

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

**Open Session Minutes** | 4:00pm February 21, 2024 (Virtual Zoom Meeting)

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**Board Members Present:** Chairman Kurt L. Schmoke, Ms. Leonor Blum, Ms. Mackenzie Garvin, Dr. Rachel Pfeifer, Dr. Roger Ward, Mr. John C. Weiss, and Ms. Lelia Parker

**Also Present:** President Debra L. McCurdy

**Board Members Absent:** Ms. Tanya Terrell

I. Call to Order

Chairman Schmoke called the meeting to order at 4:00pm on February 21, 2024. The Agenda was unanimously approved upon a motion by Trustee Weiss, seconded by Trustee Blum.

II. Board Actions/Consent Agenda

- a. December 20, 2023 Open Session Meeting Minutes (Tab 2)
- b. December 20, 2023 Closed Session Meeting Summary (Tab 2)
- c. February 15, 2024 Finance/Audit Committee Meeting Minutes (Tab 2)
- d. Student Government Association (Tab 3)

Chairman Schmoke asked for a motion to approve the Consent Agenda items a through d and the Agenda was unanimously approved.

III. Items Removed from the Agenda (Tab 6)

- a. AFSCME Local #1870 at BCCC Comments (Tab 4)
- b. Faculty Senate Comments (Tab 5)

IV. New Business (Tab 7)

- a. Finance/Audit Committee Meeting February 15, 2024
  - i. Procurement Policies & Procedures  
No change
  - ii. Procurements of \$25,000 to \$99,999
    - a. Textbooks (Wolters Kluwer) \$34,124.93
    - b. Hospital Beds – 90% Assembled \$53,435.79
    - c. Window Replacement Design (Task Order) \$69,000.00
    - d. Course Evaluations Software \$34,131.42

e. Cisco Umbrella Insights / Cloud Security	\$26,148.00
f. Microsoft Cloud Services	\$49,478.00
g. Textbooks (Pearsons)	\$43,996.00
h. Fire Protection Services (Change Order - \$13,215.00)	\$28,061.00
i. Temporary Staffing Services (Change Order - \$26,980.00)	\$95,000.00
j. Microsoft Halolens	\$63,000.00
k. Bus Services	\$50,000.00
l. Textbooks (VitalSources)	\$41,994.75
m. Roof Replacement	\$29, 500.00

iii. Procurements of \$100,000 and above

VP Bascombe provided an overview of the Barnes & Noble contract and detailed explanation of the bookstore and anticipated revenue. Before and after photos were provided to show the proposed changes to the physical location of the storefront. Ms. Lansaw explained how the 1st Day complete program works and how students will be given clarity about the option to opt out of the Barnes & Noble program. She also noted that the College some years ago worked with an onsite bookstore vendor, but the contract was discontinued. The realignment to outsource the service and contract with Barnes & Noble should restore continuity and efficiency.

Chairman Schmoke called for a motion to approve Dr. Ward made the motion; seconded by Dr. Pfeifer. The motion was unanimously approved.

iv. Procurement Pre-Approval \$100,000 and above

VP Bascombe provided an overview of the requirements and need for temporary staffing to supplement the workforce due to the vacancies in various departments. He indicated most of the temporary staff are hired on a short-term basis to complete projects or for seasonal work that is needed in a specific area.

Chairman Schmoke called for a motion to approve. Dr. Ward made the motion; seconded by Dr. Pfeifer. The motion was unanimously approved for the Pre-approval for Temporary Staffing.

iv. Financial Monthly Performance Report

**Total Revenue by Appropriated Fund**

Revenue Fund	Budget FY24	Monthly Budget FY24	Actuals		Net Change	Percentage Change
			FY24	FY23		
General (Unrestricted)	62,689,753	8,955,679	50,980,422	37,827,838	13,152,584	34.8%
Restricted	25,610,084	3,658,583	16,580,962	8,789,888	7,791,075	88.6%
<b>Total Revenue FY24</b>	<b>88,299,837</b>	<b>12,614,262</b>	<b>67,561,384</b>	<b>46,617,725</b>	<b>20,943,659</b>	<b>44.9%</b>

**Year-over-Year (YoY) Expense Comparison**

Expense Fund	Budget FY24	Monthly Budget FY24	Actuals		Net Change	Percentage Change
			FY24	FY23		
General (Unrestricted)	62,689,753	8,955,679	30,063,485	24,060,201	6,003,284	25.0%
Restricted	25,610,084	3,658,583	12,304,793	5,394,376	6,910,418	128.1%
<b>Total Expenses</b>	<b>88,299,837</b>	<b>12,614,262</b>	<b>42,368,278</b>	<b>29,454,576</b>	<b>12,913,702</b>	<b>43.8%</b>

	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change	Percentage Change
<b>Net Surplus</b>	<b>0</b>	<b>0</b>	<b>25,193,107</b>	<b>17,163,149</b>	<b>8,029,957</b>	<b>46.8%</b>

VP Bascombe presented the financial report for the College; specifically highlighting the revenues and expenditures for the College. VP Bascombe discussed the recovery of \$4M in funding.

Trustee Gavin asked if there was an order within the policy for approval statements? VP Bascombe responded that all have some degree of background statements.

V. College Policies (Tab 8)

a. Mission, Vision, Values Policy

VP Burrell noted that the Strategic Plan is being expanded and the Mission, Vision and Values will be updated.

The policy was brought to the attention of the Board of Trustees on December 20, 2023. Trustee Ward recommended that the Board would approve College statements and President McCurdy and her cabinet should approve the department and program level statements. VP Burrell reviewed the updated policy including the statement (New and modified statements must be approved by the Board of Trustees. New or modified department and program statements must be approved by the respective cabinet.)

b. Health and Safety Policy

Baltimore City Community College is committed to addressing the issues of health and safety by maintaining clean and safe classrooms, buildings, grounds, and equipment. The College will adhere to all required Federal, State and Local regulations, safety standards, fire and building codes. The Policy is unchanged and committed to keeping everyone safe.

