
BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm September 21, 2022 (Virtual Zoom Meeting)

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

Absent: Mr. Jason Perkins Cohen, Dr. John Brothers

Also Present: President Debra L. McCurdy

1. Call to Order

Student Trustee, Mr. John Goeken, was introduced to the Board of Trustees by President McCurdy and welcomed by Chair Schmoke. Mr. Goeken is active with the Student Government Association and the LatinXUni2 Student Club.

Chair Schmoke received written request from the President of AFSCME Local 1870, Ms. Nena Kutniewski, to speak for three minutes.

Ms. Kutniewski addressed the Board and spoke on issues of concern:

- a. Transparency – little change since last bringing these issues to the Board.
- b. Job Description – stays the same, although new duties added which affects completion of the yearly evaluation of staff.
- c. Virtual Helpdesk – now is staffed by fewer employees.
- d. Teleworking Policy – has been requested, but still has not addressed. Such a policy would be beneficial with the changing nature of the workforce and would increase productivity by employees who may need flexible working arrangements.
- e. ERP Implementation – has been a disaster for staff and students.
- f. Administration needs to work with ASCME Leaders.

Adoption of Agenda

- a. Approval of the September 21, 2022, Agenda

Chair Schmoke asked for a motion to adopt the September 21, 2022 Agenda. Trustee Weiss moved to adopt the Agenda and Trustee Lewis seconded it. There were no objections and the Agenda was adopted.

II. Board Actions / Consent Agenda

- a. June 15, 2022 Open Session Minutes
- b. June 15, 2022 Closed Session Meeting Summary
- c. September 15, 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 Pfeifer moved to adopt the motion and Trustee Tannhauser Blum seconded it. There were no objections, and the Consent Agenda was adopted.

III. Items Removed from the Agenda

- a. Student Government Association Report

IV. New Business

- a) Cultural Diversity Report

President McCurdy stated that Dr. Jade Borne, Vice President for Student Affairs, leads the initiative in preparing the report. It had a September 1st reporting date; however, BCCC's summary needed Board of Trustees approval before the final document could be submitted to MHEC.

Each year in September, Baltimore City Community College (BCCC) is required to submit a report to the Maryland Higher Education Commission (MHEC) on the college's progress toward implementing the Cultural Diversity plan. The Commission monitors each institution's progress towards achieving the goals outlined in the plan and ensures compliance with the State's goals for higher education.

Highlights of the 2021-2022 summary:

1. As previously approved by the Board, BCCC's diversity and inclusion efforts were developed around five goals:
 - Goal 1 -To cultivate and sustain a diverse and multicultural student body.
 - Goal 2 - To integrate the principles of diversity, equity, and inclusion into all aspects of the College.
 - Goal 3 - To identify impediments to creating a diverse and inclusive environment.
 - Goal 4 - To ensure a variety of channels are utilized to attract and retain a diverse, qualified, and competitive faculty and staff.
 - Goal 5 - To provide a supportive and nurturing learning environment to prepare students to collaborate with diverse communities in a culturally sensitive manner.
2. This report required BCCC to provide details on diversity and inclusion activities provided in 2021-2022 for students, faculty, staff, and the administration differing from the last report. Below are examples of activities for each group.
 - Students: Ten activities were highlighted in the summary report and included Student Life and Engagement activities related to bringing awareness to cultural diversity and inclusion to the entire student community.
 - Faculty: Seven activities related to faculty development and training on diversity and inclusion were highlighted in the summary report. The activities included training and awareness of culture and diversity, and how these concepts impact teaching and learning.
 - Non-faculty Staff: The summary report calls attention to the efforts made in Student Affairs and other service areas of the College on professional development training related to diversity, inclusion, and equal access to support services and academic programs.

- Administration – With the goal of analyzing and understanding the racial diversity of BCCC’s employees, BCCC’s Human Resources Department continued to review demographic data to determine if the College’s faculty and staff mirror the diversity of BCCC’s student populations. Additionally, issues related to diversity, equity, and inclusion continued to be an important topic of discussion at all levels of the College. Additional efforts made by the administration include directing marketing materials in both English and Spanish.
3. Data - Data and enrollment trends are included in the report and continue to be a key tool needed to ensure access to the instructional and support programs. Performance measures and overall demographic data analysis continues to be a valuable tool needed to analyze overall effectiveness of the College’s central mission.
 4. Strategic Planning - More intentional strategic planning for diversity and inclusion is needed at BCCC. The College will prioritize this work by developing key performance indicators designed to assess the impact these efforts have on the awareness of the community and the overall success of our students.
 5. Student Voice - The Cultural Diversity report highlights the efforts made by the College to assess the needs of our students. In addition to including students in programs related to cultural diversity and access, the College administered the Community College Survey of Student Engagement and other surveys. These surveys were designed to assess student opinions related to instruction and support services and overall feeling of “belongingness” at the College. The College will examine this data and will incorporate the findings into College-wide planning.

