
BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm March 19, 2025 (Virtual Zoom Meeting)

Board Members Present: Chair Kurt L. Schmoke; Ms. Leonor Blum; Ms. Tanya Terrell; Ms. Lelia Parker, and Mr. John C. Weiss.

Also Present: President Debra L. McCurdy, PhD

- I.** Chair Schmoke called the meeting to order at 4:12 PM. The consent agenda (items a-e below) was unanimously approved upon a motion by Trustee Blum, seconded by Trustee Weiss.
- a. February 19, 2025 Open Session Meeting Minutes
 - b. February 19, 2025 Closed Session Meeting Summary
 - c. Student Government Association
 - d. AFSCME Local #1870 at BCCC Comments
 - e. Faculty Senate Comments

AFSCME President Nena Kutniewski gave a 3 minute presentation in which she accused BCCC leadership of not being supportive or fair. She complained specifically about the ADA process.

At Dr. McCurdy’s invitation, General Counsel Maria Rodriguez noted that no court had ever found BCCC to have violated the ADA. Assistant Attorney General Kristin McFarlane started to echo that statement, but Chair Schmoke stated that he wanted a different approach and did not want a back-and-forth at BOT meetings.

President McCurdy indicated her door was open and invited Ms. Kutniewski to see her directly about her ADA concerns.

- II.** Professor Katana Hall, President of the Faculty Senate, gave a 3 minute presentation. She highlighted various points:
- 1. She has had regular meetings with President McCurdy and the VP for Academic Affairs, Eric Benjamin. Several issues have been resolved or are in the process of being resolved.
 - 2. The faculty promotion process is underway.
 - 3. The 2024 Faculty Evaluation process is ongoing. The process is off-cycle but provisions have been made for those going up for promotion. The VPAA has committed to correct the process and ensured timely compliance in the future..
 - 4. The shared governance meetings continue.
 - 5. Faculty concerns related LSB/BioPark class transitions (shuttle and timing of class end and start times); 2025 LSB Air Quality Report findings (The December 4 2024 LSB Air Quality Report was already received); and straggling book and supply orders were raised with the VPAA and the Faculty Senate are expecting updates at their 3/20 meeting.

Professor Hall also noted that job vacancies are being filled. In addition, she congratulated Dr. Mahmood on his recent appointment to Dean of the School of Nursing and Health Professions (he had been serving as Interim Dean).

- III.** Chair Schmoke noted that the Finance Committee had not met in March and upcoming procurements would be presented to all Board members for the first time.
- The following procurements of \$25,000 to \$99,999 were presented to the Board for informational purposes only.
- a. Human Physiology Testing Kit (iWorxs) \$30,584
 - b. Construction Oversight – Main Building Restroom Renovation (The Gordian Group) \$26,242
 - c. Fire Alarm System Upgrades and Monitoring (Hopeday) \$86,580
 - d. Temporary Staffing – Bookstore
-

(Creative Financial Staffing) \$28,000

There were no questions.

The Trustees considered procurements of over \$100,000:

- a. Literacy Support Services (The International Continuing Education Consultants) \$234,974
- b. Cosmetology Training (The BEAT School) \$194,000
- c. Hospitality Training (Parkway Management and Consulting) \$262,500

Shawnette Shearin, Director of Budget and Contracts for WDCE Operations explained that all 3 items involve Workforce Development and are funded by a grant from the Maryland Department of Social Services. The 3 vendors at issue provide training and job placement for approximately 800 students.

The procurements were unanimously approved.

IV. Financial Monthly Performance Report

Mr. Richard Walsh, Senior Budget Analyst, reported and reviewed financial information and shared a PowerPoint presentation that included the following chart:

Total Revenue by Appropriated Fund

Revenue Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	35,345,343	\$ 52,772,458	48,885,029	3,887,429
Restricted	21,610,084	14,280,373	\$ 15,947,475	20,238,631	-4,291,156
Total Revenue AY25	86,508,631	49,625,717	68,719,933	69,123,660	-403,727

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	35,345,343	\$ 37,042,600	35,167,411	1,875,189
Restricted	21,610,084	14,280,373	\$ 13,369,540	17,080,566	-3,711,026
Total Expenses	86,508,631	49,625,717	50,412,140	52,247,977	-1,835,837

	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
Net Surplus	0	0	18,307,793	16,875,683	1,432,110

