

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

Open Session Minutes | 4:00pm May 20, 2025 (Virtual Zoom Meeting)

**Board Members Present:** Chairman Kurt L. Schmoke (joined meeting in progress); Ms. Leonor Blum; Ms. MacKenzie Garvin, Esq.; Dr. Roger Ward, Esq.; Mr. John C. Weiss; and Tyrese McBayne.

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

- I. In the absence of Chair Schmoke, Trustee Weiss called the meeting to order at 4:06 PM. The consent agenda (items a-e below) was unanimously approved.
- a. March 19, 2025 Open Session Meeting Minutes
  - b. March 19, 2025 Closed Session Meeting Summary
  - c. April 10, 2025 Finance/Audit Committee Meeting Minutes
  - d. May 15, 2025 Finance/Audit Committee Meeting Minutes
  - e. Student Government Association Report

No request to address the Board was submitted either by AFSCME Local #1870 or by the Faculty Senate.

Dr. McCurdy introduced Tyrese McBayne, the student trustee recently appointed to the Board by Governor Wes Moore. Mr. McBayne is aspiring to enter into the legal field and eventually transfer to UBALT.

Trustee Weiss noted that the Governor’s wife had been the graduation speaker at University of Baltimore and he highly recommended her as a speaker for the future.

- II. The following procurements of \$25,000 to \$99,999 were presented to the Board for informational purposes only.
- a. Student Affairs Consulting (Mason Consulting) – Contract Modification
    - Original Contract Amount \$55,000
    - Modification Amount \$27,5000
    - New Contract Amount \$82,500
  - b. Music Room Renovation (Centennial Construction) \$64,900
  - c. IT Ticketing System Software (FreshWorks) \$45,987
  - d. Commencement Venue (Baltimore Symphony Orchestra) \$26,000

There were no questions.

III. Financial Monthly Performance Report

The Trustees heard a financial/audit report from Richard Walsh, Senior Budget Analyst. Trustee Weiss noted that he and Chairman Schmoke, as members of the Board’s Finance/Audit Committee, had already heard the report.

Mr. Walsh shared the following chart with the Trustees:

**Total Revenue by Appropriated Fund**

Revenue Fund	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
General (Unrestricted)	64,898,547	54,240,059	68,307,845	62,529,270	5,778,575
Restricted	21,610,084	17,850,467	19,474,108	26,516,827	-7,042,719
<b>Total Revenue AY25</b>	<b>86,508,631</b>	<b>72,090,526</b>	<b>87,781,953</b>	<b>89,046,097</b>	<b>-1,264,144</b>

**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	54,240,059	45,991,228	43,786,571	2,204,657
Restricted	21,610,084	17,850,467	16,208,477	19,231,556	-3,023,079
<b>Total Expenses</b>	<b>86,508,631</b>	<b>72,090,526</b>	<b>62,199,705</b>	<b>63,018,127</b>	<b>-818,422</b>

	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
<b>Net Surplus</b>	<b>0</b>	<b>0</b>	<b>25,582,248</b>	<b>26,027,970</b>	<b>-445,722</b>

