

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm May 15, 2024 (Virtual Zoom Meeting)

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

Also Present: President Debra L. McCurdy

Board Members Absent: Dr. Roger Ward

I. Call to Order

Chairman Schmoke called the meeting to order at 4:03pm on May 15, 2024. The Agenda was unanimously approved upon a motion by Trustee Weiss, seconded by Trustee Terrell.

II. Board Actions/Consent Agenda

- a. April 17, 2024 Open Session Meeting Minutes (Tab 2)
- b. April 17, 2024 Closed Session Meeting Summary (Tab 2)
- c. May 9, 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 Pfeifer.

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, May 9, 2024
 - i. Procurement Polices & Procedures
 - ii. Procurements Exceeding \$25,00 to \$99,999
 - a) Temporary Staffing -Bookstore
(Creative Financial Staffing) \$94,800.00
 - b) Chiller Rental (United Rentals) \$75,405.26
 - c) Transmission Line Replacement
(US Tower Services, LTD) \$50,500.00
 - d) Statistical Data for Non-Commercial Radio \$49,095.00
(Radio Research Consortium)
 - e) Cloud Based Management/Underwriting of WBJC \$35,184.00
(Allegiance Fundraising, LLC)
 - f) Commencement Venue (Baltimore Symphony Orchestra) \$26,000.00

- iii. Procurements exceeding \$100,000.00
 - a) Gymnasium Structural Repair -
Modification (Building Concepts)
Original Contract Amount: \$ 779,030.00
Modification Amount: \$ 74,424.93
New Contract Amount: \$ 853,454.93

VP Thomas stated the reasons for the modification on the gymnasium structural repair. He explained that, during the work, it was found that the foundation was cracked due to age and deterioration and needed to be repaired and stabilized. VP Thomas further explained that flower boxes placed at the footing of the structures caused erosion and deterioration that now requires pouring concrete at the base of the footing. Lastly, the modification includes a time extension due to delays caused by the weather and additional work that is needed; an additional 60 days has been added to the contract term.

Chair Schmoke asked if there were any objections; there were none. The Board unanimously approved the Gymnasium Structural Repair Modification.

- b) Repair/ Replace Deteriorated Doors and Frames-
Modification (Bob Andrews Construction, Inc.)
Original Contract Amount: \$ 421,431.68
Modification Amount: \$ 15,764.84
New Contract Amount: \$ 437,196.52

VP Thomas explained that the modification was connected to the deterioration of the doors and frames due to the upgrade in the College's security system; this included the cameras and card readers on the doors throughout the building. The modification also covers the required hardware to make the outside doors compatible with the new security system so it can be controlled through one system. The modification adds another 60 days to the contract term.

Chair Schmoke asked if there were any objections; there were none. The Board unanimously approved the Repair/Replace Deteriorated Doors and Frames Modification.

- c) A&E Task Order: MEP Systems Design for Dental Suite –
Modification (Colimore Architects)
Original Task Order Amount: \$ 99,935.00
Modification Amount: \$ 19,750.00
New Task Order Amount: \$119,685.00

VP Thomas explained that the modification for the dental suite was based on the recommendations from the dental Hygiene accreditation team to bring the dental suite into compliance with CODA standards. Based on the recommendations, the College is replacing eighteen dental chairs and the operatories. The modification includes expanding and redesigning underutilized space which may allow for additional student enrollment.

Chairman Schmoke asked if there were any objections; there were none. The Board unanimously approved the A& E Task Order: MEP Systems Designs for Dental Suite Modifications.

iv. Financial Monthly Performance Report

Mr. Bascombe presented the financial report for the College, specifically highlighting the revenues and expenditure of the College. Mr. Bascombe indicated that a year-to-year comparison cannot be provided at this time due to the implementation of the Banner ERP (enterprise resource planning) and not having a full fiscal year of data in the new ERP system. Mr. Bascombe summarized the College’s financial position by providing the current revenues and expenditures, specifically detailing the revenue, the unrestricted, and restricted funds. He further explained that the College is still in the process of spending HEERF funds, as the year-end extension expires in June. He noted that the College received notification that BCCC may be able to extend the remaining balance of the HEERF funds for another year. He explained that there are two portions of the HEERF funds: the student portion (which ended at the end of December) and the institutional portion (which ends in June 2024).

