



Baltimore City Community College

Board of Trustees Open Session

Dr. Debra L. McCurdy
President

Mr. Kurt L. Schmoke
Chair

WEDNESDAY | NOVEMBER 20, 2019



BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session | November 20, 2019

Administration Building, Room 140 | 2901 Liberty Heights Avenue | Baltimore, MD 21215

BOARD OF TRUSTEES

Kurt L. Schmoke, Esq.
Chair

Leonor Tannhauser Blum

Jason Perkins-Cohen

John D. Lewis

Peter H. Nachtwey

Lelia F. Parker, Esq.

Rachel Y. Pfeifer, PhD

John C. Weiss, III

PRESIDENT

Debra L. McCurdy, PhD



BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 1 | Approval of the November 20, 2019 Agenda



BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda | November 20, 2019

Administration Building, Room 140 | 2901 Liberty Heights Avenue | Baltimore, MD 21215

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|---|---|
| I. Call to Order | Mr. Kurt L. Schmoke, <i>Chair</i> |
| II. Adoption of Agenda
Approval of the November 20, 2019 Agenda (Tab 1) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| III. Board Actions / Consent Agenda
a. Approval of the October 16, 2019 Minutes (Tab 2)
b. Student Government Association Report (Tab 3)
c. AFSCME Local #1870 at BCCC Report (Tab 4)
d. Faculty Senate Report (Tab 5) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| IV. Items Removed from the Agenda (Tab 6)
AFSCME Local #1870 at BCCC Report (Tab 4) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| New Business (Tab 7)
None | Mr. Kurt L. Schmoke, <i>Chair</i> |
| V. College Policies (Tab 8)
a. Student Concerns About Athletics Policy
b. Overdose Reversal Medication Policy
c. Non-Bargaining Unit and Non-Cabinet Level Employees Grievance Policy | Mr. Kurt L. Schmoke, <i>Chair</i> |
| VI. Presentations (Tab 9)
a. Quarterly Financial Report
b. Lease Agreements (Renewals)
i. WDCE
ii. BioPark | Dr. Debra McCurdy, <i>President</i>
Ms. Eileen Waitsman, <i>Controller</i>
Ms. Maria Rodriguez, <i>Gen. Counsel</i> |
| VII. President's Report (Tab 10)
a. Cabinet Division Reports (Information)
b. Enrollment Report | Dr. Debra McCurdy, <i>President</i>
Dr. Stanley Singleton,
<i>VP Student Affairs</i> |
| VIII. Active Search Listing (Tab 11) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| IX. Motion for Adjournment | Mr. Kurt L. Schmoke, <i>Chair</i> |



BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 2 | Approval of the October 16, 2019 Minutes



BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | October 16, 2019

Administration Building, Room 140 | 2901 Liberty Heights Avenue | Baltimore, MD 21215

Board Members Present: Chairman Kurt L. Schmoke, Esq.; Mr. Jason Perkins-Cohen; Mr. John D. Lewis Mr. J.C. Weiss, III; Ms. Lelia F. Parker, Esq.; Dr. Rachel Pfeifer and Mr. Peter Nachtwey (via conference call)

Board Members Absent: Ms. Leonor T. Blum

Chair Schmoke brought the meeting to order at 4:00 p.m.

I. APPROVAL OF THE AGENDA

Chair Schmoke requested a motion to approve the October 16, 2019 Board of Trustees meeting Agenda. Trustee J. C. Weiss, III motioned to approve the Agenda.

II. BOARD ACTIONS / CONSENT AGENDA (All actions requiring a vote)

- A. Approval of the September 18, 2019 Minutes**
- B. Student Government Association Report, (Mr. Yusuf Olamide, President)**
- C. AFSCME Local # 1870 at BCCC Report (Ms. Charlene Gray, President)**

Chair Schmoke requested a motion to approve the Board Actions / Consent Agenda. Trustee J. C. Weiss, III motioned for approval of the Board Actions / Consent Agenda and it was unanimously seconded by the Board.

III. ITEMS REMOVED FROM THE AGENDA

N/A

IV. NEW BUSINESS

N/A

V. COLLEGE POLICIES

N/A

VI. PRESENTATIONS

A. College's Fiscal 2019 Audited Statements

Ms. Monique Booker, Partner of Smith, Booker & Company, LLC (SB & Company) presented the College's audited financial statements for fiscal year 2019. SB & Company plans to issue a clean, unmodified opinion on the College Financial Statements. This is the best that can be issued. SB & Company will continue to work with Administration & Finance Division to finalize the Maryland Higher Education Commission (MHEC) Community College (CC4) report to submit to MHEC and will also continue working to finalize the agreed upon procedures audit (enrollment audit). No instances of fraud or illegal acts were found and no material weaknesses in internal control were identified. SB & Company accessed the control environment, key processes, and key accounts. Controls were considered effective and there were no findings. There was an 8 million dollar loss found which created a negative net impact, from \$51M to \$42.3M for the College Net Position as of June 30, 2019, which was primarily related to an increase in operating expenses.

There was \$76.5M in total expenses compared to \$67.6M in the prior year. Primary increases were related to salary, COLA increases as well as contractor costs related to outsourcing IT and other contract services.

There are no disagreements with management. Once approval is granted, SB & Company will sign and issue the financial statements.

Trustee Weiss inquired if the operation and maintenance of plants was a one-time cost or ongoing. Ms. Booker responded that due to the major construction of the Administration Building and associated costs, there were a number of one-time charges associated with the renovation capitalization threshold. Variance would occur based on what is happening on campus and the amount of renovation or construction taking place.

B. College's Fiscal 2019 Audited Statements WBJC-FM Radio

Ms. Monique Booker of SB & Company presented the WBJC-FM's audited financial statements for fiscal year 2019. SB & Company plans to issue an unmodified (or clean) opinion on the WBJC's Financial Statements. This is the best that can be issued.

No findings or material weaknesses were found. WBJC-FM financial health remains very strong with assets exceeding liabilities by almost \$3 million dollars with an approximate \$150,000 increase in net position for the fiscal year. Once approval is granted, SB & Company will sign and issue the financial statements.

C. Foundation's Fiscal 2019 Audited Statements

Ms. Christina Bowman, Principal and Robert Gauthier, manager at Clifton Larson Allen LLP (CLA), an independent set of auditors presented the BCCC Foundation's audited financial statements for FY 2019. An unmodified opinion was issued to the College. A significant accounting policy, ASU-201-14 was adopted this year which relates to the presentation of financial statements, which effect non-

profit entities. There were no significant difficulties encountered in the performed audit and no disagreements with management on accounting or auditing related matters.

The BCCC Foundation's Statement of Activities showed a small but positive increase in net assets of around \$18,000.

There were a number of audit adjustments and weaknesses identified by CLA mostly due to staff turnover during the year. CLA is working with the BCCC Foundation and the College to ensure these issues are addressed. The BCCC Foundation staff were very cooperative and have already made a number of changes to ensure these issues are addressed and do not happen again.

ACTION: Board Chairman called for a motion to approve the College audits. There was discussion that Trustees should receive audits to review in a more timely manner. JC Weiss made motion. Trustee Perkins-Cohen seconded the motion. The Board voted unanimously to accept the College's audits.

VII. PRESIDENT'S REPORT

The following represent some of the meetings and activities of the President since the September 2019 Board report:

Business/ Corporate Stakeholders

- Featured Speaker at the Greater Baltimore Committee Newsmaker Breakfast- September 27, 2019
- Dr. Ashok Tehim, Senior Vice President of Strategy, Pharmaron- October 1, 2019
- Roland Selby, Executive Director, Year Up- October 8, 2019

State Elected & Appointed Officials

- Department of Information Technology- September 23, 2019
- Department of General Services (Secretary Churchill and Assistant Secretaries)- October 1, 2019
- Senator Antonio Hayes- October 9, 2019
- Speaker of the House of Delegates, Adrienne Jones- October 11, 2019

State of Maryland, Other

- Annual presentation to the Maryland Higher Education Commission including Secretary Fielder- September 25, 2019
- DGS and Noelker and Hull Associates re Master Facilities Plan- October 8, 2019
- Presentation to the Capital Debt Affordability Committee- October 10, 2019

Mayor's Office

- On-going discussion with Mayor and Mayor's Office re Mayor's Scholars Program.

City Schools

- Ongoing discussions about dual enrollment, PTECH, MSP, assessment. Staff presented at in service for City Schools principals.

Higher Education Leaders and Associations

- Maryland Council of Community College Presidents- September 20, 2019
- Dr. Freeman Hrabowski, President, UMBC- September 30, 2019
- Dr. Karen Stout, President, Achieving the Dream- October 9, 2019

Philanthropy

- BIC Foundation Chair Chuck Nabbit, October 7, 2019

Campus Meetings

- Hosted division conversations September 19 and October 8, 2019

College Leadership

- Faculty Senate-September 17, 2019
- Weekly Cabinet meetings
- Weekly Deans meetings
- Faculty Senate-October 11, 2019

ENROLLMENT REPORT

Credit enrollment was reported as 4,684 students registered; an increase of 10 percent from Fall 2018 or 8 percent in Full Time Equivalents (FTE). This is mostly due to an effort to reach out to students through telephone calls, email and implementing a new method for payment of tuition and fees.

Students were encouraged to register for the Accelerated second eight (8) week period (October 21-December 15, 2019) as follows:

- Weekly email blasts were sent to students through Hobson's
- Staff outreached to students who have not enrolled
- Academic Affairs scheduled additional developmental courses
- Student Success Advisors contacted students to add additional courses

MOTION FOR ADJOURNMENT

Chair Schmoke made a request under the provision of the State's Open Meetings Law to adjourn the meeting and reconvene into a closed session at 4:50 p.m., which was motioned by Trustee Pfeifer and seconded by Trustee Weiss.

IX. NEXT MEETING: *November 20, 2019*



BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 3 | Student Government Association Report

Baltimore City Community College Student Government Association Board Report - November 2019

Student Government Association

October 4, 2019 - SGA Meeting - The SGA held the first general meeting of the semester on Friday, October 4, 2019 at 12:00 p.m. in the Gaare Auditorium. There were 47 students and staff in attendance. Returning clubs that submitted their paperwork by the September 30th deadline were announced as reactivated. They were as follows: Anthropology and Sociology Club, BCCC Biotech Student Society, CADD Club, History Club, International Students' Club, Latinx Uni2 Student Club, Math, Engineering and Robotics Club, Panther's Inc. and Phi Theta Kappa.

October 18, 2019 - SGA Meeting - The SGA held the second meeting of the semester on Friday, October 18, 2019 at 12 p.m. in the Gaare Auditorium. There were 41 in attendance. The SGA Senator and Auxiliary team members were introduced. The Senators are Aderonke A. Ajao, Gbemisola Adewumi, Victoria Akingbehin, Chris Mukendi, Chisom P. Nwokolo and Abigail Degnitz. The Auxiliary members are Florence Akingbehin, Pelumi Afoloagun and Temilolaouwa Amusan. A special presentation was given by the Truth Initiative student leaders and three new clubs were announced as sanctioned: the B.R.O.S. Club, Granville T. Woods Scholars and the Women United Club. The deadline for clubs to submit paperwork for sanctioning was announced again as October 30, 2019. There is a potential of having at least 20 active clubs and organizations this semester. Dr. Stanley Singleton, Vice President for Student Affairs, was in attendance and introduced himself to the students and staff members present.

Activities and Events

September 29, 2019 - Parade of Latino Nations - The Latinx Uni2 Student Club represented BCCC at Baltimore's First Parade of Latino Nations. Fifteen students and staff walked over seven blocks to represent BCCC's diversity. The event consisted of over forty folkloric groups, marching bands, carnival bands, cultural associations, businesses and local schools. Flags representing twenty-five Latino countries were displayed. The event took place in Highlandtown community of Baltimore City from 1 p.m. to 4 p.m.

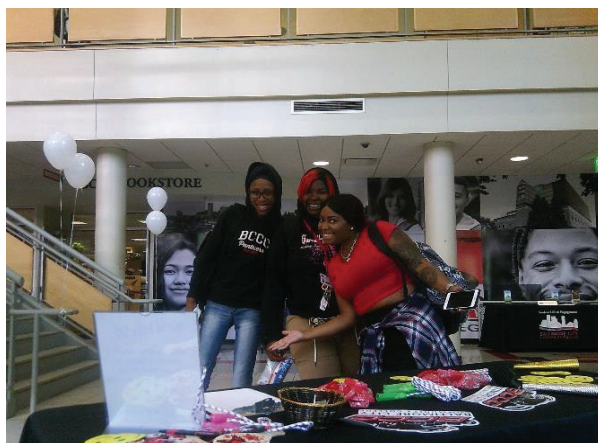


October 3, 2019 - Towson University Internship 2020 Summer BRIDGES Info Session -

The BCCC Biotech Student Society held an information session on internships, conducted by Dr. Michelle Snyder, Professor, Biology, TU and Ms. Trudymae Atuobi, Project Coordinator, TU Research Enhancement Program, Department of Biological Sciences at Towson University. Dr. Snyder briefed the students on the wonderful opportunity for paid summer internship at Towson University's Biological Sciences Department. This internship is a part of the BRIDGES to Baccalaureate program (from AAS). Students participated in a question and answer session. Also in attendance were past years' interns, Alex Spittel and Shakia Butler, who talked about their experience as interns at Towson University.