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

Revenue Sources	Budget AY25	Monthly Budget AY25 YTD	AY25 Actuals	AY24 Actuals	Net Change
<b>Unrestricted Revenues</b>	<b>65,088,071</b>	<b>54,240,059</b>	<b>68,307,845</b>	<b>62,529,270</b>	<b>5,778,575</b>
Board of Estimates - Unrestricted	600,000	500,000	0	600,000	-600,000
Bookstore Revenue	935,232	779,360	1,390,650	1,069,975	320,676
Consolidated Fees	1,050,559	875,466	1,125,765	976,818	148,947
Credit Tuition	9,251,716	7,709,763	10,194,318	7,912,854	2,281,464
Facilities Capital Fees	109,971	91,643	123,684	105,622	18,062
Investment Income	514,604	428,837	2,048,875	1,909,225	139,650
Local Contract	189,524	157,937	189,524	0	189,524
Non-Credit Fee Revenue	420,610	350,508	1,117,498	510,844	606,654
Non-Credit Tuition	750,000	625,000	869,336	598,830	270,506
Other Fee Revenue	0	0	28,532	14,142	14,390
Other Revenue	0	0	30,543	13,997	16,546
Parking and Transportation	34,719	28,933	7,652	11,954	-4,303
Real Estate Lease Income	1,569,908	1,308,257	1,619,367	1,881,330	-261,963
Registration Fee	299,995	249,996	363,922	253,890	110,032
State Appropriation	48,280,224	40,233,520	48,280,224	45,824,713	2,455,511
Technology Fees	700,000	583,333	750,510	651,354	99,156
Tower Rental Income	131,092	109,243	128,306	158,834	-30,528
Transcripts	39,084	32,570	28,644	26,376	2,268
Vending Machine Commission	0	0	10,496	8,512	1,984
WBJC Asset Agreement	210,833	175,694	0	0	0
<b>Restricted Revenues</b>	<b>21,420,560</b>	<b>17,850,467</b>	<b>19,474,108</b>	<b>26,516,827</b>	<b>-7,042,719</b>
Deferred Maintenance	0	0	0	6,091,702	-6,091,702
COVID Relief	0	0	0	3,820,165	0
Federal Grants	14,266,708	11,888,923	10,218,681	11,160,831	-942,150
Indirect Cost - Other	117,800	98,167	0	0	0
Other Restricted Revenue	0	0	17,977	2,640	15,337
Private Gifts, Grants & Contracts	495,167	412,639	0	4,846	0
RYP - Artworks	0	0	0	3,500	0
State and Local Grants	4,874,323	4,061,936	5,083,648	3,745,807	1,337,841

Student Activities	0	0	25	0	25
WBJC	1,666,562	1,388,802	4,153,776	1,687,336	2,466,441
<b>Total Revenue AY25</b>	<b>86,508,631</b>	<b>72,090,526</b>	<b>87,781,953</b>	<b>89,046,097</b>	<b>-1,264,144</b>

**Monthly Financial Performance Snapshot Report**  
**Appropriation Year 2025**  
**as of May 2025**

**Expenditure by Category**

Description	Object	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Labor: PIN Salaries	01	28,991,949	27,551,101	1,440,848	5.2%
Labor: Contractual Employees	02	7,364,692	6,066,683	1,298,009	21.4%
Communications	03	32,986	138,424	-105,438	-76.2%
Travel	04	163,945	174,148	-10,203	-5.9%
Utilities	06	1,488,354	1,346,015	142,339	10.6%
Motor Vehicle	07	95,541	171,587	-76,046	-44.3%
Contractual Services	08	5,212,965	5,511,724	-298,760	-5.4%
Supplies	09	5,060,737	3,704,113	1,356,625	36.6%
Replacement Equipment	10	43,288	1,000,242	-956,954	-95.7%
New Equipment	11	79,875	1,086,037	-1,006,162	-92.6%
Scholarships and Fellowships	12	10,893,128	11,883,985	-990,857	-8.3%
Fixed Expenses	13	2,731,744	3,274,159	-542,415	-16.6%
Deferred Maintenance	14	40,502	1,109,909	-1,069,407	-96.4%
<b>Total Expenses AY25</b>		<b>62,199,705</b>	<b>63,018,127</b>	<b>-818,422</b>	<b>-1.3%</b>