Chair Schmoke asked if MHEC will return to asking for statistical information next year? Vice President Borne responded that the past years’ pandemic could have had an impact on the reporting. BCCC must tie the efforts to the outcomes.

The approval form for the Cultural Diversity Report will be sent to Chair Schmoke via Adobe Sign for his signature.

Chair Schmoke asked for a motion to approve the Cultural Diversity Report. Trustee Weiss moved to adopt the motion and Trustee Pfeifer seconded it. There were no objections, and the report was approved.

b) Performance Accountability Report

The Performance Accountability Report (PAR) is an annual requirement for the Maryland Higher Education Commission (MHEC) for all Maryland public colleges and universities.

The Report provides an opportunity for the State, MHEC, colleges and universities, and governing boards to review and evaluate institutions’ efforts to advance the goals (student success, student access and innovation) of the State and fulfill their missions.

Maryland’s 16 community colleges collaborate with MHEC to ensure clarity and consistency in the 28 Performance Indicators and 11 Institutional Characteristics utilized for two-year institutions through affinity groups including the Maryland Community College Research Group, Maryland Association of Community College Chief Business Officers, Maryland Community College Association for Continuing Education and Training, Maryland Council of Community College Chief Academic Officers, and Maryland Community College Chief Student Affairs Officers.

MHEC compiles all PARs and develops a report highlighting trends and initiatives.

Chair Schmoke asked if it is possible to use the data from this report to respond to the 12 Realignment Tasks for the General Assembly. Ms. Eileen Hawkins, Director of Institutional Research stated that some information can be pulled, but this information is specific to BCCC. President McCurdy stated that the full realignment document is due in November 2022 and a lot of this information probably will be reflected in that document.

Chair Schmoke asked for a motion to approve the Performance Accountability Report. Trustee Weiss moved to adopt the motion and Trustee Tannhauser Blum seconded it. There were no objections, and the report was approved.

- c) Finance/Audit Committee, September 15, 2022
 - i. Procurement Awards over \$25,000 to \$99,999
 - Main Building Duct Cleaning (\$64,120)
 - Microsoft EES Renewal (\$93,393.73)
 - IT Ticketing System (\$26,094.50)
 - IT Banner Consultant (\$48,750)
 - Juniper Network Support (\$52,995)
 - Audit Services (\$43,800)
 - OKTA (One-Sign On) IT Services (\$70,758.37)
 - Nursing Instruction Aid Training (\$49,755)

Chair Schmoke stated that the Finance/Audit Committee meeting was held on September 15th and Trustee Weiss and Trustee Lewis granted approval of the requests. President McCurdy shared that these items only needed the President and Cabinet's signatures for the expenses; they were provided to the Board of Trustees for transparency on spending. The Department of Public Works (DPW) passed the fund request for OKTA, IT Services and Nursing Instruction Aid Training.

- ii. Approval Requests \$100,000 and Over
 - MEEC Adobe Enterprise (\$110,120.88)

President McCurdy noted that the ETLA MEEC Adobe Enterprise License will need Board of Trustees approval. This contract is to purchase an enterprise license for the College on all Adobe products. Mr. Michael Rading, Chief Information Officer shared that having the license will give BCCC access to Adobe to create documents.

A motion was needed from the Board of Trustees to approve the Finance/Audit Committee's request. Trustee Tannhauser Blum motioned to approve the ETLA MEEC Adobe Enterprise. A second motion was not needed. There were no objections.

- International Rescue Committee – Modification No. 1 (\$174,298)

Vice President Michael Thomas, Workforce Development and Continuing Education, shared that this contract is being presented to the Board of Trustees again for an increase from \$173,372 to \$347,670, due to the increase in Immigrants and the need for more classes and testing resources.

Chair Schmoke asked about the source of funding. Vice President Thomas stated that it is funded through MORA (Maryland Office of Refugees and Asylees). Ms. Anna Lansaw, Director of Procurement, added that this contract is going through as a Sole Source because it is awarded yearly. Grants exceeding \$100,000 will come to the Board of Trustees.

V. College Policies

- a. None

VI. Presentations

a. Enrollment Report

Vice President Becky Burrell, Institutional Research and Planning, presented the Credit Headcount Enrollment Trends for summer and fall 2022, as of September 8, 2022. The below is the summary:

- d) Post returning to campus was impacted by COVID
- e) Mayor's Scholars Program (MSP) Bridge Program – to lead Baltimore City Public Schools' (BPCS) students to take course work during the summer to enroll in college in the fall.
- f) Attendance leveled off in 2022 – declined by over 300 from 2020-2021; number of BCPS High School graduates which will impact BCCC's enrollment. MSP Fall 2022 target was 443.

