

# Institutional Advancement

## OFFICE OF INSTITUTIONAL ADVANCEMENT

**Assistant Vice President:** Ms. Carin Savage

The Division of Institutional Advancement is comprised of five offices charged with providing a comprehensive range of programs and services, which enable the College to raise external funds and resources beyond those provided by tuition and tax levy support.

These offices respond to the needs of diverse populations served by the College, providing access to instruction and services for academic improvement, institutional and faculty development, occupational training, career development, and personal enrichment; and through the work of a foundation, securing private sector support for the College.

Programs and services are developed in collaboration with academic departments, business and labor organizations, government agencies, foundations, other educational institutions, and community groups. The Division of Institutional Advancement is committed to excellence in education and to services that are responsive to the needs of the College community and its neighbors.

Descriptions of the five offices of the Division:

### OFFICE OF CONTINUING AND PROFESSIONAL STUDIES (CPS)

**Assistant Dean of Continuing and Professional Studies:** Ms. Elizabeth Oliver

CPS offers non-credit tuition courses and programs for lifelong learning and professional and community development. Courses provide opportunities for students to attain new skills to support their career development and compete in today's technological environment. CPS certificate programs and customized business training meet industry standards. Courses are conducted both on campus and at satellite learning centers throughout the Bronx. CPS also provides customized training for local and regional employers, unions, and community-based organizations through the Business and Professional Development Institute.

### OFFICE OF GRANTS AND CONTRACTS

**Grants Officer:** Mr. David Hernandez

The Office of Grants and Contracts develops and administers grant and contract funded programs from federal, state, and local governmental agencies and private foundations. These programs are designed to strengthen the College's academic offerings, student services and learning environment and support faculty development and research. The Office of Grants and Contracts also responds to the needs of the surrounding community, collaborating with the public schools, business and labor organizations, government agencies and community groups to obtain sponsored support for a variety of educational and community outreach programs.

## **OFFICE OF COMMUNITY AND WORKFORCE DEVELOPMENT**

**Director:** Vacant

The Office of Community and Workforce Development is comprised of a variety of private and public grant funded programs providing community education and workforce development. Programs' services include adult basic education, pre-GED, GED, all levels of English as a Second Language, counseling, academic and vocational support, job readiness training, vocational training, job placement and follow-up as well as college preparation and enrollment support.

## **OFFICE OF DEVELOPMENT AND ALUMNI RELATIONS**

**Director of Development:** Ms. Mary Healey

**Director of Alumni Relations:** Mr. Robert Whelan

The Office of Development identifies, establishes relationships with, and secures gifts from private donors and grants from corporate and foundation sources in support of the College's priorities. The Office of Alumni Relations represents the College in promoting the Alumni Association and in coordinating their activities. Its purpose is to support the College's educational mission and to enrich the lives of alumni. The alumni website publishes and gathers information to facilitate communication between alumni and the College. The address is [www.bcc.cuny.edu/alumni](http://www.bcc.cuny.edu/alumni).

## **OFFICE OF MARKETING AND COMMUNICATIONS**

**Director:** Vacant

The Office of Marketing and Communications handles all publications for the College, internal and external communications (print, online and multimedia), website management, media relations, and marketing and advertising campaigns.