October 4, 2019 - World Smile Day - The Office of Student Life and Engagement, in conjunction with the Student Government Association, sponsored a fun event in recognition of World Smile Day. Harvey Ball, commercial artist and creator of the smiley face, thought that people should devote one day each year to smile and do acts of kindness throughout the world. Thus, the first Friday in October has been declared as World Smile Day. On this day, members of the BCCC community celebrated by stopping by the Student Atrium and writing positive notes to fellow students, staff or friends. Some notes were delivered on campus as surprises. Participants got a chance to play old school games like "bat and ball" and "jump rope". They also had an opportunity to take a photo to see who had the best BCCC smile.



October 10, 2019 - Career Series 1- Medical Lab Scientist – The BCCC Biotech Student Society held an information session about the Department of Medical Research Technology (DMRT) program at the University of Maryland, Baltimore. Students learned that after completing the program, they can earn a degree in Medical Research Technology and can work as a Medical Lab Scientist. It was noted during the discussion that one of our BCCC alumni is now working as a Medical Lab Scientist, at Johns Hopkins University, and another is working at a biomedical instrumentation company.



October 7-11, 2019 - Mental Health Awareness Week with NAMI (National Alliance on Mental Illness) – The Office of Student Life and Engagement partnered with Student Support and Wellness, and the Truth Initiative to sponsor Mental Health Awareness Week with NAMI to bring attention to the campus community on the many aspects of mental illness. There were 99 students that visited the tables during these events.

October 14, 17, 21, 2019 – Read-in Program - The Anthropology and Sociology Club (ASC) organized a Read-in program with Ms. Kambui, Director, at the Clarence Blount Child Development Center here on campus. ASC members read books to all the preschool children over the course of three scheduled dates.



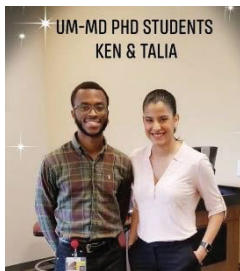
October 16, 2019 - Passport Leadership – The second session of the Passport Leadership Series was held on Wednesday, October 16, 2019, in the Mini Conference Center from 12 – 1 p.m. Debra Brown, Lender Relations Specialist & Economic Development Specialist from the U.S. Small Business Administration was the guest presenter. There were 49 participants that attended the program and a light lunch was provided.



October 16, 2019 – November 26, 2019 - Mini-Med School – The Mini-Med School is a six week series event (conducted every Tuesday 6-8.p.m.) at University of Maryland, Baltimore’s School of Medicine. Every week, the Mini-Med school explores different subjects related to health. The topics include disease prevention and treatment of joint health, skin cancers etc. Four BCCC Biotech Student Society members from the BCCC’s Biotech program are attending the mini-med school. They will receive a certificate of completion at the end of the program.

October 17, 2019 - Career Series #2 MD-PhD degree -

The BCCC Biotech Student Society invited students from the University of Maryland, Baltimore's MD-PhD



(Medical Scientist Training Program). They were Talia Guardia and Ken Brandon. Talia and Ken outlined their career pathway and shared how they navigated through MD coursework. They brought in great perspectives and tips on the program. This

program is a great opportunity for students, for not only is it tuition free, but also provides stipends and health insurance.



October 21, 2019 - Voter Registration – Voter Registration was held on the Liberty Campus with the League of Women Voters of Baltimore. There were two table locations, one in the Upper Atrium and one in the Lower Atrium. Thirty-six new BCCC students registered and 19 applications were received for election judges.



October 22, 2019 - I Stand with Immigrants Program - The 4th Annual I Stand with Immigrants College and University Day of Action took place at campuses all across the country showcasing their support for immigrants. The emphasis this year was on DACA recipients in their community who face an uncertain future due to several DACA court cases being taken up by the Supreme Court of the United States. This was BCCC's second year participating in the event. It was sponsored by the Latinx Uni2 Student Club. The event was held from 1 - 2:30 p.m. in room 4B of the Main Building, on the Liberty Campus.



October 24 and 25, 2019 - Remembering Elijah Cummings - Members of the History club took the time to pay their respects to U.S. Representative Elijah Cummings by attending both his memorial service at Morgan State University and funeral services at New Psalmist Baptist Church.

October 24, 2019 - Forensic Lab Trip - The BCCC Biotech Student Society members visited the Office of the Chief Medical Examiner. This is a statewide agency designated by law to investigate deaths from injury, homicide, suicide, under unusual or suspicious circumstances. The trip was conducted by the Medical Examiner's Assistant, Mr. Bruce GoldFarb. Students learned about careers in forensic sciences and various jobs in the Medical Examiner's Office. They also saw autopsies that were ongoing that day. Students found the trip to be educational and raised career awareness in the forensic sciences field.



October 25, 2019 - Male Students of Color Summit – The Office of Student Life and Engagement in conjunction with the B.R.O.S. Club and the Granville T. Woods Scholars Club sponsored a trip to the Male Summit of Color which was held at Montgomery College’s Germantown Campus. The summit focused on topics and activities designed to educate, equip and enlighten Maryland community colleges’ male students of color to effectively increase college and career success. Dr. Steve Perry, Founder of the Capital Preparatory Magnet School in New York, and George Rice, Coach and a motivational influencer, were guest speakers. In attendance were 13 students and Mr. Jeff White, Director of Student Life and Engagement.



October 26, 2019 - History Club Service Project - Members of the History Club participated in the Annual Mayor’s Fall Cleanup project in the City of Baltimore, led by Professor Johns-Hackett. Members worked in the Perring Loch Covenant community and also delivered 600 newsletters.



October 30, 2019 - Krispy Kreme Fundraiser & Step Flash Mob Preview – The Panthers Inc. Step Team held a Krispy Kreme Doughnut fundraiser in support of Loving Arms, Inc Runaway and Homeless Shelter for Youth, from 9:30 a.m. - 3 p.m. in the Student Atrium. They performed a Step Flash Mob Preview for the campus community attending the annual Transfer Day that was also being held in the Student Atrium.



October 30, 2019 – Fall Treats – As a community service activity, the Early Childhood Education Club gave out bags of treats to the children enrolled in the Clarence Blount Child Care Center. The event will took place from 11:30 a.m. to 12 p.m. near the circle of flags in front of the Life Sciences Building.





BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 4 | AFSCME Local #1870 at BCCC Report

None



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BALTIMORE CITY COMMUNITY COLLEGE

TAB 5 | Faculty Senate Report



Faculty Senate Report
For Board of Trustees Report
November 20, 2019 Meeting
From Dr. Chima Ugah, Faculty Senate President

The Faculty Senate and its leadership have been actively engaged on several activities across the College:

Meeting the President, Dr. Debra L. McCurdy: On October 11, 2019, the Faculty Senate Leadership met with Dr. Debra L. McCurdy, BCCC President to find solutions to a wide range of College-related issues. Some of the highlighted areas include:

Update on the Search for the Vice President for Academic Affairs: Dr. McCurdy informed Faculty Senate Leadership that a national search for a new Vice President for Academic Affairs (VPAA) is underway. She stated that the new VPAA must be willing to work with faculty and faculty will be involved in the search process in an open forum format for the candidates.

Shared Governance: Dr. McCurdy reiterated the fact that she is committed to shared governance along with her cabinet. She expects faculty to be actively engaged and have a leadership role.

Reformatting the Spring 2020 Class Schedule/Offerings: Faculty Senate Leadership expressed concerns on the sudden change in the format of class offerings for Spring 2020 when open enrollment is coming up shortly. Dr. McCurdy mentioned to the Faculty Senate leadership that her instruction to the Deans and Associate Deans was to consider alternative ways of offering classes to maximize the use of computer labs and the classroom spaces. Her instructions to the Deans and Associate Deans was a proposal as a consideration for future scheduling and it was not an actionable item to start in the spring of 2020. The proposal should include alternative ways to schedule more classes on Fridays, including using the one day or two days model with classes on the hour (such as 11:00 a.m.) or half an hour (such as 11:30 a.m.) periods. The current scheduling with odd timing such as class starting at 11:15 a.m. or 11:20 a.m. is not feasible enough to maximize the use of classroom space. Faculty Senate Leadership informed Dr. McCurdy that most Associate Deans, with the approval of their Deans, are stretching a two-day class period that meets on Mondays and Wednesdays to a three-day class period to meet on Mondays, Wednesdays and Fridays. This will result in a decline in enrollment as most colleges are using the current format.

Faculty Promotion: Dr. McCurdy stated she will allow the current promotion process to proceed as normal. However, she acknowledged there should be a modification to the process by the next promotion cycle and it should be more inclusive of administrators. Her observation of the current structure is that faculty are self-governing and Faculty Senate governance should be integrated with the College's overall governing structure.

Tutoring and Lab Tech Services: Dr. McCurdy mentioned that the Deans or the Associate Deans are yet to make the case for the essential services such as tutors and lab techs to sign off on their contracts. She stated that the process should be modified to engage embedded tutors in the classrooms.



Faculty Teaching Assignments (TAUs): The existing TAUs format will be reviewed and revised if necessary, Dr. McCurdy stated. She informed Faculty Senate Leadership that she is not in favor of release time and overloads at the same time. Faculty who received release time in their TAUs should focus on the activities for which they are receiving the release time and not fill the space with overloads. Overloads should occur after 5:00 p.m. or on weekends or with online courses. Overloads will be considered on a case-by-case basis with one course, and under extenuating circumstances, with two courses in the areas of hard-to-hire using the adjunct faculty.

Independent Study: The current independent study requests are too high, and if classes are scheduled correctly with proper advisement that follows the outlined steps in the educational plan, there should no need for independent study. Dr. McCurdy stated that she is not against independent study but every case should be carefully reviewed before approval.

Curriculum and Instructional Committee Approved Programs: The Faculty Senate Leadership asked for the status of internally approved programs, the Cyber Security Basics Certificate in partnership with YearUp, and Digital Marketing Certificate in partnership with Facebook. Both programs will require Board of Trustees approval before moving them forward to Maryland Higher Education Commission (MHEC) for final approval before any implementation can occur. Dr. McCurdy promised to look into the two curriculums and provide the Senate Leadership with feedback at our next meeting in November.

Mayor's Scholars Program (MSP): Faculty Senate leadership asked on the status of the focus group stemming from the past summer 2019 session. There were many challenges that should be addressed for the College to learn from and take corrective actions before the next cohort, Faculty Senate leadership stated. Dr. McCurdy promised to assemble a focus group of the teachers, administrators, and counselors to learn from them, the challenges of the past and make adequate adjustments before the next cohort arrives.

Radio Interview: On October 14, 2019, Professor Frederick Paraskevoudakis was interviewed as a guest on WYPR 88.1 Radio station by Shiela Kast, the host of "On the Record" talk show. The interview was in the context of an upcoming premiere documentary film "The Love of Bugs" being hosted at the Natural History Society of Maryland (NHSM). Professor Paraskevoudakis is the President of the Maryland Entomological Society and a Curator at the NHSM and spoke about the scientific importance of collection, and the ecological data provided. He also spoke on the large decline of insect populations we are experiencing and its environmental impact.

Dental Hygiene Program: The Program hosted a senior clinic week held at the College from October 21-24, 2019, and provided free dental exams, x-rays, and cleaning to senior citizens in the community. On October 18, 2019, faculty and students also participated in the Maryland Dental Hygiene Association's Annual Fall Session in Annapolis. On Saturday, October 26, 2019, faculty and students participated in the Annual Harvest Health Fest at the First Apostolic Church on Caroline Street in Baltimore City. The event provided educational presentations for the general public and handed out toothbrushes and toothpaste. The Dental Hygiene program also participated at the Alzheimer Association's Annual Event in Baltimore on November 2, 2019 at New Psalmist Baptist Church. Faculty and students performed dental screenings to the caregivers of Alzheimer patients.



The College community expressed their concerns on the hotly discussed Chairman Schmoke's appearance in the media where he proposed the concept of the "City University of Baltimore" on restructuring public higher education to serve economic needs of the City of Baltimore and the State of Maryland. The conversations within the College community were addressed extensively by the Faculty Senate Executive Committee (SEC) as a result of the Baltimore Sun news publication on July 16, 2019 and radio interview on Friday, October 10, 2019 on 88.1 featuring BCCC's Chairman of the Board and the University of Baltimore President, Kurt Schmoke. The Faculty Senate expressed several concerns in the following areas:

The proposal was known to the public through the news media and the Maryland legislature before it was known to the college community. The proposal was at immediate odds with the college community acceptance. The SEC asked for the rationale without adequate buy-in process with the college community before going public.

- The SEC would like to know if the members of the Board of Trustees and our newly hired College President were informed and agreed to the proposal before going public. If not, why not?
- What will be the fate and the legacy of a community college in the City of Baltimore? Will this serve as the end of our community college in the City? What are the reactions of University of Baltimore's and Coppin State University's faculty, staff, and students to the proposal? BCCC will be the only community college under the umbrella of University Systems of Maryland. Do we expect any changes in By-Laws, policies and procedures to accommodate BCCC?
- All full-time, non-tenured track faculty within USM are classified as assistant instructor, lecturer, and senior lecturer. Will the current structure strip BCCC faculty of their assistant professor, associate professor, and full professor status, which may not conform to the rest of the community colleges in Maryland?
- How much data do we have to corroborate that the proposed model, similar to City University of New York (CUNY), is working and efficient as alleged?
- What will be the fate of BCCC employees if the following administrative functions were streamlined: facilities, human resources, IT infrastructure, procurement operations, etc.?
- Streamlining programs to avoid duplications were not clearly articulated in the news media. If BCCC serves as a workforce development institution, what will happen to our credit courses, programs and faculty?
- The mentioning of the words alignment, collaboration, consolidation, or merger has ignited serious firestorms across the college which require an immediate address to the college community from the Chairman of the Board.

