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

**Open Session Agenda** | 4:00pm October 18, 2023 (Virtual Zoom Meeting)

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**Board Members Present:** Chairman Kurt L. Schmoke, Mr. John C. Weiss, Ms. Leonor Blum, Ms. Tanya Terrell, Mr. Roger Ward, Ms. MacKenzie Garvin, Ms. Lelia Parker, Dr. Rachel Pfeifer **Also Present:** President Debra L. McCurdy

**I. Call to Order**

- a. Adoption of Agenda (**Vote**)
  - i. Approval of the October 18, 2023, Agenda (Tab 1)

Chairman Schmoke called the meeting to order at 4:08 PM. The September 20, 2023. The Agenda was unanimously approved upon a motion by Trustee Ward, seconded by Trustee Blum.

**II. Board Actions/Consent Agenda (Vote)**

- a. September 20, 2023, Open Session Meeting Minutes (Tab 2)
- b. September 20, 2023, Closed Session Meeting Summary (Tab 2)
- c. October 12, 2023, Finance/Audit Committee Meeting Minutes (Tab 2)
- d. Student Government Association (Tab 3)
- e. Faculty Senate Comments (Tab 5)

Chairman Schmoke announced a written request by Dr. Hall to make comments on behalf of the Faculty Senate.

Dr. Hall stated that she would provide an overview and update on the most recent Faculty achievements. The Faculty has several committees that meet on a regular basis. The Senate Executive Committee has three (3) divisions and there are 8 Faculty standing committees and 3 ad-hoc committees. Dr. McCurdy has attended several Senate Executive Committee meetings to keep the Faculty updated and to answer questions. The minutes and report that make up the Consent Agenda were unanimously approved upon a motion by Trustee Blum and seconded by Trustee Weiss.

**III. Items Removed from the Agenda (Tab 6)**

- a. AFSCME Local #1870 at BCCC Comments (Tab 4)

**IV. Presentations (Tab 9)**

- a. ERP Update

CIO Rading confirmed that the ERP implementation is monitored by the State IT (DoIT) and BCCC is in green status. He and his team have regular engagements with the State.

CIO Rading shared information on current and upcoming ERP Implementation Work involving Degree Works, Ellucian Experience and Ellucian Insights. He confirmed that he and his team have regular engagements with Ellucian leadership.

CIO Rading discussed the two-phased approach to planned upgrades to the Data Center: The Data Center Refresh (phase 1) is nearly completed and Disaster Recovery (phase 2).

The Board questioned how IT is handling the staff being adequately trained as these changes are made. CIO Rading confirmed that training has been an on-going key aspect as these new elements are introduced. Since the start of the 2022 module, IT has invested time and effort in presenting training opportunities to the BCCC staff and they continue to include training in every consideration in the implementation.

Chairman Schmoke gave a brief explanation, for benefit of the new Trustees, about the Realignment Tasks. The Chair brought to their attention the previous operations and state of the College and physical infrastructure that generally led to the College coming under the Realignment mandate which occurred in 2017. He informed them that the College is under mandate from the Legislature to implement 12 substantive Realignment Tasks and report progress regularly to the Board and the state. The College has come a distance with the responsibility for change and implementation.

#### **b. Enrollment Update**

Dr. Borne shared a presentation on BCCC's enrollment and recruitment efforts. Student Affairs has until October 22<sup>nd</sup> to finish enrollment for the next 8-week session. They are anticipate breaking 4,000 for Fall enrollment and are currently at 3,994. Dual enrollment number currently reflect 354 students.

The Board questioned if we had a goal and why some of the other institutions' numbers are so high. Dr. Borne confirmed that we have a plan with the public schools to increase the numbers with new programs including developing new degree programs such as Legal Assistant and Associate of Applied Science. BCCC will have specific KPI's that will be evident for the Spring and Fall semesters. Student Affairs will collaborate with other areas to bring comprehensive detail forward to the Board in upcoming meetings.

