

BOARD OF TRUSTEES  
BALTIMORE CITY COMMUNITY COLLEGE

**Open Session Minutes** | 4:00pm June 21, 2023 (Virtual Zoom Meeting)

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**Board Members Present:** Chairman Kurt L. Schmoke, Mr. John C. Weiss, Dr. Rachel Pfeifer, Ms. Lelia Parker.

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

**Board Members Absent:** Mr. John K. Goeken, Dr. Leonor Blum

- I. Call to Order Mr. Kurt L. Schmoke, *Chair*
- a. Adoption of Agenda
- i. Approval of the June 21, 2023 Agenda

Chairman Schmoke called the meeting to order at 4:03pm on the 21<sup>st</sup> of June, 2023. The Agenda was unanimously approved upon a motion by Trustee Weiss, seconded by Trustee Pfeifer.

- II. Board Actions/Consent Agenda Mr. Kurt L. Schmoke, *Chair*
- a. May 17, 2023 Open Session Meeting Minutes
- b. May 17, 2023 Closed Session Meeting Summary
- c. June 15, 2023 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 d. Trustee Pfeifer moved to adopt the motion and Trustee Weiss seconded it. There were no objections, and the Consent Agenda was adopted.

Chairman Schmoke approved AFSCME's President, Ms. Nena Kutniewski to briefly present comments to the Board.

Ms. Kutniewski gave greetings and provided a summary about BCCC. She stated the following:

- Per our labor management committee meetings, a tele-work policy will be created. We are requesting a special board meeting for the review of this policy.
- We look forward to resuming our meetings with President McCurdy.
- We look forward to the release of organizational charts that previously were shown on the College website. Management has added senior level positions and HR and Payroll leadership is new.
- The College now must also fill skill service positions and bargaining positions, admissions, call center, and recruiters.
- More communication and collaboration are needed between Faculty and Administration.

Chairman Schmoke asked Ms. Kutniewski to comply, in the future, with the Guidelines that state all speakers must be visible on video. She said that it is a College technology issue that her camera had not been turned on. It was indicated that this would be changed.

Chairman Schmoke introduced the President of the Faculty Senate, Dr. Katana Hall to give comments.

Dr. Hall offered greetings and announced that she is offering an individual response and on some points, she is speaking on behalf of the Faculty Senate. She indicated that the College was challenged historically – we need leadership who are change agents and not just a leader. Change agents are catalysts for flexibility, priority, accountability, and responsibility. Dr. Hall indicated some achievements that have occurred under the current President:

- o Higher spending limits.
- o ERP system is being implemented.
- o Cleaner, healthier work environment.
- o Equipment improvements – a generous, serious approach to the realignment task.
- o The hiring of appropriate people to fill leadership positions – Academic Affairs specifically and faculty commends the work.

She stated that the President and she have had meetings that enabled all stakeholders to speak. Graduation ceremony is much improved. She is prouder today of our campus and events. In the past Faculty have been concerned about enrollment, retention and admissions and access to bookstore materials, but are now seeing that the College is continuing to move through the process of change and hiring key people who are front facing with students. Shared Governance is happening, and faculty can now talk about the problems BCCC students face. This is the first President in 20 years to sit with students.

Dr. Hall further stated that faculty are returning to campus in the summer to participate in the Middle States working groups and are pleased to be involved. Faculty feel they are represented and there are signs of mutual respect and honesty. In over 20 years, she has not seen a President work harder or smarter. This President is trustworthy and authentic in putting students first “which means all of us are first.”

Chairman Schmoke assured Ms. Kutniewski and Dr. Hall that the Board hears and is giving attention to the matters brought before them.

- III. Items Removed from the Agenda  
a. None

Mr. Kurt L. Schmoke, *Chair*

- IV. Presentations

- a. ERP Update

Mr. Kurt L. Schmoke, *Chair*  
Dr. Debra McCurdy, *President*  
Mr. Michael Rading, *CIO*

Dr. McCurdy stated that the ERP Update will be given by Mr. Peter Farrell. Mr. Farrell shared his screen to give the update report. There is a project status assigned by the state’s department of information technology (DoIT) and 5 of the 6 criteria are green with the Cost Measure being yellow. The Board of Public Works will address project modifications next month, and the College is expected to be green on all measures after that. The College’s Finance and IT departments are working with Ellucian on the Banner integration and on end-of-year procedures involving Finance and HR.

