

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 (Elservier, 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
 - 1) 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

BALTIMORE CITY	Approprie	rformance Snapshor ation Venr 2025 ingust 2024	Keport			Expenditure by Category					
	Rudger AV25	Monthly Budget	Actuals		Net Chaure	Description	Object	AY25	AY24	Net Change	Percentage Change
Revenue Fund	•	A¥25	AV25	AY24		Labor: PIN Salaries	01	4,097,949	3,595,748	502,202	14.0%
General (Unrestricted) Restricted	64,899,147 21,610,084	14,839,777	19,317,981	17,785,298	1,532,684	Labor: Contractual Employees	02	1.277.802	990.576	287,226	29.0%
Total Revenue AY25	\$6,588,601	18,441,457	22,682,857	19,104,299	3,578,558	Communications	03	43,385	4,767	38.618	810.1%
						Travel	04	55,480	58,709	-3.229	-5.5%
Year-over-Year (YoY) Expense Compariso						Utilities	06	87,999	183,996	-95,997	-52.2%
Expense Fund	Budget AY25	Mouthly Budget AV25	AY25	AY24	Net Change						
General (Unrestricted)	64,898,547	14,839,777	7,208,836	6,676,018	112.808	Motor Vehicle	07	4,278	78	4,200	5384.3%
Restricted	21,610,004	3,601,681 18,441,457	910,492 8,119,318	2,881,369 9,557,387	-1,970,877 -1,438,069	Contractual Services	08	655,804	385,881	269,923	69.9%
Total Expenses	96,569,601	18,441,457	8,119,318	9,007,887	-1,438,069	Supplies	09	758,156	665,821	92,335	13.9%
						Replacement Equipment	10	. 0	0	. 0	0.0%
	Buden AND	Mouthly Budget			Net Chapre	New Equipment	11	71.225	294	70.931	24126.2%
	Desgrixa	AV25	AV25	AY24		Scholarships and Fellowships	12	341,558	2.271.977	-1.930.419	-85.0%
Net Surplus	_		14,563,539	9,546,912	5,016,627	Fixed Expenses	13	725.684		57.501	8.6%
									668,183		
Year-over-Year (YoY) Revenue Compariso						Deferred Maintenance	14	0	731,358	-731,358	-100.0%
Revenue Source:		Mouthly Budget AV25	AY25	AY24	Net Change	Total Expenses AY25		8,119,318	9,557,387	-1,438,069	-15.0%
Unrestricted Revenues Roard of Polimeters - Unrestricted	64,899,547 600,000	14,839,777	19,317,981	17,785,198	1,592,684						
Board of Estimates - Unrestricted Receivers Revenue	931,232		312.096	281.220	70,577						
Consolidated Fees	1,050,559	175,093	511,275	447,300	63,975						
Credit Tration	9,251,716		5,005,253	3,710,290	1,294,963						
Conid Relief Funds Facilities Capital Fees	109.971		45.782	40.643	0						
Pacifica Capital Page	114 604	85.767									
Non-Credit Fee Revenue	420,610		218,508	185.179	5,137 33,129	Current Expenses by Division					
Non-Crafts Training			255,990	185,379 134,406	33,129 121,524	Current Expenses by Division	P. J.				D
	750,000	125,000	255,990 309,940	185,379 134,406 147,210	33,129 121,524 162,730	Current Expenses by Division Division	Budget	AY25	AY24	Net Change	Percentage
Other Fee Revenue	750,000	125,000	255,990	185,379 134,406 147,210 1,285	33,129 121,524 162,730 5,113	Division	AY25				Change
Other Fee Reverse Other Reverse Parking and Transportation	0 0 34,719	125,000 0 0 5,787	255,990 309,940 6,396 7,062 2,333	185,379 134,406 147,210	33,129 121,534 162,790 5,113 4,788 -592			AY25 2,709,830	AY24 2,606,672	Net Change 103,158	Change 4.0%