The Senate Executive Committee requested that the Chairman of the Board address the college community on these concerns.

Upcoming Faculty Senate calendar of events:

November 13, 2019: 8th Annual STEM Symposium

November 21, 2019: A celebration of American Education Week (November 18-22) in honor of our faculty.

January 8, 2020: Faculty Academy



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TAB 6 | Items Removed from the Agenda

None



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TAB 7 | New Business

None



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TAB 8 | College Policies

- a. Student Concerns About Athletic Policy
- b. Overdose Reversal Medication Policy
- c. Non-Bargaining Unit and Non-Cabinet Level Employee Grievance Policy



Policy No:

Title of Policy: Student Concerns about Athletic Programs and Activities

Policy (check one): New Revised _____ Reformatted _____

Applies to (check all that apply):

Faculty **Staff** **Students**

Division/Department Student Affairs/Athletics **College** _____

Topic/Issue:

Process for students to report concerns about the athletic programs and activities.

Background to Issue/Rationale for Policy:

The College is committed to an athletic environment that seeks to provide fair and equitable treatment in all areas related to a student-athlete's well-being. This policy promotes the ability of students to report any concerns regarding athletic programs and activities.

State/Federal Regulatory Requirements (cite if applicable):

- Education Article of the Annotated Code of Maryland, Subtitle 16, §11-1601, "Policy on Student Concerns About Athletic Programs and Activities"

Policy Language:

It is the policy of Baltimore City Community College to encourage reporting of concerns related to suspicious or improper behavior, or abuse of power or position in the administration or conduct of College athletic programs and activities, so that prompt corrective action can be taken by BCCC.

BCCC has a process through which students can share concerns about the institution's athletic programs and activities with the institution's administration, including senior officials within the administration who are not directly involved with the management of athletic programs or activities and, at the students' option, can do so confidentially;

BCCC will (1) post the policy and any changes to the policy on the institution's website; and (2) ensure that each student who participates in the institution's athletic programs or activities has a copy of the policy and any changes to the policy.



BCCC does not tolerate harassment or retaliation in any form against persons who report an issue or potential issue involving the College's athletic programs or activities. Anyone found to have retaliated against or harassed an individual for reporting a good faith concern, will be subjected to disciplinary actions according to this policy and the BCCC Student Code of Conduct. This policy does not protect an individual who files a report or provides information that the individual knows to be false, or provides information with reckless disregard for its truth or falsity.

On or before July 1, 2020, and each July 1 thereafter, BCCC shall report to the Maryland Higher Education Commission on the number of students who shared concerns under this policy during the immediately preceding fiscal year.

Proposed Implementation Date: Upon Board Approval

Proposed by: **Dr. Stanley D. Singleton**
Vice President Student Affairs

Approved by the Board of Trustees:

Originator/Division:

Student Affairs

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



Policy No:

Title of Policy: Overdose-Reversal Medication Policy

Policy (check one): New Revised Reformatted

Applies to (check all that apply):

Faculty Staff Students

Division/Department College

Topic/Issue:

Baltimore City Community College (BCCC) has established guidelines for proper use and administration of naloxone (Narcan®) to effectively treat opioid overdoses and reduce the fatalities associated with them.

Background to Issue/Rationale for Policy:

Md. Code Ann., Educ. §§11-1201 – 11-1204, requires each institution of higher education in Maryland to establish a policy that addresses heroin and opioid addiction and prevention. Opioid overdose is a leading cause of accidental death in the State of Maryland. Opioid-related deaths in Baltimore City have significantly increased over the past decade and are preventable through education and naloxone intervention. Naloxone distribution is recommended by the Centers for Disease Control and Prevention and the Baltimore City Health Department as a strategy to prevent overdose deaths.

Policy Language:

It is the policy of BCCC to render aid to persons suffering from opioid drug overdoses by obtaining and storing naloxone or other overdose—reversing medication to be used in an emergency situation, and having trained BCCC staff, including Police Officers and Building Security Officers, recognize the symptoms of an opioid overdose. BCCC Public Safety Sworn Police Officers will carry and be trained to administer overdose-reversing medication. They may administer overdose-reversing medication whenever they, based on their training and experience, reasonably believe that a citizen is the victim of an opioid drug overdose. BCCC has put in place procedures for the administration of naloxone or other overdose-reversing medications and proper follow-up emergency procedures.



It is also the policy of BCCC to provide Incoming full-time students with in-person heroin and opioid addiction and prevention awareness training, unless impracticable, in which case they will be provided with the opportunity to participate in an electronic heroin and opioid addiction and prevention awareness training. BCCC will provide incoming part-time students with resources that alert and educate them regarding heroin and opioid addiction and prevention.

Proposed Implementation Date: Upon Board Approval

Proposed by: **Dr. Stanley D. Singleton**

Vice President for Student Affairs

Approved by the Board of Trustees:

Originator/Division:

Student Affairs

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



Date: October 1, 2019

Title of Procedures: Overdose-Reversal Medication Procedures

Procedures (check one): New Revised Reformatted

Applies to (check all that apply):

Faculty Staff Students

Division/Department: College

Topic/Issue:

Baltimore City Community College (BCCC) is creating these procedures to establish guidelines for proper use and administration of naloxone (Narcan®) or other overdose-reversing medications to effectively treat opioid overdoses and reduce the fatalities associated with them.

Procedural Language:

A. Background

BCCC's procedures follow guidelines established by the Baltimore City Police Department, Policy 821 <https://www.powerdms.com/public/BALTIMOREMD/documents/51026>.

1. Symptoms of opioid overdose include:
 - 1.1. Unconsciousness, lethargy, and confusion, pinpoint pupils;
 - 1.2. Shallow or no breathing;
 - 1.3. Suppressed cardiac function and weakened pulse rate;
 - 1.4. Changes in one's skin color, generally to blue or gray, especially in the lips, fingertips, or feet.
2. Left untreated, opioid overdoses may lead to death.
3. Naloxone works by temporarily reversing the effects of the opioid, allowing the victim to regain consciousness and resume normal breathing.
4. Naloxone is safe to administer to anyone including children, pregnant women, and the elderly.
5. If naloxone is administered to an individual whose condition was not caused by an opioid overdose, the drug will have no negative effect.

- 5.1. Individuals may have an allergic reaction to naloxone. Those who administer naloxone will seek immediate medical assistance for the individual if he or she exhibits signs of an allergic reaction, including hives or swelling in the face, lips, or throat.
- 5.2. Patients who experience an allergic reaction from naloxone, such as hives or swelling in the face, lips, or throat, should seek medical help immediately.
6. Naloxone is not effective on individuals who have used non-opioid drugs including benzodiazepines (e.g., Xanax, Klonopin, Valium, etc.), bath salts, cocaine, alcohol or methamphetamines.
7. Naloxone is generally effective within two (2) to five (5) minutes of administration. However, if the victim does not wake up within three (3) minutes, the individual should administer a second dose.
8. Rescue breathing should be performed while waiting for naloxone to take effect.
9. Naloxone will wear off after 30 to 90 minutes. It is therefore critical that when the drug is administered, the recipient should be immediately transported to the hospital.
10. Individuals who are revived from opioid overdoses may regain consciousness in an agitated and combative state and exhibit symptoms associated with withdrawal.

B. Education and Training

1. **Full-Time Students:** BCCC requires all full-time students to participate in heroin and opioid addiction and prevention training. This training will be provided during in-person and online new student orientation and via Canvas (BCCC's learning management system). Student programming and resources will also be provided to students through Student Support and Wellness presentations, community partners, the BCCC website, and printed resources available in the Office of Student Life and Engagement.
2. **Part-time Students:** BCCC will provide incoming part-time students with resources that alert and educate them regarding heroin and opioid addiction and prevention.
3. **BCCC Public Safety Sworn Police Officers:** Train BCCC Public Safety Sworn Police Officers, in the use of Narcan®. Issue a Narcan® Kit and certification card to BCCC Public Safety Sworn Police Officers who complete Narcan® training and successfully pass the Narcan® test.
4. **Faculty/Staff and Visitors:** BCCC requires all faculty/staff to participate in forty (40) hours of professional development. Of the professional development offerings, BCCC mandates that the opioid overdose-reversal medication training be offered annually.



C. Use of Overdose-Reversing Medication

Upon successful completion of overdose-reversing medication training, certain BCCC Public Safety Department members will be issued Narcan® Kits. Each person who has successfully completed Narcan® training shall:

1. Ensure that they are equipped with a Narcan® kit while on duty and that it is readily accessible.
 - 1.1. Inspect the Narcan® kit prior to each shift.
 - 1.2. Report missing or damaged Narcan® kits, directly to their supervisor
2. Upon encountering an individual who is unresponsive and appears to have suffered from an opioid overdose:
 - 2.1. Call 9-1-1.
 - 2.2. Notify the Department of Public Safety Command Center that Emergency Medical Services (EMS) are needed and have been called.
 - 2.3. If the individual is conscious, speak to them, identify themselves and explain that they are there to help.
 - 2.4. Request additional personnel to respond.
3. If the individual continues to be unresponsive, administer Narcan®, consistent with training, in the following manner:
 - 3.1. Open the kit.
 - 3.2. Remove and open the box of Narcan®.
 - 3.3. Remove the yellow caps from the syringe.
 - 3.4. Remove the purple cap from the Narcan® ampule.
 - 3.5. Insert the atomizer onto the end of the syringe.
 - 3.6. Gently screw the Narcan® ampule into the syringe.
 - 3.7. Insert the atomizer into a nostril and depress the Narcan® ampule halfway into the syringe, remove and insert into the other nostril and depress the other half of Narcan® ampule into the nostril.
4. Observe the individual for two to three minutes. If there is no improved breathing or regained consciousness, administer a second dose of Narcan®.
5. Notify the Department of Public Safety that Narcan® has been administered and request that the Command Center notify EMS that Narcan® has been administered.
6. Attempt to obtain information from individuals on the scene, if present, about the incident.
7. Upon EMS arrival, notify EMS why an opioid overdose was suspected and what actions were taken to correct the overdose.
8. A Public Safety Officer will follow the medic to the hospital if the individual is still unconscious.
9. Public Safety will contact the Maryland Poison Control Center at 1-800-222-1222 to report the details of the administration of the Narcan®, within two hours.
10. Public Safety will notify the Homicide Unit of Baltimore City Police Department for all fatal overdoses and be guided accordingly as to scene preservation and submission of potential evidence. Initiate crime scene management and investigative procedures.



- 10.1. If an individual has suffered a fatal overdose, fill out additional appropriate report (e.g. Suspicious Death, Homicide, etc.).
11. Discard the used Narcan® tube and ampules into an appropriate trash receptacle. It is not necessary to treat as medical or biohazard waste.

D. Reporting Use of Narcan®

1. Fill out and submit the Baltimore City Community College Naloxone Deployment Reporting Form (“Narcan Report”).
2. Submit all related reporting documentation to the BCCC Public Safety Department, including:
 - 2.1 EMS report number and hospital, if any, to which the individual was transported.
 - 2.2 Efforts made to revive the overdosed individual (e.g., rescue breathing, chest compressions, administered Narcan®, other).
 - 2.3 Amount of Narcan® administered.
 - 2.4 Change in individual after the administration of the Narcan® (e.g., regained consciousness or failed to regain consciousness).
 - 2.5 If the individual regained consciousness, the individual’s behavioral reaction (e.g., aggressive, yelling, calm, confused, or normal).
3. The following business day, report to BCCC Public Safety Department to refill the Narcan® kit.

E. BCCC Public Safety Department Shift Supervisor

1. Respond to calls where Narcan® is being administered when possible.
2. Ensure proper protocols are being followed and review reports documenting the use of Narcan®.
3. Ensure BCCC Public Safety Sworn Police Officers attend training for the use of Narcan® for opioid overdoses during professional development when classes become available.

F. Director of BCCC Public Safety Department or Designee

1. Ensure an adequate, non-expired supply of Narcan® is available for use by trained staff.
2. Replace Narcan® that is damaged, unusable, expired or deployed.
3. Ensure all personnel has successfully completed Narcan® training prior to treating individuals with Narcan®.
4. Ensure that any deployment of Narcan® to an individual will have a corresponding police report documenting such deployment.
5. Notify Baltimore City Health Department within 24 hours of any administration of Narcan®, whether it was successful in saving a life or not.



G. Storage and Recordkeeping

1. Store all Narcan® in the Department of Public Safety Office in locked cabinets in accordance with the rules and regulations of the State of Maryland and the Department of Health.
2. Maintain all the records in accordance with the rules and regulations of the State of Maryland and the Department of Health.

H. BCCC Public Safety Department Communications Plan

1. Pay special attention to all “possible overdose” calls with information for mention of any opioid drug used by individuals needing medical attention (e.g., heroin, morphine, fentanyl, oxycodone, methadone, hydrocodone, codeine).
2. Assign back-up unit(s) when requested.
3. The EMS request must be entered as soon as the patrol officer advises of the use of naloxone or other opioid-reversing medications.
4. Advise shift supervisor when naloxone or other opioid-reversing medications are administered by an officer.