BCCC is live on all core modules and use them on a daily basis. After November 30, 2023, the College will be pursuing a longer-term management contract. IT will update the Board about that.

Chairman Schmoke asked whether DoIT would stay on as a partner. Mr. Farrell explained that they will be with us through November 30<sup>th</sup> when the core system is going to be fully live. DoIT has been meeting with us every 2 weeks and, after that date, they will shift into more of an operating oversight role, but they will continue with us for one year from the November 30<sup>th</sup> date.

b. Enrollment Update

Dr. Jade Borne, VP of Student Affairs, gave an update, focusing primarily on the Mayor's Scholars Program.

He stated: BCCC continues to have daily recruiting sessions. In May alone we touched 130 students and parents interested in the MSP. The MSP/Youthworks program runs from July 10 – Aug 11<sup>th</sup>. Approximately 140 students will be receiving payment of \$13.25 per hour to attend. Over 600 students were interested, and we are hoping to end up with approximately 300 students. There are currently two cohorts offering either 6 or 7 credits.

There was a question from Trustee Pfeiffer regarding Computer Literacy Training. She noted that at the last meeting we discussed CLT not being a requirement and asked for an update. Dr. Hill confirmed the concerns over CLT content and pass rates. She stated that we are redesigning the instructional approach around computer literacy using the MSP program to approach the delivery of that content and to realign that CLT course. There will be 12 sessions during MSP, taught by faculty that have professional development training on the latest industry standards. Dr. McCurdy stated that the choice to pilot and move forward with this class was made immediately after the last Board meeting.

Chairman Schmoke asked Dr. Borne if he had met the new Director in his dealings with the mayor's office on Youth Works. Dr. Borne has not but VP Thomas has met the new Director and shared that she was instrumental in convincing her staff to re-open a portal so that Dr. Borne could register more students.

Dr. Borne stated that we have placed approximately 1600 email communications and phone calls to get the MSP students registered. We have on-site registration twice a day and 3 MSP new student orientations are being held June 30<sup>th</sup>, July 5<sup>th</sup>, and July 6<sup>th</sup>.

We hired a new Spanish speaking recruiter: Calvin Sanchez. He was a VA recruiter and involved in Hispanic Outreach.

V. New Business (Tab 7)

Mr. Kurt L. Schmoke, *Chair*  
Dr. Debra McCurdy, *President*  
Mr. Aubrey Bascombe, *VP*  
*Finance & Administration*

a. Finance/Audit Committee Meeting June 15, 2023

- i. Procurement Policies and Procedures (**Overview**)
- ii. Procurement Awards over \$25,000 to \$99,000 (**These items were presented to the Board for informational purposes only; no Board action was required.**)
  - a. Textbooks \$25,067
  - b. Temporary Staffing (Bookstore) \$36,000  
(BCCC will be outsourcing the bookstore to Barnes & Noble)

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- c. Temporary Staffing (Finance) \$41,200
  
  - iii. Pre-Approvals - The following IT-related expenditures were presented to the Board for approval:
    - a. Microsoft 365 (Software) \$104,945  
Mr. Farrell offered that the annual renewal purchased through the Maryland Education Consortium Contract (MEEC). MS 365 runs our core infrastructure.
    - b. Learning Management System \$362,974  
Mr. Farrell stated that “Canvas” facilitates all instruction and communication between faculty and students in the online portal such as assignments and grade submissions.
    - c. HERF Funds:
      - i. Purchase of Dental Equipment \$395,306  
BCCC is doing a total overhaul of the Dental Lab, increasing the space and replacing all instrumentation. The dollar amount listed here is for equipment only, not for reconfiguring the Facility. We are currently speaking with vendors who will be providing quotes for the altering of the physical space.
      - ii. Student/Faculty CPUs \$885,666
      - iii. Student/Faculty Monitors \$373,128
      - iv. Student Laptops Carts \$133,975
      - v. Student Laptops \$153,241
      - vi. Faculty Laptops \$206,325
      - vii. Projectors for Classrooms \$218,053  
Mr. Farrell stated that we are doing a refresh since the majority of BCCC’s IT equipment is at its end of life and out of warranty. We have been identifying and prioritizing areas which impact students and instruction, specifically computers for students, faculty, and labs. We will also be refreshing and overhauling staff and administration devices that are out of warranty. The dollar amount for the projectors in the classrooms is the total for equipment and installation costs.

