

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm June 18, 2024 (Virtual Zoom Meeting)

Board Members Present: Chairman Kurt L. Schmoke, Dr. Rachel Pfeifer, Mr. John C. Weiss, Ms. Tanya Terrell, Ms. Mackenzie Garvin, Lelia Parker, and Ms. Sapana Bom

Also Present: President Debra L. McCurdy

Board Members Absent: Dr. Roger Ward, and Ms. Leonor Blum

I. Call to Order

Chairman Schmoke called the meeting to order at 4:02pm on June 18, 2024. The Agenda was unanimously approved upon a motion by Trustee Weiss, seconded by Trustee Terrell.

II. Board Actions/Consent Agenda

- a. May 15, 2024 Open Session Meeting Minutes (Tab 2)
- b. May 15, 2024 Closed Session Meeting Summary (Tab 2)
- c. June 7, 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. The Agenda was unanimously approved upon a motion by Trustee Weiss, seconded by Trustee Terrell.

III. Items Removed from the Agenda (Tab 6)

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

IV. New Business (Tab 7)

- a. Finance/Audit Committee Meeting, June 7, 2024
 - i. Procurement Polices & Procedures
 - ii. Procurement Exceeding \$25,00 to \$99,999
- a. Textbooks (Pearson Education Inc.) \$47,394.15
- b. Textbooks (Cengage Learning Inc.) \$28,848.00
- c. Mongoose (SHI International Corporation) \$52,460.00
- d. HVAC Preventative Maintenance Services /Liebert Equipment – Modification (Tate Engineering Systems, Inc.)
 - Original Contract Amount: \$26,617.00
 - Modification Amount: \$17,503.00
 - New Contract Amount: \$44,120.00

iii. Procurement(s) exceeding \$100,000.00

a. Canvas (Instructure, Inc.) \$170,870.77

CIO Farrell provided an overview of the IT items beginning with Canvas. CIO Farrell stated that this is the time of year that a number of the IT software are coming up for renewals and proceeded to provide a summary and description of each item. Canvas software is the College's Learning Management System that supports both credit and non-credit divisions. This is the system that both faculty and students log into everyday to manage the course work, assignments, etc. LMS system has been in place since 2018 and offered a three-year renewal through the Maryland Education Enterprise Consortium (MEEC) contract. Dr. McCurdy stated that the actual amount being presented is lower than the original quoted cost due to the FTE being lower.

b. Okta (ePlus Technology, Inc.) \$257,285.00

CIO Farrell described Okta and what the software does for the College staff and students. This helps the College manage its accounts and creates new accounts for new hires and students. This contract is a two-year contract with ePlus Technology. The purchase is through the Maryland Department of Information Technology Master Contract for software. Two vendors were directly solicited and ePlus provided the best pricing.

c. Microsoft Office 365 Unified (Bell Techlogix) \$115,475.90

CIO Farrell provided an overview of Microsoft Office 365 through the MEEC contract. Bell Techlogix is the sole seller for all MEEC institutions. This is the annual renewal of the licenses for all Microsoft products that the College utilizes.

Trustee Pfeifer asked why it is one year, Mr. Farrell responded, pricing is fixed for a 5-year period. Yearly totals depend on FTE and could change every year.

d. Microsoft Azure Disaster Recovery (Bell Techlogix) \$185,035.79

CIO Farrell explained that Microsoft Azure was presented to the Board in April, when the College requested pre-approval for the Phase II Disaster Recovery. There was a slight increase in the price that was originally quoted because a component that was previously overlooked was added when finalizing the quote.

e. Support Services for Afghan Youth
(Associated Catholic Charities) \$198,559.00

VP Thomas explained that this contract was related to the MORA grant from the MD Department of Human Services, for which the College received a two-year grant to support Afghan families. The College is outsourcing services that it does not provide to Associated Catholic Charities, specifically Villa Maria, in the amount of \$198,559, for services that include outreach, crisis intervention, wrap-around services, and services to address behavior issues with the transitioning youth. VP Thomas stated that the College cannot provide these services and is therefore requesting that the Board approve this contract.