Fall Headcount Enrollment Trends

- Fall 2022 as of September 16, 2022, there is a 7.6% decline in enrollment; a 9.8% across all Maryland Community Colleges
- The fall target was 4,164.
- There is still additional session start dates in October to increase enrollment and meet target numbers. Never attends must be included.

Chair Schmoke asked if we must wait until October 2022 to do the census? Vice President Burrell said no, it is 20% to term date.

Realignment Task 5 – The BCCC budget with realistic enrollment projections published from MHEC was an increase of almost 19 points. MHEC is expecting that BCCC will have more realistic enrollment goals.

Vice President Jade Borne discussed strategies related to Realignment Task 5 – Strategic Enrollment and Recruitment Planning.

- New dedicated recruitment team – filling three Recruiter positions and anticipating the Director of Dual Enrollment position.
- An extended recruitment team.
- A comprehensive model for Strategic Enrollment Management planning.
- New recruitment tools which will help set recruitment targets.

Trustee Pfeifer asked any way to get qualitative data from students? Vice President Burrell replied, yes, through CSSE – spring 2022 but there is room for other feedback.

Trustee Tannhauser Blum asked if a new Recruiter for Latino students will be hired. President McCurdy responded yes, currently interviewing for an Assistant Vice President whose duties will include responsibility for recruitment of the Hispanic population. Also, our publications are now in Spanish and English. Discussions are being held about BCCC becoming a Federally designated Hispanic Serving Institution.

BCCC works with the PEPSICO foundation, that also reaches out to Latino populations and will look at the Dual Enrolment focus on attracting the Latino population.

b. Enterprise Resource Planning (ERP) Update

Mr. Rading shared the following ERP updates:

- BCCC maintains a GREEN status with the Department of Information Technology (DoIT).
- The Project team continues to meet regularly with DoIT's Oversight Project Manager to provide project updates and exchange ideas.
- BCCC continues to submit a monthly Health Assessment, to the State, providing details on monthly project activities, including milestones, deliverables, and spending.
- The President's Cabinet continues to receive project updates.
- The ERP project is slated to be completed by December 2023.
- All core-modules of the ERP are now being used in the College's day-to-day operations.

Chair Schmoke asked what is the Health Assessment? Mr. Rading replied it is the gathering of information about the progress scope of the project, including a financial summary that is sent to the State. Chair Schmoke further asked if this is how BCCC gets its GREEN status? Mr. Rading replied yes. Chair Schmoke asked is this a public document? Mr. Rading replied no, but a copy is sent to President McCurdy and the BCCC Leadership.

Additional components on the ERP Roadmap:

- CRM Recruit
- Ellucian Experience
- Ellucian Degree Works
- Ellucian e-Transcripts
- Ellucian Analytics

Data Migration into the new ERP system included:

- Cross-functional teams involved that included data owners from Academics, Student Affairs, WDCE, Student Accounting, Financial Aid, HR, Institutional Research, and IT.
- Data exported, imported in non-production environment, and validated before migration into new ERP (9/20/2021 – 2/25/2022).

Training and Support provided:

- Resources such as quick start guides, how-to-videos, and self-service portals for students, faculty, and staff.
- Training sessions were held for faculty and staff; and additional training and office hours will continue for the Fall semester.
- Pop-Up Sessions will provide opportunities for internal stakeholders to bring forward any ERP related questions and challenges.
- Regular meetings will be held between the College leadership and the ERP vendor as part of the implementation; and vendor expert consultants will provide advice and support, along with the product support team.

Chair Schmoke asked is it the responsibility of the vendor or staff to address the company's level of change or challenges? Mr. Rading responded by saying it was very stressful and will take a full year for all to learn the new system. This is ongoing conversations with the vendor for support. Trainings and pop-up sessions have helped a lot.

VII. President's Report

- a. Operational
- b. Realignment

President McCurdy began by saying that BCCC is continuing with the student first model. She then introduced Dr. Cripps, who joined BCCC on September 7th 2022 as Vice President of Academic Affairs, from Howard Community College where she served most recently as Associate Vice President for Academic Affairs (2020-2022) and as interim Vice President for Academic Affairs (2022). Also, Mr. Steven Hardy recently joined BCCC as the Vice President for Finance and Administration.

Legislative Priorities/Initiatives

- Operating requests
- Capital requests
- Facilities Renewal Grant
- Community College Universal Promise
- Tuition Waiver
- Baccalaureate Access
- Expanding Equity and Access for Workforce needs
- Address central workforce shortages
- Proving access and equity to underserved populations
- Responding to evolving needs of employers

In Academic Affairs, new program proposals have been submitted to MHEC, several required changes:

- Certificate in Digital Marketing
- AA in Geoscience Technology (changes were made and the proposal will go back to MHEC for final approval).
- Associate of Applied Science in American Sign Language Deaf Studies
- Associate of Applied Science in Cybersecurity and Digital Forensics
- Associate of Arts in Communications
- Certificate in Communications

Annual Reports due dates were shared. The reports call within the Institutional Research area to provide a spreadsheet of when these reports are due, so that BCCC can stay in good standing with its accrediting bodies.

