

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

Open Session Minutes | 4:00pm January 19, 2022 (Virtual Zoom Meeting)

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**Board Members Present:** Chairman Kurt Schmoke, Esq., Mr. J.C. Weiss III, Dr. John Brothers, Ms. Leonor Tannhauser Blum, Mr. Oluwafemi Toriola, Ms. Leila Parker, Esq.

**Board Members Absent:** Mr. John Lewis, Mr. Jason Perkins-Cohen, Dr. Rachel Pfeifer

**I. Call to Order**

Chairman Schmoke the meeting to order at 4:07pm.

**Adoption of the Agenda**

Chairman Schmoke called for the motion to adopt the January 19 Agenda. Trustee Weiss made the motion to approve and Trustee Blum seconded. The Agenda was adopted.

Chairman Schmoke also announced the affirmation made by the Board regarding the extension of President McCurdy's contract through June 2024. Dr. McCurdy expressed appreciation for the extension and broad level of support.

**II. Board Actions / Consent Agenda**

- a. December 15, 2021 Open Session Minutes
- b. Closed Session Meeting Summary
- c. Special Meeting December 21, 2021 Open Session Minutes
- d. Student Government Association Report

Chair Schmoke asked for a motion to approve the Consent Agenda items. Trustee Weiss made the motion to approve the Consent Agenda and Trustee Femi provided the second. The motion was approved.

**III. Items Removed from the Agenda**

- a. AFSCME Local #1870 at BCCC Report
- b. Faculty Senate Report

**IV. New Business**

- Procurement Delegation.
  - West Pavilion Chiller & Pumps Replacement (\$175,000)
  - West Pavilion Fire Alarm System Upgrade (\$160,000)
  - South Pavilion Roof Replacement (\$424,000)
  - Life Science Exterior Doors Replacement (\$191,000)

AVP Dixon and Director of Procurement Lansaw presented items over \$100,000 to request that the Board provide preliminary approval while awaiting bids. Ms. Lansaw addressed a pre-approval process for these four construction contracts. She indicated that the bids must be advertised for at least 20 days and two of the projects have met that period. The items were presented for pre-approval to expedite the approval process. In response to the newly initiated procurement guidelines, these types of expenditures will be presented in a consistent manner on a monthly basis. The Trustees had no questions about the process.

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AVP Dixon was asked to share the rationale for each project.

Six bids were received for the West Pavilion Chiller and Pumps replacement. The cost should not exceed \$175,000 and the lowest submission was for \$108,000. Currently the Procurement office is reviewing the bids. Chair Schmoke asked about other criteria such as experience and quality of work. Ms. Lansaw described what was considered and included financial stability and conducting reference checks, etc.

The West Pavilion Fire Alarm System Upgrade – With an estimate of \$160,000, the scope was ready to go to the e-Maryland Marketplace. Trustee Brothers asked if previous experience with the College was a factor. Ms. Dixon indicated because vendors are invited to bid, favoritism or prior working relationships were not factors; the award is largely based on price.

The South Pavilion Roof Replacement – This initial estimate for the roof was lower (approximately \$200,000) and bids ranged from \$424,000 to \$831,188. If the lowest bid and considerations are satisfactory, the College will move forward with lowest bid. Trustee Femi asked about difference between the highest and lowest. Ms. Lansaw indicated cost breakdowns were provided. Contracts over \$500,000 must go before the Board of Public Works. The supply chain issues and shortages are heavily impacting the price for metal, pipes, etc. Unfortunately, supply chain issues are causing uncertainty for many vendors. A question was raised about contracts and the impact of delays due to the pandemic; Ms. Dixon indicated that vendors must now submit lead time as part of the bid process.

Life Science Door Replacement – Estimate \$191,000. This is under final review with the College and a vendor. As a part of the replacement work, the Nursing Building doors also have significant security issues and need to be replaced.

Chairman Schmoke called for a motion to approve. Trustee Brothers made the motion to pre-approve awarding the procurement items and Trustee Weiss seconded. The motion was unanimously approved.

#### **V. College Policies**

- None

#### **VI. Presentations**

AVP Dixon was asked to provide an overview of the work that has been initiated for the Loop Road. A power point presentation was provided to show the construction work. She indicated that the work is progressing and Harper Hall was demolished. Dr. McCurdy stated that Harper Hall was named after a distinguished individual. The College will review its responsibilities related to the naming rights and how Harper Hall initially acquired its name.

The demolition of the Bard building was approved by the State to begin the process. The demolition plans will be developed by May 2022; the project will go out for bid in June 2022; the award will be made in September 2022; and the work completed by March 2023. Dr. McCurdy anticipated questions during the legislative session regarding the Bard building. Trustee Weiss inquired about architects reviewing Bard's demolition; and how this can be a PR opportunity. He asked whether Coppin's architecture students could be exposed to the work in progress. How can we create a favorable opportunity for the demolition and what will be on the site in the future? AVP Dixon indicated the need to remove hazardous materials first. Perhaps, what could be there in the future could be a part of an experience for students. Chair Schmoke indicated that the demolition should be photographed and serve as a teaching and learning opportunity. Dr. McCurdy indicated that as we talk about the site, the College will engage with the Greater Baltimore Group. AVP Dixon suggested involving BCCC's CADD students.