- f. ERP Cloud Subscription – Option Year 2 (Ellucian)
Original Contract Amount: \$4,913,982
Prior Mods/ Options: \$1,457,148
Option Year 2: \$ 782,267
New Contract Amount: \$7,153,397

CIO Ferrell explained that with this procurement, the College was exercising its option to renew the ERP cloud subscription; although the renewal amount exceeds the College’s statutory authority, Ms. Lansaw explained that when the Maryland Board of Public Works (BPW) approved the first-year renewal last year, at the College’s request, it also delegated authority for the College’s Board of Trustees to approve any future renewals without having to go back to the BPW for approval. The second-year renewal of the ERP subscription was now before the College’s Board.

Chair Schmoke asked if there were any objections; there were none. The Board unanimously approved all Procurement(s) exceeding \$100,000.00.

iv. Finance Update

Mr. Bascombe went over year-to-date revenues and expenditures of the College; however, he said he could not provide a year-to-year comparison due to issues with data conversion in the ERP system that will be addressed during the audit discussion. Mr. Bascombe highlighted discussion points concerning restricted and unrestricted revenues, especially noting that the time to spend COVID Relief funds was extended for an additional year. CFO Bascombe highlighted some areas of expenditure such as PIN and contractual employees. He broke down the expenditures by object lines and division, stating that Academic Affairs had the largest percentage of the spending. He further explained that, based on the spend trend, the College may end up having surplus revenue at the end of the year. He estimates that the fiscal year will end with an estimated surplus between \$10M and \$14M. Mr. Bascombe was recently notified by the Maryland Department of Budget Management that the College will not receive funding for COLAs due to the potential surplus.

In response to a question from Trustee Terrel, Mr. Bascombe explained that unspent assets are moved to the Fund Balance.

Mr. Bascombe presented the Board with a financial performance report and reviewed the following summary.

Total Revenue by Appropriated Fund

Revenue Fund	Budget FY24	Monthly Budget FY24	Actuals		Net Change
			FY24	FY23	
General (Unrestricted)	68,380,336	61,131,348	67,318,218	50,405,434	16,912,784
Restricted	29,705,088	28,692,278	27,136,303	23,436,683	3,699,620
Total Revenue FY24	98,085,424	89,823,626	94,454,521	73,842,117	20,612,404

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change
General (Unrestricted)	68,380,336	61,131,348	48,004,771	41,432,456	6,572,314
Restricted	29,705,088	28,692,278	20,418,762	7,206,766	13,211,996
Total Expenses	98,085,424	89,823,626	68,423,533	48,639,223	19,784,310

	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change
Net Surplus	0	0	26,030,989	25,202,894	828,094

- v. Renovation of Fine Arts for IT and Main Building Energy Upgrade (Southland Ind.) \$250, 00
Removed from the Agenda. The Finance Committee will go back and review.

- vi. BCC 2023 Financial Audit

Dr. McCurdy introduced Mr. Robert Gauthier, Principal Auditor from Clifton Larson Allen, LLP, (CLA). She noted there was a great deal of discussion on the 2023 audit when the College met with Middle States. She stated Mr. Gauthier will provide an overview of the FY 2023 audit.

Mr. Gauthier provided a brief background of his qualifications and indicated that he has been working with the College for the past four years and is familiar with the College and has conducted other higher education audits. Mr. Gauthier said he will go over the governance communications letter and the draft management letter that outlines the findings of the audit in his presentation. He also highlighted the Auditor’s Responsibilities for the Audit of the Financial Statements.

Mr. Gauthier stated that an “Expected Unmodified Opinion” will be rendered for the College’s Financial Statements, MHEC-CC-4, Radio Station’s Financial Statements, and Foundation’s Financial Statements. He further explained that the College did have material weaknesses and a significant deficiency in the College’s internal control and compliance and would provide further details later in his presentation. He continued by stating that the “Single Audit” report was issued in April 2024; that the COVID Relief funds was the only program that was used for testing and that no issues were found. He also stated that the overall audit report has changed in format and will now include a statement regarding “reasonable assurance” and the meaning behind this statement.

