 2)	
b. Closed Session Meeting Summary (Tab 2)	
c. Student Government Association Report (Tab 3)	
d. Faculty Senate Report (Tab 5)	
III. **Items Removed from the Agenda (Tab 6)**	Mr. Kurt L. Schmoke, *Chair*
a. AFSCME Local #1870 at BCCC Report (Tab 4)	
IV. **New Business (Tab 7)**	Mr. Kurt L. Schmoke, *Chair*
▪ Extension of President's Contract	
V. **College Policies (Tab 8)**	Mr. Kurt L. Schmoke, *Chair*
▪ None	
VI. **Presentations (Tab 9)**	Mr. Kurt L. Schmoke, *Chair*
▪ Articulation Agreement:	Dr. Debra McCurdy, *President*
BCCC & Baltimore City Police Department	Dr. Liesl Jones, *VP Academic Affairs*
	Mr. Michael Thomas, *VP Workforce Development & & Continuing Education*
▪ Enrollment Report	Dr. Debra McCurdy, *President*
	Dr. Daniel Velez, *VP Student Affairs*
	Ms. Becky Burrell, *VP Institutional Effectiveness*
▪ Enterprise Resource Planning (ERP) Update	Dr. Debra McCurdy, *President*
	Mr. John Schiesler, *Director, Enterprise Applications*
VII. **President's Report (Tab 10)**	Dr. Debra McCurdy, *President*
a. Operational	
b. Realignment	
VIII. **Active Search Listing (Tab 11)**	Mr. Kurt L. Schmoke, *Chair*
IX. **Motion for Adjournment (Vote)**	Mr. Kurt L. Schmoke, *Chair*

BALTIMORE CITY COMMUNITY COLLEGE

BOARD ACTIONS / CONSENT AGENDA

TAB 2 | Approval of the September 15, 2021 Minutes

TAB 3 | Student Government Association

TAB 5 | Faculty Senate Report

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TAB 2 | Approval of the September 15, 2021 Minutes

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BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | September 15, 2021 (Virtual Zoom Meeting)

Board Members Present: Chairman Kurt L. Schmoke, Esq., Mr. Jason Perkins-Cohen, Dr. Rachel Pfeifer, Mr. John C. Weiss, III; Ms. Leonor Tannhauser Blum, Mr. John D. Lewis, Dr. John Brothers, Ms. Lelia F. Parker, Esq., Mr. Oluwafemi S. Toriola, Student Member

Also Present: Dr. Debra L. McCurdy, President

I. CALL TO ORDER
   Chairman Schmoke called the Open Session Board Meeting to Order at 4:07 p.m.

ADOPTION OF THE AGENDA
   a. Adoption of the September 15, 2021 Agenda.

   ACTION: Chairman Schmoke requested a motion to adopt the September 15, 2021 Meeting Agenda. Trustee Perkins-Cohen motioned for the adoption of the September 15, 2021 Agenda and Trustee Weiss seconded the motion. The Board unanimously approved the motion.

II. BOARD ACTIONS/CONSENT AGENDA

   ACTION: Chairman Schmoke requested a motion to adopt the Board Actions/Consent Agenda. Trustee Perkins-Cohen motioned for the adoption of the Board Actions/Consent Agenda and Trustee Lewis seconded the motion. The Board unanimously approved the motion.

VI. Presentations
- Enrollment Report – VP Burrell provided a presentation with preliminary fall 2021 credit headcount enrollment along with five-year trend data for fall, summer, winter, and spring credit headcount and full-time equivalent (FTE) enrollments. In addition, trend data related to dual-enrollment headcount and Mayor's Scholars Program (MSP) applications and enrollment were presented. VP Burrell noted the increased communications with the College's partners. Chair Schmoke asked about the summer 2021 MSP summer bridge enrollment and the decline in the number of applications. Vice President (VP) Burrell addressed the high number of applications in 2018 being somewhat due to the inauguration of the program. President McCurdy noted that summer 2020 was the College's first "virtual summer" and during summer 2021, the College had been operating remotely for a year. While the number of applications were down in summer 2021, the yield was higher. Dr. McCurdy further explained that the College does not have a shortage of applications; the challenge lies with getting the applications through operations. BCCC needs to increase its yield and focus on summer earlier. The number of applications is expected to balance out at 700 to 800. Chair Schmoke inquired if 250 was still the annual target for MSP enrollment and Dr. McCurdy noted the number should be reset as generally the program years have exceeded 250 students.

2021 Performance Accountability Report (VOTE) – VP Burrell shared the summary and full report noting the new five-year cycle for this annual Maryland Higher Education Commission requirement begins in 2021. The new State Plan for Postsecondary Education is a little behind in being completed by the Commission, but the Report's goals align with the current State Plan. VP Burrell noted the working sessions conducted by the Office of Institutional Research in each Cabinet area to engage all stakeholders in establishing the five-year benchmarks required for the new cycle. Chair Schmoke commented on the structure of the Report and asked how it is used at the State level. VP Burrell and President McCurdy explained that during the legislative session, reports such as the Performance Accountability Report, among others, are utilized to inform Senators and Delegates at various committee hearings. For example, over 80 fiscal notes were required of the College in the last session, in addition to several pages of follow-up questions for each. The College is working to bring all areas together to prepare responses to ensure relevant data are aligned and appropriately defined. The 2021 Performance Accountability Report requires approval for submission to the Maryland Higher Education Commission to meet the deadline of October 1, 2021.

> **ACTION: Chairman Schmoke requested a motion to approve the 2021 Performance Accountability Report. Trustee Perkins-Cohen motioned for the approval of the 2021 Performance Accountability Report and Trustee Pfeifer seconded the motion. The Board unanimously approved the motion.**

- Enterprise Resource Planning (ERP) Update – Chief Information Officer (CIO) Byam was not available due to an emergency. President McCurdy shared that the College has maintained its "Green" status with Maryland's Department of Information Technology (DoIT). A new VP for Student Affairs, Dr. Daniel Velez has been appointed who will begin on September 27, 2021. President McCurdy noted some of the challenges related to Finance and Human Resources areas. As a State agency, we are tied to the State's Financial Management Information System (FMIS). An abundance of time, resources, and energy has been dedicated to determine all of the systems that require State interfaces. The Human Resources component is more complicated. Information Technology (IT) will provide a more detailed update at the October Board of Trustees meeting.

- Facilities Project Update

   The Assistant Vice President (AVP) for Facilities, Kate Dixon shared a presentation that included updates on the following.
   - Loop Road Project - Starts on October 1, 2021 with $5,000,000 in capital funds. Chair Schmoke asked about the loss of parking. AVP Dixon noted that the construction will be phased in and staff will have access to Lot E throughout the process. Due to this project, the Information Technology Services (ITS) and Internal Audit departments will need to move within 30 to 45 days.
   - Digital Sign at Main Campus – This will be replaced with a brick structure as work commences for the Loop Road. Trustee Weiss commented on the hanging wires at the Liberty Heights Avenue intersection. We will contact the City to determine a course of action.

- New Student Center – This project has commenced ($200,000) and will completed by December 2021. The expanded area will accommodate more soft space and planned activities for students.
- Bard Building Demolition – In the short-term, this will be green space and in the long-term it will be redeveloped. Trustees' expressed concern about the homeless population, commented on the possibility of tour bus parking, and inquired about why the project has taken so long. President McCurdy stated that the Department of General Services (DGS) was leading the procurement process; there was no lag in time from the College and we are committed to the collaborative process outlined between the College and DGS. As well, we have had two meetings with the Downtown Baltimore group to answer questions about the use of the green space once the building is demolished.
- Deferred Maintenance - $4,000,000 was allocated for spending in FY 2022 to include security cameras, HVAC replacements in the Life Sciences Building and Fine Arts Wing, and four elevators across campus. Many of the projects are scheduled for completion by spring of 2022.
- VP Thomas shared that the common theme across the projects is improving the quality of life for students, faculty and staff.

VII. President's Report

a. Operational – President McCurdy was asked to provide a very brief summary about the "Return to Campus" timeline and plans. She noted that CVS is still on site at the South Pavilion for COVID-19 testing. She reiterated that the Cabinet returned to the campus on September 13, other administrators returned on September 20, and staff were scheduled to return to work onsite on October 4. A summary of the four-day onsite and 1-day virtual workday for staff, the distribution of PPE to offices, the availability of COVID testing on the campus, and the social distancing and mask requirement was provided.

b. Realignment
   - Task 10 – Money from the Harbor Campus is coming back to the State.
   - Task 11 – A new Director of Procurement has been appointed. The individual has a strong background in procurement policies and processes and is very familiar working with State agencies.
   - Task 12 – Additional meetings with Keeling and Associates will take place with personnel in October/November at which point they will return to meet with the Trustees.

VIII.   Motion for Adjournment (Vote)

ACTION: Chairman Schmoke requested a motion to adjourn the meeting. Trustee Perkins-Cohen motioned for adjournment and Trustee Weiss III seconded the motion. The Board unanimously approved the motion.

The meeting adjourned at 5:13 pm.

Attendance:

- Dr. Debra L. McCurdy, President
- Ms. Maria Rodriguez, Esq., General Counsel
- Mr. Michael Thomas, Vice President of Workforce Development
- Dr. Liesl Jones, Vice President of Academic Affairs
- Ms. Lyllis Green, Chief Internal Auditor
- Ms. Channa Williams, Interim Vice President for Finance and Administration
- Ms. Becky Burrell, Vice President of Institutional Effectiveness and Planning

BCCC Staff Present:

Katherine Dixon, Sharon Stoddard, Wendy Harris, Nena Kutniewski, Stephanie Quick, Brett King, Jason Morgan, Elizabeth Purswani, Valerie Grays, Eileen Hawkins, Nicole Deutsch, Alta Cannaday, Williams Fleming, Sylvia Rochester, Patricia Mikos, Katana Hall, Denise Holland, Michael Berends, Kadeidra Thompson

Others Present:

Kristin McFarlane, Assistant Attorney General, Office of the Attorney General

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TAB 3 | Student Government Association Report

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Baltimore City Community College
Board of Trustees, October 20, 2021
Student Affairs

STUDENT GOVERNMENT ASSOCIATION

SGA Meetings
The Student Government Association did not have a general meeting during the September 16 – October 18 time period due to the SGA Election Process for the board for 2021-2022. Their first general meeting will be during the week of October 18.

Activities and Events
Members of the previous board of the Student Government Association and two student clubs assisted the Office of Student Life & Engagement in hosting a few events during the September 16 – October 20 time period, while the election process was ongoing for the 2021-2022 SGA.

September 9, 2021 – October 20, 2021 – SGA Application and Election Process
It was decided in Spring 2021 to wait until the Fall semester to promote applications and hold elections for SGA for 2021-2022. All items were moved to an electronic SharePoint form for submissions. The following SGA 2021 –2022 Elections Timeline was provided to the BCCC community:
1. September 9th - SGA Interest Meetings
2. September 13th - Applications available
3. October 4th - Applications Due by 4pm
4. October 5th - Candidate meetings - Morning and afternoon sessions
5. October 6th - Candidate meet & greet with speeches
6. October 7th (12:01am) - Friday, October 8th (11:59pm) SGA Voting via CANVAS
7. Week of October 11th - Installation of Officers and First SGA Executive Board Meeting
8. Week of October 18th - First SGA General Session

There were a total of 9 applicants in total, and the Office of Student Life & Engagement proceeded with 4 of those applicants to be placed on the election ballot. The 5 students who were ineligible were due to one of the mandatory requirements, but they have been encouraged to joining SGA as general members. The President, Vice President, Secretary, and one Senator position are filled for 2021-2022. The advisors to SGA will be working with the incoming President for filling of the remaining executive board and senator vacancies.

September 10, 2021 - Remembrance Event - The Office of Student Life and Engagement and the Student Government Association held its annual event which marked the 20th year of the 9/11 attacks. The program included a reading of the timeline of events read by Oluwafemi Toriola (Student Representative to the Board of Trustees), and the reciting of a special poem in memory of the events. Time was given for personal reflections to be shared by those in attendance. The event was held virtually from 11 – 11:30 am.

September 11, 2021 – Community Service – Members of the Anthropology and Sociology Club and the History Club attended the virtual September Perring Loch Covenant Community Meeting. They attended to inquire about the community needs and how they could assist as a club. These two clubs adopted this community approximately ten years ago and continually work with them each semester. In attendance at the meeting were Maryland State Senator, Mary L. Washington, Maryland Delegate, Regina T. Boyce and Northwood Elementary School principal, Erita C. Adams. The clubs are planning to do a community clean – up during the month of November.

September 17, 2021- Constitution Day - BCCC's Annual Constitution Day was co-sponsored by the History Club, Anthropology and Sociology Club and the Office of Student Life and Engagement. The guest speaker was

Maryland Senator, Mary L. Washington and the topic was "The Constitution - Our Living History" The virtual event was held from 12:00 pm - 1:00 pm.

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TAB 4 | AFSCME Local #1870 at BCCC Report
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- None

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BALTIMORE CITY COMMUNITY COLLEGE

TAB 5 | Faculty Senate Report

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Reporting Period: **September 7, 2021 - October 8, 2021**

On behalf of the Academy at Baltimore City Community College, the Senate Executive Committee, and the Faculty Senate Officers (Dr. Edna Street-Jones, Vice President and Dr. Denise P. Holland, Secretary) find our October 2021 report to the members of the Baltimore City Community College Board of Trustees

Note:

Please recall that our report is modeled after the summary log method. Additionally, the Faculty Senate President attended each reported meeting and/or event in this report and as such is not listed in the attendance line.

Fantastic News

The Academy celebrates our students and the faculty who teach and empower them:

Student Achievements:

Senators Jeffrey Grell & William Shipley of the Mathematics and Engineering Department report that Former STEM scholar Toni Guriba is in a 2 year master training program in Engineering at MIT.

Dr. Denise Holland reports on behalf of the faculty in the Cyber Security and Assurance Program that

1) BCCC Cyber students, Yaa Owusu and Jarsha Jones have been accepted into the exclusive *Year-long Mentoring Program* sponsored by the Information Technology Senior Management Forum (ITSMF) organization for Minority female students. BCCC was the only Community College invited. The program offers mentorships, scholarships, speaker series, community, and internships. Part of the application process included a video interview.
2) BCCC Cyber Security and Assurance students Oluwatomilola Atitebi, Oluwafunke Janet Adeyeye, Dereka Harvey, Oluwafunke Adeyeye, and Dominique Douglas-Aur passed the exam, received, NAID Certification and were offered a full-time PC Technician Position. The students participated in a paid *PCs for People Six-week Internship Program.* Students learned to strip PCs of personal data and take a NAID AAA (National Association for Information Destruction) Certification Exam at the completion of the program. 12 Cyber Security and Assurance students applied. Five were selected / passed and received the NAID Certification. Three students have been offered a full-time position. So far, four more students have been selected for the next Cohort starting in a few weeks.
3) BCCC Cyber Security and Assurance students Kimberly McCamey and Adaeze Okoro applied to attend the National BDPA Technology Conference for free and received a free membership in the BDPA Baltimore Chapter.

Faculty Achievements:

Adjunct Professor Ernest Shaw, Visual Arts Artist in Residence, in the Department of English, Humanities, Visual and Performing Arts led such a wonderful mural project funded by PNC Bank at Camden Yards. He was also accompanied by fellow artist & adjunct Professor, Christopher Batten
https://www.instagram.com/tv/CUYLYXLJBBF/?utm_source=ig_web_button_share_sheet

Assistant Professor Tamara Payne, Visual Arts Coordinator in the Department of English, Humanities, Visual and Performing Arts received a congratulatory Resolution from the City Council of Baltimore for her work on the Butterfly Effect Project! on September 27, 2021. She has been working on the project since 2018 as the recipient of a grant. The project was birthed during the time of the Baltimore city riots & the tragic death of Freddy Grey,"as a way to bring people together."

Assistant Professor, Grace E. McNeal, Department of Nursing, serves as the BCCC representative to the Association of Faculty for Advancement of Community College Teaching (AFACCT) Board.

Presentations and Awards
Professor Jà Hon Vance, Department of English, Humanities, Visual and Performing Arts,
was the featured presenter at Jackson State University on September 1, 2021, where he presented a workshop for faculty on "Nano learning" via Zoom.

Later in the month, Professor Vance also facilitated a workshop, via Zoom, entitled "The Invisible Minority Male in Higher Education" on Tuesday, September 21, 2021, for Michigan National Black Staff Network.

Early Childhood Education Professor Darlene Godwin was recently awarded a scholarship to participate in the *Each and Every Child: Teaching Preschool with an Equity Lens* training. The scholarship covers tuition, materials, and books. The training will be facilitated by the Maryland Association for the Education of Young Children (MDAEYC) and the National Association for the Education of Young Children (NAEYC). The sponsors are MSDE, Ready at Five, MDAEYC, and NAEYC.

Certifications:
Dr. Petal Sumner is a certified Quality Matters Peer Reviewer as of August 2021.

Meetings/Activities

September 10
    1:00–3:00 p.m.

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Faculty Senate Meeting via Zoom.
Senate Meeting (Selected Notes)

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27 in attendance (a quorum was not met)

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Agenda

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Friday, September 10, 2021   **1:00-3:00 p.m. via Zoom**

Call to Order (10 minutes)	
Special Rules of Order	
Adoption of the Agenda	
Approval of Minutes	Faculty Senate Secretary Holland

Officers Reports (35 minutes)	

Faculty Senate President
    1.   Summer work
    2.   Shared Governance Council Report
    3.   Essential Documents Table
    4.   Faculty Academy (76 attendees)
    5.   SEC Meeting (9/3/21--32 attendees)
	Dr. Hall (15 minutes)

Faculty Senate Vice President
    1.   Upcoming Deadlines
    2.   Finance Report
	Dr. Street-Jones (10 minutes)

Faculty Senate Secretary Report
    1.   Correspondence
    2.   Status of CIC Document Submissions (Spring 2021)
    3.   Committee Sign-Up via SC Chairs/Term
	Dr. Holland (10 minutes)

New Business (60 minutes)	
Shared Governance Statement (Vetting/Actionable Item – 20 minutes)	Senate
Faculty Senate Goals (Actionable Item – 20 minutes)	Senate
Other Topics/Achievements/Outstanding Matters (20 minutes)	Senate
Acknowledgements and/or Announcements (2-3 minutes)	
➢ "AFACCT would like to invite you to develop a proposal for the upcoming 32nd Annual AFACCT Conference, January 13 & 14, 2022 hosted by Frederick Community College. We will accept proposal submissions beginning August 24, 2021. The deadline for submitting a proposal is October 31, 2021".	Senate
Adjournment	

Attachments:
- ✓ Special Rules of Order for Faculty Senate Meetings
- ✓ Robert's Rules of Order Simplified Guide
- ✓ RONR Overview (older edition)
- ✓ A Few Considerations and Dates to Remember for Faculty

Special Thanks: Distance Learning Director, Mr. Brian Terrell for the Zoom Assistance

September 15

Program Review and Evaluation/Assessment

11:00-11:50 00 p.m. PREC Cycle 2 Year 5 Training/Overview

12:00-12:00 **00 p.m.** PREC Workshop Session: How to Begin

1:00–3:00 p.m. Individual PREC Review Session

2:00-3:00 p.m. PRE-Assessment Planning Group. In attendance: VPAA Jones, VPIERP Burrell,

OIR, Director Eileen Hawkins, Dr. Denise Holland, Dr. Carole Quine, Professor Darlene Godwin, <u>Focus:</u> We reviewed the programs in Cycle 2-Year 5 and the immediate to do items that need to be completed to support the process.

4:00- 5:00 p.m. BOT Meeting

September 17
1:00–3:00 p.m.

Faculty Senate Executive Committee Meeting via Zoom.

In attendance:

SEC Meeting (Selected Notes)

SEC Meeting Agenda

Friday, September 17, 2021	1:00-3:00 p.m. via Zoom
Call to Order (10 minutes)	
Roll Call	Faculty Senate Secretary Holland
Special Rules of Order	Faculty Senate Vice-President Street-Jones
Adoption of the Agenda	Faculty Senate President Hall
Approval of Minutes	Faculty Senate Secretary Holland
Officer Reports (20 minutes)	
Faculty Senate President ▪ September BOT Report sent 9/10 ▪ Faculty Senate Meeting held 9/10 ▪ Shared Governance ▪ Goals ▪ Standing Committee Chairs Confirmed/Appointed	Dr. Hall (10 minutes)
Faculty Senate Vice President ■ Finance Report	Dr. Street-Jones (5 minutes)
Faculty Senate Secretary Report ■ Correspondence ■ Canvas Site	Dr. Holland (5 minutes)
Standing Committee Reports (40 minutes)	
Curriculum and Instruction Committee CIC Chair Paul Long Professor Ted DeLay	PHIL 106: Ethics and Contemporary Moral Issues (15 minutes) (*approved with recommended corrcections*)
Faculty Senate Affairs Committee	Chair Curtis Jones, Natural and Physical Sciences (4 minutes)

Faculty Evaluation Committee	Chair Tracy Leshan, Mathematics and Engineering (4 minutes)
Faculty Working Conditions, Policies and Procedures Committee	Co-Chair Solomon Fakinlede, Business and Technology Co-Chair Daniel Izume, Business and Technology (4 minutes)
Program Review and Evaluation Committee	Chair Katana Hall, English, Humanities, Visual & Performing Arts (4 minutes)
Student Learning Outcomes Assessment Committee	Chair Carole Quine, English, Humanities, Visual & Performing Arts (4 minutes)
Instructional Technology Committee	Co-Chair Denise Holland, Business and Technology Co-Chair Charice Hayes, Business and Technology (4 minutes)
Faculty Grievance Committee	Chair Laura Pope, English, Humanities, Visual & Performing Arts (4 minutes)

New Business (10 minutes)	
Shared Governance Statement (vetting)	President Hall

Unfinished Business (30 minutes)	
SEC Goals/Top Concerns	
Health Professions Department	Senator Kathryn Singleton (5 minutes per department)
English, Humanities, Visual & Performing Arts	Senator Laura Pope Senator Carole Quine *Alternates:* John Pickett & Angelique Cook-Hayes (5 minutes per department)

Education, Social and Behavioral Sciences	Senator Angela Ramirez Jones
	Senator Lorraine Brown
	  Alternates: Darlene Godwin & Autumn Wallace
	  (5 minutes per department)

Natural and Physical Science	Senator Fred Paraskevoudakis
	Senator Emmanuel Okereke
	  Alternates: Wendweson Fikire &
	  Samson Mengesha
	(5 minutes per department)

Business and Technology	Senator Neal Helton, Jr.
	Senator Jasmine Chandler
	  Alternates: Kazeem Fatai & Daniel
	  Izume
	(5 minutes per department)

Mathematics and Engineering	Senator Jeff Grell
	Senator William Shipley
	  Alternates: Marianna Gleger and
	  Nataliya Reznichenko
	(5 minutes per department)

Acknowledgements and/or Announcements (2-3 minutes)	
Open	SEC
Adjournment	

Reading Materials for the September 17, 2021, Meeting:
- ✓ Special Rules of Order for SEC Meetings
- ✓ Robert's Rules of Order Simplified Guide
- ✓ PHIL 106: Ethics and Contemporary Moral Issues (CIC Documents)
- ✓ Shared Governance Statement (selected by faculty at the 9/10 Faculty Senate meeting)

Notes: Academic Affairs Areas of Concern:

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Communication in Academic Affairs
Contracts
Promotion
Payments
Schedules
Follow-up

Projects/ Learning Environments
Dental Lab/Clinic
Nursing Labs
PT Labs
HIT Labs
HIT Accreditation Report (10/1) (proof of purchase document)
Summer Curriculum Development

Low Morale
Respect
Blame Game,
Disingenuousness,
Lack of Aggressive Support

Academic Affairs Organizational Perceptions
Appears Disorganized
Appears Compartmentalized (new Silos)
Missing Deadlines
Lack of Promised Follow-up
Mounting Unfinished Business

Cultural Sensitivity
Lacking/Disregarded

Action Items:

1. When we return to campus will faculty have the appropriate technology in their offices? For example, will we have computers with cameras and microphones.?
2. Let's think about planning the Faculty Academy now.
3. Faculty need dedicated time to conduct assessment activities.
4. Consider inviting representatives from HR to articulate the new steps and processes in the Office of Human Resources. Specifically related to identifying and taking personal leave and or sick days and the required follow-up.
5. Consider hosting conferences themed around serving the community more efficiently, multi-generational approaches to teaching and learning, social and educational equity in the classroom, culturally responsive teaching, diversity inclusiveness and student success, virtual teaching innovation, etc..

September 22

Program Review and Evaluation/Assessment

12:00-12:00 00 p.m. - PREC Workshop Session

2:00-2:50 p.m. - PRE-Assessment Planning Group. In attendance: VPAA Jones, VPIERP Burrell, OIR Director Eileen Hawkins, Dr. Denise Holland, Dr. Carole Quine, Professor Darlene Godwin, Focus: We reviewed the programs for Cycle 2- Year 5. Actuary science was included. We also discussed the surveys and their components as well as introduced a timeline for releasing the survey for editing and subsequent deadlines. We discussed unfinished Phase One documents from 2020-2021 (Cycle 2-Year 4) specifically that the Deans components (section 18) were missing. We also discussed including section 18 of the Phase One Worksheet and OIREP's analysis. We will add work on adding finance and marketing to the data collected more aggressively.

3:00-3:50 p.m. - PREC Meeting. In attendance: Professor Tiloy Gilyard, Dr Charice Hayes, Dr. Denise Holland, Professor Fred Paraskevoudakis, and Dr, Nataliya Reznichenko. Focus: Training was conducted for all of the PREC Reviewers and an introduction to Cycle 2-Year 5 processes and documents on the Canvas site was conducted. Reviewers were also assigned their programs for the cycle. We are short two Reviewers to cover all in cycle programs up for review and will recruit.

4:00–4:50 p.m. Individual PREC Workshop for Cycle 2- Year 5

September 24

Senate Leadership Meeting with President McCurdy.

1:00-2:00 p.m.

In attendance: Dr. Debra McCurdy, Faculty Senate Vice President Street Jones, Faculty Senate Secretary Holland

Meeting Agenda	
Friday, September 24, 2021,	1:00-2:00 p.m. via Zoom
Meeting Commenced (1:00 p.m.)	
Topics Presented /*Dr. McCurdy's comments are italicized*	

Communication in Academic Affairs *Key* + outstanding items 　　*improvement noted	Contracts+ Promotion+ Payments+ Schedules * Follow-up+ (Registration, Enrollment, Bookstore, Meetings)

Notes: <u>Contracts:</u> We discussed the late contracts, no contracts, incorrect contract issues that plague the Academy. *50-70 contracts had to be returned to Payroll several times and were outstanding related to inaccuracies, delayed processes, incorrect processes, wrong data, incorrect batches i.e., tutors being paid $52.00 an hour; Deans have to be more responsible for what's on a contract.; the contract process is being righted*. <u>Promotion:</u> As a professional courtesy why didn't the VPAA alert the academy as to who received promotion so we may celebrate one another; Also, we understand that there may be one or two outstanding issues yet to be resolved. *Dr. McCurdy agreed that a general announcement related to promotion granted was not a problem. She also stated that she was not aware that there were outstanding promotion issues lingering*. <u>Payments:</u> Faculty are still due reimbursements and the names were provided to Dr. McCurdy. *She will follow-up; also, we learned that there is reorganization occurring in HR and that that office will be accountable directly to Dr. McCurdy moving forward*. <u>Schedules:</u> Faculty were told by VPAA that only Deans are completing schedules *but the President believes that program coordinators should be at the table as well*, that will enable errors to be identified earlier and avoid the submission of corrections multiple times; we shared with the President that scheduling for the winter and spring seems to be moving along and we are excited about that; we talked about last minute notice for dual enrollment schedules and last minute faculty assignments; we also talked about faculty not having full loads as some administrators and adjuncts have courses first. *That should not be occurring said the President and she will address it. She also said that Program Coordinators should be participating in the scheduling process as a part of shared governance.* <u>Follow-up:</u> We shared that SEC alerted the VPAA on September 2 about issues associated with students getting their books and viable options available. *Dr McCurdy said that the college may be best served by outsourcing our bookstore requirements to a Barnes and Noble or another vendor for example to improve efficiency. They are investigating this option.* Lastly, we talked about the lack of follow-up from the VPAA with constant emails or calls. *Dr. McCurdy agreed that follow-up in communication is critical and must be improved*.

Projects/ Learning Environments	Dental Lab/Clinic Nursing Labs PT Labs HIT Labs HIT Accreditation Report (10/1) (proof of purchase document) Summer Curriculum Development

Notes: There is mold growing on a computer in 120; concerns about the building temperature and air quality in LSB were raised, *(VP Thomas followed up via email later that day and his staff will be checking the building daily, the air quality has been evaluated again and is good).* Dr. McCurdy said the clinics were being monitored regularly and asked that faculty continue to report issues. She will also follow up on HIT needs, outstanding contracts, and payments that we identified during the meeting.

Low Morale	*Lack of Respect, Blame Game, Disingenuousness, Lack of Aggressive Support*

Notes: We talked about the things that are creating low morale for the academy: not being paid on time, not having emails responded to in a timely manner, being excluded from decisions that affect teaching and learning. *Dr. McCurdy was very distressed to know that so many faculty had not been paid properly and in a timely manner. She has spoken to VPAA Jones about improving communication in the past and will do so again.* We shared that there is not shared governance in scheduling processes in some areas. *She is an advocate of shared governance and will reiterate that Program Coordinators should be a part of the scheduling process and seated at the table* .

Academic Affairs Organizational Perceptions	Appears Disorganized Appears Compartmentalized (new Silos) Missing Deadlines Lack of Promised Follow-up Mounting Unfinished Business

Notes: Provided examples of instances; status of previously submitted CIC documents, missing Accrediting Body deadlines, still no Program Coordinator's contracts and/or roles clearly define or, meetings with VPAA that were initiated in the Spring of 2021; We saw the job description for the VPAA, but when will she be able to do her job/engage faculty to get the work of the division done more effectively? *Dr. McCurdy will follow up on these items and was not aware that the AVPAA had not been engaged. She will address that with the VPAA.*

Cultural Sensitivity	

> Notes: We discussed that some administrators appear to be applying their previous institution's cultural awareness, sensitivity skills, and experiences to BCCC without taking the time to acclimate themselves to the existing cultural perspectives and diversity of BCCC students or the city we serve to ascertain what may and may not work for the community. *Dr. McCurdy noted that this is an important consideration and wants to discuss this further.*

> Dr. McCurdy extended the scheduled meeting time so that we could address each item on the agenda.

