

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

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

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**Board Members Present:** Chairman Kurt L. Schmoke, Ms. Leonor Blum, Ms. MacKenzie Garvin, Dr. Rachel Pfeifer, Dr. Roger Ward, Mr. John C. Weiss, Ms. Lelia Parker, and Ms. Tanya Terrell

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

I. Call to Order

Chairman Schmoke called the meeting to order at 4:04pm on March 20 21, 2024. The Agenda was unanimously approved upon a motion by Trustee Weiss, seconded by Trustee Blum.

II. Board Actions/Consent Agenda

- a. February 21, 2024 Open Session Meeting Minutes (Tab 2)
- b. February 21, 2024 Closed Session Meeting Summary (Tab 2)
- c. March 11, 2024 Special Meeting Minutes (Tab 2)
- d. March 14, 2024 Finance/Audit Committee Meeting Minutes (Tab 2)
- e. Student Government Association (Tab 3)

Chairman Schmoke asked for a motion to approve the Consent Agenda items a through e. Trustee Weiss made the motion; seconded by Trustee Pfeifer. The Agenda was unanimously approved.

III. Items Removed from the Agenda (Tab 6)

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

IV. New Business (Tab 7)

- a. Finance/Audit Committee Meeting March 14, 2024
  - i. Procurement Polices & Procedures
  - ii. Procurement Exceeding \$25,000 to \$99,999.
    - a. Motorola Radios (Motorola) \$79,420.55
    - b. Elevator Wraps – Advertising (Vector Media) \$53,250.00
    - c. IMAC Computers (Applied Technology Services) \$36,839.00
  - iii. Pre-Approval Procurement (s) exceeding \$100,000.

a. Juniper Renewal - 2 Year Renewal (CDW)

\$151,455.92

VP Bascombe presented the financial report for the College, highlighting the Juniper Contract Renewal. He provided an overview of the IT Software, noting that the College is requesting pre-approval to enter into an agreement with the above-referenced contractor to provide continuous hardware maintenance support for IT servers. The contract is being requested for a two-year term and is being procured through the Maryland Educational Enterprise Consortium, an intergovernmental cooperative purchasing agreement. In accordance with procurement policies and procedures, the College is exempt from a formal procurement process when procuring through intergovernmental contracts or like-business agreements.

Chairman Schmoke called for a motion to approve. Trustee Blum made the motion; seconded by Dr. Pfeifer. The motion was unanimously approved for the Juniper 2 Year Renewal.

iv. Financial Monthly Performance Report

Total Revenue by Appropriated Fund

Actuals

FY24	Revenue Fund	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change	Percentage Change
	General (Unrestricted)	62,689,753	8,955,679	48,886,170	38,105,893	10,780,277	28.3%
	Restricted	25,610,084	3,658,583	20,295,793	14,193,657	6,102,136	43.0%
	<b>Total Revenue FY24</b>	<b>88,299,837</b>	<b>12,614,262</b>	<b>69,181,963</b>	<b>52,299,550</b>	<b>16,882,413</b>	<b>32.3%</b>

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change	Percentage Change
General (Unrestricted)	62,689,753	8,955,679	35,078,361	28,659,342	6,419,019	22.4%
Restricted	25,610,084	3,658,583	17,063,131	5,787,861	11,275,270	194.8%
<b>Total Expenses</b>	<b>88,299,837</b>	<b>12,614,262</b>	<b>52,141,492</b>	<b>34,447,204</b>	<b>17,694,288</b>	<b>51.4%</b>

	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change	Percentage Change
Net Surplus	0	0	17,040,471	17,852,346	-811,876	-4.5%

VP Bascombe provided the financial report for the College; specifically highlighting the revenues and expenditures for the College.

