

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm February 16, 2022 (Virtual Zoom Meeting)

Board Members Present: Chair Kurt L. Schmoke, Dr. John Brothers, Mr. John Lewis, Ms. Leonor Tannhauser Blum, Mr. Oluwafemi Toriola, Ms. Leila Parker, Mr. Jason Perkins Cohen, Mr. John Weiss.

Absent: Dr. Rachel Pfeifer

Also Present: Dr. Debra McCurdy, President

I. Call to Order

Chair Kurt L. Schmoke called the Open Session of the Board of Trustees to order at 4:00pm.

Adoption of Agenda

Chair Schmoke asked for a motion to adopt the February 16, 2022, Agenda. Trustee Toriola moved to approve the Agenda and Trustee Weiss seconded it. There were no objections, and the Agenda was adopted.

II. Board Actions / Consent Agenda

Chair Schmoke asked for a motion on the Consent Agenda. Trustee Toriola moved to adopt the Consent Agenda and Jason Perkins-Cohen seconded it. With no objections, the Consent Agenda was adopted.

- a. January 19, 2022 Open Session Minutes
- b. Closed Session Meeting Summary
- c. Student Government Association Report

III. Items Removed from the Agenda

- a. AFSCME Local #1870 at BCCC Report
- b. Faculty Senate Report

IV. New Business

Procurement Delegation:

Dr. McCurdy introduced Ms. Katherine Dixon, Vice President for Facilities and stated that she has been working with the consultants and vendors on the camera/access project. She asked her to address other vendors that Data Networks has served and represented in the past.

- a. Cameras & Accessories Campus-Wide
 - i. Data Networks of America, Inc. (\$3,463,481.50)
Ms. Dixon electronically shared the client list below regarding the camera project.
 - University of Maryland
 - University of College Park
 - University of Maryland, Baltimore
 - St. Mary's

- Several local school systems such as Montgomery County, Howard County, and Hood College.
- Biztec Top Clients – This is the subcontractor assisting with installation, the network, and devices.

A formal reference review and phone calls were completed for all three companies, and everything was satisfactory.

Chair Schmoke asked her to share with the Trustees the full scope of the project as well as the questions raised by the Finance Committee. Ms. Dixon stated the full scope was to replace the security cameras and access control systems for the College. This include 459 cameras and approximately 750 doors that would be controlled electronically. The College's current system has 250 low res cameras, most analog and approximately 80% do not work, and run on an outdated operating system. The access control is also partially not working.

She further stated that the new system is a modern enterprise solution that comes with the following:

- Cloud base storage with unlimited archives and storage
- Analytics for facial recognition, license plate recognition, and vehicle make, model and color recognition.
- Automatic firmware/software updates.
- Replacement devices 10-year product warranty.
- COVID related functions for contact tracing and heat mapping (when too many people are gathered in an area with no social distancing).
- No annual fee.
- Two-year warranty on installation and workmanship.
- Free overnight replacement of a camera if it goes down.
- 24-hour support training.

Only two vendors responded with bids- Data Networks of America Inc. - \$3.4M and Consentus - \$4.1M.

Chair Schmoke asked that she share the layout of the buildings and sites where the new cameras/access would be installed. Ms. Dixon showed the plan for the Liberty campus with the site cameras and some underground conduit. Every entrance, sidewalk and parking lot will be covered, even the Public Safety Command Center. Card readers will be placed on the designated exterior doors – some replaced and some new.

Feedback was gathered from Cabinet members, Directors and Deans from different departments to identify sensitive areas like the Cashier's Office and Testing Lab.

ii. Contractual Agreement

Ms. Anna Lansaw, Director of Procurement, was asked by Dr. McCurdy to speak on the Procurement determination. Prior to making any decisions, Ms. Lansaw stated that she contacted the Department of General Services (DGS) to receive guidelines on procuring the project. The Department of General Services indicated because BCCC is already listed as a MEEC member, we were permitted to utilize this contract. It was not necessary to get secondary competition. As a best practice, all three vendors were contacted to ensure that we received the best price available. It is considered a commodity contract so it did not have to go through Board of Public Works for approval. She indicated as we go through the process, we make sure the companies being awarded are financially sound, clear from owing back taxes with the Comptroller of Maryland and ensure that all references are checked.