Upon recommendation from the Finance Committee, the Board unanimously approved all above items.

Trustee Pfeifer asked about the cycle of the refreshment of laptops. Mr. Farrell explained that they have a 3-year warranty; depending on the equipment, we will assign a refresh of between 3 and 5 years.

- iv. Approval Requests - The following Facilities-related expenditures were presented to the Board.
  - a. Entrance Sign (Go Bonds) \$99,746  
VP Thomas and Ms. Zurlage offered a brief update. The sign is completely nonfunctional and is much overdue to be replaced. This situation does not represent the college well. The design is for a replacement sign with two digital boards for messaging as opposed to our current situation of hanging banners.
  - b. Gymnasium Structural Repairs (Go Bonds) \$779,030  
VP Thomas stated that the concrete pillars attached to the building and the roof are deteriorating. This poses a serious risk to BCCC students and employees.

Upon recommendation from the Finance Committee, the Board unanimously approved the above items.

- v. Financial Monthly Performance Report Mr. Aubrey Bascombe, VP  
*Finance & Administration*

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VP Bascombe shared his screen and reviewed the Revenue first, explaining the differences year over year. He noted that federal grants account for 30% of year-to-date restricted revenues. He also stated that expenditures are at a 12.2% increase over last year and observed that additional revenues create additional expenditures.

VI. College Policies (Tab 8)

Mr. Kurt L. Schmoke, *Chair*  
Dr. Debra McCurdy, *President*  
Dr. Jade Borne, *VP Student Affairs*

a. Policy Regarding Student Religious Accommodations

Dr. Borne and Dr. Hill presented jointly. Dr. McCurdy noted that we sent this policy out to the college community for comments. Dr Hill acknowledged that we took the comments into account and made some changes to the original draft. This policy responds to a state mandate regarding the observance of faith based or religious holidays and events. Our policy covers the procedures around missing or rescheduling class time and tests. The mandate requires BCCC to post the policy on its website by July 1<sup>st</sup> with instructions on how students are to notify their faculty in advance for their accommodation. We received a question from Trustee Weiss. Do we publish these holidays to the faculty? Dr. McCurdy responded positively. It was also noted that there could be other events that are not widely published that would fall under this policy.

b. Policy Regarding Athlete Eligibility

Dr. Jade Borne, *VP Student Affairs*

Dr. Borne noted that this is already an approved policy and that we are only adding additional language to make it clear that it is the Registrar's responsibility to approve eligibility. Students need to be in compliance with the BCCC Code of Conduct as well as JCNCAA rules. We received a question from Trustee Pfeiffer – How will students find out about this new policy? Dr. Borne answered that the coaches and athletics department do on campus orientation and hand out the handbooks and policies. Dr. Borne does a Title IX workshop at the same time also.

c. Policy Regarding Mobile Phone Assignment

Mr. Michael Rading, *CIO*

Mr. Farrell stated that this is an update to our 2007 Mobile Phone Policy. BCCC is choosing to modernize this policy by splitting "Use" and "Assignment" into two separate policies. Today we are presenting the Assignment Policy which is all about determining which employees are authorized to receive a BCCC cellular device. We are currently working on the Acceptable Use Policy to be presented at a later date.

d. Policy Regarding Weapons on Campus

Mr. Michael Thomas, *VP Workforce Development*

Ms. Maria Rodriguez and VP Thomas worked together to update this policy. VP Thomas stated that we wanted to clarify for the college community our policy and to try to avoid the confusion that could result from our total ban being in conflict with the new laws. Ms. Rodriguez stated that we are continuing with our weapons ban on campus, which will apply to all campus property and all persons, except for police officers. We received one comment regarding our BCCC security force and took that into consideration. Chairman Schmoke questioned the situation surrounding students who themselves may be police officers. VP Thomas answered that they are allowed to carry on campus if they are current officers of the law. Chairman Schmoke asked if these student police officers must identify themselves to Public Safety and VP Thomas stated that they did not. Chairman Schmoke commented that from his personal experience this is a tough policy to enforce.

