

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

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

Board Members Present: Chair Kurt L. Schmoke, Ms. Leonor Tannhauser Blum, Mr. John Goeken, Ms. Lelia Parker Mr. Jason Perkins-Cohen, Dr. Rachel Pfeifer, and Mr. J. C. Weiss

Absent: Mr. John Lewis

Also Present: President Debra L. McCurdy

I. Call to Order

Adoption of Agenda

- a. Approval of the October 19, 2022 Agenda

Chair Schmoke asked for a motion to adopt the October 19, 2022 Agenda. Trustee Tannhauser Blum moved to adopt the Agenda and Trustee Perkins-Cohen seconded. There were no objections and the Agenda was adopted. The Open Session began at 4:19pm.

II. Board Actions / Consent Agenda

- a. September 21, 2022 Open Session Minutes (Tab 2)
- b. September 21, 2022 Closed Session Meeting Summary (Tab 2)
- c. October 13, 2022 Finance/Audit Committee Meeting Minutes (Tab 2)
- d. AFSCME Local #1870 at BCCC Report/Comments (Tab 4)
- e. Faculty Senate Report (Tab 5)

Chair Schmoke asked for a motion to approve the Consent Agenda. Trustee Perkins-Cohen moved to adopt the motion and Trustee Tannhauser Blum seconded it. There were no objections, and the Consent Agenda was adopted.

At the request of Nena Kutniewski, AFSCME comments were removed from the Agenda.

III. Items Removed from the Agenda

- a. Student Government Association Report

IV. New Business

- a. Finance/Audit Committee, October 13, 2022
 - i. Procurement Awards over \$25,000 to \$99,999
 - Mailing Services (\$39,925)

The Procurement Awards are for the Board of Trustees' information only. These are for the Radio Station's services. The Finance Committee has reviewed it.

- ii. Approval Requests \$100,000 and Over
 - West Pavilion Fire Alarm Security Upgrades & Equipment Replacement (\$458,000)

President McCurdy stated that the Finance Committee has reviewed and approved the contract. Vice President Michael Thomas spoke on the importance of replacing the Fire Alarm system because the current one is failing. This includes the Fire Pump and Controller.

Chair Schmoke asked for a motion to approve the contract for the West Pavilion Fire Alarm Security Upgrades & Equipment Replacement. Trustee Perkins-Cohen moved to adopt the motion. There were no objections, and the contract was approved.

- Data Refresh (\$475,500)

Mr. Michael Rading, Chief Information Officer, stated that this contract included the hardware, software licensing, and installation services to replace BCCC's aging server/storage and backup/recovery systems in the primary data center located in the Life Sciences Building.

Chair Schmoke asked for a motion to approve the Data Refresh contract. Trustee Parker moved to approve the motion. There were no objections, and the contract was approved.

- Core Network Infrastructure Refresh (\$124,392.66)

Mr. Michael Rading stated that this is a 3-year software maintenance contract, which includes all maintenance and security upgrades. This contract supports the College's Realignment Task #9 on infrastructure renovation.

Chair Schmoke asked for a motion to approve the Core Network Infrastructure Refresh contract. Trustee Perkins-Cohen moved to adopt the motion. There were no objections, and the contract was approved.

V. College Policies

a. Institutional Review Board Policy

President McCurdy informed the Board that the Institutional Review Board (IRB) policy was scheduled for presentation last month; however, it first needed broader input and was distributed to the College community. The IRB will consist of individuals from faculty, staff, students, and the community, to ensure representation. The IRB serves to protect human subjects from aspects of proposed research involving data collection that may affect the subjects, affiliated organizations, or the integrity of the institution.

Chair Schmoke asked if Legal Counsel had input. Ms. Becky Burrell, Vice President of Institutional Effectiveness, replied yes, by General Counsel, Cabinet members, and Faculty.

Ms. Eileen Hawkins, Director of Institutional Research, addressed responses of the faculty with the IRB policy.

- Meetings being held in fall and spring for faculty involvement.
- Recommendations for more frequent training.
- Input of organizations.
- Input of the Workforce Development and Continuing Education division.
- Questions about how different requests would be categorized.
- Utilization of data.
- Engagement of partners.
- The availability and protection of research conducted.

Chair Schmoke asked for a motion to approve the Institutional Review Board Policy. Trustee Tannhauser Blum moved to adopt the motion and Trustee Goeken seconded. There were no objections, and the Policy was adopted.

