

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm September 18, 2024 (Virtual Zoom Meeting)

Board Members Present: Chairman Kurt L. Schmoke, Mr. John C. Weiss, Ms. Tanya Terrell, Ms. Leonor Blum, and Dr. Roger Ward

Also Present: President Debra L. McCurdy

Board Members Absent: Ms. Leila Parker and Ms. MacKenzie Garvin

I. Call to Order

Chairman Schmoke called the meeting to order at 4:04pm on September 18, 2024. The Agenda was unanimously approved upon a motion by Trustee Weiss, seconded by Trustee Blum.

II. Board Actions/Consent Agenda

- a. June 18, 2024 Open Session Meeting Minutes (Tab 2)
- b. June 18, 2024 Closed Session Meeting Summary (Tab 2)
- c. September 12, 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 Blum, seconded by Trustee Terrell.

III. Items Removed from the Agenda (Tab 6)

- a. Faculty Senate Comments (Tab 5)
- b. AFSCME Local #1870 at BCCC Comments (Tab 4)

IV. New Business (Tab 7)

- a. Finance/Audit Committee Meeting, September 12, 2024
 - i. Procurement Polices & Procedures
 - ii. Procurement Exceeding \$25,00 to \$99,999
 - a) Strategic Planning Online Platform (Cordance, LLC) \$83,272.00
 - b) Microsoft HoloLens (Microsoft Corporation) \$42,000.00
 - c) Adobe Creative Cloud/Sign Subscriptions (Bell Techlogix Inc.) \$45,956.96
 - d) IT Helpdesk Ticketing Management System (Freshworks Inc.) \$45,987.00
 - e) Dental Kits (Hu-Friedy MFG) \$52,705.23
 - f) Textbooks/ Access Codes (Cengage Learning Inc.) \$161,200.75
 - g) Access Codes (Cengage Learning Inc.) \$25,896.00
 - h) Textbooks (Elsevier, Inc.) \$38,174.06
 - i) Textbooks/Access Codes (Pearson Education Inc.) \$238,751.89
 - j) Textbooks/Access Codes (McGraw-Hill) \$60,372.50
 - k) Textbooks/Access Codes (McGraw-Hill) \$235,569.00
 - l) LSB Gas Leak Repair (Warrior Plumbing & Heating Inc.) \$28,654.00
 - iii. Procurement(s) exceeding \$100,000.00

a. Architectural & Engineering Services Indefinite Quantity Contract

Awardee(s):

Noelker and Hull (SBR designated)
K.Dixon Architecture, LLC (SBR designated)
Gipe Associates, Inc. (SBR designated)
Colimore Architects (SBR designated)
Quinn Evans Architects, Inc.

Contract Term: May 1, 2023-April 30, 2026

Modification: \$1,000,000.00

Original Contract Amount: \$500,000.00

New Contract Amount: \$1,500,000.00

The Finance Committee recommended approval. This contract will go before the BPW once the Board approves.

b.	Temporary Staffing (Creative Staffing Solutions)	\$169,500.00
c.	HVAC Preventative Maintenance & Services (Control Sources)	\$446,000.00
d.	Renovations of Fine Arts and Main Building Energy Upgrade	\$250,000.00

Items b, c and d came before the Finance Committee and were recommended for approval during its September 12th meeting; these were supported by the Board without objection.

iv. Approval Request – Bookstore Fee \$24.80 per credit hour

Aubrey Bascombe, VP of Finance and Administration explained that the Barnes & Noble First Day Program would charge each student, who did not opt out of the program, a fee per credit hour in exchange for providing all necessary textbooks. The increase to the hourly fee was now before the Board for approval. He provided information showing approximately 25 other institutions with similar Barnes and Noble textbook programs that charge students a fee between \$20 to \$27 per credit hour, with the average being \$24.40 and a minimum of \$20.00 per credit hour.

Chair Schmoke asked what happened if a student opted out of the program and VP Bascombe stated that those students would then have the option to procure the textbooks outside of the program's established fees; either through the Bookstore or through other external options of their choosing.

VP Bascombe provided information to reflect projected revenue for BCCC if various pricing options were charged. In response to a question from Trustee Terrell, he noted that there was a Maryland community college listed in the information — Cecil College, which charges \$24 per credit hour.

Dr. McCurdy noted that the College had presented the First Day contract to the Board some months ago and had since worked out various aspects of the deal with Barnes and Noble. The contract was finalized in September and would go before the Board of Public Works (BPW) in October.

The new fee was recommended for approval by the Finance Committee and was supported by the Board.



