

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

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

Board Members Present: Chair Kurt L. Schmoke, Ms. Leonor Tannhauser Blum, Mr. John Goeken, Ms. Lelia Parker, Dr. Rachel Pfeifer, and Mr. J. C. Weiss

Absent: Mr. Jason Perkins-Cohen

Also Present: President Debra L. McCurdy

- I. Call to Order
 - a. Adoption of Agenda
 - i. Approval of the November 16, 2022 Agenda

Chair Schmoke asked for a motion to adopt the November 16, 2022 Agenda. Trustee Weiss moved to adopt the Agenda and Trustee Tannhauser Blum seconded it. There were no objections and the Agenda was adopted. The Open Session began at 4:07pm.

- II. Board Actions/Consent Agenda
 - a. October 19, 2022 Open Session Meeting Minutes
 - b. October 19, 2022 Closed Session Meeting Summary
 - c. November 9, 2022 Finance/Audit Committee Meeting Minutes
 - d. AFSCME Local #1870 at BCCC Report/Comments
 - e. Faculty Senate Report

Chair Schmoke asked for a motion to approve the Consent Agenda. Trustee Tannhauser Blum moved to adopt the motion and Trustee Weiss seconded it. There were no objections, and the Consent Agenda was adopted.

Chair Schmoke approved Nena Kutniewski, President of AFSCME for BCCC, to present comments to the Board of Trustees.

Ms. Kutniewski related problematic issues related to the implementation of the new student information system.

- Records and Registration staff had to manually correct each individual student's curricula data, which could have severely affected over 800 students of receiving financial aid for the fall semester due to the Legacy system.
- Due to a lack of adequate reporting tools, an unknown number of students who do not receive aid, still have incorrect curricula data attached to their records.
- Transfer credits, exemptions, and student attribute codes remain missing. Long term, inaccurate and missing academic data is hugely problematic from an accreditation status. Presently, it creates of level of anxiety and frustration for students who have incomplete records and cannot order complete transcripts through Banner.

- Degree Works remains in the development stage. This is a huge problem with no backup plan for auditing and graduating students. The current stopgap measure was developed by a skilled service worker.
- Students have expressed their anger over the continued lack of communication and training on the new system, and regularly report the components of their academic history that they see is missing through emails and in-person conversations.
- It was mandated that BCCC go live before faculty and staff were trained, before data was properly and fully migrated and vetted, and before students were informed.
- These issues were previously brought twice to the Board. The new ERP issues impact not only the student experience, but BCCC's accreditation status.

III. Items Removed from the Agenda

- a. None

IV. New Business

- a. Finance/Audit Committee Meeting November 9, 2022
 - i. Procurement Policies & Procedures
 1. Obligation Bonds-Board of Public Works
 - a. South Pavilion Roof Replacement (\$436,772)
 - b. Retroactive Approval
 - c. West Pavilion Chiller Replacement (\$108,118)
Retroactive Approval
 - d. West Pavilion Fire System & Equipment Upgrade
(\$458,000)-Pre-Approval

Dr. McCurdy stated that the contracts were presented to Board of Public Works for retroactive approval without any comment before approval. Ms. Lansaw stated that contracts under deferred maintenance will come to the Board and then to the Board of Public Works.

For clarification, Chair Schmoke reiterated that these came back to the Board of Trustees, then were sent to the Board of Public Works, and now are signed.

- ii. Procurement Awards Over \$25,00 to \$99,999
 1. Off-Site Disaster Recovery Services (\$53,854)
 2. Fire Pump Controller Replacement (\$45,450)
Emergency Procurement
 3. Microsoft Unified (\$51,648)
 4. Life Science Building Furniture (\$37,849)
 5. Main Building Furniture (\$47,474)
 6. 2nd and 3rd Floor Stairwells (\$32,610)

Dr. McCurdy stated that these projects are going through the procurement process and are under the \$100,000 threshold that falls within the procurement authority of the President but are being brought to the Board to keep them aware of financial activity going on at the College.

iii. Approval Requests

1. Refugee Services (\$138,712)

Vice President Michael Thomas stated that this is a contract with the Department of Labor. It provides a service to oversee the Refugee School Impact Grant Program. The contract is renewed every year.

Chair Schmoke asked for a motion to approve the Refugee Services contract. Trustee Weiss moved to adopt the motion and Trustee Parker seconded it. There were no objections, and the contract was approved.

2. RecoverySelect/TaxSelect (\$342,000)

Ms. Anna Lansaw, Director of Procurement, informed the Board that this contract provides verification and validation of student accounts information and for the issuance of 1098s at the end of each calendar year. The amount of \$342,000 is estimated for the next three years.