Mr. Gauthier provided a summary of the findings outlined in the governance communications letter. He noted the findings were in reference to the significant accounting estimates, one uncorrected misstatement, and three corrected misstatements (one for WBJC). He further stated that there were no disagreements between the auditors and management, no other independent accountant was utilized by the College, and the communications between the College and audit firm were continuous throughout the audit. He did point out that there were difficulties in the audit this year related to the system conversion into Banner, which resulted in extra work that needed to be done to bridge the gap between the old system and the new system. He continued with presenting the deficiencies noted in the governance communication letter.

One uncorrected misstatement related to the capital assets schedule; cost amounts reported were old and the College just needs to keep the capital assets schedule up to date. The were three corrected misstatements (two for the College and one for the radio station) updated in the financial statements. The ones for the College were:

- 1) Correction of the liabilities regarding a group of scholarships moving from one fiscal year to another fiscal year.
- 2) adjustment to tuition revenue receivables and allowances.

The radio station had a corrected misstatement that dealt with revenue being recorded in the wrong fiscal year.

Trustee Weiss asked if the material weaknesses were all attributable to the new ERP System (was that “the common denominator”) and could Mr. Gauthier determine if these were going to be repeated findings in FY24. Mr. Gauthier answered, there may be repeat findings regarding the tuition receivables, as they related to the data in the Banner system. Mr. Gauthier stated that he hopes that data will be available in FY 24 in the Banner system, which would eliminate the other repeat findings.

V. College Polices (Tab 8)

a. Sex Discrimination and Harassment Policy-

Ms. Rodriguez reported this policy is to replace the Sexual Misconduct Policy.

The proposed policy states: In accordance with state and federal law, including Title IX, BCCC prohibits sex discrimination and sex-based harassment, including discrimination based on sex stereotypes, sex characteristics, sexual orientation, gender identity, pregnancy, or related conditions, parental or family status and marital status. Sex discrimination includes sex-based harassment, such as sexual assault.

All College community members are subject to this policy. This includes all College students, faculty, and staff, as well as contractors under the College's control. Violations of the policy may occur between individuals or groups of individuals of any sexual orientation or actual or perceived gender identity. Further, this policy prohibits sex discrimination or sex-based harassment which excludes, denies benefits to, or otherwise discriminates against any person on the basis of sex or that otherwise threatens the health or safety of a member of the College community, (1) in any College facility or on College owned or controlled property; or (2) in connection with any College program or activity, regardless of location.

BCCC also prohibits retaliation against any individual for purposes of interfering with any right secured by this Policy. Persons who violate this policy will be subject to the associated procedures which may result in disciplinary action up to and including termination of employment, suspension, expulsions and/or termination of the contractual relationship.

Chairman Schmoke asked for an example of an off-campus incident. Ms. Rodriguez responded that, for example, if two students are involved in an incident of sexual harassment or sexual assault and the incident actually takes place off campus, it could still have an on-campus impact if the students continue to see one another here and have to deal with one another on campus. It is then a Title IX issue.

Chairman Schmoke asked for a motion to approve the Sex Discrimination and Harassment Policy. The Sex Discrimination and Harassment Policy was unanimously approved upon a motion by Trustee Weiss, seconded by Trustee Pfiefer.

b. Leave Benefits Policy-

Ms. Rodriguez reported that this policy was last updated in 2009. The proposed policy adds the words "parental leave" and states: "it is the policy of Baltimore City Community College to provide all fulltime PIN employees with paid leave time for family and personal reasons, including parental leave, annual leave, personal leave, sick leave (for self or family), bereavement leave, jury duty leave, leave to appear in court as a witness, military leave, or leave to provide disaster service."

Chairman Schmoke asked for a motion to approve the Leave Policy. The Leave Policy was unanimously approved upon a motion by Trustee Terrell, seconded by Trustee Pfiefer.