> **Meeting Adjourned (2:45 p.m.)**

September 29

Program Review and Evaluation/Assessment

11:00-11:50 00 p.m. - Individual PREC Workshop for Cycle 2- Year 5
12:00-12:00 00 p.m. – Open PREC Working Session
1:00–1:50 p.m. - Individual PREC Review Session
2:00-3:00 p.m. - PRE-Assessment Planning Group. In attendance: VPAA Jones, VPIERP Burrell, OIR, AVPAA Rose Sewell, Director Eileen Hawkins, Dr. Nicole Deutsch, Dr. Denise Holland, Dr. Carole Quine, Professor Darlene Godwin,
Focus: We talked about Nuventive/TractDat and some of the glitches that seemed to be occurring recently with information disappearing and reappearing. VP Burrell said she would follow up on that and the scope of permissions. We also discussed student learning outcomes and the relationship of the faculty assessment team to the assessment process. We discussed the fact that there has been a lapse in the General Education Core Competencies assessment timeline to date. We also identified that the Arts and Sciences transfer program offerings should be referred to consistently as areas of concentration in our publication and documents. VPAA Jones said that she would consult with the Deans to speak to faculty about advisory boards in this cycle. We have a follow up meeting on October the 6th about Marketing and Dr. McCurdy will be in attendance. We have invited the VP of Business and Finance, Ms. Channa Williams, to be present at the October 13th meeting.
4:00–4:50 p.m. Individual PREC Workshop for Cycle 2- Year 5

October 1

Faculty Senate Executive Committee Meeting via Zoom.

1:00–3:00 p.m.

SEC Meeting (Selected Notes)

Officer's Reports (20)	

Faculty Senate President
    ▪ Meeting with Dr. McCurdy
    ▪ Outstanding Business
    ▪ Teaching Preferences/FTF w/o loads versus adjuncts and ADs with loads
	Dr. Hall (10 minutes)

Faculty Senate Vice President ■ Finance Report	Dr. Street-Jones (5 minutes)

Faculty Senate Secretary Report
    ■ Correspondence
    ■ CIC Status
	Dr. Holland (5 minutes)

Senatorial Reports (30 minutes)	
Senator Charmine Bell and Senator Edna Street-Jones – Nursing and Dental Hygiene; Senator Kathryn Singleton Senator – Health Professions; Senator Cheryl Rhodes and Senator Laura – English, Humanities, Visual & Performing Arts; Senator Angela Ramirez Jones and Senator Lorraine Brown – Education, Social and Behavioral Sciences; Senator Fred Paraskevodakis Senator Emmanuel Okereke –Natural and Physical Science; Senator Neal Helton, Jr., and Senator Jasmine Chandler – Business and Technology; Senator Jeff Grell and Senator William Shipley – Mathematics and Engineering	
Unfinished Business (30 minutes)	
SEC Goal Setting	SEC

Reading Materials for the October 1, 2021, Meeting:
- ✓ Special Rules of Order for SEC Meetings
- ✓ Robert's Rules of Order Simplified Guide

Articulated Faculty Concerns:
1. *"Classroom sizes* for English Courses at BCCC. Many college English faculty organizations in the US state the optimal size for a regular writing course is 20 students and a maximum of 15 students for remedial writing courses. The current number of student at BCCC in a regular English course is 25+ and 20 for remedial. Can this be changed at BCCC?
2. *Multiple Measures*. There are some discrepancies between what the state of Maryland is requiring and what BCCC is requiring for Multiple Measures. For instance, the 3.0 overall GPA from the state of Maryland is lowered to 2.5 here at BCCC. Why is this? The College's multiple measures criteria are at odds with the MDACC criteria. Our policy also needs to have a paragraph regarding already existing MOUs that haven't expired. There are MOUs in place with Baltimore City Public Schools that should override MDACC policy. Link to current MOU agreements with BCPS.

   https://www.bccc.edu/cms/lib/MD02000050/Centricity/Domain/2129/BCPS%20Dual%20Enrollment.pdf

3. *Proof of full vaccination' incentive:* Update on the payment of $200
4. *The final exam schedule* is not sent out in a timely manner.
5. *Student engagement*: Some students are just listening while driving or working, and they do not set time aside for the course.

6. *Students and Students Affairs*: Students still cannot connect with student advisory services, including the bookstore, in a timely manner. Calls are not returned, no response to emails.

7. *Students Impacted*: students are still impacted by the pandemic. The College needs an outreach program to identify those students and render such assistance as is possible.

8. I*ntegrity; Press* the administration to follow established processes as published. Case in point: established prerequisites.

9. *Hyflex teaching model*: From anecdotal reports around the country, this model is not well liked by faculty who use it.

10. *Building Safety:* Will all buildings and classrooms be properly sanitized before faculty return to their offices? It is rumored LSB still has a mold issue. Is this true?

11. *"Never Attended"* schedule and 12 week courses: Faculty are concerned not enough time is given when students do not attend class on the first day and the class meets once a week and after 3:00 pm. "Never Attended" is due before the second class meeting which may mean a student is marked as "Never Attended," when in fact they may show for the second class.

12. *Researched and Developed Teaching Syllabi:* Full-time faculty are concerned about their individualized teaching syllabi being given to adjuncts without their permission. Faculty do not mind sharing the common course syllabi and rubrics. But most faculty spend a considerable amount of research and time developing their specific course modules.

13. A framework with procedures for the Multiple Measures policy, as well as a table of scores regarding SAT, ACT, and AP scores has not yet been disseminated.

14. *Dual enrollment* classes should be assigned prior to the beginning or weeks after the semester commences.

15. *P-Tech training* should occur well before the semester starts.

16. *Class schedules* and the academic calendar should be published in a timely manner.

17. *Return to Campus:* There are concerns from faculty about returning to campus, vaccination requirements for students and staff, and general safety and safety procedures.

18. *Office Hours After Return to Campus*: Faculty are also concerned about holding office hours and exercising social distancing.

Ongoing and Outstanding Faculty Concerns

1. Reimbursement for Professional Development (paperwork has been submitted but no reimbursements have been paid)

2. Contract delays. We must provide contracts for faculty in a timely manner.

3. Lingering past due payments for prior services rendered

4. Students are still without appropriate textbooks and are falling behind in courses

5. Faculty continue to be concerned about the issues in LSB related to thermostats and temperature.

6. Faculty want to know whether labs are being cleaned on a regular basis and are concerned about what constitutes 'deep cleanings'

7. Faculty want to know if we will adjust for social distancing in the labs, in particular, when we return to campus.

8. Adjunct faculty are escorting students to clinical sites without contracts from BCCC."

							CIC Document Status
Document Name	**Approved by SEC**	**Approved by SEC Secretary**	**Approved by VPAA**	**Approved by President**	**Approved by BOT**	**Approved by Academic Operations**	**Comments/Information on Transmittal Form**
Curriculum Proposal Transmittal Form (1) shallenberger (2)	3/19/21	3/25/21	4/20/21		N/A*		Arts and Sciences Transfer: Psychology AOC • PSY 105 Behavior Modification • PSY 121 Parenting Across the Lifespan • PSY 205 Psychology of Early Childhood
Curriculum Proposal Transmittal Form Math prerequisites updated March 9th 2021 with SS-3-25-21	3/19/21	3/25/21			N/A*		• CSC 108 Programming in C • EGN 101 Engineering Graphics • ELC 121 AC Circuits Analysis • Mat 86 Integrated Pre-Algebra and Introductory Algebra • Mat 92 Intermediate Algebra • Mat 92M Modular Intermediate Algebra • Mat 107 Modern Elementary Statistics • Mat 113 Mathematical Concepts I • Mat 114 Mathematical Concepts II • Mat 115 Dynamic Geometry • Mat 125 Finite Mathematics • Mat 127 College Algebra and Trigonometry • Mat 128 Precalculus I: College Algebra • Mat 129 Precalculus II: Trigonometry and Analytic Geometry • Mat 140 Calculus I • Mat 141 Calculus II • Mat 219 Discrete Mathematics Awaiting VPAA/President's signatures, viewed by VPAA on 3/25
Curriculum Proposal Transmittal Form PHY 102 prerequisites update Jones, Curtis-3-25-21	3/19/21	3/25/21			N/A*		Awaiting VPAA/President's signatures, viewed by VPAA on 3/25
MAT112	5/19/21	10/11/21					• Transmittal Form • College Course Syllabus • General Education Form • Course Proposal Outline
UPDATED COLLEGE COURSE SYLLABUS TRANSMITTAL FORM (Updated College Syllabi)*	5/19/21	5/19/21	N/A*	N/A*	N/A*	8/2/21	• MAT 107: Modern Elementary Statistics • BIO 107: Anatomy and Physiology • ACCT 221: Principles of Financial Accounting I
REVISE~2.DOC (Revised courses2018 Curriculum Proposal Transmittal)	5/19/21	5/19/21	8/9/21	8/9/21	N/A*		• HIT 124- ICD 10-CM/PCS Coding Principles and guidelines • HIT 130- Health Information Practicum I • HIT 132- CPT-4 Coding Principles and RVUs/APGs • HIT 231- Health Information Practicum II • HIT 232- Computer Applications in Healthcare • HIT 252- Clinical Quality Assurance and CQI

CIC Document Status						
Document Name	Approved by SEC	Approved by SEC Secretary	Approved by VPAA	Approved by President	Approved by BOT	Approved by Academic Operations	Comments/Information on Transmittal Form
HIT-New Curr (HIT- New Curriculum Proposal Transmittal Form)	5/19/21	5/19/21	8/30/21	8/30/21	N/A*		Not Signed for the following: HIT 121/121L- Introduction to Health Information Management Technology • HIT 151- Healthcare Data Management and Analysis. • HIT 243/243L- Healthcare Reimbursement. • HIT 227- Advanced Medical Coding • HIT 253- Healthcare Management and Supervision • HIT 263- Information Systems for Health Information Technology
Curriculum Proposal Transmittal Form- PHI 106	9/17/21	9/28/21			N/A*		PHI 106: Ethics and Contemporary Moral Issues Awaiting VPAA/President's signatures,

*N/A – Per VPAA's e-mail on Tue 5/25/2021 4:52 PM, regarding removing BOT Signatures. (Senate Secretary Denise Holland)

October 5

9:00-10:15 a.m.

MSCHE Self-Study Institute: Overview of Accreditation and the Self-Study Process via Zoom

October 6

Program Review and Evaluation/Assessment

11:00-11:50 p.m. - Individual PREC Working Session for Cycle 2- Year 4 and Year 5 Programs

12:00-12:00 p.m. - Open PREC Working Session

1:00–1:50 p.m. **-** Individual Assessment Review Session

2:00-3:00 p.m. - PRE-Assessment Planning Group. In attendance: Dr. Debra McCurdy, VPAA Jones, VPIERP Burrell, AVPAA Quincy Rose-Sewell, OIR, Director Eileen Hawkins, Assessment Director, Dr. Nicole Deutsch, and Dr. Denise Holland,

Focus: Marketing needs for programs: brainstorming ideas for video and audio spots, social media, virtual and interactive approaches, campaigns, high school recruitment, community engagement, and the need for innovation and returns in recruitment to enrollment efforts.

3:00–4:00 p.m. - Open PREC Working Session

4:00–4:50 p.m. - Individual PREC Working Session for Cycle 2- Year 5

October 8

PRE Planning Group - Marketing Meeting

1:00–1:50 p.m. In attendance: Dr. Debra L. McCurdy, VPIERP Becky Burrell, VPSA Dr. Daniel Velez, AVPAA Dr. Quincy Rose-Sewell, OIR Director Eileen Hawkins, Director of Assessment Dr. Nicole

Deutsch, Director of Marketing Michael Berends, Graphic Designer Elizabeth Massanopli, and Faculty Senate Secretary Dr. Denise Holland.

Focus: We talked about updates needed to the website and the need for there to be a process by which those changes are made. Dr. McCurdy wants Cabinet members to be the last touch before it is forwarded to the Webmaster. We discussed what we want to see in a visual representation of the programs and the college, and the need for more innovation in high school recruitment activities. Specifically, we discussed inclusion of alumni testimonials, videos of students working, FBO's (Features, Benefits and Outcomes) for students, developing bi-and tri-fold program brochures, short video spots that can be placed on the website and in social media (15, 30 and 60 second spots) We talked about producing video 'show and tells' in terms of students illustrating their processes in the programs that are being marketed. Dr McCurdy was adamant that we need to use students as opposed to stock photos in our promotional materials. The faculty wholeheartedly agree as we have a diverse population and should be proud to feature them. We also discussed what can be accomplished in 30, 60, and 90 days, respectively. We are going to schedule a follow up meeting but all areas should be thinking about how we can grow enrollment, recruitment, and retention for these programs. Some of the other things we talked about were promoting seminar series, master classes, virtual open houses, and activities that feature students successfully moving through the program and related events. We also discussed engaging the community more by offering evening and/or weekend activities related to program awareness and enrollment building.

Aequitas in educatione,

Katana L. Hall

Katana L. Hall, Ph.D.
Professor of English and Theatre
Faculty Senate President
Program Review and Evaluation Committee Chair
Department of English, Humanities, Visual and Performing Arts
Baltimore City Community College

BCCC
Baltimore City Community College

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BALTIMORE CITY COMMUNITY COLLEGE

TAB 6 | Items Removed from the Agenda

_____

- AFSCME Local #1870 at BCCC Report

BCCC
Baltimore City Community College

_____

TAB 7 | New Business

_____

- Extension of the President's Contract

BCCC
Baltimore City Community College

_____

TAB 8 | College Policies

_____

- None

TAB 9 | Presentations

- Articulation Agreement: Baltimore City Community College & Baltimore Police Department
- Enrollment Update
- Enterprise Resource Planning (ERP) Update

BCCC
Baltimore City Community College

Board of Trustees
Articulation Agreement
Baltimore City Community College and the Baltimore Police Department

The President of Baltimore City Community College, upon the review by the Vice President for Academic Affairs and the Vice President for Workforce Development and Continuing Education adopted the Articulation Agreement between Baltimore City Community College and the Baltimore Police Department.

The Articulation Agreement between Baltimore City Community College (BCCC) and the Baltimore Police Department (BPD) allows graduates of the BPD Police Academy the opportunity to receive up to 36 credits towards the Law Enforcement A.A.S Degree at BCCC. The agreement outlines the BPD Police Academy courses offered since July 2019. The following summarizes the content of the Agreement and the process for the articulation of college credit toward the Law Enforcement A.A.S. Degree program at Baltimore City Community College:

1. BPD Police Academy graduates interested in pursuing an A.A.S. degree in Law Enforcement, may request articulated credits for courses specific to the BPD Police Academy.
2. To complete the A.A.S degree, BPD Academy graduates enrolled at BCCC must complete the additional degree requirements in accordance with BCCC policy.
3. BCCC Articulated Credit is granted as shown in Attachment A for students who completed their training at the BPD Academy in July 2019 or later.
4. The prospective available enrollment for the A.A.S. program is 240 students a year.

Articulation Agreement
Between Baltimore City Community College
And Baltimore Police Department for the
Associate of Applied Science Degree (A.A.S.) in Law Enforcement

This Articulation Agreement (this 'Agreement') is entered into this <u>1st day of September 2021</u> between Baltimore City Community College ('BCCC') an agency of the State of Maryland, and the Baltimore Police Department ('BPD'). The parties hereto agree that BCCC will offer an articulated program pathway leading to the award of an Associate of Applied Science Degree (A.A.S) in Law Enforcement.

This agreement allows graduates of the BPD Police Academy the opportunity to receive up to 36 credits towards the Law Enforcement A.A.S Degree at BCCC. Please see Attachment A for a list of approved articulated BPD Police Academy courses that meet degree requirements. This agreement covers BPD Police Academy courses offered since July 2019. The following conditions outline the process for articulation of college credit toward the Law Enforcement AAS Degree program at BCCC:

1. BPD Police Academy graduates interested in pursuing an A.A.S. degree in Law Enforcement, may request articulated credits for courses specific to the BPD Police Academy (Attachment B).
2. Any curriculum modification affecting this agreement by either institution must be conveyed within 30 days of the modification in writing to BCCC through the Vice President for Academic Affairs, and the Education and Training Section Commander at BPD.
3. To complete the A.A.S degree, BPD Academy graduates enrolled at BCCC must complete additional degree requirements in accordance with BCCC policy.
4. BCCC Articulated Credit is granted as shown in Attachment A for students who completed their training at the BPD Academy in July 2019 or later.
5. This agreement shall become effective upon signatures by officials from both institutions.
6. This agreement may be dissolved upon mutual agreement of the Vice President for Academic Affairs and the Education and Training Section Commander, BPD. This will not affect the student currently enrolled.
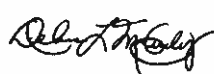
IN WITNESS WHEREOF, the Baltimore Police Department and Baltimore City Community College have caused this agreement to be executed and delivered on the date written above by their duly authorized representatives.

For Baltimore Police Department

_____
Commissioner Michael Harrison
Baltimore Police Department

10/12/21
Date

For Baltimore City Community College

_____
Dr. Debra L. McCurdy
President, Baltimore City Community College

Oct 11, 2021

Date

Articulation Agreement
Between Baltimore City Community College
And Baltimore Police Department for the
Associate of Applied Science Degree (A.A.S.) in Law Enforcement

Attachment A – Articulated Course Listing

Baltimore City Community College (BCCC) will award academic credit for Baltimore City Police Academy graduates pursuing the Associate of Applied Science (AAS) degree in Law Enforcement for the following courses:

BCCC Course	College Credits
CRJ 102 - Report Writing for Criminal Justice	3
CRJ 104 - Fundamentals of Law Enforcement	3
CRJ 202 - Organizational Dynamics	3
CRJ 210 - Investigative Principles & Concepts	3
CRJ 211 - Criminal Procedural Law	3
CRJ 213 - Criminal Substantive Law	3
CRJ 220 - Criminalistics	3
CRJ 231 - Community Policing 1 (CRJ Elective)	3
CRJ 292 – Criminal Justice Internship (Fieldwork)	3
SOC 102 - Social Problems (Gen. Ed. Req.)	3
SP 101 – Fundamentals of Speech Communications	3
HLF 100 - Health and Life Fitness Elective	1
HLF 210 - Health and Life Fitness Elective	1
Pre-100 – Preparation for Academic Achievement	1
Total Credits Awarded	**36**

Also, please note that the Articulation Agreement will go into effect with a time limit for eligibility of Academy Graduates. For previous graduates, the eligibility for awarding articulated credit is based on the college having an agreement with the BPD (July 2019). Only those graduates from July 2019 forward are eligible.

Articulation Agreement
Between Baltimore City Community College
And Baltimore Police Department for the
Associate of Applied Science Degree (A.A.S.) in Law Enforcement

Attachment B – Instructions for BCCC Degree Enrollment
BCCC COLLEGE CREDITS FOR BPD ACADEMY TRAINING

The Baltimore City Police Training Academy currently has an agreement with Baltimore City Community College (BCCC) which provides college credits for BPD Academy training. BPD Academy graduates are awarded 36 college credits toward an Associate Degree in Law Enforcement. Graduates may complete the degree at BCCC by enrolling in additional courses (listed below). Please verify costs with the college directly before applying.

College credits are awarded for specific Criminal Justice and General Education elective courses at BCCC. Course credits cannot be awarded for duplicate courses and/or credits received at another college. All credits awarded for BPD Academy training will be considered transfer/articulated credits by BCCC. Therefore, if you have existing credits from other colleges and couple them with credits from Academy training you may not be able to transfer everything into the BCCC degree. The maximum number of transfer credits allowed is 42 (for a 60-credit Associate Degree).

No more than 36 credits will be applied toward the Law Enforcement AAS degree based on completion of the BPD Academy (Attachment A). For more information about forms of credit transfer, please refer to the current version of the BCCC Credit for Prior Learning Manual at https://www.bccc.edu/Page/64.

BPD Academy graduates do NOT have to do a prior learning portfolio assessment to obtain BCCC college credits. BPD graduates will complete a BCCC Application and request BPD Academy to send proof of graduation to the college. At that time, graduates will enroll in the college and credits will be placed on the academic record. The BPD Academy does NOT send certification of graduation of all graduates, so students must formally request this be done upon applying to BCCC. A BPD graduate with no other college credits would need to complete the following courses to meet the degree requirements:

Additional BCCC Courses Required (24 credits not articulated):
- CRJ 101 – Introduction to Criminal Justice (3)
- CRJ 201 - Management Concepts (3)
- ENG 101 – English Writing (3)
- MAT 107 – Modern Elementary Statistics (3)
- BCAP 104 - Computer Elective (3)
- Arts and Humanities Elective (3)
- Bio & Physical Sciences Elective (3)
- Social & Behavioral Science Elective (3)

To complete the AAS degree at BCCC, Academy graduates with prior college credits must complete at least 18 credits at BCCC and enroll in the college in the term in which they expect to graduate. Students may meet with their academic advisor for assistance in completing the degree requirements. For those graduates interested in transferring to a Baccalaureate degree program, please review requirements and procedures managed by the college transfer office at https://www.bccc.edu/transfer.

BCCC
Enterprise Resource Planning (ERP)

Project Update

October 20, 2021

Stephan A. Byam (Chief Information Officer)

Project Status

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

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

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

Despite adjustments to the internal module go-live dates, the project is still scheduled to be completed by December 2023 as originally scheduled.

Project Updates

Completed Activities:
- Data Migration – General Person Student and Employee data migration (round 2).
- Data Validation
  - General Student Data Validation completed for round 1 data migration. (Results from the data validation will be used for upcoming round 2 data migration.)
  - Financial Aid Data Validation completed for round 1 data migration.

Go-Live Challenges Update- Finance

State Interfaces (FMIS, Workday etc.)

The Finance implementation is now targeted for 2022, on or before the new fiscal year. This change will allow the team to complete the State Integrations as needed and ensure that the Finance Team has enough time for readiness activities: training on integrations; policy updates (if needed) etc.

Go-Live Challenges Update- HR

Reciprocal Days

The HR, Finance, Ellucian and IT Teams are developing a proof-of-concept to overcome the problem of the Banner system not being able to account for more than one decimal place in the salary calculation.

The team will leverage the Argos system to extract the salary information from the Banner system and perform the calculation prior to submitting the salary data to the State system.

Questions

TAB 10 | President's Report

Returning to Campus

Oversight Group

Strategy One
Communications Subgroup
- Communication Modalities
- Stakeholder Specific Messaging

Strategy Two
Campus & Locations Subgroup
- Location Assessment
- Daycare, Dental Clinic, Radio Station, etc.

Strategy Three
Health & Safety Subgroup
- Safety Maintenance
- Health Management
- Quality Control
- Training
- Signage

Strategy Four
Academic Instruction Subgroup
- Classroom Assessment
- Laboratories
- Clinicals
- Resources
- Training

Strategy Five
Support Services Subgroup
- Service Operations
- Resources
- Training

Strategy Six
Technology Subgroup
- Security
- Support & Resources
- Training

Strategy Seven
Finance & Operations Subgroup
- Human Resources
- Business Services
- Budget
- Policies & Procedures

Returning Framework

Four Phases to Returning to Campus

0

PHASE
ZERO
(Remote & Only
Essential Staff on
Campus)

1

PHASE
ONE
(Remote &
Expanded Essential
Staff on Campus)

2

PHASE
TWO
(Hybrid, Remote &
On-Campus)

3

PHASE
THREE
(Return to
Campus)
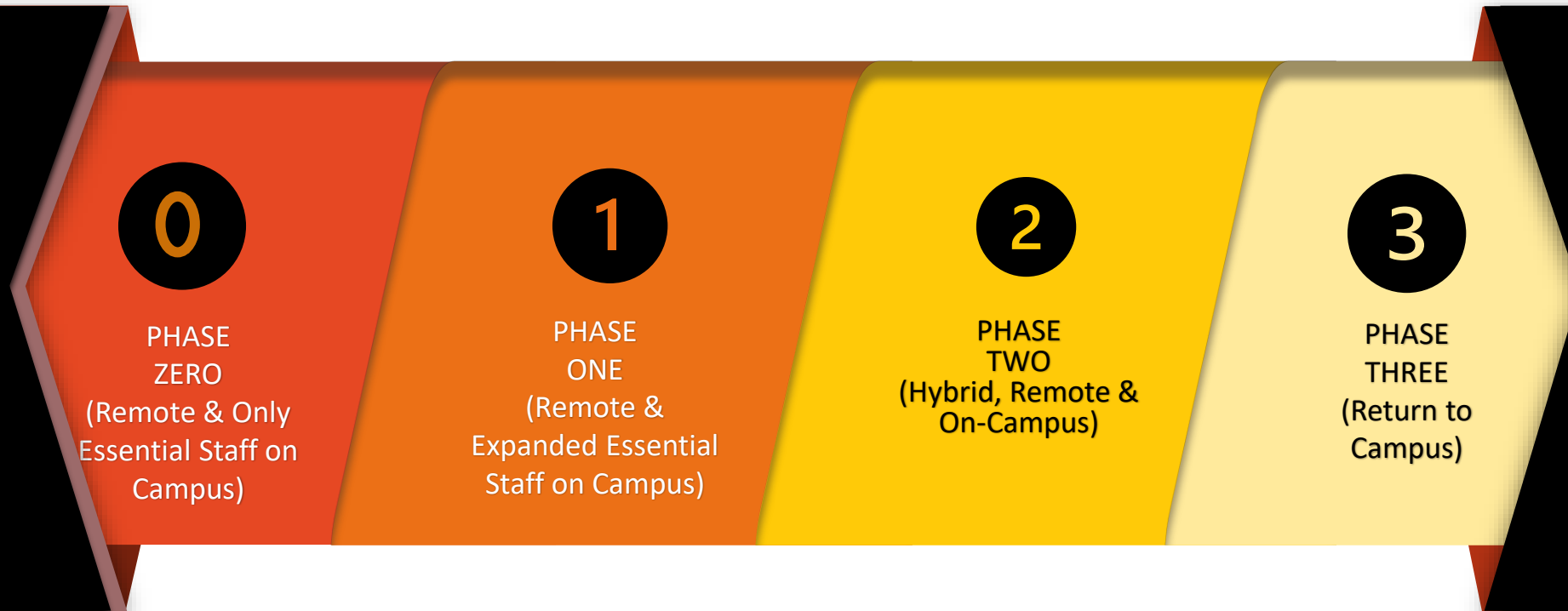
Return to Campus Schedule*

- ➤ **September 13, 2021 ~ Cabinet**

- ➤ **September 20, 2021 ~ Administrators & Cabinet**

- ➤ **October 4, 2021 ~ Staff, Administrators & Cabinet**

- ➤ **Four (4) Days Work on Campus, Mondays – Thursdays**

- ➤ **One (1) Day Work Remotely, Fridays**

- ➤ **Classes Held Remotely, Mondays – Saturdays**

- ➤ **SNHP Clinical Courses/Labs on Campus**

*Pending Guidance from Baltimore City & Baltimore City Health Department

COVID-19

16 Community Colleges

➢ **Planning 20-70% Face-to-face Classes in the Fall**

➢ **Faculty & Staff Fall Campus Return**
  - **Fully Operational: 10**
    - o **Most Fully Operational by August 16**
  - **Phased Reopening: 5**

➢ **Five (5) Colleges including BCCC offering a Vaccine Incentive**

➢ **Seeking Mobile Vaccine Unit at BCCC**

Mask Requirement
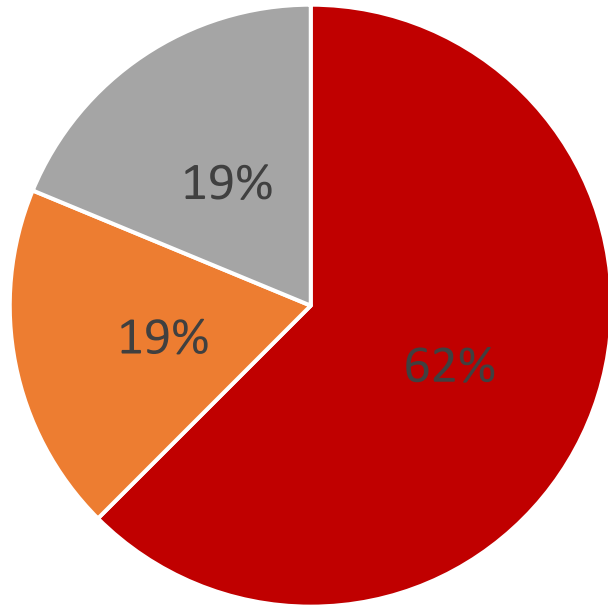
- Mask Required
- Required for Unvaccinated Personnel
- Optional

Quantity	Percentage	Mask Requirement
10 Schools	62%	All
3 Schools	19%	Unvaccinated Personnel
3 Schools	19%	Optional

Agency Coordination and Links for Testing

Vaccine Incentive for Staff

➢ $200 incentive by September 30th for vaccinated staff

Agency Coordination

➢ Maryland Department of Health

➢ Baltimore City Health Department: weekly coordination calls with all universities and follow-ups as needed

CVS Minute Clinic

➢ Free Testing

COVID Links

➢ Coronavirus - Maryland Department of Health

➢ Governor Larry Hogan - Official Website for the Governor of Maryland

➢ Coronavirus 2019 Disease (COVID-19) (baltimorecity.gov)

➢ Coronavirus Disease 2019 (COVID-19) | CDC

Good Evening BCCC Faculty and Staff:

We are at the end of our first 4-day week with our onsite return to campus, and there were many positive greetings between staffs. Friday and Saturday will continue to be virtual work days. Cabinet members have worked with their areas to determine and listen to any challenges that need to be addressed. Many staff are engaged in sorting old papers and equipment in their areas and properly discarding materials that are not needed. Staff should notify the facilities department if they need heavy equipment or boxes moved and discarded from their areas. The facemask and social distancing requirements remain in effect and PPE has been distributed and made readily available. Plexiglass has been placed in a number of common reception areas and will be available if needed for individuals with offices where students are individually served. The first phase of carpet cleaning took place last week in many areas and today, the second phase of carpet cleaning for offices and hallways took place. Likely a third phase will be needed to schedule the administrative wing and any remaining areas that may need additional attention.

I do understand that there are social distancing and physical barrier protocol questions; we are following CDC guidelines. As the campus is now open, we are beginning to see a few students onsite and requesting services; this was to be expected. In my earlier communications, I indicated that "Other than the Health Science students, who will be on campus to fulfill their in-person lab requirements, most classes will remain virtual during the Fall semester." That is true—classes are mostly virtual. At the same time, it was expected that small numbers of students would begin to transition back to the campus to access enrollment areas (Admissions, Advising, Financial Aid , Registration). Student Affairs leadership indicated that there were about ten (10) students walking in for campus services between Tuesday and Thursday of this week; we expect the numbers to slowly increase as students have waited for the campus to finally open and wish to be served. As we begin to see more students on the campus, some large open spaces (eg. cafeteria) will be temporarily converted and designated for enrollment management processing – this will permit some staff to meet with students and maintain social distancing.