**Current Expenses by Division**

Division	Budget	AY25 YTD	AY24 YTD	Net Change	Percentage Change
Academic Affairs	21,382,022	14,672,399	16,135,658	-1,463,259	-9.1%
Administration & Finance	17,400,053	14,685,374	13,712,469	972,905	7.1%
Advancement & Strategic Partners	1,512,726	731,695	699,708	31,987	4.6%
College Wide	6,720,236	2,885,282	6,550,011	-3,664,729	-55.9%
Information Technology	4,800,389	4,305,587	2,913,392	1,392,195	47.8%
Institutional Research & Strategic Priorities	878,455	719,446	751,825	-32,379	-4.3%
President's Office (Executive)	1,443,433	943,954	852,349	91,605	10.7%
Student Affairs	16,296,985	16,363,900	14,886,722	1,477,178	9.9%
WBJC	2,075,968	1,064,806	1,019,960	44,846	4.4%
WDCED	13,998,364	5,827,261	5,496,033	331,229	6.0%
<b>Total Expenditures</b>	<b>86,508,631</b>	<b>62,199,705</b>	<b>63,018,127</b>	<b>-818,422</b>	<b>-1.3%</b>

Mr. Walsh explained that differences between this year and last year's financial figures were due to timing. There were no questions.

**IV. Audit Report**

Eileen Waitsman, the College's Controller, gave a presentation in which she addressed the status of the audits with CLA. She:

- 1) Explained the auditor's purpose is to express an opinion on the Financial Statements & CC4
- 2) Reviewed the status of each of the audits – the Foundation and WBJC audits are complete; the Enrollment and Howard P. Rawlins Audits are almost done and will be filled soon; the CC4 audit needs the College audit to be done before it can be completed; and the College audit is delayed.
- 3) Reviewed the challenges regarding the College audit
- 4) Discussed the remaining focus of the College audit

Following the presentation, the following questions were asked:

- 1) Trustee Weiss asked about the Foundation audit and Ms. Waitsman responded that the audit is complete and financial statement issued (with a clean opinion). The challenges with the Foundation involved the conversion by the company Blackbaud that the College is still addressing with them.
- 2) Trustee Weiss asked about the status of the Foundation 990 Tax Return and Ms. Waitsman responded that it was completed and filed on time.
- 3) Trustee Weiss asked about the expected completion of the College audit and Ms. Waitsman responded that she was expecting the numbers to be final by the June meeting.

Dr. McCurdy emphasized that the carryover impact of the new ERP system still caused several issues. In addition, the auditors were not quick to respond to information provided by the College. This also occurred during the prior year audit. In addition, personnel turnover at CLA delayed completion.

## V. Enrollment Update

Ms. Eileen Hawkins, Director of Institutional Research, provided an update on credit enrollment and outcomes. She noted that we are entering our third academic year of enrollment increases since the COVID-19 pandemic.

As of May 21, 2025, fall 2025 credit headcount stood at 1,858 with registration remaining underway for three more months. She shared the ten highest enrolled credit courses for fall 2023 and fall 2024 noting PRE 100, CLT 100, developmental math and reading/English, and a few key general education requirements as consistently being on the list.

Winter 2025 credit headcount had an increase for the fifth consecutive year due to the addition of course and section offerings. There were 15 more sections run in Winter 2025 than in Winter 2024 and three additional courses. Students attending in Winter 2025 enrolled in one to three courses and were an average age of 29 years old. All 41 sections were held via distance education with 14 conducted asynchronously (online) and 27 conducted synchronously (virtual).

Spring 2025 headcount was nearly 9% above Spring 2024. The ten highest enrolled courses were the same in Spring 2025 except for one BIO course. Summer 2025 registration remains underway through July 8; as of May 21, enrollment stood at 2,062. The ten highest enrolled courses in Summer 2024 mirrored other terms.

With the end of the academic year marked by a successful Commencement ceremony, there were 85 certificates, and 266 degrees and certificates awarded for FY 2025 as of May 21. Those numbers will be revised as final end-of-semester processes are completed.

Trustee Garvin noted an interest in additional outcomes data about which Ms. Hawkins will provide further information.

President McCurdy noted that Trustee Garvin met via Zoom with her and Workforce Development and Continuing Education (WDCE) Vice President Michael Thomas, VP Becky Burrell, Director of Workforce Budgets, Shawnette Shearin and Eileen Hawkins, Director of Institutional Research. It was noted that Mr. Thomas would be reporting to the Board on Workforce information and data on a quarterly basis or at least every other month.

