

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm December 15, 2021 (Virtual Zoom Meeting)

I. **Call to Order** – Chairman Kurt L. Schmoke called the meeting to order at 4:04 pm.

Adoption of Agenda

a. Approval of the December 15, 2021 Agenda

Chair Schmoke asked for a motion to approve the agenda. Trustee Weiss made the motion and Trustee Pfeifer seconded it. Without objections, the agenda was adopted.

II. **Board Actions / Consent Agenda**

- a. Approval of the November 17, 2021 Open Session Minutes
- b. Closed Session Meeting Summary
- c. Student Government Association Report

Chair Schmoke asked for a motion to approve the Consent Agenda items. Trustee Weiss made the motion to approve all three items and Trustee Toriola seconded it. The items were approved without objection.

III. **Items Removed from the Agenda**

- a. AFSCME Local #1870 at BCCC Report
- b. Faculty Senate Report

IV. **New Business**

- None

V. **College Policies**

- None

VI. **Presentations**

- Procurement

Ms. Channa Williams, Interim Vice President (IVP) for Finance & Administration, presented updates related to the College's procurement process and Senate Bill (SB) 326. During the last legislative session, and effective July 1, 2021, SB326 changed the BCCC's procurement authorization levels. These changes necessitate updates to the College's procurement process which require Board approval. Trustee Weiss requested clarification regarding the \$500,000 threshold. Interim VP Williams indicated that the wording would be modified.

IVP Williams provided an overview of the proposed changes and an updated BCCC Procurement Policies and Procedures document. The procurement document includes ten sections, noted below.

1. General information
2. Advertising and competitive requirements
3. Electronic procurement authorization
4. Procurement methods
5. Contract types
6. Contract administration
7. Vendors
8. Socio-economic policies and compliance
9. Protests and claims
10. Definitions

In addition to the proposed policies and procedures document, the Board received a standard Conflict of Interest Statement that is part of the procurement requirements.

Action: The Board of Trustees will meet in a special session on Tuesday, December 21, 2021 at 4:00 pm to vote on the approval of the BCCC Procurement Policies and Procedures document. Notification of this special session of the Board will be posted on the BCCC website and be conducted as an open meeting. The December 21, 2021 meeting agenda will be posted 24 hours in advance of the meeting, as required.

- Facilities Update

Mr. Michael Thomas, VP Workforce Development and Ms. Katherine Dixon, Assistant Vice President (AVP) for Facilities shared a presentation regarding the status of ongoing capital projects and renovations across College facilities. The construction of the Loop Road is in the middle of Phase 1, including the removal of Harper Hall and the completion of the back section of the new road. The Loop Road project is on schedule and the College is working with the Baltimore Traffic Engineering Office to coordinate traffic light upgrades for the entrance and the new exit on Liberty Heights Avenue.

Capital improvement projects, such as the Game Room updates, are on schedule as are all major maintenance projects (roofing, HVAC, and Fire Alarm systems). Facility renewal projects are on schedule and include restroom renovations. The Bard Demolition project is on schedule with approval for the creation of Green Space at that location.

Action: Board Chairman, Schmoke inquired about the loss of the current Child Care facility (Harper Hall) and plans to replace or re-locate a Child Care Center at BCCC. VP Thomas responded that the College will review plans to open an updated Child Care Center in either West Pavilion or the South Pavilion. The new Child Care Center would be operated by the College though joint planning by the Academic Affairs Early Childhood Education programs and the Workforce Development training program in Early Childhood Education.

- Enrollment Report

Ms. Becky Burrell, Vice President (VP) for Institutional Effectiveness, Research, & Planning and Dr. Daniel Velez, VP Student Affairs, provided a presentation of the Fall, Winter and Spring (to date) credit enrollment and strategies. The presentation included more detailed information regarding International Students, as requested by Trustee Toriola at the last Board meeting.

- Current BCCC enrollment by geographic region includes 76% of students from Baltimore City, 14% from Baltimore County, 5% from other Maryland Counties combined and 4% from another Country.
- Students self-report demographic country of origin; it does not directly indicate if they are new Baltimore residents or have an F-1 Visa status.
- The countries with the largest enrollment other than the United States include Nigeria (169), Cameroon (41), Jamaica (30), Nepal (26), Honduras (21) and Ethiopia (16).
- VP Burrell shared enrollment trend data across all 16 Maryland community colleges (system-wide declines in enrollment). BCCC reported an increase in enrollment for the Winter Term (from 247 to 276) and registration for the Spring 2022 is ahead of the same point in time last year.