VI. Presentations

a. Monthly Financial Performance Report

President McCurdy informed the Board that the monthly Financial Performance Report will be presented on a continuous basis from Mr. Steven Hardy, Vice President of Finance & Administration.

Mr. Steven Hardy shared a snapshot report of BCCC's financial performance.

- There was a net surplus of \$12,128,683 for FY 2022 and \$13,073,478 for FY 2023. The numbers will differ due to the timing of when the quarterly payment is received.
- State appropriations are down \$9,006,250.
- There was a \$185,832 savings in Labor – PIN and Contractual salaries.
- More money was spent for students in the areas of Scholarships and Fellowships.
- Utilities expenses are driven by temperature fluctuations -- air conditioning during summer months and heat on cold days. A possible solution to cut costs may be installing efficiency windows.

Chair Schmoke asked about the Board of Estimates. President McCurdy responded that this is revenue received. BCCC has flexibility with the amount, and it will be reviewed again. Chair Schmoke asked is there still money for COVID relief. President McCurdy said yes, there is flexibility to move funds for other purposes.

Regarding expenditures, Chair Schmoke asked does the number change from quarter to quarter. Mr. Hardy responded, yes, because it is cumulative. A new column will be added to the coming financial reports reflecting a "forecast" of how BCCC's expenditures will "finish".

b. Enrollment Report

Ms. Becky Burrell reported that fall 2022 classes began on 8/22/2022.

- BCCC's headcount was 2,756, off the target enrollment projection of 3,528.
- Fall 2021 to Fall 2022 was an 8.7% decline; Maryland Colleges and Institutions reported a 9.8% decline.
- Enrollment is dependent on FTEs.
- The last 8-week session starts 10/19/2022 which can add to enrollment numbers; but the numbers of students that do not attend have to be considered.

Dr. Jade Borne, Vice President of Student Affairs, spoke about new initiatives to help students stay enrolled. Current enrolled students will be contacted before the winter break to have them enroll in spring classes; also outreach made to stopout students and near completers.

Student Trustee Goeken asked about the retention rate. Dr. Borne gave the number 47% according to an old PAR report. This number was affected by the pandemic, including transportation, childcare, job, and other personal issues impacting students' return. Vice President Burrell informed the Board that some data is captured by the Community College Survey of Student Engagement (CCSSE), which is conducted every two to three years.

Action: At the next Board meeting, current CCSSE student retention data will be presented.

Attention is also being given to help students through Developmental English and Math by tutoring and the Vista Grant.

Chair Schmoke asked is Developmental English a credited course. Ms. Hawkins replied that it counts for a student's credit load but does not affect a student's academic standing or GPA. It does count toward credit for Financial Aid.

In relation to Realignment Task 5 – Strategic Enrollment & Recruitment Planning, Dr. Borne relayed other measures being taken:

- Weekly Information Sessions for Potential Students - The recruiters hosted eight virtual "New Student Information Session" in September. These sessions occur twice a week on Tuesdays at 10:00am and Wednesdays at 3:30pm. Forty-five students attended information sessions in September.
- High School Visits to BCCC – Sixty-four Baltimore City Public High Schools are divided into three territories. These schools include Baltimore County Public High Schools, as well as some of the 4-year institutions that reside in Maryland.
- High School Recruitment Events - On September 28, 2022, Augusta Fells High School brought 40 juniors and seniors to BCCC to learn about available academic, continuing education, and work-force certificate programs, the Mayors Scholars Program, available support programs and to take a campus tour.
- Recruitment Planning – The Recruiters and Student Affairs Recruitment Teams are in the process of developing a comprehensive recruitment plan proposal. The plan will include territory saturation, expanding recruitment for the Mayor's Scholars and Granville T. Woods programs, international student recruitment, financial aid and advising engagements, and measurable recruitment targets for each department in Student Affairs.
- Filling of Enrollment and Recruitment Staff Vacancies.

Chair Schmoke asked if Dr. Borne had comparable numbers and stated that the University of Baltimore had 660 students who were eligible to return but did not. Dr. Borne replied that over the last three years, 1,500 eligible students did not re-enroll. The goal is to get these students to return. President McCurdy stated that more information will be brought back to the Board.