- Enrollment Report

Dr. McCurdy indicated that many of the two-year institutions in Maryland are struggling with enrollment declines given the number of courses offered virtual or online. VP Burrell shared upward trends for the winter enrollment and operational improvements (realignment tasks). She indicated that spring registration is still in progress and shared that the current enrollment was down 7.7% as of January 18. She noted improvements in processes and upcoming later-starting sessions. VP Velez indicated some of this was the impact of the new wave of the pandemic variants. New email and social media campaigns are underway along with texting. A new recruiter was hired with expectations for two additional recruiters. The College's open rate is higher than industry standard as is the click rate. The logins have increased from 11 logins on January 4 to 252 on January 10. Trustee Femi expressed concern regarding students not wanting to return to campus after starting virtually. Dr. Velez indicated that the VHD meets daily to establish messaging every day. He is currently, addressing the January 31 date and utilizing a call campaign to encourage registration. Chair Schmoke asked if courses were remote in the spring that will now change to face-to-face. Dr. Jones explained that about 50% of classes were planned to be face-to-face and 50% were to be remote. Some low enrolled classes were shifted to the 12-week session and remote. With the shift to remote for January, all but Health Professions were to remain face-to-face with approximately 280 students on campus.

- Enterprise Resource Planning (ERP) Update

Mr. Schiesler indicated that the College's Green status has been maintained and routine meetings occur with DoIT. We are on track for Financial Aid to go live in February. Human Resources will go live on April 1. The central payroll and workday integration will be completed on August 1. Data migration and validation are underway for employee data (general person), position control, onboarding/hiring, and employee leave balances. Communications are planned for the Go-Live in April. Chair Schmoke asked about training for staff; Dr. McCurdy indicated that active training on the new BANNER system is a part of the transition.

Dr. McCurdy announced that the new CIO will begin on February 7 and the new Deputy CIO begins on January 31.

## VII. President's Report

- a. Operational
- b. Realignment

Dr. McCurdy shared that the College shifted its reopening for face-to-face to January 31, but classes would begin on the listed scheduled date. This will be revisited frequently. Email discussion among the other community college presidents is frequent and all institutions are making adjustments to start dates, return dates, or the distribution of on-campus instruction. Situations are changing every day at each of the institutions. Dr. Jones is managing course sections that have to be shifted along with faculty loads. The College is considering the move towards mandatory vaccinations and the best ways to manage it will involve software.

Dr. McCurdy provided a summary of what was shared in the Town Hall and noted the salary increases through the State (3% increase and \$1500 bonus in January 2022 and a 3% increase is anticipated in July 2022 for those eligible). Updates on the Comcast partnership and emergency grant fund and the Strategic Planning draft from Keeling & Associates were provided. The BCCC Foundation is undergoing an assessment conducted by Altruist after an introduction by Trustee Brothers.

Trustee Femi asked about the vaccine mandate's status. Dr. McCurdy indicated that the College is moving toward a particular software to manage the mandate as it will be a great deal of oversight. It is likely that an external group will be contracted to help manage the process. VP Velez and General Counsel Rodriguez are meeting with external vendors (including the group working with Montgomery College). More information will follow.

Chair Schmoke commented on his satisfaction with the Realignment Reports.

**VIII. Active Search Listing**

**IX. Motion for Adjournment**

Chairman Schmoke asked for a motion to adjourn. Trustee Weiss moved for adjournment and Trustee Brothers seconded the motion. All approved. The Trustees adjourned at 5:30 PM and will reconvene in Closed Session. He read the following notice: Pursuant to the general provision of Article Section 3-305(b) (1), (7), (8), (9) and (14), the meeting will now be closed so that the Board can discuss personnel matters involving specific employees, pending litigation, matters related to union negotiations and the College's participation in a competitive proposal procurement process.

Respectfully submitted,  
Debra L. McCurdy, PhD  
President

NEXT MEETING: March 16, 2022 at 4:00pm

**Attendance:**

- Dr. Debra L. McCurdy, President
- Ms. Maria Rodriguez, Esq., General Counsel
- Mr. Michael Thomas, Vice President of Workforce Development
- Dr. Liesl Jones, Vice President of Academic Affairs
- Ms. Lyllis Green, Chief Internal Auditor
- Ms. Becky Burrell, Vice President of Institutional Effectiveness and Planning
- Dr. Daniel Velez, Vice President of Student Affairs
- Mr. John Schiesler, Director of Enterprise Applications
- Ms. Katherine Dixon, Assistant Vice President of Facilities
- Ms. Anna Lansaw, Director of Procurement

**BCCC Faculty/Staff Present:** Michael Berends, Denise Holland, Cynthia Wilson, Eileen Hawkins, Chris Jordan, Wendy Harris, K. Thompson, Brett King, Sharon Stoddard, Katana Hall, Pat Mikos, Nicole Deutsch, William Fleming, Liz Purswani, Sharvett Lee, Sylvia Rochester, Valerie Grays, Stanley Carvouras

**Others Present:** Kristin McFarlane, Assistant Attorney General, Office of the Maryland Attorney General