
BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm April 19, 2023 (Virtual Zoom Meeting)

Board Members Present: Chairman Kurt L. Schmoke, Mr. John C. Weiss, Ms. Leonor Blum, Dr. Rachel Pfeifer, Mr. John Goeken.

Also Present: President Debra L. McCurdy

I. Call to Order

- a. Adoption of Agenda
 - i. Approval of the April 19, 2023 Agenda (Tab 1)

Chairman Schmoke called the meeting to order at 4:03 PM. The April 19, 2023 Agenda was unanimously approved upon a motion by Trustee Blum, seconded by Trustee Weiss.

II. Board Actions/Consent Agenda

- a. March 15, 2023 Open Session Meeting Minutes
- b. March 15, 2023 Closed Session Meeting Summary
- c. April 13, 2023 Finance/Audit Committee Meeting Minutes
- d. Student Government Association Report

Upon a motion by Trustee Blum, seconded by Trustee Goeken, the Board unanimously approved the minutes and Report that make up the Consent Agenda.

III. Items Removed from the Consent Agenda

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

IV. New Business

- a. Finance/Audit Committee Meeting April 13, 2023
 - i. Procurement Policies & Procedures
There was no discussion or action on this matter.
 - ii. Procurement Awards over \$25,000 to \$99,999 **(These items were presented to the Board for informational purposes only; no Board action was required.)**
 - a. South Pavilion Caulking
 - i. Change Order No. 1 \$32,475
 - ii. Change Order No. 2 \$ 6,300
 - b. Real Care Babies \$35,474 – *Instructional for ECE*
 - c. Dental Laptops \$25,016
 - d. WBJC Fencing \$30,420
 - e. RN Essentials \$32,750 – *Student programming to meet accreditation requirements*
 - iii. Approval Requests **(Board approval is required)**
 - a. Refugee Case Management/IRC \$459,187

This item was discussed by Michael Thomas, Vice President, Workforce Development and Continuing Education. He described how BCCC, in partnership with IRC, provides case management services, an intake process with BCPSS for parents, and transitional life services. This is the third time this item has been before the Board for approval.

- b. Fire Alarm System Upgrades Modification No. 1 \$ 66,810
VP Thomas described this item, which would replace the fire pump, elevator valves, and communication devices in the Life Sciences Building as they are faulty and will not work with the current system. The contract includes two years of monitoring with the fire department to ensure appropriate emergency communications. In response to a question from Trustee Goeken, Kate Zurlage, Assistant Vice President for Facilities, stated that the monitoring will be bid out for a service contract after the two years have lapsed. All current buildings are being monitored for fire alarms and the fire department is automatically alerted if/when a fire alarm is activated.

Upon recommendation from the Finance Committee, the Board unanimously approved the items.

iv. Procurement Forecast

Items bidding in April (Ms. Anna Lansaw, Director of Procurement, explained that these procurements are all out for bid and will be brought back to the Board. This will complete the Capital projects for the year and will make a huge difference on campus.)

- a. Entrance Sign Replacement (est. \$150,000-Go Bonds)
V.P. Thomas explained that the current sign is inadequate and that a new sign will be a tremendous update for the image of the College.
- b. Nursing Cooling Tower (est. \$200,000-Operating)
This is a one for one replacement as the current tower is at the end of its life cycle.
- c. New Security Guard Booth (est. \$300,000-Go Bonds)
The current one is outdated and a hazard in terms of electricity. A new one will enhance function and image.
- d. Gymnasium Structural Repairs (est. \$350,000-Go Bonds)
- v. Landscaping Services \$19,087.50
This item was approved by the BCCC Finance Committee in March and has already been presented to the BPW, but was mistakenly left off the March Board agenda and is being presented now for retroactive approval.

V. College Policies

- a. No Policies were presented.

VI. Presentations

a. Monthly Financial Performance Report

President McCurdy introduced Mr. Aubrey Bascombe, the newly appointed Vice President of Finance & Administration, who will present the Board with a monthly financial performance report. Mr. Bascombe explained that he will hold on presenting the Report until next month so that he can confirm how data are transferring over from the legacy system to the new Banner system. A report was presented to the Finance Committee last week. Chair Schmoke recommended stamping that Report as “Preliminary” and President McCurdy agreed.

b. Enrollment Report

Jade Borne, VP of Student Affairs, gave a slide presentation regarding recruitment and enrollment efforts. He noted that recruiters are out every day for the Mayor's Scholars Program (MSP) Summer Bridge and commented on the seven recruitment tactics outlined in the PowerPoint slide show: MSP High School Counselor Professional Development Event, MSP Summer Bridge Invitations, BCPS Graduating Seniors List, Spring '23 Recruiter HS Visits, Continuous Communication, Student/Parents MSP Information Sessions, and College Board Contacts. VP Borne noted the target for a 16% increase in participation overall and 10% for each high school. Chair Schmoke asked about parental participation. A slide reflected the student and parent participation counts in the informational sessions. As promised at the last Board meeting, he provided data on LatinX students. LatinX students make up 16% of the Baltimore City HS student population and the goal is to match that percentage and have 16% of BCCC students be LatinX. He noted efforts to recruit LatinX students, including designated cohorts of MSP and dual enrollment students, and gave thanks to Trustee Blum. He noted that Student Affairs is collaborating with Academic Affairs and Workforce Development and Continuing Education (WDCE) regarding the ELI/ESOL populations. Trustee Weiss asked about Veronica Cool as a resource in Southeast Baltimore for the LatinX population. Trustee Pfeiffer thanked him for the efforts. Trustee Blum asked about targeting older English-as-a-second-language (ESL) individuals, particularly women. Dr. Borne referred to VP Thomas who noted that his team partners with resettlement groups. Trustee Blum offered assistance in communicating with the parents of her students regarding ESL opportunities.