Action: At the next Board meeting, bring back current numbers of students that did not return, and outreach activity in response.

c. Enterprise Resource Planning (ERP) Update

Mr. Michael Rading, Chief Information Officer, reported that:

- The College maintains a **GREEN** status from the State's Department of Information Technology (DoIT).
- The Project Team continues to meet bi-weekly with the DoIT's Oversight Project Manager for the College to provide project updates and exchange ideas.
- The College also continues to provide official monthly 'Health Assessment' reports to the State which provides details on monthly project activities, including milestones, deliverables, and spending.
- The Cabinet receives regular project updates.
- Despite adjustments to the internal module go-live dates, the project is still scheduled to be completed by December 2023 as originally planned.

He also relayed the ERP core-modules that are live and used in College day-to-day operations.

The following is work done in the past month:

- CRM Recruit - Comprehensive admission system that supports the entire recruiting and admissions lifecycle. It will fully integrate with Banner and allow the admissions teams to manage recruitment and enrollment functions, facilitate engagement with students, and track enrollment goals, and set up workflows to automate communications with prospective students.
- Ellucian Degree Works - An academic advising and degree audit tool that provides students easy access to their academic path and helps them understand degree requirements and next steps to graduation. It allows advisors and tutors to target students in need of assistance and help them maintain progress. Decision Planning Workshops, with Student Affairs and Academic Affairs, were conducted in September 2022.

On September 21, 2022, a meeting between BCCC and Ellucian representatives was held to discuss:

- Review of the ERP contract requirements, associated deliverables and gaps in service delivery.
- Identifying issues and related remediation measures.
- Follow-up and action items being tracked for resolution.

Examples of issues

- Additional training needed in credit and non-credit areas
- Additional ERP configurations to meet non-credit needs
- Streamlining software solutions to simplify capturing information on Never Attend Reporting that impacts financial aid
- Addressing and remediating the cause of incorrect financial transactions in the ERP system that interferes with finance day-to-day operations

VII. President's Report

- a. Operational
- b. Realignment

President McCurdy informed the Board that BCCC will be observing Election Day and will be closed on November 8, 2022. There will be no classes or services, but Public Safety will be on the premises. A drop box will be at the entrance of the College for ballots.

Facilities Update

- Demolition of the Bard building is on target for 2023. She met with Downtown Partners of Baltimore to discuss the use of the open space. The College will meet with members of the downtown community during the first week of November and will be joined by the Department of General Services (DGS).

BCCC Foundation Update

- Regular Meetings will be scheduled with the Board of Directors and the Investment Committee.
- A Brown Advisory Meeting was held on October 19, 2022, to talk about Bylaws and the Fiscal agreement regarding grants.

ERP Project "What Worked"

- The College has implemented the core modules within the Ellucian Banner ERP system, which is a system that is highly recognized in the Higher Education space and is utilized by over 2,000+ institutions of higher education.
- The new ERP system makes information that cuts across different areas more readily accessible by prospective and current students, faculty, and staff.

- The new ERP addresses realignment Task #9 that touches on modernizing the College infrastructure and safeguarding student data.
- The new ERP streamlines current processes for students making it easier for them to register for courses, view grades, make payments, and view statements.

ERP Project “What’s in Progress”

- The new ERP has changed College Operations in different areas.
- It has been a learning process for students, faculty, and staff to become accustomed to using a new system.
- Additional training needs have been identified in both credit and non-credit areas to enable stakeholders to fully utilize the new system.
- Issues have come up that require remediation e.g., financial billing for non-credit courses; additional ERP configurations to better meet stakeholder needs; and the need for vendor support to find a simple solution for key College processes.

There are new Student Government Association Board members

- Darienne Stansbury - President
- Kyleen Brown - Vice President
- Ahreonna Sye-Taylor - Secretary
- Francesca Trull - Parliamentarian
- Luis Quintanilla – Senator

There will be a Middle States full review in FY 2024 as BCCC will be going through the reaccreditation process. Chair Schmoke asked whether Middle States delayed their visit because of COVID. President McCurdy replied a request was submitted for a 6 to 9 month delay due to the College’s realignment mandates and transition to the ERP system, but that request was denied.

President McCurdy shared BCCC’s history with the Middle States Commission on Higher Education (MSCHE).

- The last completed a Self-Study Report in 2013-2014.
- A Self-Study to MSCHE was submitted in February 2014.
- MSCHE Team Visit was conducted in March 2014.
- BCCC was evaluated on 14 Standards for Accreditation
- BCCC had insufficient evidence to demonstrate compliance with four of the MSCHE Standards.
 - Standard 2 - Planning, Resource Allocation, & Institutional Renewal
 - Standard 3 – Institutional Resources
 - Standard 6 – Integrity
 - Standard 7 – Institutional Assessment
- The College was placed on a “Warning” status

What was required of BCCC after the 2014 Self-Study?