The Board questioned if there were any trends with the majors that these other institutions offer. Dr. Borne confirmed that the Sciences, Math and P-Tech programs are very popular. Dr. McCurdy asked VP Thomas to speak briefly to our P-Tech program. VP Thomas confirmed that students go to an open fair and select a program and after completing 9<sup>th</sup> grade they may come to BCCC to complete the program. BCCC designs courses to meet the needs and convenience of the students. Some classes happen at their schools and some at the College. BCCC also extends to P-Tech students the shuttle bus service to alleviate any transportation issues that create a barrier.

Trustee Pfeifer gave a brief explanation about P-Tech to Trustee Terrell and noted the expectation for greater numbers from BCPSS for the Spring semester. Trustee Terrell asked about the courses for workforce training numbers and short-term certifications. VP Thomas noted that BCCC has an EMT Program and other healthcare programs. He noted that BCCC does have multiple agreements with several schools. Trustee Terrell indicated a future need to know about dual enrollment from the Workforce.

Dr. Borne discussed the extended recruitment teams and how they are organized into recruitment territory zones. Student Affairs believes these extended recruitment teams will expand our reach into the city schools. Dr. Borne also shared a list of recruitment events for October and November that occur outside of campus. Dr. Borne noted that BCCC celebrated Hispanic Heritage month hosting several events culminating with a festival on Oct 12<sup>th</sup>. Events such as this will raise a positive awareness of BCCC to the Hispanic community in the city.

#### **V. New Business (Tab 7)**

- a. Finance/Audit Committee Meeting October 12, 2023
  - i. Procurement Policies & Procedures **(Overview)**

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- ii. Procurement Awards over \$25,000 to \$99,999 **(Information)**
- a. WP Furniture Replacement \$177,183 (BOT Pre-Approved 06/21/2023)
  - b. Bulk Mailing Services \$42,727.92
  - c. Textbooks – Cengage \$104,168.60
  - d. Textbooks – Pearson \$54,995.00
  - e. WP Chiller Repair \$54,884.00 (Emergency)
  - f. Services for Older Refugees \$50,240.00
  - g. Textbooks – LLW \$46,066.89
  - h. Dental Kits \$38,660.41
  - i. MD Time (SaaS) \$30,000.00
  - j. Textbooks – Cengage \$25,041.64 Financial Monthly Performance Report

Dr. McCurdy gave a brief overview about the Information costs which do not require Board approval.

The Board posed the question as to why item c: Cengage, is not up for vote since it is over the \$99,999. Dr. McCurdy explained that items such as textbooks are not subject to approval since they are considered “commodities”. The Board generally approves deferred maintenance items, capital funding or contracts that exceed the \$100,000 threshold or certain funding sources. Trustee Pfeifer asked about the chiller emergency and how BCCC is tracking other large items that are past their age and could expire at any time. Dr. McCurdy confirmed that several of the BCCC buildings are aged beyond their usefulness and our current Facilities Master Plan provides detail for priority changes. The institution will be working with DGS to push some of these projects through as emergencies so that the procurement process can be expedited. She noted that the President’s Report will have further explanations.

Chairman Schmoke noted that The Board is looking for a volunteer to join the Finance Committee.

iii. **Financial Monthly Performance Report (Information)**

VP Bascombe shared the FY 2024 YTD Overview. Revenues and Expenditures.

- Revenues = \$23,013,730 – the largest amount is State Appropriation
- About 40 million needed for deferred maintenance
- Expenditures FY24 YTD \$17,376,220.
- Operating Budget Fiscal Year 2024 \$88.3 million
- \$83,256,760 were expenditures in 2023
- FY 23 Revenues = \$83.3 million

Trustee Terrell asked about revenue. VP Bascombe confirmed that this is the amount we received in 2023. She asked over what period of time. VP Bascombe confirmed BCCC received the funds in 2023 and will have some remaining to carry over to 2024. The College has until December 31<sup>st</sup> to spend the student portion and until June 2024 for the rest.