V. College Policies (Tab 8)

Gussener Augustus, <i>VP Advancement</i>	<b>Social media</b>
Aubrey Bascombe, <i>VP Finance &amp; Administration</i>	<b>Attendance and Academic Regalia</b> <b>Non-Discrimination</b> <b>Professional Development</b> <b>Reasonable Accommodations</b> <b>Withdrawal of Funds from Bank Accounts</b>
Lyllis Green, <i>Internal Auditor</i>	<b>Internal Audit</b> <b>Key Employee Transition Review</b>
Dr. Jaqueline Hill, <i>VP Academic Affairs</i>	<b>Academic Freedom</b> <b>Academic Renewal (Amnesty)</b> <b>Access to Library Services</b> <b>Adjunct Professional Development</b> <b>Artificial Intelligence</b> <b>Computer Literacy</b> <b>Credit Hour Definition</b> <b>Emeritus Designation</b> <b>Instructor Absence</b> <b>Library Fines and Fees</b> <b>Nursing and Allied Health Service Admission Program</b> <b>Advisory Committees</b> <b>Student Attendance</b> <b>Transfer and Advance Standing</b>
Maria Rodriguez, <i>General Counsel</i>	<b>Drug and Alcohol</b>
Donna Thomas, <i>Interim VP Student Affairs</i>	<b>Determination of Residency for Tuition Purposes</b> <b>New Student Orientation</b>
Michael Thomas, <i>VP Workforce Development &amp; Continuing Education</i>	<b>Capitalization and Inventory Control</b> <b>Children on BCCC Property</b> <b>Police Department Employment Standards</b>

Dr. McCurdy reported that 28 policies were reviewed during a Board Special Meeting on March 11, 2024; these were voted on and approved when a quorum of Board members were present at the beginning of the Finance Committee meeting on March 14, 2024 by Trustees Schmoke, Weiss, Ward and Terrell.

Chairman Schmoke asked if we were reviewing and revising the policies to get ready for the Middle States visit. Dr. McCurdy responded we are revising the policies because many are outdated. She noted we have updated about 60 policies with more to review. The three additional College Policies below were voted on during the Finance Committee.

- VI. Additional College Policies Approved on March 14, 2024
  - a. Delegation of Authority Policy
  - b. Open Meeting Policy
  - c. Policy on the Development, Revision, and Communication of College Policies

Dr. McCurdy indicated the following Polices are currently before the Board of Trustees for a vote.

- VII. College Policies (Tab 8)
  - a. MHEC Approval as Prerequisite for Marketing Academic Programs
  - b. Student Independent Study
  - c. College Advertising

d. Police Training Standards

Dr. Hill summarized the Maryland Higher Education Commission (MHEC) approval as a prerequisite for marketing academic programs. Baltimore City Community College can offer degree or certificate credit programs or noncredit courses only if approved to do so by the MHEC. She also reported on the Student Independent Study Policy. This policy provides the guidelines for students who are seeking to take an independent study in order to complete their course of study. Students are expected to complete their programs through the normal schedule of courses. However, circumstances beyond the students' control may place a student in a situation where they may need a course to complete their course of study that is not offered at a time that makes it possible for them to take the course. Students are permitted to apply for required courses as an independent study if they meet the requirements. The College is under no obligation to provide this option to students. Faculty members may or may not accept the assignment to provide Independent Study instruction. The College reserves the right to modify the eligibility and requirements at any time without prior notification.

Chairman Schmoke called for a motion to approve. Trustee Weiss made the motion; seconded by Trustee Pfeifer. The motion was unanimously approved for the MHEC Approval as Prerequisite for Marketing Academic Programs and the Student Independent Study Policies.

VP Augustus reported on the College Advertising Policy. The purpose of this policy is to designate the exclusivity of management for the College's advertising and ensure a systemic process for managing the cost, standards, design, quality, consistency, and effectiveness of advertisements.

VP Thomas reported on the Police Training Standards Policy. The purpose of this policy is to ensure compliance with a police officer training program that meets the standards established by the Maryland Police Training Commission (MPTC).

Chairman Schmoke made a motion to approve the College Advertising and Procedure for Training Standards Policies; seconded by Trustee Weiss. The motion was unanimously approved for the College Advertising and Police Training Standards Policies.

VIII. Presentations (Tab 9)

a. Enrollment Update

IVP Thomas reported there are three thousand seven hundred and twenty students currently enrolled noting a 24.16.% increase in Spring 2024 enrollment compared to Spring 2023. IVP Thomas explained the Strategic Enrollment & Recruitment Planning includes new partnerships with MHEC and MDRC. She reported 330 students applied for Mayor's Scholarship Awards, noting an increase from 2023 of 187 students. She noted next on the horizon was working with Baltimore City high school students to conduct FAFSA workshops, men's and women's basketball, and women's volleyball summer camp programs.

Trustee Garvin asked if there were enrollment goals per semester. IVP Thomas responded, yes, and stated that the College received enrollment projections from MHEC for the Fall term. Dr. McCurdy noted that we have had a climb in enrollment since the pandemic and we show an increase for winter and spring 2024.

Trustee Pfeifer asked about the different parts to pillar 3. IVP Thomas responded, literacy and math improvements.

