

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

**Open Session minutes** | 4:00pm November 15, 2023 (Virtual Zoom Meeting)

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

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

**Board Members Absent:** Ms. Lelia Parker

I. Call to Order

Chairman Schmoke called the meeting to order at 4:03pm on the 15th of November, 2023. The Agenda was unanimously approved upon a motion by Trustee Weiss, seconded by Trustee Blum.

II. Public comment.

Chairman Schmoke stated that two individuals had asked to address the Board and that each of them had been given 3 minutes.

- a. AFSCME Local 1870 President, Ms. Nena Kutniewski, presented her comments to the Board. She discussed vacancies, staffing of the virtual help desk, the telework policy and alleged lack of transparency, noting that the same issues had been raised with the Board in earlier meetings and a petition circulated asking for a vote of no confidence. She also requested a meeting between Union leadership and the Board of Trustees. Chairman Schmoke thanked Ms. Kutniewski for her remarks.
- b. Katana Hall, president of the Faculty Senate, presented comments on behalf of the Faculty Senate. Dr. Hall stated that most issues that she has brought up to Dr. McCurdy have been resolved, but noted that the Faculty Senate is still concerned about staff vacancies, LSB air quality, mold and cleanliness, and students' inability to register, withdraw from classes or receive textbooks in a timely manner. She further noted that there are plans in place to address the problems she had just mentioned. Chairman Schmoke acknowledged Dr. Hall for her comments.

III. Board Actions/Consent Agenda

- a. October 18, 2023 Open Session Meeting Minutes
- b. October 18, 2023 Closed Session Meeting Summary
- c. November 9, 2023 Finance/Audit Committee Meeting Minutes
- d. Student Government Association

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e. AFSCME Local #1870 at BCCC Comments

Chairman Schmoke asked for a motion to approve the Consent Agenda items a through e and the agenda was unanimously approved.

IV. Procurements

Dr. McCurdy reminded the Board of the College’s procurement procedures, which allow procurements of less than \$100,000 to go forward without Board approval, and stated that some of the procurements listed are put before the Board for informational purposes only:

i. Procurements of \$25,000 to \$99,999

- a. Textbooks (Cengage) \$34,173.85
- b. Textbooks (Pearson) \$70,310.98
- c. F-350 Truck (Apple Ford) \$65,282.64
- d. Vehicle Maintenance Service \$35,000.00  
(Elemental Vehicle Management Service)
- e. WBJC Promotional Gifts (Forest Incentives) \$32,129.37

ii. Procurements of \$100,000 and above

Chairman Schmoke noted that the Finance Committee had met the prior week and had been presented with the procurement items that now appear before the Board for approval.

- Occupational Training Skills (Parkway Management)
- Occupational Training Skills – Modification No. 1
  - i. Rosche’ Cosmetics
  - ii. International Continuing Education (\$156,128.00)
- Refugee Management Services (\$476,441.00)
- After School Program (Soccer Without Borders) \$151,169.81

Each of the items listed above was described by Michael Thomas, Vice President of Workforce Development. He responded to Trustee Garvin’s questions by noting that the training partners were selected in response to an RFP and that performance data are evaluated in conjunction with MD DSS and currently exceed expectations.

Upon the recommendation and motion of Trustee Weiss, Chairman of the Finance Committee, the Board unanimously approved all procurements previously approved by the Finance Committee.

iii. Pre-Approval for Procurements over \$100,000

Vice President of Academic Affairs, Dr. Jacqueline Hill presented the Board with information regarding the following procurement:

- a. Nursing Program Simulator Mannequins  
(Laerdal) \$373,742.74

Dr. McCurdy noted that the current simulators had been determined to be outdated and noncompliant. She added that an additional \$60,000 (approximate) will be provided for nursing beds. In response to a question from Trustee Ward, Dr. Hill stated that the timing will be tight, but she expects that the new equipment will arrive in time for the Nursing site visit, which will occur in March, 2024.

V. Financial Monthly Performance Report

Mr. Aubrey Bascombe, Vice President of Finance and Administration, presented the Board with a financial performance report and reviewed the following chart with the Board:

Revenue Fund	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change	Percentage Change
General (Unrestricted)	62,689,753	15,672,438	32,214,203	25,530,011	6,684,192	26.2%
Restricted	25,610,084	6,402,521	5,603,842	5,776,413	-172,571	-3.0%
<b>Total Revenue FY24</b>	<b>88,299,837</b>	<b>22,074,959</b>	<b>37,818,045</b>	<b>31,306,424</b>	<b>6,511,621</b>	<b>20.8%</b>

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget FY24	Monthly Budget FY23	FY24	FY23	Net Change	Percentage Change
General (Unrestricted)	62,689,753	11,806,086	15,255,453	12,538,301	2,717,152	21.7%
Restricted	25,610,084	6,238,481	7,685,812	4,175,552	3,510,260	84.1%
<b>Total Expenses</b>	<b>88,299,837</b>	<b>18,044,567</b>	<b>22,941,264</b>	<b>16,713,853</b>	<b>6,227,412</b>	<b>37.3%</b>

VI. College Policies

a. Acceptable Use of Technology Policy

Michael Rading, CIO, provided a synopsis of the proposed policy, which will appear on the BCCC website under “policies.”

b. Intellectual Property Policy

Dr. Jacqueline Hill, VP of Academic Affairs, provided a synopsis of the proposed policy and responded to a question from Chairman Schmoke, saying that the policy aligned with those of other institutions. The policy will appear on the BCCC website under “policies.”