Roger Ward mentioned that he was unaware that BCCC had a radio station and asked about the revenue. Dr. McCurdy confirmed that the station has significant contributions. It does belong to BCCC and plays all Classical Music. The station is not fully supported financially by the College but is owned by BCCC. Trustee Blum mentioned that WBJC is the best radio station in Baltimore and questioned if they solicit contributions from BCCC alumni. Dr. McCurdy indicated VP Augustus came to the College to lead Advancement including efforts regarding alumni. VP Augustus and his

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team will in the future work toward internal and external support. BCCC will be diverting some revenue funds to Advancement, and we will continue to build a Foundation. VP Augustus noted that he met today with Brown Advisory who provides an overview on the endowed dollars. The team is looking to market to the business community to support this institution and our investment is looking strong. VP Bascombe confirmed that the Foundation is a separate entity and not included in Finance Reports. Trustee Terrell suggested that at a future date, the Board might be given more information about BCCC's fundraising efforts and what the College would like to accomplish. She also suggested that the Board might see the Foundation financial report in a future meeting.

**b. Early Childhood Education Associate of Arts  
Degree Proposal (Vote)**

Dr. McCurdy noted that with Board support this new program will move to MHEC for their approval. VP Hill confirmed that this program will create a seamless pathway to the baccalaureate program. The age range of "early childhood" is Pre-K to 3<sup>rd</sup> grade. This program is part of the Blueprint for Maryland's future. Pillar 1 is early childhood education and Pillar 2 is high quality and diverse teachers and leaders. This program will count for 60 credit hours and CCBC will be among our competitors who offer this program. This program ties in with our partnership with city schools and the paraprofessionals program. VP Hill shared a comparison of our program to the one at CCBC.

Chairman Schmoke asked whether this program can be part of dual enrollment. VP Hill confirmed that some parts of the program will be part of the dual enrollment opportunity. Dr. McCurdy confirmed that it is not restricted to Baltimore city public schools and that this is just one initiative until we start pushing a broader scope. Chairman Schmoke noted that MHEC might ask if there is a market for this program. Trustee Pfeiffer noted that the state of Maryland is now requiring paraprofessionals to attain their AA degree, and in doing so the State created this market. Trustee Ward asked if we expect any objections to the program. VP Hill confirmed that BCCC is not expecting any objections to the AA program as there is a need for these teachers, which positions us to be in line to serve the community in early childhood education. Trustee Garvin asked whether there was any prior research or data suggesting that the teacher deficit is related to the lack of educational opportunities at the community college level. Dr. McCurdy noted that other 2-year institutions have some engagement to this area of concentration. Trustee Garvin asked whether the lack of these programs in Baltimore plays a role in the demand. Chairman Schmoke noted that due to the new state requirement, teachers who are currently doing this job now need the certification. He confirmed that it will be beneficial to monitor this situation.

The Early Childhood Education Associate of Arts Degree Program was unanimously approved upon a motion by Trustee Pfeifer and seconded by Trustee Weiss.

VI. College Policies (Tab 8)

- a. None

VII. President's Report (Tab 10)

Dr. McCurdy discussed -

- Newly approved programs
- National Program Recognition and
- Technology advancements

Dr. McCurdy discussed our new partnerships with Baltimore City Public Schools

- Developmental Education Courses as part of Dual Enrollment. Six schools have been identified and BCCC is working closely with City Schools to be sure we are working with the schools that are in the most need.
- BCCC looks to be in alignment with the Blueprint for Maryland's Future program.

Dr. McCurdy spoke to the advantages of Barnes & Noble College, the proposed new Bookstore vendor:

- Academic freedom
- Supports enrollment & retention.
- Affordability and efficiency
- Visual upgrade to the store

Dr. McCurdy confirmed that in November or December the Barnes & Noble proposal should be brought to the Board for approval.