Chair Schmoke asked for a motion to approve the RecoverySelect/TaxSelect contract. Trustee Parker moved to adopt the motion and Trustee Tannhauser Blum seconded it. There were no objections, and the contract was approved.

V. College Policies

a. No Policies

VI. Presentations

a. Monthly Financial Performance Report

Mr. Steven Hardy, Vice President for Administration and Finance, presented the monthly financial performance report for the month ending October 31, 2022.

- There was a label change on the chart – Total Revenues.
- There were no real changes. The Net Surplus was \$15,800.26, an increase of \$1 million more.
- Real Estate Lease – Highlighted the payments for FY 2021 and 2022.
- State Appropriation – Almost \$2 million higher because the State approved the earnings increase over the year, so this recaptures the pay increases.
- WBJC Radio Station – Accounting allocations will be looked at again. The numbers are according to previous practices.
- Mr. Hardy will work with Trustee Weiss regarding the budget numbers.
- In response to Chair Schmoke's question at the 10/19/2022 Board meeting about "forecasting", Mr. Hardy reported that historic knowledge of forecasting BCCC's budget was done prior to his arrival. Due to the pandemic, there is little forecasting. He needs at least six months to provide a meaningful forecast.

Chair Schmoke asked if BCCC students are benefiting from WBJC. Dr. McCurdy stated that the Radio Station has a new Director and she has had a conversation about Broadcasting programs and internships with him.

b. Enrollment Report

Dr. Jade Borne, Vice President for Student Affairs, brought back CCSSE student retention data. He began sharing information regarding recruitment and retention efforts in line with Realignment Task 5 - Strategic Enrollment & Recruitment Planning.

- Stop Outs – From spring 2021 to present, 1,994 students, who were previously enrolled at BCCC failed to return. Outreach efforts are underway to reach out to this population to encourage them to return. Communication includes email blasts, text messaging, social media postings, direct outreach by recruitment team.
- Near Completers – For spring 2023, efforts are underway to identify and reach out to former students who have completed 45 or more credits towards a degree.
- Degree Audits/College Transfer Credit Articulations - Between October 1st and 31st, 2022, Records and Registration staff conducted seven hundred first-time degree audits and 180 transfer credit articulations. Automating degree audits will help advisors and students clearly understand missing course requirements and help plan for semester course schedules.
- Banner and Degree Works - When fully implemented, will streamline the degree audit process.
- Early Advising/Registration Push – Starting November 14, 2022, Advisors will begin offering group advising/registration sessions for currently enrolled students. This initiative is designed to target current students to get them advised and registered for the winter and/or spring term before they leave for the Winter Break.
- Advising Appointments Options –To supplement virtual services, individual appointments, as well as walk-in advising services are now available for new and returning students. This will allow for more dedicated time for advisors to spend with each student. Additionally, advisors will be better prepared to advise students.
- FAFSA Workshops -The Financial Aid staff held six FAFSA Application Workshops to help students who needed assistance to apply for federal financial aid for the 2022-2023 and 2023-2024 academic years. In October, the events took place every Tuesday at 6pm and the 1st and 3rd Saturdays at noon.
- Improved Communication Capabilities – For the month of October 2022, Admissions and Recruitment continued to implement Phase II of CRM Recruit Communication. It is designed to provide improved and continuous communications between prospective students and BCCC and allow for better enrollment tracking to identify and remediate bottlenecks in the enrollment process for individual and groups of students.

Dr. Borne gave a shout out to the BCCC's Men's Basketball team playing WVU Potomac State College tonight.

Chair Schmoke revisited community outreach to Latino students as a reminder about recruitment efforts for this population. Dr. Borne will bring back to the next Board meeting the results of efforts put in place. Trustee Pfeifer also asked to include our city partnerships.

Ms. Becky Burrell, Vice President for Institutional Effectiveness. Research and Planning (“IERP”), presented information about the Community College Survey of Student Engagement (CCSSE).

- The survey is conducted every two to three years by IERP. Since 2001, it has been an external survey based at the University of Texas, Austin which is designed to build on research related to student retention by asking students several questions about their college experiences and community support. For the first time in Spring of 2022, the Community College Faculty Survey of Student Engagement (CCFSSE) was administered.
- Charts were shared with the Board containing trend information and students’ response to services available to them as being very, somewhat, or not at all satisfied. Advising services, Transfer Advising/Planning services, and Counseling services have shown to be trending upwards. Financial Aid services is seeing a flat rate but has increased in 2020 – 2022 under the leadership of Ms. Saleem Chaudhry, Director of Financial Aid. In response to the decrease in support for students, since COVID, the implementation of the ERP system assisted in bringing up those numbers.
- CCSSE’s next Steps:
 - Develop and review more trend data with 2022 Results
 - Develop data focused on “Special Populations”
 - External reporting uses
 - Annual Performance Accountability Report (PAR) for the Maryland Higher Education Commission (MHEC)
 - Annual Managing for Results (MFR) submission to the Department of Budget Management (DBM)
 - Support the 2023-24 Self-Study for the Middle States Commission on Higher Education (MSCHE)
 - Internal uses
 - Strategic Plan
 - Component Institutional Plans (e.g., Enrollment Management Plan)
 - Division and Unit-level plans
 - Benchmarking and target-setting
 - Establishing priorities
 - Awareness
 - Usage
 - Satisfaction

