

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Meeting Minutes | 4:00pm June 15, 2022 (Virtual Zoom Meeting)

Board Members Present: Chair Kurt L. Schmoke, Mr. J. C. Weiss, Dr. John Brothers, Ms. Leila Parker, and Dr. Rachel Pfeifer

Absent: Ms. Leonor Tannhauser Blum, Mr. Jason Perkins Cohen, Mr. John Lewis

Also Present: President Debra L. McCurdy

I. Call to Order

Chair Kurt L. Schmoke called the Open Session of the Board of Trustees to order at 4:06pm.

II. Adoption of Agenda

Chair Schmoke asked for a motion to adopt the June 15, 2022, Agenda. Trustee Weiss moved to adopt the Agenda and Trustee Brothers seconded it. There were no objections, and the Agenda was adopted.

Chair Schmoke received written request from the President of AFSCME Local 1870, Ms. Nena Kutniewski, to speak for five minutes and it was granted.

Ms. Kutniewski addressed the Board and spoke on issues of concern that the Local 1870 discussed with President McCurdy:

- a. Transparency – staff are not being informed of the Zoom link for the Open Session agenda, which according to the Board of Trustees bylaws should be publicly posted on the BCCC Board of Trustees website.
- b. Vacancies – the number of vacancies has increased 23%-25% at the College. The Legislature has addressed BCCC's staffing issues. The lack of staff has impacted negatively on current staff, especially with the implementation of and training for the ERP system.
- c. Virtual Helpdesk – was created in response to the COVID pandemic and has been very successful. However, it needs to be restructured. Assigned staff are now doing double duty which can lead to burnout and retention issues.
- d. Teleworking Policy – has been requested, but not addressed. Such a policy would be beneficial with the changing nature of the workforce and would increase productivity by employees who may need flexible working arrangements.

III. Board Actions / Consent Agenda

- a. May 18, 2022 Open Session Minutes
- b. May 18, 2022 Closed Session Meeting Summary
- c. June 9, 2022 Finance/Audit Committee Meeting 2022 Minutes
- d. Student Government Association Report
- e. AFSCME Local #1870 at BCCC Report (Comments)

Chair Schmoke asked for a motion to approve the Consent Agenda. Trustee Pfeifer moved to adopt the motion and Trustee Weiss seconded it. There were no objections, and the agenda was adopted.

IV. Items Removed from the Agenda

a. Faculty Senate Report

V. New Business

a. **Geoscience Technology AAS Degree**

Dr. Debra McCurdy, President

Dr. Liesl Jones, Vice President for Academic Affairs, announced that the Geoscience Technology AAS degree is BCCC's fourth new degree program, built around current courses linked to jobs and the environment. It builds on the College's mission and the educational objectives to meet the needs of students looking to major in Environmental Science. Dr. Jones shared the proposed course sequence and said that the course credits will transfer to a four-year institution. There are eleven students currently interested in switching their major to this program.

Trustee Pfeifer asked about the current majors from where students expressed an interest in the program. Dr. Jones responded that the students are in the General Sciences Transfer program.

Chair Schmoke asked for a motion to approve the Geoscience Technology AAS Degree program. Trustee Weiss moved to adopt the motion and Trustee Pfeifer seconded it. There were no objections, and the new program was adopted.

b. **Finance Committee, June 9, 2022**

President McCurdy asked Mr. Michael Thomas, Vice President of Workforce Development, to speak on the Refugee After-School Programming and Ms. Anna Lansaw, Director of Procurement, to speak on the Pole Banner Printer and Installation and the Financial Aid Consulting Services.

i. **Procurements over \$25,000 to \$99,999**

1. Refugee After-School Programming (\$52,011.60)

Mr. Michael Thomas, Vice President of Workforce Development spoke about BCCC partnering with Soccer Without Borders, a non-profit organization. It provides homework help, wrap around services, and ESL classes. This program will assist with the summer programs. The Board of Trustees is being asked to approve this contract being paid out of MORA grant.

Chair Schmoke asked if this was a Case Management program. Vice President Thomas responded it is under the International Rescue Committee, which BCCC partners with.