c. ERP Update

Michael Rading, Chief Information Officer, noted that the College now had a partial "yellow" status from DoIT resulting from the cost of the project, even though the other five factors are green. Right now, we are 7% over the contract price and a contingency was not built in, which is typically 10% to 25% of the total contract price. In response to a question from Trustee Goeken, Mr. Rading stated that the completion date for the project was not affected. Key changes that must be made to the contract include an increase in the spending limit on the ERP as a whole, removal of the product Elevate from the contract, removal of Ellucian Mobile from the contract (replacing it with "Experience"), and replacing the sunset Analytics reporting module with the Insights platform. A contract amendment will require the approval of the Board of Trustees and DPW. The College is communicating with all of the appropriate State agencies. He reiterated that cost is the only component that is now rated yellow and that once the contract is amended, the College should return to green status. Chair Schmoke asked if the yellow status would change by the May meeting; Mr. Rading indicated it will likely stay the same.

In further news, Mr. Rading reported that eleven BCCC staff members attended the Ellucian conference in March and had productive engagements with their counterparts at other colleges. He noted that DegreeWorks will be fully implemented later in 2023. Trustee Pfeifer asked if DegreeWorks would be available to serve dual enrolled students and Mr. Rading indicated that it would support showing students the pathway to degree completion. Continued work is underway to configure billing for continuing education students, which will streamline efforts for WDCE. The Communication Manager is scheduled to go-live in April 2023.

Ongoing challenges include data cleanup, reporting, and cyclical operational procedures. Mr. Rading reported on all three challenges and offered short and long term solutions for each. Data cleanup involves decades-old data from the legacy system, which has limited validation rules. There is often a lack of 1:1 match in data fields between HP-LAN and Banner and Banner SASS does not offer customization. Efforts are underway to identify discrepancies and augment staff to address them. Reporting challenges are tied to both operational and compliance needs. Short-term solutions include data blocks/queries for student data and HR/payroll. Long-term solutions include implementing the customizable Insights reporting platform in

2023. “Cyclical Operations” refers to operations that are run infrequently and, therefore, will take a longer time to implement correctly. The College is currently addressing those challenges by utilizing action line tickets for Ellucian Support and conferring with Ellucian consultants. The College also plans to engage Managed Consulting Services, which will provide operational support for one to two years.

Dr. McCurdy emphasized the ERP’s impact on the entire College and her commitment to transparency regarding the ERP implementation and the need for 18 to 24 months of Managed Services, which is standard. The College has positive relationships with DoIT, particularly with Dr. Josiah, the agency liaison. Chair Schmoke asked if the new Governor and his new administration have had any impact on the project. Dr. McCurdy noted that Dr. Josiah continues to be our DoIt partner.

VII. **President’s Report**

Dr. McCurdy indicated that the Board would move into Closed Session. Chairman Schmoke read the following closing statement:

Pursuant to the General Provisions Article, Sections 3-305(b) (1), (7), (8), and (9), the meeting will now be closed so that the Board can discuss the following items:

- *The onboarding, separation, and discipline of specific employees;*
- *Consultation with counsel to obtain legal advice;*
- *Pending litigation and administrative complaints; and*
- *Matters related to collective bargaining.*

VIII. **Motion for Adjournment**

Upon a motion to adjourn made by Trustee Pfeifer and seconded by Trustee Weiss, the Board voted unanimously to adjourn at 5:03 PM. The Closed Session was scheduled to reconvene at 5:05 PM.

Respectfully submitted,

Debra L. McCurdy, PhD
President

Next Board Meeting: 06/21/2023

Attendance/Participants:

Kurt Schmoke

J.C. Weiss

John Goeken

Leonor Blum

Rachel Pfeifer

Debra McCurdy

Gussener Augustus

Aubrey Bascombe

Jade Borne

Becky Burrell

Lyllis M. Green

Charles Hall

Maria Rodriguez

Michael Rading

Michael Thomas

Kristin McFarlane

Anna Lansaw

Charles Hall

Katherine Zurlage

BCCC Faculty/Staff:

Afryea Lucas
Brett King
Brian Terrill
Carol Taylor
Chavon Robinson
Chris Jordan
Chuck Marquette
Constance Mannone
Cortney Merritt
Cynthia Wilson
Darryl Pope
Darryl Rogers
Dawna Attig
Dr. Bryan Miller
Dr. Courtney Ross
Dr. Katana L. Hall
Dr. Nicole L. Deutsch

Dr. Sherri Anna Brown
Eileen Hawkins
Ishwor Aryal
Jason Quick
Kadeirdra Thompson
Karen King-Sheridan
Keenan Jones
Michael Berends
Natasha Williams
Nena Kutniewski
Noah Grant
Peter Farrell
Phil G. Gatling Jr.
Stanley Cavouras
Theresa Tunstall
Tracie Williams
Valerie Grays
Will Hug