Chair Schmoke asked which questions on the CCSSE Survey “makes staff feel nervous about the future of BCCC”. Ms. Eileen Hawkins, Director of Institutional Research, said “the one that asks if the student will recommend BCCC to family or friends – personal recommendation shows that BCCC is on the high end of a student feeling supported”. Also, to be noted is the number of students responding that shows students not using services, which in turn indicates unawareness of services offered.

Vice President Burrell added that childcare and transportation are just some of the issues students are facing and BCCC can look at how to make these resources available to them.

Chair Schmoke asked if staff are visiting Baltimore County and Baltimore City events to promote BCCC. Ms. Hawkins stated that the percentage that it does is about 8-10%. Dr. Borne stated that BCCC has been invited to some events for specialized programs.

c. ERP Update

Mr. Michael Rading, Chief Information Officer, reported on the ERP update.

- The College maintains a GREEN status from the State's Department of Information Technology (DoIT). All core modules in Banner are live.
- The Project Team continues to meet bi-weekly with the DoIT's Oversight Project Manager for the College to provide project updates and exchange ideas
- The College also continues to provide official monthly 'Health Assessment' reports to the State which provides details on monthly project activities, including milestones, deliverables, and spending.
- The Cabinet receives regular project updates.

Chair Schmoke asked if a review of training is included. Mr. Rading answered yes and training is occurring even though the system has gone live; work will continue through December 2022.

- CRM Recruit - Comprehensive admission system that supports the entire recruiting and admissions lifecycle. It will fully integrate with Banner and allow the admissions teams to manage recruitment and enrollment functions, facilitate engagement with students, and track enrollment goals.
- Ellucian Degree Works - An academic advising and degree audit tool that provides students easy access to their academic path and helps them understand degree requirements and next steps to graduation. It allows advisors and tutors to target students in need of assistance and help them maintain progress.
 - Work performed on requirements for 2019/2020 catalog
 - Prerequisite setup in Banner
- Ellucian Experience - Personalized dashboard for students, faculty, staff, and administrators that aggregates content from multiple systems, and presents that information in a responsive web application.
 - Ellucian Experience setup and Toolkit Workshops with Marketing and IT
 - Marketing and Communications and IT worked on developing sample content within a test environment for review and discussion with Cabinet.
- Training and Planning Sessions for
 - Student Affairs
 - Workforce Development and Continuing Education
 - Academic Affairs
 - Registrar Office Training
 - Student Advisor Training
 - Credit and Non-credit Faculty Training
- Additional Work
 - New process to track/report Never Attended via Faculty/Advisor Self-Service Portal
 - Technical Setup ahead of eTranscripts engagement
- Banner Listening Sessions were held with various departments throughout the College in the months of October and November 2022. All issues are being tracked and being addressed with the vendor and BCCC leadership.

Reviewing the information under Ellucian Degree Works, Trustee Weiss asked if it was correct that the work performed is on the requirements for the 2019/2020 catalog. Mr. Rading responded yes, going back a couple of years, putting history into the Banner system and moving information. Trustee Weiss asked when the work will be completed. Mr. Rading said early next year.

Trustee Goeken asked what is possibility of data loss, is it minimal. Mr. Rading responded that they took data in parts from the old system to new system in stages and after each one, stopped and checked for accuracy. Some history going back twenty years, had data that was not correct and has to be addressed. It is inevitable that there is a cleanup process you must go through. This is being tracked and IT is working closely with the vendor and departments where the information comes out of. Trustee Goeken further asked if the focus should be more on current student data. Mr. Rading responded yes that they are working on current student data, but also configuration so that data can go in the way it's supposed to.

President McCurdy added that it is critical to talk about data recovery too and how to make amends for this transition.

VII. President's Report

Middle States Commission on Higher Education (MSCHE) Liaison Visit – November 9, 2022

- The MSCHE Liaison Visit was on November 9, 2022.
- New self-study design with changes will be emailed to the Board tomorrow, Thursday, November 17, 2022.
- Slides were presented on the seven MSCHE standards and its structure.
- The Self-Study Steering Committee & Working Groups and Self-Study Design Committee have been meeting to review the draft and provide feedback. To ensure a Self-Study process that is fully transparent and collaborative, a Communication and Events Committee will be created. Updates will be provided to the entire College community. Student Engagement was added to MSCHE structure. Students do not sit on the committee, but cabinet members move forward the information from them.
- Anticipated approval by MSCHE is expected by the Week of November 28, 2022.

