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## **BOARD OF TRUSTEES**

### **BALTIMORE CITY COMMUNITY COLLEGE**

Open Session Minutes | November 18, 2020 (Virtual Zoom Meeting)

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**Board Members Present:** Chairman Kurt L. Schmoke, Esq., Mr. Jason Perkins-Cohen, Mr. J.C. Weiss, III, Mr. John D. Lewis, Dr. Rachel Pfeifer, Ms. Leonor Tannhauser Blum, Dr. John Brothers, LP.D., Mr. Oluwafemi S. Toriola, Student Member

**Board Member Absent:** Ms. Lelia F. Parker, Esq.

#### **CALL TO ORDER**

Chairman Schmoke called the Open Session Board Meeting to order at 4:03 p.m.

#### **ADOPTION OF THE AGENDA**

##### **A. Adoption of the November 18, 2020 Agenda**

**ACTION:** Chairman Schmoke requested a motion to adopt the November 18, 2020 Meeting Agenda. Trustee Rachel Pfeifer motioned for the adoption of the November 18, 2020 Agenda and Trustee J.C. Weiss seconded the motion. The Board unanimously approved the motion.

#### **BOARD ACTIONS / CONSENT AGENDA**

Chairman Schmoke requested a motion to accept the following agenda items:

- A. Approval of the October 21, 2020 Minutes**
- B. Student Government Association Report**
- C. Faculty Senate Report**

**ACTION:** Chairman Schmoke requested a motion to approve the Board Actions / Consent Agenda. Trustee Leonor Blum motioned for approval of the Board Actions / Consent Agenda, and it was seconded by Trustee J.C. Weiss. The Board unanimously approved the motion.

#### **Items Removed from the Agenda**

- A. AFSCME Local #1870 at BCCC Report**

#### **NEW BUSINESS**

##### **A. Introduction of Mr. Oluwafemi S. Toriola, New Student Board of Trustees Member**

Dr. McCurdy introduced Oluwafemi S. Toriola as the new Student Board of Trustee Member. Student Trustee Toriola served as the previous president of the History Club and has worked at the College's radio station, WBJC. Student Trustee Toriola earned a Bachelor of Science degree in Biology from Lagos State University in Nigeria in 2012, and an Associates Degree from BCCC in General Studies with Honors in the Spring of 2020, and is currently working on his Associates Degree in Computer Information Systems.

Mr. Toriola expressed his appreciation for the appointment and Chairman Schmoke welcomed him to the BCCC Board of Trustees.

## COLLEGE POLICIES

None.

## PRESENTATIONS

### A. College Financial Audit, BCCC Foundation Audit, & WBJC Radio Station Audit

Dr. McCurdy introduced Ms. Christina Bowman and Mr. Robert Gauthier from Clifton Larson Allen (CLA) as well as Ms. Channa Williams, Interim VP for Finance and Administration, who worked with the auditors to complete the audits.

Ms. Williams discussed the Fiscal Year 2020 audit. The College engaged with CLA for both the Foundation and the College audits. Christina Bowman has served as the lead from CLA, which is a new auditing firm for the College.

Ms. Bowman addressed the College, radio station and the Foundation. The scope of services and deliverables for the College included financial statements & CC-4, communications with governance, and single audit. The scope of services and deliverables for the radio station included financial statements & the annual financial report for the Corporation for Public Broadcasting, and communications with governance. The scope of services and deliverables for the Foundation included financial statements and communications with governance.

Ms. Bowman shared that no material weaknesses or significant deficiencies were identified during the College audit. The audit did produce the following recommendations to fix deficiencies in internal control and other matters: operational reviews consistent with Realignment, pension accounting, classification of negative balances in accounts receivable, allowance for uncollectable receivables, approvals of timesheets, and to resolve cash differences with the State Treasurer's Office for the radio station.

Ms. Bowman shared that two material weaknesses were identified during the Foundation audit. The audit found that there was a lack of segregation of duties and management oversight and that the Foundation should implement a closing process for audit adjustments. The Foundation audit also identified the following significant deficiencies: procedures do not identify what documentation is required for journal entries, recording of prepaid expenses, and procedures do not identify what documentation is required for grants, contributions, and scholarships. The Foundation audit produced the following recommendations to fix deficiencies in internal control and other matters: procedures do not identify what documentation is required for online vendor payments, reconciliation of transfer accounts, and functional allocation of expenses.

Chairman Schmoke said he was overall pleased with the audit report. Dr. McCurdy shared that BCCC is also going to bring in an auditor to perform an operation audit as well which will help identify what internal controls are lacking. The plan is to have a preliminary scope within the coming weeks. Chairman Schmoke asked what agencies also review the audits? Dr. McCurdy said that she would expect liaisons from the legislature to review the audits and that the College is prepared to respond to all questions.

**ACTION:** Chairman Schmoke requested a motion to approve the College Financial Audit, BCCC Foundation Audit, & WBJC Radio Station Audit. Trustee J.C. Weiss motioned for approval of the College Financial Audit, BCCC Foundation Audit, & WBJC Radio Station Audit, and it was seconded by Trustee John Brothers. The Board unanimously approved the motion.

