



BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | February 19, 2020

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

Board Members Present: Chairman Kurt L. Schmoke, Esq., Ms. Lenor Tannhauser Blum, Mr. J.C. Weiss, II, Ms. Leila F. Parker, Mr. Jason Perkins-Cohen, Dr. Rachel Pfeifer, and Mr. John D. Lewis (by phone).

Board Members Absent: Mr. Peter Nachtwey

I. CALL TO ORDER

Chair Schmoke called the February 19, 2020, Open Session Board Meeting to order at 4:01 p.m.

ADOPTION OF THE AGENDA

A. Adoption of the February 19, 2020 Agenda

Chair Schmoke requested a motion to adopt the February 19, 2020 Agenda. Trustee J.C. Weiss motioned for the adoption of the February 19, 2020 Agenda and Trustee Leonor Tannhauser Blum seconded the motion.

II. BOARD ACTIONS/ CONSENT AGENDA

Chair Schmoke moved to accept the following agenda items:

A. Approval of the January 15, 2020 Minutes

Minutes provided, no changes.

B. Student Government Report

Report provided no discussion.

C. AFSCME Local #1872 at BCCC Report

Item removed from agenda.

D. Faculty Senate Report

Report provided, no discussion.

III. ITEMS REMOVED FROM THE AGENDA

A. Student Government Association Report

IV. NEW BUSINESS

N/A

V. COLLEGE POLICIES

N/A

VI. PRESENTATIONS

A. Enterprise Resource Planning (ERP)

Dr. Debra McCurdy introduced Dr. Donnell Josiah from the Department of Information and Technology (DoIT) who has been working with our CIO, Stephan Byam, and the ERP Team on the ERP Project.

CIO Stephan Byam began by greeting the Board and sharing that his presentation was a second update on the ERP Project. He shared that the new VP for Finance and Administration, Donal Christian, comes with a wealth of IT knowledge that will complement the core ERP Team.

CIO Byam shared that over the course of the last month the team has worked diligently conducting marketing research and visiting peer institutions. Prior months' activities included a group of twenty (20) BCCC staff members visiting the Community College of Baltimore County. Plans are in place to visit Howard Community College and the University of Baltimore in a few weeks. He explained that the visits help to document lessons learned by other institutions as they went through the implementation process, and provides our colleagues an opportunity to converse about a modern ERP system. CIO Byam stated that the Project Team will continue working in preparation for the ERP's implementation phase. Tasks will include ERP system selection, conducting Business Process Analysis (BPA) with various departments, and Infrastructure Readiness.

Dr. Josiah thanked the Board for the opportunity to share information and the importance of viewing DoIT as a strategic partner. He shared that DoIT is responsible for overseeing the planning and implementation of all major IT development projects. He elaborated that this type of oversight ensures the development, maintenance, and policies and procedures are adhered to and there is proper documentation for the Project execution.

Dr. Josiah clarified that the College's ERP Project is a Major Information Technology Development Project (MITDP). MITDPs are determined by three assessment measures:

1. Estimated project cost exceeding \$1M
2. Project supports a critical business function in an executive State agency
3. The Secretary makes a determination based on significance, benefits, risks, and visibility

Dr. Josiah provided a clear outline describing his role as the OPM (Oversight Project Manager):

- Provides guidance regarding adherence to the State's System Development Life Cycle (SDLC)
- Provides frequent monitoring of project milestones
- Provides guidance to promote lean principles and cost containment
- Prepares stage-gate reviews that promote projects for planning to implementation

Dr. Josiah celebrated the work of the new Cabinet and the Baltimore City Community College, ERP Project Team on meeting strategic milestones over the last six months.

Chair Schmoke asked Dr. Josiah what role he plays in the ERP final selection. Dr. Josiah responded that he partners as a consultant and only provides guidance to the selection committee.

Trustee Rachel Pfeifer asked for clarity on project activities taking place between April and July; and whether the team has confidence in the system being up and running for the next academic year. Dr.

