

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm November 20, 2024 (Virtual Zoom Meeting)

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

Also Present: President Debra L. McCurdy, PhD

I. Call to Order

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

II. Board Actions/Consent Agenda

- a. October 16, 2024 Open Session Meeting Minutes
- b. October 16, 2024 Closed Session Meeting Summary
- c. November 14, 2024 Finance/Audit Committee Meeting Minutes
- d. Student Government Association
- e. AFSCME Local #1870 at BCCC Comments
- f. Faculty Senate Comments

Chairman Schmoke asked for a motion to approve the Consent Agenda items a through f. The Consent Agenda was unanimously approved upon a motion by Trustee Terrill and seconded by Trustee Blum.

The Board heard comments from AFSCME Local #1870 President Ms. Nena Kutniewski

Nena Kutniewski greeted the Board, faculty, staff, and students. She expressed Gratitude to Chairman Schmoke for acknowledging the challenges facing the college, and noted action is needed. She highlighted several issues affecting union members. She noted the ongoing impasse regarding the telework policy and stated that Maryland law provides that state agencies may permit telework when possible. Ms. Kutniewski stated that leaders communicate with union representatives merely to check a box but do not engage in a meaningful way. She stated that lack of empathy from leadership on key issues is affecting members.

Faculty Senate Committee Update

Dr. Katana Hall, President of the Faculty Association gave greetings to the Board, cabinet, colleagues, students and guests. She provided updates regarding the business of the Academy, noting that members of the faculty:

- Successfully provided an updated report to ACBSPs accreditation council on October 27, 2024;
- Presented at the College Bridges Collaboration;
- Attended interview sessions for the VP of Academic Affairs;
- Participated in meetings with program coordinators and clinical coordinators to ensure winter and spring sessions are accurate;
- Continue to update the bylaws of the Faculty Association;
- Co-chair Faculty Senate working committees;
- Conduct program review and focus on the “never attended students”;
- Analyze student benchmarks.

During her presentation, Dr. Hall referred to “ghost students” and Chairman Schmoke asked about the interpretation of ghost students.

Dr. Hall explained that across the country, students sign up for classes very early without intending to attend in order to obtain federal aid and receive a refund check; this also impacts available seating and actual students from being able to register.

Dr. McCurdy acknowledged the trend occurring across the country. Ms. Thomas and IT are still working to put in preventive measures to put safeguards in place starting at the application and registration process to flag these ghost students.

Chairman Schmoke noted the ghost students' actions sounds like fraud. Dr. McCurdy stated that the College had already reported the ghost student matter to the Department of Education.

III. Procurement matters

The Finance/Audit Committee Meeting was held on October 10, 2024, and the following issues were discussed:

i. Procurements Exceeding \$25,000 to \$99,999	
a. Textbooks (Cengage)	\$27,861.58
b. Zoom Site Licenses (SHI International)	\$46,994.22
c. Annual Lease – WBJC (Tide Realty)	\$97,093.80
d. BlueCat Core Network Infrastructure (EC America)	\$32,610.05
e. Consulting Services – Admissions (Mason Consulting)	\$55,000.00
f. Mailing Services – WBJC (KM Printing LLC)	\$46,941.12
g. Art Program For Refugee Youths (Arts For Learning MD)	\$40,000.00
ii. Pre-Approval Procurement(s) exceeding \$100,000	
a. International Rescue Committee	\$674,435.00
iii. Procurement(s) exceeding \$100,000	
a. Transportation Services (Mr. Tim’s Bus Service)	\$102,127.01
iv. Financial Monthly Performance Report	

The Trustees had no questions regarding the procurement items below the voting threshold.

Procurements Exceeding \$100,000

International Rescue Committee. Mr. Michael Thomas stated that the International Rescue Committee is an annual recurring request. Grant money is received to help those new to the area. BCCC contracts with the IRC to provide services that BCCC cannot provide, such as resources and wrap around services. Mr. Thomas asks that the Board approve the College continuing to partner with IRC to provide resources for families settling in Baltimore.

Trustee Blum asked what services are provided and Mr. Thomas stated that the College provides educational programs such as ESOL, after school programs and workforce training programs, and works with school districts to ensure educational goals are being met.

Trustee Blum asked how the College keeps track of how much money is being spent, and what are the BCCC expenses. Mr. Thomas explained every penny spent is accounted for in a budget provided by IRC and approved by the granting agency.