Mr. Bascombe explained that there are current challenges with the data migration from HP Lan (legacy Student Accounts Receivable system) into the Banner system and other finance data challenges with Banner. He reported that 4.1 million dollars was received from DBM and returned to the College as a result of an error.

Mr. Bascombe reviewed the following summary.

Total Revenue by Appropriated Fund

Revenue Fund	Budget FY24	Monthly Budget FY24	Actuals		Net Change
			FY24	FY23	
General (Unrestricted)	62,689,753	52,341,461	63,317,367	50,011,686	13,305,681
Restricted	25,610,084	21,341,737	25,685,058	19,216,274	6,468,784
Total Revenue FY24	88,299,837	73,683,198	89,002,425	69,227,960	19,774,465

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change
Restricted	25,610,084	21,341,737	19,259,333	6,689,723	12,569,610
Total Expenses	88,299,837	73,683,198	62,808,698	43,665,644	19,143,054

	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change
Net Surplus	0	0	26,193,727	25,562,316	631,411

Mr. Bascombe and Dr. McCurdy addressed the FY20-FY23 audit concerns:

- FY2020 audit was presented to the Board in November 2020
- FY 2020, 2021, and 2022 audit reports were shared with the Finance Audit Committee on May 9, 2024, and reviewed on May 13, 2024
- Open Items -FY2020 -FY2022 Management Letters
 - a) FY20 -six comments none listed as significant
 - b) FY21- four comments two were significant
 - c) FY22 four comments none were significant

Trustee Weiss asked were there any material weaknesses? Dr. McCurdy responded that deficiencies were noted but were not significant.

Dr. McCurdy reported the FY23 audit currently has five open items which include follow-up questions from previously submitted information. Mr. Bascombe stated that two items in the Management Letter were provided as evidence and have been resolved. Mr. Bascombe reported BCCC is meeting three times a week with auditors from Clifton Allen (CLA) and meeting with Ellucian regularly to support the work of ITS to remedy the data migration challenges. Dr. McCurdy mentioned that some of the challenge relates to student accounts receivable data that was migrated from the legacy systems. She noted that this may entail reconfiguration and new programming to address the issues to correct the FY23 data. Dr. McCurdy reported that Finance & Administration and Information Technology are working together to resolve data migration problems.

Chairman Schmoke asked whether the Board would receive a further update regarding the open items and Mr. Bascombe responded yes.

Chairman Schmoke asked whether the audit responses would meet the schedule offered to the Site Team. Dr. McCurdy responded that they would as the anticipated completion date was June 2024.

Trustee Terrell asked whether the Board is required to approve prior year audits. Mr. Bascombe responded by referring the question to legal. Ms. Rodriguez said that she did not know but would find out.

Trustee Weiss asked Mr. Bascombe for his best estimate regarding the timing of the FY24 audit. Mr. Bascombe stated that the College may need to file for an extension.

V. President's Report (Tab 10)

Dr. McCurdy provided updates from the President's Report. She emphasized the College would continue promoting our brand and our guiding principle: "Students First."

Dr. McCurdy reported that the Bard Building demolition project is on target. Initially, a barge to haul away debris was utilized; however, due to the Key Bridge incident, trucks are being used exclusively to dispose of the debris which may extend the project's completion date.

Dr. McCurdy addressed the Strategic Planning sessions. She reported Theme and Planning Groups met throughout April and May and tremendous progress was made.

Dr. McCurdy discussed the Middle States visit. She stated that on May 1, 2024, the Evaluation Team's Oral Report was provided. It included:

- The Team's Judgement that the College appears to meet all seven standards, 15 Requirements of Affiliation, and all applicable federal regulatory requirements
- The Team's Summaries of findings along with Collegial Advice
- The Team's statement that it had no Requirements for the College & two recommendations

Dr. McCurdy indicated the Errors of Fact Report from Middle States was just received and the College has 5 days to respond. She shared there were two recommendations for the College.