VI. Presentations (Tab 9)

a. Cultural Diversity Report

IVP Thomas stated that the report is not due until September 1, 2024. The report came before the Board today because the Board is not due to meet again until mid-September. The Report states as follows:

BCCC is a public, urban, comprehensive, degree-granting community college with one campus, one location and several instructional sites throughout the City of Baltimore. BCCC is an open-admissions college committed to serving a diverse population. Diversity plays a central role in the College's efforts to achieve its mission and to serve Baltimore City. The College is committed to recognizing, accepting, appreciating, and supporting individual differences and lifestyles. The College is utilizing the Diversity Plan to increase cultural diversity, inclusion and accessibility awareness throughout the College community. Baltimore City Community College organized its Cultural Diversity, Equity, and Inclusion efforts around the College's Core Values, Mission and Vision. The five goals were developed by the Diversity, Equity, and Inclusion committee in 2022 and approved by the Board of Trustees.

Chairman Schmoke asked for a motion to approve the Cultural Diversity Report. The Cultural Diversity Report was unanimously approved upon a motion by Trustee Parker, seconded by Trustee Weiss.

b. Enrollment Update

IVP Thomas reported an increase in enrollment since Spring 2020 of 21.0%. Currently Summer 2024 enrollment is 2108 students. She noted that this is an increase and the highest enrollment from previous years, and we surpassed our goal of 1900 students. She reported enrollment for the Fall 2024 stands at 1896 students.

She reported on the Mayor's Scholars Program: MSP Staff secured the interest of 485 students who have committed to participating in the summer bridge program. MSP staff have communicated with each student through multiple channels: email, phone calls and monthly zoom calls.

She also reported that the Assistant Dean of Early College and Access Programs strengthened and maintained partnerships with Dunbar, Mergenthaler, Baltimore Design School, and Bais Yaakov high schools, bringing the current number of confirmed high schools to 12 for the 2024-2025 school year. She stated that to date we have confirmed more than 13 courses selected for the fall 2024 term, with an estimated 368 students. She discussed Panther Success, a new program beginning Fall 2024 that provides intrusive advising to current students promoting on-time completion. Participants are eligible to receive a monthly stipend of \$50.00.

IVP Thomas provided updates for the following:

- Targeted recruitment efforts- Email communications were sent to students placed on academic warning at the end of Spring 2024 term including information on how to participate in the Fall 2024 program.
- Orientation- under development
- Publications- flyers and posters to advertise to students on campus and social media

IVP Thomas addressed Enrollment & Recruitment Planning - The Process Improvements: Password Reset Feature - Historically, applicants must contact the Office of Information Technology and Office of Admissions for password assistance. To streamline processes and create a more efficient student experience, students may now click on the “Forgot my Password” tab on the student application page, enter their email address and receive an email with a password reset link. This feature will greatly reduce the number of incoming calls in the Office of Information Technology and Office of Admissions.

Text Messaging and Bot – In June 2024 the College will begin implementation of text messaging and an online chat bot feature. Utilization of text messaging creates a more efficient way to communicate with prospective and current students. The online chat Bot allows visitors into the website to get information from each Student Support office at the College based on pre-programmed responses, or they can chat live with a BCCC representative.

Banner Communications – To enhance communications with students

Trustee Mackenzie asked what does intrusive advisement mean? IVP Thomas responded, students must have two scheduled meetings with their advisors.

Trustee Pfiefer asked is the new approach for advising just for students or is it for staff and will the intrusive advising include staff training? IVP Thomas responded staff will have professional development training in the Fall.

Chairman Schmoke stated that “enhanced” may be better than saying “intrusive.” IVP Thomas responded that his comment was “noted.”

Chairmen Schmoke asked how did you make your goal for enrollment? IVP Thomas responded that Banner sent communications to individuals enrolled and we took an aggressive measure for outreach.

c. ERP Update

Mr. Farrell reported that the College continues to have an overall Green status from the State’s Department of Information Technology (DoIT). He reported on the ERP History (2009-2025) and reminded us of where we started and where we are now with an anticipated project close of July 1, 2025. He stated that the College has realized significant benefits from the new ERP. An ongoing issue is Data Migration, which has substantially impacted operations and reporting (Student Accounts Receivable Aging Report for FY23 audit). To Mitigate this, the ITS and Finance Department have taken numerous steps in developing new aging report dashboards to meet the audit requirements. He noted other ERP challenges:

- Contractual employees are not able to track leave in Banner
- Adjunct faculty contracts are still processed in HPLAN
- Continuing to rely on legacy business processes and the HPLAN system, which causes duplicate work, reporting challenges, and other operational inefficiencies

VII. President’s Report (Tab 10)

Dr. McCurdy provided updates from the President’s Report. She emphasized the College would continue promoting our brand “Students First.”

