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**BOARD OF TRUSTEES**  
**BALTIMORE CITY COMMUNITY COLLEGE**

Open Session Minutes | September 16, 2020 (Virtual Zoom Meeting)

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

**Board Member Absent:** NA

**CALL TO ORDER**

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

**ADOPTION OF THE AGENDA**

**A. Adoption of the September 16, 2020**

**ACTION:** Chairman Schmoke requested a motion to adopt the September 16, 2020 Meeting Agenda. Trustee J.C. Weiss motioned for the adoption of the September 16, 2020 Agenda and Trustee Rachel Pfeifer seconded the motion. The Board unanimously approved the motion.

**BOARD ACTIONS / CONSENT AGENDA**

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

- A. Approval of the June 17, 2020 Minutes**
- B. Student Government Association Report**
- C. AFSCME Local #1870 at BCCC Report**
- D. Faculty Senate Report**

**ACTION:** Chairman Schmoke requested a motion to approve the Board Actions / Consent Agenda. Trustee J.C. Weiss motioned for approval of the Board Actions / Consent Agenda, and it was seconded by Leonor Tannhauser Blum. The Board unanimously approved the motion.

**Items Removed from the Agenda – keep this section in here**

- A. Student Government Association Report**
- B. AFSCME Local #1870 at BCCC Report**

**NEW BUSINESS**

**A. Information Technology Plan**

Mr. Stephan Byam provided a progress update. BCCC continues to maintain a “Green” status from the Maryland Department of Information Technology (DoIT) on the ERP project. Since providing the last update, Mr. John Schiesler has joined the BCCC team as the Director of Enterprise Application.



ERP milestones are as follows:

- April 2020 – Pre-Proposal Conference and RFP sent out
- May 2020 – RFP Responses due
- June 2020 – Vendor Proposal Review Started
- July 2020 – Technical Evaluation, Financial Evaluation, Best and Final Offers Received
- August 2020 – Contract Review and Negotiations
- September 2020 – Contract Review and Negotiations

The prevailing vendor proposal has demonstrated the most comprehensive solution to meet the needs of the College, based on the College’s functional requirements

Mr. Byam stated that once the College receives the approval from the Board of Trustees and the State to proceed, the implementation process is estimated to take approximately 21 months.

## **COLLEGE POLICIES**

None.

## **PRESIDENT’S REPORT**

Dr. Debra L. McCurdy stated that BCCC continues to move forward with the Realignment and that the Board has been provided excerpts of each Realignment Task update that will be submitted to the legislature in the coming weeks. The Board will receive the full Realignment Report for the October Board meeting. Scholarship packages are being put together to support the financial needs of students. A lot of promotion was also done including press releases, social media, and radio interviews.

BCCC is pleased to be working closely with Baltimore City Public Schools on dual enrollment. Students are currently getting enrolled and there is potential to have 400 dual enrollment students from public and area private schools.

Dr. McCurdy shared that the PowerPoint presentation from the President’s Forum on August 12 has been provided to the Board.

Dr. McCurdy noted that as the College is unraveling processes and procedures that were not working, new and needed processes are being instituted. The chaos has been exposed and therefore the Realignment and the change is needed for the institution.

Dr. McCurdy shared an updated on the Fiscal Year 2022 capital budget request. The request includes \$1,560,000 in planning funding for the Learning Commons renovation and addition; \$2,270,000 in planning funding for the Nursing Building renovation and addition; and \$4,247,000 in deferred maintenance needs of the College. As shared in the previous section, in addition to the \$3.2 M cut from BCCC’s FY21 budget, also eliminated was the grant funding for facilities renewal that would have provided BCCC with \$500,000 for deferred maintenance projects. The College’s deferred maintenance needs continue to grow without adequate investment from the state.



Dr. McCurdy provided an update on the free summer textbooks that were provided to students. The College utilized the institutional portion of the federal CARES Act funding. BCCC continues to look at what else can be done to support students, including the possibility to purchase laptops that can be loaned to students. CARES Act funding will likely be used to support these initiatives.

Dr. McCurdy shared information on the Fiscal Year 2021 budget cuts that were made by the state and that some consolidation has needed to be made. The College has raised major concerns with the Maryland Department of Budget and Management (DBM) and has received support for legislative leaders such as Senator's Hayes and McCray. The cuts were unfair as other 2-year institutions did not have similar reductions. Discussions are ongoing to find out if those dollars will be restored or will if the College will return to the legislative funding formula for Fiscal Year 2022 and beyond.

To support some of the deferred maintenance needs of the College, Dr. McCurdy noted that there were dollars left from the Administrative Wing project, totaling around \$1 M. The College will have access to and take advantage of those funds to tackle some of the smaller deferred maintenance projects.

Dr. McCurdy shared a summary of the Joint Chairmen's Reports that the College has submitted to date and the remaining ones that are due.

Dr. McCurdy mentioned her recent discussion with City Council President Scott. They talked about ways the City can continue to support BCCC. As the Maryland General Assembly Legislative Session approaches, Dr. McCurdy stated that she will be setting up additional meetings with area elected officials to discuss the College's priorities and how they can support them. Information will also be shared with Board members. The legislative agenda is being set and the College is looking to again include the procurement threshold legislation.