Dr. McCurdy shared photos of the recent flooding incidents at BCCC and noted how these emergencies speak to the dire condition of the buildings. VP Thomas explained how the sprinkler head broke in the cafeteria causing the first flooding incident. He then explained that 2 boiler shutdowns created flooding and happened shortly after. Trustee Weiss brought up the West Pavilion flood from last year. He commented on how great it is that the teams came in over the holidays and weekends to work on these issues.

Dr. McCurdy noted the conditions of the Nursing building and Life Science Building and moving forward with DGS to address the renovations and repairs.

Dr. McCurdy presented the construction timeline for the BARD building. She spoke about the green space and shared a banner will go on the construction fence. The vision for this space is the Center for Innovation at the Harbor Campus and the return of BCCC to the downtown area.

Dr. McCurdy shared information pertaining to the Liberty Campus improvements.

- Entrance sign replacement
- Security kiosk replacement
- Loop Road completion
- LSB Improvements

Dr. McCurdy confirmed that BCCC's Security Upgrade Project will be completed in the next 30 days.

Dr. McCurdy spoke to BCCC's Strategic Planning Phases:

- Phase 1 – Strategic Ideation
- Phase 2 – Strategic Build
- Phase 3 – Strategic Action
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She confirmed Cabinet attendance at a 1 ½ day Retreat with Credo to kick-off the long-term planning process.

Dr. McCurdy confirmed that on September 28<sup>th</sup> Governor Moore visited BCCC and walked the campus before meeting briefly with Cabinet to discuss improvements beneficial to the students and faculty. This visit was the result of conversation following a previous Board of Public Works meeting attended by himself and Dr. McCurdy. The tour of some of BCCC's buildings gave the Governor a glimpse of the types of facilities that our students are provided.

Trustee Terrell had questions concerning the Governor's visit. She asked if we were given any sense of a plan of action. She also inquired as to what they are looking for from the College and asked how this might assist the College in its quest for deferred maintenance dollars. Dr. McCurdy confirmed that a specific ask will be submitted for operating and capital budget funds where we expect support. Dr. McCurdy also noted that she has

had meetings recently with several state senators.

Dr. McCurdy noted clear indication there had been little deferred maintenance funds provided to the College in the previous 15-20 years. She noted bringing the shortages to the attention of the Governor's office and several state senators should have an impact. Dr. McCurdy reiterated Board support to help carry the College's story – we must have a competitive environment as the only urban community college.

#### VIII. Active Search Listing (Tab 11)

With no further action for the Open Session, Chairman Schmoke indicated that the Board would move into Closed Session. Chairman Schmoke read the following closing statement:

*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 following items:*

- *The on boarding, separation and discipline of specific employees;*
- *Consultation with counsel to obtain legal advice;*
- *Pending litigation and administrative complaints; and*
- *Matters related to collective bargaining.*

#### IX. Motion for Adjournment **(Vote)**

Upon a motion to adjourn made by Trustee Weiss and seconded by Trustee Blum, the Board voted unanimously to adjourn at 5:42 PM. The Closed Session was scheduled to reconvene at 5:45 PM.

Respectfully submitted,

Debra L. McCurdy, PhD  
President

Next Board Meeting: 11/15/2023

Attendance/Participants:

President McCurdy  
Kurt Schmoke  
Lelia Parker  
Leonor Blum  
MacKenzie Garvin  
Tanya Terrell  
Roger Ward  
Rachel Pfeifer  
J.C. Weiss  
Lyllis Green  
Maria E. Rodriguez  
Jacqueline Hill  
Jade Borne  
Becky Burrell  
Michael D. Thomas  
Aubrey Bascombe  
Michael Rading  
Gussener Augustus  
Kristin McFarlane  
Anna Lansaw  
Dr. Katana L. Hall

Other Non-College Attendees:

Adam Andrzejewski  
Michelle McIntosh  
Kelly Norton, DLS

BCCC Faculty/Staff Attendees:

Amy Belt  
Andrea L. Fricks  
Antwan Degross  
Aquila Evans  
Dr. Charles N. Wilson  
Eileen F. Hawkins  
William Hug  
Cassandra Wilks  
Kimberly Woolford  
Charles Marquette  
Brett E. King  
Bryan Miller  
Caren Jones  
Carol Taylor  
Charmanique Goings  
Chavon Robinson  
Chris Jordan  
Christina Carter  
Constance Mannone  
Cherrylyn Williams  
Cynthia Wilson  
Darryl Pope  
David Hase  
Dean Thomas  
Dorothy Marie Byam  
Dr. Charice Hayes  
Dr. Courtney Ross  
Dr. Kenneth Gillespie  
Dr. Ghazanfar Mahmood  
Dr. Naesea Price  
Dr. Sherri Anna Brown  
Dr. Sylvia Rochester  
Elizabeth Massanopoli  
Elizabeth Van Pate  
Freida Davis  
Gabi Czerwinska  
Gisele Winston  
Jason Quick  
Jim Lynch  
Karen King-Sheridan  
Katherine Zurlage  
Kathy Hastings  
Katria Mooring  
Keenan Jones  
Kevin Johnson  
Leslie Jackson  
Lorraine Jamison  
Mariam Yahaya  
Marianthee Pitsis  
Mark Conard  
Mark Dixon  
Michael Berends  
D. FitzGerald Smith  
Dee Simpson-Bradsher  
Norine Harper  
Marshall Goodwin  
Nena Kutniewski  
Noah Grant  
Omar Cox  
Patricia Raines  
Peter Farrell  
Phil G. Gatling  
Jà Hon Vance  
Quintin Davis  
Rasheedah Evans  
Robin Erhardt  
Saleemah Franklin  
Sara Hinze  
Shawnette Shearin  
Sung Yoon Kim  
Susan Gruzs  
Sylvia Rochester  
Takiyah Hamilton  
Theresa White  
Theresa Tunstall  
Valerie Grays  
Victoria Fuller  
Wendy Harris  
William Johnson

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

Closed Session Summary | October 18, 2023 (Virtual Zoom Meeting)

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**Board Members Present:** Chairman Kurt L. Schmoke, Esq.; Ms. Leonor Tannhauser Blum; Dr. Rachel Pfeifer; Ms. Tanya Terrell; Mr. Roger Ward and Mr. J.C. Weiss III.

**Board Members Absent:** Ms. Leila Parker, Esq.; Ms. MacKenzie Garvin, Esq.

**Also Present:** Dr. Debra L. McCurdy (for part of meeting).

**Also in Attendance:** Ms. Maria E. Rodriguez, Esq. (for part of meeting), Ms. Kristin McFarlane, Esq.

Chairman Schmoke brought the closed session meeting to order at 5:46 PM.

Upon a motion by Mr. Weiss, seconded by Mr. Ward, the Trustees unanimously approved the consent agenda and attached closed session materials.

The Board discussed legal proceedings, specific personnel issues, legal questions and collective bargaining issues.

At approximately 6:00, Dr. McCurdy and Ms. Rodriguez left the meeting and the remaining participants met in executive session.

The closed session was adjourned upon unanimous consent.

Respectfully submitted,

Debra L. McCurdy  
President



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**BOARD OF TRUSTEES – FINANCE COMMITTEE  
BALTIMORE CITY COMMUNITY COLLEGE**

November Agenda | 8:00 AM November 9, 2023 (Virtual Zoom Meeting)

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**Board Members:** Chairman Kurt Schmoke  
Trustee J.C. Weis

**Also Present:** Dr. Debra McCurdy, President

**I. Call to Order (Vote)**

At 8:00 am, Chair Schmoke called the meeting to order for the Finance Committee of Board of Trustees. Chair Schmoke indicated that the meeting will be conducted in Closed Session so the Committee can discuss pending procurements that have not yet been awarded.