Chairman Schmoke posed another question asking if we have a drug policy addressing the new legalization of

cannabis. Ms. Rodriguez stated that BCCC does not have to alter the current policy since cannabis is still illegal per federal law and therefore the College will continue to prohibit its use on campus property.

e. Guidelines on Public Comment at Board Meetings

Ms. Maria Rodriguez, *General Council*

Ms. Rodriguez discussed this series of guidelines pertaining to individuals who request to address the Board of Trustees during a meeting.

- Individuals must first make a request of the President at least 48 hours prior to the Board meeting and the Chairman will make the final decision.
- There will be no debating with this individual.
- The commenter will have 3 minutes maximum to speak.
- The commenter must appear on camera during their 3 minutes.
- The commenter will not address personnel matters or reference individuals.

Upon a seconded motion, the Board unanimously approved the policies presented.

VII. President's Report

Mr. Kurt L. Schmoke, *Chair*  
Dr. Debra McCurdy, *President*

Dr. McCurdy shared the report on screen.

- Mission, Vision, and Core Values are helpful for Middle States. We need to keep pushing the agenda for a "student first" environment. If we put students first, then we will be first as well.
- Faculty and staff salary increases – 2% cost of living July 1<sup>st</sup> for all eligible staff. It will start in August when the new contract goes into effect then there will be a 2.5% merit increase. Merit increase timeframe is according to state hiring date.
- HERF dollars will be used to provide free tuition and books during summer 2023. We will continue to try to find the funds to financially assist the students.
- The President's Forum was in May where we had 5 days of interface between Cabinet, faculty, and staff. During these meetings we were building on collaboration and prioritizing opportunities for our students.
- We continue to invite state agencies to meet with us. We will be discussing capital needs and opportunities.
- This summer we might need a special session with the Board of Trustees to discuss Finances.
- Review of the cultural and ceremonial events that will be scheduled.
- We need branding and website updates.
- Dining services will be assessed and plans initiated for a central copy center.
- The college bookstore will be Barnes and Noble starting this Fall.
- Academic Affairs has a new Operational Calendar, and they are filling faculty vacancies.
- Information Technology – We are seeking approval for needed contract modifications. IT is refreshing classrooms and labs. The College now has a secure IT Platform and works closely with DoIT.
- Student Affairs – Degree Works is going live in the spring, and we are bringing back Women's Sports.
- Finance – The transition from HP Lan to Banner is slow but we are progressing. We are improving employee onboarding and the timely processing of student refunds. We are updating the payroll process and the time entry system.
- Middle States Reaccreditation – We met the Team Chair, and he will be returning to meet with us in the fall. He is a college President from New York. We have no set date yet for the spring visit. Dr Hill will be the ALO for BCCC and VP Burrell and co-chairs will share responsibility. Dr. McCurdy is pleased with the amount of work initiated and that has continued throughout the realignment.
- Going forward all policies must have regular review periods.

Dr. McCurdy discussed deferred maintenance projects like the dental hygiene lab and the flood damage to the IT area. IT has moved about since the damage to their area and we have identified a location to renovate for them. This summer we can speak with the Finance Committee regarding Capital and deferred maintenance.

