

**BOARD OF TRUSTEES  
BALTIMORE CITY COMMUNITY COLLEGE**

Open Session Minutes | September 15, 2021 (Virtual Zoom Meeting)

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

**Also Present:** Dr. Debra L. McCurdy, President

**I. CALL TO ORDER**

Chairman Schmoke called the Open Session Board Meeting to Order at 4:07 p.m.

**ADOPTION OF THE AGENDA**

a. Adoption of the September 15, 2021 Agenda.

**ACTION:** Chairman Schmoke requested a motion to adopt the September 15, 2021 Meeting Agenda. Trustee Perkins-Cohen motioned for the adoption of the September 15, 2021 Agenda and Trustee Weiss seconded the motion. The Board unanimously approved the motion.

**II. BOARD ACTIONS/CONSENT AGENDA**

**ACTION:** Chairman Schmoke requested a motion to adopt the Board Actions/Consent Agenda. Trustee Perkins-Cohen motioned for the adoption of the Board Actions/Consent Agenda and Trustee Lewis seconded the motion. The Board unanimously approved the motion.

**VI. Presentations**

- **Enrollment Report** – VP Burrell provided a presentation with preliminary fall 2021 credit headcount enrollment along with five-year trend data for fall, summer, winter, and spring credit headcount and full-time equivalent (FTE) enrollments. In addition, trend data related to dual-enrollment headcount and Mayor’s Scholars Program (MSP) applications and enrollment were presented. VP Burrell noted the increased communications with the College’s partners. Chair Schmoke asked about the summer 2021 MSP summer bridge enrollment and the decline in the number of applications. Vice President (VP) Burrell addressed the high number of applications in 2018 being somewhat due to the inauguration of the program. President McCurdy noted that summer 2020 was the College’s first “virtual summer” and during summer 2021, the College had been operating remotely for a year. While the number of applications were down in summer 2021, the yield was higher. Dr. McCurdy further explained that the College does not have a shortage of applications; the challenge lies with getting the applications through operations. BCCC needs to increase its yield and focus on summer earlier. The number of applications is expected to balance out at 700 to 800. Chair Schmoke inquired if 250 was still the annual target for MSP enrollment and Dr. McCurdy noted the number should be reset as generally the program years have exceeded 250 students.

2021 Performance Accountability Report (VOTE) – VP Burrell shared the summary and full report noting the new five-year cycle for this annual Maryland Higher Education Commission requirement begins in 2021. The new State Plan for Postsecondary Education is a little behind in being completed by the Commission, but the Report’s goals align with the current State Plan. VP Burrell noted the working sessions conducted by the Office of Institutional Research in each Cabinet area to engage all stakeholders in establishing the five-year benchmarks required for the new cycle. Chair Schmoke commented on the structure of the Report and asked how it is used at the State level. VP Burrell and President McCurdy explained that during the legislative session, reports such as the Performance Accountability Report, among others, are utilized to inform Senators and Delegates at various committee hearings. For example, over 80 fiscal notes were required of the College in the last session, in addition to several pages of follow-up questions for each. The College is working to bring all areas together to prepare responses to ensure relevant data are aligned and appropriately defined. The 2021 Performance Accountability Report requires approval for submission to the Maryland Higher Education Commission to meet the deadline of October 1, 2021.

**ACTION: Chairman Schmoke requested a motion to approve the 2021 Performance Accountability Report. Trustee Perkins-Cohen motioned for the approval of the 2021 Performance Accountability Report and Trustee Pfeifer seconded the motion. The Board unanimously approved the motion.**

- Enterprise Resource Planning (ERP) Update – Chief Information Officer (CIO) Byam was not available due to an emergency. President McCurdy shared that the College has maintained its “Green” status with Maryland’s Department of Information Technology (DoIT). A new VP for Student Affairs, Dr. Daniel Velez has been appointed who will begin on September 27, 2021. President McCurdy noted some of the challenges related to Finance and Human Resources areas. As a State agency, we are tied to the State’s Financial Management Information System (FMIS). An abundance of time, resources, and energy has been dedicated to determine all of the systems that require State interfaces. The Human Resources component is more complicated. Information Technology (IT) will provide a more detailed update at the October Board of Trustees meeting.
- Facilities Project Update

The Assistant Vice President (AVP) for Facilities, Kate Dixon shared a presentation that included updates on the following.

- Loop Road Project - Starts on October 1, 2021 with \$5,000,000 in capital funds. Chair Schmoke asked about the loss of parking. AVP Dixon noted that the construction will be phased in and staff will have access to Lot E throughout the process. Due to this project, the Information Technology Services (ITS) and Internal Audit departments will need to move within 30 to 45 days.
- Digital Sign at Main Campus – This will be replaced with a brick structure as work commences for the Loop Road. Trustee Weiss commented on the hanging wires at the Liberty Heights Avenue intersection. We will contact the City to determine a course of action.

- New Student Center – This project has commenced (\$200,000) and will be completed by December 2021. The expanded area will accommodate more soft space and planned activities for students.
- Bard Building Demolition – In the short-term, this will be green space and in the long-term it will be redeveloped. Trustees’ expressed concern about the homeless population, commented on the possibility of tour bus parking, and inquired about why the project has taken so long. President McCurdy stated that the Department of General Services (DGS) was leading the procurement process; there was no lag in time from the College and we are committed to the collaborative process outlined between the College and DGS. As well, we have had two meetings with the Downtown Baltimore group to answer questions about the use of the green space once the building is demolished.
- Deferred Maintenance - \$4,000,000 was allocated for spending in FY 2022 to include security cameras, HVAC replacements in the Life Sciences Building and Fine Arts Wing, and four elevators across campus. Many of the projects are scheduled for completion by spring of 2022.
- VP Thomas shared that the common theme across the projects is improving the quality of life for students, faculty and staff.

## VII. President’s Report

- a. Operational – President McCurdy was asked to provide a very brief summary about the “Return to Campus” timeline and plans. She noted that CVS is still on site at the South Pavilion for COVID-19 testing. She reiterated that the Cabinet returned to the campus on September 13, other administrators returned on September 20, and staff were scheduled to return to work onsite on October 4. A summary of the four-day onsite and 1-day virtual workday for staff, the distribution of PPE to offices, the availability of COVID testing on the campus, and the social distancing and mask requirement was provided.
- b. Realignment
  - Task 10 – Money from the Harbor Campus is coming back to the State.
  - Task 11 – A new Director of Procurement has been appointed. The individual has a strong background in procurement policies and processes and is very familiar working with State agencies.
  - Task 12 – Additional meetings with Keeling and Associates will take place with personnel in October/November at which point they will return to meet with the Trustees.

## VIII. Motion for Adjournment (Vote)

**ACTION:** Chairman Schmoke requested a motion to adjourn the meeting. Trustee Perkins-Cohen motioned for adjournment and Trustee Weiss III seconded the motion. The Board unanimously approved the motion.

The meeting adjourned at 5:13 pm.

**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. Channa Williams, Interim Vice President for Finance and Administration
- Ms. Becky Burrell, Vice President of Institutional Effectiveness and Planning

**BCCC Staff Present:**

Katherine Dixon, Sharon Stoddard, Wendy Harris, Nena Kutniewski, Stephanie Quick, Brett King, Jason Morgan, Elizabeth Purswani, Valerie Grays, Eileen Hawkins, Nicole Deutsch, Alta Cannaday, Williams Fleming, Sylvia Rochester, Patricia Mikos, Katana Hall, Denise Holland, Michael Berends, Kadeidra Thompson

**Others Present:**

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