I. BCCC Public Safety Department Command Personnel or Designee

1. Maintain a database of incidents of the use of naloxone or other opioid-reversing medications.
2. Submit yearly reports of incidents at BCCC that required the use of naloxone or other opioid-reversing medication to the Maryland Higher Education Commission by October 1st of each year.

Proposed Implementation Date: Upon Board Approval

Proposed by: Dr. Stanley D. Singleton
Vice President/Senior Staff Member

Approved by the Board of Trustees:

Originator/Division: Student Affairs



Policy No:

Title of Proposed Policy:

Grievance Policy for Non-Bargaining Unit (and Non-Cabinet Level) Employees

Applies to (check all that apply):

Faculty ___ Staff x Students ___

Topic/Issue: Policy to address how grievances filed by employees who are not members of a bargaining unit will be handled. The MOUs for exempt and non-exempt employees address the grievance process for unionized employees. Employees who serve on the cabinet of the President are not subject to this or any other grievance policy and serve strictly at the will of the President.

Proposed Policy Language:

It is the policy of BCCC to provide full-time PIN employees who are not members of a bargaining unit a process by which they can file grievances.

Non Bargaining Unit- Employees may file a grievance for any action or inaction they perceive to be a violation, misapplication or misinterpretation of a College policy, rule, regulation or procedure.

Proposed Implementation Date:

Upon Board Approval

Approved by the Board of Trustees:

Originator/Division:

Human Resources/Office of the President

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



**Title of Procedures: Administrators and Professional Staff
(Non-Bargaining Unit) Grievance Procedures**

Procedures (check one): New Revised

Applies to (check all that apply): Faculty Staff Students

Topic/Issue:

College procedures implemented to address the grievances of all permanent (PIN) non-bargaining unit employees who are not members of the President's cabinet.

Background to Issue/Rationale for Policy or Procedure:

These procedures support Baltimore City Community College's Grievance Policy and establish the methods for conducting grievances brought by non-bargaining unit employees who are not members of the President's cabinet. Cabinet level employees serve at the will of the President and are not subject to these or any other grievance procedures.

Proposed Procedure Language:

- A. For the purposes of this procedure, "employee" means non-union and non-cabinet level administrators and professional staff except for those employed for less than six months of full-time employment. Employees who have started or completed six months of contractual employment may count that period of time for purpose of this procedure.
- B. Definitions
 - i. Respondent- The respondent is the College, represented by the person or persons responsible for implementing the decision or action affecting the employee complainant.
 - ii. Grieved- The person who is filing the grievance, must be the injured party, grievances may not be filed on behalf of another person or party.

C. Grievance

Grievance means any cause of complaint arising between an employee covered by these procedures and the College concerning the interpretation and application of College rules, policies and procedures.

No decision can be rendered at any step of the grievance procedures under this policy that conflicts with or modifies:

1. A policy approved by the Board of Trustees
2. Applicable statutes

D. Grievable Matters:

Employees may file a grievance under this procedure for any action or inaction that they believe is a violation, misapplication, or misinterpretation of a College policy, rule, regulation, or procedure. Grievance issues are those that affect the terms and conditions of an employee's work, such as suspension or other form of discipline, demotion or termination.

Grievances cannot be filed against written College policies and no complaint shall be reviewed under this grievance procedure if:

1. The complaint pertains to a subject that is reviewable under, or is specifically excluded from review by, any other College policy, including but not limited to the College's policies on nondiscrimination, sexual harassment, and sexual assault;
2. The complaint pertains to broad areas of fiscal management, staffing, or structure of the College; or
3. The resolution of the complaint is not under the control of the College.

E. Applicability

In the event of any questions about the applicability of the procedure to a specific issue presented in a grievance, the Director of Human Resources, in consultation with the counsel for the College, shall determine the applicable policy and or procedure.

F. Work Day:

For the purposes of this procedure, work days are described as any business day, Monday through Friday, exclusive of recognized holidays or closings.

G. Representation/Support:

The grievant and the college may submit written materials to the decision-maker, with copies to the opposing party, at every stage of the grievance process. At every grievance meeting, the grievant and the college may be supported by no more than two individuals. Legal counsel may attend the meetings at a party's request in a support/advisor capacity, but will not speak on behalf of a party.

I. GRIEVANCE LEVELS

- A. Level One - A grievance should be raised within 10 working days following either the event giving rise to the grievance or the time when the employee had actual knowledge of the alleged violation. The employee should discuss the grievance with the employee's supervisor and the supervisor will respond verbally within five working days of the discussion. Every reasonable effort should be made by all parties to resolve the matter informally at this level, and no written record of the matter will be placed in the employee's official personnel file if the grievance is thus resolved.
- B. Level Two - If the employee is not satisfied with the disposition of the grievance at level one, the employee may file a written appeal to the Vice President/Cabinet Member for that division, with a copy to the Director of Human Resources within five working days of receipt by the employee of the decision rendered by the supervisor.
 - 1. Within 10 days after receipt of the appeal, the Vice President/Cabinet Member will set a time and place for a meeting with the employee and will notify the employee, the employee's supervisor, and the Director of Human Resources.
 - 2. Within 10 working days of the meeting the Vice President/Cabinet Member will render a decision in writing to the employee, to the supervisor, and to the Director of Human Resources.
- C. Level Three – (Final Decision) If the employee is not satisfied with the disposition of the case at level two, the employee may file a written appeal to the President, via the Director of Human Resources, with a copy to the appropriate Vice President/Cabinet Member, within five working days of receipt of the Step 2 decision. The decision of the President shall be final.

II. TIME LIMITATIONS

- A. Each step of the grievance procedure shall be processed as quickly as practicable within the specified time limits.
- B. Extension of Time - The time limitations specified for either party may be extended or waived upon written request to the Director of Human Resources, who will notify the parties with a decision about the time limitations.
- C. Effect of Failure to Appeal_within Time Limit - If there is a decision from the Director of Human Resources not to extend the time limits set herein or if a decision at one level is not appealed to the next level of the procedure within the time limit specified, the grievance will be settled on the basis of the last decision rendered.
 - 1. Failure to appeal at any step constitutes acceptance of the decision at the previous step.
 - 2. Failure of the employee to appear personally at a scheduled meeting or conference is considered an abandonment of the grievance appeal.
- D. Effect of Failure to Respond within Time Limit - Failure at any level of the grievance procedure to initiate communication of a decision to the employee within the specified time limit will permit the lodging of an appeal at the next level of the procedure within the time which would have been allotted had the decision been communicated by the final day. Failure to respond to a grievance or appeal is a denial from which an appeal can be made.

III. GENERAL PROVISIONS

- A. Identification - All written grievances and appeals will include the name and position of the employee and a brief statement of the nature of the grievance and the remedy sought by the employee.
- B. Informal Discussion - Nothing contained herein will be construed as limiting the right of the employee having a grievance to discuss the matter informally and having the grievance informally resolved.
- C. A file copy of each grievance complaint shall be maintained at the last step at which the grievance was processed. An additional copy shall be filed with the Director of Human Resources and shall be available to the employee.



- D. This grievance procedure will not be used to restrain employees in their exercise of constitutional rights, academic freedom, or open expression.

- E. The burden of proving the merits of the grievance rests with the employee.

- F. A grievance complaint or appeal must be in writing and must bear the personal signature of the employee in steps two and three of these procedures.

- G. Grievances by more than one employee may be put together in a single grievance, if each employee signs the grievance complaint, and the Director of Human Resources determines that the material actions or inactions and issues are substantially the same for each.

- H. A "need to know" standard shall apply to the confidentiality accorded to grievance procedures and those involved in such procedures who have a legitimate interest in resolving the grievance.

- I. The original grievance complaint or appeal that has been considered on the merits will be considered de novo. (De novo review means that the decision-maker at each step in the grievance process will make an independent determination of the issues, without deference to the conclusions made at an earlier grievance step.)

Approved by the Board of Trustees:

Procedures Revised:

Originator/Division: Human Resources/Office of the President



BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 9 | Presentations

- a. Quarterly Financial Report
- b. Leasing Agreements (Renewals)
 - i. WDCE, 55 Marketplace
 - ii. BioPark, 801 W. Baltimore Street



**First Quarter – Financial Overview Report
Controller Eileen Waitsman, CPA
Administration and Finance Division**

Listed below is an overview of the first quarter financials for fiscal year 2020 for Baltimore City Community College, including the WBJC radio station and Bookstore, as of September 30, 2019. The overview highlights certain differences between actual revenues and/or expenditures and budgeted amounts.

COLLEGE

	Actual 9/30/19	Full Year Budget FY2020	Actual to Budget %
Revenue	\$ 19,768,783	\$ 84,859,893	23.3%
Expenditures	12,249,481	84,859,893	14.4%

The financial statements measure the performance of the College during the first quarter of fiscal 2020, summarizing restricted and unrestricted revenues and expenditures. The quarterly actual amount is compared to the full-year budget amount to determine the percent of revenues and expenditures incurred. While financial data through the first quarter might suggest that actual to budget percentages should be at 25% (one quarter of the year), the timing of various revenue and expenditure components often do not follow such even levels.

Revenue - Major variances from budget are primarily due to the following:

- 1) Tuition and Fees (line 3; 49.4% of budget) – As the majority of tuition and fees come through the fall or spring semesters, this percentage is expected to be between 45- 50% through the first quarter. For example, last year’s fiscal 2019 percentage through the same point was 48.4%.
- 2) Other Income (line 6; 1.5% of budget) – The percentage here is significantly lower than in fiscal year 2019 due to timing as Baltimore City funds were received in the first quarter in fiscal year 2019, but was not received at this point in time for fiscal year 2020.
- 3) Investment Income (line 7; 22.2% of budget) – This is higher than in fiscal year 2019 as two-thirds of the investment income was received in fiscal year 2020 compared to one third in fiscal year 2019.
- 4) Grant, Subsidies & Contributions (line 14; 6.6% of budget) – The percentage here is higher due to timing as most restricted grants are on a reimbursement basis. For comparison, last year’s fiscal 2019 percentage through the same point was 4.8%.



Expenditures - Major variances from budget are primarily due to the following:

- 1) Permanent ("PIN") Salaries & Fringe (line 18; 15.2% of budget) – The percentage here is lower than 25% (one quarter of the year) due to various vacant positions and the reversal of annual leave accruals that occur in the first quarter.
- 2) Contractual Employee Salaries & Fringe (line 19; 34.4% of budget) – This percentage here is higher than 25% (one quarter of the year) due to increased number of adjunct faculty for the Mayor's Scholar's Program.
- 3) Travel/Professional Development (line 21; 2.5% of budget) – This percentage here is lower than 25% (one quarter of the year) due to a realignment of the budget and increased oversight and controls.
- 4) Motor Vehicle Operations and Maintenance (line 23; -27.6% of budget). The percentage is negative due to a purchase for a box truck charged to the prior fiscal year is not due for payment in the current fiscal year.
- 5) Restricted Travel/Professional Development (line 38; 6.1% of budget) – This percentage is lower than 25 % (one quarter of the year) due to timing of conferences, a realignment of the budget and increased oversight and controls.
- 6) Restricted Fin Aid. Scholarship, Tuition Waivers (line 45; 5.0% of budget) – The percentage here is higher due to timing as most restricted grants are on a reimbursement basis. For comparison, last year's fiscal 2019 percentage through the same point was 1.9%.



