



BOARD OF TRUSTEES BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda | January 15, 2020

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> |
| Adoption of Agenda | Mr. Kurt L. Schmoke, <i>Chair</i> |
| a. Approval of the January 15, 2020 Agenda (Tab 1) | |
| II. Board Actions / Consent Agenda | Mr. Kurt L. Schmoke, <i>Chair</i> |
| a. Approval of the December 18, 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) | |
| III. Items Removed from the Agenda (Tab 6) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| ▪ Student Government Association Report (Tab 3) | |
| IV. New Business (Tab 7) | Dr. Debra McCurdy, <i>President</i> |
| ▪ Digital Media Program (<i>Vote</i>) | Dr. Liesl Jones,
<i>VP Academic Affairs</i> |
| V. College Policies (Tab 8) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| ▪ None | |
| VI. Presentations (Tab 9) | Dr. Debra McCurdy, <i>President</i> |
| ▪ Enterprise Resource Planning (ERP) | Mr. Stephan Byam, <i>CIO</i>
Dr. Donnell Josiah, <i>Maryland
Department of
Information Technology</i> |
| VII. President's Report (Tab 10) | Dr. Debra McCurdy, <i>President</i> |
| a. Cabinet Division Reports (Information) | |
| b. BCCC Legislative Priorities | Dr. Debra McCurdy, <i>President</i>
Mr. Kevin Large, <i>Director
Government Relations</i> |
| c. Enrollment Report | 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

Open Session Minutes | December 18, 2019

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

Board Members Present: Chairman Kurt L. Schmoke, Esq., Ms. Leonor Tannhauser Blum, Mr. Jason Perkins-Cohen, Dr. Rachel Pfeiffer, Mr. J.C. Weiss, II, Mr. Pete Nachtwey (by phone), Ms. Leila F. Parker (by phone).

Board Members Absent:
John Lewis

CALL TO ORDER

Chair Schmoke called the meeting to order at 4:07 p.m.

ADOPTION OF THE AGENDA

A. Adoption of the December 18, 2019 Agenda

Chair Schmoke requested a motion to adopt the December 18, 2019 Agenda. Trustee J.C. Weiss motioned for the adoption of the December 18, 2019 Agenda and Trustee Leonor Tannhauser Blum seconded the motion. The motion was unanimously approved.

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

A. Approval of the November 20, 2019 Minutes

Chair Schmoke requested a motion to approve November 20, 2019 Minutes. Trustee Leonor Tannhauser Blum motioned for the approval of the November 20, 2019 Minutes and Trustee J.C. Weiss seconded the motion. The motion was unanimously approved.

B. Student Government Report

Report provided but not discussed.

C. Faculty Senate Report

Report provided but not discussed.

ITEMS REMOVED FROM THE AGENDA

Report from AFSCME Local #1870 was removed from the agenda.

NEW BUSINESS

N/A

COLLEGE POLICIES

N/A

PRESENTATIONS

A. Facilities Master Planning

Dr. McCurdy provided an overview of the discussions that have been taking place regarding plans for all BCCC properties. She stated that regular meetings with the architecture firm Noelker and Hull Associates and the Department of General Services are helping to develop strategies that will tie into the Facilities Master Plan.

Dr. McCurdy introduced Mr. Robert Ashbury, principal at Noelker and Hull who gave a detailed analysis of BCCC properties. Mr. Asbury mentioned that this project started in the summer under the assignment of the Department of General Services (DGS) to evaluate all facilities and buildings, to determine best usage of properties and space, and to assess how facilities uses and plans will integrate and support academic programs. Mr. Ashbury noted that information acquired during the evaluation of properties and discussions with Dr. McCurdy and her staff are helping to draft the master plan.

Mr. Asbury noted the following concerns and suggestions:

- Library and Nursing Building should be high priorities for renovation
- Building systems in the Nursing Building, Library, and Fine Arts Wing are at the end of their useful life.
- Life Science Building is in good condition with exception of boilers and elevators.
- Problems with sanitation drains exist in the Main Building.
- Central systems plan is needed for all buildings for operational efficiency and maintenance costs.
- Life safety systems (fire alarms and sprinklers) and ADA Compliance requirements are lacking in some areas.

Chair Schmoke asked if the idea of a second exit from the BCCC campus was a possibility. Mr. Asbury shared that the Loop Road Project is already set to begin in approximately one year. However, without acquiring more property, a second exit is not an option. Dr. McCurdy added that pushing exit traffic onto Liberty Height could be a challenge, but was a part of the original DGS plans.

Chair Schmoke asked whether the nursing program would be able to utilize the space in one of the pavilions since they were previously used as hospital space. Mr. Asbury responded that the areas are cut up into offices and are not suitable for instructional space.

Mr. Asbury explained that a full report along with deliverables will be provided in the first quarter of 2020.

PRESIDENT'S REPORT

Dr. McCurdy shared that her presentation will cross between operations, realignment, and enrollment. As part of both realignment and enrollment initiatives additional efforts towards dual enrollment in partnership with Baltimore City Public Schools are underway. Meetings have taken place with Trustee Pfeifer and several of her lead administrators to discuss the Mayor's Scholars Program, P-Tech, dual enrollment, and how to effectively move students through and between institutions. Dr. McCurdy shared that she believes there is tremendous opportunity in looking at dual enrollment as a viable option that would benefit the students, BCCC, and BCPS.