Chair Schmoke motioned to open and close the Open Session of the meeting. Trustee Weiss seconded the motion. All approved. The Open Session of the BOT Finance Committee closed at 8:06 am and the meeting proceeded into Closed Session.

**II. Procurement Policies and Procedures (Overview)**

Dr. McCurdy stated that Procurement Policies and Procedures is a standing item on the Agenda each month; however, changes to the policies and procedures will be presented in the upcoming months to provide any changes consistent with the start of the Maryland Legislative session.

**III. Procurements Exceeding \$25,000 to \$99,999 (Informational)**

a.	Textbooks (Cengage)	\$34,173.85
b.	Textbooks (Pearson)	\$70,310.98
c.	F-350 Truck (Apple Ford)	\$65,282.64
d.	Vehicle Maintenance Services (Elemental Vehicle Management Service)	\$35,000.00
e.	WBJC Promotional Gifts (Forest Incentives)	\$32,129.37

A summary of purchases was presented by Dr. McCurdy with a specific explanation regarding item no. c. The F-350 Truck is one of the many vehicles that are being replaced in the College's fleet. Other vehicles will be forthcoming for approval from the Finance Committee. As part of the Realignment Tasks, the College is in the process of replacing its aging fleet as well renovating its systems and buildings. The total cost to replace most of the College fleet will be extensive.

**IV. Procurement Exceeding \$100,000 and above (Vote)**

a.	Occupational Training Skills (Parkway Management)	\$314,734.00
b.	Occupational Training Skills – Modification No. 1	
	i. Roshe' Cosmetics	\$254,625.00
	ii. International Continuing Education	\$156,128.00

- c. Refugee Management Services  
(International Rescue Committee) \$557,470.00
  - i. Refugee Impact Services Grant (\$476,441)
  - ii. Services to Older Refugees (\$ 68,417)
- d. After School Program (Soccer Without Borders) \$151,169.81

VP Michael Thomas provided a summary of the first three items awarded additional funds for various occupational training programs that the College provides under a grant funded by Baltimore City Division of Social Services. Parkway Management is a preferred vendor listed in the grant with an approved budget.

Trustee Weis motioned for approval of item(s) a and b; Chair Schmoke seconded the motion. All approved.

VP Thomas continued with a summary of the remaining items. These items have been presented to the Committee in the past and the contracts are pre-approved sub-awardees listed in the grants.

Trustee Weis motioned for approval; Chair Schmoke seconded the motion. All approved.

**V. Pre-Approval for Procurements over \$100,000 (Vote)**

- a. Nursing Program Simulator Mannequins and related equipment (Laerdal) \$373,742.74

Dr. Jacqueline Hill, Vice President of Academic Affairs provided a summary of the proposed purchases of the mannequins. Dr. Hill described the intent and purpose of the new simulated equipment. The simulators include the cost of the manikins along with the technology, software, installation, maintenance and appropriate training.

Trustee Weis motioned for approval; Chair Schmoke seconded the motion. All approved.

Dr. McCurdy indicated there was a pending request for hospital beds (training) and accessories that can be forwarded once the comparative pricing is submitted. She indicated if the pricing is provided within the next few days, she would request consideration due to the urgency of the need and the Nursing accreditation visit scheduled for February 2024. The order requires lead time and it would be beneficial if the approval could be confirmed prior to the Board meeting in December.

Chair Schmoke advised that the information could be presented during the Board of Trustees November meeting next week if it is ready.

**VI. Motion for Adjournment (Vote)**

Chair Schmoke motioned to adjourn; Trustees Weis seconded the motion. All approved.

Meeting adjourned at 8:41 am.

**Participants:** Anna Lansaw, Executive Director of Procurement & Auxiliary Services; Dr. Jacqueline Hill, VP of Academic Affairs and Michael Thomas, VP of Workforce Development & Continuing Education.