**BALTIMORE CITY COMMUNITY COLLEGE
YEAR TO DATE OPERATING REPORT
FOR THREE MONTHS ENDING September 30, 2019 (FISCAL YEAR 2020)**

	ENDING September 30, 2019		
	FY20 Y-T-D ACTUALS	FY20 FULL YEAR BUDGET	PERCENT ACTUAL TO BUDGET
1 REVENUES			
2 UNRESTRICTED			
3 Tuition and Fees	\$ 7,162,335	\$ 14,496,406	49.4%
4 State Appropriation	10,032,443	40,129,773	25.0%
5 Sales, Service Auxiliary & Leasing Revenue	413,897	1,900,921	21.8%
6 Other Income	32,024	2,138,077	1.5%
7 Investment Income	109,920	496,078	22.2%
8 Fund Balance Transfer	-	4,389,114	0.0%
9 Unrestricted Revenues - Excluding Bookstore	<u>17,750,619</u>	<u>63,550,369</u>	<u>27.9%</u>
10 Unrestricted Revenue - Bookstore	<u>661,217</u>	<u>1,959,990</u>	<u>33.7%</u>
11 Total Unrestricted Revenue	<u>18,411,836</u>	<u>65,510,359</u>	<u>28.1%</u>
12 RESTRICTED			
13 Public Service - WBJC	196,301	1,650,000	11.9%
14 Grants, Subsidies & Contributions	1,160,646	17,699,534	6.6%
15 Total Restricted Revenue	<u>1,356,947</u>	<u>19,349,534</u>	<u>7.0%</u>
16 Total Revenue	<u>\$ 19,768,783</u>	<u>\$ 84,859,893</u>	<u>23.3%</u>



ENDING September 30, 2019

	FY20 Y-T-D ACTUALS	FY20 FULL YEAR BUDGET	PERCENT ACTUAL TO BUDGET
17 <u>UNRESTRICTED EXPENDITURES</u>			
18 Permanent (PIN) Salaries & Fringe	\$ 5,921,984	\$ 38,997,718	15.2%
19 Contractual Employee Salaries & Fringe	1,885,515	5,480,393	34.4%
20 Communications	23,704	468,777	5.1%
21 Travel / Professional Development	9,426	383,600	2.5%
22 Utilities	336,684	1,740,936	19.3%
23 Motor Vehicle Operation & Main.	(47,856)	173,438	-27.6%
24 Contractual Vendors	639,369	8,801,718	7.3%
25 Supplies and Materials	197,801	1,135,308	17.4%
26 Equipment - Replacement	3,578	1,233,095	0.3%
27 Equipment - Additional	44,875	806,941	5.6%
28 Fin. Aid, Scholarships, Tuition Waivers	83,627	369,023	22.7%
29 Leases, Dues & Subscriptions	915,007	3,439,766	26.6%
30 Buildings Maintenance & Repairs	1,350	519,656	0.3%
31 Total Unrestricted Expenditures	10,015,064	63,550,369	15.8%
32 Unrestricted Expenditures - Bookstore	655,451	1,959,990	33.4%
33 Total Unrestricted Expenditures	\$ 10,670,515	\$ 65,510,359	16.3%



**BALTIMORE CITY COMMUNITY COLLEGE
 YEAR TO DATE OPERATING REPORT
 FOR THREE MONTHS ENDING September 30, 2019 (FISCAL YEAR 2020)**

				ENDING September 30, 2019		
				FY20	FY20	PERCENT
				Y-T-D	FULL YEAR	ACTUAL
				ACTUALS	BUDGET	TO BUDGET
34	<u>RESTRICTED EXPENDITURES</u>			<u>1,383,655</u>		
35	Permanent (PIN) Salaries & Fringe	\$	171,096	\$	1,454,583	11.8%
36	Contractual Employee Salaries & Fringe		266,503		1,325,813	20.1%
37	Communications		32		3,413	0.9%
38	Travel / Professional Development		4,874		80,037	6.1%
39	Utilities		0		0	0.0%
40	Motor Vehicle Operation & Main.		0		0	0.0%
41	Contractual Vendors		108,748		590,747	18.4%
42	Supplies and Materials		48,413		323,035	15.0%
43	Equipment - Replacement		0		0	0.0%
44	Equipment - Additional		27,415		153,181	17.9%
45	Fin. Aid, Scholarships, Tuition Waivers		682,249		13,768,725	5.0%
46	Leases, Dues & Subscriptions		13		-	0.0%
47	Buildings Maintenance & Repairs		0		0	0.0%
48	Total Grant/Contract Restricted Expenditures		<u>1,309,342</u>		<u>17,699,534</u>	<u>7.4%</u>
49	WBJC - Restricted Expenditures		<u>269,624</u>		<u>1,650,000</u>	<u>16.3%</u>
50	Total Restricted Expenditures		<u>1,578,966</u>		<u>19,349,534</u>	<u>8.2%</u>
51	TOTAL EXPENDITURES	\$	<u>12,249,481</u>	\$	<u>84,859,893</u>	<u>14.4%</u>



BOOKSTORE

	Actual 9/30/19	Full Year Budget FY2020	Actual to Budget %
Revenue	\$ 661,217	\$ 2,159,990	30.6%
Expenditures	655,451	2,159,990	30.3%

The College Bookstore is an auxiliary function, whereby it is expected to maintain revenues that equal or exceed its expenditures, as if it was a “stand-alone” unit. As a result, any Bookstore financial analysis should also focus whether revenues exceed expenditures, perhaps more than focus on budget to actual.

The financial statements measure the performance of the Bookstore operations at Baltimore City Community College during the first quarter of fiscal 2020. The quarterly actual amount is compared to the full-year budget amount to determine the percent of revenues received and expenditures incurred during the period under review. Given its retail and auxiliary nature, financial analysis also consider actual amounts as percentages of sales.

Revenues: Overall, in comparing fiscal year 2020 to date to the same point at fiscal 2019, revenues are down by \$23,661 or 3.5%. Although enrollment is up, spending from the Mayors Scholars Program is down at the Bookstore in fiscal year 2020 compared to fiscal year 2019.

Expenditures: Overall, expenditures are up by \$34,304 or 5.5%. The additional spending relates to purchases for the increased enrollment.



**BALTIMORE CITY COMMUNITY COLLEGE
 BOOKSTORE - YEAR TO DATE OPERATING REPORT
 FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2019 (Fiscal Year 2020)**

		ENDING September 30, 2019			
		Actuals		Actuals	
		Y-T-D	as a	Full	as a
		Actuals	% of	Year	% of
			Sales	Budget	Budget
1	New Textbooks	\$463,699	70%	\$ 1,553,584	30%
2	Used Textbooks	26,933	4%	64,973	41%
3	Trade Books	2,706	0%	7,635	35%
4	Supplies	101,002	15%	299,022	34%
5	Clothing	27,498	4%	74,350	37%
6	Gifts	9	0%	2,925	0%
7	Sundries	39,199	6%	155,966	25%
8	Commissions	171	0%	129	133%
9	Miscellaneous Revenue	0	0%	1,406	0%
10	Total Revenues	\$661,217	100%	\$ 2,159,990	31%
11	Cost of Sales:				
12	Beginning Inventory	\$312,793		400,000	
13	Plus: Purchases	515,060		1,331,872	
14	Cost of Goods Available	827,853		1,731,872	
15	Less: Ending Inventory	390,233		400,000	
16	Cost of Goods Sold	437,620	66%	1,331,872	33%
17	Gross Margin	\$223,597	34%	828,118	27%
1	Operating Expenditures:				
2	Permanent (PIN) Salaries & Fringe	31,255	5%	309,279	10%
3	Contractual Salaries & Fringe	35,096	5%	169,399	21%
4	Communications	3	0%	74	0%
5	Travel/Professional Development	0	0%	1,575	0%
6	Contractual Vendors	12,861	2%	143,801	9%
7	Supplies and Materials	1,445	0%	0	0%
8	Equipment	0	0%	3,990	0%
9	Depreciation	0	0%	0	0%
10	Indirect Admin Allowance	50,000	8%	200,000	25%
11	Fixed Charges	9,731	1%	0	0%
12	Allowance for Inventory Write-Off	0	0%	0	0%
13	Total Operating Expenditures	140,391	21%	828,118	17%
14	Income	\$83,206	13%	\$ (0)	0%



WBJC – Radio Station

	Actual 9/30/19	Full Year Budget FY2020	Actual to Budget %
Revenue	\$ 196,301	\$ 1,650,000	11.9%
Expenditures	269,624	1,650,000	16.3%

WBJC Radio Station is an auxiliary function, whereby it is expected to maintain revenues that equal or exceed its expenditures, as if it was a “stand-alone” unit. As a result, any Station financial analysis should also focus whether revenues exceed expenditures, perhaps more than focus on budget to actual. By this revenue-expenditure comparison, the Station is currently and consistently on secure financial footing.

The financial statements measure the performance of the Station operations during the first quarter of fiscal 2020. The quarterly actual amount is compared to the full-year budget amount to determine the percent of revenues received and expenditures incurred during the period under review. Given its retail and auxiliary nature, financial analysis also consider actual amounts as percentages of sales.

Overall, in comparing fiscal year 2020 to date to the same point at fiscal 2019, revenues are down by \$52,863 or 21.2% from this time last year due to the timing of the fundraising drive. Expenditures are down by \$22,876 or 8.5%.

Major revenue variances from budget are primarily due to the following:

- 1) Underwriting (line 2; 18.1% of budget) – The percentage here is higher than in fiscal year 2019. The fundraising drive occurred in October in both years.
- 2) Memberships (line 3; 12.4% of budget) – Membership is down by \$56,961 due to the timing of the Station’s fundraising drive. In fiscal year 2019, the fundraising drive was held in September during the first quarter and in fiscal year 2020, the fundraising drive was held in October in the second quarter.
- 3) Donations (line 4; 19.0% of budget) – Revenue is lower than in expected percentages and the similar point in fiscal 2019 due to timing of donations.
- 4) Other Grants (line 8; 5.0% of budget) – These amounts are up \$2,763, a relatively flat number.

While revenue totals are \$73,323 less than expenditure levels through the first quarter, this is consistent with prior years. For comparison, first quarter fiscal 2019 revenues were \$43,336 lower than expenditures. However, by the end of the fiscal year 2019, overall revenues exceeded expenditures by \$147,485. The Station’s first quarter revenues are typically lower than other quarters of the year due to timing of receipts and timing of the fundraising drive. As such, the circumstances of this fiscal year are typical and expected to be resolved over the course of the year.



**BALTIMORE CITY COMMUNITY COLLEGE
 WBJC RADIO STATION - YEAR TO DATE OPERATING REPORT
 FOR THE THREE MONTHS ENDING SEPTEMBER 30, 2019 (Fiscal Year 2020)**

ENDING September 30, 2019			
	FY20 Y-T-D ACTUALS	FY20 FULL YEAR BUDGET	PERCENT Actual
1	REVENUES		
2	\$ 38,930	\$ 215,000	18.1%
3	135,185	1,093,000	12.4%
4	17,115	90,000	19.0%
5	83	2,000	4.1%
6	0	0	0.0%
7	0	150,000	0.0%
8	4,988	100,000	5.0%
9	0	0	0.0%
10	* \$ 196,301	\$ 1,650,000	11.9%
11	EXPENDITURES		
12	\$ 160,343	\$ 1,016,440	15.8%
13	23,047	42,934	53.7%
14	7,567	39,500	19.2%
15	6,206	9,400	66.0%
16	9,193	53,078	17.3%
17	15,207	207,855	7.3%
18	6,719	21,751	30.9%
19	0	35,806	0.0%
20	0	-	0.0%
21	41,342	208,236	19.9%
22	0	15,000	0.0%
23	0	0	0.0%
24	\$ 269,624	\$ 1,650,000	16.3%



WDCE - 55 Market Place (Lease Extension)

The Department of General Services (DGS) has negotiated that, pending approval by the BCCC Board of Trustees, will be presented to the Board of Public Works for approval in December 2019.

Terms:

- Location of Workforce Development & Continuing Education's offices and classrooms
- 28,000 usable square feet
- Rental payments of \$18 per square foot (\$42,000/month or \$504,000/yr)
- No increase in rent; payment provided for is the same as it was for years 5 to 7 in 2011 lease
- 5 year extension to December 31, 2024
- Termination for convenience clause with 12 month notice



BioPark – 801 West Baltimore Street (Lease Extension)

The Department of General Services (DGS) has negotiated that, pending approval by the BCCC Board of Trustees, will be presented to the Board of Public Works for approval in December 2019.

Terms:

- Laboratory, classroom and office space for credit and non-credit programs
- 31,622 square feet
- Rental payments of \$37.71 per square foot with 3% annual escalations (\$1,192,465/yr 1)
- 10 year extension to January 31, 2030
- Termination for convenience clause with 12 month notice
- Initial improvements were amortized over 20 years, so failure to renew would trigger an obligation to pay remaining balance of \$673,582.56. This is assuming that the required 12 month prior written notice is given to landlord immediately on the commencement date of the new term and termination is effective January 31, 2022
- Part of the space is not currently used because it needs plumbing work. DGS is assisting BCCC in determining the costs and procuring the services needed to remedy the plumbing issues



BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 10 | President's Report

- a. President and Cabinet Area Reports
- b. Enrollment Reports



Baltimore City Community College

PRESIDENT'S UPDATE

Board of Trustees, November 20, 2019

Dr. Debra L. McCurdy, President

MEETINGS & ACTIVITIES

The following represents some of the meetings and activities of the President since the October 2019 report to the BCCC Board of Trustees:

Business/ Corporate Stakeholders

- Theo Rodgers, CEO of A&R Development re: Best Buy space- October 21, 2019
- Cassie Motz, Executive Director of College Bound re: expanded partnership- October 22, 2019
- Associated Black Charities' *Women on the Move* event - October 24, 2019

State Elected & Appointed Officials

- Department of Information Technology re: ERP system - October 31, November 7, 14, 2019
- Steve Lauria, DGS re: Facilities Master Plan- November 7, 2019
- Assistant Secretary of DGS, Lauren Buckler re: Bard Building- November 12, 2019
- Assistant Secretary of DGS, Wendy Scott-Napier, Chief of Lease Management & Procurement Kimberly White re: BioPark and Market Street leases- November 12, 2019

Mayor's Office

- On-going discussion with Mayor and Mayor's Office re: Mayor's Scholars Program. Invited to serve on the Mayor's Children's Cabinet.

City Schools

- On-going discussions about dual enrollment, PTECH, MSP, assessment.

