
BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm December 19, 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, Mr. Jason Perkins-Cohen

Also Present: President Debra L. McCurdy

- I. Call to Order
 - a. Adoption of Agenda
 - i. Approval of the December 19, 2022 Agenda

Chair Schmoke asked for a motion to adopt the December 19, 2022 Agenda. Trustee Tannhauser Blum moved to adopt the Agenda and Trustee Pfeifer seconded it. There were no objections and the Agenda was adopted. The Open Session began at 4:03pm.

- II. Board Actions/Consent Agenda
 - a. November 16, 2022 Open Session Meeting Minutes
 - b. November 16, 2022 Closed Session Meeting Summary
 - c. December 15, 2022 Finance/Audit Committee Meeting Minutes
 - d. Student Government Association
 - e. AFSCME Local #1870 at BCCC Report/Comments
 - f. Faculty Senate Report

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

Chair Schmoke approved AFSCME's President, Ms. Nena Kutniewski to briefly present comments to the Board.

Ms. Kutniewski gave greetings and spoke on human capital and morale at BCCC.

- Human capital investment is very low.
- High turnover rate and new employees are leaving.
- No recognition is given to employees by Administrators.
- Lack of respect.
- Issues are being brought to the Board numerous times, but no change is seen.
- Suggested that an anonymous survey be sent out to the BCCC community.

Chair Schmoke assured Ms. Kutniewski that the Board hears and is giving attention to the matters being brought to them.

- III. Items Removed from the Agenda
None

IV. New Business

a. Finance/Audit Committee Meeting December 15, 2022

i. Procurement Policies & Procedures

There was no discussion about Procurement policies and procedures.

ii. Procurement Awards over \$25,000 to \$99,999

1. Textbooks/Jones & Bartlett Publisher (\$25,282.56)
2. Textbooks/MAV Holding Corporation (\$29,954.20)
3. Textbooks/MAV Holding Corporation (\$38,286.23)
4. Caulking Services/ECO Engineering, Inc. (\$34,818)
5. Fuel/Greentech Fuel Management Inc (\$39,400)
6. X-Ray Sensor System/Patterson Dental Supply (\$43,430)
7. Textbooks/Pearson Education Inc. (\$43,975.12)
8. Main Building Furniture Maryland Correctional Enterprises (\$79,580) - Revised
9. Textbooks/Clinical Solutions Business Unit (\$47,829.84)
10. Textbooks/Cengage Learning Inc. (\$65,289)
11. 25 Live Software/CollegeNet (\$71,990.64)
12. Textbooks/Morton Publishing Co. (\$73,577)
13. Financial Aid Consulting Services/FA Solutions (\$12,500) – Contract Modification

President 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. She also brought to the Board's attention that the Procurement Awards list includes textbook expenditures from the BCCC Bookstore.

iii. Approval Requests

a. Refund Select (\$75,000) – Contract Modification

Ms. Anna Lansaw, Director of Procurement, stated that the College had to modify the contract awarded last month to add a module that TouchNet is unable to perform – disbursing refunds automatically to students. The Refund Select contract amount will increase by \$75,000. It is \$25,00 per year and the pricing is based on the amount of disbursements sent out.

Chair Schmoke moved to approve the Refund Select contract modification and Trustee Pfeifer seconded it. There were no objections, and the contract modification was approved.

b. IT Consultant. (\$116,800)

Mr. Peter Farrell, Deputy Chief Information Officer, explained that this is a contract for a consultant to assist with ERP augmentation to respond to the increased demand for required functionality. This is a six-month contract that will cost less than it would to pay a Consultant from Ellucian.

Chair Schmoke moved to approve the IT Consultant contract. Trustee Pfeifer seconded it. There were no objections, and the contract was approved.

c. LSB Skylight Repair (\$88,850)

This repair, while under the \$100,000 threshold, came before the Board because the Source of Funds utilized is GO Bonds. This expenditure will also go before the Board of Public Works.

Ms. Katherine Zurlage, Vice President for Facilities, reported that this contract is part of the FY 2023 deferred maintenance capital project to repair longstanding issues with a skylight and windows. Mr. Michael Thomas, Vice President for Workforce Development and Continuing Education, stated that this is a quality-of-life issue. The leaks can cause mold and other environmental issues. Three bids were received. The bid from Capital Caulking in Waldorf was awarded the contract.

