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## **BOARD OF TRUSTEES**

### **BALTIMORE CITY COMMUNITY COLLEGE**

Open Session Minutes | December 16, 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, LPD., Ms. Lelia F. Parker, Esq., Mr. Oluwafemi S. Toriola, Student Member

**Board Member Absent:** None

#### **CALL TO ORDER**

Chairman Schmoke called the Open Session Board Meeting to order at 4:02 p.m.

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

##### **A. Adoption of the December 16, 2020 Agenda**

**ACTION:** Chairman Schmoke requested a motion to adopt the December 16, 2020 Meeting Agenda. Trustee J.C. Weiss motioned for the adoption of the December 16, 2020 Agenda and Trustee Leonor Tannhauser Blum 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 November 18, 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 Jason Perkins-Cohen motioned for approval of the Board Actions / Consent Agenda, and it was seconded by Trustee Weiss. The Board unanimously approved the motion.

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

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

#### **NEW BUSINESS**

None.

## COLLEGE POLICIES

### A. Secondary Employment Policy and Procedures

Ms. Maria Rodriguez, General Counsel, stated the intent of the Policy would clarify that secondary employment was possible, but approval must be acquired from the person's direct supervisor, the appropriate cabinet member, and the President. The procedures outline the process. A primary goal is to determine if an employee is devoting a significant amount of time to another employment opportunity that impacts their position responsibilities at the College. A definition of secondary employment is provided in the policy. Ms. Rodriguez noted that payment for a one-time lecture is not considered secondary employment. Dr. McCurdy shared that the intent of the policy is similar to such at other institutions. Dr. McCurdy also stated that she had spoken with the faculty about this policy to share that the administration is not interested in any requirement for reporting periodic external engagements, rather reporting if someone has other employment impacting their work at BCCC.

**ACTION:** Chairman Schmoke requested a motion to approve the Secondary Employment Policy. Trustee Rachel Pfeifer motioned for the approval of the Secondary Employment Policy and Trustee Perkins-Cohen seconded the motion. The Board unanimously approved the motion.

## PRESENTATIONS

### A. Enterprise Resource Planning (ERP) System

Mr. Stephan Byam, CIO, provided an update on the Enterprise Resource Planning (ERP) System. Mr. Byam stated that the official contract between Ellucian and BCCC commenced on December 1, 2020. The Project Team will introduce the College Community to Banner in the form of a 2-day comprehensive webinar-styled kick-off. Dr. McCurdy will participate in the kick-off and reiterated the importance of the project as well as the support that the executive leadership will provide for the implementation. Faculty and staff will also have an opportunity to receive a demonstration of the new system.

The project will be managed at the executive level and its execution delivered through a series of functional groups including the Steering Committee, Project Management Team, and Implementation Team.

Mr. Byam stressed that the ERP is not an IT project, but rather a Business project that IT is assisting with. This is based on the College processes and how to make the College more efficient. Each area is accountable for the parts that touch their work.

### B. College Enrollment Report

Ms. Becky Burrell, Vice President of Institutional Effectiveness and Planning, began the presentation and shared historical enrollment as well as enrollment projections made by the College and the Maryland Higher Education Commission (MHEC). In order to meet the enrollment projections of the College, Ms. Burrell noted that strategic relationships with BCCC's partners have had a positive impact on enrollment. In addition, the College is looking at labor market and unemployment data. BCCC will align the needs of regional in demand industries with the College curriculum through the facilitation of a process entitled "Developing a Curriculum" (DACUM). The data showed a major increase in unemployment in Baltimore City between the months of March and April that directly correlated to COVID-19. The College is evaluating the programs that are being offered to ensure that they are meeting the needs of students and the business community.

Dr. Reinhart, Vice President for Student Affairs, shared that she has been working with her area and other members of the executive team to determine where barriers exist for students. One of the areas identified was the lack of clarity on the admissions application and instructions. The review of the application included making the academic program options clearer and streamlining the Maryland residency section. Previously, a significant amount of documentation was required to verify whether a student was a Maryland resident. The process now only includes what is required which results in less documentation. This has allowed for a more efficient application process.

The next step for the team assigned will be to streamline the Dual Enrollment Application and then the Workforce Application.

The Student Affairs area has also reviewed the process and timing for distributing financial aid. The review showed that some students had not registered because of the cost of attendance. By asking on their application if a student intends to be a full-time or part-time student, BCCC can provide information about aid so that prospective students can determine the financial need.

Dr. Reinhart shared that the College adjusted the academic calendar to allow students more options to register in a timely manner. The adjustment allowed for earlier registration, which resulted in the daily distribution of course fill rate reports to Academic Affairs to identify the need for additional sections. Through these changes, the College has seen much greater efficiencies. The new ERP system will provide additional enrollment efficiencies.

Dr. Reinhart discussed Dual Enrollment and noted that the College has continued conversations with City Schools, Charter Schools, Private Schools, and Home School Associations. Another area of enrollment growth is the One Step Away Program. The Program is for students who are in good standing with the College and who have a minimum of 45 credits completed with BCCC. The College is doing outreach to these students with incentives and rationales to complete their degree.

Trustee Pfeifer said that she was interested in participating in the College's DACUM process and shared that City Schools had just gone through a similar review.