Chairman Schmoke asked if we were on target with the Bard Building. VP Thomas stated that we are on track and expecting BPW to award a contract on August 2<sup>nd</sup>. In September, we will have kickoff and we are hoping to be done 8 months from issuance of the notice to proceed, which would be September 2024. Chairman Schmoke asked what “final completion” entails. VP Thomas answered that once the green space is open, that is completion. Chairman Schmoke stated that he is still getting questions regarding plans for the future of that green space, but he agrees that the green space is the right move for now. Dr. McCurdy acknowledged that we are looking at additional and expanded options. When the funds were awarded, it was for demolition and modest green space. While some discussion has taken place about a park space, that was not a part of the vision. We will be good neighbors and stewards. In the proposal, it was stated that the property would be “green space.” We will consider other ideas, but we are attempting to maintain the initial thinking.

Dr. McCurdy asked for a loop road and entry stairs update. VP Thomas stated that they are finally done with pile drivers that make the temporary dirt road ready to be roughed in. In consultation with DGS, the completion of loop road is imminent. The steps were completed a few weeks ago but not up to code therefore another inspection is needed. Dr. McCurdy indicated that DGS is solely responsible for this, so we rely on them to get the message out.

VIII. Active Search Listing

Mr. Kurt L. Schmoke, *Chair*  
Dr. Debra McCurdy, *President*

Chairman Schmoke read a closing statement as follows:

*Pursuant to the General Provisions Article, Sections 3-305(b) (1), (7), (8), and (9) the meeting will now be closed so that the Board can discuss the following items:*

- *The on boarding, separation and discipline of specific employees;*
- *Consultation with counsel to obtain legal advice;*
- *Pending litigation and administrative complaints; and*
- *Matters related to collective bargaining.*

IX. Motion for Adjournment

Mr. Kurt L. Schmoke, *Chair*

Upon a motion to adjourn and move into closed session made by Trustee Weiss and seconded by Trustee Parker, the Board voted unanimously to adjourn at 5:40 PM. The Closed Session was scheduled to reconvene at 5:45 PM.

Respectfully submitted.

Debra L. McCurdy, PhD  
President

Next Board Meeting: 09/20/23

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Attendance/Participants:

Kurt Schmoke  
Peter Farrell  
Dr. Jacqueline Hill  
Michael D. Thomas  
Lyllis M. Green  
Maria E. Rodriguez  
President McCurdy  
Gussener Augustus  
Katherine Zurlage  
Lelia Parker  
Dr. Jade Borne  
Aubrey Bascombe  
Anna Lansaw  
Kristin McFarlane  
J.C. Weiss  
Rachel Pfeifer

Other Non-College Attendees:  
Kelly Norton - DLS

BCCC Faculty/Staff Attendees:

Valerie Grays  
Carol Taylor  
Jason Quick  
Dr. Sylvia Rochester  
Cynthia Wilson  
Theresa Tunstall  
Latonia Moss  
Bryan Miller  
Carole Quine  
Dr. Charles N. Wilson  
Dr. Nicole L. Deutsch  
Keenan E. Jones  
Angelique Cook-Hayes  
Kathryn Singleton  
Dr. Katana L. Hall  
Mr. D. FitzGerald Smith  
Eileen Hawkins  
Servio Mariano  
Dr. Charice Hayes  
Dr. Edna Street-Jones  
Ebony McFadden  
Christina Carter  
Leslie Jackson  
Dr. Denise Holland  
Chuck Marquette  
Autumn Wallace  
Courtney B. Ross

Jeffrey Grell  
Amy Belt  
Eileen Waitsman  
Mariam Yahaya  
Dr. Naesea Price  
Cherrylynn Williams  
Elizabeth Massanopoli  
Michael Berends  
Natasha Williams  
Rebecca Johns-Hackett  
Karen King-Sheridan  
Aquila Evans  
Laura Pope  
Sara Hinze  
Thomas Phenix  
Gabi Czerwinska  
Chris Jordan  
Patricia Thomas  
Cassandra Wilks  
Stanley Cavouras  
Professor Jà Hon Vance  
Dorothy Byam  
Nena Kutniewski  
Noah Grant  
Robin Erhardt  
Saleemah Franklin  
Becky Burrell





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

Closed Session Summary | June 21, 2023 (Virtual Zoom Meeting)

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**Board Members Present:** Chairman Kurt L. Schmoke, Esq.; Ms. Lelia F. Parker, Esq; Dr. Rachel Pfeifer; and Mr. J.C. Weiss III.