Other Fee Revenue Other Revenue Parking and Transportation Real Estate Leave Income	0 0 34,719 1,549,900	125,000 0 0 5,787 261,651	255,990 309,940 6,398 7,082 2,333 65,608	185,379 134,406 147,210 1,285 2,295 2,925 0	33,129 121,534 162,790 5,113 4,788 -392 65,608	Division	AY25				Change
Other Fee Revenue Other Revenue Parking and Transportation Real Estate Leave Income Registration Fee	0 34,719 1,569,908 299,997	125,000 0 0 5,787 261,651 40,000	251,990 309,940 6,398 7,062 2,333 61,608 123,422	185,379 134,466 147,210 1,285 2,295 2,925 0 96,252	33,129 121,524 162,730 5,113 4,785 -592 65,606 27,170	Division Academic Affairs Administration & Finance	AY25 21,378,054 17,256,053	2,709,830	2,606,672	103,158	Change 4.0%
Other Fee Revenue Other Revenue Parking and Transportation Real Estate Leave Income	0 0 34,719 1,549,900	125,000 0 0 5,787 261,651 49,999 12,070,056	255,990 309,940 6,398 7,082 2,333 65,608	185,379 134,406 147,210 1,285 2,295 2,925 0	33,129 121,534 162,790 5,113 4,788 -392 65,608	Division Academic Affairs Administration & Finance Advancement & Strategic	AY25 21,378,054	2,709,830	2,606,672	103,158 -605,347	Change 4.0% -22.5%
Other Fee Revenue Other Revenue Parking and Transportation Radi State Leave Recome Radiotration Fee Onto Appropriation Technology Fee Town Recomal Income	0 34,719 1,569,908 299,997 48,280,224 700,000 131,692	125,000 0 0 5,787 261,671 49,999 12,070,056 116,667 21,849	255,930 309,940 6,398 7,082 2,333 65,608 123,422 12,070,056 340,850 0	185,379 134,406 147,210 1,285 2,295 2,925 0 96,252 12,456,178 272,540	33,129 121,534 162,730 5,113 4,788 -592 65,666 27,170 -386,122 68,310 0	Division Academic Affairs Administration & Finance Advancement & Strategic Partners	AY25 21,378,054 17,256,053 1,512,726	2,709,830 2,089,020 123,476	2,606,672 2,694,368 121,350	103,158 -605,347 2,126	Change 4.0% -22.5% 1.8%
Other Fee Revenue Other Revenue Parking and Transportation Rad States Lane Stooms Radiotrees Lane Stooms Radiotrees State Appropriation Feebookings Fees Town Ratent Stooms Transcripts	0 34,779 1,569,908 299,997 48,280,224 700,000 131,002 39,004	125,000 0 5,787 261,651 49,999 12,070,056 116,667 21,849 6,514	255,930 309,940 6,398 7,082 2,333 65,606 123,422 12,070,056 340,850 6,129	185,379 134,406 147,210 1,285 2,293 2,925 0 96,252 12,456,178 272,540 0 1,740	33,129 121,134 162,730 5,113 4,788 -392 65,606 27,170 -386,112 68,310 0	Division Academic Affairs Administration & Finance Advancement & Strategic	AY25 21,378,054 17,256,053	2,709,830 2,089,020	2,606,672 2,694,368	103,158 -605,347	Change 4.0% -22.5% 1.8% -66.7%
Other Few Reviews Other Few Reviews Parking and Transportation Raid Transportation Raid Transportation Raid Transportation Raid Transportation Technology Few Towns Rainfallmone Transportation Vanding Machine Commission White Cause Agreement	0 34,719 1,549,908 299,997 48,280,234 700,000 131,092 39,084 0 210,833	125,000 0 0,0 5,787 261,651 49,999 12,070,056 116,667 21,849 6,514 0 0 35,139	275,930 309,940 6,996 7,062 2,333 65,606 123,422 12,070,056 340,830 0 6,129 3,479 0	183,379 134,406 147,210 1,285 2,295 0 96,232 12,456,178 272,540 1,570 1,570	33,129 121,134 162,730 5,113 4,788 -392 65,606 27,170 -386,122 68,310 0 389 1,847	Division Academic Affairs Administration & Finance Advancement & Strategic Partners	AY25 21,378,054 17,256,053 1,512,726	2,709,830 2,089,020 123,476	2,606,672 2,694,368 121,350	103,158 -605,347 2,126	Change 4.0% -22.5% 1.8%
