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

**Open Session Agenda | November 20, 2019**

Administration Building, Room 140 | 2901 Liberty Heights Avenue | Baltimore, MD 21215

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| <b>I. Call to Order</b>   | Mr. Kurt L. Schmoke, <i>Chair</i>   |
| <b>II. Adoption of Agenda</b><br>Approval of the November 20, 2019 Agenda ( <b>Tab 1</b> )  | Mr. Kurt L. Schmoke, <i>Chair</i>   |
| <b>III. Board Actions / Consent Agenda</b><br>a. Approval of the October 16, 2019 Minutes ( <b>Tab 2</b> )<br>b. Student Government Association Report ( <b>Tab 3</b> )<br>c. AFSCME Local #1870 at BCCC Report ( <b>Tab 4</b> )<br>d. Faculty Senate Report ( <b>Tab 5</b> ) | Mr. Kurt L. Schmoke, <i>Chair</i>   |
| <b>IV. Items Removed from the Agenda (Tab 6)</b><br>AFSCME Local #1870 at BCCC Report ( <b>Tab 4</b> )  | Mr. Kurt L. Schmoke, <i>Chair</i>   |
| <b>New Business (Tab 7)</b><br>None   | Mr. Kurt L. Schmoke, <i>Chair</i>   |
| <b>V. College Policies (Tab 8)</b><br>a. Student Concerns About Athletics Policy<br>b. Overdose Reversal Medication Policy<br>c. Non-Bargaining Unit and Non-Cabinet Level Employees Grievance Policy   | Mr. Kurt L. Schmoke, <i>Chair</i>   |
| <b>VI. Presentations (Tab 9)</b><br>a. Quarterly Financial Report<br>b. Lease Agreements (Renewals)<br>i. WDCE<br>ii. BioPark   | Dr. Debra McCurdy, <i>President</i><br>Ms. Eileen Waitsman, <i>Controller</i><br>Ms. Maria Rodriguez, <i>Gen. Counsel</i> |
| <b>VII. President's Report (Tab 10)</b><br>a. Cabinet Division Reports (Information)<br>b. Enrollment Report  | Dr. Debra McCurdy, <i>President</i><br>Dr. Stanley Singleton,<br><i>VP Student Affairs</i>                                |
| <b>VIII. Active Search Listing (Tab 11)</b>   | Mr. Kurt L. Schmoke, <i>Chair</i>   |
| <b>IX. Motion for Adjournment</b>   | Mr. Kurt L. Schmoke, <i>Chair</i>   |



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## **BOARD OF TRUSTEES**

### **BALTIMORE CITY COMMUNITY COLLEGE**

## **Open Session Minutes | October 16, 2019**

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**Board Members Present:** Chairman Kurt L. Schmoke, Esq.; Mr. Jason Perkins-Cohen; Mr. John D. Lewis Mr. J.C. Weiss, III; Ms. Lelia F. Parker, Esq.; Dr. Rachel Pfeifer and Mr. Peter Nachtwey (via conference call)

**Board Members Absent:** Ms. Leonor T. Blum

**Chair Schmoke brought the meeting to order at 4:00 p.m.**

#### **I. APPROVAL OF THE AGENDA**

Chair Schmoke requested a motion to approve the October 16, 2019 Board of Trustees meeting Agenda. Trustee J. C. Weiss, III motioned to approve the Agenda.

#### **II. BOARD ACTIONS / CONSENT AGENDA (All actions requiring a vote)**

- A. Approval of the September 18, 2019 Minutes**
- B. Student Government Association Report, (Mr. Yusuf Olamide, President)**
- C. AFSCME Local # 1870 at BCCC Report (Ms. Charlene Gray, President)**

Chair Schmoke requested a motion to approve the Board Actions / Consent Agenda. Trustee J. C. Weiss, III motioned for approval of the Board Actions / Consent Agenda and it was unanimously seconded by the Board.

#### **III. ITEMS REMOVED FROM THE AGENDA**

N/A

#### **IV. NEW BUSINESS**

N/A

#### **V. COLLEGE POLICIES**

N/A

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## VI. PRESENTATIONS

### A. College's Fiscal 2019 Audited Statements

Ms. Monique Booker, Partner of Smith, Booker & Company, LLC (SB & Company) presented the College's audited financial statements for fiscal year 2019. SB & Company plans to issue a clean, unmodified opinion on the College Financial Statements. This is the best that can be issued. SB & Company will continue to work with Administration & Finance Division to finalize the Maryland Higher Education Commission (MHEC) Community College (CC4) report to submit to MHEC and will also continue working to finalize the agreed upon procedures audit (enrollment audit). No instances of fraud or illegal acts were found and no material weaknesses in internal control were identified. SB & Company accessed the control environment, key processes, and key accounts. Controls were considered effective and there were no findings. There was an 8 million dollar loss found which created a negative net impact, from \$51M to \$42.3M for the College Net Position as of June 30, 2019, which was primarily related to an increase in operating expenses.

There was \$76.5M in total expenses compared to \$67.6M in the prior year. Primary increases were related to salary, COLA increases as well as contractor costs related to outsourcing IT and other contract services.

There are no disagreements with management. Once approval is granted, SB & Company will sign and issue the financial statements.