**Also Present:** Dr. Debra L. McCurdy; Ms. Maria E. Rodriguez, Esq.; and Ms. Kristin McFarlane, Esq.

Chairman Schmoke brought the closed session meeting to order at 5:45 PM.

Upon a motion by Mr. Weiss, seconded by Dr. Pfeifer, the Trustees unanimously approved the consent agenda and the attached closed session materials.

The Board discussed specific personnel issues, legal questions, and matters related to collective bargaining.

The closed session was adjourned at 6:03 PM upon unanimous consent, after a motion to adjourn made by Mr. Weiss.

Respectfully submitted,

Debra L. McCurdy

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

Special Meeting Agenda | 8:00 AM September 1, 2023 (Virtual Zoom Meeting)

Meeting Link: <https://bccc->

[edu.zoom.us/j/96885011566?pwd=VUNXeTR5aGs1b2ZtUWFVZjdIbzlCdz09](https://bccc-edu.zoom.us/j/96885011566?pwd=VUNXeTR5aGs1b2ZtUWFVZjdIbzlCdz09)

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**Board Members Present:** Chair Kurt L. Schmoke and Mr. J.C. Weiss

**Also Present:** President Debra McCurdy, VP Aubrey Bascombe, VP Michael Thomas, CIO Michael Radding, VP Becky Burrell, VP Jade Borne, Executive Director Anna Lansaw, and AVP Katherine Zurlage

**I. Call to Order (Vote)**

Chair Schmoke called the meeting to order to begin the meeting. The meeting of the Finance Meeting began at 8:10 am.

**II. Procurement Policies and Procedures (Overview)**

There was no discussion about the Procurement Policies and Procedures.

**III. Approval Requests (Vote)**

a. Nursing Cooling Towers (\$156,246)

VP Michael Thomas outlined the background of the project and the reasons for the need for the replacement of the cooling towers. He included information that the College is currently renting a cooling generator (\$10,000 monthly) until the cooling towers are replaced.

Chair Schmoke moved to approve the Nursing Cooling Towers, and Trustee Weiss seconded it. There were no objections, and the contract was approved.

b. Construction of Guard Booth (\$237,000)

VP Michael Thomas reported that this contract was for the demolitions and rebuilding of the guard booth that sits in front entrance of the main campus. This will bring the security kiosk to industry standards.

Ms. Anna Lansaw, Executive Director of Procurement and Auxiliary Services, outlined although this was single bid recommendation, this College will receive credit for awarding to MBE Prime and achieve 100% participation. This contract, due to the funding source will be presented to the Board of Public Works for approval.

Chair Schmoke moved to approve the recommendation for award, and Trustee Weiss seconded it. There were no objections, and the contract was approved.

c. Consulting Services for Strategic Plan (\$107,00)

Ms. Anna Lansaw, Executive Director of Procurement and Auxiliaries, explained the contract presented is for the Finance Committee to ratify as the contract was awarded under the President's delegated authority. Under the Procurement Method of Unusual and Compelling Circumstances, this was necessary due to its urgency and the need.

VP Becky Burrell expanded on the explanation of the contract and outlined the components of the strategic plan including creation, development, and implementation of the plan for the College. The new strategic plan will be presented to the Board of Trustees for final approval before the implementation across the College.

Chair Schmoke motioned to approve the contract; Trustee Weiss seconded it. There were no objections, and the contract was ratified.

d. 2023 Cultural Diversity Report with Chairman Certification and Appendixes

VP Jade Borne summarized the report to the Finance Committee and provided detailed explanation of the report and its requirements. Before submitting, the report needs to be signed by the Board Chair.

Chair Schmoke motioned to accept the report as written; Trustee Weiss seconded it. There were objections, and the report was approved.

**IV. Motion for Adjournment (Vote)**

Chair Schmoke motioned for the adjournment of the Special Meeting of the Finance Committee; Trustee Weiss seconded. The meeting adjourned at 8: 43am.