Chair Schmoke also asked about the date of the contract. Vice President Thomas responded that BCCC is the steward of the grant and it is not the College holding it up, but it is Soccer Without Borders that delays the needed information. Chair Schmoke said he wanted the record to be clear on that.

2. Pole Banner Printer and Installation (\$26,780)

For informational purposes.

3. Financial Aid Consulting Services (\$45,000)

For informational purposes.

ii. **Approval Requests**

1. Refugee Case Management (\$173,372)

Dr. Debra L. McCurdy, President

Chair Schmoke asked for a motion to approve the Refugee Case Management contract with the International Rescue Committee. Trustee Brothers moved to adopt the motion and Trustee Weiss seconded it. There were no objections, and the contract was adopted.

iii. **Projected Procurements: July/ August**

1. West Pavilion-Fire Alarm Upgrade (Est. \$400,000)

Dr. Debra L. McCurdy, President

2. Nursing Cooling Tower Replacement (Est. \$200,000) Workforce

Mr. Michael Thomas, VP

3. Doors – Atrium/Nursing/Fine Arts/LSB (Est. \$300,000)

4. Front Entrance Sign (Est. \$100,000)

5. Heartland (Est. \$262,500)

6. TouchNet (Est. \$200,000)

President McCurdy stated these items are part of the deferred maintenance plan for the institution. The dollar amounts are high, and we are waiting for some procurement processes to take place before they are brought forward. Ms. Lansaw reported further that most will be bid out and awarded. They are critical to Banner implementation (Heartland and TouchNet). VP Thomas stated that the quality-of-life issues must be handled immediately.

VI. **College Policies (Tab 8)**

a. None

VII. **Presentations**

b. Enrollment Report

President McCurdy introduced the new Vice President of Student Affairs, Dr. Jade Borne. She then asked Ms. Becky Burrell, VP Institutional Effectiveness, and Ms. Eileen Hawkins, Director of Institutional Research to share the summer enrollment with the Board.

Ms. Hawkins reported on the summer credit headcount trends

- Summer 2021 to Summer 2022 there was a 0.6% decline.
- Summer enrollment, as of June 14, 2022, is 1,127.
- Registration for Summer II is underway at a little under 1,100 students for 2022.
- In process of confirming registration for Mayor's Scholars Program students as prepare to launch Summer Bridge Program in Summer II (6/27/2022 – 8/5/2022). Three hundred students are expected to enroll.
- Fall 2022 enrollment as of 6/14/2022 was 887 and as of today is now over 900 students. The Fall semester being 8/20/2022. This is a 7.6% decline when compared to Fall 2021 – Fall 2022.

Chair Schmoke observed a decline in the number of male students. Ms. Hawkins commented that the Cybersecurity, Commercial Driver's License (CDL) program and the new Geoscience Technology program may attract more male students to enroll at BCCC.

The Mayor's Scholars program will launch in Summer Session II at BCCC. The programming is in collaboration with the Admissions, Student Life and Registration areas.

The Fall 2022 Dual Enrollment goal is 300 students, information sessions were held 5/25, 5/31, 6/1, with a total of 70 attendees.

Trustee Pfeifer thanked BCCC for representatives that came out to speak to students who were undecided in a major.

c. Enterprise Resource Planning (ERP) Update

Mr. Michael Rading, Chief Information Officer, reported that BCCC maintains a green status from the State's Department of Information Technology (DoIT). Despite adjustments to the internal module go-live dates, the project is still on schedule as originally planned.

There is a big focus on the Fall 2022 student registration migration to Banner. Students will be able to register for courses created in the new system for Fall 2022. Test migrations into the new system are underway with final migration to occur on July 5, 2022.

An on-site meeting between Ellucian and BCCC was held on June 2, 2022, to discuss the readiness for the modules going live in July; planned work that is part of the implementation; and issues and migration measures. Chair Schmoke asked if Ellucian would be present, in person, on July 5th, when the modules (Student, Finance and Student Accounts Receivable) go live? Mr. Rading said not directly, but they will provide needed support.

