

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | March 17, 2021 (Virtual Zoom Meeting)

Board Members Present: Chairman Kurt L. Schmoke, Esq., Ms. Leonor Tannhauser Blum, Ms. Lelia F. Parker, Esq., Mr. Jason Perkins-Cohen, Dr. Rachel Pfeifer, Mr. Oluwafemi S. Toriola

Board Member Absent: Mr. John Lewis, Mr. J.C. Weiss

Also Present: Dr. Debra L. McCurdy, President

CALL TO ORDER

Chairman Schmoke called the Open Session of the BCCC Board of Trustees Meeting to order at 4:03 p.m.

ADOPTION OF THE AGENDA

A. Adoption of the March 17, 2021 Agenda

ACTION: Chairman Schmoke requested a motion to adopt the March 17, 2021 Meeting Agenda. Trustee Rachel Pfeifer motioned for the adoption of the March 17, 2021 Agenda and Trustee Jason Perkins-Cohen seconded the motion. The Board unanimously approved the motion.

BOARD ACTIONS / CONSENT AGENDA

Chairman Schmoke requested a motion to accept the following agenda items:

- **Approval of the February 17, 2021 Minutes**
- **Student Government Association Report**
- **Faculty Senate Report**

ACTION: Chairman Schmoke requested a motion to approve the Board Actions / Consent Agenda. Trustee Rachel Pfeifer motioned for approval of the Board Actions / Consent Agenda, and it was seconded by Trustee Jason Perkins-Cohen. The Board unanimously approved the motion.

ITEMS REMOVED FROM THE AGENDA

A. AFSCME Local #1870 at BCCC Report

NEW BUSINESS


None.

COLLEGE POLICIES

A. Academic Standing Policy

Dr. Liesl Jones, Vice President for Academic Affairs introduced the Academic Standing Policy for Board consideration. Dr. Jones outlined the changes to the existing “Academic Standing Policy” and how the revision will increase student success and retention. She indicated how under the current and revised policy, a student is considered to be in good academic standing if their cumulative GPA is a 2.00 or above. If a student’s cumulative GPA is below a 2.00, the student is no longer in good standing and needs to raise their cumulative GPA to a 2.0 or higher. She went on to explain that under the current policy a student whose cumulative GPA falls below a 2.0 is placed on Academic Warning and has one semester to raise their cumulative GPA to a 2.0 or higher. If a student cannot raise their cumulative GPA to a 2.0 or higher, they are dismissed from the College and required to sit out a semester before they can be considered for reinstatement. The new policy adds the category of Academic Probation, which is a step between academic warning and academic dismissal. This is similar to what peer institutions provide.

Ms. Becky Burrell, Vice President of Institutional Effectiveness, Research & Planning provided an overview of the Academic Status by Term. Ms. Burrell summarized the number of students impacted by the current policy, sharing semester performance data from fall 2017 to fall 2020. She indicated that too many students have been placed on academic warning or dismissal without the intervening Probation category. The additional category of Academic Probation will extend the time a student will have to recover and improve their grade point average.

 Academic Status by Term				
Academic Status at End of Semester	Good Standing	Academic Warning	Academic Dismissal	Total
Fall 2017	3,575	572	119	4266
Spring 2018	3,426	454	140	4020
Fall 2018	3,653	854	132	4639
Spring 2019	3,398	546	227	4171
Fall 2019	3,979	749	133	4861
Spring 2020	3,467	593	212	4272
Fall 2020	3,340	577	177	4094

Source: BCCC Student Information Management System. Excludes "FX" (never-attends). OIR - March 2021

Dr. Rose Reinhart, Vice President of Student Affairs, provided additional information on how the policy is revised to include "Probation" as a “retention” step prior to a student being dismissed from the College. Additionally, the requirement of bringing the cumulative GPA to a 2.0 after being placed on warning was changed to requiring the term GPA to be a 2.0. Both changes allow students an opportunity to receive support to remain in college and graduate. As well, the move to include a “probation category” will positively impact retention. She further explained how the revised policy outlines the requirements for students who have been academically dismissed and wish to be reinstated immediately to the College. The new procedure requires a petition to the Vice President for Academic Affairs and the review of the petition by the Academic Standing Review Committee. This committee will determine if the student can return to the College and what requirements are necessary for the return.