Josiah explained that once the solicitation has the final blessing of all the various State agencies it will go through the eMaryland Marketplace (where the RFP is issued for vendor response). Once the RFP is issued, a number of procurement activities take place including pre-proposal conferences and meetings with vendors. Vendors will submit a written proposal for review by the selection committee, and the committee will make a recommendation to award the selected vendor.

Dr. Josiah shared that a timeline for implementation has not yet been determined; this will be determined once an ERP vendor is selected.

VII. PRESIDENT'S REPORT

A. Cabinet Division Reports

Dr. Debra McCurdy began by introducing and welcoming Mr. Donal Christian, the new Vice President for Finance and Administration who comes to BCCC with a wealth of knowledge in economics and information technology.

Dr. McCurdy gave an overview that her report this month will merge the President's Summary, the Cabinet Reports, and the Realignment Tasks Updates. She stated that the Cabinet has been working vigilantly in preparation for the 2020 Legislative Hearings.

Dr. McCurdy mentioned her meetings with City Schools regarding the PTECH partnership in an effort to move the College forward with new initiatives surrounding dual enrollment.

Dr. McCurdy spoke about the President's Forum which took place on campus on January 31, 2020. She emphasized that her purpose for the Forum was not only to speak directly to the faculty and staff, but to allow the Cabinet to share first-hand, some of the important initiatives taking place in their areas and to answer questions.

Chair Schmoke asked if the meeting with PTECH and Hopkins went well. Trustee Rachel Pfeifer shared that the PTECH program, which is currently in three high schools in Baltimore City, will be graduating its first class at Dunbar and Carver High Schools this coming spring. Students will either continue pursuing a degree, graduate with an associates' degree (and a high school diploma), or decide to conclude their educational journey to enter the workforce. Trustee Pfeifer mentioned there were discussions about how to track data to document student paths, success rates, and trends in a more uniformed way. She also mentioned the importance of clarifying contacts that will promote future growth. Dr. McCurdy added that she thought the discussion went well but some shifts in the program will be necessary in the near future. She explained that currently PTECH falls under Workforce Development but there are plans to shift the oversight for the program to the academic area.

B. Realignment Task Update

Dr. McCurdy shared that the Realignment Task Groups are currently on target. People are beginning to get a stronger sense that the realignment efforts are not just tasks, but a restructuring and reorganization process. Practices and initiatives implemented as a part of these tasks become a part of the Colleges infrastructure and daily operations.

Chair Schmoke asked during any meetings if the legislators were asking how the College is doing with its realignment tasks. Dr. McCurdy responded the realignment tasks are at the forefront of most conversations with legislators, especially the IT component. They are asking about growth, enrollment, efficiency, personnel and staffing changes.

C. Enrollment Update

Report provided.

VIII. ACTIVE SEARCH LISTING

Report provided.

IX. MOTION FOR ADJOURNMENT

Chair Schmoke requested a motion, under the States' Open Meeting Law to adjourn the February 19, 2020, Open Session Meeting at 5:05 p.m., and to reconvene for the Closed Session. Trustee J.C. Weiss motioned for the adjournment of the February 19, 2020, Open Session Meeting and Lenor Tannhauser Blum seconded the motion.

X. NEXT MEETING: March 18, 2020.

Attendance:

Dr. Debra L. McCurdy, President
Ms. Becky Burrell, VP of Institutional Effectiveness and Planning
Mr. Donal Christian, VP for Finance and Administration
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
Mr. Stephan Byam, Chief Information Officer
Ms. Maria Rodriguez, Esq., General Counsel
Mr. Kevin Large, Special Assistant to the President/ Dir. of Government Relations
Ms. Lyllis Green, Chief Internal Auditor
Ms. Michelle Williams, Director of Human Resources
Dr. Debora Johnson-Ross, Director of Mayor's Scholars Program

BCCC Staff Present:

Terri Bell, Debra Vines, Melvin Brooks, Eileen Hawkins, Eileen Waitsman, Wadson Pericles, Dr. Chima Ugah, Sylvia Rochester, Scott Olden, Dr. Maria Cazabon, Jeffrey White, Dr. Daphne Snowden, Frederick Paraskevoudaki, and Scott Saunders

Others Present:

Omer Olloumou, SGA

Yusuf Olamide, SGA