Registration will open in a couple of weeks for the Winter term and Spring Semester. For the Winter term some health science classes will be scheduled on campus as well as virtual; and Spring semester courses are expected to be a hybrid consisting of on campus - face to face, virtual and web courses.

We will continue to provide updated information regarding course scheduling, protocols and facilities; and for COVID testing and vaccine services (see the Baltimore City Department of Health website at https://coronavirus.baltimorecity.gov/.

Thank you all for the tremendous support that you provide for our students. The past 18 months have not been easy, but we are getting through this together.

BCCC Strong!

October 3, 2021

Dear BCCC Faculty and Staff:

As previously communicated, all BCCC Cabinet members and key administrators returned to campus in September. Many Health Science faculty have also been reporting to campus since the beginning of the Fall semester. We are excited to be back on campus and look forward to employees joining us as staff return on Monday, October 4, 2021.

As a reminder, the College will operate on a hybrid schedule for employees with a 4-day on campus, Monday through Thursday, and a 1-day remote on Friday. Employees who are scheduled to work Saturdays will work remotely on that day also. Classes remain virtual, other than those scheduled for Health Science students, who will be on campus to fulfill their in-person lab requirements. VP Jones has communicated with the faculty about their access to campus.

Upon returning, BCCC employees must show their College identification (ID) and keep such on display; this will assist our efforts to identify vendors and others who may need temporary access. New employees, or those without an ID, will be required to report to Public Safety and will be issued an ID. Cabinet will forward a list of all employees without an ID to Public Safety to ensure new identification cards are produced.

To ensure safety on campus, the College will observe the masking, social distancing and physical barrier protocols recommended by the CDC and Baltimore City Health Department. Everyone who enters the BCCC campus must wear a facemask properly (completely covering both nose and mouth) except when eating or drinking. Temperature monitor and hand sanitizer stations are located at the entrance to each building and all employees are asked to check their temperature upon entry. In the event of an abnormal temperature, staff must leave campus and report it to their supervisor. Please note, the College offers on-site testing free of charge through the CVS clinic at the South Pavilion. Employees may simply walk-in and access the CVS on-site testing center between the hours of 8:00 am – 5:00 pm.

Infected or Exposed Employees
Employees who test positive for COVID may not return to work until (i) they have been 24 hours with no fever without the use of fever-reducing medication, and (ii) it has been 10 calendar days since symptoms first appeared and other symptoms have improved and (iii) they provide evidence that they have tested negative for COVID within the past 72 hours.

Employees who have been in close contact (as defined by the CDC) with someone with COVID will need to test immediately for COVID themselves and notify their supervisor of the results. For up-to-date information regarding COVID testing and vaccine services, please see the Baltimore City Department of Health website at https://coronavirus.baltimorecity.gov/.

Since March 2020, the physical safety of faculty and staff has been at the forefront of the College's plans to return to campus. To that end, the College has undergone comprehensive deep cleaning (and will conduct on-going deep cleaning each Friday). The facilities department has placed humidifiers and dehumidifiers throughout the campus to assist with our ventilation systems, installed MERV13 filters into the existing HVAC as recommended by the CDC, installed purification units with HEPA filters, and is in the process of installing plexiglass as needed for some areas. Deep cleaning has also included flooring, carpeting, and surfaces throughout, as well as the distribution of cleaning supplies and COVID kits to all departments.

Accommodation Requests

Please note, if you have requested an accommodation from your supervisor, you must do so with HR in order to complete the correct form(s). Supervisors do not have the authorization to approve employees to continue to work remotely. Please contact Danielle Porter, Director of HR at dporter@bccc.edu for additional information. Until the accommodation is approved, you are expected to return to work as scheduled.

The timecard process will remain the same for the next couple of weeks for those who use timecards. Timecards are due by the Close of Business (COB) each Friday. Training will be forthcoming on how to process timecards moving forward using the system.

Technology

Please be mindful as you turn your PC's back on that most have been off for a while and may require updates and will be slower initially at power up. Before contacting the Help Desk, please be patient and allow a couple of hours for the updates to be installed and the PCs to return to normal.

Cameras/Headsets:
Cameras and headsets have been ordered by the VPs for each staff member that needs one to carry out their day-to-day responsibilities. Information Technology Services (ITS) is waiting on the delivery of those items.

Phones:
Employees will be able to pick up their new phones outside of LSB 237, Main Building 100 or for the Harbor/WDCE campus, at the security Kiosk. Instructions will be provided on how to self-install the phones and sign-in.

Moving of Computers:
ITS is requesting that if a computer needs to be moved from an office, please contact the Help Desk to have the computer moved.

Hotline:
ITS has established a hotline for the return to campus. This is reserved for phone issues and desktop issues alone to expedite service. The number is 410-225-4600.

I ask that you communicate directly with your supervisors and Cabinet with questions or about other resources that are needed. As well, I will continue to provide updates about our return to campus and other institutional changes. While visits to other offices will need to be limited for everyone, I look forward to seeing you on October 4th.

Welcome back BCCC!

Debra L. McCurdy
President

September 26, 2021

Dear BCCC Faculty and Staff:

I am writing to update you about returning to campus. Since being announced at the President's Forum on August 16, 2021, BCCC has been returning to campus in stages, with the cabinet having returned on September 13, 2021, followed by other key administrators the following week, September 20, 2021. Most Health Sciences faculty have been reporting to campus since the beginning of the fall semester. We will welcome employees back to campus on Monday, October 4, 2021 (we will assume a 4-day, Monday through Thursday, on campus and a 1-day, Friday via remote).

Other than the Health Science students, who will be on campus to fulfill their in-person lab requirements, most classes will remain virtual during the Fall semester.

Most employees (except for those who have already been notified by their supervisors) will work remotely on Fridays, on which day the campus will undergo deep cleaning. Employees who are scheduled to work Saturdays will work remotely on that day also. The College will observe the masking, social distancing and physical barrier protocols below, but note that COVID-related restrictions and guidelines are changing rapidly, so we will stay flexible and adapt to changes as needed. In other words, these procedures are subject to change should Baltimore City, the state of Maryland and/or the federal government impose additional guidelines.

Please know that your physical safety has been at the forefront of the College's plans. To that end, we identified measures for optimal ventilation, considering the capabilities of the existing buildings and systems on campus. Where necessary, the College made repairs to ensure appropriate levels of safety.

Vaccination Incentive

Everyone is strongly encouraged to get vaccinated against COVID, which has been shown to be the single most effective means to prevent the spread of infection. As an incentive, the College is offering $200 to all employees who upload proof of vaccination by September 30 and agree to receive booster shots if and when they become available. The link for receiving the vaccine incentive is administered by HR and is available via the Vaccination Incentive Form.

Face Mask Requirement & Other PPE

Everyone who enters the BCCC campus must wear a facemask properly (completely covering both nose and mouth) at all times except when actively eating or drinking. In addition, employees who routinely interact in person with students, staff, faculty or visitors will be provided, upon request, with CDC recommended gloves and masks, and BCCC will make available to employees in facilities and public safety, shoe coverings, face shields and CDC-approved long sleeve hospital gowns. EPA-approved hand sanitizer with at least 70% alcohol will be available to all employees, as they perform their duties.

Social Distancing

The College encourages the use of outside spaces to the extent feasible (weather permitting) to reduce the risk of potential airborne transmission of the virus. Please refrain from meeting in groups of more than two or three. There will be signs throughout the College informing/reminding all campus members of the face mask mandate and social distancing rules. Employees can report and seek assistance in the event that others fail to maintain social distance and/or wear masks by calling 410-462-7700.

Remote Work

Employees who have a physician documented health issue and qualify for an accommodation under the Americans with Disabilities Act may be reassigned or permitted, at BCCC's sole discretion, to continue COVID remote work. The College will ensure that work expectations are clearly communicated to employees who work remotely due to COVID and, upon approved request, will supply required equipment.

Childcare & Eldercare

BCCC's standard leave policies apply to employees who request leave due to childcare or eldercare responsibilities. Forms of applicable leave, such as leave under FMLA, ADA, MD Safe and Sick Leave or any other applicable College policy are explained in the College's Employee Handbook and/or the MOUs. Employees may also contact HR for guidance on available leave.

Infected or Exposed Employees

Employees who test positive for COVID may not return to work until (i) they have been 24 hours with no fever without the use of fever-reducing medication, and (ii) it has been 10 calendar days since symptoms first appeared and other symptoms have improved and (iii) they provide evidence that they have tested negative for COVID within the past 72 hours.

Employees who have been in close contact (as defined by the CDC) to someone with COVID shall be tested immediately for COVID themselves and notify their supervisor of the results.

Regular communications with employees from their cabinet will provide updates regarding COVID, new policies and procedures, changes in hours of operations and information regarding building closures or limited access to buildings. If you have questions, please reach out to your supervisor, HR or your cabinet member.

We have been physically apart for a very long time and I am looking forward to your in person return on October 4. Welcome back BCCC!

Debra L. McCurdy
President

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor

Mary Pat Seurkamp, Ph.D.
Chair

James D. Fielder, Jr., Ph.D.
Secretary

Maryland Higher Education Commission
Meeting Agenda

TIME: 10:00 am - 3:00 pm
Wednesday
September 22, 2021

PLACE: Video Teleconference (GoToMeeting)
https://global.gotomeeting.com/join/499590149
Phone Number: +1 (312) 757-3121
Access Code: 499-590-149

	Page	Action Item

Call to Order

Chair's and Secretary's Remarks

Election of Commission Vice Chair   *

Public Comments

Commission Minutes Approval……………………………………………………….. 1   *
- August 25, 2021

Commissioner Committee Updates

Department of Finance and Administration – Mr. Geoffrey Newman

- Operation and Capital Budget Presentations
    - 10:15 am – University System of Maryland, Ms. Ellen Herbst, Vice Chancellor for Administration & Finance, Dr. Joann Boughman, Senior Vice Chancellor for Academic & Student Affairs
    - 10:45 am – St. Mary's College of Maryland – Dr. Tuajuanda Jordan, President
    - 11:05 am – Morgan State University – Dr. David Wilson, President
    - 11:25 am – Maryland Independent College and University Association – Ms. Sara Fidler, President
    - 11:45 am – Maryland Association of Community Colleges – Dr. Brad Phillips, Executive Director
    - 12:05 pm – Baltimore City Community College – Dr. Debra L. McCurdy, President
    - 12:25 pm – Regional Higher Education Centers – Mr. Geoffrey Newman, Assistant Secretary of Finance and Administration

Break (12:45-1:15)

Office of Student Financial Assistance – Ms. Donna Thomas

Financial Assistance Advisory Council (FAAC) Update

Adjournment

*The next meeting will be on Wednesday, October 27, 2021 @ 1 pm.

BALTIMORE CITY
COMMUNITY COLLEGE

MARYLAND HIGHER EDUCATION COMMISSION

Operating & Capital Budget ▶

Larry Hogan, Governor
State of Maryland

Dr. Debra L. McCurdy
President
Channa Williams
Vice President, Admin & Finance
Baltimore City Community College

WEDNESDAY | SEPTEMBER 22, 2021

"Changing Lives, Building Communities"

➤ BCCC is both an old and a young institution. The College was founded in 1947, as Baltimore Junior College, a part of the Baltimore City Public Schools.

➤ Baltimore City Community College is the <u>only community college in Maryland that is a State Agency</u>. It is also the only urban community college in the State.

➤ BCCC's campus is located in West Baltimore; with several Baltimore City satellite locations. As of fiscal 2021, the College served **Over 8,900 credit and non-credit students** annually, providing transfers to four-year colleges as well as workforce training.

➤ <u>BCCC buildings are 25+ years old</u>. Buildings located on the Liberty campus date back to 1968. The most recent building on this site is the Life Science Building which was built in the mid-1990s.

Return to Campus Timeline

➢ September 13, 2021 ~ Cabinet

➢ September 20, 2021 ~ Administrators & Cabinet

➢ October 4, 2021 ~ Staff, Administrators & Cabinet

➢ Four (4) Days Work on Campus, Monday – Thursday

➢ One (1) Day Work Remotely, Friday

➢ Classes Held Remotely, Monday – Saturday

➢ SNHP Clinical Courses/Labs on Campus

   *Pending Guidance from Baltimore City & Baltimore City Health Department

2017 Realignment Legislation

➤ The legislation required various tasks including "to develop or sell all unused or underutilized real estate…"

➤ BCCC is working on the redevelopment proposal for the Inner Harbor-Bard Building site.

➤ BCCC is assessing real estate locations utilized or re-evaluating usage:

- Liberty Campus (Main campus) – various buildings
- Harbor Park – Workforce Development Classrooms and Administrative
- Reisterstown Road Plaza – Workforce Development Classrooms
- Reisterstown Road Plaza Radio Station – WBJC-FM
- Bio Park – Credit Classrooms and Administrative Offices (second floor)
- North Pavilion – Demolition Pending
- South Pavilion – Administrative Offices
- West Pavilion – Administrative Offices
- Bard Building – Proposal Development for Site Demolition

Enterprise Resource Planning (ERP)

Banner Project Status

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

➢ The Project Team meets weekly with DoIT's Oversight Project Manager to provide project updates; as well as exchange ideas with the Oversight Project Manager on implementation strategies.

➢ BCCC provides official monthly 'Health Assessment' Reports to the State on details of project activities, including milestones, deliverables and spending.

➢ The project is on target for completion of modules (Finance, Financial Aid, HR, Student, Student Accounts etc.) by December 2022.

Maryland State & BCCC Plan Alignment

Success: Promote and implement practices and policies that will
　　　　　ensure student success.

➢ BCCC is revising the current "Strategic Plan" framework to transform it into a comprehensive Plan (2021-2021) aligning institutional and State indicators.

➢ The Board of Trustees approved two policies: Academic Standing (revised) and the Multiple Measures Course Placement (new) Policy to support student success.

Innovation: Foster innovation in all aspects of Maryland higher
　　　　　education to improve access and student success.

➢ Full-time and adjunct faculty are required to complete a 20-hour online course on virtual/online teaching pedagogy.

➢ Nursing and Practical Nursing programs have instituted a mandatory tutoring policy.

➢ Success coaches embedded were embedded in Math courses to support the First Year Experience in addition to embedded tutors.
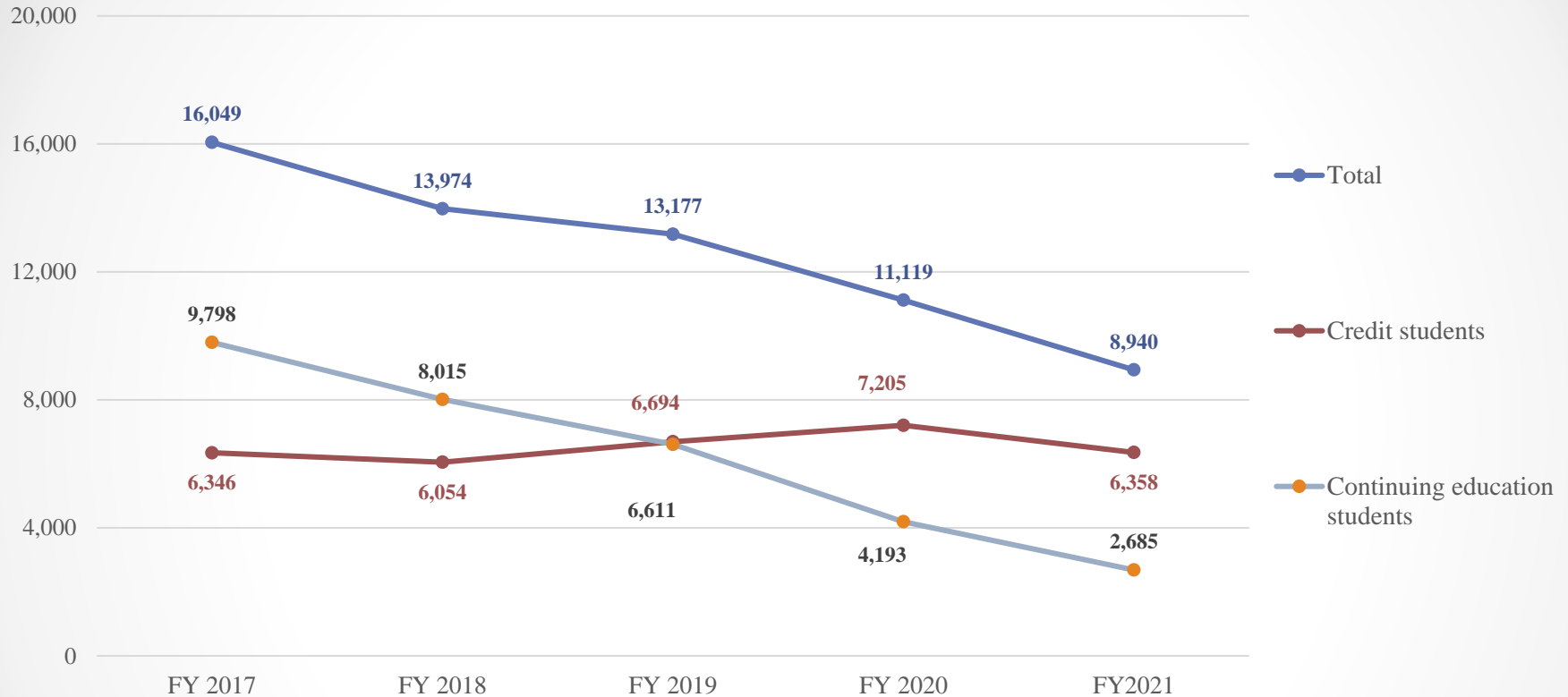
FY 2023 Position & Program Impact

➢ Number of Positions (Budgeted FY 2023)

- Faculty = 111

- Non-faculty Staff = 326

➢ Number of Academic Programs

- Undergraduate:

  o 30 degrees

  o 18 certificates

- Master's = n/a

- Doctorate = n/a

Source: BCCC Budget Office

Annual Unduplicated Headcount
# FY 2017 – FY 2021

- Credit enrollment began to stabilize in FY 2018 and increase in FY 2019 and 2020 largely due to increases from the Mayor's Scholars Program cohorts and in dual enrollment. FY 2021 saw a sharp decrease largely due to the impact of the COVID-19 pandemic.
- The decline in continuing education enrollment was largely due to national, State, and local factors impacting the English for Speakers of Other Languages (ESOL) population such as refugee resettlement rates' decline in FY 2020. In addition, training that was provided to organizations on site were cancelled in late FY 2020 and early FY 2021 due to the COVID-19 pandemic.

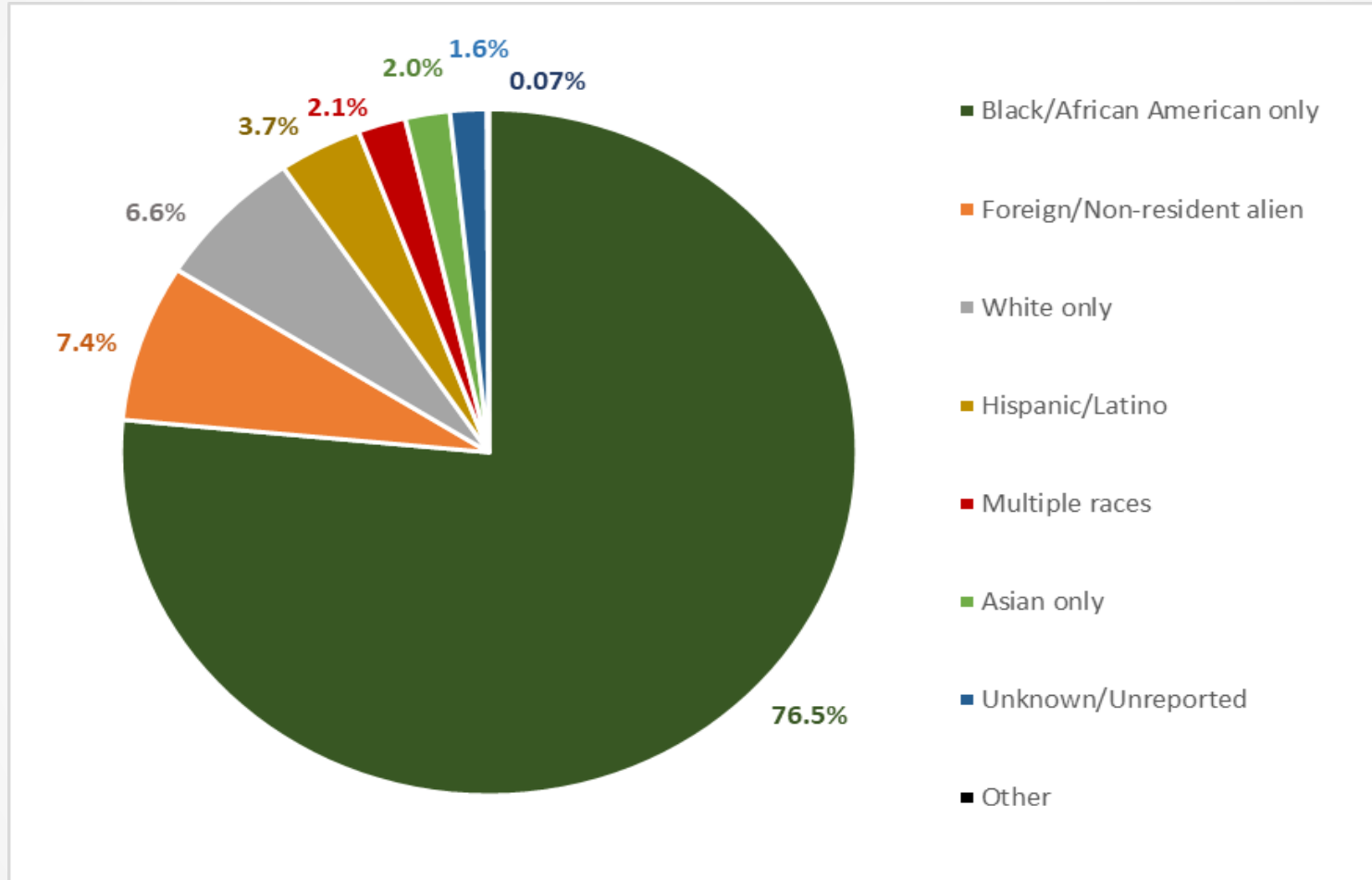Source: BCCC Performance Accountability Report for MHEC

Credit Students Receiving Pell Grants
FY 2016 – FY 2020
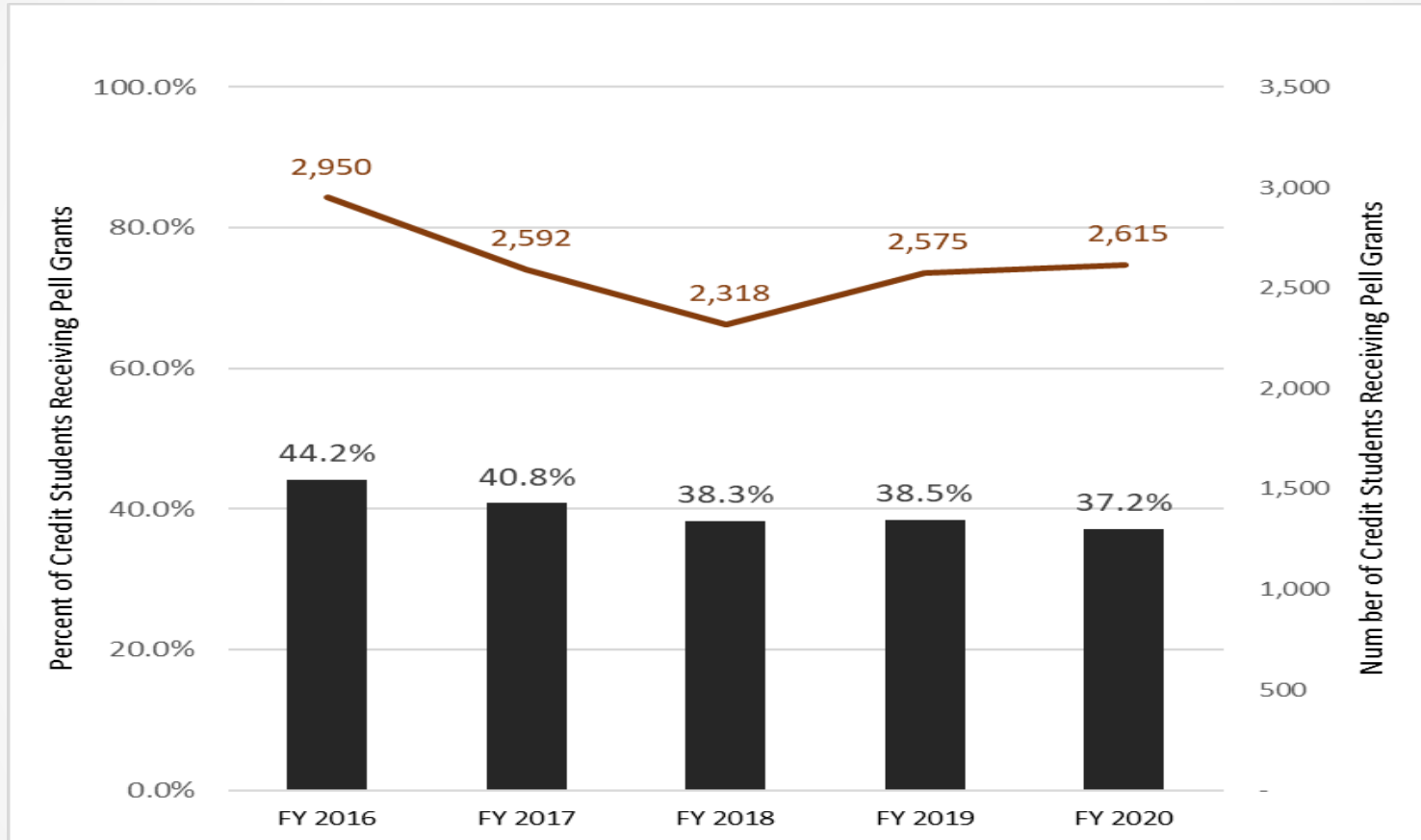
Source: BCCC Performance Accountability Report for MHEC

Credit Student Demographics: Fall 2020

Fall 2020 Credit Enrollment = 4,181

Source: BCCC Performance Accountability Report for MHEC

Maryland State & BCCC Plan Alignment

<u>Access</u>: Ensure equitable access to affordable and quality
postsecondary education for all Maryland residents

➢ Dual-enrolled high school student headcount increased enrollment year-to-year.

➢ Three (3) P-TECH students graduated from BCCC and high school at the same time in 2021, including the Valedictorian.

➢ Mayor's Scholar's Program has exceeded its summer bridge enrollment target of 250 graduating seniors from Baltimore Public City Schools four consecutive years.

➢ Grant funding supported a 10% increase in Adult Basic Education and English for Speakers of Other Languages (ESOL) classes at no charge.