Financial Monthly Performance Report

BCCC Monthly Financial Performance Snapshot Report						Expenditure by Category						
Baltimore City Community College												
Appropriation Year 2023												
as of August 2024												
Revenue Fund	Budget	AY23	Monthly Budget	AY23	AY24	Net Change	Description	Object	AY25	AY24	Net Change	Percentage Change
General (Unrestricted)	64,838,547	64,838,547	14,320,797	14,320,797	17,913,358	1,102,661	Labor: FTE Salaries	01	4,097,949	3,595,748	502,202	14.0%
Reserve	17,610,000	17,610,000	0	0	1,100,000	2,510,000	Labor: Contractual Employees	02	1,277,802	990,576	287,226	29.0%
Total Revenue AY23	86,508,631	86,508,631	14,320,797	14,320,797	19,013,358	4,692,561	Communications	03	43,385	4,767	38,618	810.1%
Year-over-Year (YOY) Expense Comparison												
Expense Fund	Budget	AY23	Monthly Budget	AY23	AY24	Net Change						
General (Unrestricted)	49,838,547	49,838,547	12,028,228	12,028,228	14,763,723	2,735,495	Travel	04	55,480	58,709	-3,229	-5.5%
Reserve	12,610,000	12,610,000	0	0	1,100,000	1,100,000	Utilities	06	87,999	183,996	-95,997	-53.2%
Total Expense	86,508,631	86,508,631	12,028,228	12,028,228	15,863,723	3,835,495	Motor Vehicle	07	42,278	78	42,200	5384.3%
Net Surplus												
	Budget	AY23	Monthly Budget	AY23	AY24	Net Change						
	0	0	2,292,569	2,292,569	3,249,635	1,057,066	Contractual Services	08	655,804	385,881	269,923	69.9%
Year-over-Year (YOY) Revenue Comparison												
Revenue Source	Budget	AY23	Monthly Budget	AY23	AY24	Net Change						
Unrestricted Revenues	42,881,547	42,881,547	10,318,797	10,318,797	11,983,358	1,664,561	Supplies	09	758,156	665,821	92,335	13.9%
Board of Examiners - Unrestricted	600,000	600,000	0	0	0	0	Replacement Equipment	10	0	0	0	0.0%
Reserve Revenues	6,027,000	6,027,000	0	0	0	0	New Equipment	11	71,225	284	70,941	24126.2%
Continued Fund	1,470,500	1,470,500	0	0	0	0	Scholarships and Fellowships	12	341,558	2,271,977	-1,930,419	-85.0%
Grants	8,250,700	8,250,700	0	0	0	0	Fixed Expenses	13	725,684	668,183	57,501	8.6%
City of Baltimore	0	0	0	0	0	0	Deferred Maintenance	14	0	731,358	-731,358	-100.0%
State of Maryland	0	0	0	0	0	0	Total Expenses: AY25		8,119,318	9,667,387	-1,438,069	-18.0%
Trustees	0	0	0	0	0	0						
Other	0	0	0	0	0	0						
Total Revenue AY23	86,508,631	86,508,631	14,320,797	14,320,797	19,013,358	4,692,561						

VP Bascombe stated that timing issues accounted for the changes between FY 24 and FY 25. He stated that the college had just completed its request to the state for FY 26, which was the same \$86.5 M received in FY 25.

Trustee Weiss asked if the College would meet the state's audit deadlines and VP Bascombe responded that we anticipate being done with the 2024 audit in November. He further indicated that the 2023 audit was delayed by 1 month because the chief auditor at CliftonLarsonAllen (CLA) who had oversight for the audit left the firm and a new individual assumed responsibility for the audit.

Dr. McCurdy stated that an outline and timeline regarding that FY 24 audit would be presented to the Board as work was already underway and in preparation.

Performance Accountability Report

VP Becky Burrell gave an overview of the metrics, data and benchmarks covered in the report and explained how it addresses the college's realignment goals, its strategic plan, MHEC requirements, and the Maryland blueprint for higher education. She indicated that the Performance Accountability Report (PAR) is an annual requirement of the Maryland Higher Education Commission (MHEC) for all Maryland public colleges and universities. VP Burrell stated that the Board of Trustees approved the current cycle's benchmarks at its meeting in September 2021 and that there are 28 performance indicators and 11 student characteristics that align with the College's mission. The indicators are organized by the three goals of the 2017-2021 State Plan for Postsecondary Education and the 2022 State Plan for Higher Education. VP Burrell closed by stating that MHEC requires that each institution's governing board approves their PAR which must be submitted to MHEC by October 1, 2024.

Chair Schmoke noted that the report was dense and was obviously the result of a group effort; he commended everyone involved in putting it together.

Upon a motion by Trustee Ward, seconded by Trustee Terrell, the report was unanimously approved.

Enrollment Update

Interim VP of Student Affairs Donna Thomas stated that MHEC projected a total enrollment for Fall 2024 of 4649 and as of earlier that day the college had reached a total enrollment of 4750 for Fall 2024.