Trustee Ward asked whether BCCC offers a radiology technician program. The program does exist in WDCE and the College is looking to establish a credit program. Trustee Ward said there was a big need in that area and offered that perhaps the hospital with which he is affiliated could partner with the College.

## VI. ERP Update

Dr. Wayne Rose, the College's Chief Information Officer, presented an update of the information technology and infrastructure needs of BCCC under Realignment Task #9. His presentation encompassed an IT Update, Infrastructure Advancements and ERP Progress. Via the IT Update, his presentation provided the status update on the following topics:

- WI-FI Assessment
- Telecommunication Assessment

- Printer/Copier Assessment
- Verkada ID Keycards
- IT Security Imperatives

His Infrastructure update explained the following

- the College completed the IT Infrastructure Upgrade earlier
- the College is working with DoIT and other IT vendors to complete the final connection and testing
- the College is working with MD DoIT to increase Internet Capacity

Finally, regarding ERP Progress, Dr. Rose informed the Board of the MD DoIT project close-out and the Advisory Services contract renewal required for the new contract starting in July. He also provided specific examples of the progress made in the various Advisory Services areas.

Following the presentation, the following questions were asked by Chairman Schmoke:

- 1) An update on the Ellucian contract-
  - a. Dr. McCurdy addressed this and explained that Dr. Rose is bringing forward recommendations.
- 2) Changes to VHD
  - a. Dr. McCurdy responded that the College is taking the support back to the respective departments.
- 3) The progress for WDCE
  - a. Dr. McCurdy responded that the College is working to more fully integrate the WDCE processes into Ellucian Banner.

Chairman Schmoke also asked whether the state is still happy with BCCC and Dr. Rose said that they were and that they seemed particularly pleased that the College had addressed their security concerns in one day. The relationship with DoIT remains positive with the College.

#### VI. President's Report

President McCurdy provided the Board with a comprehensive update on several key priorities and asked members of the Cabinet to offer additional context for the following topics:

- Commencement;
- Retirements;
- Upcoming Awards (Student Academic, Scholarship, Employee Service, Excellence);
- Shared Governance;
- Barnes & Noble College;
- Facilities; and
- Operational & Capital Budget.

Chairman Schmoke asked whether the City had paid the College the money it owed and the answer was “no” but Dr. McCurdy was in communication with the City’s Finance department for the BOE funds and the commitment for \$1M annually.

#### VII. Closing statement and Motion for Adjournment

At 5:30 PM 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 Blum 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.

Attendees/Participants

Kurt Schmoke, Esq. – Chair  
Leonor Blum  
MacKenzie Garvin, Esq.  
Lelia Parker, Esq.  
Dr. Roger Ward, Esq.  
J.C. Weiss  
Tyrese McBayne, Student Trustee  
Debra L. McCurdy - President  
Gussener Augustus  
Eric Benjamin  
Becky Burrell  
Maria E. Rodriguez, Esq.  
Donna Thomas  
Michael D. Thomas  
Dr. Wayne Rose  
Nicole Carter  
Eileen Hawkins  
Anna Lansaw  
Richard Walsh  
Eileen Waitsman

BCCC Faculty/Staff Attendees

Andrea Fricks  
Aquila Evans  
Audrea Wheeler  
Brenda Sierra  
Che Evans

Christina Carter  
David Hase  
Dr. Katana Hall  
Dr. Kim  
Dr. Phil Gatling  
Dr. Rodney Redmond  
Dr. Sherri Anna Brown  
Dr. Sylvia Rochester  
Gabriela Czerwinska  
Gina Karlin  
Ish Aryal  
Michael Berends  
M Jones  
D. Fitzgerald Smith  
Rasheedah Evans  
Shawnette Shearin  
Sherron Edwards  
Stanely Cavouras  
Thad Berry  
Takiyah Hamilton  
Valerie Grays  
William Johnson  
Zacharia Muya  
Zipporah Brown

Non-BCCC Attendees

Kristin McFarlane