Chair Schmoke stated that the Finance Committee did review this contract and is recommending that the Trustees approve it. He asked for a motion to approve the contract with Data Networks of America Inc. Trustee Brothers moved to approve the contract and Trustee Parker seconded it. All were in favor, none were opposed. The contract was approved.

iii. Procurement Officer's Determination

Ms. Katherine Dixon, Assistant Vice President for Facilities, was asked by Dr. McCurdy to speak on other items included on the Deferred Maintenance Project list for which the College received \$4M from the State.

b. West Pavilion (WP) Chiller and Pumps Replacement

i. Control Sources, LLC (\$108,118)

The chiller (provides air conditioning) in the West Pavilion building has failed. Using eMarketplace, several bids have been received. The low bidder is Controlled Services for fixing the chiller. References were checked and have the payment and performance bonds and are ready to move forward with the award.

Chair Schmoke stated for the record, the Finance Committee is recommending that the Trustees approve this procurement. He asked for a motion to approve the West Pavilion Chiller Pump procurement. Trustee Perkins-Cohen moved to approve and Trustee Toriola seconded it. All were in favor. None opposed. The West Pavilion Chiller and Pumps replacement received approval.

c. South Pavilion (SP) Roof Replacement

i. Dynamic General Contracting, LLC (\$424,000)

Ms. Dixon reported on the South Pavilion facilities upgrades. The roof replacement is on the FY 2022 Deferred Maintenance Project list, funded by the \$4M in deferred maintenance. The roof will be completely removed and replaced. Doing so will improve sustainability with better energy efficiency. Four bids were received. The lowest bid was from Dynamic General Contracting LLC. Reference checks by letter and telephone, were done and were positive. It is a small business. The College is ready to move forward with it.

Chair Schmoke stated that the Finance Committee gives approval of this procurement. He asked for a motion to approve the South Pavilion roof replacement procurement. Trustee Toriola moved to approve the procurement and Trustee Perkins-Cohen seconded it. All were in favor. None opposed. The South Pavilion Roof replacement received approval.

d. Procurements over \$25,000

Chair Schmoke shared that this is the first time the Board has had to address procurement matters due to the new authority given to the College by the General Assembly. In the future, the Finance Committee will have a separate meeting a week before the Open Session of the Board of Trustees meeting to review procurements.

Other procurement matters for informational purposes were then considered. Dr. McCurdy spoke on being committed to bring to the Board, contracts \$25,000 and above as "information only". Contracts above \$100,000 will come to the Board for approval in subsequent meetings.

- i. Life Science Building Fire Alarm System Upgrade (\$190,000)
- ii. Water Treatment Service (\$17,662.31)
- iii. Water Fountain Replacements (\$88,000)
- iv. West Pavilion Fire Alarm Replacement (\$190,000)
- v. IT Closets Cooling Systems (\$130,000)
- vi. South Pavilion Floor Replacement (\$43,932)

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- vii. Promotional Items for Radio Station (\$31,489)
 - viii. Training Programs (\$49,755)
 - ix. Life Science Building (LSB) Skylight Repair (\$26,000)
 - x. Temporary Services – Finance (\$39,069)

V. College Policies

- None

VI. Presentations

- Enrollment Report

Becky Burrell, Vice President for Institutional Effectiveness, reported as of February 9, 2022, enrollment was at 9.9% decline and as of today 10.5% decline. There are multiple entry points and mini sessions within the spring term and we look to have the end numbers increased. Looking at peer institutions and community colleges, a low headcount was reported. She shared some data for their enrollment count: Anne Arundel -6.5%, Baltimore County -10.3%. This is voluntary sharing of data among peers and does not have to be reported to MHEC.