### **B. Enterprise Resources Planning (ERP) System**

Dr. McCurdy shared that she was pleased to bring the ERP to the Board. Mr. Stephan Byam, CIO, provided a presentation on the ERP system. The College is going through its realignment and is upgrading its infrastructure. The new ERP will serve finance, human resources, and the student information systems. On November 4, the College received approval from the Maryland Board of Public Works for the ERP system contract. The bid was awarded to Ellucian Company L.P. for their Banner software. Pursuant to the college's Board of Trustees approval and vote on the contract, the College issued a Notice to Proceed.

The College expects to ask for additional appropriations to support the ERP as additional software needs to be migrated. Chairman Schmoke asked if the College has the infrastructure needed to support the ERP. Mr. Byam said that the College is prepared. Dr. McCurdy said that the College is 20 years behind the software needs that exist and that it is almost unheard for a College the size of BCCC to operate with such an antiquated system.

Trustee Rachel Pfeifer asked about what potential risks may exist with this transition. Dr. McCurdy said that the biggest transition challenge is that the College needs to have qualified staff to implement and transition to the new system and that everyone needs to be retrained. Mr. Byam shared that the bigger risk is not acting now. Trustee J.C. Weiss asked if this system would protect BCCC from a malware attack. Mr. Byam said that the College's servers will be housed by the vendor and they are responsible for the College's security. Chairman Schmoke asked if DoIT is aware that the College will be requesting additional funding. Dr. McCurdy said that additional funding has been a part of the ongoing discussion with DoIT and that she expects to build on the funding.

**ACTION:** Chairman Schmoke requested a motion to approve the Enterprise Resources Planning contract. Trustee J.C. Weiss motioned for approval of the Enterprise Resources Planning contract, and it was seconded by Trustee Rachel Pfeifer. The Board unanimously approved the motion.

### **C. Facilities Master Plan**

Dr. McCurdy introduced Ms. Katherine Dixon, Assistant Vice President for Facilities, and Mr. Michael Thomas, Vice President for Workforce Development. Ms. Dixon provided an update on the 10-year facilities master plan. Over the past year, the facilities master plan team has evaluated the mission, institutional programs, and the vision for the future. The facilities master plan is a 10-year planning model and annual updates will be added to the Plan. A timeline has been created that includes over 48 projects requesting capital funding.

Ms. Dixon shared that during the November 18 Board of Public Works meeting, the College received approval for the gas line relocation related to the Loop Road project. The State anticipates completing the Loop Road project by January 2022.

Dr. McCurdy discussed the deferred maintenance needs that have been identified. Such a backlog exists because the College previously did not apply for the necessary appropriations. Ms. Dixon shared that under previous administrations, the College had not submitted any funding requests for deferred maintenance. The State has

indicated that it would be funding bundles of deferred maintenance requests and has expressed overall support of proper investment in BCCC.

Chairman Schmoke noted that the presentation focused on the Liberty Campus and asked if a larger assessment was being done of other properties maintained by the College. Dr. McCurdy shared that the full Plan considers the entire portfolio. Dr. McCurdy also stated that the Board would have the full Plan to review.

#### **PRESIDENT'S REPORT**

Dr. McCurdy shared that Spring semester planning is well underway and that due to COVID-19, it has already been decided that the College will not begin the semester face-to-face. BCCC will evaluate whether it is possible to transition to some face-to-face at the mid-point of the semester. Spring classes will be offered synchronous and asynchronous. The College has also added a 10-week term within the Spring semester to begin on February 24.

Chairman Schmoke asked about the ongoing search to fill the Dean of Nursing position. Dr. McCurdy said that the position is posted and that Associate Dean Holly has stepped forward to serve as Interim Dean.

#### **MOTION FOR ADJOURNMENT**

**ACTION:** Chairman Schmoke requested a motion, under the State's Open Meeting Law to adjourn the November 18, 2020 Open Session Meeting at 5:19 p.m., and to reconvene for the Closed Session. Trustee John Brothers motioned for the adjournment of the November 18, 2020, Open Session Meeting and Trustee J.C. Weiss seconded the motion. The vote was unanimous.

**NEXT MEETING:** December 16, 2020

**Attendance:**

- Dr. Debra L. McCurdy, President
- Ms. Maria Rodriguez, Esq., General Counsel
- Dr. Rose Reinhart, VP of Student Affairs
- Mr. Michael Thomas, VP of Workforce Development
- Ms. Dawn KIRSTAETTER, VP of Advancement and Strategic Partnerships
- Dr. Liesl Jones, VP of Academic Affairs
- Mr. Stephan Byam, Chief Information Officer
- Ms. Channa Williams, Interim VP for Finance and Administration
- Ms. Becky Burrell, VP of Institutional Effectiveness and Planning
- Mr. Robert Roop, Director, Human Resources
- Mr. Kevin Large, Special Assistant to the President and Director of Government Relations

**BCCC Staff Present:**

Charles Wilson, Edward Ennels, Eileen Hawkins, Scott Born, Sylvia Rochester, Katherine Dixon, Dr. Edna Street-Jones, Sharon Stoddard, Daniel Izume, Charmine Bell

**Others Present:**

Kristin McFarlane, Assistant Attorney General, Office of the Attorney General

Robert Gauthier, CLA

Christina Bowman, CLA