A focus is on vendor engagement with BCCC during this preparation time. More training sessions are being scheduled for Finance and Student Accounting staff to have engagements with vendor specialists in areas that involve the General Ledger, Procurement and Student Accounts. As well, the vendor will have sessions with Human Resources and Payroll regarding the new system.

Chair Schmoke asked if DoIT would continue to monitor the process throughout the academic year? Mr. Rading responded yes through the end of next year. There are additional functions to be implemented beyond core applications. Meetings with DoIT from the project management side are regularly held.

VIII. President's Report

- a. Operational
- b. Realignment

President McCurdy discussed salient pieces of the realignment tasks. Cabinet members also addressed work related to each task.

Task 1

The Board approved all the new programs – Associate of Applied Science in Geoscience Technology, Associate of Applied Science in American Sign Language and Deaf Studies, Associate of Applied Science in Cybersecurity Digital Forensics, and the Associate of Arts in Communication. The articulation agreements will help solidify relationships with other institutions.

VP Liesl Jones elaborated on the articulation agreements with Baltimore City Schools, through the Talent Ready program. Drafting of the program will be done over summer and will be brought to the Board in Fall 2022. Students will be able to transfer 34 credits from their current schools and will be able to take dual enrollment course. The HIT program at BCCC is working to recruit students. The BS program at Coppin University, as part of Finish for Free Program, where students come to BCCC and can finish at Coppin University will be brought forward for approval.

Task 2

Workforce continues to expand partnerships with local community and health agencies to provide opportunities for students to gain training and improve their career outlook.

Task 3

Regarding Pathways, with the Americorp Vista Grant, there has been positive engagement with bringing in Success Coaches and tutoring to expand the level of service to BCCC students.

Task 4

To better align with Baltimore City Schools Academic Affairs leadership collaborated with the CTE Local Advisory Board to develop joint plans of action for the Perkins FY 23 submission. Vice President Jones stated there are plans of action to develop professional workshops to help train faculty to teach in the P-TECH and Dual Enrollment programs.

Task 5

This task was about the budget and enrollment projections for Fall 2022 – Fall 2029. President McCurdy informed the Board that the projections shown are the original numbers that MHEC calculated compared to the College's own layer of projections. BCCC along with most of the two-year and some four-year institutions have experienced enrollment declines.

Chair Schmoke asked how does MHEC arrive at their enrollment projections for credit? President McCurdy also questioned how MHEC arrives at its projections and asked Ms. Eileen Hawkins, Director of Institutional Research, to offer some clarity. She stated in previous years MHEC contracted with an external person to develop their projections at the State level and was not institution specific. A meeting with held to explain the methodology of arriving at these numbers and they did recognize that the pandemic had a far greater impact than expected and incorporated that into the new model.

Task 6

Several new Human Resources (HR) staff were hired to better support faculty and staff. Public Safety staff will be trained on processes and protocols and be more fully equipped. BCCC is committed to health and wellness of its employees – balancing the return to work after COVID with home life. The College has supported raises for the institution – January salaries/bonus, \$1,500; 3% cost of living raise on July 1, 2022; and a 2.5% merit increase based upon entry date of employees.

Task 7

Working to establish stronger relationships with key stakeholders:

- Comcast – has provided laptops for some summer programs; general talks occurred about co-hosting breakfast for Small Business and hosting Internet sign-up events.

- Saval Food Hospitality Management/Culinary – meetings have occurred to discuss options to bring culinary arts and hospitality back to the College.
- P-TECH – the College continues working with Johns Hopkins Hospital, Baltimore Public City Schools, University of Maryland, and the Kaiser Foundation.

Task 9

Progress is being made on the Ellucian Banner ERP implementation. Financial Aid went live February 28, 2022, Human Resources went live April 1, 2022, Student Enrollment and Finance will go live July 1, 2022

Funding is an important aspect. President McCurdy showed some of the expenses that will be coming back to the Board for approval. For example, refreshing the Datacenter, disaster recovery, enhancement of labs, office computers and phones.

Contracts to fund annual software maintenance, and licensing/support will be coming to the Board for approval. There are also significant positions that will be filled related to IT needs.