Chairman Schmoke reiterated that this is an annual request and that the Finance committee had approved; he asked the Board to give its approval based on their recommendation. Trustee Weiss moved to approve the recommendation, and his motion was seconded by Trustee Blum.

Chairman Schmoke noted there were no objections and the vote to approve the Finance Committee’s recommendation was unanimous.

Transportation Services. Michael Thomas explained that the Transportation Services agreement provides educational and cultural trips for students enrolled in the College's Refugee Youth Program and transports students to their homes following after-school programs.

Trustee Blum asked whether some of these students become BCCC students and whether this data is tracked. Mr. Thomas replied that the program seeks to connect both students and their families and helps in applying to BCCC's credit and non-credit programs.

Chairman Schmoke asked whether there were objections; the acquisition of the transportation services was unanimously approved by the Board.

IV. **Presentations**

Finance Update:

Richard Walsh reported revenues of the college are \$3.1M higher and expenditure is \$1.2M lower compared to this time last year, with an overall surplus of \$4.4M. he discussed various reasons for the differences, including:

- decrease in investment income because payments were received late.
- Real estate lease income of \$43K showed in FY24 which may need to be in FY25.
- Deferred maintenance funds
- WBJC revenues increased by \$2M since last year.

He noted that there will be a slight increase in expenses due to AT&T mobility charges because of an increase in College phones and Ellucian consulting charges.

In response to a question from a Trustee, Mr. Walsh noted that the large increase in WDCE revenue was due to the increase in the Cyber Warrior and DLR scholarships and grant funding that help pay student fees on the non-credit side.

Enrollment Update

Ms. Donna Thomas reported that as of November 20, 2024, Fall '24 enrollment was up 11.1% above the Fall '23 final headcount, with an estimated 920 credit-enrolled FTEs. The Dual enrollment headcount for Fall '24 reflects both dual enrollment numbers and a PTEC increase.

Winter registration opened on 10/15/24. There are 583 students currently enrolled. Classes start on 12/18/24.

Trustee Garvin asked whether there were specific goals for the next semester regarding Dual Enrollment, and asked what were the goals for this semester. Ms. Thomas replied that dual enrollment goals were not in place for previous semesters but will be set by the fall of 2025.

Dr. McCurdy informed the Board that the enrollment goals are set by MHEC and we are projected to be ahead of those goals. Dual enrollment is a heavy focus. To further support Developmental Education (Math & English) a developmental science class is also being created to ensure students have developmental education completed by the time they reach BCCC.

Ms. Donna Thomas informed the Board that there has been an increase to 42 classes for Winter 24. Trustee Parker asked how the increase came about and Dr. McCurdy replied in Winter 2020 there was collaboration to add courses for the term as resources were available. There was a push to pick up transient populations and the College saw a steady increase. The challenge with the low enrollment was directly connected to classes simply not being scheduled.

Trustee Garvin noted that requests have been made previously for more information on grants outstanding and pending. Donna Thomas explained that reports have been submitted in the Board packet to demonstrate how grant funds are spent and the work that is done.

Chairman Schmoke asked if the commercial driving license program has grown and Michael Thomas responded that the program is up and running, popular, and ready to expand. The College plans to next offer a passenger endorsement, which will give licensees the opportunity to operate passenger vehicles. Dr. McCurdy indicated a more comprehensive presentation on grants will be provided during the December 18th Board meeting.

Ms. Thomas reported an increase in recruitment and partnership engagements with high schools and other community partners.

ERP Update

The Director of the ERP, Ish Aryal reported on the progress of Realignment Task 9 to address the information technology and infrastructure needs of BCCC. The project is in green status from the State's Department of Information Technology (DoIT). All criteria are green. The College is at the Operations and Advisory Services with Ellucian stage which started on 7/1/24 and runs through 6/30/25.

During the transition from implementation, a need for additional support was identified. In April 2024, the Board approved the contract for Advisory Services for one year to provide support to all Banner areas. The second part of the realignment task is the infrastructure update and \$478,019.32 was approved to provide redundancy in IT. Information Technology is working to introduce a campus-wide Wi-Fi environment, Microsoft 365 with immutable backups, and is working to connect the College's on-campus network to the Microsoft Azure disaster recovery environment.

Operational activities include a Window 11 rollout; projector installations; service management improvements; and an IT Audit. The Mongoose text messaging project has been completed and the new employee application tracking system for Human Resources is in progress.