Dr. McCurdy reiterated that there are several areas of recruiting efforts that should be integrated. An evaluation of all areas of the college that have outreach responsibility has uncovered the need to establish an enrollment master plan that fits with the realignment tasks.

Currently in its second year at BCCC, the Mayor's Scholars Program (MSP) brought in well over 400 students. The Abell Foundation has commissioned an evaluation of the MSP to determine the success of students in the program, and how it will be integrated into the College's operations. Consultant Cristina Lopez and VP Burrell (and staff) will be responsible for writing the report.

The Realignment Tasks included a review of the College's budget, enrollment, and spending. A report on enrollment and a review of the MSP Program were due to the Joint Chairs by December 1, 2019. The College received a positive response to the information submitted which outlined intended change that supports enrollment.

Another part of the realignment task was a comprehensive review of all positions, which is ongoing. Dr. McCurdy shared that Dr. Liesl Jones, our new VP for Academic Affairs started just six days ago and has hit the ground running. Discussions with candidates for the vacant VP for Administration and Finance and Government Relations positions are underway and making good progress. With these selections, the President's Cabinet will be complete.

Dr. McCurdy shared the College is continuing to build a presence in the community through marketing and branding.

The College is continuing to form partnerships and relationships with the Department of Budget Management (DBM), the Department of General Services (DGS), the Department of Information Technology (DOIT), and community leaders. Regular meetings and

engagement opportunities have helped to build relationships that had not previously existed.

Dr. McCurdy shared that when she started in May 2019, the College's Enterprise Resources Planning (ERP) Project rated a "red" status (heightened-risk) as defined by the Department of Information Technology (DOIT) due to missed deadlines, lack of engagement and a lack of an overall strategy for the project's completion. New deliverables were established in August and the project moved to "yellow" status by October/November. With weekly meetings, strong deliverables, and hard work, the College stands at "green" status as of December. Dr. McCurdy gives much of the credit for this accomplishment to the leadership of the Chief Information Officer, Mr. Stephan Byam.

Mr. Byam shared that Dr. McCurdy's leadership, support, and commitment to having all parties engaged and around the table is what has pushed this progress. He indicated that the efforts of the core ERP Team, the support of the executive staff, and the thriving relationship with DOIT were also responsible for the success.

Chair Schmoke asked about the timeline for selecting a product. Mr. Byam shared that selection should begin around late April.

Enrollment Report

Dr. Stanley Singleton, Vice President for Student Affairs shared the College's enrollment numbers for Winter and Spring 2020. He provided an update to previously provided reports and noted that the number for the Winter semester is 36 credit students versus 34, and the Spring semester number is 2,203 versus 1740 (these compare 2018 and 2019).

Chair Schmoke asked Dr. Singleton what he thought was causing the increase. Dr. Singleton responded that he credits the increase in enrollment to Dr. McCurdy's leadership in bringing all parties to the table regarding enrollment initiatives, adjusting to an open schedule for placement testing, a focus on student payment plans, and simply staying in constant contact with students.

ACTIVE SEARCH LISTING

Report provided but not discussed.

MOTION FOR ADJOURNMENT

Chair Schmoke made a request under the provisions of the State's Open Meetings Law to adjourn the Open Session Meeting and to reconvene for the Closed Session. Trustee Leonor Tannhauser Blum motioned for the adjournment of the December 18, 2019, Open Session Meeting and Trustee J.C. Weiss seconded the motion.

NEXT MEETING: January 15, 2020.

Cabinet Present:

Dr. Debra L. McCurdy, President
Ms. Becky Burrell, VP of Institutional Effectiveness and Planning
Dr. Stanley Singleton, VP of Student Affairs
Dr. Liesl B. Jones, VP of Academic Affairs
Mr. Michael Thomas, VP of Workforce Development and Continuing Education
Ms. Dawn Kirstaetter, VP of Advancement and Strategic Partnerships
Ms. Maria Rodriguez, Esq., General Counsel
Mr. Stephan Byam, Chief Information Officer
Ms. Lyllis Green, Chief Internal Auditor
Ms. Michelle Williams, Executive Director of Human Resources
Dr. Debora Johnson-Ross, Director of Mayor's Scholars Program



BCCC Staff Present:

Eileen Waitsman, Dr. Maria Cazabon, Eileen Hawkins, Jeffrey White, Dr. Chima Ugah, Dr. Daphne Snowden, Scott Saunders, Dr. Anil Malaki, Frederick Paraskevoudaki, Renata Allen, Lorraine Brown, Dr. Bob Iweha, Edward Ennels, Scott Olden, and Earl Melvin.

Other Attendees Present:

Omer Olloumou, SGA Vice President, Debra Vines, Ian Klein (Department of Legislative Services), Kristin McFarlane (Office of the Attorney General).

CLOSED SESSION

Chair Schmoke requested a motion, under the Open Meetings Act, State Government Article Section 10-508, to convene in Closed Session on December 18, 2019, in the President's Conference Room to discuss real estate, personnel and to obtain legal advice. The motion was given by Trustee Weiss III and seconded by Trustee Perkins-Cohen.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Debra L. McCurdy".

Debra L. McCurdy, PhD
President

Approved by the Board of Trustees on January 15, 2020.