Task 10

President McCurdy stated that the first couple of phases are in progress and in phase six, the actual demolition of the Bard Building will begin. A kickoff meeting was attended by Vice President Thomas; the purpose was to develop a schedule and put safeguards in place to meet the timeline. The work is in collaboration with the Department of General Services, BCCC and the engineers.

Chair Schmoke asked if a company has been identified to bring the Bard building down? Vice President Thomas stated no, negotiations will start in Phase 5 with potential vendors. Phase 2, 3, 4 have to be completed then bidding will go out to the companies. Chair Schmoke asked what is Phase 4? Vice President Thomas said this validates that documents/permits and surveys are completed. Chair Schmoke expressed his surprise for the length of time that it is taking to bring a building down. Vice President Thomas said the Department of General Services (DGS) sets the timeframe and those same sentiments were expressed to DGS. President McCurdy stated that in the meantime, measures are in place to make sure there are no liability issues.

Task 11

President McCurdy stated that we received Committee approval for the procurement policies and procedures previously approved by the Board and the next phase is to move the documents to the Department of Public Works (DPW).

Legislatively regarding the realignment tasks, President McCurdy provided the Board a sense about the magnitude of reports required to be completed. The Cultural Diversity Report is due in September 2022. She presented slides of all the reports that are completed on an annual basis. These are in addition to the Accreditation reports. Ms. Lansaw, Director of Procurement, reported that besides having to present applicable contracts to the Board of Public Works, several that predate the current administration have to be completed according to the COMAR regulations and then presented to DPW.

IX. Active Search Listing

X. Motion for Adjournment

Chair Schmoke asked for a motion to adjourn the Open Session. The meeting will continue in Closed Session. The motion was moved by Trustee Weiss and seconded by Trustee Pfeifer. There were no oppositions.

Pursuant to the General Provisions Article, Sections 3-305(b) (1), (7), (8), and (14), the meeting will now be closed so that the Board can discuss personnel matters involving specific employees, pending litigation, and the College's participation in a competitive proposal procurement process.

This statement was made by Kurt L. Schmoke, Board Chair.

The Trustees adjourned at 5:36pm and reconvened in Closed Session at 5:41pm.

Respectfully submitted,

Debra L. McCurdy, PhD
President

NEXT MEETING: September 21, 2022

Attendance:

- 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
- Mr. Michael Rading Chief Information Officer
- Mr. Peter Farrell, Deputy Chief Information Officer
- Mr. Charles Hall, Assistant Vice President of Human Resources
- Dr. Jade Borne, Vice President of Student Affairs
- Ms. Anna Lansaw, Director of Procurement
- Ms. Eileen Hawkins, Director of Institutional Research
- Ms. Kristin McFarlane (Assistant Attorney General)
- Dr. Harvey Dorrah, Associate Vice President of Academic Affairs

BCCC Faculty/Staff & Guests Present:

Cynthia Wilson	Brett King
Delois Mooring	Avonelle Colbert
Carol Taylor	Norraine Harper
Jim Lynch	Dr. Darryl Pope
Elizabeth Purswani	Danielle Walker
Dorothy Holley	Valerie Grays
Aaries Coleman	Edward Harper
Lorraine Jamison	Freida Davis
Robert Sremski	Constance Mannone
Nena Kutniewski	Christina Carter
Dee Simpson	Patricia Raines
Will Hug	Vashti Hayletts
Michele Spears	Noah Grant
Michael Berends	Angela Donn
Danielle Ballard	June Mabrey
Jawan Hanks	Erik Wilkinson
Ebony McFadden	Shayla Hunter
Michelle McIntosh	Kenneth Gillespie
W. Johnson	Lynnette Little
Theresa Tunstall	Wanda Walker
Aquila Evans	Brian Terrill
Dr. Leslie Jackson	Dr. Bryan Miller
Darryl Rogers	Kimberly Woolford
Dr. Katana L. Hall	Dr. Courtney Ross
Tanquarae McCadney	Rasheedah Evans
Mr. D. FitzGerald Smith	Karen Jones
Dr. Nicole L. Deutsch	Kadeirdra Thompson
Dr. Sylvia Rochester	Stanley Cavouras
Saleem Chaudhry	