Trustee Pfeifer asked if the amount of time between quotes affected the amount of the contract. Ms. Lansaw responded that the first bidder held the price for BCCC for 90 days.

Chair Schmoke moved to approve the LSB Skylight Repair contract and Trustee Weiss seconded it. There were no objections, and the contract was approved.

V. College Policies
No Policies

VI. Presentations

Chair Schmoke asked that agenda presentations be brief, only sharing highlights, so that the Board can go into closed session more quickly to cover several items.

a. Monthly Financial Performance Report

Mr. Stephen Hardy, Vice President for Finance, highlighted the Net Surplus for the last five months as \$13,748, compared to last year's surplus of \$14,093 for the same period. Comparisons showing the previous year's numbers compared to the present ones is an added feature to the monthly budget report and was recommended by the Board.

b. Enrollment Report

Dr. Jade Borne, Vice President for Student Affairs, discussed recruitment efforts. He went back to 2019 to look at stop out rates and concentrated on those students who completed 15 hours or more. He sent letters to these students and has received mostly positive comments in return. Near completers were contacted to see what services were needed to get them to complete their degrees.

A new advocacy group is being put together to target Hispanic students.

Chair Schmoke gave positive comments about the stop out communications. Dr. Borne shared some of the comments received from the students and said he spoke to some of them personally who shared reasons for not returning such as balances still owed and childcare.

c. ERP Update

Mr. Peter Farrell, Deputy Chief Information Officer, shared that he is reporting for Mr.

Michael Rading who is out of the country.

The year 2022 has been a period of significant and formative transformation for BCCC:

- All core Banner modules are live
- Complete overhaul of daily operational processes for:
 - Financial Aid
 - Records
 - Advising
 - Academic Leadership
 - Student Accounting
 - Finance
 - Human Resources
 - Payroll
 - ITS
 - Banner touches every student and every employee

Listening sessions held in the fall provided valuable insights into the ongoing support needs as the College transitions from implementing to operating and maintaining the new cloud-based Banner system. While the College has seen many benefits of the new system, there are also significant learning curves, particularly in the areas of:

- Data cleanup
- Reporting
- Cyclical operational procedures

There is a catalog of compliance and operational reports that have been identified by functional offices that require data out of Banner:

- Resource constraints & learning curves
- New data structures
- New reporting tool
- Many reports need to be written from baseline
- Examples:
 - Maryland Higher Education Commission (MHEC) reporting
 - Integrated Postsecondary Education Data System (IPEDS) reporting
 - Department of Budget and Management (DBM) reporting
 - Operational reports used for daily operations and informed decision making

Due to the cyclical nature of college operations, there are many processes that are run only annually, so implementing the new system means that offices will be running new processes for the next couple of years.

- Ellucian project team has built the foundation but will not be available beyond the initial implementation scope.
- Examples:

- End-of-year reporting in Finance
- Degree audits and graduation clearances in Records

Managed services consulting provides ongoing operational support for the year or two post go-live after the project team is complete.

- Conversations have been started with Ellucian, CampusWorks, Ferrilli and options are being explored that will be presented to the board in early 2023.

Chair Schmoke commented that he wants IT to continue to be sensitive to training needs for new programs implemented.

VII. President's Report

The materials contain President McCurdy's and Cabinet Operational and Realignment Updates. She presented information related to personnel in Closed Session.

VIII. Active Search Listing

Listed in Board book.

IX. Motion for Adjournment (Vote)

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 Tannhauser Blum. 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 4:42pm and reconvened in Closed Session at 4:45pm.

Respectfully submitted,

Debra L. McCurdy, PhD
President

Next Board Meeting: 01/18/2023

Attendance/Participants:

Becky Burrell
Steven Hardy

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

BCCC Faculty/ Staff Attendees:

Avonte Jones
Saleemah Franklin
Glenn Peterson
Cherrlynn Williams
Carol Taylor
Nena Kutniewski
Amy Belt
Tracie Williams
Professor Kimara
Dr. Nicole L. Deutsch
Dr. Courtney Ross
Kadeirdra Thompson
Dr. Leslie Jackson
Mr. D. FitzGerald Smith
Christina Carter
Theresa Tunstall
Charles N. Wilson
Brett King
Wendy Harris
Antwan Degross
Constance Mannone
Michael Berends
Chris Jordan
Wendy Ma

Other-Non-College Attendees:
Michelle McIntosh