Year-over-Year (YoY) Revenue Comparison

Revenue Sources	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
Unrestricted Revenues	65,088,071	35,345,343	52,772,458	48,885,029	3,887,430
Board of Estimates - Unrestricted	600,000	400,000	0	600,000	-600,000
Bookstore Revenue	935,232	623,488	1,347,834	1,023,731	324,102
Consolidated Fees	1,050,559	700,373	914,205	889,998	24,207
Credit Tuition	9,251,716	6,167,811	8,484,430	7,214,896	1,269,534
Facilities Capital Fees	109,971	73,314	94,644	87,978	6,666
Investment Income	514,604	343,069	1,627,984	1,478,475	149,509
Local Contract	189,524	126,349	189,524	0	189,524
Non-Credit Fee Revenue	420,610	280,407	961,990	440,526	521,464
Non-Credit Tuition	750,000	500,000	758,038	508,320	249,718
Other Fee Revenue	0	0	19,689	6,861	12,828
Other Revenue	0	0	12,841	10,853	1,988
Parking and Transportation	34,719	23,146	6,830	10,788	-3,959
Real Estate Lease Income	1,569,908	1,046,605	1,114,834	1,276,252	-161,418

Registration Fee	299,995	199,997	282,646	209,248	73,398
State Appropriation	48,280,224	24,140,112	36,210,168	34,368,535	1,841,633
Technology Fees	700,000	466,667	609,470	593,474	15,996
Tower Rental Income	131,092	87,395	108,678	142,499	-33,821
Transcripts	39,084	26,056	23,311	17,530	5,781
Vending Machine Commission	0	0	5,343	5,065	279
WBJC Asset Agreement	210,833	140,555	0	0	0
Restricted Revenues	21,420,560	14,280,373	15,947,475	20,238,631	-4,291,156
Deferred Maintenance	0	0	0	5,091,702	-5,091,702
COVID Relief	0	0	0	3,820,165	0
Federal Grants	14,266,708	9,511,139	8,148,594	6,422,155	1,726,439
Indirect Cost - Other	117,800	78,533	0	0	0
Other Restricted Revenue	0	0	11,464	2,640	8,824
Private Gifts, Grants & Contracts	495,167	330,111	0	0	0
RYP - Artworks	0	0	0	3,500	0
State and Local Grants	4,874,323	3,249,549	4,186,323	3,442,401	743,922
Student Activities	0	0	25	0	25
WBJC	1,666,562	1,111,041	3,601,070	1,456,069	2,145,001
Total Revenue AY25	86,508,631	49,625,717	68,719,933	69,123,660	-403,727

Mr. Walsh reported that both revenues and expenses have decreased compared to the same time last year. Bookstore sales revenues have increased, as have credit and non-credit and Title IV federal funding. He noted that real estate and deferred maintenance revenues are down but said that was largely a timing issue. Of note, the city of Baltimore had not paid the \$1 Million owed to BCCC. In response to an inquiry from Chair Schmoke, Mr. Walsh said that the \$1 Million had been owed since the fall of 2024 and that the parties were in discussions to resolve the issue.

V. Enrollment Report

IVP of Student Affairs Donna Thomas gave a PowerPoint presentation in which she discussed the Student Life Management Cycle which includes Engagement, Application, Matriculated, and Graduation. She shared Spring 2025 Credit Student Characteristics for gender, race/ethnicity, age distribution, and the five highest enrolled majors. IVP Thomas also shared showed that Spring 2025's credit enrollment headcount had increased to 4,079 from 3,626 for Spring 2024 as well as the corresponding Eligible Credit FTE trend from Spring 2019 to Spring 2025, noting that Spring data is March 15, 2025. She closed with the next steps which include five priorities: Identify gaps in the Student Life Management Cycle, Identify metrics/resources required to capture data, hold meetings with departments and leadership to develop goals and strategies, implement goals and strategies that align with the Strategic Plan, and track and analyze key performance indicators for the enrollment management process.

VI. WDCE Report

Shawnette Shearin and Noah Northcott-Grant, Director of Operations, WDCE, provided an update.

Trustee Terrell asked what the College does with respect to job placement. Ms. Shearin answered by saying the Career Center assists students with mock interviews, resume writing and work etiquette training. Also, students are required to attend Job Readiness classes. The Career Center works with its partners to assist students in finding employment.

Trustee Terrell also asked whether there was concern regarding future funding for BCCC's adult literacy services. Ms. Shearin noted that the DOL had not said that their funding would decline. The Office of Refugee Resettlement, however, is now operating by using their reserves, which will last for approximately two years.

Ms. Shearin noted that BCCC will be hosting a job fair on March 26. President McCurdy said she would send information about the fair to each of the Trustees. Trustee Terrell said she would like to be apprised when an event occurred on campus that involved the presence of employers.

VII. ERP Update

President McCurdy introduced Dr. Wayne Rose, BCCC's new CIO, to the Trustees.