Fall Credit Enrollment	Fall 2016	Fall 2017	Fall 2018	Fall 2019	Fall 2020
Dual Enrolled High School Students	102	139	172	245	442
Total Fall Credit Headcount	4,409	4,188	4,523	4,909	4,181
Source: BCCC fall Enrollment Information System files prepared for the Maryland Higher Education Commission. Office of Institutional Research - June 2021					

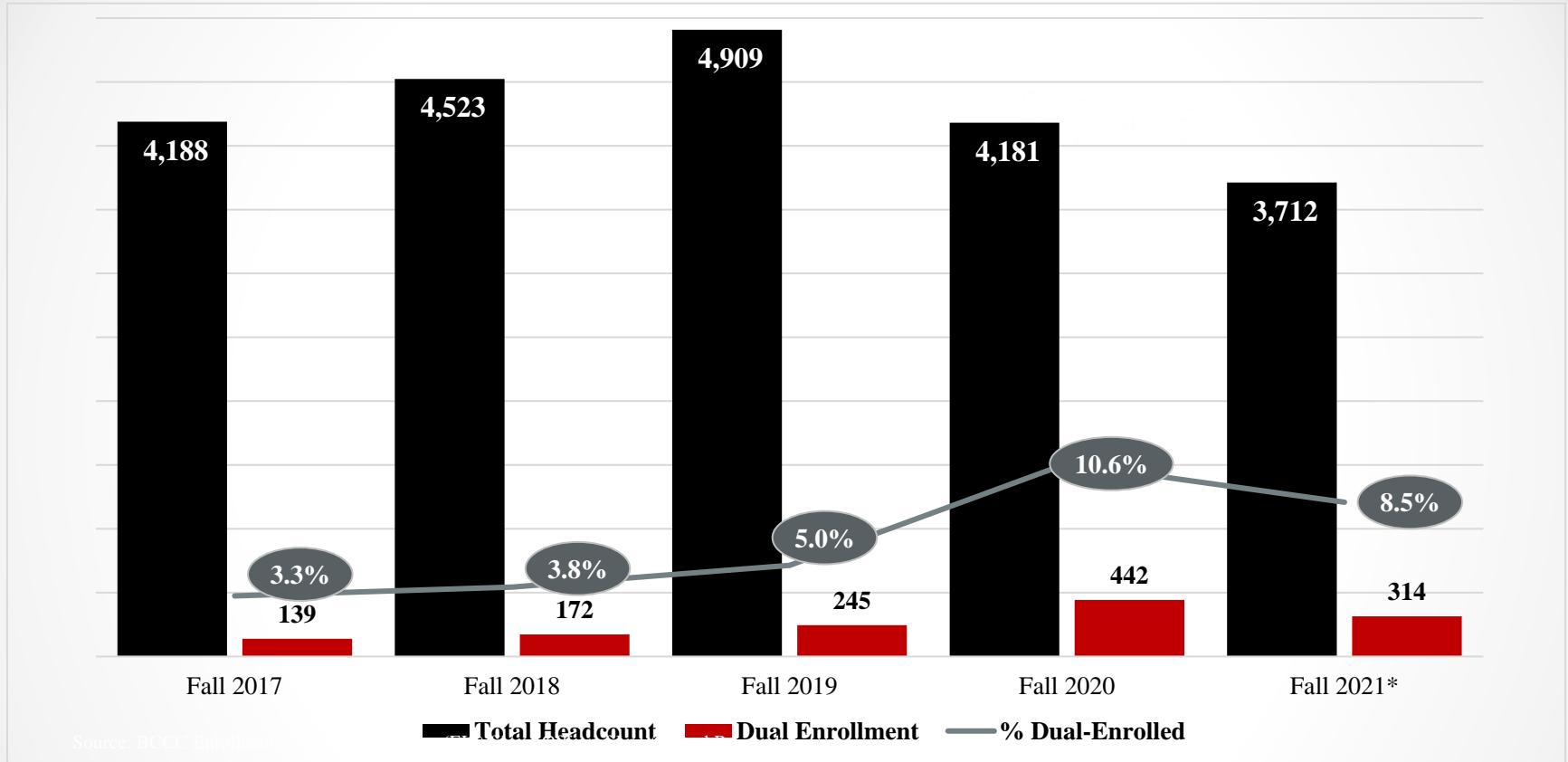# *Fall 2020 First-Time Entrants Developmental Status*
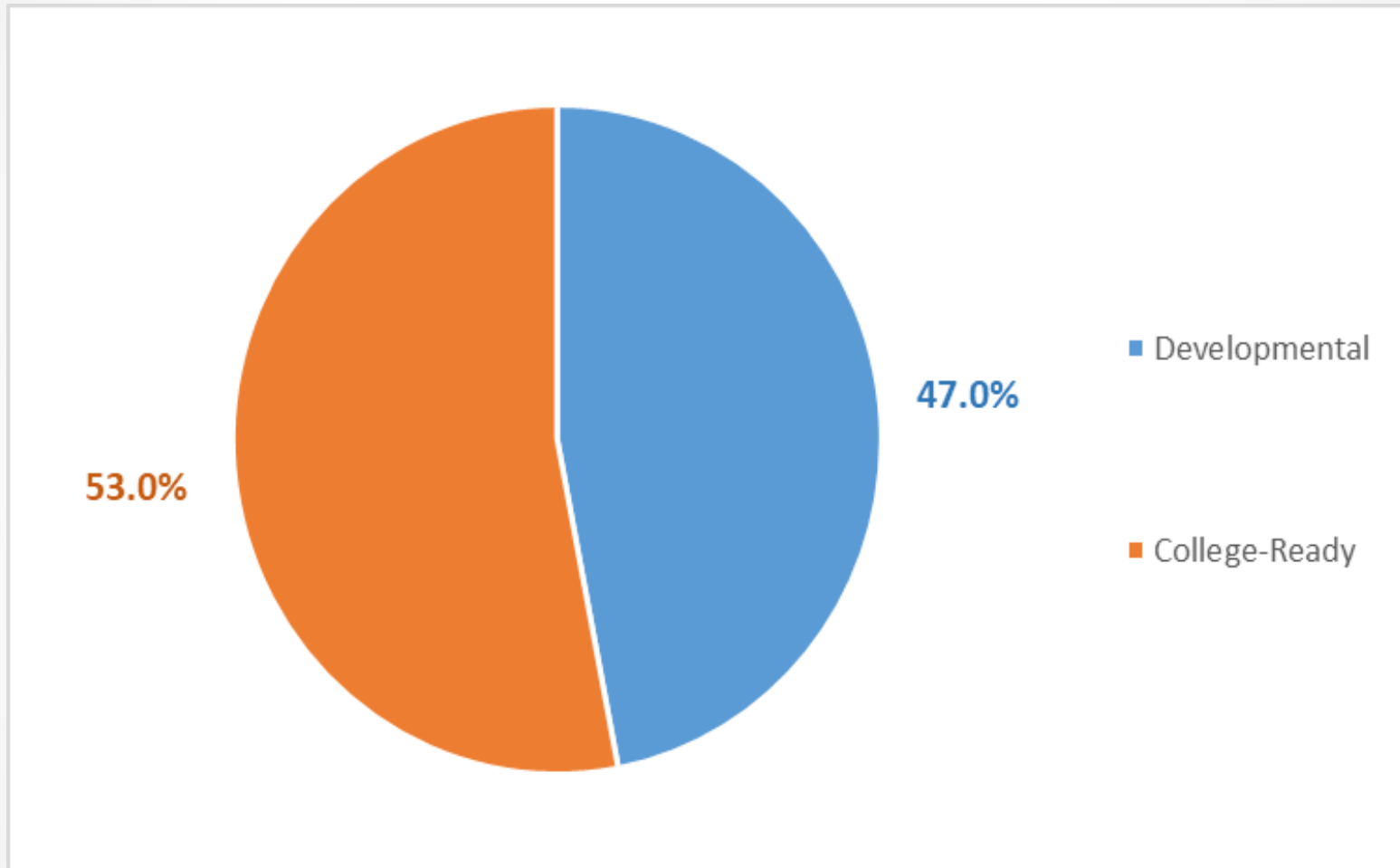
664 Entrants were assessed via various tools.

Source: BCCC Office of Institutional Research & Performance Accountability Report for MHEC.

Trends in Enrollment Fall 2017 - 2021*
Total Credit Headcount & Dual Enrollment

Source: BCCC Enrollment

Legend: ■ Total Headcount　■ Dual Enrollment　—— % Dual-Enrolled

- The Mayor's Scholars Program was implemented in Summer 2018 and accounts for most of increases in total credit headcount in Fall 2018 and Fall 2019.
- In Fall 2020, 15 of the 16 Maryland community colleges, including BCCC, experienced declines in credit headcount largely due to the COVID-19 pandemic.

*Fall 2021 as of September 17, 2021
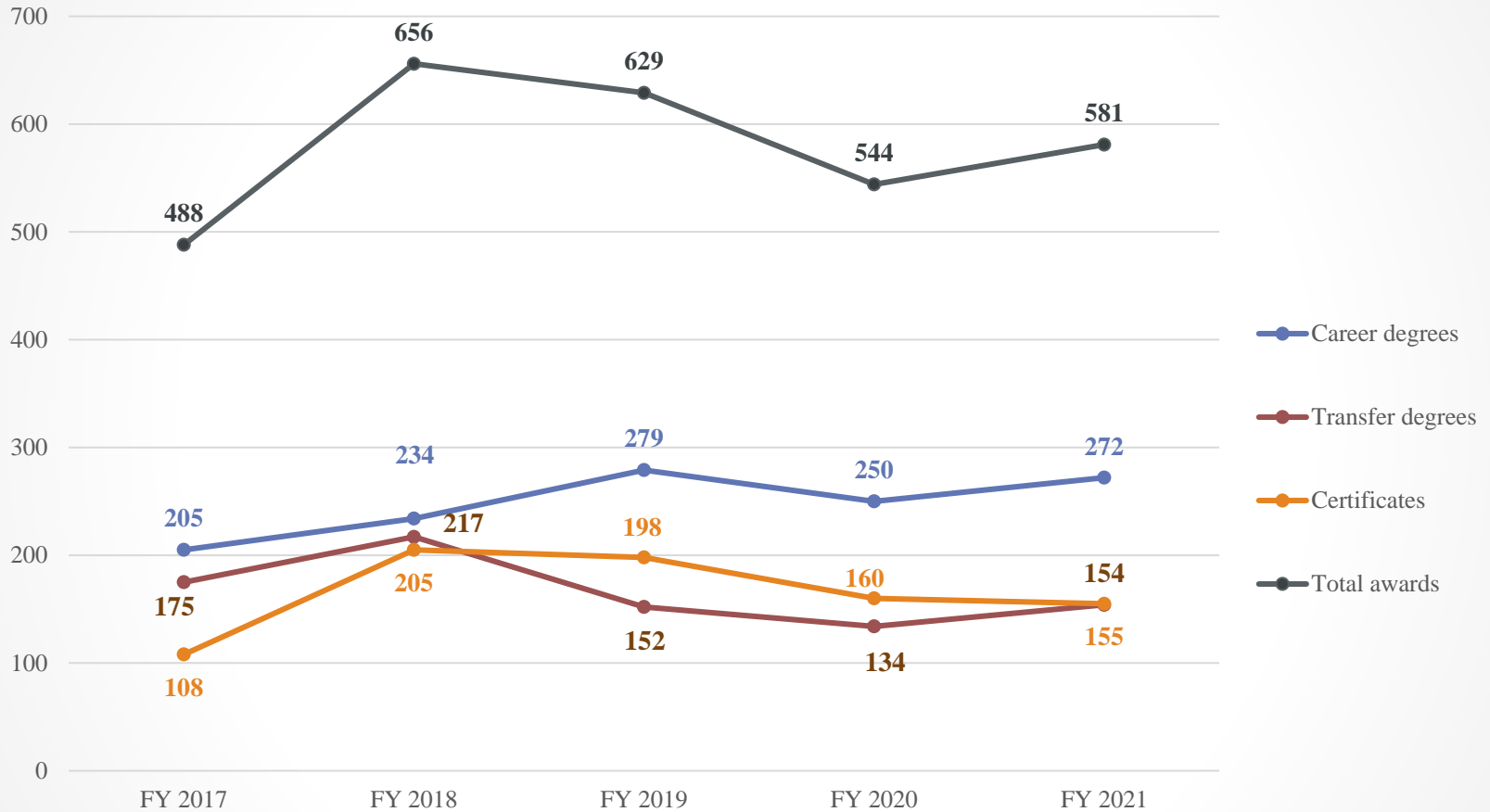Source: BCCC Office of Institutional Research

Four-Year Graduation Rates
Fall 2012 – Fall 2016 Entering Cohorts
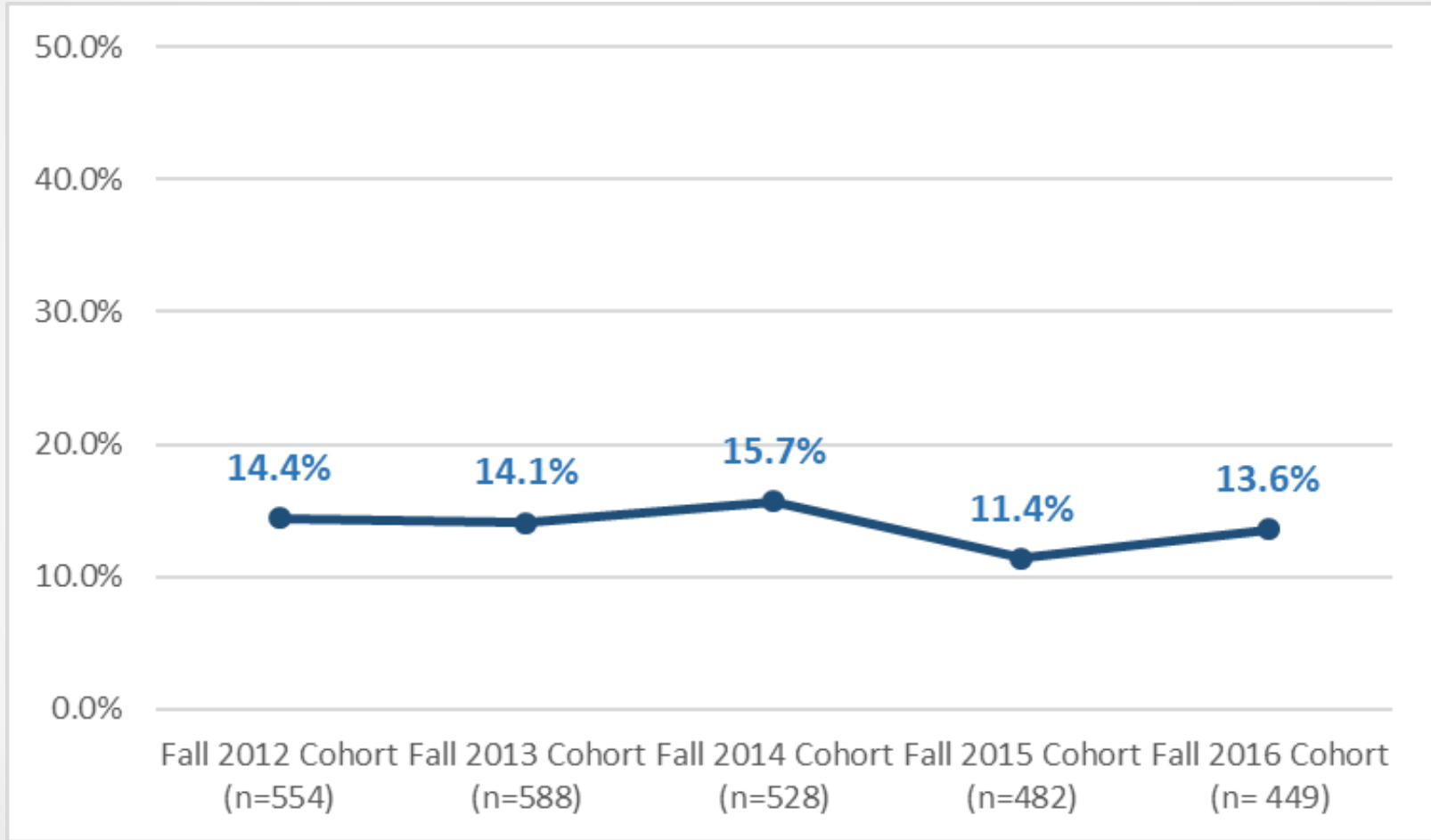
Source: BCCC Degree Progress Analysis reported for MHEC.

Annual Degrees & Certificates Awarded
FY 2017 – FY 2021

Due to the transition to remote learning in the middle of the spring 2020 semester, more grades of "Incomplete" were issued than usual, particularly for students in the Nursing and Health Professions as many clinical and lab sections and experiences had to be cancelled due to the pandemic. This led to a decline in the number of degrees and certificates awarded in FY 2020. Students were able to complete their requirements in FY 2021 and graduate.

Source: BCCC Performance Accountability Report for MHEC.

Fall-to-Fall Retention
Fall 2015 – Fall 2019 First-Time Developmental Students and Pell Grant Recipients

Source: BCCC 2020 Performance Accountability Report Data - OIR July 2021

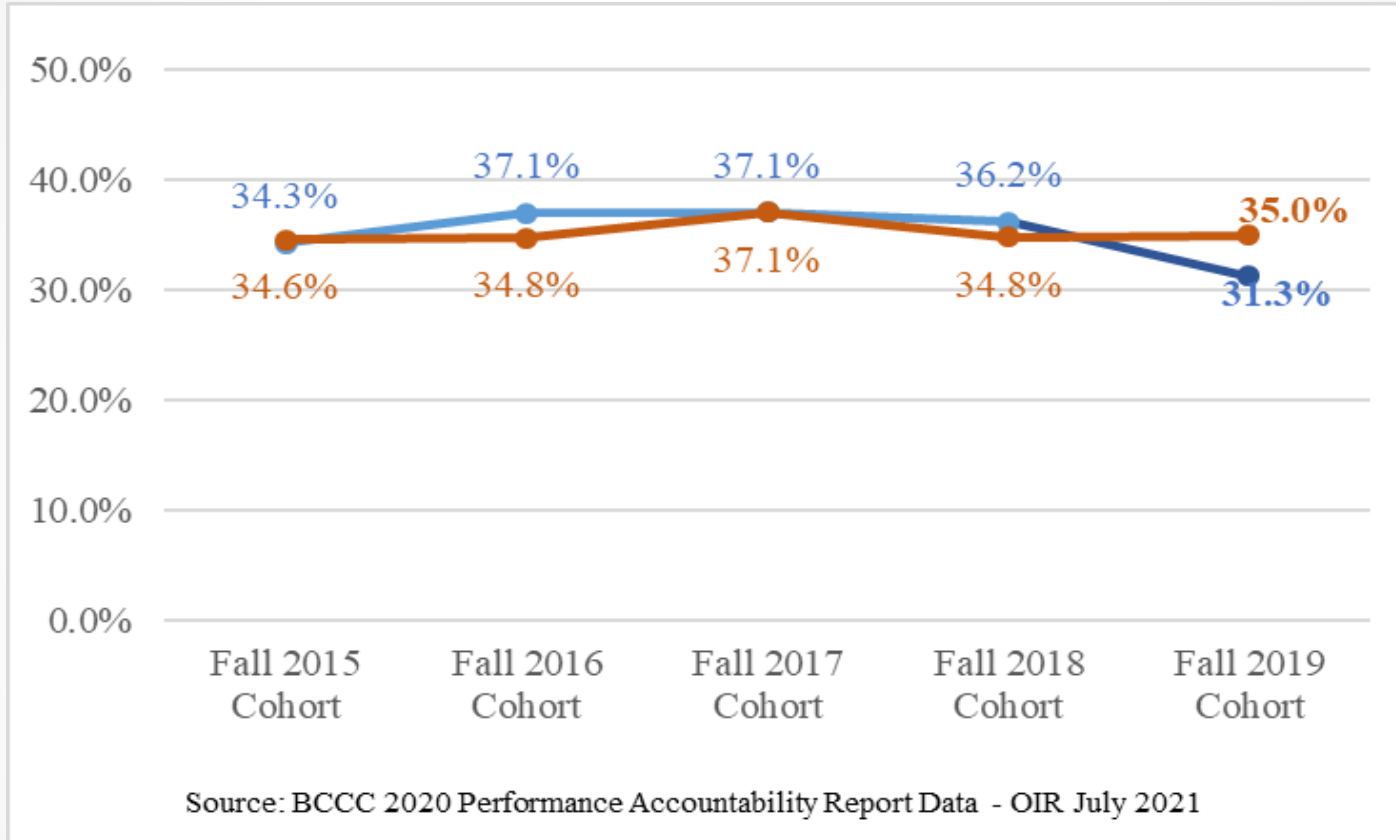|					
Developmental Students	292/851	169/456	206/555	361/997	221/632
Pell Grant Recipients	197/569	187/538	166/447	243/698	323/1031

Source: BCCC Performance Accountability Report for MHEC.

Fall-to-Fall Retention:
Fall 2015 – Fall 2019 First-Time Full-Time and Part-Time Entrants
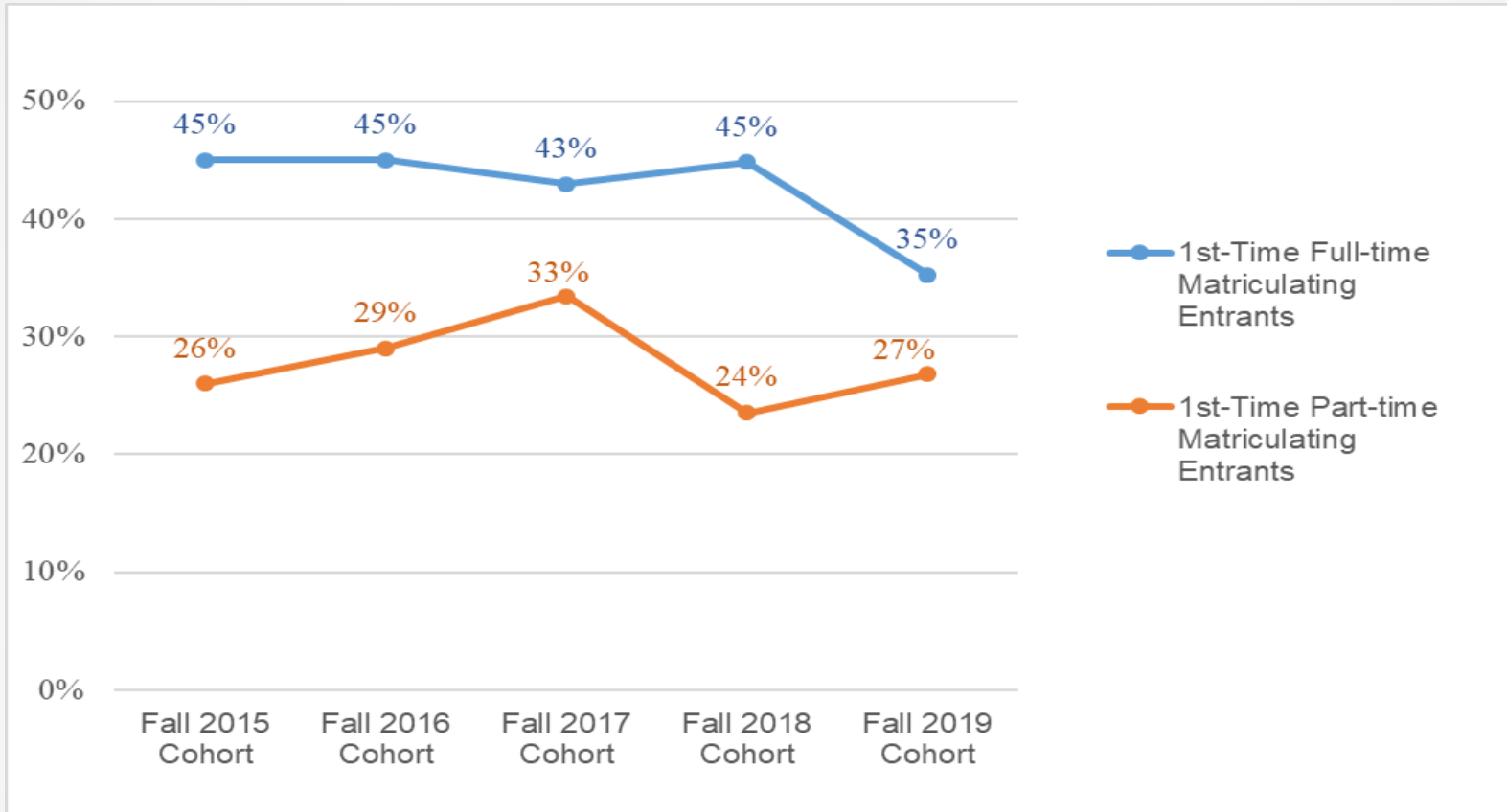
Full-Time Degree/Certificate-Seeking Students	**178/393**	**145/320**	**137/319**	**267/596**	**204/579**
Part-Time Degree/Certificate- Seeking Students	142/543	123/432	104/311	105/446	146/544

Source: BCCC Performance Accountability Report for MHEC.

Operating Budget

- For Fiscal Year 2022, BCCC is authorized to receive total funding of approximately $101.1 million, including $39.8 million in State funding.

- Fiscal Year 2023, Operating Budget request to the Department of Budget and Management totals approximately $90.8 million.

- Currently, BCCC has budgeted unrestricted (unallocated) fund balance of ~$8.5 million.

- BCCC is currently evaluating the option to issue academic and/or auxiliary bonds, capital leases or P3 arrangements.

FY 2021 Unaudited Financials

SOURCES OF FUNDING

- Tuition and Fees — 11%
- Rental income — 4%
- CARES Act Funds — 5%
- Federal grants and contracts — 19%
- Public Service — 3%
- Auxiliary — 2%
- State Appropriation — 56%

Legend:
- Tuition and Fees
- Federal grants and contracts
- Public Service
- Auxiliary
- State Appropriation
- CARES Act Funds
- Rental income

EXPENDITURES BY PROGRAM

- Public Service — 2%
- CARES Act Funding — 13%
- Auxiliary enterprises — 3%
- Plant — 9%
- Institutional support — 19%
- Student services — 8%
- Academic support — 9%
- Instruction — 37%

Legend:
- Instruction
- Academic support
- Student services
- Institutional support
- Plant
- Auxiliary enterprises
- CARES Act Funding
- Public Service

Source: BCCC Budget Office

CARES ACT FUNDING – PROGRAMMATIC IMPACT

FY 2021	Allocation	Spent	Remaining	Use of Funds
CARES - Students	$1.4M	$486K	$0	Students
CARES – Institutional	$1.4M	1.4M	$0	Institutional
GEER (CARES) GEER (CRRSAA)	$754K $558K	$452	$302K $558K	Career Development
CoVID Expenses – State Aid	$1,063K	$1,063K	$0	Public Safety, Technology & Supplies
Predominately Black Inst.	$192K	$192K	$0	Students

Operating Budget Fiscal Year 2023

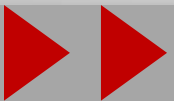|	
Salaries, Wages & Benefits	$44,081
Technical & Special Fees	$6,574
<u>Other Operating Expenses</u>	<u>$40,186</u>
TOTAL	**$90,841**

(in thousands)

Operating Budget Fiscal Year 2023

- $2,100,000
- $4,064,894
- $11,710,488
- $327,480
- $415,504
- $2,623,366
- $16,478,099
- $103,138
- $1,655,728
- $62,844
- $644,280
- $6,574,226
- $44,080,985

Legend:
- 01 - Salary & Fringe
- 02 - Technical & Special Fees (Contractual)
- 03 - Communications
- 04 - Travel & Professional Development
- 05 - Food
- 06 - Utilities
- 07 - Motor Vehicle
- 08 - Outside Services
- 09 - Supplies
- 10 - Equipment Replacement
- 11 - Equipment - Additional
- 12 - Scholarship
- 13 - Fixed Expenses
- 14 - Operations & Maintenance

BCCC Capital Debt Profile

➢ **Debt Issued in Prior Five Fiscal Years & Amount Authorized but Unissued:**

▪ BCCC has not issued debt in the prior five fiscal years.

▪ Bonding authority is $65 million for auxiliary and academic facilities.

▪ BCCC has no bond debt outstanding - the entire authorization remains unissued as of June 30, 2021.

➢ **Current Projections for New Issuances & Rating Agency Update:**

▪ BCCC is currently assessing its position to issue debt.

➢ **Ten-Year Projection:**

▪ Any projected bond issuance has not yet been determined.

Five-Year Capital Program

➢ Capital Budget request for **Fiscal Years 2023-2027**

Learning Commons Renovation and Addition (Library)

Current FY 2023 request for $2,678,000 in Planning funding to start the design of the renovation and addition to provide a modern learning commons with needed study space, electronic media space, and additional food service space.

The entire project is estimated to cost $34,624,000 and would be completed in FY26.

Five-Year Capital Program

➢ Capital Budget request for **Fiscal Years 2023-2027**

Nursing Building Renovation and Addition

FY 2024 request for $2,910,000 for funding to start the design plan for the renovation and addition to the 1977 Nursing Building with needed office, classroom, and simulation lab space to contribute to the rising need for healthcare workforce in Baltimore.

The entire project is estimated to cost $38,062,000 and would be completed in FY 2027.

Five-Year Capital Program

➢ Capital Budget request for **Fiscal Years 2023-2027**

Facilities Replacement Building

FY 2025 request for $390,000 for funding to start the design plan for the replacement of Facilities trailer facility with permanent offices and shop space for planning, maintenance, environmental services, fleet, and logistics.

The entire project is estimated to cost $5,768,000 and would be completed in FY 2026.

Five-Year Capital Program

➢ Capital Budget request for **Fiscal Years 2023-2027**

<u>Wellness Center</u>

FY 2026 request for $1,929,000 for funding to start the design plan for the Wellness Center addition that will expand the recreation, health, and physical therapy spaces for students, staff, and community partners at the Physical Education Center.

The entire project is estimated to cost $20,600,000 and would be completed in FY 2028.

Deferred Maintenance - Five-Year Capital Program

The College is requesting $4.0M for deferred maintenance projects in FY 2023 and $20.0M over 5 years. The College has an extensive backlog of facility improvement needs that are long overdue. The aging utility and building systems have exceeded their life expectancy and are constantly being repaired. An engineering assessment was conducted, and deferred maintenance projects totaling $40M are needed to replace major systems and failing equipment throughout the campus, much of which has not been updated since the original construction in the 1960-70's.

The College is requesting funding for the following projects:

- ➢ Boilers, Chillers, and Cooling Towers
- ➢ Fire Alarm System Upgrades throughout campus
- ➢ Campus-wide Elevator Refurbishment
- ➢ Replacement of HVAC Systems
- ➢ Restroom upgrades for ADA compliance
- ➢ Utility infrastructure campus-wide

In-Progress Capital Program

- ## Perimeter Loop Road Improvements

Board of Public Works approved on September 1, 2021
Contract Value: $5,025,000
NTP September 28, 2021 with 18 months of Construction

The Loop Road project involves the extension of the existing vehicular access road to encompass the entire Liberty Campus, connecting all parking lots, ease vehicular circulation, and improve safety and emergency access while enhancing the overall appearance and user experience of the campus.

BALTIMORE CITY
COMMUNITY COLLEGE

MHEC
MARYLAND HIGHER EDUCATION COMMISSION

Operating & Capital Budget ▶

Larry Hogan, Governor
State of Maryland

Dr. Debra L. McCurdy
President
Channa Williams
Vice President, Admin & Finance
Baltimore City Community College

WEDNESDAY | SEPTEMBER 22, 2021

Capital Debt Affordability Committee
Treasurer Nancy K. Kopp, Chair

Agenda

October 14, 2021
1:00 PM

1) **Treasurer's Opening Comments**

2) **Report of CDAC Workgroup**
   Christian Lund, Director of Debt Management, State Treasurer's Office

3) **Review of Size and Condition of State Tax-Supported Debt:**

   a. **General Obligation Bonds**
      Christian Lund, Director of Debt Management, State Treasurer's Office
   b. **Debt Issuance Scenario Analysis**
      Christian Lund, Director of Debt Management, State Treasurer's Office
   c. **Capital Leases**
      Tanya Mekeal, Lease Administrator, State Treasurer's Office
   d. **Consolidated Transportation Bonds**
      Jaclyn Hartman, Chief Financial Officer, Maryland Department of Transportation
   e. **Maryland Stadium Authority Bonds**
      David Raith, Chief Financial Officer, Maryland Stadium Authority
   f. **Bay Restoration Bonds**
      Jeff Fretwell, Director, Maryland Water Quality Financing Administration

4) **Review of Size and Condition of Debt of Higher Education Institutions:**

   a. **Baltimore City Community College**
      Dr. Debra L. McCurdy, President; Channa Williams, Vice President for Finance and Administration
   b. **Morgan State University**
      Sidney Evans Jr., Executive Vice President for Finance and Management
   c. **University System of Maryland**
      Robert Page, Associate Vice Chancellor for Financial Affairs
   d. **St. Mary's College**
      Paul Pusecker, Vice President for Business and CFO; Chris True, Assistant Vice President

The final CDAC meeting will be held on Monday, October 18, 2021 at 1:00 pm to review and discuss the recommendation of general obligation bond authorizations.

**CAPITAL DEBT
AFFORDABILITY COMMITTEE**

Larry Hogan, Governor
State of Maryland

Capital Debt Affordability Committee

Dr. Debra L. McCurdy
President

Channa Williams
Vice President – Finance & Administration
Baltimore City Community College

WEDNESDAY | OCTOBER 14, 2021

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"Changing Lives, Building Communities"

➤ BCCC is both an old and a young institution. The College was founded in 1947, as Baltimore Junior College, a part of the Baltimore City Public Schools.

➤ Baltimore City Community College is the only community college in Maryland that is a State Agency. It is also the only urban community college in the State.

➤ BCCC's campus is located in West Baltimore; with several Baltimore City satellite locations. As of fiscal 2021, the College served **Over 8,900 credit and non-credit students** annually, providing transfers to four-year colleges as well as workforce training.

➤ BCCC buildings are 25+ years old. Buildings located on the Liberty campus date back to 1968. The most recent building on this site is the Life Science Building which was built in the mid-1990s.