Looking at some of the demographics and impact on the student population she reported:

- There has been a slight increase in male attendance, number of women attending BCCC is higher.
- Ethnicity – predominantly black, decline in White and Hispanic. Trend within the last five years is a student claiming two or more races.
- State Resident status – decline in City of Baltimore and Baltimore County.
- Increase in online learning
- Decline in International students' count due to COVID pandemic prohibiting coming from other countries.
- Academic Goal – Although a decline in degrees, there is an increase in individuals for certificates. Possibly due to the ambiguity of students coming for a degree and being undecided as to a degree or certificate program.
- High School Population – Students are dual enrolled. This demographic is continuing to increase.

Dr. Daniel Velez, Vice President for Student Affairs shared various enrollment strategies.

Enrollment Strategies

- Utilizing technology such as the emailing campaign to track and be more responsive to student inquiries using constant contact.
- Utilizing data to identify students during the spring, who would have had more than nine credits and more than 9 credits in the Fall to encourage greater enrollment.
- Offer a Tuition Waiver for one course to near completers who can enroll full-time
- Look at how to employ dollars differently.
- Introducing a campaign to target leads using digital media, utilizing platforms as Tik Tok, Snapchat and Facebook. Using Geofencing to target a demographic area. Also, doing advertising through Hulu or Peacock channels which is cheaper and reaches a broader audience.

Direct Marketing

- Prospects with high likelihood of enrolling; using personal touch methods (post cards) and utilizing tactics such as student search and saturation mailings.

Currently trying to fill open Recruiter positions. Also, facing challenges with getting team out in the field due to COVID.

Chair Schmoke asked if the impact on the recent decline in enrollment was due mainly to COVID as opposed to demography? Dr. Velez replied that a recent publication talked about the effects on enrollment due to a population decrease in the U.S. and fewer individuals in the labor force and fewer individuals pursuing higher education. Another challenge to enrollment was a lack of technology that hindered being able to carve out territory to be monitored, inefficiency in processing applications and student follow-up. The implementation of the ERP system will help.

- Enterprise Resource Planning (ERP) Update

Dr. McCurdy introduced Mr. Michael Rading as the new Chief Information Officer who came from Baltimore City Public Schools and Mr. Peter Farrell, who came from Loyola University to serve as the new Deputy Chief Information Officer.

Mr. Rading presented on the Enterprise Resources Planning Project (ERP) status.

- The College remains in a Green status from the Department of Information Technology (DoIT).
- 2022 Project Timeline
 - Financial Aid 2/28/2022
 - Student Enrollment 5/23/2022
 - Student Accounting 7/11/2022
 - Human Resources and Payroll 4/1/2022
 - Finance 7/1/2022
- Key Milestones
 - 2/28/2022 Download ISIRS in Banner – FASFA
 - 3/28/2022 Packaging student loans
 - 8/2022 Disbursement – award students for the fall term in August
- Financial Aid Go Live
 - February 2022 data migration
 - System and training with Financial Aid office
- Key Milestones in May
 - Students: Course Catalog
- Banner – will start using Banner in Records & Registration, Academic Affairs, and Workforce Development and Continuing Education.

Chair Schmoke commented that it was good to see training is being done as the project is being implemented. Keep staying great!

VII. President's Report

a. Operational

Dr. McCurdy was pleased to announce newly appointed Administrators.

- Michael Rading – Chief Information Officer

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- Peter Farrell – Deputy Chief Information Officer
 - Charles Hall – Assistant Vice President for Human Resources

She reiterated that by December 22, 2022, the ERP system is to be fully implemented. Mr. Rading will be looking at the complement of other staff as we talk about client services and another component for the student information systems. Additional skilled level Information Technology (IT) staff will make a difference.

Mr. Charles Hall introduced himself and stated that he was glad to be at BCCC and is working toward reaching the goals of the President and Board of Trustees.

Dr. McCurdy addressed the upcoming Legislative Hearings for the Operating and Capital budgets.

BCCC Hearing dates, onsite in Annapolis, Maryland.

