

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm June 18, 2025 (Virtual Zoom Meeting)

Board Members Present: Chairman Kurt L. Schmoke, Esq.; Ms. Leonor Blum; Ms. MacKenzie Garvin, Esq.; Ms. Lelia Parker, Esq.; Dr. Roger Ward, Esq.; Mr. John C. Weiss; and Mr. Tyrese McBayne.

Also Present: President Debra L. McCurdy, PhD

- I. Chair Schmoke called the meeting to order at 4:02 PM. The consent agenda (items a-c below) was unanimously approved upon a motion by Trustee Weiss, seconded by Trustee Ward.
- a. May 21, 2025 Open Session Meeting Minutes
 - b. May 21, 2025 Closed Session Meeting Summary
 - c. June 12, 2025 Finance/Audit Committee Meeting Minutes
- II. **Cultural Diversity Report:** IVP Donna Thomas presented highlights from the Cultural Diversity Report, an annual reporting requirement for the Maryland Higher Education Commission. It must be submitted by September 1. Chair Schmoke noted the high number of GED exams administered, asking whether the College advertised that we are a testing site. Ms. Thomas answered “yes.”. Trustee Ward motioned for approval of the Cultural Diversity Report and Trustee Weiss seconded the motion. It was approved unanimously.
- III. **Procurements:** Chairman Schmoke noted that all procurements had been reviewed by the Finance Committee. They included the following, which were presented to the BOT for informational purposes only:
- i. Procurements Exceeding \$25,000 to \$99,999
 - a. Temporary Personnel Services – Financial Aid (Robert Half) \$64,260
 - b. Temporary Personnel Services – Student Accounts (Robert Half) \$41,580
 - c. Hospitality Training / Grant Funded (Parkway Management & Consulting) \$65,910
 - d. Mongoose Solutions (SHI International Corp) \$46,122
 - e. WBJC HVAC Replacement (Virgil Contracting Inc) \$87,844
 - f. Freshworks (Proforma) \$53,134
 - g. Elevator Maintenance (Schneider) \$50,000
 - h. Fence Installation – Bard Building (Long Fence) \$62,600
 - i. Environmental Testing (Sussex) \$28,400
 - j. Adobe Creative Cloud (Bell Techlogix) \$48,255
 - k. Zoom Site License (SHI International Corp) \$49,344
 - l. Admission Consulting Services (Mason Consulting) – Modification
 - Original Contract Price: \$82,500
 - Modification Amount: \$17,000
 - New Contract Amount: \$99,500
 - ii. Approved Contract(s) Entering Subsequential Year(s)
 - a. Data Center Hardware Refresh Year 2/3 (CAS Severn) \$78,233
 - b. Okta Cloud Subscription – Year 2/ 2 (ePlus) \$128,642
 - c. Learning Management System/ Canvas Year 2/3 (Instructure Inc.) \$72,533
 - d. Azure Cloud-based Disaster Recovery Year 2/3 (Bell Techlogix) \$61,678
 - iii. Procurements Exceeding \$100,000 requiring approval by the BOT
 - a. West Pavilion Window Replacement

(Johnson-Laux Construction)

\$979,190

- iv. Pre-Approval for Procurement(s) Exceeding \$100,000 requiring BOT approval
 - a. Ellucian Flexible Managed Services (Ellucian LP) \$480,000
 - b. Microsoft Cloud Subscription – MEEC (Bell Techlogix) \$115,475

Chair Schmoke called for questions and then a vote for the items needing approval. VP Michael Thomas highlighted the deferred maintenance needed for the West Pavillion which was built in 1965 and has had little repair since then. The windows are leaking. This is to replace the windows and doors in that building. Chair Schmoke moved for approval and Trustee Weiss seconded the motion. The procurement was approved.

CIO Wayne Rose described the Ellucian Flexible Managed Services and Microsoft Cloud Subscription items. He explained that BCCC is moving into the second year of the services with Ellucian and is seeking to gain greater effectiveness and efficiencies with Banner. The flexible services would allow the College to focus on specific areas to keep the momentum moving forward. The Cloud Subscription allows faculty, staff, and students to use MS applications. Upon Chair Schmoke's motion, the procurements were unanimously approved.

- IV. **Finance Update:** Mr. Richard Walsh provided a budget update for appropriation year 2025 as of June 2025. The Board of Estimates funding has been received for FY 2025. The bookstore sales revenues have increased; credit and non-credit tuition revenues have both increased throughout the year. Deferred maintenance revenue has not been received for FY 2025. Chair Schmoke expressed relief regarding the BOE funding.

Ms. Christina Bowman from CliftonLarsonAllen LLP provided the Finance Committee with an update on the FY 2024 institutional audit, which includes the opinion on financial statements the CC-4 for MHEC and other oversight bodies, as well as the Howard P. Rawlings audit. The Agreed-upon Enrollment Procedures are in final review for MHEC.

The FY 2024 audit is later than expected due to difficulties encountered, including the delay in the FY 2023 audit directly related to the system implementation issues which are ongoing. Multiple CAJEs (Client Adjusting Journal entries) led to revisions of schedules and reperformance of audit procedures.

There will be one material weakness reported as a result of the FY 2024 audit related to year-end closing and reconciliation of tuition-related receivables. A formal communication will be issued related to those internal control deficiencies.

Trustee Weiss asked for confirmation that there were no concerns about misappropriation of funds for fraud. Ms. Bowman noted that the audit points to no material error and no material fraud. However, an organization must remain diligent with its internal processes and keep open opportunities for staff to report suspected fraudulent activity.

- V. **Enrollment Report:** IVP of Student Affairs Donna Thomas and Ms. Eileen Hawkins, Director Institutional Research, gave a PowerPoint presentation regarding the summer 2025 enrollment data, showing the number of students who sought applications, completed applications, were accepted and have (so far) enrolled. (The numbers shown did not include students attending the Mayor's Scholars Program.)
- VI. **IT Report:** CIO Dr. Wayne Rose gave a PowerPoint presentation regarding the College's printing and copying abilities and needs, in which he noted that the school uses several printer manufacturers and that several printers are over 15 years old, while some 20% do not function at all. He gave an update regarding the school's telecommunications capabilities, including an assessment of BCCC's wireless network, and stated that BCCC continues to work with DOiT to increase the College's internet capacity. With respect to disaster recovery, Dr. Rose noted that the College hoped to complete a plan by the end of Summer 2025. He also gave an update on the College's Advisory Services contract with Banner, which is now underway.
- VII. **Workforce:** President McCurdy shared that workforce data will be integrated with general student enrollment. Greater integration among WDCE, Academic Affairs, Student Affairs and Institutional Research will give an institutional picture. Dr. McCurdy and a small team of BCCC staff met with Trustee Garvin regarding additional workforce data. As referenced in the President's Report, page 23, placement, internships, apprenticeships, and job data will be added bimonthly or quarterly for workforce. More follow-up will occur with Trustee Garvin. VP Michael Thomas noted that the team will tailor the presentation.
- VIII. **President's Report:** Dr. Debra McCurdy, President, began by noting that it will be an ambitious and hectic summer. She provided updates regarding strategic planning, the budget process, facilities projects (including the library, the nursing building and the Wellness

Center), changes in HR (regarding hiring, orientation, professional development and awards), and the State budget.

Dr. McCurdy noted that priorities for spending and cost reductions would be worked through with the Cabinet.

IX. 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.

May I have a motion to adjourn and close?

Trustee Weiss moved to adjourn the open meeting and move to closed session. Trustee Ward seconded the motion and it was unanimously approved. The Trustees moved immediately into closed session.