Higher Education Leaders and Associations

- Sandra Kurtinitis, President of CCBC re: partnership with City Schools- October 14, 2019
- Maryland Association of Community Colleges Board Meeting- October 30, 2019
- Bowie State University Articulation Agreement Signing Ceremony- November 5, 2019
- Submitted Facilities Renewal Grant Submission to Geoff Newman, MHEP- November 12, 2019

Campus Meetings

- Enrollment Projections
- Town Hall Meeting to Discuss Potential City University- November 15, 2019

College Leadership

- SGA President- November 1, 2019- Dr. McCurdy to provide details
- Union Leadership- November 12, 2019- cancelled by Union
- Faculty Senate President- November 13, 2019
- Faculty Senate Executive Committee- November 15, 2019
- Weekly Cabinet meetings
- Weekly Deans meetings



Leadership Candidates

- Vice President of Academic Affairs
- Director of Facilities
- Director of ERP
- Director of Procurement
- Student Trustee



Baltimore City Community College

CABINET UPDATE

Board of Trustees, November 20, 2019

Office of Academic Affairs

Academic Operations & Services

- ***Near Complete College Baltimore:*** The program has identified and successfully enrolled seventy-four near completers. A Near Completer information session took place on November 8, 2019. Students received information about returning to BCCC, re-applying to the College, meeting with advisors, financial aid status, reverse transfer and more. More than 1000 students will also be sent post cards this month regarding returning to BCCC in advance of early registration for spring semester.
- ***Transfer Day:*** Baltimore City Community College hosted its annual fall semester Transfer Day on October 30, 2019. There were 33 four-year schools/universities in attendance. 494 BCCC students participated which reflects a 1.86% increase from last fall. The top five visited schools were Morgan (44), Towson (34), Bowie (32), Coppin (21) and Eastern Shore (21). 58 students completed Transfer Day Evaluations. 27.9% of students reported that they would have liked to have transfer workshops. The Transfer Center is exploring options on incorporating a Transfer Week for the spring semester that will include workshops and other transfer programming. The Spring 2020 Transfer Day for Baltimore City Community College is scheduled for March 11, 2020 and the College will explore adding a transfer week surrounding the designated BCCC Transfer Day (week of March 9-13, 2020).
- ***Bowie State University (Ceremonial Articulation Agreement Signing):*** On November 6, 2019 Bowie State University (BSU) President Aminta H. Breaux and Baltimore City Community College (BCCC) President Debra L. McCurdy, Ph.D., came together to announce and sign a comprehensive articulation agreement that also marked the first time the institutions have worked together. In a signing ceremony held at BCCC, more than 50 administrators, faculty, staff and students were on hand from both schools to help celebrate the new partnership.

School of Arts & Social Sciences

- ***English, Humanities, Visual and Performing Arts (EHVPA):*** The Music program will collaborate with MSP in order to build stronger relationships within the college to display, introduce, and promote creative skills that include Music appreciation, choir, and specialized talents (rap, spoken word, and etc.). During our research, MSP along with other specialized programs like Year Up and Dual Enrollment have recruited students between the ages of 18 to 24 who have attended or are currently attending high-schools with little to no visibility of the music aesthetic. However, during the end of each semester, MSP has created a "Verses and Flow" showcase that exhibits the many talents of the MSP students. The Music program is in process of creating a proposal that will allow the MSP students to be encouraged to take Music courses as well as join the BCCC Choir based on implementing a "Verses and Flow" rehearsal and preparation seminar that will help the students better perform for their showcase. During this process the Music department will hold tutorial courses that instruct students on voice, ear training, and the different genres of music.



- EHVPA has successfully implemented four courses for ALP for the spring and fall semesters of 2019. These ALP courses were piloted through MSP in which the first cohort obtained a 92% pass rate. The EHVPA department currently met with the Year Up Director, Mr. Morgan, on October 25, 2019 to discuss the implementation of ALP into the Year Up program.
- **Education, Social and Behavioral Sciences (ESBS):** Dr. Zak Kondo, as part of the Keeping It Real Lecture Series, is presenting “Lies & Myths in Amerikan History” on Tuesday, 12 November 2019, in the Mini Conference Center. This is a collaborative effort with the Office of Student Life and Engagement, ESBS, and the History and Anthropology Clubs. The lecture is geared toward debunking the false narratives controlled and perpetuated by the politicians, reporters, pseudo scholars, educators, researchers, and media.
- Dr. Adia Garret, Coordinator and Assistant Professor of Psychology, and Gail Satchell, Adjunct Faculty of Psychology, developed the blueprint for the Psychology Club for students. This initiative engages the students with the construct of Psychology and acts as a recruiting mechanism for the Psychology Transfer Program.

School of Nursing & Health Professions

- **Dental Hygiene:** The Alzheimer's Association Greater Maryland Chapter is ecstatic that the Baltimore City Community College, Dental Clinic is partnering with them to offer free dental screening. The planning committee met on October 6, 2019 to schedule a walk-through of the New Psalmist Conference and Retreat Center.
- **P-TECH Dunbar:** On October 8, 2019 BCCC representatives attended the "Back to School Night" at Dunbar High School, where more than 40 students and their families attended the event. The College hosted a table for P-TECH, and there was space specifically geared toward the Nursing program.
- **Workforce Development & Continuing Education & Emergency Medical Services (EMS) Program in the School of Nursing & Health Professions:** Collaborated to teach an Emergency Medical Technician (EMT) course this semester at the Reisterstown Plaza location for 15 – 20 students. In addition, Professor Booker, Program Coordinator for EMS, will partner with the Baltimore Hatzalah Jewish ambulance service to teach an EMT course in the coming months on the Jewish holidays.

School of Business Science Technology Engineering & Mathematics

- **Science:** On October 24, 2019, Ammar Hanif, a former BCCC Biotech Graduate (Class of 2007), defended his Doctoral dissertation at University of Maryland Eastern Shore. Dr. Kennedy, Professor Biotechnology, attended the Doctoral dissertation defense for Ammar. His dissertation was entitled “Diet and Stomach Microbiota of Juvenile Menhaden, a Key Forage Filter Feeding Fish Species. The event was hosted by his Doctoral mentor Rose Jagus, Ph.D., NOAA Living Marine Resources Cooperative Science Center, University of Maryland Eastern Shore.
- **Business & Technology:** Professor Yohannes Weldegiorgis and Associate Dean Quintin Davis presented at the 5th International Conference on Transportation in Africa-America at Morgan State University on October 31, 2019. The presentation was titled P-TECH School in Transportation and Supply Chain Management Program at Baltimore City Community College. There were faculty, students and industry leaders present that participated in this section of the conference, allowing for an excellent opportunity for BCCC to market its new Transportation and Supply Chain Management program.



Baltimore City Community College

CABINET UPDATE

Board of Trustees, November 20, 2019

Dr. Stanley Singleton, Vice President for Student Affairs

- The Director of Athletics conducted tryouts for both the men's and women's basketball teams and selected players to participate. In addition, the department has been providing practice opportunities for the students in the evenings. Head coaches for both teams have been selected.
- The Office of Disability Support Services Center (DSSC) conducted ten (10) student intakes, student conferences with fifteen (15) students and seven (7) parents, and conducted fifteen (15) faculty/Departmental Dean's phone conferences relating to accommodations for DSSC students. DSSC provided Professional Development Training college-wide. The department assisted with proctoring examinations for a total of fifteen (15) students. DSSC conducted collaboration meetings with Mayoral Scholarship Program, Testing Center, Student Wellness, Admissions, Public Safety, Biotechnology, Workforce Development and IT team. DSSC launched its Disability Awareness Campaign.
- The Office of Financial Aid received 9,290 2019/2020 applications and 3,438 students were awarded. There are 2,321 Pell Grant recipients enrolled for the fall 2019 semester.
- The Office of Judicial Affairs and Title IX is working on the MHEC Report on Sexual Assault. All institutions of higher education in the state of Maryland are required by law to administer a sexual assault campus climate survey within two years of the last survey cycle. The Office, along with the campus community, will be reviewing the Student Code of Conduct to ensure compliance with federal and state laws.
- The office of the Registrar processed 7,245 transcripts to date, generating \$33,745 in revenue for The College. The Registrar attended the 25Live (scheduling software) training in October, reviewing the current R25 data that needs to be migrated to 25Live. During the month of October, the Registrar certified all student athletes through NJCAA.
- The Student Success Center (SSC) advisors have actively been engaged with their caseloads of First year students and students on Academic Probation. Advisors have been meeting with students individually to discuss mid-semester grades, currently enrolled class concerns, referring students to campus resources and begun scheduling students for early registration appointments. By the end of October, over 1000 students have checked into the Student Success Center for appointments and services. Nine (9) Granville T. Woods's students were among the BCCC delegation that attended the Male Students of Color Summit at Montgomery College on October 25, 2019, sponsored by the Chief Student Affairs Officers of Maryland.
- The Office of TRIO/SSS-STAIRS program is committed to helping students Build Personal Wealth. As a commitment to increase the financial literacy of participants, TRIO/SSS-STAIRS program hosted a Building Personal Wealth workshop on Tuesday, October 22, 2019. TRIO staff shared additional information such as electronic budgeting apps and other online financial management resources. The students also expressed interest in future sessions.



- The Office of Student Support and Wellness partnered with many community resources to provide vital programming. "Hope After Foster Care" was a presentation through the Fostering Change Network Foundation. This presentation initiated a five-week "Mentoring Circle" co-presented by The Office of Student Support and Wellness with the Fostering Change Network Foundation. The National Alliance for Mental Illness (NAMI), co-sponsored a week of mental health awareness activities with the #IWillListen campaign. The staff engaged the campus by taking pledges from the community on why they would pledge to listen to others.
 - Monday: #IWillListen Pledge & Picture Day | Social Anxiety Self-Improvement Group
 - Tuesday: Discussing Depression Workshop;
 - Wednesday: Engaging NAMI "In Our Own Voice: Personal Stories of Recovery"
 - Thursday: Office of Student Support and Wellness Open House;
 - Friday: Beginner's Yoga in the Tranquility Room.

The Office of Student Support and Wellness also sponsored The 4th Annual Community Resource Fair on October 16th, in partnership with Year Up. More than twenty-six (26) outside community agencies and five (5) BCCC departments participated. Resources included housing, employment, addition services, health care, family supports, wellness, and more. The Baltimore City Health Department trained the community on how to prevent an opioid overdose by using Narcan. Chase Brexton provided free HIV and Hepatitis C testing. The Year Up program also held an informational session.

The Truth Campaign is continuing their last three months of the grant. A free-throw competition was held to link tobacco use to impaired physical health and coping with stress through exercise and social connections.

- On Saturday, October 26th, The Upward Bound Math and Science Program attended a College Admissions and Financial Aid workshop facilitated by one of our community partners, The Heritage United Church of Christ Scholarship and Leadership Guild. Guest Speakers included representatives from: The Maryland Executive Council for Educational Opportunities, MD-DC-DE Financial Aid Association, High School Counselors, Anne Arundel County Public School District, Faculty and Staff/ Also, on the 26th the instructional team held a Collaborative Planning Session and focused on the following areas: Strategies for Differentiated Instruction and Classroom Focused Improvement Process.



The Office of Testing and Assessment October Test Administration

The Office has offered the following testing:

Exam Name	Attended	No Show	Registered	Walk-in
Accuplacer	108	0	108	108
Accuplacer Remote Location	1	0	1	1
Accuplacer Retest	6	0	6	6
BCCC Course Exams	205	43	248	3
Bio 101 - BCCC Exemption Only	12	10	22	6
Bio 101 - BCCC Exemption Only	3	2	5	2
CLEP	5	1	6	0
Computer Literacy	8	0	8	2
Computer Literacy Retest	1	0	1	0
Distance Learning Exams	1	0	1	0
ParaPro Assessment	17	1	18	0
TEAS BCCC STUDENTS ONLY	20	4	24	2
	387	61	448	130

The Office of Admissions

The Office of Admissions has been engaged in a number of recruitment activities during the month of October. The charts below identify an overview of applications as well as recruitment events for the past month.

Admissions Applications Overview

Summer II 2019	Fall 2019	Winter 2020	Spring 2020	Summer 1 2020	Grand Total
148	4191	210	358	27	4934



Recruitment Events for October

Event	Sponsoring Organization	Location	Leads
Back to School Night	Paul Laurence Dunbar HS	Paul Laurence Dunbar HS	7
Campus Tours	Baltimore City Community College	BCCC Campus Tour	60
College Fair	College Bound Foundation	Perry Hall HS	10
College Fair	College Bound Foundation	Forest Park High School	22
College Fair	College Bound Foundation	Mergenthaler Vocational Tech	70
College Fair	College Bound Foundation	Green Street Academy	29
College Fair	College Bound Foundation	Frederick Douglass High School	16
College Fair	College Bound Foundation	Academy for College and Career Exploration	27
College Fair	College Bound Foundation	Carver Vocational Tech	30
College Fair	College Bound Foundation	Baltimore Polytechnic Institute	32
College Fair	College Bound Foundation	Coppin Academy	21
College Fair	College Bound Foundation	Vivien T. Thomas Medical Arts Academy	45
College Fair	Baltimore Schools for the Arts	Baltimore School for the Arts	4
College Fair	NACAC	Baltimore Convention Center	157
College Fair	Kenwood High School	Kenwood High School	16
College Fair	Landsdowne High School	Landsdowne High School	4
Information Session	ConneXions: A Community Based Arts School	ConneXions: A Community Based Arts School	22
Information Session	Cristo Rey High School	Cristo Rey High School	5
Information Session	Youth Opportunity	Youth Opportunity	13
Information Session	10:12 Sports	Robert C. Marshall Rec Center	32
Information Session	South Baltimore Learning Center	South Baltimore Learning Center	5
Information Session	Benjamin Franklin HS	Benjamin Franklin HS	33
Information Session	Forest Park High HS	Forest Park High HS	45
Information Session	Edmondson-Westside HS	Edmondson-Westside HS	44
Information Session	New Era High School	New Era High School	10
Information Session	Digital Harbor HS	Digital Harbor HS	45
On-Site Admissions Day	Baltimore Leadership School for Young Women	Baltimore Leadership School for Young Women	34



Baltimore City Community College

CABINET UPDATE

Board of Trustees, November 20, 2019

Ms. Eileen Waitsman, Controller, Administration & Finance

Bursar's Office

- Worked with Student Affairs and Academic Affairs on the Purge/No Pay/Never attend process. This will substantially help our students and create more student friendly processes for billing. It will help BCCC retain more students. A follow-up meeting with Student Affairs is needed to finalize the process.
- Worked with Student Affairs on the invoicing procedures and under \$30 balances. This will allow BCCC to write these off going forward and will substantially help our students be able to move forward and this will help BCCC retain more students. A follow-up meeting is needed with Student Affairs to finalize the process.
- Served 871 students

Bookstore

- Served 7,335 students/employees with sales of \$120,412.
- Assisted students with obtaining books and supplies for accelerated classes.
- Assisted staff on obtaining books for contract courses for the Mayors Scholars Program (MSP) and the PTECH program.