Dr. McCurdy spoke about the College's support for the community including a partnership with Councilman Pinkett on produce distribution, free summer meals, BCCC as an early voting and election day site, and BCCC having discussions with CVS Health to be a COVID-19 testing site.

Dr. McCurdy stated that the College was evaluating all of its leased space to determine if changes need to be made and will be having additional discussion with the Maryland Department of General Services (DGS) about the full portfolio. An example is that the College had a leased property on Preston Street and have since moved those functions to the South Pavilion of main campus. Mr. Michael Thomas provided that the College had workforce functions there including warehousing, construction trades, and once computer class. By making this change, the College has saved over \$160,000.

Chairman Schmoke asked if BCCC suspended athletics for the fall. Dr. McCurdy shared that the basketball season has been moved to the spring. The College is staying up to date with NJCAA guidance and most institutions are trying to avoid having contact sports. The President also shared that the College's gymnasium is currently not in use.

Chairman Schmoke returned to the Preston Street leased property and inquired if it was owned or leased and it was confirmed that it was a leased property. Trustee Jason Perkins-Cohen asked about those classes from Preston Street and if they were currently being offered. Michael Thomas stated that they were not currently being offered but were being set up so that they are available when in-person instruction returns.



Chairman Schmoke asked about the status of Year Up and was informed that Year Up is phasing out their Baltimore operation. This news was announced several months ago. Discussions are ongoing about aspects of Year Up and if it should be retained at the College.

Chairman Schmoke drew attention to the list of active searches that are currently open at BCCC.

Dr. McCurdy reported that the College has added a 10-week session for fall. Ms. Becky Burrell Noted that Realignment Task #5 addresses the College's enrollment and that there was a delay in registration for the fall that impacted our students being able to enroll on time. The College is being very strategic with adding specific demographics such as dual enrollment students from City Schools. BCCC's headcount at the end of last fall semester was 4,909. The College is being optimistic that at the end of this fall semester, headcount will be over 5,000 and the goal is to at least remain flat. Great strides have been made over the last 4 weeks. Dr. McCurdy added that Dual Enrollment students still need to be included and the 10-week session presents an additional enrollment opportunity.

Chairman Schmoke asked Trustee Pfeifer what the City Schools perspective is on Dual Enrollment. Trustee Pfeifer responded that there were no limitations on the College's side. There are Dual Enrollment opportunities by high school and the City is looking for opportunities across all high schools. With classes being virtual, City Schools has a better sense what it will look like with the experience of virtual classes from the spring.

Dr. McCurdy introduced BCCC's Registrar, Ms. Sharon Stoddard and Vice President of Student Affairs, Dr. Rose Reinhart. Both come with very strong student enrollment experience. They have unearthed a lot of processes that were not in place and have begun establishing them including shoring up the needed infrastructure that was not previously at the College.

Ms. Stoddard noted that the past four weeks have been exciting. The registration and admissions web pages have been updated to make it easier for students. In addition, the registration portal has been updated so that students can quickly register. Collaboration is happening across the College and areas have shared some of their staff to take on some of the incoming calls so that the Registration area could work on outbound calls to potential students and those missing documents. Communications have also been improved to better explain the process to students. The College is excited about the current enrollment projections.

Trustee Jason Perkins-Cohen asked if the Board could be provided the last five years of enrollment. Dr. McCurdy said that it would be shared electronically and will be part of the Board information for October.

Dr. McCurdy also introduced Ms. Channa Williams who was recently brought on as Associate Vice President for Budget, Finance, and Grants. With Mr. Donal Christian leaving the institution to devote more time to his family, Ms. Williams has stepped in as Interim Vice President. Ms. Williams previously worked in the business office of Baltimore City Schools.



## MOTION FOR ADJOURNMENT

**ACTION:** Chairman Schmoke requested a motion, under the State’s Open Meeting Law to adjourn the September 16, 2020 Open Session Meeting at 5:04 p.m., and to reconvene for the Closed Session. Trustee J.C. Weiss motioned for the adjournment of the September 16, 2020, Open Session Meeting and Trustee Rachel Pfeifer seconded the motion. The vote was unanimous.

**NEXT MEETING:** October 21, 2020

### **Attendance:**

- Dr. Debra L. McCurdy, President
- Ms. Maria Rodriguez, Esq., General Counsel
- Dr. Rose Reinhart, VP of Student Affairs
- Ms. Dawn Kirstaetter, VP of Advancement and Strategic Partnerships
- Dr. Liesl Jones, VP of Academic Affairs
- Dr. Debora Johnson-Ross, Director of Mayor’s Scholars Program
- Mr. Stephan Byam, Chief Information Officer
- Ms. Lyllis Green, Chief Internal Auditor
- Ms. Channa Williams, Interim VP for Finance and Administration
- Ms. Becky Burrell, VP of Institutional Effectiveness and Planning
- Mr. Michael Thomas, VP of Workforce Development
- Ms. Sharon Stoddard, Registrar
- Ms. Sylvia Rochester, Dean of Enrollment Management and Bookstore

### **BCCC Staff Present:**

Alta Cannaday, Denise Holland, Dr. Charice Hayden, Edward Ennels, Karen Mobley, Naesea Price, Patricia Edwards, William Fleming, Virgie Mason, Eileen Hawkins, Sharon Stoddard, Dr. Daphne Snowden, Professor Kimara, Daniel Izume, Kevin Large

### **Others Present:**

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