Char Fee Berman Char Feerman Pathing and Transportation Rad Brast Leave Become Radjoration Fee Son Appropriation Technology Fees Towns Rand Become Transcript Vanding Machine Commission WING Auer Agreement Restricted Revenues	0 0 34,719 1,549,908 299,999 48,280,224 700,000 131,692 95,084 210,833 22,830,684	125,000 0 5,787 261,651 49,999 12,070,056 116,667 21,840 6,514 0 35,139 3,691,681	251,930 309,940 6,398 7,062 2,333 61,605 123,422 12,070,056 340,830 6,129 3,479 0 3,364,876	185,379 134,466 147,210 1,285 2,995 2,925 0 96,272 12,456,178 272,540 0 1,574 1,652 0	33.129 121.524 162.730 5.113 4.788 -392 65.606 27.170 -386.122 68.330 0 389 1.847 0 2.845.874	Division Academic Affairs Administration & Finance Advancement & Strategic Partners College Wide	AY25 21,378,054 17,256,053 1,512,726 7,531,891 4,800,389	2,709,830 2,089,020 123,476 -58,447 827,241	2,606,672 2,694,368 121,350 -175,622 474,593	103,158 -605,347 2,126 117,176	Change 4.0% -22.5% 1.8% -66.7%
Char Fee Servense Char Feerman Parking and Transportation Radi Binsts Leave Boomes Radighterion Fee Eren Appropriation Technology Fees Tower Facel Become Transcope Management Transcope WIND: Augus Appropriate Restricted Revenues Delivers Mandridgenses Delivers Mandridgenses Delivers Mandridgenses Delivers Mandridgenses Delivers Mandridgenses	0 34,719 1,549,908 299,997 48,280,234 700,000 131,092 39,084 0 210,833	125,000 0 1,787 261,651 49,999 12,070,036 116,667 21,949 6,314 0 35,139 3,691,681 0	275,930 309,940 6,996 7,062 2,333 65,606 123,422 12,070,056 340,830 0 6,129 3,479 0	183,379 134,406 147,210 1,285 2,295 0 96,232 12,456,178 272,540 1,570 1,570	33,129 121,134 162,730 5,113 4,788 -392 65,606 27,170 -386,122 68,310 0 389 1,847	Division Academic Affairs Administration & Finance Advancement & Strategic Partners College Wide Information Technology Institutional Research &	AY25 21,378,054 17,256,053 1,512,726 7,531,891	2,709,830 2,089,020 123,476 -58,447	2,606,672 2,694,368 121,350 -175,622	103,158 -605,347 2,126 117,176 352,648	Change 4.0% -22.5% 1.8% -66.7% 74.3%
Other Na Energian Other National Other Reviews Pricking and Transportation Rand Errors Leave Income Randprission Fas Sens Appropriation Technology Fees Twome Rands Income Transportation	0 0 34-719 1.549,960 299,995 48,200,224 700,000 131,092 19,084 0 210,833 21,630,684 0 0 14,266,706	125,000 0 1,787 261,651 49,999 12,070,056 116,667 21,340 6,514 0 351,359 3,691,681 0 0 2,377,785	255,930 309,940 4,398 7,062 2,333 65,606 123,422 12,070,056 340,530 6,139 3,479 0 3,344,876 0 0 2,139,230	185,379 134,606 147,210 1,285 2,295 2,995 2,995 2,925 0 96,272 12,456,178 272,540 0 1,319,602 0 0 393,113	33.139 121.504 182.730 3.111 4.788 -592 55.606 27.170 386.122 68.310 0 389 1.847 0 2,045.814	Division Academic Affairs Administration & Finance Advancement & Strategic Partners College Wide Information Technology Institutional Research & Strategic Froorities	AY25 21,378,054 17,256,053 1,512,726 7,531,891 4,800,389 874,023	2,709,830 2,089,020 123,476 -58,447 827,241 102,692	2,606,672 2,694,368 121,350 -175,622 474,593 115,371	103,158 -605,347 2,126 117,176 352,648 -12,679	4.0% -22.5% 1.8% -66.7% 74.3%