Chairman Schmoke asked what impact the policy will have on enrollment. President McCurdy responded the policy would significantly impact enrollment by decreasing the number of students dismissed. Trustee Blum inquired whether students are required to avail themselves of all assistance. Dr. Jones responded that students would be required to work with an advisor who would identify appropriate courses and retention activities. Trustee Blum followed up with an inquiry regarding the consequence if the student does not avail themselves of services BCCC offers. Dr. Jones replied that the College will work with the Academic Review Committee and do due diligence get

students to good standing. Dr. Jones also indicated that they are looking to replicate a student contract similar to what the Nursing Department uses as part of the new procedure. The new policy will go into effect April 1, 2021. Trustee Pfeifer inquired about the impact of the policy on Financial Aid eligibility. Dr. Reinhart explained that students will be encouraged to contact the Financial Aid Office to receive advising and determine impact on their financial status. The College's Policy is in line with the Federal Financial Aid regulations.

ACTION: Chairman Schmoke requested a motion to adopt the Academic Standing Policy Trustee Leonor Tannhauser Blum motioned for the adoption of the Academic Standing Policy and Trustee Rachel Pfeifer seconded the motion. The Board unanimously approved the motion.

PRESENTATIONS

A. Enterprise Resource Planning (ERP) System Update

The College continues to maintain a GREEN status with scheduling and deliverables. Members of Cabinet and other staff continue to meet with the State weekly for assessment of progress and general welfare check.

The following were discussed and reviewed:

- the implementation timeline
- the Finance module and
- the meeting with Morgan State University.

The College will participate in the upcoming Ellucian National Conference, which will provide an opportunity to network and learn from peers and other vendors about process improvements and other relevant information about the ERP process. College staff will take advantage of all of the different learning and information tracks.

Dr. McCurdy shared that she committed to DoIT that an ERP progress report will be part of the Board agenda on a monthly basis. The ERP system implementation is critical to the future operational efficiency and effectiveness of the College.

B. College Enrollment Report

Dr. Reinhart presented the efforts that increased enrollment for the winter 2021 term which included modifying the academic calendar; aligning support services/staff across the College; expanding course offerings; increasing the number of sections; faculty promotion of the Winter & Spring registration; and "targeted" marketing for transient/visiting students. She indicated that the early start allowed current students to pick up a course. Student Affairs worked with Academic Affairs to increase the range of courses. The targeted marketing efforts aimed at transient/visiting students encourages them to "take a course with BCCC and transfer it back" to their home institution.

Ms. Burrell presented a 5-year summary (2017-2021) of winter enrollment. She indicated that winter enrollment (104) since 2017 declined significantly until new initiatives were introduced increasing enrollment (244) by 135% in 2021. Ms. Burrell shared that 11.5% of the students in the winter 2021 term were new to BCCC. A 10-year (2012-2021) analysis of combining the winter and spring terms was presented. It was noted that spring enrollment would increase if spring and winter enrollments were combined.

Chairman Schmoke asked if the decline mirrored other community colleges. Dr. McCurdy responded she thinks the decline is unique to us as a similar decline was not evident at the same level at our peer institutions. With the available

student demographic throughout our territory management area, she reiterated that the College should not have an enrollment problem; however, until we improve more realignment efforts, we will have an operations problem.