Trustee Weiss inquired if the operation and maintenance of plants was a one-time cost or ongoing. Ms. Booker responded that due to the major construction of the Administration Building and associated costs, there were a number of one-time charges associated with the renovation capitalization threshold. Variance would occur based on what is happening on campus and the amount of renovation or construction taking place.

### B. College's Fiscal 2019 Audited Statements WBJC-FM Radio

Ms. Monique Booker of SB & Company presented the WBJC-FM's audited financial statements for fiscal year 2019. SB & Company plans to issue an unmodified (or clean) opinion on the WBJC's Financial Statements. This is the best that can be issued.

No findings or material weaknesses were found. WBJC-FM financial health remains very strong with assets exceeding liabilities by almost \$3 million dollars with an approximate \$150,000 increase in net position for the fiscal year. Once approval is granted, SB & Company will sign and issue the financial statements.

### C. Foundation's Fiscal 2019 Audited Statements

Ms. Christina Bowman, Principal and Robert Gauthier, manager at Clifton Larson Allen LLP (CLA), an independent set of auditors presented the BCCC Foundation's audited financial statements for FY 2019. An unmodified opinion was issued to the College. A significant accounting policy, ASU-201-14 was adopted this year which relates to the presentation of financial statements, which effect non-

profit entities. There were no significant difficulties encountered in the performed audit and no disagreements with management on accounting or auditing related matters.

The BCCC Foundation's Statement of Activities showed a small but positive increase in net assets of around \$18,000.

There were a number of audit adjustments and weaknesses identified by CLA mostly due to staff turnover during the year. CLA is working with the BCCC Foundation and the College to ensure these issues are addressed. The BCCC Foundation staff were very cooperative and have already made a number of changes to ensure these issues are addressed and do not happen again.

**ACTION:** Board Chairman called for a motion to approve the College audits.

There was discussion that Trustees should receive audits to review in a more timely manner.

JC Weiss made motion. Trustee Perkins-Cohen seconded the motion.

The Board voted unanimously to accept the College's audits.

## VII. PRESIDENT'S REPORT

The following represent some of the meetings and activities of the President since the September 2019 Board report:

### **Business/ Corporate Stakeholders**

- Featured Speaker at the Greater Baltimore Committee Newsmaker Breakfast- September 27, 2019
- Dr. Ashok Tehim, Senior Vice President of Strategy, Pharmaron- October 1, 2019
- Roland Selby, Executive Director, Year Up- October 8, 2019

### **State Elected & Appointed Officials**

- Department of Information Technology- September 23, 2019
- Department of General Services (Secretary Churchill and Assistant Secretaries)- October 1, 2019
- Senator Antonio Hayes- October 9, 2019
- Speaker of the House of Delegates, Adrienne Jones- October 11, 2019

### **State of Maryland, Other**

- Annual presentation to the Maryland Higher Education Commission including Secretary Fielder- September 25, 2019
- DGS and Noelker and Hull Associates re Master Facilities Plan- October 8, 2019
- Presentation to the Capital Debt Affordability Committee- October 10, 2019

### **Mayor's Office**

- On-going discussion with Mayor and Mayor's Office re Mayor's Scholars Program.

### **City Schools**

- Ongoing discussions about dual enrollment, PTECH, MSP, assessment. Staff presented at in service for City Schools principals.

### **Higher Education Leaders and Associations**

- Maryland Council of Community College Presidents- September 20, 2019
- Dr. Freeman Hrabowski, President, UMBC- September 30, 2019
- Dr. Karen Stout, President, Achieving the Dream- October 9, 2019

### **Philanthropy**

- BIC Foundation Chair Chuck Nabbit, October 7, 2019

### **Campus Meetings**

- Hosted division conversations September 19 and October 8, 2019

### **College Leadership**

- Faculty Senate-September 17, 2019
- Weekly Cabinet meetings
- Weekly Deans meetings
- Faculty Senate-October 11, 2019

## **ENROLLMENT REPORT**

Credit enrollment was reported as 4,684 students registered; an increase of 10 percent from Fall 2018 or 8 percent in Full Time Equivalents (FTE). This is mostly due to an effort to reach out to students through telephone calls, email and implementing a new method for payment of tuition and fees.

Students were encouraged to register for the Accelerated second eight (8) week period (October 21-December 15, 2019) as follows:

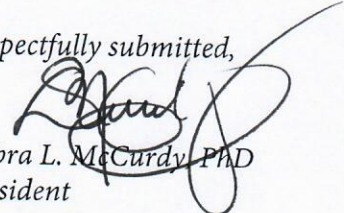
- Weekly email blasts were sent to students through Hobson's
- Staff outreached to students who have not enrolled
- Academic Affairs scheduled additional developmental courses
- Student Success Advisors contacted students to add additional courses

## **MOTION FOR ADJOURNMENT**

Chair Schmoke made a request under the provision of the State's Open Meetings Law to adjourn the meeting and reconvene into a closed session at 4:50 p.m., which was motioned by Trustee Pfeifer and seconded by Trustee Weiss.

## **IX. NEXT MEETING: November 20, 2019**

*Respectfully submitted,*



Debra L. McCurdy, PhD  
President

*Approved by the Board of Trustees on November 20, 2019.*