- Submit a Monitoring Report in March 2015 documenting compliance with the four Standards.
- MSCHE removed the “Warning” June 2015 after compliance was demonstrated.
- A second Monitoring Report was submitted in April 2018.
- MSCHE requested a supplemental information report in 2017. The Report addressed: Standards II (Ethics and Integrity), VI (Planning, Resources & Institutional Improvement) and VII (Governance, Leadership & Administration), and was submitted in January 2018.
- The final Progress Report was accepted by MSCHE in June 2018.

The Accreditation Liaison Officer (ALO) overseeing the MSCHE Self-Study is Dr. Laura Cripps and she and Vice President Becky Burrell will co-coordinate oversight for the process.

The Self-Study Design Committee's Co-Chairs will:

- Identify content for and help to draft the College's Self-Study Design.

The Steering Committee Co-Chairs are:

- Eileen Hawkins
- Courtney Ross

The Steering Committee will:

- Drive the compilation of the Self-Study Report.
- Co-Chair the Working Groups for each Standard.
- Help draft the Self-Study Report narrative.

The Working Group Co-Chairs are:

- Michael Berends, James Dyett – Standard I
- Shawnette Shearin, Charles Hall – Standard II
- Johnnie Owens, Anthony McEachern – Standard III
- Brian Terrill, Ghazanfar Mahmood – Standard IV
- Katana Hall, Nicole Deutsch – Standard V
- Peter Ferrell, Anna Lansaw – Standard VI
- Eileen Waitsman, Patricia Raines – Standard VII

The Working Groups will:

- Compose responses within their assigned Standard.
- Identify and collect evidence to support these responses.
- Identify any opportunities for improvements.

Important dates:

- Writing of Self-Study Design due October 25, 2022
- Self-Study visit – November 9, 2022
- MSCHE accepts Self-Study – November 23, 2022
- Core Planning Team – Steering Committee, Self-Study Design Committee – October 14, 21, 2022
- Self-Study Report – November 22, 2022 – Spring 2024

Trustee Pfeifer asked where Trustees can find the results of previous MSCHE 2013-2014 reports.

Action: President McCurdy will send the link to all the Board members.

Trustee Weiss asked President McCurdy if she knew anyone on the Middle States team. President McCurdy responded they had not yet been appointed, but if so, that individual would have to withdraw from the team. This is BCCC's third Liaison Officer, which is another reason why she asked for an extension of their visit. A new Liaison Officer means starting over with the orientation about BCCC. She will connect with Dr. Ward regarding the new Liaison Officer.

VIII. Active Search Listing

IX. 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 Tannhauser Blum. There were no oppositions.

Chair Schmoke gave the following closing statement: “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.”

The Trustees adjourned at 5:45pm and reconvened in Closed Session at 5:50pm.

Respectfully submitted,

Debra L. McCurdy, PhD
President

Next Board Meeting: November 16, 2022

Attendance:

Eileen Hawkins
Michael D. Thomas
Lyllis M. Green
Maria E. Rodriguez
Michael Rading
Dr. Laura Cripps
Katherine Zurlage
Dr. Jade Borne
Anna Lansaw
Kristin McFarlane
Peter Farrell
Steven Hardy

BCCC Faculty/ Staff:

Michael Berends
Alice Kimara
Cynthia Wilson
Natasha Williams
Christina Carter
Darryl Rogers
Glenn Peterson
Deborah Moore
Dr. Katana L. Hall
Shawnette Shearin
Mr. Gelfand
Noah Grant
Dr. Denise Holland
Saleemah Franklin

Theresa Tunstall
Nena Kutniewski
Dee Simpson
Chris Jordan
Carol Taylor
Ebony McFadden
Stanley Cavouras
Aquila Evans
Lynette Little
Valerie Grays
Dr. Bryan Miller
Dr. Nicole L. Deutsch
Chuck Marquette
Jason Quick
Theresa White
Constance Mannone
Norrine Harper
Brett King
Dr. Leslie Jackson
Dr. Sylvia Rochester
Steven Duncan
Jamison
C. Jones
Charles N. Wilson
D. FitzGerald Smith
Brian Terrill
Dr. Courtney Ross