Trustee Perkins-Cohen asked about the Mayor's Scholars Program (MSP). Dr. Rose Reinhart's indicated that Student Affairs is responsible for the oversight of MSP. She provided the following summary:

- the date for Youth Works has been extended, 198 applicants were interested to date;
- 657 high school applicants meet eligibility criteria and are being contacted;
- joint recruitment efforts are ongoing between Student Affairs, Academic Affairs and Workforce;
- the City committed to 3 cohorts and BCCC has approached them about potential for a 4th cohort;
- a meeting is scheduled with the City on March 29 to discuss additional funding;
- the MSP demographic has been expanded beyond BCPSS to include GED, homeschool, and private school graduates in Baltimore City;
 - the cost to the City approximates \$1.3- 1.5 million in support of MSP; the City pays for fall & spring; the College assumes the cost for Summer Bridge.

Trustee Pfeifer asked if BCCC developmental education courses impacted enrollment shifts. Ms. Burrell indicated that developmental classes impact course completion, persistence, retention and time to certificate/degree completion and not enrollment directly. She indicated that she would provide some data to support. Chair Schmoke stated that we are making great progress.

PRESIDENT'S REPORT

Dr. McCurdy provided an update on College priorities. The College has established stronger relationships with State agencies. The Return to Campus plan is underway and will involve a phased approach. Students in the health sciences will be allowed limited lab time beginning in April. The current sense is that summer and fall will be a phased approach and that the Campus will fully reopen by Spring 2022.

Dr. McCurdy stated that the revision of the Strategic Plan will require the collection of observations, ideas, and suggestions from the College's important constituencies, including faculty, administrators, students, board members, and community leaders. In addition to establishing clear priorities and aspirations for the College going forward, a successful strategic planning process will produce positive meta-outcomes, from strengthening the sense of community on campus to improvements in organizational effectiveness, engagement, and shared accountability.

The collaboration with the consultants is on target to begin planning activities in April 2021. The Cabinet will also be engaged in major plans that have to be developed or refined (Facility Master Plan, Academic Master Plan, Enrollment Master Plan, Technology Master Plan, Financial Master Plan). These plans will demonstrate that BCCC has developed a culture of comprehensive planning and continuous improvement.

Dr. McCurdy summarized the Facilities Renewal Grant (\$500,000) which will cover the cost to update facility restrooms, fire alarms, hot water heaters and water fountains. The College was informed by an external assessment that it needed to invest at least \$3.6M annually in deferred maintenance to progressively update the facilities. The College requested \$4M in capital funds and \$1.25M has been appropriated to date. The initial focus will be on the Life Science Building upgrades.

President McCurdy shared that Dan Schuster has been hired as the College's new Director of Procurement. Mr. Schuster has considerable experience with State of Maryland procurement policies and joins the College from another state agency. Chairman Schmoke suggested Trustee training on FMIS would be helpful.

The Bard building project is on target - 11 expressions of interest were submitted, of which 3 were invited to be under consideration.

College senior leadership met with Coppin State University's leadership team to discuss formalizing potential partnerships for the Finish for Free MOU, dual-admissions and dual-enrollment, physical space to support advising, the articulation and transfer framework for agreements, as well as joint marketing, data sharing, and grants.

Dr. McCurdy provided a summary of legislative, business, education and community meetings.

Chairman Schmoke asked for a continuous update about the progress with the Coppin partnership and stated that this will have positive outcome.

Student Trustee Toriola asked about the process outlined in the Return to Campus planning around sanitizing. President McCurdy replied that systems controls, rodent control, building walkthroughs, updated air systems and filters and air quality assessments have been addressed.

MOTION FOR ADJOURNMENT

ACTION: Chairman Schmoke requested a motion, under the State's Open Meeting Law to adjourn the March 17, 2021 Open Session Meeting at 5:32 p.m., and to reconvene for the Closed Session. Trustee Blum motioned for the adjournment of the March 17, Open Session Meeting and Trustee Femi seconded the motion. The Board unanimously approved the motion.

NEXT MEETING: April 21, 2021 at 4:00pm

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
- Ms. Lyllis Green, Chief Internal Auditor
- 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

BCCC Staff Present:

Edward Ennels, William Fleming, Valerie Grays, Eileen Hawkins, Sylvia Rochester, Renata Allen

Others Present:

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