Dr. Rose told the Trustees about his background and gave a power point presentation regarding continuing projects at BCCC. He provided the ERP Project Status which included the Operation and Maintenance Phase, Project Operation, and Project Maintenance. Dr. Rose highlighted how the College is ensuring the success of the ERP project by continuing its partnership with

Ellucian by extending services to improve the functionality of the modules, establishing priorities by Cabinet member, holding stakeholder meetings and identifying and implementing new features and functionality. He spoke briefly about the priorities of the various Advisory Services, including Human Resources, WDCE, and Institutional and said his initial assessment was that BCCC should continue with Ellucian advisory services support for another year. Dr. Rose also shared how the ongoing relationship with the Maryland Department of Information Technology (DoIT) has been valuable and key to the project's success. Chair Schmoke commented that BCCC continuing to engage with DoIT would be a good idea politically.

VIII. President's Report

President McCurdy shared recent activities related to the FY2026 Operational Budget including the proposed debasing of the College's hold harmless status. She walked the Board of Trustees through a chart of revisions for Exhibit 5 of the FY2026 Operating Budget Analysis which was developed to bring to light the error regarding the FTES reported for FY 2024 in the materials informing the College's FY 2026 Budget(s) Analysis. President McCurdy indicated the "red" highlighted "2026 Allowance Revised" column shows the correct eligible FTES, 3,046.54, which results in a recalculated State Formula Aid amount of \$40,838,869 and not \$27,347,012 which was shown under the "2026 Allowance" column. She further explained how adding the missing Workforce Development & Continuing Education FTE's to the calculation impacted the hold harmless amount, noting the difference for FY 2026 is \$7,166,971 and not \$20,658,828, which was originally shown in Exhibit 5 of the DLS analysis. President McCurdy added how the correct FTES (3,046.54) alters the "2025-2026 Change" for "State Formula Aid to BCCC" from a decrease of \$6,723,448 to an increase of \$6,768,409. This results in a difference of over \$13,000,000. With correct FTES (3,046.54), the "% Change Prior Year" results in an increase of 19.9%, not the decrease of 19.7% shown in the FY 2026 Operating Budget Analysis.

President McCurdy noted that today would be the final BOT meeting attended by Lyllis Green, the College's internal auditor. Ms. Green served the College for over 30 years and President McCurdy wished her well and thanked her for her service. Chair Schmoke also commented on her years of service and thanked her for the time at the College.

VIX. Closing statement and Motion for Adjournment

Chair Schmoke read the following closing statement:

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 asked for a motion to adjourn the meeting and close?

Trustee Weiss moved to adjourn the Open Meeting and move to Closed Session. The motion was unanimously approved. The Trustees moved immediately into Closed Session at 5:46 PM.

Attendees/Participants

Kurt Schmoke, Esq.
Lelia Parker, Esq.
Leonor Blum
Tanya Terrell
J.C. Weiss
Dr. Debra L. McCurdy-President
Becky Burrell (Office of the President)
Donna Thomas-BCCC (Donna Thomas)
Eric Benjamin, Ph.D.
Lyllis M. Green
Maria E. Rodriguez, Esq. -- BCCC
Wayne Rose, PhD
Anna Lansaw
Noah Grant
Richard Walsh
Shawnette Shearin

BCCC Faculty/Staff Attendees

Andrea Fricks
Angelique Cook-Hayes
Ashley Peck
Aundrea Wheeler, AVP for Curriculum and Instruction
Autumn Wallace
Brenda Sierra
Che Evans
Christina Carter
Cora James
Cortney Merritt
Cynthia Wilson
D. Fitzgerald Smith
Da'Nyjae Anderson
Dawna Attig
Deidra Fryer
Dionne Woolford-Hudgins

Dorothy Holley
Dr. Bryan Miller
Dr. Charice Hayes
Dr. Charles N. Wilson
Dr. Colvin-King
Dr. Darryl Pope
Dr. Denise Holland
Dr. Elizabeth Van Pate
Dr. Ghanzafar Mahmood
Dr. Katana L. Hall
Dr. Leslie Jackson
Dr. Roshelle Lemon-Howard
Dr. Sylvia Rochester
Eileen F. Hawkins
Eileen Waitsman
Fred Paraskevoudakis
Glenn Peterson
Ishwor Aryal

BCCC Faculty/Staff Attendees Con't

Jamie Cofield
Jas Johnson
Keenan Jones
Laura Pope
Marie Byam
Michelle White
Neal Helton
Nena Kutniewski
Norine Harper
Patricia Fisher
Rasheedah Evans
Scott Saunders
Shannon Stiffler
Sonce Reese
Theresa Tunstall
Theresa White
Valerie Grays
William Johnson

Non BCCC Attendees:

Ryan Castle
Kristin McFarlane