Trustee Gavin asked if all the policies have background statements? VP Burrell responded that the background statements provide overviews about prospective polices.

Chairman Schmoke called for a Motion to approve. Trustee Weiss made the motion; seconded by Trustee Blum. The motion was unanimously approved for the Health and Safety Policy.

VI. Presentations (Tab 9)

a. Enrollment Update

IVP Thomas reported a 33.75.5% increase in Winter 2024 enrollment compared to Winter 2023 and noted some marketing efforts. Four hundred and twenty-eight students were enrolled this winter and 3666 students enrolled to date for Spring, which increased by 22.36 % compared to Spring 2023. IVP Thomas explained that Academic Affairs has expanded the course offerings. She also detailed some of the recruitment highlights including the Registration Fair, Basketball Night and a College Fair at Dunbar.

Chair Schmoke asked how you get the students to read emails and do you track emails being read. IVP Thomas responded, we are not tracking emails, but we are looking into sending text messages to students.

b. ERP Update

Mr. Rading reported that the College has an overall Green status. He reported for the period of FY24 the current and upcoming work includes, Degree Works, Ellucian Experience and Ellucian Insight which are in the implementation phase of design and configuration.

He also stated some of the ERP Challenges:

- Data Clean up – due to the magnitude of this project, it is normal and expected to have data errors and inconsistencies.
- Reporting - Compliance and operational reports have been identified that require data out of Banner.
- Cyclical Operations-Many reports are run annually, implementing the new system means offices will be running new processes for the next couple of years.
- Vendor Expertise -Comprehensive support from Ellucian
- External Expert Resources -Exploring resource options through DoIT for expertise to support operational ERP best practices.
- Input from other Higher Eds -Engaging with other colleges and universities.

VII. President's Report (Tab 10)

Dr. McCurdy provided updates from the President's Report. She noted on January 24, 2024, that over 200 people attended the Faculty and Staff Strategic Planning Phases. Dr. McCurdy spoke about the Middle States visit and the agenda for each day. She discussed the four areas that the Team Chair suggested readiness for BCCC:

- College budget process
- Strategic Planning. unit level plans/master plans
- Academic & non-academic assessments
- Policies and Procedures

Dr. McCurdy Addressed:

- The MSCHE site team
- Areas of concern from the previous Self Study Report
- Current Self Study report that is due 3/15/24
- The gaps in the cabinet actions plans
- Governance Planning Council Membership draft

Chair Schmoke requested the dates be sent out to the Board for their availability during the visit.

President McCurdy confirmed the dates will be resent, but the schedule from Middle States to outline their visit has not been determined.

Dr. Ward asked who decides the Middle States schedule? Dr. McCurdy responded the College will work with the Team Chair to outline the schedule. There will be further discussions to outline those meetings.

VIII. Active Search Listing (Tab 11)

IX. Motion for Adjournment

At 5:31 P.M., Chairman Schmoke read the following closing statement prior to moving to the Closed Session.

Pursuant to the General Provisions Article, Sections 3-305(b) (1), (7), (8), and (9), the meeting will now be closed so that the Board can:

- Discuss the employment, onboarding, separation, compensation, and discipline of specific College employees.
- Consult with counsel to obtain legal advice
- Discuss strategy, merits, and legal advice regarding pending litigation and administrative complaints involving the College; and discuss matters related to collective bargaining.

Chairman Schmoke called for a motion to adjourn and close. Trustee Weiss made the motion; Dr. Pfeifer seconded. The Board approved the motion to adjourn and close the Open Session.

Respectfully submitted,

Debra L. McCurdy, PhD  
President

Next Board Meeting: 3/20/24

**Attendance/Participants:** **BCCC Faculty/Staff Attendees**

Aubrey Bascombe	Andrea Fricks	Dr. Denise Holland	Kristin McFarlane
Donna Thomas	April Chambers	Dr. Edna Street-Jones	Michael Berends
President McCurdy	Aquila Evans	Dr. Kenneth Gillespie	
Dr. Jacqueline Hill	Aundrea Wheeler	Dr. Naesea Price	Nena Kutniewski
Dr. Rachel Pfeifer	Brett E. King	Dr. Nicole Fortune	Norine Harper
Gussener Augustus	Brian Terrill	Dr. Phillip Powell	Omar Cox
J.C. Weiss	Bryan Miller	Dr. Sylvia Rochester	Patricia Fisher
Kurt Schmoke, Chair	Carol Taylor	Dr. Tony McEachern	Peter Farrell
Lelia Parker	Cassidy Keller	Eileen F. Hawkins	Phil G. Gatling Jr.
Leonor Blum	Chantelle Williams	Elizabeth Massanopoli	Precelia Karr
Lyllis Green	Cherrylynn Williams	Glenn Peterson	Rasheedah Evans
MacKenzie Garvin	Chris Jordan	Jason Quick	Saleemah Franklin
Maria E. Rodriguez	Christina Carter	Jim Lynch	Scott Saunders
Michael D. Thomas	Chuck Marquette	Joan Fountain	
Michael Rading	D. FitzGerald Smith	Kadeirdra Thompson	Shawnette Shearin
Roger Ward	Da'Nyjae Anderson	Karen King-Sheridan	Theresa White
	Dr. Charice Hayes	Keenan Jones	Valerie Grays
	Dr. Charles N. Wilson	Kevin Johnson	Wanda Walker
			Will Hug
			William Johnson

**Others in Attendance:**

Michelle McIntosh  
Shantrice Cooper