VP Burrell shared that the Cabinet is improving processes to best serve students, faculty, and staff. For example, through coordination across Cabinet areas, the academic calendar was adjusted to open registration earlier.

Dr. Velez shared strategies for increasing recruitment efforts, enrollment and retention at the College. He highlighted several outreach efforts for recruiting international students as well as upgrades to email notification systems and communications with potential new students, those who have “stopped out” and “near completers”. Student Affairs is in the process of hiring new Admissions Office recruiters.

Trustee Toriola asked for clarification regarding student questions in response to financial aid refund letters sent to students. The refunds are in process; however, students reported difficulty in getting through on the phone to ask questions. Dr. Velez shared that the College has been updating the phone system and there was a gap in service due to changed phone numbers and misrouting of calls. This has been corrected in the new system which will direct all calls across the Department, with additional back-up routed to a voice mail system.

▪ Enterprise Resource Planning (ERP) Update

Mr. John Schiesler, Director of Enterprise Applications Systems reported on the current status of the transition to the new ERP system (Ellucian Banner). Overall, the College maintains a GREEN status from the Maryland Department of Information Technology (DoIT). The Project Team continues to meet weekly with DoIT’s Project Manager for the College to provide project updates as well as exchange ideas with the Oversight Project Manager on implementation strategies.

The College continues to provide official monthly ‘Health Assessment’ reports to the State which includes details on project activities including milestones, deliverables, and spending. Despite adjustments to the internal module go-live dates, the project is still on track to be completed by December 2022, as originally scheduled.

The first module to “Go Live” will be the Financial Aid System scheduled for February 2022. This will allow the College to integrate Financial Aid data and “package” student awards in March 2022, with disbursements in August 2022 (for the Fall 2022 semester). Students will be notified prior to the term they plan to start.

The second module to go live will be Human Resources scheduled for April 2022, followed by Student Enrollment in May 2022. This will allow for the full implementation of the system during the Fall 2022 semester.

VII. President’s Report

Dr. Debra McCurdy, President, reported on the College's Return-to-Campus planning and progress in terms of a four-phase process (Phase 0 – 3). The College is currently in Phase 2 with all non-faculty staff working in a hybrid schedule of four days on campus and one day remote. Classes remain virtual, with limited on-campus labs and clinicals as required for students to complete program and licensing requirements (such as School of Nursing and Health Professions graduates). The College continues to respond to the pandemic and planning for a safe return to campus, guided by seven main strategies addressed in the College's COVID-19 Response documents. This information is posted on the BCCC website as well as being communicated through periodic updates by the President.

BCCC will move to Phase 3 of the Return-to-Campus plan for the Spring 2022 semester. While staff and faculty return to a five-day week regular schedule, COVID-19 safety protocols remain in place, including the following requirements.

- Masks will be required indoors at all BCCC facilities regardless of vaccination status.
- Social Distancing (maintaining 6 feet) and limited class size will be enforced.
- No large-group functions will be allowed on campus.
- Limited vending, and the café will not be operating.
- All BCCC employees are encouraged to be fully vaccinated or tested for COVID-19 on a weekly basis. Testing is available through CVS Minute Clinic which is housed in the College's South Pavilion. The availability of on-site vaccinations are pending.
- Students taking in-person classes or using in-person services are also encouraged to be fully vaccinated or tested for COVID-19 on a weekly basis.

The College will monitor COVID-related incidents on campus. Public Safety serves as the point of contact in each building to respond to any COVID-related issues or concerns. The Facilities Department has established COVID cleaning schedules for each building. This includes hourly cleaning in restrooms, between-session cleaning of classrooms, and daily cleaning of office areas. The Spring semester includes an increased number of on-line and hybrid class schedules so students may return to class based on their own comfort level and needs.

VIII. Active Search Listing

IX. Motion for Adjournment

Chairman Schmoke asked for a motion to adjourn and close the Open Session so that the meeting could continue in Closed Session. He read the following notice: Pursuant to the general provision of Article Section 3-305(b) (1), (7), (8), (9) and (14), the meeting will now be closed so that the Board can discuss personnel matters involving specific employees, pending litigation, matters related to union negotiations and the College's participation in a competitive proposal procurement process.

A motion to adjourn was made by Trustee Pfeifer and seconded by Trustee Tannhauser Blum. Without objection, the Open Session was adjourned, and the Closed Session was scheduled to begin at 6:00 p.m.

Respectfully submitted,
Debra L. McCurdy, PhD
President