Other New Enrose Other New Enrose Other Revenue Praking and Transportation Real Entire Learn Brooms Registration Far Sime Appropriation Transcripts Vision Stransportation Vision Stransportation Vision Stransport Vision Stranspor	0 0 34.719 1.569.560 299.597 48,280.224 700,000 131,092 39,084 210,833 21,839.684 0 14,266,700 117,800	125,000 0 5,727 261,671 49,999 12,070,056 116,667 21,840 6,514 0 0 3,139 3,691,681 0 0 2,377,785 19,653	255,990 309,940 6,398 7,062 2,333 65,606 123,422 12,070,056 340,630 0 6,129 0 3,344,876 0 0 2,139,230 0	183,379 134,406 147,210 1,285 2,297 2,925 0,0 96,232 12,456,178 272,2540 0,1,552 0,0 1,319,002 0,0 198,111 0,0 198,111	33.139 121.504 182.730 5.113 4.788 -592 65.606 27.170 -386.122 68.310 0 389 1.847 0 0 2.445.874	Division Academic Affairs Administration & Finance Advancement & Strategic Partners College Wide Information Technology Institutional Research &	AY25 21,378,054 17,256,053 1,512,726 7,531,891 4,800,389	2,709,830 2,089,020 123,476 -58,447 827,241	2,606,672 2,694,368 121,350 -175,622 474,593	103,158 -605,347 2,126 117,176 352,648 -12,679 5,816	Change 4.0% -22.5% 1.8% -66.7% 74.3% -11.0% 2.8%
Other Na Energian Other National Other Reviews Pricking and Transportation Rand Errors Leave Income Randprission Fas Sens Appropriation Technology Fees Twome Rands Income Transportation	0 0 34-719 1.549,960 299,995 48,200,224 700,000 131,092 19,084 0 210,833 21,630,684 0 0 14,266,706	125,000 0 0 3,787 261,651 49,999 12,070,056 116,667 21,249 6,514 0 35,139 3,691,681 0 0 0 2,377,785 19,653	255,930 309,940 4,398 7,062 2,333 65,606 123,422 12,070,056 340,530 6,139 3,479 0 3,344,876 0 0 2,139,230	185,379 134,606 147,210 1,285 2,295 2,995 2,995 2,925 0 96,272 12,456,178 272,540 0 1,319,602 0 0 393,113	33.139 121.504 182.730 3.111 4.788 -592 55.606 27.170 386.122 68.310 0 389 1.847 0 2,045.814	Division Academic Affairs Administration & Finance Advancement & Strategic Partners College Wide Information Technology Institutional Research & Strategic Froorities	AY25 21,378,054 17,256,053 1,512,726 7,531,891 4,800,389 874,023	2,709,830 2,089,020 123,476 -58,447 827,241 102,692	2,606,672 2,694,368 121,350 -175,622 474,593 115,371	103,158 -605,347 2,126 117,176 352,648 -12,679	4.0% -22.5% 1.8% -66.7% 74.3%
Char Few Zeroms Char Few Zeroms Packing and Transportation Packing and Transportation Registration Transportation Packing Transportation Packing Two Internation Transportation Transporta	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	125,000 0 0 3,787 261,651 49,999 12,070,056 116,667 21,289 6,514 0 35,139 3,61,651 0 0 2,377,785 19,653 0 82,728	255,930 309,940 6,998 7,062 2,333 65,606 123,422 12,070,056 340,850 0 6,129 3,477 0 0 2,139,230	185379 134406 147210 1.285 2.393 2.923 9.5231 12456178 272.540 1.532 0 1.319.002 0 593.113 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	33,119 121,139 1467,730 1467,730 147,818 1-788 1	Division Academic Affairs Administration & Finance Advancement & Strategic Partners College Wide Information Technology Institutional Research & Strategic Priorities President's Office (Executive)	AY25 21,378,054 17,256,053 1,512,726 7,531,891 4,800,389 874,023 1,443,433	2,709,830 2,089,020 123,476 -58,447 827,241 102,692 216,311	2,606,672 2,694,368 121,350 -175,622 474,593 115,371 210,495	103,158 -605,347 2,126 117,176 352,648 -12,679 5,816	Change 4.0% -22.5% 1.8% -66.7% 74.3% -11.0% 2.8%