Dr. McCurdy reported that the Bard Building demolition is just about complete. Pictures were displayed showing the building demolished.

She reported Phase 1: Green Space discussions with downtown partners on leasing opportunities -Grounds maintenance and security will be maintained by BCCC.

Phase 2: Center for Innovation at the Harbor Campus. She noted the new development will be a highly visible presence for BCCC downtown and create synergy between the urban environment and the College's program There is a projected size of 150,000 GSF with an estimated cost of \$163M.

Chairmen Schmoke stated that Dr. McCurdy would receive kudos from the Legislature for the demolition of the Bard Building.

Dr. McCurdy discussed the Strategic Planning Phases:

- Phase 1- Getting Started- Strategic Ideation
 - Step 1: Presidential Touchpoint
 - Step 2: Leadership Diagnostics
 - Step 3: Discovery Resources
 - Step 4: Leadership Team Retreat
 - Step 5: Board Retreat
- Phase 2 -Pulling it Together -Strategic Build
 - Step 7: Theme & Planning Group in-Person
 - Step 8: Theme & Planning Group Virtual
 - Step 9: Student & Community Group
- Phase 3 -Living Out the Plan- Strategic Action
 - Step 10: Community Affirmation & Board Approval
 - Step 11: Software and Project Plan Development
 - Step 12: Implementation Support

Dr. McCurdy stated the Cabinet Action Plan Inventory is work that must be completed to ensure the College continues to meet operational and strategic requirements.

Dr. McCurdy concluded with a summary about the BCCC Realignment Tasks 1-12. She noted that in addition to their other oversight responsibilities, the Board of Trustee also attends to specific tasks related to realignment of BCCC.

Trustee Mackenzie asked if there are specific guidelines to determine when a Realignment Task is complete. Dr. McCurdy indicated the College was not given a specific date for completion, but given the Realignment focuses on day-to-day operations and strategic direction, it is intended that the Tasks will be incorporated into the general infrastructure for the College. The College will be best assessed on the continuity for efficiency and effectiveness in meeting outcomes.

VIII. Active Search Listing (Tab 11)

There was no discussion.

IX. Motion for Adjournment

At 5:47 P.M., Chairman Schmoke read the following closing statement prior to moving to the Closed Session.

The open session meeting of the Board of Trustees has concluded. Pursuant to the General Provisions Article, Sections 3-305(b) (1), (7), (8), and (9), the meeting will move into closed session 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; Trustee Mackenzie seconded. The Board unanimously approved the motion to adjourn and close the Open Session. The Closed Session was scheduled to reconvene in five minutes.

Respectfully submitted,

Debra L. McCurdy, PhD
President

Next Board Meeting: 9/18/24

Participants Attendees

Kurt Schmoke, Chair
President McCurdy
J.C. Weiss
Lelia Parker
MacKenzie Garvin
Rachel Pfeifer
Sapana Bom
Tanya Terrell
Becky Burrell
Donna Thomas
Dr. Jacqueline Hill
Gussener Augustus
Maria E. Rodriguez
Michael D. Thomas
Peter Farrell
Anna Lansaw
Aubrey Bascombe

BCC Faculty/Staff Attendees

Dr. Charles N. Wilson
Eileen F. Hawkins
April Chambers
Aryal Ishwor
Aundrea Wheeler
Brian Terrill
Eileen Waitsman
Chuck Marquette
Elizabeth Massanopoli
Jason Quick
Keenan Jones
Lyllis Green
Marshall Goodwin
Micheal Berends
Noah Grant
Scott Sanders

Shawnetta Shearin

Non-BCC Attendees

Karen White
Robert Gauthier
Rachel Hundertmark