Bard Building Update

Met with Downtown Partnership, Department of General Services and Secretary Churchill. Roles and responsibilities are as follows:

- Owner: Baltimore City Community College
 - Current and End User
- Demotion Manager: Department of General Services
 - Design Management
 - Procurement
 - Contract Management
 - Coordination between owner and Contractors
- Demolition Design (Prime): RK&K

A PowerPoint slide was shared regarding the history of the Bard building over the years beginning with it being built in 1977 up until the demolition in 2023-24. A demolition project schedule of design and

construction was shared with the Board. Part of the process involves the design plans for demolition at an initial cost of \$7.4 million.

Phase I: Site Restoration - following demolition of the building early ideas for that site included a grassy area with trees to serve a variety of purposes.

- Student centered space
- Green Space
- Lawn maintenance by BCCC
- Security done by BCCC

Phase II: Redevelopment

- 2020 Facilities Master Plan: Rebuilding a state-of-the art learning facility for the Harbor campus.
- Process: Develop a Facility Program and Capital Budget request for design and construction.
- Next Community meeting to be announced in the Spring.

Anticipated Questions

- President McCurdy shared some anticipated questions and responses related to the site's grounds, construction, safety, and security issues.
- At the Bard building meetings, attendees included BCCC representatives, Department of General Services representatives, and DPOB staff.
- The Board will receive other communications about the property.

BCCC Foundation – Finance Check-In and Orientation

Meeting was held on November 15, 2022, and in attendance was Brown Advisory, the Foundation and BCCC staff. Discussed was the partnership with Brown Advisory. Some of the outcomes were quarterly Investment Committee meetings to be held on the third Wednesday; an update on the spending policy – a 2017 policy is in place now; further work on the Investment Policy; work on the Corporate resolution; and establishing Foundation Board meetings.

West Pavilion upgrades and South Pavilion upgrades were already approved by Board. These were presented to the Board of Public Works and approved.

Chair Schmoke asked if Brown Advisory is handling the account pro bono. President McCurdy responded not that she knows. Mr. Hardy stated that they take their fee out of the return investment. It is a \$1.3 - \$1.4M investment. Chair Schmoke stated that this is a small amount. He also commented that he would like to see the Board of Public Works move the Bard demolition faster.

VIII. Active Search Listing
Included in Board packet.

IX. Motion for Adjournment

Chair Schmoke asked for a motion to adjourn the Open Session. The meeting will continue in Closed Session. The motion was made by Trustee Tannhauser Blum and seconded by Trustee Pfeifer. There were no oppositions.

Chair Schmoke gave the following closing statement: "Pursuant to the General Provisions Article, Sections 3-305(b) (1) (7), (8), and (14), the meeting will now be closed so that the Board can discuss personnel matters involving specific employees, pending litigation, and the College's participation in a competitive proposal procurement process."

The Trustees adjourned at 5:51pm and reconvened in Closed Session at 5:52pm.

Respectfully submitted,

Debra L. McCurdy, PhD
President

Next Board Meeting: December 21, 2022

Attendance:

Steven Hardy
Eileen Hawkins
Michael D. Thomas
Lyllis M. Green
Maria E. Rodriguez
Michael Rading
Laura Cripps
Katherine Zurlage
Charles Hall
Jade Borne
Anna Lansaw
Kristin McFarlane

BCCC Faculty/ Staff:

Dee Simpson
Sylvia Rochester
Nicole L. Deutsch
D. FitzGerald Smith
Chavon Robinson
Edna Street-Jones
Cassandra Wilks
Nena Kutniewski
Evelyn Garcia
Cynthia Wilson
Brian Terrill
Crystal Lucas
Valerie Grays

Leslie Jackson
Kadeirdra Thompson
Cherrylynn Williams
Wendy Harris
Theresa Tunstall
Charles N. Wilson
Anthony Davis

Ebony McFadden
Abdon Chica
Karen Jones
Brett Gelfand
Noah Grant
Glenn Peterson
Aquila Evans
Michael Berends
Christina Carter
Carol Taylor
Brett King
Sharon Stoddard
Shawnette Shearin
Gabi Czerwinska
Patricia Fisher
Darryl Rogers
Stanley Cavouras
Chris Jordan
Freida Davis
Wanda Walker
Rebekah Kimara
Antwan Degross

Non-Employee(s):

Michelle McIntosh