2017 Realignment Legislation

➢ The legislation required various tasks including "to develop or sell all unused or underutilized real estate…"

➢ BCCC is working on the redevelopment proposal for the Inner Harbor-Bard Building site.

➢ BCCC is assessing real estate locations utilized or re-evaluating usage:

- Liberty Campus (Main campus) – various buildings
- Harbor Park – Workforce Development Classrooms and Administrative
- Reisterstown Road Plaza – Workforce Development Classrooms
- Reisterstown Road Plaza Radio Station – WBJC-FM
- Bio Park – Credit Classrooms and Administrative Offices (second floor)
- North Pavilion – Demolition Pending
- South Pavilion – Administrative Offices
- West Pavilion – Administrative Offices
- Bard Building – Proposal Development for Site Demolition

Trends in Enrollment Fall 2017 - 2021*
Total Credit Headcount & Dual Enrollment
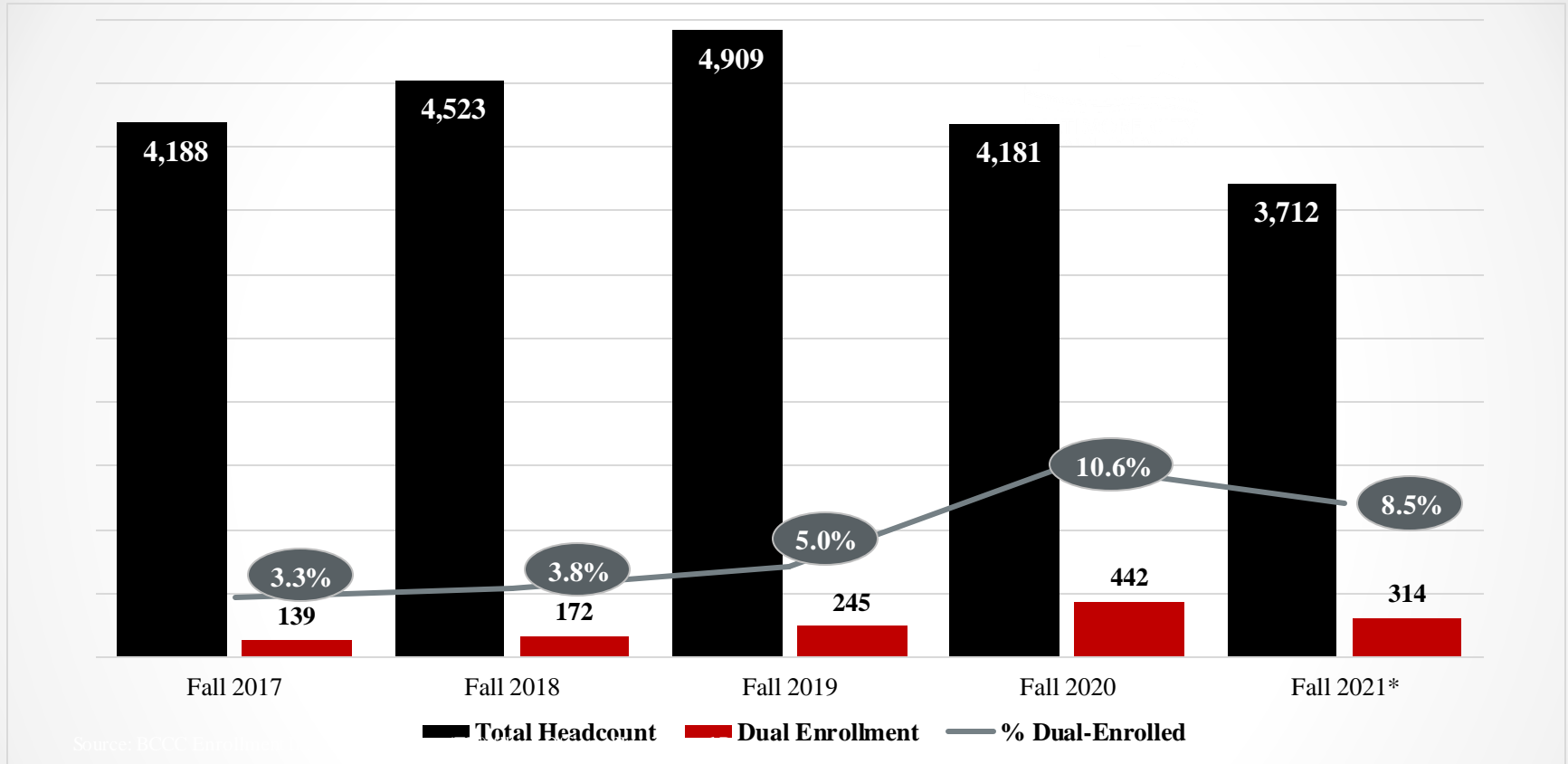

- The Mayor's Scholars Program was implemented in Summer 2018 and accounts for most of increases in total credit headcount in Fall 2018 and Fall 2019.
- In Fall 2020, 15 of the 16 Maryland community colleges, including BCCC, experienced declines in credit headcount largely due to the COVID-19 pandemic.

*Fall 2021 as of September 17, 2021
Source: BCCC Office of Institutional Research

Annual Unduplicated Headcount
# FY 2017 – FY 2021
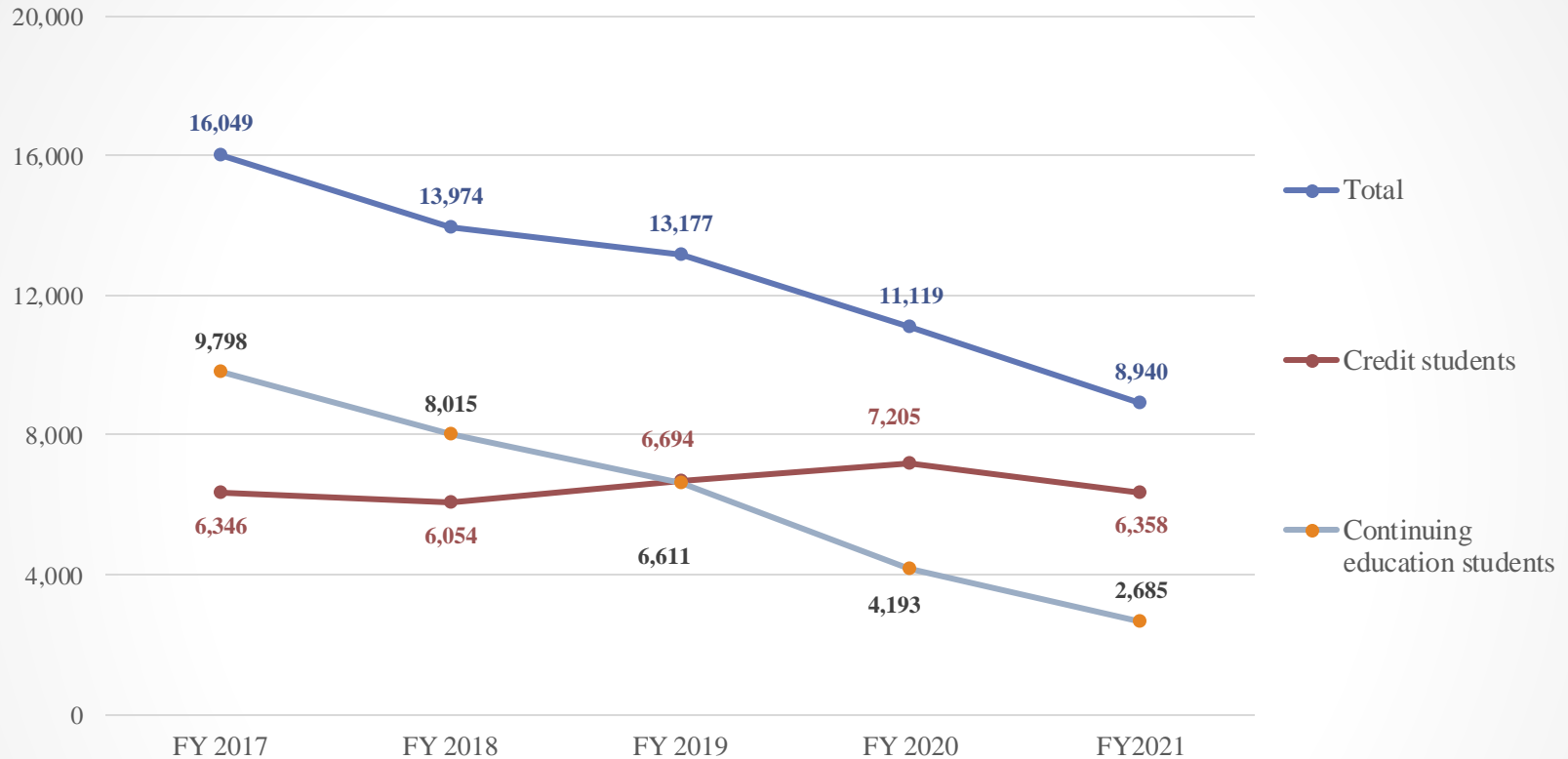
- Credit enrollment began to stabilize in FY 2018 and increase in FY 2019 and 2020 largely due to increases from the Mayor's Scholars Program cohorts and in dual enrollment. FY 2021 saw a sharp decrease largely due to the impact of the COVID-19 pandemic.
- The decline in continuing education enrollment was largely due to national, State, and local factors impacting the English for Speakers of Other Languages (ESOL) population such as refugee resettlement rates' decline in FY 2020. In addition, training that was provided to organizations on site were cancelled in late FY 2020 and early FY 2021 due to the COVID-19 pandemic.

Source: BCCC Performance Accountability Report for MHEC

Annual Degrees & Certificates Awarded
FY 2017 – FY 2021
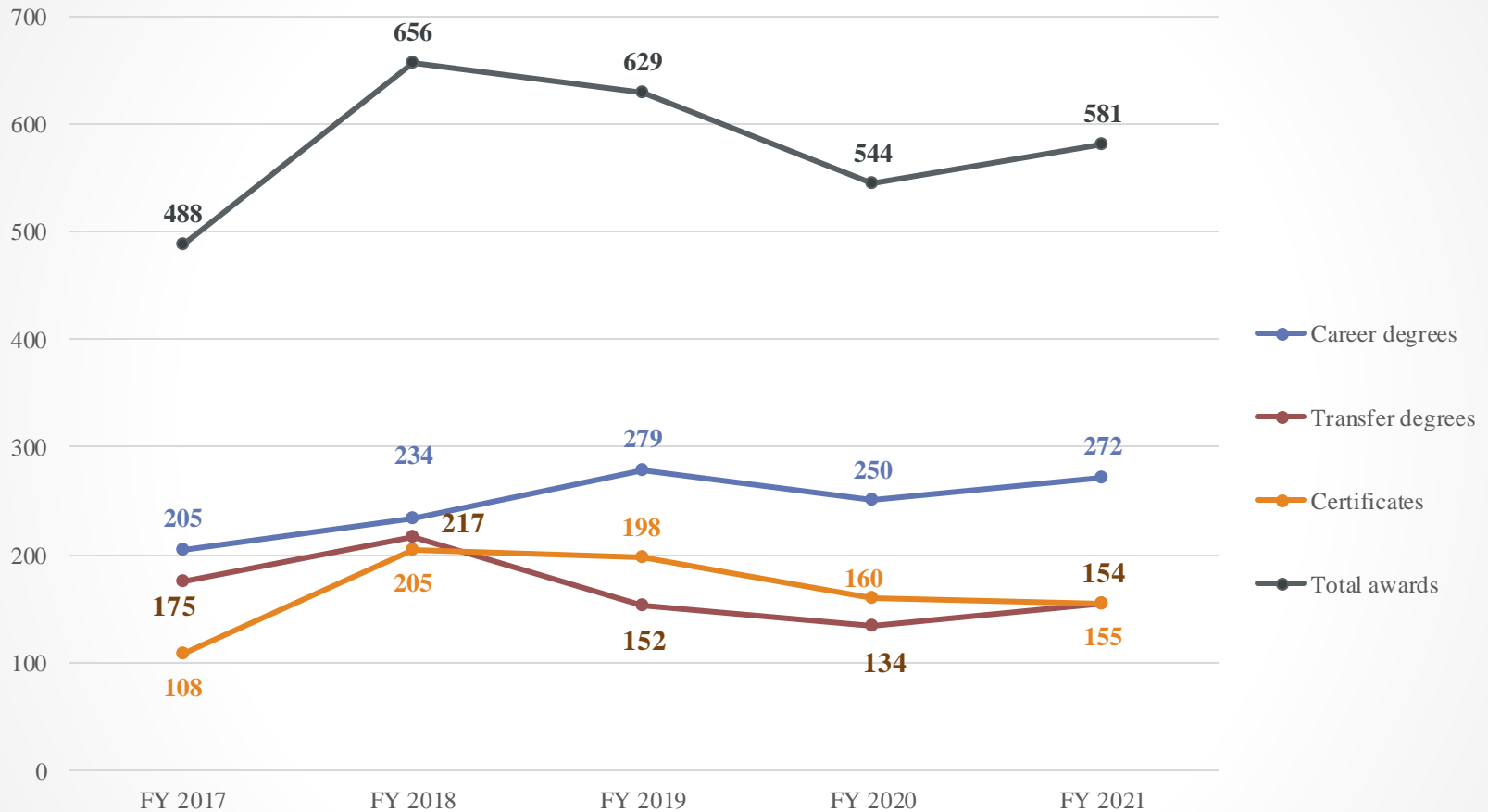
Due to the transition to remote learning in the middle of the spring 2020 semester, more grades of "Incomplete" were issued than usual, particularly for students in the Nursing and Health Professions as many clinical and lab sections and experiences had to be cancelled due to the pandemic. This led to a decline in the number of degrees and certificates awarded in FY 2020. Students were able to complete their requirements in FY 2021 and graduate.

Source: BCCC Performance Accountability Report for MHEC.

FY 2021 Unaudited Financials

SOURCES OF FUNDING
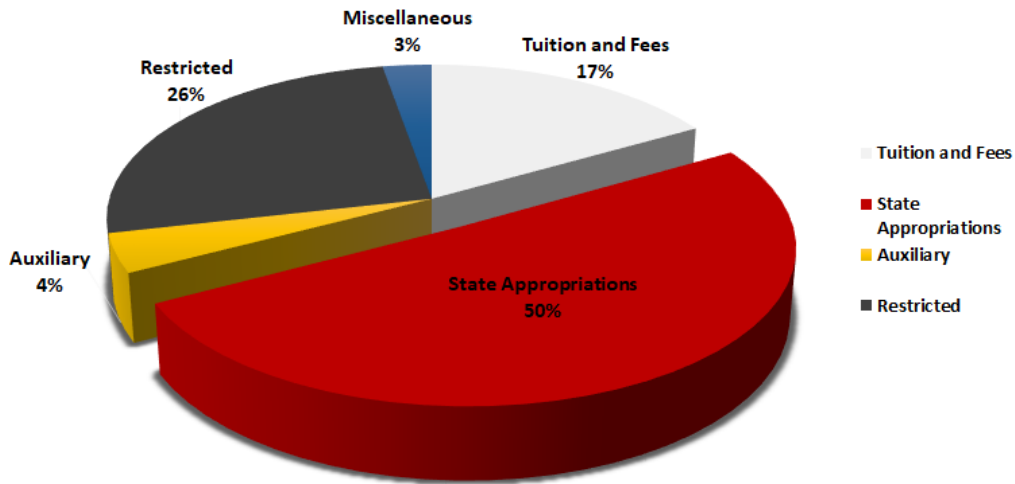
EXPENDITURES BY PROGRAM
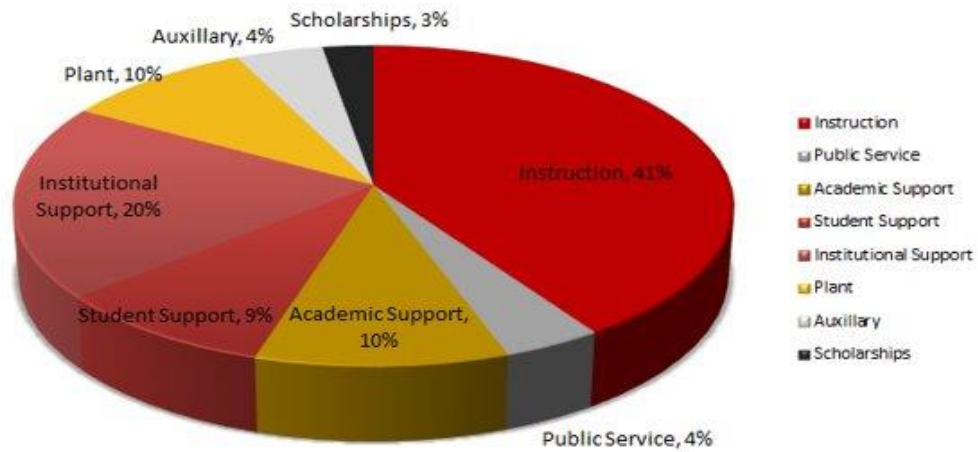
Source: BCCC Budget Office

FY 2023 Position & Program Impact

➤ Number of Positions (Budgeted FY 2023)

- Faculty = 111

- Non-faculty Staff = 326

➤ Number of Academic Programs

- Undergraduate:

    o 30 degrees

    o 18 certificates

- Master's = n/a

- Doctorate = n/a

Source: BCCC Budget Office

Operating Budget

- For Fiscal Year 2022, BCCC is authorized to receive total funding of approximately $101.1 million, including $39.8 million in State funding.

- Fiscal Year 2023, Operating Budget request to the Department of Budget and Management totals approximately $90.8 million.

- BCCC currently has an unrestricted (unallocated) fund balance of less than $ 8.5 million.

- BCCC is currently evaluating the option to issue academic and/or auxiliary bonds, capital leases or P3 arrangements.

BCCC Capital Debt Profile

- **Debt Issued in Prior Five Fiscal Years & Amount Authorized but Unissued:**
  - BCCC has not issued debt in the prior five fiscal years.
  - Bonding authority is $65 million for auxiliary and academic facilities.
  - BCCC has no bond debt outstanding - the entire authorization remains unissued as of June 30, 2021.

- **Current Projections for New Issuances & Rating Agency Update:**
  - BCCC is currently assessing its position to issue debt.

- **Ten-Year Projection:**
  - Any projected bond issuance has not yet been determined.

Five-Year Capital Program

➢ Capital Budget request for **Fiscal Years 2023-2027**

<u>Learning Commons Renovation and Addition (Library)</u>

Current FY 2023 request for $2,678,000 in Planning funding to start the design of the renovation and addition to provide a modern learning commons with needed study space, electronic media space, and additional food service space.

The entire project is estimated to cost $34,624,000 and would be completed in FY 2026.

Five-Year Capital Program

➢ Capital Budget request for **Fiscal Years 2023-2027**

- **<u>Nursing Building Renovation and Addition</u>**

FY 2024 request for $2,910,000 for funding to start the design plan for the renovation and addition to the 1977 Nursing Building with needed office, classroom, and simulation lab space to contribute to the rising need for healthcare workforce in Baltimore.

The entire project is estimated to cost $38,062,000 and would be completed in FY 2027.

Five-Year Capital Program

➤ Capital Budget request for **Fiscal Years 2023-2027**

• <u>**Facilities Replacement Building**</u>

FY 2025 request for $390,000 for funding to start the design plan for the replacement of Facilities trailer facility with permanent offices and shop space for planning, maintenance, environmental services, fleet, and logistics.

The entire project is estimated to cost $5,768,000 and would be completed in FY 2026.

Five-Year Capital Program

➢ Capital Budget request for **Fiscal Years 2023-2027**

• **Wellness Center**

FY 2026 request for $1,929,000 for funding to start the design plan for the Wellness Center addition that will expand the recreation, health, and physical therapy spaces for students, staff, and community partners at the Physical Education Center.

The entire project is estimated to cost $20,600,000 and would be completed in FY 2028.

Deferred Maintenance - Five-Year Capital Program

The College is requesting $4.0M for deferred maintenance projects in FY 2023 and $20.0M over 5 years. The College has an extensive backlog of facility improvement needs that are long overdue. The aging utility and building systems have exceeded their life expectancy and are constantly being repaired. An engineering assessment was conducted, and deferred maintenance projects totaling $40M are needed to replace major systems and failing equipment throughout the campus, much of which has not been updated since the original construction in the 1960-70's.

The College is requesting funding for the following projects:

- ➢ Boilers, Chillers, and Cooling Towers
- ➢ Fire Alarm System Upgrades throughout campus
- ➢ Campus-wide Elevator Refurbishment
- ➢ Replacement of HVAC Systems
- ➢ Restroom upgrades for ADA compliance
- ➢ Utility infrastructure campus-wide

In-Progress Capital Program

- ## **Perimeter Loop Road Improvements**

Board of Public Works approved on September 1, 2021

Contract Value: $5,025,000

NTP September 28, 2021 with 18 months of Construction

The Loop Road project involves the extension of the existing vehicular access road to encompass the entire Liberty Campus, connecting all parking lots, ease vehicular circulation, and improve safety and emergency access while enhancing the overall appearance and user experience of the campus.

**CAPITAL DEBT
AFFORDABILITY COMMITTEE**

Larry Hogan, Governor
State of Maryland

Thank You! ▶

Dr. Debra L. McCurdy
President
Baltimore City Community College

Baltimore City Community College

PRESIDENT'S UPDATE

Board of Trustees, October 20, 2021

Dr. Liesl Jones, Vice President, Academic Affairs

Academic Affairs

The Vice President for Academic Affairs is pleased to announce the promotion of:

- Genevieve Dibua from Associate Professor to Professor
- Paul Long from Associate Professor to Professor
- Rebekah Kimara from Assistant Professor to Associate Professor
- Patricia Lee from Assistant Professor to Associate Professor
- Emmanuel Okereke from Assistant Professor to Associate Professor
- Debra Parson from Assistant Professor to Associate Professor
- Maria Robinson from Assistant Professor to Associate Professor

The faculty have worked hard to help increase enrollment, retention and student success while bringing excellence in teaching to their students and have gained the respect of their peers and of the community. They have worked to make BCCC a better place for our students.

Middle States
The College is approximately 30 months out from its self-study and site visit for reaffirmation of its accreditation. A team of 10 individuals comprising of Cabinet leadership, faculty and staff have begun to attend Middle States' Self Study Institute. The institute provides professional development and aims to prepare the college to organize, plan and write the self-study. The current priorities include the following:

- Identify the Steering Committee
- Develop the internal plan for the working groups
- Identify the team to write the Self Study design which is due in spring of 2022

Curriculum and Schedule
The Academic Affairs team will begin to develop the summer 2022 and fall 2022 schedules to shift the timeline for registration and book orders to be able to open registration earlier and ensure books are available before the semester begins.

The Deans have been charged with the development or revision of 2 programs for this academic year. The goal is to modernize programs that are currently offered at the College and make them more innovative in their curriculum to attract students to the College. The new programs are to meet gaps in workforce and provide new transfer opportunities.

Adjunct Contracts
The VPAA and the Director and Assistant Director for HR have been meeting almost daily to analyze the process for issuing contracts and paying adjuncts. The process has many points for errors to occur and is cumbersome. The proposed changes to the process are to streamline the process and ensure that adjuncts receive their contracts prior to the start of the semester. The new process will be brought forward for discussion and tested with the submission of the Winter term payroll.

Assistant Vice President for Academic Affairs

The Office of the AVP for Academic Affairs has continued to provide support to the Academic Affairs Team with the following:

- Assistance with the Ellucian/ Banner Data Migration and Verification
- Support to the Academic Deans including but not limited to:
    - Data Forms/ Contract Verification
    - Perkins Grant List A Verification
    - Perkins Grant Concentrator Verification
- Providing leadership with the Workforce Development Team to develop an Early Childhood Education Assistant Child Care Teacher Pathway
- Representing Academic Affairs on the Maryland One Step Away Near-Completer Grant
- Restructuring the Accreditation Schedule
- Serving on the Program Review and Evaluation Committee
- Developing the Faculty Professional Learning Community Professional Development Schedule

Perkins
The AVPAA has transitioned to lead the Perkins program at the College. The AVPAA works closely with the Deans and the Director of IR along with MSDE to meet deadlines for reporting and purchasing. With this year's grant approved the Divisions will begin to hire personnel and purchase equipment. The grant is linked to the proposed Center for Academic Achievement through the hiring of success coaches which will work with students to increase retention through intrusive advising and tutoring. The grant is linked to the initiatives in Academic Affairs through faculty professional development. The grant will pay for 3 ACUE courses and 5 faculty from each Division will be able to attend.

E-Learning
E-Learning has been working with other colleges that have successfully implemented a HyFlex teaching model that is supported with classroom technology. All solutions will require creating a testbed and a period for faculty to become familiar with the new technology. The front runner from ease-of-use as well as cost (roughly $3,000 on average per classroom) and re-using some technology the College already licenses, comes from Cecil College which has implemented a smart-hub cart system for classrooms to connect the in-class projection with web conferencing through the Microsoft Teams platform.

E-Learning is also collecting quotes for selecting a web conferencing solution for the Spring semester. Zoom is discontinuing the pandemic exceptions beginning in December and BCCC needs a solution that will work for faculty and students to provide three things 1) remote instruction comparable to Zoom and Hyflex capability, 2) ability for students to review recorded lectures (ada accommodations), and 3) ease of use for both faculty and students. The quotes being solicited are from Zoom, BigBlueButton (incorporated into Canvas), and Teams (the cost being migration of students from Google to Microsoft for inclusion on the Teams platform). E-Learning intends to submit a proposal to the VPAA in October for procurement of a solution. Both ITS and E-Learning believe that Microsoft Teams will be the most cost effective since the product is already licensed for faculty and the cost to migrate student accounts from Google to Microsoft would be a one-time expense necessary only to migrate the existing student population and establish the process for adding new students to the platform going forward.

Center for Academic Achievement (Tutoring)

The table below shows the usage of the virtually tutoring. The usage data is similar to last year for the start of the semester. There is one notable difference which is highlighted in blue is the active use of the tutoring for dual enrollment. Last year the dual enrollment students made little use of the virtual tutoring, this year tutoring is mandatory, and the students have begun to respond by attending the sessions and working with the tutors.

Row Labels	Sum of Times Viewed	Sum of Times Participated
ACCT 221 Tutoring Fall 2021	141	0
ACCT 222 Tutoring Fall 2021	228	0
BIO 202 Tutoring Fall 2021	248	1
BIO 203 Tutoring Fall 2021	283	1
BIO 212 Tutoring Fall 2021	237	1
BUAD 112 Tutoring Fall 2021	537	1
CHE 101 Tutoring Fall 2021	173	1
CHE 102 Tutoring Fall 2021	4	0
CHE 213 Tutoring Fall 2021	8	0
CLT 100 Tutoring Fall 2021	1733	8
ENG 101 Tutoring Fall 2021	2000	17
MAT 107 Tutoring Fall 2021	1438	1
MAT 128 Tutoring Fall 2021	262	0
MAT 86 Tutoring Fall 2021	1402	5
MAT 92 Tutoring Fall 2021	426	1
RENG 91 Tutoring Fall 2021	1074	4
RENG 92 Tutoring Fall 2021	1289	12
DE SP 101 Tutoring Fall 2021	68	0
DE PSY 101 Tutoring Fall 2021	60	0
DE MAT 128 Tutoring Fall 2021	18	0
DE ENG 101 Tutoring Fall 2021	5	0
DE SOC 101 Tutoring Fall 2021	1	0
Grand Total	11635	53

Library

LibGuides usage for September. For this month, there were a total of 1,733 views by BCCC students which is a 56.1% increase compared with May for 1,110, which means students and faculty are using it for their fall semester courses. The most popular guides are the APA Papers 7th edition (618 views), MLA 8th Edition (330 views), OD (161 views), Library Handouts (125 Views), and Textbooks (66 views).

Library electronic resources – the library databases were heavily used by students. Since the start of the fall semester the usage increased in September as compared to August. There were 2,454 database searches, and 1,411 article retrieves by BCCC students and faculty. In August, we only had 665 database searches, and 330 article retrieves.

The library staff continued to work for the Virtual Help Desk in September. They have contributed to this project taking a combined 657 student service phone calls in September.

The librarians continue to participate in the AA Division's Banner project and continued to load college catalog information into the new Banner system during September.

The librarians taught 19 information Literacy sessions with 202 students attended. Last year in September, we had 24 sessions with 298 students attending.

LibAnswers & Social Media

LibAnswers	9	19	30	29	-52.6%	-53%
Facebook Followers	506	468	1,512	1,398	8.1%	8%
Facebook Engagement	0	33	2	87	-100.0%	-100%
Instagram Followers	75	67	222	199	11.9%	12%
Instagram Engagement	0	6	3	29	-100.0%	-100%

School of Arts and Social Sciences

The lead up to the beginning of the semester was face-paced with the addition of dual enrollment and P-TECH classes. Along with the traditional offerings of Psychology, Sociology and Speech, an Art course was added to the division's portfolio. The division was fortunate to add a second local artist to the adjunct list, Christopher Batten who along with Ernest Shaw worked on the murals at Camden Yards.

The division now has an exciting and energetic set of program coordinators who meet monthly with the Dean since the beginning of the semester. The meetings have allowed for collaborative work in the divisor regarding assessment, degree audits, scheduling of courses, curriculum development and program needs.

Curriculum

The division has identified several priorities to focus on. First, is the proposal for a course in American Sign Language that has been submitted to CIC for the October 13th meeting. This is an institutional priority, this class, following passing by the CIC and approval by the VPAA, will be offered in the spring. The course development will be followed by a deaf studies program, which will provide great opportunities for our students. Other divisional priorities include the development of an English major and an African-American Studies program.

As part of the legislated Realignment Task 4, Academic Affairs has partnered with Workforce Development and the Baltimore City Police Department in creating an articulation agreement that allows graduates from the BCPD Police Academy to transfer credits to BCCC that will count towards a degree in Law Enforcement. That agreement is complete and finalized and has been signed by President McCurdy. The program coordinator for Early Childhood Education is working with workforce to develop a similar articulation agreement to create a bridge for the two programs and seamless transfer from the program in Workforce to the Associate degree program.

Assessment

Assessment is one of the most important activities in which everyone in the division is engaged. Several of the programs in our area are up for their program reviews this upcoming academic year, and Dr. Katana Hall, Chair of the PREC committee, held an initial meeting on September 15th in anticipation of that vital work. Assessment is a continuously on-going process, which is necessary for our accreditation, but which is also essential for understanding whether the course activities are best assisting our students to meet the learning outcomes of their classes and programs. The Division will begin working with the new Director of Assessment to review current assessment activities and develop a cycle for reviewing program learning goals and curriculum to ensure the Division is meeting the needs of the students.