She described an in-person student orientation session that had taken place a few Saturdays ago and said more than 500 students attended. She also noted that the College's dual enrollment program had added 7 high schools (from 8 to 15) and now had 367 students. IVP Thomas also indicated that the Early College Access Programs (Dual Enrollment) partnerships have increased from last year and that courses began September 3rd and 16th in fifteen schools. The College will continue to work through course scheduling and student attendance challenges as points of improvement. She provided highlights of the Panther Success Initiative, noting that the new program is in partnership with the Maryland Higher Education Commission and Manpower Demonstration Research Council. IVP Thomas shared information technology improvements in Student Affairs with the implementation of and ongoing training of staff for Who's Next Software and Banner Degree Works. She noted that faculty will receive Degree Works training to automate the current manual process and streamline degree auditing.

IT Report

CIO Farrell noted that the College ERP implementation maintained a "green" status and that the College, which has been under DOIT oversight since 2009, anticipates an end to state oversight in June 2025. He noted that the College has contracted Ellucian Advisory Services, and that the College has prioritized its needs and will address them with Ellucian. He showed a slide showing the work underway in various areas of the College, including in payroll which the state will turn over to us completely starting in spring, 2025.

CIO Farrell provided an update regarding the College's data recovery systems, which are on-track and noted that IT had replaced all lab classroom computers, deployed Windows 11 and was working on further improvements. He also noted that the College had significantly improved its Security Awareness Training completion rates, with 98% of all PIN employees taking the training course.

President's Report

The President gave a detailed presentation regarding the types of salary increases (COLA, Bonus, Increment, Additional Increment) for PIN and Eligible Contractual employees from January of 2022 to present. She also noted the 2023 increases for adjunct faculty in Academic Affairs and Workforce Development and Continuing Education and that additional increases for adjuncts are under consideration.

President McCurdy stated that she and the vice presidents for Finance, Institutional Effectiveness, and Workforce presented to the Capital Debt Affordability Committee on September 16th. The presentation included the FY2026 Operating Budget, Capital Debt Profile, and Five-Year Capital Program which included the Learning Commons, Nursing Building, North Pavilion, Wellness Center, Facilities Building, Deferred Maintenance and the downtown Center for Innovation.

The President provided a detailed update on the working progress of capital projects. She shared information regarding the Learning Commons (Library) and Nursing Building renovations and additions. She discussed the demolition and conversion of the North Pavilion as well as the status of the Wellness Center project as it relates to the Physical Education Center. The President explained how the Facilities trailer has exceeded its useful life and the College's plans for constructing a new facility. The Board was also informed of the academic capital needs in the Fine Arts Wing and the Life Science Building. The Workforce Development programming in the South Pavilion and West Pavilion occupancy of Information Technology were highlighted. An overview of the Harbor and BioPark downtown instructional spaces was provided. When asked about the capacity and utilization of the various locations by Trustee Terrell, Dr. McCurdy stated she will provide the Board with data regarding such. The programming in the

Reisterstown Plaza Center and WBJC Radio Station location were discussed. The President concluded the capital project portion of her presentation with an update on the Bard Building (Center for Innovation), parking, deferred maintenance and leased properties revenue and expenditures.

The President also noted that she and the vice presidents presented the College's progress related to the Maryland Higher Education Commission's (MHEC) strategic plan goals: Access Success, Student Success and Institutional Innovation. The MHEC presentation updates included the status of financial literacy, quality instruction, enrollment/retention/graduation strategies, information technology, capital improvements, and planning.

Chair Schmoke asked whether the enrollment numbers justified having various sites. VP for Workforce and Continuing Education Michael Thomas noted that the College needs to be in the community and needs to go where its students are. Dr. McCurdy noted that having come through COVID, the College can now plan and market with these concerns in mind. Trustee Terrell noted that it makes sense to consolidate, but it also makes sense to go where our students are.

IX. Motion for Adjournment

At 5:51 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 Weiss 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, Ph D
President

Next Board Meeting: October 16, 2024



Attendees/Participants

Kurt Schmoke, Esq. - Chair
Leonor Blum
Tanya Terrell
Dr. Roger Ward
J.C. Weiss
Debra L. McCurdy - President
Gussener Augustus
Aubrey Bascombe
Becky Burrell
Peter Farrell
Lyllis M. Green
Maria E. Rodriguez, Esq.
Donna Thomas
Michael D. Thomas

Non-BCCC Attendees

Kristin McFarlane
Kelly Norton

BCCC Faculty/Staff Attendees

Michael Berends
Christina Carter
Aquila Evans
Nadijee Fletcher
Andrea Fricks
Noah Grant
Eileen F. Hawkins
Dr. Charice Hayes
Dr. Denise Holland
Dorothy Holley
Cora James
Keenan Jones
Anna Lansaw
Chuck Marquette
Dr. Tony McEachern
Glenn Peterson
Phillip Powell
Patricia Raines
Dr. Sylvia Rochester
Shawnette Shearin
Karen King-Sheridan
Ja Hon Vance
Eileen Waitsman
Natasha Williams
Dr. Charles N. Wilson