Trustee Perkins-Cohen noted that the City's Workforce program has an interest in aligning its resources with the College's programs. Additionally, Trustee Perkins-Cohen asked about data to show whether BCCC graduates are staying local for their jobs and/or the counties where graduates pursue employment. Ms. Burrell shared that the College recently submitted a grant for strengthening institutions that would provide access to a system with demographic employment data (labor market analytics). The system would allow BCCC to look at any industry and track BCCC graduates (the student to employment journey).

Chairman Schmoke mentioned the Bob Parsons Scholarship at the University of Baltimore available for transfer students. The Parsons scholarship is designed to get students to complete their AA degree. Dr. Reinhart said that she was aware of the Scholarship and BCCC Student Affairs is evaluating how to better partner so that more BCCC students would be able to take advantage of the opportunity.



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Chairman Schmoke asked about the MHEC enrollment projections. Ms. Burrell noted that MHEC had its own internal projection formula. The College has contacted MHEC to get a better understanding of their formula. While MHEC has very high enrollment projects, the Maryland Department of Budget and Management (DBM) has told the College to be more realistic and they are aware that the higher projections are coming from MHEC.

During the legislative session, Dr. McCurdy will likely be asked to provide information about how the College arrived at the internal enrollment projections. Other peer institutions also have high enrollment projections from MHEC and the explanations remain confusing. Chairman Schmoke said that there are several legislators who are friends of BCCC and may be able to assist in explaining the College's projections to the State.

Trustee Pfeifer acknowledged the shifts in enrollment strategies that have occurred within Student Affairs.

Trustee Blum noted the growing Latino population in Baltimore and that most live in East Baltimore. Trustee Blum suggested that something should be done with the transportation system to make it easier to go to BCCC. Trustee Blum shared that right now, many are looking at CCBC because it is closer and more easily accessible even though it is more expensive for them to attend. Dr. McCurdy discussed that a possibility would be to provide programs within those communities to attract more students to BCCC.

Chairman Schmoke asked if Mayor Scott had communicated his commitment to the Mayor's Scholars Program (MSP). Dr. McCurdy shared that MSP is in its third and final cohort of the initial commitment and that discussions are ongoing with the Mayor's office to determine next steps.

## **PRESIDENT'S REPORT**

Dr. McCurdy provided updates from the President's Report. The College is continuing the plans for the return to campus and has taken a slow and deliberate process. For each of the seven strategies (Communications, Campus & Site Occupancy, Health & Safety, Classroom Instruction, Student Support Services, Technology, Finance & Operations) a cabinet member is lead or co-lead. The College is continually evaluating COVID information and depending on conditions in February and March, there may be some face-to-face course offerings available.

Dr. McCurdy shared that the College disbursed another round of CARES Act funding to eligible students on December 4. This round of disbursement went to 1,131 eligible students for a total of \$252,685. The remaining student portion of the CARES funds will be distributed to eligible students in the spring 2021 semester.

Dr. McCurdy also spoke about the sponsored internet program that the College is providing to students and faculty/staff that need connectivity. As of December 10, 462 students have applied for and received a code to access Comcast Internet Essentials. Communications will be sent to faculty/staff who may be able to benefit from this service.

Dr. McCurdy shared that the College has initiated pre-planning efforts to expand the 2018-2022 Strategic Plan. Comprehensive planning activities will occur during the 2021 spring semester and engage members of the College community to develop cascading strategies and viable targets to support a realigned Plan.

Dr. McCurdy updated the Board on recent dialogue with the Maryland Department of General Services (DGS) regarding the College's request to use any unencumbered funds from the Loop Road project for necessary



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system improvements including accessibility improvements, demolition of Harper Hall, security improvements to include site cameras, and a new security kiosk. Conversations and a review of the project funds are ongoing.

Chairman Schmoke asked about conversations with the faculty and if there was an agreement to move the calendar. Dr. McCurdy shared that there was a question if the College would consider moving the opening of the spring semester from January 13 to a week later; it was determined to maintain the schedule which allowed some flexibility if conditions changed drastically. The College's 3-week mini-mester starts on December 21.

## **MOTION FOR ADJOURNMENT**

**ACTION:** Chairman Schmoke requested a motion, under the State's Open Meeting Law to adjourn the December 16, 2020 Open Session Meeting at 5:18 p.m., and to reconvene for the Closed Session. Trustee Weiss motioned for the adjournment of the December 16, 2020, Open Session Meeting and Trustee John Brothers seconded the motion. The vote was unanimous.

**NEXT MEETING: January 20, 2021**

### **Attendance:**

- Dr. Debra L. McCurdy, President
- Ms. Maria Rodriguez, Esq., General Counsel
- Dr. Rose Reinhart, Vice President of Student Affairs
- Mr. Michael Thomas, Vice President of Workforce Development
- Ms. Dawn Kirstaetter, Vice President of Advancement and Strategic Partnerships
- Dr. Liesl Jones, Vice President of Academic Affairs
- Mr. Stephan Byam, Chief Information Officer
- Ms. Channa Williams, Interim Vice President for Finance and Administration
- Ms. Becky Burrell, Vice President 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:**

Dr. Pamela Ambush Burris, Edward Ennels, Eileen Hawkins, Michael Berends, Patricia Mikos, Sylvia Rochester, Valerie Grays

### **Others Present:**

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