School of Business Science Technology Mathematics and Engineering

The School of Business and STEM has begun to focus on using widely available data in our decision making. The spring 2022 schedule has been crafted in a manner that follows the educational plans and multiple section course seats have been trimmed using historical enrollment data to efficiently provide sufficient seats to meet student needs. Excess sections have been removed from the schedule and courses our BCCC students need to graduate have been added. A spring return to the BioPark is planned to make use of that facility to provide quality instruction as well as to reduce the density of students on the main campus. The Associate Deans are working on a number of projects including standardizing part-time faculty evaluation across the college. They are assisting the other Deans with projects that are relevant across Academic Affairs.

The Dean has been active in working on grants with external and internal collaborators. In conjunction with Howard University, an NIH proposal designed to transition those leaving incarceration into a two-year biotechnology program at BCCC which leads to a four-year program at Howard, was submitted to NIH with the Dean as co-principal investigator. In addition, BESTEM has been active in supporting and developing the PepsiCo *Uplift Scholarship* program.

In preparation for a spring return to in-person instruction, much time has focused on how to make laboratory courses work, safely, for students, staff, and faculty. The Dean and Associate Deans have begun evaluating facilities to ascertain what items need to be ordered and what equipment needs to be serviced. The faculty have been discussing ways to engage students, safely, in-person by using rotational or alternate-week schedules with reduced density. In the coming weeks detailed tours and assessments of all lab spaces, including at the BioPark will be conducted.

Business & Technology
The Business & Technology department is continuing to develop a framework and timeline for completing the Accreditation Council for Business Schools and Programs (ACBSP) Quality Assurance report which is due in February. The first meeting, with Professor Chandler, to strategize on program development and growth in Fashion Design and Retaining, is scheduled. Two curricular items are in the initial stages of development for consideration this year in the School. The first, led by Dr. Denise Holland, is a program in Cyber Security and Digital Forensics.

Mathematics & Engineering
Professors Grell and Sumner are leading assessment efforts as they work on program reviews for the A&S Transfer – Mathematics and A&S Transfer – Actuarial Mathematics programs. Mathematics has been a particularly popular area for our college to meet the needs of our dual enrollment and P-TECH partners. The faculty have been in discussions with the Dean about ways to effectively staff these courses with the most experienced faculty available. Starting in spring 2022, some full-time faculty (and the associate deans) will be assigned to teach in dual enrollment, on-site, in regional high schools, as part of their standard load.

Natural & Physical Sciences
With the pandemic still impactful, the department has chosen to revitalize the Annual Science Symposium, now scheduled for November 4th in a virtual format. Assessment of student learning is at the forefront for the Natural and Physical Sciences beginning with the program review for the A&S – Transfer -Science program.

School of Nursing and Health Professions

The Nursing Faculty are continuing to use the mandatory tutoring that has been used in the past. Students are placed on a mandatory tutoring contract if a course assessment (quiz or exam) falls below the required passing grade of 75%. The Nursing faculty are attending workshops, webinars, and conferences to be prepared for the new Next Gen, question format that will be used to test for entry level competency for new nurses. The new NEXT GEN testing format will be used on the RN and PN licensure exams effective April 2023. Nursing faculty will begin to integrate this new testing format into their courses this fall semester, beginning with Nursing 120, the first semester nursing course.

Baltimore City Community College

PRESIDENT'S UPDATE

Board of Trustees, October 20, 2021

Student Affairs

ADMISSIONS

Admissions delivered two weekly *Next Steps* virtual information sessions. Sessions were held every Tuesday at 10:00 AM and every Wednesday at 3:00 PM. Email communication aligned with *Next Steps.* To increase visibility and generate leads, Admissions contacted all Baltimore City High Schools to schedule information sessions with the graduating class of 2022. Additionally, high school information sessions were coordinated with College Bound staff and high school guidance counselors.

Baltimore City Community College seeks to increase partnerships that result in the growth of our student body, generally, with attention on our underrepresented students. Therefore, Admissions continues to build and deliver partnerships to recruit a diverse student population. One such population is Latinos. Recent Census data indicate nearly 6 percent of Baltimore City's population is Latino, with the majority living in south-east Baltimore. The Recruitment team spent the month attending meetings with Latino Racial Justices Circle and Latino Provider's Network. Additionally, the team worked with Latino Racial Justice Circle to help provide book awards for Latinx student club members.
The Recruitment team worked with the following organizations during this time:
- Latinx Uni2 Student Club
- Latino Providers Network
- Latino Racial Justice Circle
- Cross Campus Organizing Network

International Student Services

During September and October, the International Student Services staff communicated with prospective students by email, phone and virtually. Staff provided service to both domestic and international students on the Virtual Help Desk platform for admissions process inquiries and academic advising for course registrations for the fall 2021 semester.

Staff successfully registered students on F-1 visas in the SEVIS database and has been leading a campus-wide effort to prepare for SEVIS recertification due no later than November 26, 2021. The staff worked with the Office of Information Technology to prepare for data migration to Banner ERP and discussed F-1 regulatory compliance using the new ERP. Staff also participated in Welcome Week activities, which were coordinated by the Office of Student Life and Engagement. International Student Services staff continued to participate in Maryland-wide recruitment and outreach efforts via Maryland International Education Consortium/Study Maryland (MIEC), participating in meetings with EducationUSA (State Department) and Department of Commerce.

A key component of our realignment is to ensure staff receive current and ongoing training and professional development. Staff in the International Student Services area participated in the following Department of Homeland Security Trainings:
- 9/17/2021: Form I-17 Overview and SEVP School Certification Life Cycle
- 9/16/2021: International Students and Social Security Numbers, in conjunction with the Social Security Administration

ATHLETICS

The Athletics Department hired two new head coaches for the Men's and Women's Basketball program. In addition, searches for the Sports Information Specialist and Athletic Trainer are continuing.

The Sports Information Specialist position is vital to promotion and marketing of the student athletes and the institution through the Athletic Department Website. Some of their responsibilities include:

- Up to date reporting of team and individual statistics,
- Feature stories,
- Photographs and video throughout the season,
- Supervision of the scoring table (including clocks, timer, and score boards) during games.

The Athletic Trainer position will provide required onsite medical assistance for the teams. The Athletic Trainer will also be the point person for the Covid 19 protocols necessary to ensure the safety of the student athletes and coaches throughout the conduct of the season. Some of the protocols the ATC will supervise include:

- Daily temperature checks of student athletes and coaches,
- Collection and review of daily symptoms checklist,
- Coordination of annual physicals of student athletes,
- Coordination of medical response to potential Covid 19 cases,
- Authority (in consultation with Team Physician) to determine return to practice and or competition.

The Under Armour Agreement was amended by Legal Counsel and submitted to the company. If an agreement is approved by both parties, BCCC will be given a 40% discount on apparel and 35% of the commercial price for athletic shoes.

Additional updates are as follows:

- There will be open tryout sessions announced and held on campus for students who are already enrolled.
- Practice begins October 1st and competition November 1, 2021.
- The coaches will look to add to the rosters with new recruits for the spring semester.

DISABILITY SUPPORT SERVICES

Disability Support Services registered accommodations for approximately 45 students for fall 2021 and conducted 17 new intakes. Many participants presented a range of psychiatric/psychological diagnostic impressions; however, we are capturing an increased number of students who suffer from autism, hearing and visual impairments. At least 5 of the new intakes met the criteria for these accommodations. Subsequently, the department continues to keep service agreements/coordination with the Division of Rehabilitation Services (DORS), CIRS/HASA Interpreting services, and the School of the Blind. Additionally, the department will update its assistive technology equipment inventory to remain current with the trends of accommodative software and best practice.

Disability Support Services' continues to deliver professional training and resources to College staff and faculty as well as weekly supervision to the department's Master of Social Work graduate student related to providing accommodative services in a remote/virtual environment. Additionally, Disability Support Services developed safety protocols and recommendations for re-entry process for DSSC face-face encounters with students.

Disability Support Services initiated tasks for fall, 2021 recruitment and enrollment strategies on behalf of the department which included written communication, daily student contact, virtual office hours and program announcements to enhance student engagement. The office continues to collaborate with staff from the Mayoral Scholarship Program, Registrar, Testing Center, Student Success, Student Life and Engagement,

Student Wellness, Admission, Public Safety, Biotechnology, Workforce Development, TRIO Stairs, and IT team to discuss the essential needs of students with disabilities at Baltimore City Community College.

FINANCIAL AID

The Financial Aid Office completed many critical reports to ensure compliance with Department of Education regulations for the receipt and processing of Title IV resources. The Fiscal Operations Report and Application to Participate also known as FISAP, was reconciled, and closed by the deadline on September 29, 2021. Updated the configurations and documents for VI in the financial aid system "Regent" in compliance with the new DOE guidance. Additionally, the Financial Aid Office reviewed and responded to the 3-4 Year Legislative Audit finding.

As the College moves to a more integrated and automated system for our students with the new Banner ERP, the Financial Aid Office and its processes will be critical to this transition. As such, the office has been working closely with the transition team to implement its portion of the Banner implementation plan. For example, the office completed all action items on the project timeline for the period and validated the first batch of data with over 300 students.

The Financial Aid Office implemented several enhancements to its processes in preparation for return to in-person service that included the development of a process for serving students who walk in for in-person service. The office processed a total YTD Pell of $336,912.96 for Fall 2021 and successfully awarded all Foundation scholarships. Streamlined the Trio/SSS-STAIR Books Scholarship and awarded all recipients successfully.

JUDICIAL AFFAIRS AND TITLE IX

The Office for Judicial Affairs and Title IX conducted interactive presentations to all but two of the virtual Preparation for Academic Achievement (Pre-100) courses scheduled. Each presentation was approximately 50 minutes. The focus was to encourage students to access and read the BCCC Student Code of Conduct and understand the process for reporting a concern or issue. Additionally, the office provided an overview of Title IX, focusing on sexual harassment and consent. The last two sections of Pre-100 are scheduled for presentations in October.

The office is currently working on revising educational materials for Title IX and developing a Sexual Assault Campus Climate Survey. Additionally, training for the campus community on title IX will be provided on an ongoing basis.

MAYOR'S SCHOLARS PROGRAM

The Mayor's Scholar Program focused on finalizing student registration for 195 students. Virtual registration workshops, in collaboration with the advising team, were held to provide immediate registration for students. Students who missed the opportunities were provided both video recording instructions and written instructions on how to access Panther Portal and how to register for classes. The goal of September was to help students gain an understanding of self-registration.

REGISTRAR

Records and Registration processed 1,736 registrations (936 unduplicated student interactions). On average, staff assisted over 31 unduplicated students. By comparison, there were a total of 283 unduplicated online self-registrations, yielding 509 total web registrations. Cumulatively, there were 2,245 gross registrations between Records and Registration and online Web student registrations recorded for 1,219 unduplicated students.

Virtual Help Desk

In September 2021, two-hundred ninety-two (292) Add/Drop forms were submitted through the Virtual Help Desk's SharePoint site and processed by Records and Registration in September 2021.

Transcripts Processed
Records and Registration sent official transcripts electronically to schools, through the National Student Clearinghouse and through the University of Maryland electronic transcript website. A few staff members were permitted on campus once a week to process and mail paper transcript requests.

Records and Registration processed 331 transcripts for the month of September 2021 generating $1,655 for the college.

Course Scheduling for Winter 2022 and Spring 2022 sessions
Records and Registration collaborated with Academic Affairs to receive the course schedules for winter 2022 and spring 2022.

Transcript Evaluations and Degree Audits
Records and Registration processed 249 transcript evaluations were processed to allow students to register for fall 2021 courses. 115-degree audits were processed to allow students to register for remaining coursework. These processes ensured the office's overall efficiency to the registration process.

Transcript Evaluations	Degree Audits
249	115

STUDENT SUCCESS CENTER
Four (4) Academic Advisors and the Director of the Student Success Center engaged 890 students for virtual services using the Virtual Help Desk, emails, and phone calls. The following are the five primary areas where the Student Success Center staff assisted students:

- Virtual Registration due to challenges registering online
- Referral and connecting students to Campus Resources
- Review Educational Plan and SAP Appeals
- Discussion of Currently Enrolled Courses
- Success Coaching

The staff drafted program specific course templates of non-prerequisite courses to support a enrollment outreach campaign. The office continues to connect students to campus resources virtually and supply tools for academic success. The Director continues to serve as a part of the Banner Enterprise Resource Planning implementation team that is currently supporting data validation.

STUDENT LIFE & ENGAGEMENT
Between September 16 – October 20, the Office of Student Life & Engagement continued working on operational updates for the Student Government Association through constitution benchmarking and proposed edits, office updates through use of an office SharePoint that includes all standard operating procedures, events calendar, and through updates to the Student Club & Organization function that includes moving all previous paper or email forms to either SharePoint forms or writable PDF. Being intentional and better operationally was one of the key goals of the office in September and it will be a goal moving forward this year.

Further, staff in the office came back to in person hours on Monday, September 20 and began the strategic planning process of the Student Life & Involvement suite and area. Over the rest of the fall semester staff will be organizing, cleaning, and revamping storage and usage space to provide a welcoming and fun atmosphere for students upon their return in the spring semester.

Activities and Events

The Office of Student Life & Engagements programming goals this semester provided ways for students, new and returning, to become involved and learn what the office is all about.

Staff will be working with the Vice President of Student Affairs and the Office of Institutional Research in hopes to include a post event assessment for larger programs such as Advocacy Day, Welcome Week, and Panther Pride Week. There is currently a draft of this, and it will be edited with staff from Institutional Research depending on what event is being assessed. Further a needs assessment draft is being created for students, to be specifically sent to those who attended previous events and the Mayors Scholars Program students. This survey is meant to be a needs assessment for students to see what type of events and programs that they would like to see on campus.

September 11 Remembrance Ceremony- September 10
Collaboration with Student Government Association and History Club. Information posted with the Student Government Association report.

The Constitution - Our Living History Guest Speaker Maryland Senator Mary L. Washington- September 17
Collaboration with Student Government Association and History Club. Information posted with the Student Government Association report.

Get Involved- SGA & Student Organization Interest Meetings- September 9, 10, 13, 23, 27
There were multiple SGA Interest, Student Organization Interest, and general Get to Know Student Life & Engagement open sessions. These sessions were open sessions on how students can get involved, what student clubs and organizations they'd like to see on campus.

True Colors- September 18 & October 16
The Office of Student Life & Engagement goal is to provide some type of programming or workshop on some of the BCCC Student Services Virtual Saturdays. In September we hosted a True Colors workshop in which the student attendees took a personality assessment to better understand themselves and others. This session will be given again in October.

National HIV/Aids and Aging Awareness Event- September 21
This event is observed annually on September 18 but was observed by BCCC on a weekday. Attendees learned about the growing number of people living long and full lives with HIV and to their health and social needs, as well as aging-related challenges of HIV prevention, testing, treatment, and care.

National Voter Registration Day- September 28
The Office of Student Life & Engagement worked with the League of Women Voters in Baltimore City in planning two events during National Voter Registration Day. The goal was to have two sessions for various students to attend and learn about how to register to vote as well as how to be civically engaged. The earlier session was marketed directly to the Mayors Scholars Program students

I Will Listen Week- October 4 – October 8
Student Life & Engagement collaborated with Student Support & Wellness Services and NAMI Baltimore on 10 events to raise awareness on mental health. The events that Student Life & Engagement oversaw were Morning Meditation, Get Involved! Improve Your Mental Health, and a Community Happy Hour. NAMI Baltimore also sent some shirts and passive education handouts for students that were given to students currently taking classes on campuses for health sciences.

National Coming Out Day- October 11
This event discussed the history of National Coming Out Day as well as celebrated coming out as lesbian, gay, bisexual, transgender, queer, or other identities (LGBTQ+). This year marked the 32nd anniversary of National Coming Out Day and Student Life & Engagement wanted to make sure that students had a safe space on campus to talk about their experiences.

Let's Talk: College 101- October 15
The Let's Talk Series will begin on October 15 and will be on multiple Fridays for the fall semester. Topics covered will range for the semester on things such as Bullying Prevention, Financial Literacy, and more. The October 15 session is on College 101 and discussion on all the things that BCCC has to offer for their students.

International Pronouns Day- October 20
This event discussed the history of International Pronouns Day and was a space for students to learn and reflect upon pronouns. Student Life & Engagement wanted to make sure that students who are transgender or gender nonconforming people have a place that is safe for them. This events goal is to help teach others about pronouns as well as helping to celebrate people's multiples identities.

STUDENT SUPPORT AND WELLNESS SERVICES
Student Support and Wellness Services (SSWS) continued to serve students through individual counseling, wellness workshops, and classroom presentations. Ten (10) Wellness Workshops were conducted on topics such as time management, sleep management, procrastination, and depression. There were ten PRE100 classroom presentation discussing mental wellness and the connection to academics. Seven classroom presentations by various professors were requested on topics including mental health, sleep management, stress, and goal setting.

A graduate intern from the University of Maryland Baltimore (UMB), School of Social Work began her eight-month internship. She is conducting individual therapy sessions with students and creating and facilitating other wellness events. She is also participating with the Black Mental Health Alliance representing BCCC in the Black Community Leaders Crisis Response Roundtable as we continue our involvement in the development of the Greater Baltimore Reginal Integrated Crisis System (GBRICS).

SSWS provided a HIPAA (Health Insurance Portability and Accountability) training to all the UMB interns at BCCC to make sure students understood privacy and confidentiality laws. We will continue our partnership with NAMI Baltimore (National Alliance on Mental Illness) and have given a commitment to the Joseph and Vera Douglas Family Foundation to provide space for comfort closets for students and staff in the coming months.

TRIO/SSS-STAIRS PROGRAM
TRIO/SSS-STAIRS Program received Grant Award Notification from the U.S. Department of Education that it was in receipt of $399,317.00 for the 2021-22 program year. In the month of September, we designed a fall virtual workshop series for program participants. The workshop series offers weekly activities created to improve academic and cognitive skills to build and increase a sense of belonging. Topics for this month included Financial Literacy, Understanding Your Learning Style, and Tutoring Support Services in conjunction with the Center for Academic Achievement. Staff continues efforts to monitor and engage students' progress. Efforts include emails, Canvas announcements, and one-on-one virtual meetings to discuss success strategies, concerns, and make referrals to campus and community resources.

We developed a plan to increase program visibility, target eligible students, and support the retention of special populations like Upward Bound and the Mayor's Scholars Program. Recruitment and collaborative efforts include outreach to students on the Virtual Help Desk and the Call Center. To date, TRIO SSS received and processed 22 program applications. Fourteen students were accepted and are completing the orientation and

intake process. Additionally, to improve the intake process, a new online form was designed to reduce paperwork and onboard participants more efficiently. With the assistance of the Marketing department a new program brochure, video, and social media campaign are currently under development. Last, TRIO SSS awarded Book Award Scholarships totaling $3,014.00 to nine eligible program participants to aid in the purchase of textbooks.

TESTING CENTER
During September, the Testing Center team continued to support the primary functions of the Virtual Help Desk (VHD). The team also facilitated alternative assessments for approximately 56 students. In addition, staff members are in the process of recertifying for all proctoring certifications in preparation for the return to campus. A safe proctoring plan is being finalized to return in-person testing, and the testing labs are being prepped and readied.

UPWARD BOUND MATH & SCIENCE
Upward Bound Math & Science program provides supplemental instruction to 25 Baltimore City Public high school students. This intensive 6-week academic program included classes in English, Math, College and Career planning, and Engineering/Robotics. In September, the Upward Bound Math & Science program began preparing for its Fall 2021 supplemental instruction program. The program will provide academic support to 25-30 Baltimore City Public High School students.

Eight (8) Saturday sessions will consist of instruction in Math, English, Computer Science, Engineering/Robotics. A University of Maryland Baltimore graduate intern assists with Career and College Awareness classes, Social Emotional Learning Activities, and the Parent Advisory Council. The intern will also engage in recruitment activities alongside the Director.

New student recruitment presentations will be scheduled at area high schools to outline the benefits of the UBMS program for students who may be interested in STEM careers. The high schools targeted will be those that emphasize engineering, medical arts, and computer studies. The goal of the presentations will be to help students recognize and develop their potential to excel in Math and Science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science professions.

Upward Bound Math & Science recruitment activities have been conducted and scheduled at the following high schools:
· National Academy Foundation – September 16th
· Edmondson- Westside – September 22nd
· Baltimore Polytechnic Institute – October 8th

Additional activities are in the planning stages.

Baltimore City Community College
PRESIDENT'S UPDATE
Board of Trustees, October 20, 2021
Mr. Michael Thomas, Vice President, Workforce Development & Continuing Education

WORKFORCE DEVELOPMENT & CONTINUING EDUCATION (WDCE) DIVISION

WDCE classes are delivered fully on-line, with additional resources for academic support and remote testing. Across all program areas, 744 students were enrolled in September 2021.

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

- In September, the ABE/ESL Department offered 18 ABE, 9 ESL and 7 Citizenship classes for a total of 425 students, funded by the Consolidated Adult Education and Family Literacy Grant (MD Labor) and US Citizenship and Immigration Services (USCIS) grants.

- The ABE Department, in partnership with Workforce Development, initiated one Integrated Education and Training (IET) programs for Certified Nursing Assistant (CNA). This program pairs academic instruction with the workforce training program so students have additional support specific to their training program.

- The college was awarded a two-year USCIS Sub-award to support Citizenship classes in partnership with the International Rescue Committee (IRC). This $100,000 grant will support 32 classes per year in FY22 and FY23.

- The ELS Department is working with city-wide partners, such as IRC, Maryland Office of Refugee and Asylee (MORA), and the Mayor's Office of Immigrant Affairs (MIMA) to support new refugee and asylee arrivals, including those impacted by the evacuation of Afghanistan.

- On September 25th, the ELS Department held an instructor professional development session to advance the quality of virtual instruction. A representative from National Geographic Education trained instructors on the use of additional on-line instructional resources aligned to current courses.

- On-going outreach to community organizations and businesses included new agreements to offer on-site ABE/ESL classes in the community. These organizations include Esperanza Center, Towson University, and Stuart Hill Academic Academy. New business partners include SBC Outdoor Services and Holly Poultry, who have high numbers of LEP staff in need of ESL classes.

Workforce Development Program Development and Expansion – The Workforce Development (WD) Department enrolled more some 319 students in September and worked closely with the Career Services Office to support graduates transitioning to employment. Additional activities include:

- In September, more than 40 students benefitted from GEER 1, GEER 2, and Community College Relief Now funding scholarships for workforce training. Students may select one of 15 training programs to complete as part of their career preparation and advancement.

- New cohorts for several training programs were initiated under current Contract Training Agreements. Goodwill supported a new cohort for Pharmacy Technician, University of Maryland Hospital sponsored

a cohort in Patient Care Technician (PCT), Johns Hopkins Hospital initiated two cohorts for CNA, and Concerted Care sponsored 17 students across several program areas (based on student interest).

- The Career Services team continues to work with hiring partners to place current students and graduates in employment. In September, this office conducted specific Job Readiness classes for cohorts of students completing training in Healthcare, Information Technology and Diesel Technology.

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.

- P-TECH students enrolled in 16-week and 12-week class for Fall 2021. Orientation for new P-TECH students and families includes print, social media, texting apps, and email. All students/families are provided information on course requirements and resources for student success.

- Under contract with Baltimore City Schools, students from Renaissance Academy High School will enroll in the BCCC Venipuncture/Phlebotomy Workforce Training program. Upon graduation, students will be assisted with employment placement at University of Maryland Hospitals.

ENVIRONMENTAL SERVICES AND FACILITIES

Environmental Services and Facilities – This department provides ongoing cleaning, maintenance, and repairs for all campus facilities. This team also supports set-up and break-down for campus special events, coordination of the mailroom, and property control. In addition, the department plans and manages capital and operating budget campus improvements projects in correlation with the 10-Year Facilities Master Plan.

- The Facilities and Environmental Services staff continue to support the safe return to campus, which began on Sept. 14th. This includes on-going cleaning, ensuring indoor air quality, and distribution of cleaning supplies and COVID Kits.

- On September 1, the Board of Public Works approved the construction contract award for the Loop Road Improvements project. Cconstruction on the Loop Road project started, as well as demolition of the Game room for the new Student Life Center.

- The Facilities Department completed installation of new equipment in the Dental Lab, prepared for return-to-campus, and had the underground storage tanks inspected.

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).

- In September, Public Safety continued to support people and programs returning to campus. This included access to the CVS COVID Testing and Vaccine site in South Pavilion, clinical programs such as nursing, dental and physical therapy, as well as cabinet members, directors, deans, and managers.

- Public Safety staff coordinated the safe production and distribution of multiple identification cards for Nursing students in September. This photo identification was critical for these students to participate in their clinical requirements while on site at area hospitals.

- In September, Public Safety remotely update the identification cards including access credentials for all existing BCCC faculty and staff. Public Safety implemented a new process for recently hired employees which enabled them to have their photo taken and receive their ID cards while following safety protocols including masking, social distancing, and physical barriers.

- Public Safety completed the requirements of the Clery Act including publishing the 2021 Annual Campus Security Report and Clery Act Statistics regarding campus crime for the preceding 3 years, plus details about efforts taken to improve campus safety. The report is available on the college's website.

Baltimore City Community College

CABINET UPDATE

Board of Trustees, October 20, 2021

Ms. Channa Williams, Interim Vice President, Finance & Administration

Budget Office

1. **Revenue Summary as of 8/31/2021**

Revenue Fund	Revenue Amount	Notes
General (Unrestricted)	$ 14,864,567	(Includes Bookstore of $176,816)
Restricted	$ 2,228,678	(Includes WBJC of $263,038)
Total Revenue	**$ 17,093,245**	

Unrestricted Revenue: Total Unrestricted Revenue through August FY 2022 is $14.9 M (2%) less than revenue through the same period FY 2021.

- *Tuition & Fees: Decrease of 9.5%.* This is due to lower registration than anticipated. There was an increase in Non-credit tuition; however, there was a decrease of 12% in credit tuition. This caused an overall decrease in tuition revenue.
- *Sales, Service, Aux & Leasing (Variance of ($282,109))* A deferred agreement was signed by Lockwood and the College. The funds were accrued in FY 2021, but the actual funds were not received in August FY 2022, thus, the revenues in August FY 2022 are ($395,885.66).
- *Bookstore Revenues: Increase of 40%* Overall year-over-year increase in all Bookstore Revenue categories compared to the same period last fiscal year.

Restricted Revenue: Total restricted revenue through August FY 2022 is $1.1 million higher than the same period in FY 2021. The primary driver of the increase is the receipt of State and Local Grant revenue. WBCJ's revenue increased by 19%. The CARES Act revenue totals $234,000. The increase in WBJC's revenue is due to matching funds and an increase in donations.

2. **Expense Summary as of 8/31/2021**

Expense Fund	Expense Amount	Notes
General (Unrestricted)	$ 4,041,808	(Includes Bookstore of $8,444)
Restricted	$ 2,317,064	(Includes WBJC of $ $143,862)
Total Expenditures	**$ 6,358,872**	

3. **Unrestricted Expenditures:** FY 2022 Unrestricted expense increased by $657.6k when compared to this same period in FY 2021 primarily due to an increase in contractual services and supplies.
4. **Restricted Expenditures:** FY 2022 restricted funds are being expended according to the restricted allowable expenses defined by their fund sources.
5. **State/Federal Reports Submitted:**
   - The annual reporting of capital planning and outlay has been submitted to the Capital Debt Affordability Committee.
   - The annual reporting of the operating and capital budget has been submitted to the Maryland Higher Education Commission.

6. **State/Federal Reporting Upcoming:**
   - Responses to questions regarding the FY 2023 operating budget submission are due to the DBM (Department of Budget and Management) on October 12, 2021.
   - Budget amendment to account for receipt of ARP (American Rescue Plan) HEERF (Higher Education Emergency Relief Fund) award is prepared and will be submitted to DBM as a deficiency request for FY 2022.

7. **Operational Process Improvement:**
   - The Budget Director has worked in conjunction with the Department of Budget and Management (DBM) and the Department of Information Technology (DOIT) to establish an account and access to the State's budgeting system, Budget and Analysis Reporting System (BARS).
   - The Budget team has met with Human Resources to reconcile and validate filled/vacant State regular positions. Ongoing monthly meetings have been scheduled to perform quality assurance checks that will ensure the accuracy and synchronization of personnel reporting.
   - The Budget team is working in collaboration with the Office of Information Technology to map Program Cost Accounts (PCA) and expenditure objects between the State's Financial Information Management System (FMIS) and Banner.
   - Work has begun to upload the FY 2022 operational budget into FMIS at the agency level.
   - As part of the College's ERP (Enterprise Resources Planning) implementation, the Budget team has recorded and tested journal entries in the testing environment and provided feedback to the development team regarding any observations.
   - To strengthen internal controls on spending, the Budget team will be added to FMIS approval paths and will approve all procurement requisitions prior to the issuance of a purchase order.
   - Monthly budget forecasting templates have been developed and will be disseminated to divisions each month following the close of the fiscal period.
   - The Budget Director has worked with the Banner development team to define the budget realignment/amendment submission and approval process.
   - Ongoing efforts are underway to supplement monthly YTD College-level financial variance analysis. Monthly YTD budget reports to departments will be prioritized in FY22.
   - A deliverables calendar, outlining ongoing internal and external project work schedules for the department is in development.

Office of Student Accounting Summary

1. **Highlights**
   - Collaborated with Ellucian regarding process improvements as it relates to:
     o Tuition & Fee Assessment Rules
       ▪ Accounts Receivable - Validation
     o Finance: System Education & Configuration of External Interfaces
     o Banner Configuration (e.g., fee assessment, holds, mapping)
   - Collaborated with the Office of Financial Aid with finalizing the Year-to-Date file (FY '21) and the submission of the Annal Fiscal Operations Report (FISAP).
   - Collaborated with the Office of Admissions in streamlining the Mayor Scholarship Program (MSP) process
     o Overview
     o Eligibility Requirements
     o Reporting

2. **Student Accounting Communication Updates**
   - Communications were sent to students regarding "Method of Payment" (September 2021).
   - Collaborated with the Office of Admissions regarding students under international students under VISA 2 &3 statuses associated with outstanding receivables for Fall '21 semester.

3. **Operational Process Improvements**
   - Established a "Student Financial Services" group between the Offices of Financial Aid Office to streamline the disbursement process and setting up a disbursement schedule.
   - Coordinating with Senior Leadership and the Directors of Student Affairs to generate an Operational Calendar for the Fall 2021, Winter 2022, and Spring 2022 semesters, respectively.
   - Reviewing and updating the "Policies & Procedures" Manual for the Office of Student Accounts.
   - Coordinating and collaborating with respective directors and consultants to better streamline business practices between the Office of Financial Aid and Student Accounting (e.g., Separation of Duties)
   - FY '21 Close Out – Final Reconciliation:
     - HPLAN Pell ledger that has info by student for the year
     - G5 drawdown records for the year

4. **Banner Office of Student Accounts Implementation Schedule**
   - The Finance and Administration Team has participated in the Banner Kick-off and implementation for the division (Student Accounts & Senior Analyst – Finance, Controller, and Budget).