- Emergency Medical S 5/15/2022
- Respiratory Care 7/1/2022
- Surgical Technology 8/1/2022

Middle States visit is approaching and these dates served as reminders for the Board.

- October 14, 2022 – Self Study Design due to MSCHE
- October 24, 2022 – MSCHE Liaison Campus visit
- December 7-9, 2022 – MSCHE Conference
- TBA – Fall 2023 – MSCHE Conference
- TBA – Self Study – last completed 2013-14; 2016 the Monitoring Report was accepted.
- TBA – Spring 2024 Peer Evaluations campus visit

COVID Update

- Relief funding paid out - Summer I and II payment of \$1,281,642. Records of spending are monitored. The State may eventually require an audit for all Maryland Community Colleges.
- Student and Administrative spending is taking place from COVID funds.

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- As BCCC staff/ faculty/ student returned, COVID protocols remained in place: mask wearing, plexiglass, temperature check and hand sanitizer stations.
 - Information gathered from other institutions to see what they were doing in reference to COVID protocols.
 - Public Safety supported the enforcement of COVID related safety measures.

BCCC Perimeter Loop Road Project

- New exit is not usable yet, until Loop Road is finished.
- Repairs to steps and the retaining wall at Liberty Heights will not be complete until December 2023. A lot of work must be done to hold up the wall. BCCC is not out of money, but the project's cost has escalated.

New Student Life Center upgrades (games, new furniture-ordered), room expansion) have been completed.

MHEC Facilities Renewal Grant – updates in FY 21 projects

- Fine Arts Wing – restrooms have been replaced, but HVAC repairs continue.
- Physical Education Center – hot water project completed.
- Life Sciences Building – Vice President Michael Thomas relayed that the Fire Alarm systems have been failing; so, as a result, Public Safety Officers had to be placed in each building. Completion of this project is slated for December 2022.
- ADA Water Fountain Replacements were completed and water has been tested as usable. Bottled water was used prior to the project's completion, but ordering has been cut back.
- Greenhouse Renovation – construction began 4/7/2022 and was completed 8/20/2022. This was a huge project to get rid of the mold, repair the leaks, and replace the flooring.
- Deferred maintenance regarding the South Pavilion is ongoing. There has been interior renovations and flooring installation. The HVAC repairs are complete.
- Cameras and Access Control is 85% complete. This is a \$3M project approved by the Board last year.
- Door and Card Access installation scheduled for September through October 2022.
- Bard Building demolition – the Downtown Partners, President McCurdy and Vice President Thomas met recently regarding the landscaping and public safety side and its usage. This is a BCCC project involving the landscaping and public safety; the land belongs to BCCC.

The Department of Budget Management and the Department of General Services visited the campus to review the buildings and projects. Instead of \$10.5M, BCCC will submit a request for \$16M, due to the escalating cost of supply and demand.

There were no questions from the Board of Trustees about the President's report, at this time.

VIII. Active Search Listing

The listing was included in the Board packets.

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 moved by Trustee Weiss and seconded by Trustee Lewis. There were no oppositions.

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.

This statement was made by Kurt L.Schmoke, Board Chair.

The Trustees adjourned at 5:51pm and reconvened in Closed Session at 6:00pm.

Respectfully submitted,

Debra L. McCurdy, PhD
President

Next Board Meeting: October 19, 2022

Attendance:

Mr. Steven Hardy
Ms. Eileen Hawkins
Mr. Michael D. Thomas
Ms. Lyllis M. Green
Ms. Maria E. Rodriguez
Mr. Michael Rading
Dr. Laura Cripps
Dr. Jade Borne
Ms. Anna Lansaw
Ms. Kristin McFarlane
Mr. Michael Berends
Mr. Peter Farrell
Mr. Mark Conard

BCCC Faculty/ Staff:

Nena Kutniewski
Aquila Evans
Christina Carter
Theresa Tunstall
Carol Taylor
Jamie Cofield
Jà Hon Vance
Dawna Attig
Saleemah Franklin
Cynthia Wilson
Will Hug
Dr. Charice Hayes
Kimberly Woolford

Alesa Robinson
Patricia Raines
Valerie Grays
Wanda Walker
Constance Mannone
Sung Yoon Kim
Lorraine Ricks
Jacqueline Blackwell
Glenn Peterson
Avonelle Colbert
Johnnie Owens
William Johnson
Noah Grant
Dr. Denise Holland
Norrine Harper
Dr. Nicole L. Deutsch
Cassandra Wilks

Guest

Michelle McIntosh