Procurement

- Completed the required oversight reports for the year - Minority Business Enterprise/Small Business Reserve reports/ and Preferred Provider Annual reports.
- The MDTIME project has been put on hold so information can be obtained regarding an ERP system. Procurement has been added to the ERP project team.
- Worked with various areas such as Facilities on the past due invoices. The Procurement Chief will be training the Facilities team on the appropriate process to follow when procuring goods and services.
- Worked on various contracts that need renewal/bidding (Heartland, Class Act). Drafted forgiveness letters awaiting approval for Class Act and Heartland.
- Searching for Inter-Agency agreements for the College to use, especially for software. Procurement will be addressing automatic renewals which is one of the reasons for past due invoices.
- Working with IT Services to track software along with the renewal dates to minimize past due invoices and loss of service, and the ability to confirm service should continue.

Controller Office and General Accounting

- Finalized the College and WBJC-FM audit
- Finalizing the Maryland Higher Education Commission Community College (MHEC CC-4) audit
- Finalized closing of first quarter and prepared quarterly financial statements for the College, WBJC-FM, and the Bookstore.
- Processed 170 journal entries (1,318 lines).

Accounts Payable

- Processed 499 invoices.



- Worked with Procurement and end users to resolve purchase orders issues so the outstanding bills can be paid. Past due invoices continue to be a problem.

Human Resources/Payroll

The department's primary function during the month include the recruitment of key leadership employees for open positions as well as other professional/skilled service positions, management of employee and labor relations, administration of employee benefits and wellness programs, provision of professional development opportunities for employees, management of the workers' compensation program, maintenance of employee personnel files, management of employee risk and safety initiatives, administration of the three collective bargaining agreements, and process payroll for PIN/Contractual employees.

Highlights include the following:

- Served approximately 247 people HR/Payroll office
- Submitted Affirmative Action Berkshire Report FY19 EEO draft
- PIN turnover for October is 3.46%; this is up compared to 0.78% for September, and 1.56% the month before
- Facilitating Benefits Open Enrollment period October 10th through November 14th
- Completed 12 Professional Development workshops
- Processed 3 PIN Hires, 17 Contractual Hires
- Completed 738 payroll entries
- Facilitating transition of new leave system
- Completed 2 Workers Compensation Hearings
- Completed 3 Unemployment Hearings



Baltimore City Community College

CABINET UPDATE

Board of Trustees, November 20, 2019

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

The WDCED provides ongoing enrollment in ABE, ELS and workforce training classes. Some 804 students were registered for continuing education classes this month. Additionally, 102 workforce students completed their training program and were issued a certificate of completion (80 in Healthcare programs and 22 in Childcare programs). All students are on track to earn their industry certification (Credential). The following specific activities were conducted by the WDCED Team.

- The **Adult Basic Education (ABE)** team hosted a joint planning and collaboration meeting with the South Baltimore Learning Center (SBLC) staff to strengthen ABE programming. Each team shared best practices for engaging students and advancing academic gains as student progress toward achieving the GED.
- Expanded **ABE Community Partner Sites** to include My Brother's Keeper and Pimlico Elementary School. These community partners conduct outreach and enroll student in ABE classes throughout the year based on the needs of the community.
- A new cohort of **contract training for ESL students** in partnership with the Thomas Shortman Training Fund (32BJ SEIU) started in October. These students work in the hospitality industry and attend classes on Saturdays to increase English language skills.
- Several **Fall 2019 Workforce Training** programs started including Diesel Mechanic (Level 1 and Level II) and Commercial Driver's License (CDL-B) programs. Additional student cohorts in Healthcare, Transportation, Construction and Business started based on contract training agreements.
- The Career Center partnered with Pinnacle Logistics to offer two **hiring events** for warehouse employees. The first recruitment event was held at the Harbor Campus. The second was held on Nov 4th at the Liberty Campus. Nine (9) students were offered employment opportunities.
- Expanded clinical opportunities to four (4) additional locations with **MedStar Hospitals**. Students in the Venipuncture and Specimen Collection program will access clinical experiences at Union Memorial Hospital, Good Samaritan Hospital, Harbor Hospital, and Franklin Square Medical Center.
- Cyber Security – The Career Center is working closely with **Advance Business Systems**, a business technology corporation for the Maryland area, to offer entry level technician position to recent Cyber graduates. The Cyber positions include Field Technicians and Call Center Representatives.
- Representatives from BCCC programs in Nursing, Physical Therapy Assistant and Respiratory Care served on a panel for **P-TECH @ Dunbar**. These high school students are exploring healthcare careers as part of the dual enrollment program.
- VP Michael Thomas and staff met with **Baltimore City Public Schools** leadership to discuss quarterly collaborative professional development meetings with BCCC faculty and BCPSS teachers to ensure alignment of degree program requirements and increase support for P-TECH students.



Environment Services and Facilities

- On-track for completion of winter snow and ice emergency preparation, including equipment servicing and staging for use.
- Facilities personnel were utilizing purchasing procedure that allowed for the use of open purchase orders by any staff member, without oversight or accountability. All open purchase orders have been closed and staff members have received additional training on all procurement and purchasing processes and policies. The correct process is now in effect with oversight provided at the senior level.
- Previously, vendors and contractors were permitted on campus with unlimited access without supervision or accountability and allowed to invoice the college for unverifiable work. We have changed this practice by requiring all vendors to report and sign in with the facilities admin office. Vendors must produce a copy of a current work order or contact, which will be verified by staff and the appropriate BCCC technician assigned to escort and ensure the work is completed satisfactory.

Public Safety and Security

- Contract approved for software implementation (Lenel United Technologies) for integration of control center and safety monitoring systems. This allows Public Safety and the Information Technology (IT) staff to evaluate hardware functionality, including security cameras, door locks/swipes and recordings.



Baltimore City Community College

CABINET UPDATE

Board of Trustees, November 20, 2019

Mr. Stephan Byam, Chief Information Officer

Personnel

The Office of Information Technology Services (ITS) is in the process of re-aligning its competencies and capacity through thoughtful and expedient hiring of key roles in varying areas of the organization:

Director of Enterprise Applications

ITS is currently undergoing the recruitment process for the Director of Enterprise Applications. The candidate selected for the Director of Enterprise Applications will have higher education experience and therefore will be familiar with Higher Education business functions, as well as, have adequate knowledge and experience implementing modern Enterprise Resource Planning (ERP) systems. Subsequently, this role will also be responsible for developing the ERP Project Implementation team, managing the project and providing operational support, post implementation.

Manager of Infrastructure

ITS is currently undergoing the recruitment process for an IT infrastructure, Systems and Telecommunications Manager. This position is critical for providing the continued strategy for the continued support and development of the campus infrastructure, including network, telecommunications and systems.

Other Positions

The CIO will continue to assess capabilities within the organization and determine where new positions either need to be developed and filled or change in scope.

Technology

Enterprise Resource Planning

Weekly project meetings have begun with Maryland's Department of IT (DoIT) Project Management Team and the BCCC Core ERP Team. The Core ERP Team consists of several key roles at the College, including the President, to ensure the appropriate level of governance and visibility are provided for the project.

Infrastructure

ITS is continuing its momentum for Phase 2 of the IT infrastructure plan as per the Realignment Task #9. Planning is underway for the remainder of the Wi-Fi augmentation project, which will increase coverage in the Main Building.

Process

Cost-Saving Measures

ITS is in the process of reviewing the inventory of the College's software and services to identify duplicative or overlapping functionality; underutilized software; or dormant software.



Baltimore City Community College

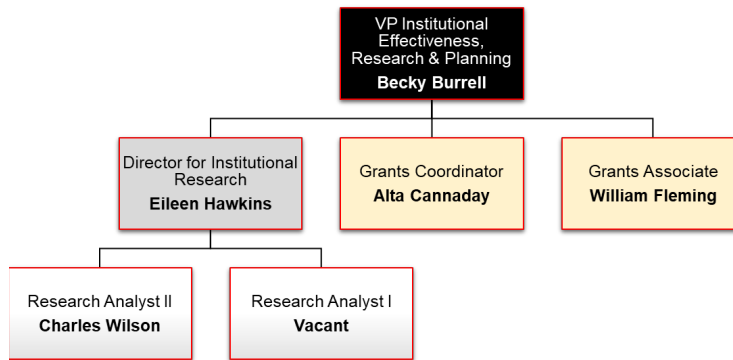
CABINET UPDATE

Board of Trustees, November 20, 2019

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

Reorganization

The Grants Development Office recently shifted from reporting to the Development Office to the Office of Institutional Effectiveness, Research and Planning. This shift will focus on centralizing grant activities related to research, writing, reporting, budgets, management, compliance, quality control, and professional development.



The Grants Development Office oversees the administration of **over \$4 Million** in federal, state, and local grants. The strategic direction of the Office will be to grow grant procurement and provide academic resources for new and existing programs, enhance technology, and expand research initiatives to increase enrollment, retention and completion through partner collaborations.

Federal	State	Local	Total
\$2,816,262	\$163,542	\$1,037,785	\$4,017,599

Compliance Reporting

The Office of Institutional Research has **submitted eleven (11) reports to the Maryland Higher Education Commission (MHEC)** to meet state requirements and maintain good standing. Reports include the *English for Speakers of Other Languages*, *Unduplicated Non-Credit Headcount* and *Opening Fall Enrollment*. The **Integrated Post-Secondary Education Data System (IPEDS) Fall Collection Survey** was submitted to the United States Department of Education as a Title IV requirement, outlining institutional characteristics, 12-month enrollment and completions.

Institutional Reports

A compilation and schedule of data reports is under development for ease of access on the College’s website and intranet site for external and internal stakeholders. The data reports include disaggregated, enrollment, course completion, and will be available on a semester, quarter and annual basis. Research based reports are being developed to assess the impact of special initiatives like the Mayor’s Scholars Program and P-Tech.



Baltimore City Community College

CABINET UPDATE

Board of Trustees, November 20, 2019

Ms. Dawn Kirstaetter, Vice President for Advancement & Strategic Partnerships

During the month of October 2019, the College hosted the 41st Legislative District's Community Association Event (October 19, 2019) and hosted the Chocolate Covered Rocky Horror Play (October 26, 2019)

Media news releases were sent out informing public about the College's Community Resource Fair, Dental Hygiene Program Clinic for senior citizens, Fall Transfer Fair and our articulation agreements with Bowie State University. Efforts to promote BCCC's events and programs continued across the College's major social media platforms (Twitter, Instagram and Facebook).

The College's radio station, WBJC, completed all legal compliance issues to renew its 8-year broadcasting license. In addition, the radio station held its first On-Air Fund Drive of FY20 and made just over \$106,000 in pledges exceeding the overall goal of \$96,000 for the three-day drive.

The College is continuing to make progress with the repositioning, unification and refreshing of the College's brand. The Hatcher Group is in its final contract phase with the College, is working on edits to promotional materials and has begun to outline the Style Guide. Phase 3 of logo testing consisting of campus focus groups with students, faculty and staff is complete.

We are continuing to use the "Apply Now" webpage to measure, track and monitor prospective student's engagement, and track patterns associated with promotion pushes, both media and website/billboard, social media, and other sources to garner brand interest. Activity in October was as follows:

- Page Views: 3,819
- New Users: 2,079
- Repeat Users: 1,740
- Over all bounce Rate: 61.61%
- Average time spent: 1 minute 46 seconds



Monthly Tracking and Distribution Table for Marketing Material and Promotional Items

Event Name/Date	Department	Quantity	Item
College Bound 9/29 to 10/6	Admissions	1 bag	Wrist bands
College Bound 9/29 to 10/6	Admissions	300	Pens
BCPS HS Counselor Meeting	Admissions	50	Square Mints
BCPS HS Counselor Meeting	Admissions	100	Career Pathways
On the Spot Admissions Day for Baltimore Leadership School for Young Women 10/14	Admissions	45	Backpack
On the Spot Admissions Day for Baltimore Leadership School for Young Women 10/14	Admissions	45	Pop Sockets
On the Spot Admissions Day for BLSYW – Baltimore Leadership School for Young Women 10/14	Admissions	45	Wallet
South Baltimore Learning Center - College & Career Expo Recap & other recruiting events for the week of 10/14	Admissions	300	Career Pathways
Sinai LifeBridge Job Resource Fair 10/14	WDCE	75	Pop Sockets
Sinai LifeBidge Job Resource Fair 10/14	WDCE	75	Wallet
Sinai LifeBridge Job Resource Fair 10/14	WDCE	50	Lanyards
National Association for College Admission Counseling (NACAC) 10/21, 10/22	Admissions	600	Pens
National Association for College Admission Counseling (NACAC) 10/21, 10/22	Admissions	900	Career Pathways

Total Distribution for October:

- Materials: 1,300
- Promotional Items: 1,287

FY20 YTD-GIVING RESULTS AS OF 10/31/19

Sources	Month of October	Total YTD FY20 -Giving
Corporations	\$11,345.00	
Foundations	\$ 23,998.78	
Individuals	\$ 2,347.42	
Grand Total	27,691.20	\$193,791.06



Baltimore City Community College

CABINET UPDATE

Board of Trustees, November 20, 2019

Dr. Debora Johnson-Ross, Director of the Mayor's Scholars Program

Student Support

MSP team members averaged 15.8 student interactions per day for the month of October. This figure includes outreach to students who have exhibited substantive academic risk factors (academic warning, attendance issues, D/F for midterm grades, or failure to maintain satisfactory academic progress). In total, 90% of MSP's active students engaged with an Advisor/Coach in October. Advising targets include Time Management coaching for high academic risk students, FAFSA renewals (and completions in some cases) and referrals to tutoring/academic intervention for students whose midterm grades must be improved.