- Friday, February 18, 2022 - Senate Education Subcommittee – Operating Budget
- Tuesday, February 22, 2022 - Senate Capital Budget Subcommittee
- Wednesday, February 23, 2022 - House Education and Economic Development Subcommittee

Governor's FY 23 Proposal Capital Budget

- FY 23 Deferred Maintenance \$9 million
- Learning Commons Renovation and Addition \$2.186 million
- Nursing Building Renovation and Addition \$17.2 million
- Facilities Building \$5.768 million

Chair Schmoke asked what is in the Facilities building. Dr. McCurdy replied there are small offices for staff and some of the space is used for equipment storage. Basically, Facilities is housed in a trailer much like Harper Hall. Facilities needs an appropriate space for storage, working stations and equipment.

Dr. McCurdy indicated she recently spoke with Senator McCray, and had outreach to Senator Hayes and Delegate Maggie McIntosh to share the Colleges deferred maintenance and capital needs.

BCCC recommends accelerating the 2020 Facilities Master Plan to realize the vision for the campus more quickly as well as address major deficiencies in deferred maintenance.

- An increase of \$12M instead of \$9M proposed in the Governor's budget.
- Learning Commons regarding design of Nursing building. Renovation not to start until FY 2027.
- North Pavilion needs to be funded for demolition at \$1.5M.
- Facilities building project estimated total of \$6M. The building is deteriorating.
- South Pavilion and West Pavilion buildings will take \$10M to renovate.
- FY 22 Capital Budget included \$7.4M to demolish the Bard building. Received approval and looking at the design of the new Harbor campus on the Bard site. Will propose that funds left from the demolition be used to develop a plan to assess the use of the property.

The College also will receive funds from the Facilities Renewal Grant approximating \$1,356,500 which is used for operating and not for capital projects.

b. Realignment

On the operating side, we will concur with the State on the Joint Chairmen's recommendation that we continue with the realignment report which will be submitted annually. We agreed that the IT document would continue to be submitted annually to the Joint Chairs; and we partially agreed with the

Enrollment and Mayor's Scholars Program report being submitted as two separate documents. We requested and asked that consideration be given to combine the reports into one document.

Chair Schmoke asked if the Trustees did not have any questions and there were none. Trustee Brothers commended the good work being done.

VIII. Active Search Listing

IX. Motion for Adjournment

Chairman Schmoke asked for a motion to adjourn the Open Session. Trustee Weiss moved for adjournment and Trustee Perkins-Cohen seconded the motion. All were in favor, none opposed.

Chair Schmoke read the following: Pursuant to the general provision of Article Section 3-305(b) (1), (7), (8), (9) and (14), the meeting will now be closed so that the Board can discuss personnel matters involving specific employees, pending litigation, matters related to union negotiations and the College's participation in a competitive proposal procurement process.

The Trustees adjourned at 5:04pm and reconvened in Closed Session at 5:09pm.

Respectfully submitted,
Debra L. McCurdy, PhD
President

NEXT MEETING: March 16, 2022 at 4:00pm

Attendance:

- Dr. Debra L. McCurdy, President
- 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
- Dr. Daniel Velez, Vice President of Student Affairs
- Mr. Michael Rading, Chief Information Officer
- Mr. Peter Farrell, Deputy Chief Information Officer
- Mr. Charles Hall, Assistant Vice President of Human Resources
- Ms. Katherine Dixon, Assistant Vice President of Facilities
- Ms. Anna Lansaw, Director of Procurement

BCCC Faculty/Staff Present: Carol Taylor, Noah Grant, Michael Berends, Denise Holland, Eileen Hawkins, Chris Jordan, Wendy Harris, Brett King, Sharon Stoddard, John Schaumlöffel, Mark Conard, Dorothy Holley, Nicole Deutsch, William Fleming, Valerie Grays, Doug Cummings, JJ Sams, Evan Leak, Fred Banks, Jan Silhavy, Danielle Dunn, Bradlyn, Ebony McFadden, Kim Yoon Kim, Darryl Rogers, Myra McCullough, Brian Terrill, Marie Byam

Others Present: Kristin McFarlane, Assistant Attorney General, Office of the Maryland Attorney General