Other Factors Codes Factors Parking and Transportation Real Elizar Leave Income Real Elizar Leave Income Sense Appropriation Technology Pew Trown Reard Income Transcript Transc	34.739 1.149.900 299.991 49.200.200 39.004 39.004 200.335 21.458.64700 117.000 117.000 117.000 117.000 117.000 117.000 117.000	125,000 0 3.787 261,651 90,999 12070,056 116,667 21,949 6,514 0 35,139 3,691,651 0 0 2,377,785 19,653 0 0 82,787 0 943,977	255,930 369,940 4,398 7,082 2,333 65,606 340,530 6,129 3,449 0 0 0 2,139,230 0 0 0 0 0 0 0 0 0 952,139 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	163,379 134,062 147,210 1,265 2,293 2,923 2,923 2,923 2,945,178 2,725,540 0,5740 1,652 0,00 0,00 1,319,002 0,00 0,00 0,00 0,00 0,00 0,00 0,00	33.129 121.534 162.730 1.133 4.738 4.738 4.738 1.7179 356.122 68.310 0 339 1.847 0 0 2.845.874 0 0 1.546.117 0 0 724.278	Division Academic Affair: Administration & Finance Advancement & Spatiegic Partness College Wide Information Technology Intrinstional Research & Strategic Priorities Presidents Office (Executive) Student Affairs WBJC	AY25 21,378,054 17,256,053 1,512,726 7,531,891 4,800,389 874,023 1,443,433 18,406,740 2,075,968	2,709,830 2,089,020 123,476 -58,447 827,241 102,692 216,311 1,255,194 133,612	2,606,672 2,694,368 121,350 -175,622 474,593 115,371 210,495 2,606,256 150,075	103,158 -605,347 2,126 117,176 352,648 -12,679 5,816 -1,351,062 -16,464	Change 4.0% -22.5% 1.8% -66.7% 74.3% -11.0% -51.8% -11.0%
Char For Exercise Char Exercise Policing and Transportation Policing and Transportation Explanation for the boston Explanation for the boston Explanation for the boston Explanation for the boston Transcript Vanding Machine Consultation Transcript Transc	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	125,000 0 3.787 261,671 4,999 12,070,056 12,1249 6,534 0,31,399 3,691,681 12,377,53 19,653 0,343,975	255,930 309,940 6,998 7,062 2,333 65,606 123,422 12,070,056 340,850 0 6,129 3,477 0 0 2,139,230	185379 134406 147210 1.285 2.393 2.923 9.5231 12456178 272.540 1.532 0 1.319.002 0 593.113 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	33,119 121,139 1467,730 1467,730 147,818 1-788 1	Division Academic Affairs Administration & Finance Advancement & Strategic Partners College Wide Information Technology Institutional Research & Strategic Priorities President's Office (Executive) Student Affairs	AY25 21,378,054 17,256,053 1,512,726 7,531,891 4,800,389 874,023 1,443,433 18,406,740	2,709,830 2,089,020 123,476 -58,447 827,241 102,692 216,311 1,255,194	2,606,672 2,694,368 121,350 -175,622 474,593 115,371 210,495 2,606,256	103,158 -605,347 2,126 117,176 352,648 -12,679 5,816 -1,351,062	Change 4.0% -22.5% 1.8% -66.7% 74.3% -11.0% -2.8% -51.8%

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 that 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.

Mana E. Rounguez, 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 Roche

Dr. Sylvia Rochester Shawnette Shearin Karen King-Sheridan Ja Hon Vance Eileen Waitsman

Natasha Williams Dr. Charles N. Wilson