Dr. McCurdy provided some Evaluation Team Highlights: *Team's recognition of accomplishments, progress, or exemplary/innovative practices.*

- Mandatory New Student Orientation
- Last Dollar Scholarship Program, Bridges to Baccalaureate Research Training Program at Howard University and Towson University
- Commitment to the new ERP
- Free textbooks to eligible student
- Commitment to Diversity, Equity and Inclusion training and programming for faculty, staff, and students

Collegial Advice and Recommendations

- Completion of the 2024-2029 Strategic Plan
- Continuing to strengthen enrollment and retention and expanding collaboration with high schools
- Increase the Student Wellness program counselors
- Succession planning and cross-training
- Create a schedule of governance and admirative assessments activities
- Multi- year financial planning
- FY23 audit completion and communications and follow-up on concerns from 2020-2022; and the establishment of a clear plan to expedite the audit process.

Dr. McCurdy concluded by announcing the 75th Commencement scheduled at the Joseph Meyerhoff Symphony Hall on Saturday, May 18, 2024, at 3pm. A Commencement VIP luncheon was scheduled for 1:30pm.

Chairman Schmoke asked how many graduates. IVP Thomas responded, approximately 318 students.

VI. College Polices (Tab 8)

There were none.

VII. Presentations (Tab 9)

a. Enrollment Update

IVP Thomas reported an increase in enrollment since Spring 2020 of 21.02%. Currently Summer enrollment is 1526 and does not include the approximate 460 Summer Bridge Program students. She reported that 700 students are enrolled to date for Fall. She noted recruiters participated in thirteen recruitment events in the month of April, engaging with more than one hundred students. She reported on the Mayor's Scholars Program:

- Twelve high schools were visited in April and students were assisted in completing admission applications.
- Summer Bridge Program 460 students enrolled, and 156 students completed the Youth Works Application
- Chick-fil-A Partnership – Chick-fil-A will provide lunch during the three-day Summer Bridge Program Orientation for students.

Trustee Garvin asked how we measure success for events, and do you use student data to track engagements. IVP Thomas responded that the College is tracking the number of students attending the events. She stated that new software would allow us to track how many students enroll and register for classes after attending an event.

Trustee Terrell asked when Fall registration closes and IVP Thomas responded that it closed in late Fall/ November.

IVP Thomas reported that during Fall 2024, BCCC will engage with BCPSS schools to offer dual enrollment courses to students. She reported on the Enrollment & Recruitment Planning Partnerships. She noted that

BCCC expanded dual enrollment partnerships to include Reginald Lewis High School, Patterson High School, Forest Park High School, Reach Partnership High School, and Vivian T. Thomas High School.

b. ERP Update

Mr. Farrell reported that the College has an overall Green status from the State’s Department of Information Technology (DoIT). He reported that the Ellucian ERP Managed Services would be provided for a 1-year period from May 2024 to April 2025 and was approved by the Board of Trustees in the April 2024 meeting. As part of the advisory services, experts will be deployed across all key ERP domains including Banner Finance, Student, Accounts Receivable, Financial Aid, Human Resources, CRM Recruit for student enrollment, and IT. As the College moves forward, each functional office is reviewing and updating the list of priorities to focus on. He noted the three areas of focus for IT are Data cleanup, Reporting and Cyclical operational procedures. He explained the Data Center Upgrades: a two-phased approach to planned upgrades:

- (Phase 1) – Data Center- Refresh replacement of legacy data center equipment and implementation of modern backup & recovery tool.
- (Phase 2) – Disaster Recovery -Addresses risks with redundancy and enhanced disaster recovery.

VIII. Active Search Listing (Tab 11)

There was no discussion.

IX. Motion for Adjournment

At 5:27 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 Terrell made the motion; Trustee Weiss 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: 6/18/24

**Attendees/
Participants**

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

BCC Faculty/Staff Attendees

Dr. Charles N. Wilson
Eileen F. Hawkins
Amy Dornier
Andrea L. Fricks
April Chambers
Aundrea Wheeler
Chris Jordan
Chuck Marquette
Constance Mannone
Dr. Denise Holland
Dr. Elizabeth Van Pate
Dr. Sylvia Rochester
Elizabeth Massanopoli
Glenn Peterson
Jason Quick
Keenan Jones
Kristine McFarlane
Lyllis Green
Micheal Berends
D. Fitzgerald Smith
MT. Goodwin
Natasha Williams
Noah Grant
Patricia Rains
Rachel Hundertmark
Rasheedah Evans
Sarah Motel
Shantrice Copperman
Shawnetta Sherian
Stanley Cavouras
Valerie Grays
William Johnson