Summary of Upcoming Events		
Transition Schedule Summary	**Target Timeframe**	**Status**
Train to Fee Assessment & Student Accounts Receivable	Summer '21	September 2021
Fee Assessment & Data Validation	Summer '21	September 2021
Student Accounts Receivable Management – Security Roles	Fall '21	September 2021
Banner – Financial Aid - R2T$ Overview	Fall '21	October 2021
1098-T Overview	Fall '21	November 2021
Banner – Collections Module	Fall '21	December 2021

Procurement

1. **Bookstore**
   - Between August 14, 2021, and October 7, 2021, the bookstore sent 2,848 Fall 2021 textbooks/access codes to students, which totaled $300,626.31.
   - Shipping for textbooks is free to all students for fall 2021.

2. **Operational Process Improvements**
   - Procurement has started drafting the procurement manual to include board approval updates as well as the $500K procurement authority passed in the 2021 Legislative Session. Upon

completion of the draft, the procurement director and Vice President of Finance will review for approval and consideration of the Board of Trustees.

- Procurement continues to maintain a system to better track all requisitions from assignment to award. This will keep all awards on track. It will also enable better tracking of expiring contracts that need renewal. This will allow the College to begin the process of contract renewal or procuring successor contractors in a timely manner to ensure fewer lapses of essential services and/or retroactive contract approvals.
- Procurement continues to identify areas in which departments need to be trained in their roles and responsibilities in the procurement process.   Training will be developed to educate departments in the areas identified.

3. **Other Business**
- Banner training for Procurement has continued. Training sessions conducted by the vendor were completed, and self-training continues. Procurement will be training all departments on how to submit requisitions in the new system.
- The processing of requests from the bookstore for summer session is ongoing and will be prioritized to ensure timely arrival of books.

Controller's Office/General Accounting/Grants/Foundation

1. **Single Audit**
- The Single audit for the State of Maryland began in April 2021 by Clifton Larson Allen. The audit work has been completed. The State of Maryland issued the FY2020 Combined Single Audit Report. BCCC did not have any findings.

2. **Howard P Rawlings Audit**
- The Controller's Office and General Accounting are working with the Student Affairs Division and the Bursar's Office to facilitate providing the information to Clifton Larson Allen. Records and Registration, the Office of Financial Aid, and the Bursar's Office provided the paper documents, and that information was uploaded to the SharePoint site.
- The additional information requested was provided to the auditors. Clarification is needed from the auditors for several of the selected students.

3. **Ellucian Banner Update**
- The Controller's Office has been working with IT (Information Technology) Services regarding the information transfer between FMIS and Banner.
- The Controller's Office has been working with IT Services on the vendor information on the mapping from FMIS to Banner.

4. **MHEC CC-4 Audit**
- The Controller's Office is collecting data from the Office of Institutional Research to prepare the CC-4 Financial Statements. This information along with the financial information from the College audit are used for the CC-4 Financial Statements.

5. **BCCC (College and WBJC-FM Audits)**
- The Controller's Office and General Accounting continue to work with the auditors to provide the information needed for the College and WBJC-FM Audits. The financial statement templates are being prepared for the auditors.

6. **BCCC Foundation Year-End Closing**
- The General Accounting department is working to close-out the BCCC Foundation and is working to finalize the information needed for the auditors.

7. **CARES ACT Spending (HEERF I & II)**
   - The Controller's Office continues to work closely with the bookstore to track the shipping charges. Books continue to be shipped to students at no charge and the COVID RELIEF FUNDS – Institutional Funds (HEERF II) are being used to cover these expenses.
   - The Controller's Office and Budget Office are tracking the expenditures related to the Student Spending (HEERF II), the Institutional Spending (HEERF II), the GEER Spending (I & II), the PBI (Predominantly Black Institution) Spending (HEERF II), and the Recovery Now funds (HEERF III).
   - The Institutional CARES ACT funds, Student CARES ACT funds, and PBI CARES ACT funds have been exhausted.
8. **Grant Reporting**
   - The Controller's Office and Grant Accountant provided a number of final grant invoices and reports.
   - The Controller's Office and Grant Accountant worked with the Grants Development Office to provide support for several grants and programs.

Accounts Payable

1. The Controller's Office and Accounts Payable are working with Procurement Office regarding Corporate Purchase Card collection and validation of information.
2. The Accounts Payable staff continues to provide support and information to departments that need to enter requisitions to clear up old invoices.
3. **Total Payables**

Summary	Totals
<31	403,972.67
31-60	79,949.60
61-90	11,228.29
>90	35,067.60
Grand Total	**530,218.16**

1. **A/P Overall.**
   - Overall balances are higher than the prior month. Over $300,000 of this higher balance was received in the last several days (predominantly from the ERP vendor).
   - Invoices greater than 61 days are lower than the previous month.
2. **A/P Over 90 Days**
   - This category is significantly lower than last month.
3. **Corrective Action Plan (CAP)**
   - To address outstanding payables, the A/P staff has continued to implement the following processes:
     - Continue to communicate with vendors to convert the invoice delivery via email rather than US Mail. An additional effort is being made to communicate with the vendors that continue to send invoices through the US Mail to send them through the Accounts Payable email address.

- o Continue to work with the various departments to clear up any outstanding invoices including getting requisitions entered and purchase orders created.
- o Accounts Payable is requesting the assistance of the Procurement Office to assist departments in getting requisitions entered.
- o Accounts Payable is requesting the assistance of the Procurement Office to get the remaining A/P over 90 resolved.
- o Continue to support the departments and provide information so the authorization to pay requests is returned timely

Baltimore City Community College

Board of Trustees, October 20, 2021

Mr. Stephan Byam, Chief Information Officer

TECHNOLOGY

Enterprise Resource Planning (ERP) Project

Implementation Engagements

The Banner ERP Project Team has been able to adjust the deployment schedule and still maintain the overall targeted implementation timeline of December 2023. The Finance implementation is now targeted for 2022, on or before the new fiscal year. This change will allow the team to complete the State Integrations as needed and ensure that the Finance Team has enough time for readiness activities: training on integrations; policy updates (if needed) etc.

The State's Payroll team has indicated that due to the operational impact integration work will have on their ability to perform end of year processing, they will only entertain integration work after January 2022. The ERP Technical team already possesses integration specifications and will still be able to perform the College's end of the work. Once the State is ready, the technical team will just need to perform testing.

Data Migration

The technical team has been able to perform a second round of General Person Student and Employee data migration. This was preceded by the verification and validation teams performing their validation of the records migrated from Round 1. The feedback from the data validation teams was translated into either technical data extract errors (of which the IT team resolved) or actual data entry errors that existed in the legacy system and were never identified. Those errors were resolved by the Human Resources and Student Affairs teams.

Additionally, General Student Data Validation was completed for round 1 data migration. Results from the data validation will be used for upcoming round 2 data migration. Financial Aid Data Validation was also completed for round 1 data migration.

IT OPERATIONS

Enterprise Applications Services (EAS)

The Enterprise Applications Team continues to support he ERP Project by performing the data extracts for the Banner implementation.

The College has engaged an outside firm, FA Solutions (FAS) to assist IT and the Financial Aid Office with resolving trouble tickets associated with the Regent Financial Aid system. The FAS team is one of very few vendors that has the technical and functional knowledge of the Regent Financial Aid system and, as such, was able to assist the IT and Financial Aid teams with the resolution of student issues that prevented the College from awarding student aid and submitting the College's Fiscal Operations Report and Application to Participate (FISAP).

Infrastructure, Systems and Telecommunications

Phone Deployment
The infrastructure team deployed new phones with the support of the Client Services team (please see below: Client Services).

Information Security

Office of Legislative Affairs (OLA) Audit

The Office of Information Technology Services (ITS) has received notification that the OLA Auditors are preparing to provide the College with its initial report. The OLA has indicated that to date the College has eliminated the majority of the repeat findings and have only one repeat finding. This resolution of this repeat finding hinges on the College's work on the ERP implementation. Once the College officially begins using the Banner system the issues with personally identifiable information will be resolved.

Client Services

The Client Services team in conjunction with the infrastructure team began deploying new telephone handsets to the College community. These handsets were acquired in October of 2018 and were never fully distributed and deployed. The College ordered 965 devices (895 AudioCodes 405HDs (Base); 50 AudioCodes 445HDs (Executive Editions) and 20 AudioCodes HRS458s (Conference Phones)). Some phones were deployed in certain areas of the Main building and in West Pavilion; however, there were still individuals using the legacy, unsupported, Cisco telephones. The Client Services team distributed phones for those with documented locations while the campus remained closed. For those employees whose locations that were unknown, Client Services created distribution points in the Main Building, Harbor Campus and the Life Sciences Building for those employees who were returning to work on October 4th.

The Client Services team also developed a Return-to-Work hotline for employees returning to work that may have issues related to communication and connectivity issues. This hotline circumvents the regular Help Desk queue so that employees can receive immediate response.

Baltimore City Community College
Board of Trustees, October 20, 2021

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

OFFICE OF INSTITUTIONAL RESEARCH

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

- Collaborated with Records & Registration to develop the FY 2021 Degree Information System file for submission to the Maryland Higher Education Commission (MHEC) to meet the deadline of August 5, 2021.
- Led BCCC team to develop FY 2021 Credit and Continuing Education FTE Reports and prepare for Cabinet-level review and approval. Submitted materials to meet the deadline of August 6.
- Developed FY 2021 External Credit System file for submission to MHEC to meet the deadline of August 15, 2021.
- Developed data to support the Annual Institutional Update submission to the Middle States Commission on Higher Education to meet the deadline of August 16, 2021
- Developed data and led BCCC team in establishing two-year targets for the 2021 Managing for Results submission to the Department of Budget Management to meet the deadline of September 3, 2021.
- Developed Winter and Spring 2021 Course Information System files for submission to MHEC to the deadline of September 15, 2021.
- Developed Winter and Spring 2021 Student Registration System files for submission to MHEC to meet the deadline of September 15, 2021.
- Developed data displays to support the College's presentation to the Capital Debt Affordability Committee on September 22, 2021.
- Led BCCC divisions in developing information for narrative, selected data, and five-year targets for the 2021 Performance Accountability Report for submission to the BCCC Board of Trustees and MHEC. Prepared and submitted all materials to meet the deadline of October 1, 2021.
- Led BCCC team to develop full-time equivalent (FTE) enrollment and course pass rates for FY 2021 English for Speakers of Other Languages (ESOL) students and prepare for Cabinet-level review and approval. Prepared and submitted materials to MHEC to meet the deadline of October 1, 2021.
- Developed enrollment data to support submission of the FY 2021 Fiscal Operations Report and Application to Participate form for the United States Department of Education to meet the deadline of October 1, 2021.
- Developed data to update the College's Student Right to Know disclosure.
- Led College team to develop data to support the completion of an economic impact study as part of a statewide collaboration coordinated by the Maryland Association of Community Colleges.

Grant Support
OIR developed data and/or narrative to support the following grant applications or reports.

- Campus Compact Mid-Atlantic AmeriCorps VISTA
- National Institutes of Health Bridges to Baccalaureate with Howard University and Prison to Professionals (P2P)
- PepsiCo Foundation Uplift Scholarship
- William T. Grant Foundation - Creating a High School to College Pathway for Baltimore's Latinx Students with BCPSS and UMBC
- JP Morgan Advancing Cities

Support for Internal Priorities

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

- Co-presented Institutional Performance Indicators with VP Burrell to over 100 attendees at BCCC's fall 2021 Institutional Days. Developed and conducted survey for participants.
- Attended training and sessions for the Banner Enterprise Resource Planning (ERP) implementation related to several modules and processes.
- Serve on planning team for data migration and validation processes as part of the Enterprise Resource Planning (ERP) implementation process.
- Conducted data validation to support data migration for the ERP implementation.
- Conducted training for new BCCC staff on extracting data from BCCC's student information management system.
- Serve on Program Review and Evaluation Committee's planning team which meets weekly and lead survey review, design/update and implementation process.
- Collaborating with Student Life and Activities to develop needs assessment and student satisfaction surveys.
- Developed registration and course completion data to support internal projections related to BCPSS dual-enrolled tuition and fees.
- Providing survey support to Student Life and Engagement department.
- Conducted onboarding sessions for the newly appointed BCCC directors: Director of Student Life and Engagement and Director of Assessment.

OFFICE OF GRANTS DEVELOPMENT

The Office of Grants Development conducted and implemented activities in September to enhance the College's funding and complete and submit required internal and external reports. Moreover, the department collaborated in meetings with stakeholders across the College, instituting quality control and ensuring grant compliance.

Notice of Grant Awards
Baltimore City Community College (BCCC) received its FY22 ***Consolidated Adult Education and Literacy Services Program*** notice of grant award for **$991,570** on 10/5/21 from the Maryland Department of Labor (DLLR). The grant will fund the Literacy Works (LW), Adult Basic Education and English as a Second Language (ABE/ESL), Adult Secondary Education (ASE), Local Institutionalized (LI), and Integrated English Literacy & Civics Education (IELCE/IET) programs. Workforce Development and Continuing Education division will administer this grant.

The College was notified that the ***GearUp Consortium Grant*** for **$3,875,200** lead by Baltimore City Public School System (BCPSS) was not awarded. Internal discussions on how to still implement the grant concept on some scale are occurring. The BCCC Science Technology Engineering and Mathematics (BCCC STEM) Program is designed to launch the summer of 2022 for 6th and 7th graders to support the following Consortium goals:

- Increase the percent of students who pass Algebra 1 or its equivalent by the end of 8th grade from 74..6 percent to 80 percent.
- Increase the percentage of students who graduate from high school from 64 percent to 71 percent.
- Increase the percentage of students who complete the FAFSA from 35.8 percent to 41 percent.
- Increase the percentage of students and former students who are enrolled at an Institution of Higher Education from 34.3 to 40 percent.

Grants Submissions

Howard University (HU), Prime and BCCC, Sub-Prime submitted a ***Bridges to Baccalaureate (B2B)*** grant proposal entitled Prisons to Professionals (P2P) to the National Institutes of Health (NIH) on 09/28/21. Funding Amounts were as follows: BCCC Grand total over 5 years for Direct Costs in Scholarships **$201,978 with allowable Indirect Cost was $9,000**. Grand Total, inclusive of Howard University, Faculty and Scholarships: **$861,480; including Indirect, $79,918**. Dr. John Schaumloffel, Dean of Business and STEM will serve as BCCC Principal Investigator (PI) along with Dr. Stanley Andrisse, Howard University PI. The project will identify and recruit currently incarcerated students and provide educational readiness conducted by the Prison-to-Professionals (P2P) program. Participants will transition to earn a 2-year associates degree from BCCC while gaining skills and methods development through a 10-week STEM research internship at Howard University College of Medicine (HUCM). These students will transfer to a 4-year bachelors granting school such as Howard University.

Grants in Development

Baltimore City Community College submitted a $50,000 grant that will support Latinx students. ***The PepsiCo Foundation Uplift Scholarship*** and professional mentoring program supports Black and Latinx aspiring and graduating community college students. These scholarships are available to students seeking two-year associate degrees or workforce training programs with industry certification. *The PepsiCo Foundation Uplift Scholarship* core will cover tuition, fees, required textbooks, and incidentals for 25 students seeking career pathways that lead to industry-recognized credentials in either short-term workforce training programs/credit-earning certificates or degree programs. The School of Business and STEM (B-STEM) at BCCC collaborates closely with BCCC's Workforce Development and Continuing Education division. The areas of study include Computer Information Systems (CIS), Cyber Security and Assurance, and Transportation and Supply Chain Management.

A grant proposal to the William T. Grant Foundation, in partnership with University of Maryland Baltimore County (UMBC), is in the initial stages of its first draft. The grant is currently entitled: ***Closing the Latinx Youth Higher Education Achievement Gap: The BCPS-BCCC-UMBC Latinx Academic Pathway Program (LAPP).*** This Institutional Challenge Grant encourages university-based research institutes, schools, and centers to build sustained research-practice partnerships with public agencies or nonprofit organizations in order to reduce inequality in youth outcomes. The student focus is Latinx students, with a partnership between UMBC, BCCC and Baltimore City Public School System (BCPSS). President McCurdy and VP Burrell attended a meeting with UMBC Representatives and William T. Grant Foundation President, Adam Gamoran on, 9/21/21.

BCCC is exploring new professional development training opportunities for its Public Safety personnel. Under the State's ***Law Enforcement Training Scholarship (LETS)*** program, **$5,000** annually in training per fiscal year a newly identified, ongoing opportunity for staff.

Grants Administration

The College has revised its Project Amendment Request and Budget for a six-month no-cost extension of its Maryland One Step Away (OSA) Near-Completer Grant. The BCCC OSA group met 9/24/21to devise a successful and specific proposal for spending down $40,034 in unspent funds and to ascertain whether the number of remaining near-completer students in the program, the proposed six-month time extension, and the number of classes slated to be available would allow for successful completion of the grant.

![BCCC logo](Baltimore City Community College)

Baltimore City Community College

PRESIDENT'S UPDATE

Board of Trustees, October 20, 2021

Ms. Lyllis M. Green, Chief Internal Auditor

INTERNAL AUDITS, REVIEWS, & INVESTIGATIONS

The Office of Internal Audits' activities were primarily focused on the Office of Legislative Audits (OLA) preliminary findings for the Fiscal Compliance Audit and the Information Technology (IT) Audit. Additionally, Internal Audits' efforts continue to include collaboration with various offices and divisions in addressing audit findings or internal process control weaknesses such as

- Prior audit findings and requests from the legislative auditors (OLA).
- Annual Equal Employment Opportunity Commission Report
- Records Retention Policies and Procedures
- International Students' Process Review.
- Enterprise Resource Planning (ERP) system.
- Strategic Planning process.
- Return to campus plan
- Office of Internal Audits' move from Harper Hall.

Offices and divisions include but are not limited to Academic Affairs, Assistant Attorney General, Facilities, Finance and Administration, Financial Aid, General Counsel, Human Resources, Information Technology Services, Student Affairs, Cabinet, and Workforce Development and Continuing Education.

EXTERNAL AUDITS

Legislative Auditors (OLA)

The Fiscal/Compliance portion of the OLA audit began in December 2020 with an anticipated field work completion during April 2021. Although the fieldwork is complete, the Fiscal Compliance portion of the Legislative Audit continues with requests and follow-up questions from the auditors. An exit meeting to review Discussion Note Items with the auditors was held on October 5, 2021. The Discussion Notes and exit meeting was attended by President McCurdy and some of the Cabinet members. The College provided responses to the discussion notes and the auditors disclosed information on the likelihood of findings that will be included in the final OLA report. The next step for this phase of the audit is an OLA management review followed by a draft report to the College for review and response.

The IT portion of the Legislative which began on April 5, 2021, is still underway. The auditors have completed their fieldwork and provided preliminary discussion notes. IT staff have responded to the Discussion Notes and are in the process of performing follow-up tasks based on the OLA supervisor's review of fieldwork documents. Internal Audit and Information Technology staff are working together to assist and provide documentation for the follow-up tasks to the OLA's IT auditor.

The College continues to address the recommendations from the last Legislative Audit Report that was issued in November 2017. Of the eight findings noted, five have been implemented and the remaining three are partially implemented or in progress. It is expected that the ERP scheduled for implementation during the latter part of this year will address several aspects of the IT findings related to access controls, PII protection, and malware protection. The implementation and progress in implementing controls should mitigate the "repeat" status for some of the findings and satisfaction by the auditors will be noted in their report of findings for the current audit.

	Finding	*Recommendation (Excerpts from November 2017 OLA Report) – "We recommend that BCCC:"*	*Observations*	*Status @ 08/31/2021*
1.	**facilities planning and operations**	a. use existing Statewide contracts for the procurement of goods and services, when available; b. discontinue the practice of artificially dividing purchases to circumvent State procurement regulations and lessen its purchasing power; c. comply with State procurement regulations for competitive procurement, including the use of written contracts and the publication of solicitations and awards on *eMaryland Marketplace* and (repeat); d. ensure that vendor invoices contain sufficient details to determine the propriety and reasonableness of the services performed and amounts billed; e. conduct thorough reviews of vendor invoices, including those related to the aforementioned payments, investigate and resolve any discrepancies, and recover any amounts that are determined to be improperly billed; and f. consult with the Office of the Attorney General – Criminal Division before taking any actions related to the questionable payments noted, and refer any other questionable activity to the Office of the Attorney General – Criminal Division and advise the Governor's Chief Legal Counsel.	a. Existing statewide contracts are being used when available or practicable. b. It is expected that processes will improve upon the hiring of a Facilities Director including the complete implementation of procurement recommendations and consistent reviews of vendor invoices. c. One of the procurement office vacancies was filled to ensure compliance with procurement regulations. d. Reviews are being performed to determine the propriety and reasonableness of the services performed and discrepancies are investigated for resolution. e. Recovery attempts are made for improperly billed invoices; however, some payments are still being investigated. f. Both the College's General Counsel and the Office of the Attorney General are consulted regarding questionable activities.	a. Implemented b. Implemented c. Implemented d. Implemented e. Implemented f. Implemented
2.	corporate purchase cards,	a. prohibit cardholders from sharing their cards with other employees; and b. ensure that proper documentation, such as itemized vendor invoices, is obtained to support all CPC transactions (repeat).	a. The College implemented additional controls over corporate purchase cards including a reduction in the number of cards issued. b. Monthly receipts/invoices of CPC transactions are obtained and compared to the monthly statement of CPC activity. All discrepancies are investigated.	a. Implemented (includes repeat finding) b. Implemented
3.	Payroll	ensure that salary increases and incentives are appropriately justified, in accordance with the	Salary increases and incentives are supported by Payroll Action Requests (PARs) that are signed and approved by	Implemented

Finding	Recommendation (Excerpts from November 2017 OLA Report) – "We recommend that BCCC:"	Observations	Status @ 08/31/2021
	terms of employment contracts, and approved by the Board of Trustees, as required.	the employee's supervisor, vice president, and the budget officer. Periods of non-compliance occurred during 2017 – 2020 when executive vacancies were experienced in the President's Office, Human Resources, VP Administration & Finance, Facilities, and Budget Offices.	
4. affiliated foundation,	We recommend that BCCC establish a comprehensive agreement with its foundation that establishes formal goals and outcomes for the foundation and identifies the related BCCC funding to be provided. In addition, the foundation agreement should identify any planned steps or actions to enhance fundraising and/or reduce non-scholarship costs.	Compensating controls included a supplement to the agreement with goals, plans and the related BCCC funding. The agreement between the Foundation and BCCC expired in June 2020. During 2020, the Foundation experienced a change in leadership and a new agreement needs to be executed.	Implemented with compensating controls through June 2020. Pending evidence of an executed current agreement.
Information systems (2), 5. **Sensitive Personally identifiable information (PII)**	a. perform a complete inventory of its systems and identify all sensitive PII,	a. The college's ITS is in the process of resolving this finding with security software that can identify PII information on all servers in the network, and delete all unnecessary information stored on these servers. The college's ITS Lead Administrator confirmed that Proofpoint configuration shows that the software captured the entire PII or sensitive data on all active workstations, servers and laptops linked to the network. ITS staff have been fine tuning the search categories to determine the functional areas that should have access. The Internal Audit review was performed on the Proofpoint agent dashboard on 09/17/21, for the last 7 days and confirmed that the process is in place.	a. Partially implemented.
	b. determines if it is necessary to retain this PII and delete all unnecessary PII,	b. All necessary PII will be properly protected. The College is planning to develop a unique student identifier to eradicate the use of social security number for identification except for system requirements such as federal financial aid. This is a feature of the new Banner system that was observed during the training sessions. c. This exercise will not be completely performed or resolved until all the workstations are up and running.	b. Not implemented.

Finding	Recommendation (Excerpts from November 2017 OLA Report) – "We recommend that BCCC:"	Observations	Status @ 08/31/2021
	c. determines if all necessary PII is properly protected by encryption or other substantial mitigating controls, and d. updates its databases and systems with encryption capability and then encrypt all sensitive PII not otherwise properly protected or employ other substantial mitigating controls to protect this data (repeat).	d. The College will use data from ProofPoint PII Scans to periodically update PII inventory. The College has implemented some information security measures such as truncating social security numbers on the network and encrypting email attachments with PII. As of 9/17/21, internal audit test results show that the PII email encryption system is working as intended. The email encryption process in place blocks and alerts all email transmissions containing Social Security Number (SSN) to email addresses that are external to the network without adequate encryption. However, it does not prevent or protect transmission within the network.	c. Partially implemented. d. Partially implemented.
6. **Malware protection for BCCC computers was not sufficient**	a. ensure, on an ongoing basis, that all active computers have current signature files, and up-to-date malware protection software installed, and operational; b. limit the assignment of administrative rights on workstations to specific system/network administrators and those users specifically allowed such rights, with any such assignments to non-information technology administrators being justified, approved, documented, and regularly reviewed to determine whether they are still needed (repeat); and c. ensure that all workstations are kept up-to-date for critical security related updates for commonly vulnerable applications (repeat).	a. ITS implemented a process for all active computers to have up-to-date malware protection software, current signature files, and are operational. Consistent reviews are performed by ITS and the IT Auditor. Unapproved users identified in the Local Admin group are in the process of review and/or resolution. b. The process was initiated in June 2020 with full implementation during August 2020. Procedures are being developed with cooperation from the Office of Human Resources to ensure timely notification of assignment and removal of administrative rights. The last test was performed on 3/11/21. c. The malware protection reporting is up to date for all workstations that are powered up on campus. The plan to update workstations that are not powered up will be completed as ITS staff return to campus and gain access to offices where the workstations reside. The malware protection software provides reports as evidence that workstations are updated. The IT Auditor reviews the reports and confirms that internal controls over	a. Implemented and ongoing. b. Implemented and ongoing. c. Implemented and ongoing.

Finding	Recommendation (Excerpts from November 2017 OLA Report) – "We recommend that BCCC:"	Observations	Status @ 08/31/2021
		security applications are working as intended.	
7. cash receipts	a. restrictively endorse checks immediately upon receipt, and b. ensure that receipts are deposited timely.	a. Checks are restrictively endorsed upon receipt. b. The location of the mail room and cashiers' office have been moved to ensure timely processing of checks.	a. Implemented b. Implemented
8. equipment	a. ensure that the equipment records are complete and accurate; b. investigate the aforementioned missing equipment and take appropriate corrective action; c. conduct documented physical inventories of sensitive and non-sensitive equipment, as required, and reconcile the results to the detail inventory records; and d. refrain from purchasing equipment that is not needed for immediate use.	a. The College expects to address this issue now that a new director of facilities is on board. b. The equipment reported as missing has been identified and deployed. c. Resolution is pending procurement of an inventory service or tools to perform an inhouse physical inventory. d. All equipment must have a justified need that is approved at the executive leadership level.	a. Partially implemented. b. Implemented c. Not implemented. d. Implemented
Note: The complete OLA, November 2017 report can be viewed at: https://www.ola.state.md.us/Search/Report?keyword=&agencyId=5a8ac903cc9d721804e01114&dateFrom=&dateTo=&reportTypeId1=1			

Baltimore City Community College
CABINET UPDATE
Board of Trustees, October 20, 2021
Advancement & Strategic Partnerships

During the month of September, the College concentrated on several areas to advance brand recognition and build brand awareness: Executing the Fall 2021 Marketing Campaign, concepting the Spring 2022 Marketing Campaign, exploring new brand building opportunities, enhancing our website user experience, development of creative approaches for our 75th anniversary and signage, building a marketing campaign in partnership with the Community College of Baltimore County and Kaiser Permanente, and creating ongoing marketing and communications for the BCCC Student Life and Engagement

The College completed drafts of the Spring 2022 Marketing Plan and 75th Logo designs for consideration with Cabinet. Plans for this campaign will expand market penetration and identify additional enrollment opportunities for consideration.

The College continued to execute the Fall 2021 Marketing Plan, including efforts on all platforms to build brand awareness while also enhancing brand presence with sophisticated designs that bring clarity to BCCC's value propositions and student outcomes. Messaging surrounds flexible degree and certificate programs, tuition-free classes, and multiple start dates, and seeks to weigh outcomes to those value propositions. Additionally, new signage in downtown Baltimore, main campus, and surrounding roadways is being developed to include a 75th logo.

Lastly, the College continued efforts to update and streamline website pages, creating a template that is easier to read and navigate, while transferring content from existing pages to new pages. This is an ongoing effort to improve the user experience.

WBJC

WBJC completed a highly successful Fall Campaign that engaged listeners with the opportunity to "Buy Back" scheduled days of on-air fundraising through a mail and email campaign. The station engaged 862 listeners with the Buyback Campaign, 806 listeners during the On-Air Drive, and 27 listeners with matching Challenges.

The station executed other successful program highlights, including a celebration of Tosh Hashanah with the Shaar Hashomayim Choir of Montreal, a commemoration of the 20th anniversary of 9/11, a featured birthday celebration for African American Soprano, Jessye Norman and a live concert featuring the Annapolis Symphony with music by Shostakovicn and Mahler, and a Music in Maryland fundraiser.

Programming & Outreach

- WBJC held a music in celebration of the coming of Rosh Hashanah, special music programming on September 11 to commemorate the 20th anniversary of 9/11, featured a birthday celebration for African American Soprano Jessye Norman and a live Concert featuring the Annapolis Symphony with music by Shostakovich and Mahler, and a Music in Maryland's fundraiser special.
- WBJC programming with CEO, David LeGere, and COO, Matthew Winkler, from Woodhall Press about the landscape for independent presses in the current publishing climate. Also interviewed Dr. Douglas Buchanan, the Director of Music Ministries at St. David's in Roland Park about the forthcoming concert on October 10 honoring Indigenous Peoples' Day. Judith also moderated a talk back and Q&A with conductor, James Conlon, when he made his debut with the Baltimore Symphony Orchestra in a program called Recovered Voices, featuring composers silenced throughout history: Austrian Alexander

Zemlinsky, who was suppressed by the Nazi Regime, and African American William Dawson, who was overlooked because of his race.