On October 30th, MSP students held a talent showcase, "Verses & Flow," highlighting musical (singing and instrumental), dancing and spoken word performances. Approximately 110 students attended.

Outreach

MSP Director Debora Johnson-Ross, PhD and VP Becky Burrell participated on a panel themed "*The Promise of Free Community College in Maryland: Where are We Now?*" for the Maryland Philanthropy Network on October 31. Other panelists included Donna Thomas (MHEC), Virginia Zawodny (CCBC) and Bonnie Legro (Abell Foundation). The College's presentation gave an overview of MSP's early outcomes was well received and stimulated a thoughtful discussion considering the kinds of wrap-around supports, in addition to financial, required to produce successful student outcomes.

The Director of MSP served as a resource person at Baltimore City Public Schools' professional development for high school counselors on October 17 with Sylvia Rochester, Dean of Student Affairs. Approximately 71 high school and CollegeBound counselors attended the event.

MSP Director promoted the MSP at the CollegeBound Foundation's 12th College Access Conference for principals on October 8. Participating colleges and universities included CCBC, Coppin, Goucher, Johns Hopkins, McDaniel, Morgan, UMBC, UM - College Park and Washington College. Ten minutes were spent with every groups representing 12 high schools responding to questions about BCCC's academic and workforce offerings, in addition to MSP inquiries.

Both the BCPS and CollegeBound Foundation events highlight the need to continue strategic outreach efforts with schools and community partners in order to provide accurate information about academic and workforce programs and services available at BCCC.

Institutional Integration

Planning for intentional and efficient ways to integrate MSP with broader college operations continues Student Affairs and MSP will look to identify strategies for strengthening initiatives including student success advising, tutoring and service-learning opportunities. Discussion is also taking place about how Student Affairs and WDCED might partner with Youthworks to offer internships for second- and third-year MSP students.



Baltimore City Community College

CABINET UPDATE

Board of Trustees, November 20, 2019

Ms. Lyllis Green, Chief Internal Auditor

Internal Audits, Reviews and Investigations

Internal Audit activity focused on confidential investigations (whistleblower, fraud allegations, student/parent/staff issues, adequacy of administrative oversight and internal controls). In addition to the routine testing and follow-up reviews of external audit findings, activities included collaboration of efforts between the Offices of the Attorney General's Criminal Investigation Division, the Assistant Attorney General assigned to the College along with the College's General Counsel, VP Student Affairs, Chief Information Officer and several staff members within the five major divisions of the College.

External Audits

The financial audit is concluding. Preparation is underway for the annual presentation to the Board of Trustees at its October meeting. SB & Co. is performing the financial audit.

The Investigative Auditor of the State's Criminal Investigation Division performed interviews on October 21 through October 22. Due to staffing issues within the Criminal Investigation Division, no interviews were held for the remainder of the week as previously announced. The investigation is ongoing and College staff are cooperating with the Investigative Auditor.

There is an impending Legislative Audit to occur any time after July 1, 2019 in compliance with their 3-year review procedure. The College's last Legislative Audit covered the period October 2013 – November 2016, which was included in the OLA report issued November 2017. The Legislative Auditors presentation at the October 25, 2019 Maryland Internal Auditors Forum provided a high-level view of the common OLA audit findings at Maryland Colleges and Universities (including BCCC). This information was presented to the President's Cabinet on October 30 meeting. It should be noted that most of the College's findings have been addressed and the remaining are IT findings (related to the ERP). The IT findings are now being addressed by the new Chief Information Officer and weekly updates communicated to the Internal Auditor.

Office Changes

A new position was posted, which combines the staff auditor responsibilities of Internal auditing with the former EEO responsibilities of Human Resources. The applications and resumes are being reviewed. The first round of interviews was completed and three applicants have been recommended for the final round of interviews and selection.



Enrollment Report

Dr. Stanley D. Singleton

Vice President of Student Affairs – Student Affairs Division

The below information reflects enrollment/registration activity for **Fall 2019** as of November 6, 2019.

- 4,776 credit students are currently enrolled compared to 4,452(+7%) in Fall 2018 (Figure 1).
- 1,264 credit FTEs are generated from eligible Maryland residents, compared to 1,201 (+5%) in Fall 2018 (Figure 2).
- Eligible FTEs will generate State aid in two years.
- 132 ineligible credit FTEs were noted in Fall 2019 compared to 142 in Fall 2018 (Figure 3).
- In fall 2019, there have been no purges for no established payment arrangements. There was not a purge for the equivalent time in Fall 2018.
- In Fall 2018 BCCC reported 4,523 as the final headcount to the Maryland Higher Education Commission (MHEC) (via the Enrollment Information System file in November), 1,189 eligible FTEs and 140 ineligible FTEs to MHEC in August 2019 (to MHEC via the CC-2 and CC-3 in August).

Figure 1

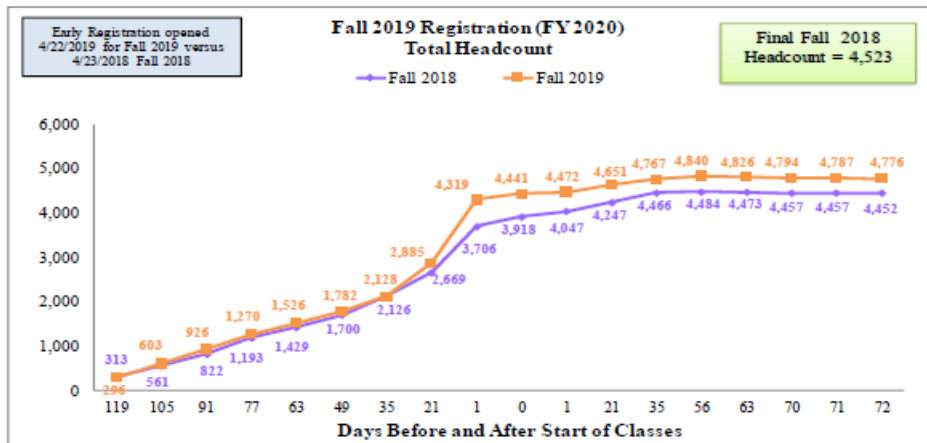


Figure 2

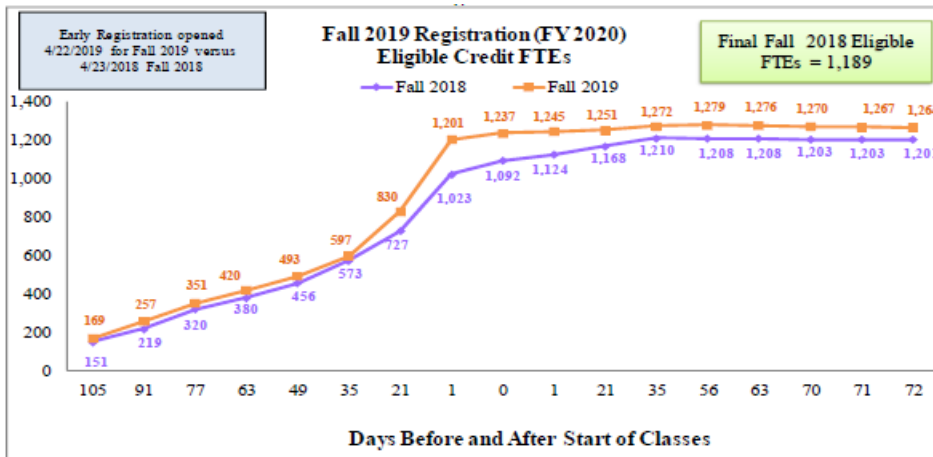
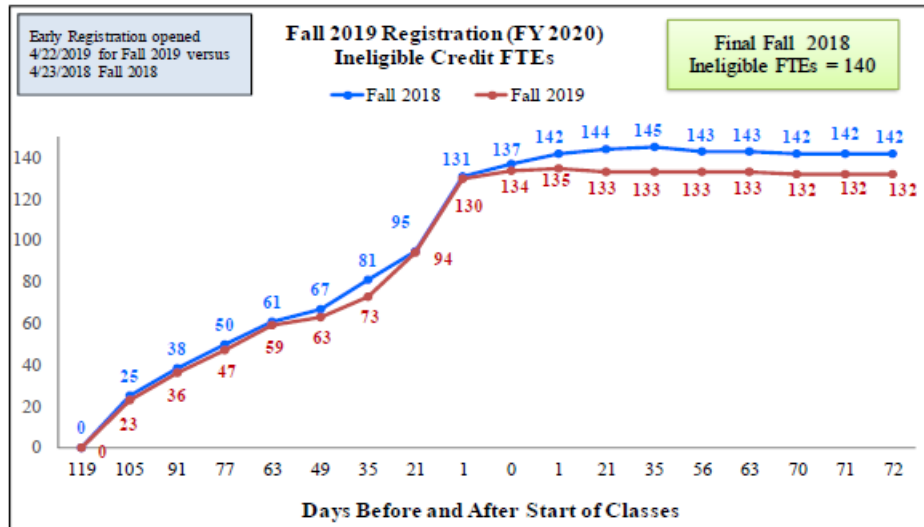


Figure 3



Enrollment-related Activity Highlights for October 2019

Enrollment Report

- The first day of classes for Fall was August 26, 2019.
- The first day of classes for the 12-Week Session was September 23, 2019.
- The first day of classes for the Accelerated II Session is October 21, 2019.
- BCCC Admissions staff participated in the Baltimore National College Fair sponsored at the Baltimore Convention Center on October 21st and 22nd;
- Campaign to get students to schedule appointments with advisors began November 1st via social media, posters, electronic message boards, and various signage on campus. Early registration begins on November 18th;
- Weekly email blasts sent to students through Hobson's (From The Registrar);
- Identified 295 students to support with down payment assistance on payment plans for student bills;
- Outreach to any students who came in for testing who may not have enrolled;
- Student Success Advisors contacting students to set up appointments for early registration;
- Began outreach to students who may have stopped attending (students who have not been enrolled for less than 364 days are being contacted by Student Success Advisors; students who have not been enrolled for more than 365 days are being contacted by admissions staff) to set up appointments to register during the early registration period.



BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

TAB 11 | Active Search Listing



HR Active Search List as of November 15th, 2019

	Div	PIN #	Position	Oversight	Date(s) posted	Status 10/8/19	Status 11/15/19
1	AA	81589	Assistant Professor/ Coordinator of Criminal Justice	Melvin Brooks	8/13/2019	Search Committee to meet to review resumes and determine interviewees	2nd round of interviews to be scheduled
2	AA	78507	EMS Clinical Coordinator	Trudy Booker	10/18/2019	N/A	1st round of interviews Scheduled
3	SA	TBD	Registrar	Dr. Stanley Singleton	10/29/2019	N/A	Resumes forwarded to Vice President
4	A&F	73966	Director of Procurement	Vice President of Administration & Finance	5/2/2019	Resumes forwarded to President	Ongoing interviews
5	A&F	62619	Director of Facilities	Michael Thomas	7/1/2019	Resumes forwarded to Vice President	Ongoing interviews
6	WDCE	81695	Director of ABE	Shawnette Shearin	10/25/2019	N/A	Resumes forwarded to Oversight
7	PO	TBD	Executive Assistant to the President	Dr. Debra McCurdy	4/26/2019	Resumes forwarded to President	Ongoing interviews
8	PO	TBD	Vice President of Administration & Finance	Dr. Debra McCurdy	7/10/2019	Resumes forwarded to President	Ongoing interviews
9	PO	TBD	Staff Internal Auditor/EEO Compliance Coordinator	Lyllis Green	8/1/2019	1st round of interviews scheduled	2nd round of interviews scheduled
10	PO	TBD	Vice President of Academic Affairs	Dr. Debra McCurdy	9/4/2019	Resumes forwarded to President	Final interviews completed
11	PO	TBD	Director of Enterprise Applications	Stephan Byam	9/20/2019	Resumes forwarded to the CIO	Final interviews completed
12	PO	73032	IT Infrastructure, Systems, & Telecommunications Manager	Stephan Byam	10/3/2019	Resumes forwarded to the CIO	Ongoing interviews