Trustee Garvin asked about the MOU and infrastructure as she wanted to make sure we understand our role. Dr. McCurdy responded, developing operational relationships with Baltimore City Schools and the students.

Trustee Blum asked if FAFSA workshops would have a positive effect for Fall registration. IVP Thomas responded that they would have a positive effect and the College anticipated growth.

b. ERP Update

Mr. Rading reported that the College has an overall Green status. He reported on current and upcoming work. He explained cleanup is normal and it was expected for an ERP migration project of this magnitude to have errors and inconsistencies that need to be addressed. He also reported that the ERP support strategies and multi-faceted approach includes the following:

- Vendor Expertise - Comprehensive support from Ellucian, the ERP vendor, for all functional areas for the next year.
- External Expert Resources- will explore resource options through DoIT for expertise to support ERP best practices and to support priorities and challenges across different areas.
- Input from other Institutions of Higher Educations - includes engaging with other colleges and universities to further ERP implementation. Cabinet members have had vendor engagements and a final proposal on Managed Services is expected to go to the Board of Trustees in April 2024.

Chairman Schmoke asked if Managed Services could be explained. Mr. Rading responded Managed Services means working with the vendor to provide support and training. Dr. McCurdy mentioned there were a large number of engagements with DoIT and many hours spent with Ellucian in training over the last few years.

IX. President's Report (Tab 10)

Dr. McCurdy provided updates from the President's Report. She noted that the College would continue promoting its mission, vision, and core values, highlighting "Students First."

Dr. McCurdy reported on Capital Improvements:

- New Classroom furniture and technology samples on display
- The Security kiosk completion at the entrance of campus
- Restroom completion in the Mini Conference room and Physical Education Center
- Bard ribbon cutting ceremony- TBA

Dr. McCurdy expressed her appreciation to VP Burrell and the MSCHE site team who worked around the clock to complete the 100-page Self Study Report on time.

Dr. McCurdy spoke about the Middle States visit. She stated the College will work with the Team Chair to outline the schedule for the Middle States visit, which will then be distributed. She asked the Board to be available the evening of April 28, 2024 for the Kickoff dinner with Middle States.

Dr. McCurdy addressed the following:

- The Strategic Planning Themes:
  - Delivering Our Promise
  - Aligning Our Strength
  - Expanding Our Reach
- Credo returned to BCCC April 5, 2024 to work with Cabinet and budget managers on further planning

- The Institutional Mission, Vision, and values Statement Sessions were held on March 5, 2024. She reported there were 8-10 people seated at 14 tables answering over 200 questions.

X. Active Search Listing (Tab 11)

There was no discussion.

XI. Motion for Adjournment

At 5:25 P.M., Chairman Schmoke read the following closing statement prior to moving to the Closed Session.

*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 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 Blum 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 at 5:45 PM.

Respectfully submitted,

Debra L. McCurdy, PhD  
President

Next Board Meeting: 4/17/24

**Attendees/  
Participants**

Aubrey Bascombe  
Donna Thomas  
Dr. Jacqueline Hill  
Dr. Rachel Pfeifer  
J.C. Weiss  
Kurt Schmoke, Chair  
Lelia Parker  
Leonor Blum  
Lyllis Green  
MacKenzie Garvin  
Maria E. Rodriguez  
Michael Rading  
Michael D. Thomas  
President McCurdy  
Roger Ward  
Tanya Terrell  
Becky Burrell

**BCC Faculty/Staff Attendees**

Amy Dornier	Glenn Peterson	
Andrea Fricks	Elizabeth Massanopoli	Saleemah Franklin
Anna Lansaw	Dr. Katana L. Hall	Shawnette Shearin
April Chambers	Dr. Kenneth Gillespie	Stanley Cavouras
Brett E. King	Karen King-Sheridan	Theresa Tunstall
Bryan Miller	Keenan Jones	Willam Johnson
Carol Taylor	Kristin McFarlane	Valerie Grays
Chantelle Williams	Mike Berends	
Dr. Charice Hayes	Norrine Harper	
Chuck Marquette	Natasha Williams	
Constance Mannone	Noah Grant	
Cortney Merritt	Robin Erhardt	
Cynthia Wilson	Peter Farrell	
D. FitzGerald Smith	Dr. Phillip Powell	
David Hase	Rasheedah Evans	
Eileen F. Hawkins	Dr. Sylvia Rochester	
Dr. Elizabeth Van Pate	Dr. Tony McEachern	