- WBJC programming for Teaching in the community; Osher Lifelong Institute Towson University. Why Mozart Matters. Osher Lifelong Learning Institute Johns Hopkins University. Music From 1900 – 1945. Zoom lecture on Music Theory given for Contactivity in Montreal! Interviews recorded with Herb Dimmock (Bach in Baltimore), Markand Thakar (Baltimore Chamber Orchestra), Irina Kaplan Lande (Candlelight Concert Society). Podcast for Candlelight Concert Society on Beethoven's Kreutzer Sonata entitled The Most Symphonic Sonata Ever! https://www.wbjc.com/2021/host-blogs/9-21-21-the-most-symphonic-sonata-ever/
- WBJC programming with a Park Ranger about this year's Defenders' Day celebrations at Fort McHenry. https://www.wbjc.com/2021/wbjc-programs/honoring-defenders-day-2021-at-fort-mchenry/

Fundraising

WBJC had a very successful Fall Campaign. Listeners were given the opportunity to "Buy Back" scheduled days of on-air fundraising through a lead up mail and email campaign. The station hit it's stated goal, raising $258, 995.50.

Marketing & Brand Awareness

The College continues to rebuild and aggressively market its brand to increase recognition and awareness with all stakeholders. Core ways of amplifying and differentiating the brand includes producing compelling and creative brand and enrollment campaigns for digital, print, website, outdoor, and in-home marketing. Continuing design is taking place brand, signage, and enrollment efforts for the spring 2022 term, with design taking place in preparation for an October launch. Additional efforts include updating publications, in-house video production, and a comprehensive social campaign to share "Why BCCC".

The College completed drafts of the Spring 2022 Marketing Plan and 75th logo designs for consideration. Additionally, plans for this campaign include efforts to expand market penetration and identify additional enrollment opportunities. The College continues to execute the Fall 2021 Marketing Plan, including efforts on all platforms to build brand awareness while also enhancing brand presence with sophisticated designs that bring clarity to BCCC's value propositions and student outcomes. Messaging surrounds flexible degree and certificate programs, tuition-free classes, and multiple start dates, and seeks to weigh outcomes for those value propositions. Additionally, new signage in downtown Baltimore, main campus, and surrounding roadways is being developed and will include a 75th anniversary logo.

The College continued efforts to update and streamline website pages, creating a template that is easier to read and navigate, while transferring content from existing pages to new pages. This is an ongoing effort to improve the user experience while also improving the brand experience.

Rebranding

The college has invested additional time in the research and refinement of the Style Guide to address a secondary color pallet and logo and font requirements and proper use.

- Font pairing recommendations now have balance, readability and complement one another.
- The primary color palette of red, black, and white is complimentary to and influenced by the Maryland State flag and the Baltimore City flag and colors. These colors historically represent the College, and they connect BCCC to the greater city of Baltimore and state of Maryland. While minimal secondary colors

are generally selected as a best practice, the colors complement each other and allow BCCC to forge its own identity. Limiting the number of secondary options provides the College with both recognition and consistency. Upon completion, management of consistent use will bring long lasting stability to creative design efforts and ensure appropriate and consistent use of the BCCC brandmark and style.

- Replacement of old logos on the website continues across all pages and include third-party sites.

Market Research

- Continued pricing and discussion surrounding new brand building efforts in Maryland MVAs, out-of-home opportunities, mobile billboards, and Spotify digital streaming services.
- The College has invested additional time in completion of a Style Guide, adding additional components for review by Cabinet. Part of this process involves researching current best practices for building a new Style Guide document and associated web page.

Enrollment Campaigns and Metrics

- The approved College Board list purchase marketing plan is complete with mailings and emails scheduled for distribution.
- Digital advertising for fall 2021 continues with digital advertising on social platforms and the extended Google network.
- Enrollment communications have been converted to email and are scheduled for distribution.

Partnerships

- WBJC renewed support for Candlelight Concert Series, Columbia Orchestra, and National Music Festival.
- The College is working in partnership with Kaiser Permanente and the Community College of Baltimore County (CCBC) on a strategic messaging campaign via print, electronic, social, and streaming music to heighten the awareness of no cost and low-cost education and training opportunities with a multi-pronged media campaign that targets individuals living above the Federal Poverty Level, but below the basic cost of living. The ALICE initiative, defined as Asset Limited Income Constrained Employed, is to build understanding and interest in associate degrees, certifications, and workforce training and, and will strengthen the livelihoods of families in the communities that we support because of program completion. The campaign, paid by a grant with Kaiser Permanente of $75,000, will commence in October 2021 and last 60 days, and will include direct mail, digital advertising, and advertising on Pandora, a streaming music company.

The College is continuing a collaboration between both marketing and communications departments to share content and video in communication collaborations.

Baltimore City Community College
Realignment Tasks Update
Board of Trustees, October 20, 2021
Dr. Liesl Jones, Vice President, Academic Affairs

Realignment Task #1

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

Alignment of Academic Affairs programs and Workforce

Baltimore Police Department (BPD) and BCCC Crosswalk

The articulation agreement is finalized and has been signed. The Academic Affairs and Workforce will implement the agreement for the spring semester.

EMS and EMT

The program director for EMS and the Director for EMT have been meeting regularly to determine how to bridge students from EMT to EMS. Beginning with spring 2022 courses will be crossed listed so that students from both programs will take courses together.

Early Childhood Education and Child Care

The program coordinator has been working with representatives from Workforce to link the two programs to allow for seamless transfer into the Associate degree program.

Curriculum

The Dean of SASS has submitted a new course proposal for Sign Language. We anticipate offering the course for spring 2022 with the full program to be available for fall 2022. The Dean of BSTEM has begun to working with the faculty and the Associate Dean of Natural and Physical Sciences to develop the current Arts and Science Transfer General Sciences into a Biology AA degree and a Physical Sciences AA degree.

BCCC
Baltimore City Community College

Baltimore City Community College
Realignment Tasks Update
Board of Trustees, October 20, 2021
Mr. Michael Thomas, Vice President, Workforce Development & Continuing Education

Realignment Task #2
"Make workforce development and job placement top educational priorities of BCCC."

WORKFORCE DEVELOPMENT PROGRAM DEVELOPMENT
Workforce Development Program Development and Expansion

The Workforce Development (WD) Department enrolled more some 319 students in September and worked closely with the Career Services Office to support graduates transitioning to employment. Additional activities include:

In September, more than 40 students benefitted from GEER 1, GEER 2, and Community College Relief Now funding scholarships for workforce training. Students may select one of 15 training programs to complete as part of their career preparation and advancement.

New cohorts for several training programs were initiated under current Contract Training Agreements. Goodwill supported a new cohort for Pharmacy Technician, University of Maryland Hospital sponsored a cohort in Patient Care Technician (PCT), Johns Hopkins Hospital initiated two cohorts for CNA, and Concerted Care sponsored 17 students across several program areas (based on student interest).

The Career Services team continues to work with hiring partners to place current students and graduates in employment. In September, this office conducted specific Job Readiness classes for cohorts of students completing training in Healthcare, Information Technology and Diesel Technology.

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.

- P-TECH students enrolled in 16-week and 12-week class for Fall 2021. Orientation for new P-TECH students and families includes print, social media, texting apps, and email. All students/families are provided information on course requirements and resources for student success.

- Under contract with Baltimore City Schools, students from Renaissance Academy High School will enroll in the BCCC Venipuncture/Phlebotomy Workforce Training program. Upon graduation, students will be assisted with employment placement at University of Maryland Hospitals.

Baltimore City Community College

Realignment Tasks Update

Board of Trustees, October 20, 2021

Dr. Liesl Jones, Vice President, Academic Affairs

Realignment Task #3

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

Academic Affairs will work with Institutional Research and the Director of Assessment to collect data and review the success of multiple measures. The assessment will allow for adjustments to be made to course placement policy and procedures.

Currently the College is reviewing the new Blueprint for Career and College Readiness to implement changes.

Blueprint for Maryland's Future Act

Goal 3 on the Blueprint

Creating a World Class Instructional System: An internationally benchmarked curriculum that enables most students to achieve "college- and career-ready" status by the end of tenth grade and then pursue pathways that include early college, Advanced Placement courses, and/or a rigorous technical education leading to industry-recognized credentials
and high-paying jobs.

The bill requires that: all local school systems to provide all students who meet the CCR standard with access to a set of post-CCR program pathways that includes:

1. The IB Diploma program, the Cambridge Diploma program, or a comparable program consisting of Advanced Placement courses specified by the College Board.
2. A dual-enrollment program to earn college credits while in high school, with the possibility of earning an associate degree while in high school; Students can now earn up to 60 dual-enrollment credits. (Previously they could take 4 classes)
3. Redesigned CTE pathways that include workplace training and lead to industry-recognized credentials, including postsecondary certificates earned through dual enrollment; and a combination of these options.

BCCC
Baltimore City Community College

Baltimore City Community College
Realignment Tasks Update
Board of Trustees, October 20, 2021
Dr. Liesl Jones, Vice President, Academic Affairs

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

Dual Enrollment

Starting with the 2020/2021 academic year the tutoring model included separate tutoring shells along with embedded tutoring for dual enrollment students. Students last year did not make use of the tutoring shells, beginning with the 2021/2022 academic year tutoring was made mandatory. Below is the current usage of the tutoring shells by the dual enrollment students. The use of tutors has increased. The data collected from the tutors and the course completion will be compared to last years to continue to make changes to improve the dual enrollment initiative at the College.

DE SP 101 Tutoring Fall 2021	68	0
DE PSY 101 Tutoring Fall 2021	60	0
DE MAT 128 Tutoring Fall 2021	18	0
DE ENG 101 Tutoring Fall 2021	5	0
DE SOC 101 Tutoring Fall 2021	1	0

GEARUp Grant

The GEARUp grant was a joint initiative between Baltimore City Public Schools and BCCC. While the grant was not funded by the DOE the College plan to implement the goals and objectives of the grant as outlined below:

- Program will launch the summer of 2022 for 6th and 7th graders from schools/principals that "opt-in" to participate.
- BCCC will employ BCPSS faculty as summer adjuncts who would be targeted to lead school-year program activities.
- BCCC will coordinate 2 fall and 2 spring STEM field trips w/ industry partners that connect w/ BCPSS science and math curriculum.

Baltimore City Community College
Realignment Tasks Update
Board of Trustees, October 20, 2021
Dr. Daniel Velez, Vice President, Student Affairs
Ms. Channa Williams, Interim Vice President, Finance & Administration
Ms. Becky Burrell, Vice President, Institutional Effectiveness, Research & Planning

Realignment Task #5
"Align the budget of BCCC with realistic enrollment projections."

INSTITUTIONAL EFFECTIVENESS, RESEARCH & PLANNING

The Office of Assessment has moved from Academic Affairs to the Office of Institutional Effectiveness, Research & Planning to provide additional support regarding institutional performance and to centralize key functional areas to better align planning, assessment and budgeting. The institutional planning, research and assessment functions will be centralized out of the Office of the President.

The centralization of assessment activities will help to clearly define the academic and non-academic assessment processes. Cabinet, leading Academic Affairs, Student Affairs, Workforce Development & Continuing Education, Information Technology, Advancement & Strategic Partnerships, and Finance & Administration will spearhead the development of an institutional assessment model to comprehensively evaluate the effectiveness of the various departments such as athletics, financial aid, student accounting, and grants. The current design for tracking outcomes and assessment has focused on academic assessment. As the College refines the existing Strategic Plan, non-academic assessment efforts will support the College's vision, mission and goals.

Current Outcomes & Assessment Design
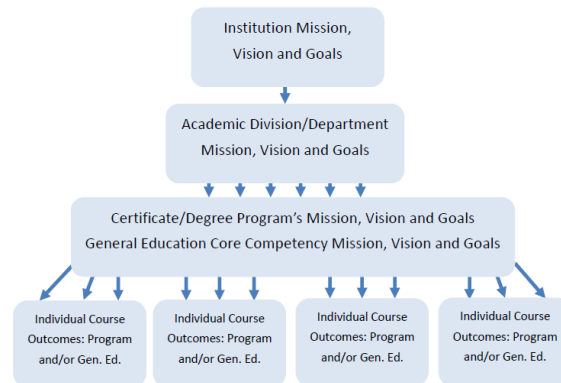
Source: Baltimore City Community College Assessment Guide (2018)

Dr. Nicole Deutsch joined BCCC Monday, September 13, 2021 to serve as the new Director of Assessment. She has eight years of progressive experience in higher education, serving as full-time faculty, adjunct faculty, Instructional Designer, Advanced Life Support Coordinator, and Clinical Education Coordinator. Dr. Deutsch has held several professional positions in the Emergency Medical/Paramedic field and maintains credentials as a licensed/certified Paramedic. Her experience managing projects, accreditation, assessment, data, staff and evidence-based programs will serve the faculty and staff well. She joins BCCC to help lead the realignment and implementation of an institutional assessment agenda under the direction of President McCurdy and the Vice President for Institutional Effectiveness, Research & Planning.

Baltimore City Community College
Realignment Tasks Update
**Board of Trustees, October 20, 2021**
Advancement & Strategic Partnerships

Realignment Task #7
"Establish strong relationships with key stakeholders."

Kaiser Permanente ALICE Initiative: The College is working in partnership with Kaiser Permanente and the Community College of Baltimore County (CCBC) on a strategic messaging campaign via print, electronic, social, and streaming music to heighten the awareness of no cost and low-cost education and training opportunities with a multi-pronged media campaign that targets individuals living above the Federal Poverty Level, but below the basic cost of living. The ALICE initiative, defined as Asset Limited Income Constrained Employed, is to build understanding and interest in associate degrees, certifications, and workforce training and, and will strengthen the livelihoods of families in the communities that we support because of program completion. The campaign, paid by a grant with Kaiser Permanente of $75,000, will commence in October 2021 and last 60 days, and will include direct mail, digital advertising, and advertising on Pandora, a streaming music company.

Renderings:
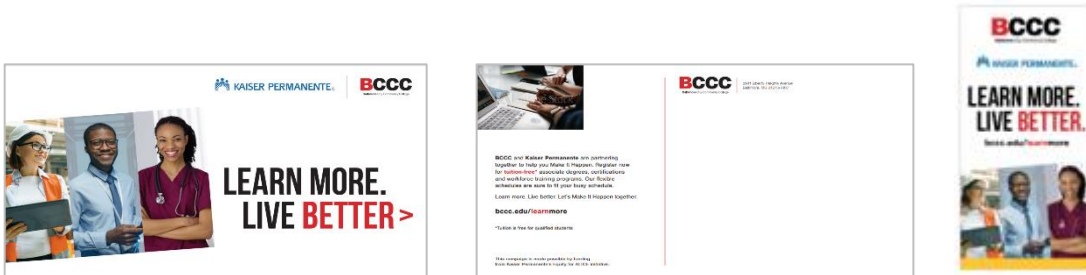
Baltimore City Schools: The College is continuing a collaboration between Baltimore City Schools and BCCC marketing and communications departments to share content and video in communication collaborations**.**

Northrup Grumman: Initial discussions have commenced exploring the expansion of BCCC's current relationship with Northrup Grumman, including scholarships and partnerships for advancing diversity, equity, and inclusion in their organization with what we do at BCCC.

BCCC
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Realignment Tasks Update
Board of Trustees, October 20, 2021
Advancement & Strategic Partnerships

REALIGNMENT TASK # 8
"Develop and market a brand for BCCC."

During the month of September, the College concentrated on several areas to build and advance brand awareness, including executing the Fall 2021 Marketing Campaign, concepting the Spring 2022 Marketing Campaign, exploring new brand building opportunities, enhancing our website user experience, development of creative approaches for use during our 75th anniversary, building a marketing campaign in partnership with the Community College of Baltimore County and Kaiser Permanente, and creating ongoing marketing and communications for BCCC's Student Life and Engagement department.

The College completed drafts of the Spring 2022 Marketing Plan and 75th logo designs for consideration. Additionally, plans for this campaign include efforts to expand market penetration and identify additional enrollment opportunities. The College continues to execute the Fall 2021 Marketing Plan, including efforts on all platforms to build brand awareness while also enhancing brand presence with sophisticated designs that bring clarity to BCCC's value propositions and student outcomes. Messaging surrounds flexible degree and certificate programs, tuition-free classes, and multiple start dates, and seeks to weigh outcomes for those value propositions. Additionally, new signage in downtown Baltimore, main campus, and surrounding roadways is being developed and will include a 75th anniversary logo.

The College continued efforts to update and streamline website pages, creating a template that is easier to read and navigate, while transferring content from existing pages to new pages and replacing old logos. This is an ongoing effort to improve the user experience while also improving the brand experience.

Rebranding

The college has invested additional time in the research and refinement of the Style Guide to address a secondary color pallet and logo and font requirements and proper use, including:

- Font pairing recommendations now have balance, readability and complement one another.
- The primary color palette of red, black, and white is complimentary to and influenced by the Maryland State flag and the Baltimore City flag and colors. These colors historically represent the College, and they connect BCCC to the greater city of Baltimore and state of Maryland. While minimal secondary colors are generally selected as a best practice, the colors complement each other and allow BCCC to forge its own identity. Limiting the number of secondary options provides the College with both recognition and consistency. Upon completion, management of consistent use will bring long lasting stability to creative design efforts and ensure appropriate and consistent use of the BCCC brandmark and style.

Baltimore City Community College
Realignment Tasks Update
Board of Trustees, October 20, 2021
Mr. Stephan Byam, Chief Information Officer

REALIGNMENT TASK #9
"Address the information technology (IT) and infrastructure needs of BCCC, including whether oversight by the Department of Information Technology is advisable."

Enterprise Resource Planning (ERP):

Background: The College needs to replace its legacy business and student systems with a modern, integrated Enterprise Resource Planning (ERP) system. The College previously published two Request for Proposals (RFPs) for an ERP system through the State of Maryland's eMaryland Marketplace. Unfortunately, neither RFP processes yielded a product selection or an executed contract.

Current State: The ERP Project has continued to maintain a "Green" status from Maryland's Department of IT (DoIT). While the College continues to benefit from this positive outlook from the state, there are challenges that the College is working to overcome to ensure that this status is upheld. These include newly developed resource constraints, scheduling conflicts and turnover in key areas.

Implementation Engagements

The Banner ERP Project Team has been able to adjust the deployment schedule and still maintain the overall targeted implementation timeline of December 2023. The Finance implementation is now targeted for 2022, on or before the new fiscal year. This change will allow the team to complete the State Integrations as needed and ensure that the Finance Team has enough time for readiness activities: training on integrations; policy updates (if needed) etc.

The State's Payroll team has indicated that due to the operational impact integration work will have on their ability to perform end of year processing, they will only entertain integration work after January 2022. The ERP Technical team already possesses integration specifications and will still be able to perform the College's end of the work. Once the State is ready, the technical team will just need to perform testing.

Data Migration

The technical team has been able to perform a second round of General Person Student and Employee data migration. This was preceded by the verification and validation teams performing their validation of the records migrated from Round 1. The feedback from the data validation teams was translated into either technical data extract errors (of which the IT team resolved) or actual data entry errors that existed in the legacy system and were never identified. Those errors were resolved by the Human Resources and Student Affairs teams.

Additionally, General Student Data Validation was completed for round 1 data migration. Results from the data validation will be used for upcoming round 2 data migration. Financial Aid Data Validation was also completed for round 1 data migration.

Future Engagements

The following are the scheduled engagements through October:

    a. Engagements (with Ellucian):

i.   Finance

Engagement	Dates	Status
Finance Matrix/Security Testing Session 1	10/12/2021	Complete
Finance Matrix/Security Testing Session 2	10/20/2021	Scheduled

ii.   Student

Engagement	Dates	Status
Configure/Train- Student Records Management	9/7/2021	Complete
Student Records simulation review	9/9/2021	Complete
Registration Management Review	9/10/2021	Complete
System Education for Compliance Monitoring I & II	9/14/2021, 9/15/2021	Complete
Introduction to Banner Job Submission	10/12/2021	Scheduled

iii.   Financial Aid

Engagement	Dates	Status
Follow up Training Data Load/Tracking	9/7/2021 - 9/9/2021	Complete
Follow up Training Period Budgeting /Packaging	9/14/2021 - 9/16/2021	Complete
Follow up Training COD, Pell and Disbursement and SAP	9/21/2021 - 9/23/2021	Complete
Follow up Training Student Employment	9/28/2021 - 9/30/2021	Complete
Follow up Training Federal Work Study	10/1/2021, 10/04/2021	Complete
Follow up Training R2T4	10/5/2021 - 10/7/2021	Complete
Population Selection Training	10/12/2021 - 10/14/2021	In Progress
Banner Overview Training	10/20/2021, 10/21/2021, 10/25/2021, 10/28/2021	Scheduled

iii. Information Technology

Engagement	Dates	Status
Form Fusion Training	9/17/2021	Complete
Smartsheet Training (Fundamentals; Plan, Track & Automate; Reporting & Dashboards; Work Management)	9/23 - 9/24/2021, 9/27 - 9/28/2021	Complete

iv. Student Accounting

Engagement	Dates	Status
BCCC Fee Assessment Student AR Training	9/7/2021 - 9/9/2021, 9/14/2021-9/16/2021	Complete

v. Human Resources

Engagement	Dates	Status
Onboarding and Hiring Validation	9/8/2021, 9/9/2021	Complete
Simulation Onboarding and Hiring	9/14/2021	Complete
Life Cycle of an Employee Training	9/15/2021, 9/16/2021, 9/21/2021	Complete
Life Cycle Simulation	10/21/2021	Scheduled
Banner Payroll Training and Simulation	10/22/2021	Scheduled

Baltimore City Community College
Realignment Tasks Update
Board of Trustees, October 20, 2021
Office of the President

REALIGNMENT TASK #10

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

Progress regarding demolition of the Bard Building and development of green space in downtown Baltimore are detailed in the accompanying facilities report.

REALIGNMENT TASK #11

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

The College is moving along well with creating policies and procedures that will address the new procurement authority. This will allow the College to more efficiently secure purchases that exceed the current $49,000 procurement authority. The procedures are being developed and will be reviewed with the Board of Trustees for approval prior to submission to the legislature; expected date for review will be November/December 2021. The enhanced relationship with DGS and DBM has starkly improved the workflow and design for many construction projects with $4,000,000 already designated for the completion of deferred maintenance and other capital projects in preparation for submission during the upcoming capital budget legislation process.

REALIGNMENT TASK #12
"The Board of Trustees shall review, and if necessary, revise the BCCC strategic plan."

The **"Strategic Planning Sessions"** to review the College's Vision, Mission and Core Values will occur fall 2021. Departmental and academic program missions will be reviewed to ensure alignment with the College's mission. Keeling & Associates (Keeling) will prepare for, facilitate, and document the conclusions of a strategic planning sessions to reach consensus about the College's strategy, priorities, goals, objectives, actions and implementation plan for the 2021-2024 strategic planning period. Participants in the sessions will include the President and her cabinet, faculty, Board of Trustees, students and external partners.

Strategic Plan Construct
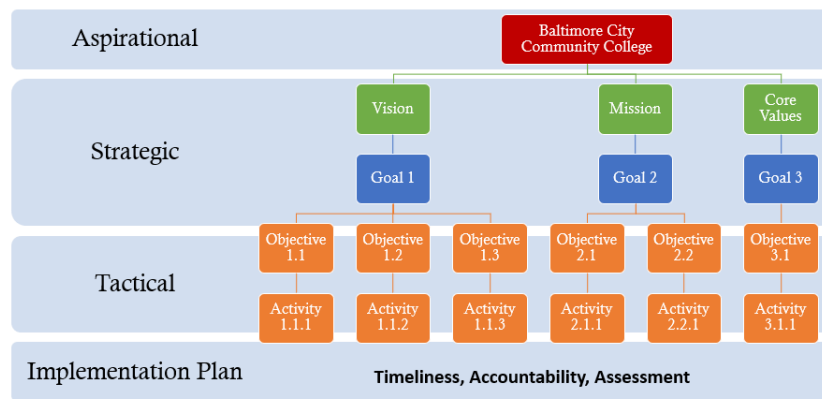
The following are the current goals and objectives of the current 2018-2022 Strategic Plan approved by the Board of Trustees:

Goal 1: Student success – Provide equitable access to a learning environment that supports a diverse population of learners and promotes student goal attainment.

> *1.1 – Align, support and deliver courses, programs, and services to ensure progression, transferability and employability.*
> *1.2 –Utilize contemporary educational methods to improve and advance students' academic and workforce preparation and goals.*
> *1.3 – Enhance the student experience by increasing awareness of and engagement with College activities and support services.*
> *1.4 – Increase persistence and goal attainment across all student populations.*

Goal 2: Community engagement – Implement a comprehensive approach to engage current and future students, alumni, and the community.

2.1 – Reposition the College's brand to increase awareness of programs and services and highlight targeted initiatives.

2.2 – Grow partnerships with business and industry, government agencies, community members, educational institutions, and all potential partners in serving our students and community.

2.3 – Strengthen partnerships to promote and increase access to student learning and transfer opportunities, collaborative planning, and resource sharing.

Goal 3: Institutional framework – Optimize resources to effectively and efficiently support existing and emerging initiatives.

3.1 – Ensure facilities, technology, staffing and instructional resources support a quality learning and working environment.

3.2 – Promote an environment of professionalism and civility.

3.3 – Invest resources to attract, grow and retain a highly-qualified and diverse faculty and staff.

3.4 – Develop and implement a plan to ensure faculty and staff knowledge retention and fluid transition during times of employee turnover.

3.5 – Improve the College's financial sustainability.

Keeling will assist the College in refining the aforementioned goals and objectives to ensure that they meet key tests of parsimony, meaningfulness, clarity, feasibility, and practicality. Once the goals and objectives are finalized, Keeling will work with the President and cabinet to draft first and subsequent versions of the core strategic planning document using the primary themes which emerged from the Board, student, employee and community interviews.

Sample Themes from "Information Gathering Interviews"

- Modernize programs; build links between academics and workforce development, faculty and industry partnerships; develop in areas of growth and innovation, and shape the curriculum (including program prioritization as well as additions) to respond to student interests
- Put students first; enhance the student experience through seamless customer service and improved technology, build affinity and pride; reach a sustainable enrollment and improve retention; stay affordable while becoming more efficient
- Build and invest in partnerships, relationships with industry and city schools; capitalize on connections with the City of Baltimore; get external perspectives and bolster brand, identity, and reputation
- Become the employer of choice; recruit, develop, retain, and celebrate employees who are student-centered and committed to creating a high-functioning institution and environment
- Restore and steward facilities and infrastructure

The President and cabinet will discuss steps the College will take to develop an implementation/action plan in support of its revised and expanded. A strategy for the communication, dissemination, and "socialization" of the strategic plan within and across its communities, constituents, and stakeholders will be developed.

BALTIMORE CITY COMMUNITY COLLEGE

TAB 11 | Active Search Listing

BCCC
Baltimore City Community College

	Div	PIN #	Position	Oversight	Date posted	Status 9/30/21
1	AA	66711	Coordinator of E-Learning	Dr. Liesl Jones	8/21/2020	Resumes forwarded to Vice President
2	AA	66725	Dean, School of Nursing & Health Professions	Dr. Liesl Jones	11/4/2020	Resumes forwarded to Vice President
3	AA	66789	Assistant Professor of Nursing-Mental Health	Dr. Liesl Jones	11/10/2020	Resumes forwarded to Vice President
4	AA	TBD	Assistant Professor of Nursing-Adult Medical/Surgical	Dr. Liesl Jones	3/12/2021	Resumes forwarded to Vice President
5	AA	TBD	Assistant Professor of Nursing-Adult Medical/Surgical	Dr. Liesl Jones	3/12/2021	Resumes forwarded to Vice President
6	AA	TBD	Assistant Professor of Microbiology	Dr. Liesl Jones	3/15/2021	Resumes forwarded to Vice President
7	SA	66948	Director of Testing & Accommodative Services	Dr. Daniel Velez	5/15/2020	Resumes forwarded to Vice President
8	SA	TBD	TRIO-STAIRS Director	Dr. Daniel Velez	4/12/2021	Resumes forwarded to Vice President
9	SA	TBD	Director of Financial Aid	Dr. Daniel Velez/ Channa Williams	4/21/2021	Resumes forwarded to Vice Presidents
10	SA	TBD	Student Support & Wellness Counselor	Dr. Daniel Velez/Angela Donn	6/14/2021	Resumes forwarded to Vice President, Oversight
11	SA	TBD	Director of Admissions & Recruitment	Dr. Daniel Velez	9/21/2021	Resumes forwarded to Vice President
12	SA	TBD	Admissions & Recruiter/Advisor	Dr. Daniel Velez	9/29/2021	Resumes forwarded to Vice President
13	SA	TBD	Admissions & Recruiter/Advisor	Dr. Daniel Velez	9/29/2021	Resumes forwarded to Vice President
14	ASP	66960	Assistant Director of Development	Dr. Debra McCurdy	5/4/2021	Resumes forwarded to President
15	ASP	67013	Senior Accountant	Channa Williams	5/12/2021	Resumes forwarded to Vice President
16	ASP	66686	Vice President of Advancement	Dr. Debra McCurdy	7/23/2021	Resumes forwarded to President
17	WDCE	73965	Director of Business Development Services	Michael Thomas	11/12/2020	Resumes forwarded to Vice President
18	WDCE	66722	Director of Workforce Development	Michael Thomas	3/2/2021	Resumes forwarded to Vice President
19	WDCE	TBD	Maintenance Supervisor	Michael Thomas/ Kate Dixon	4/21/2021	Resumes forwarded to Vice President
20	WDCE	66853	Property Control Specialist	Michael Thomas/ Kate Dixon	5/26/2021	Resumes forwarded to Vice President

21	WDCE	86279	Police Officer II	Michael Thomas	7/28/2020	Resumes forwarded to Vice President
22	WDCE	86277	Police Supervisor	Michael Thomas	11/9/2020	Resumes forwarded to Vice President
23	WDCE	81695	Director of Adult Basic Education Programs & Alternative Diploma	Michael Thomas	8/5/2021	Resumes forwarded to Vice President
24	WDCE	72346	Master Electrician	Michael Thomas	9/7/2021	Resumes forwarded to Vice President
25	WDCE	66945	Maintenance Mechanic	Michael Thomas/ Kate Dixon	9/21/2021	Resumes forwarded to Vice President
26	A&F	TBD	Assistant Director of Human Resources- EEO & Compliance	Channa Williams/ Danielle Porter	4/16/2021	Resumes forwarded to Vice President
28	A&F	TBD	Assistant Director of Procurement	Channa Williams	4/21/2021	Resumes forwarded to Vice President
29	A&F	TBD	Assistant Vice President of Finance & Administration	Channa Williams	6/8/2021	Resumes forwarded to Vice President
30	OP	66855	Special Assistant to the President	Dr. Debra McCurdy	4/20/2021	Resumes forwarded to President
31	OP	TBD	Programmer/Analyst	Stephan Byam/John Schiesler	5/10/2021	Resumes forwarded to CIO
32	OP	TBD	Deputy CIO	Stephan Byam	9/14/2021	Resumes forwarded to CIO