In the month of October, IT received 1240 tickets with 52% resolved on first contact.

Chairman Schmoke asked for questions from the Board and there were none.

V. President's Report

President McCurdy's report expanded on the ERP update. She indicated the focus on Ellucian Advisory Services now that the modules have been implemented. With support from the BANNER consultants, there are seven areas where weekly engagements will address issues/gaps:

- Finance
- CRM Recruit
- Financial Aid
- Human Resources
- Student
- Student A/R
- Flexible Advisory Services

She elaborated on Finance and indicated areas of priority:

- Operational challenges due to appropriation year, fiscal year-end closing, and budget management.
- Full utilization of procurement.
- Training on issuing a purchase order, change order, and credit cards.

Director Aryal stated the operational work is done in Banner with finance work done in FMIS. Being a State agency Banner must be configured differently and it will help to utilize Banner to complete fiscal year end processes.

Richard Walsh addressed budget management and Banner and indicated as a quasi-state agency the College does not have ability to write checks – requests are made through FMIS. Year-end processes are not occurring as they should, prior year expenditures are being applied to the current year. There are challenges getting the old technology system to bridge with the new system which impacts the true picture of the institution.

Chairman Schmoke asked, what are the major problems and how are they going to be addressed at a high level?

Dr. McCurdy indicated the slide presentation really depicted the issues at a high level and not a lower level. These are the significant gaps in the transition that impact the transition to implementation.

Other issues introduced with significant gaps requiring Advisory Services include Human Resources / Payroll:

- Banner time sheet processing
- Salary update process
- HR/Payroll Operational Reports need 100% completion
- Process for creating Adjunct Faculty and Contractual Employees' contracts in Banner

Dr. McCurdy indicated that the College in any given year has 500 to 600 hundred contractual employees (duplicated) where the systems have to respond to payroll processing.

Dr. McCurdy stated there are four priorities in Financial Aid needing comprehensive outcomes and asked IVP Thomas to further elaborate.

Ms. Thomas reported on the following concerns:

- Year 2024-2024 Financial Aid set up at 100%
- Title IV Authorizations Process mapping is 60% complete
- FAFSA Reminder emails to students are 50% complete
- Year 2025-2026 Financial Aid set up is 25% complete

Dr. McCurdy concluded and indicated during the December meeting further summaries on Advisory Services will continue to be reported at the high level.

Motion for Adjournment:

Chairman 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.

The Chairman then asked for a motion to adjourn and close.

Trustee Weiss motioned for the Open Meeting to adjourn and Trustee Parker seconded. The Board unanimously agreed to end the meeting at 5:24 PM and move to a Closed Session.

Attendees/Participants

Kurt Schmoke, Esq. - Chair
Leonor Blum
Mackenzie Garvin, Esq.
Lelia Parker, Esq.
Tanya Terrell
Dr. Roger Ward, Esq.
J.C. Weiss
Debra L. McCurdy - President
Gussener Augustus
Becky Burrell
Lyllis M. Green
Maria E. Rodriguez, Esq.
Donna Thomas
Michael D. Thomas
Ishwor Aryal
Nicole Carter
Anna Lansaw
Richard Walsh

Non-BCCC Attendees

Kristin McFarlane
Kelly Norton

BCCC Faculty/Staff Attendees

Anthony Almond
Dawna Attig
Michael Berends
Aaron Blickenstaff
Marie Byam
Christina Carter
Sherron Edwards
Aquila Evans
Joan Fountain
Saleemah Franklin
Andrea Fricks
Noah Grant
Marshall Goodwin
Dr. Katana Hall
Takiyah Hamilton
Norine Harper
Eileen F. Hawkins
Dr. Denise Holland
Dr. Leslie Jackson
Cora James
William Johnson
Caren Jones

Keenan Jones
Shaquitta Jones Hembrick
Chris Jordan
Rebekah Kimara
Brett King
Karen King-Sheridan
Nena Kutniewski
Wendy Ma
Karen McCray
Dr. Bryan Miller
Ashley Peck
Glenn Peterson
Phillip Powell
Jason Quick
Shawnette Shearin
Latoria Shephard
Karen King-Sheridan
Theresa Tunstall
Wanda Walker
Eileen Waitsman
Aundrea Wheeler
Michelle White
Natasha Williams
Marcus Wilson