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c. Leave Transfer Policy

Maria Rodriguez, General Counsel, provided a synopsis of the proposed policy, which will appear on the BCCC website under “policies.”

VII. Presentations

ERP Update—given by Michael Rading, CIO. His PowerPoint presentation highlighted the following areas: Project Status which remains “green” as the State designation; Key Date; Recent Work Challenges (identified as data clean-up; cyclical projects; and reporting), and Current and Upcoming Work which ties to several areas.

Enrollment Update—given by Donna Thomas, Interim Vice President of Student Affairs. Key points of her PowerPoint presentation were: Actual Enrollment Data (Fall 2023 MHEC Credit Headcount Projection of 4414 versus Fall 2023 Actual-to Date Headcount of 89% of projection, or 3,940); Fall 2023 Dual Enrollments; an Expanded Recruitment Territory; and Process Improvement. She further identified the following initiatives as “On the Horizon”: Spring Open House; New Dual Enrollment Webpage Layout; Increasing Visual Presence at Baltimore City Public High Schools; Enhancements to CRM Recruit (to include Improved Messaging, Event Management, & Case Management of Prospective Students Through the Onboarding Process); and 2023-2024 Recruitment Planning for the College – Enrollment Management Planning.

In response to various questions from the Trustees, Ms. Thomas commented that MSP was being expanded into Howard and Hartford Counties, that the Strategic Plan was in development and would incorporate measures for assessing the effectiveness of outreach efforts, that plans for other, similar community colleges had been consulted and that Trustee Garvin’s suggestion that a 3d party evaluate the enrollment progress was duly noted.

Trustee Terrell asked why some students chose to attend CCBC instead of BCCC and Chairman Schmoke attributed the choice to historic stability and community perception. Dr. McCurdy noted that BCCC had previously cut many of its program offerings and had shortcomings with its facilities and options available for students outside of the classroom experience. The historic operational image has improved over the short term, however, without additional adequate facilities, the social/cultural engagements for students tied to space is tremendously void (eg. student center, wellness facility, recreational space). The facility shortcomings has had an impact on the competitive climate for the College.

VIII. President’s Report

Dr. McCurdy gave a PowerPoint presentation regarding the following: the College’s Mission and Vision; MSCHE (re-accreditation) Highlights; Strategic Planning Phases and timeline; Entrance Sign Replacement; Security Kiosk; Life Science Building Improvements; Physical Education Center; Restroom Renovations; Main Building Cooling Tower Replacement; Maintenance Projects; and Projects Awarded on which construction would be starting soon.

Dr. McCurdy concluded by presenting the areas of operational focus where work continues to evolve and move forward (eg. Master Planning for Cabinet areas aligned with Strategic Planning):

- Banner Managed Services to Support Operations (data center upgrades)
- Beginning Conversations on Departmental Infrastructure Model
- Classroom Upgrades in Process (i.e. furniture, technology)
- Expansion of Dual Enrollment per Maryland Blueprint
- Alignment of Workforce Programs with Associate Degrees
- Professional Development Opportunities for Faculty & Staff
- Institutional Budget Process
- Robust Employee Onboarding/Orientation Process
- Sunset of MD Time & Transition of Manage Leave in Banner
- College Staffing
- Automate the Payroll Process from Manual Entry
- Virtual Help Desk/Call Center Transition
- ERP Enhancements (i.e. CRM Recruit/SPAM, Print Capabilities Staff/Students, Degree Works Implementation, Data Clean-up/Majors & Reporting Capabilities)
- Increase & Creative Advertisement of Programs & Success Stories

She noted that she had an open-door policy, called for issues to be brought forward openly and invited the Board to visit the campus.

IX. Motion for Adjournment

At 5:33 P.M., Chairman Schmoke read the following closing statement and asked for a motion to adjourn and move to a 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.

Trustee Weiss made a motion to adjourn and close; Trustee Pfeifer seconded it and the Board approved the motion unanimously.

Respectfully submitted,

Debra L. McCurdy, PhD  
President

Next Board Meeting: 12/20/2023

Attendance/Participants:

President McCurdy  
Kurt Schmoke, Chair  
Leonor Blum  
MacKenzie Garvin  
Tanya Terrell  
Dr. Roger Ward  
Dr. Rachel Pfeifer  
J.C. Weiss  
Lyllis Green  
Maria E. Rodriguez  
Dr. Jacqueline Hill  
Donna Thomas  
Becky Burrell  
Michael D. Thomas  
Aubrey Bascombe  
Michael Rading  
Gussener Augustus  
Anna Lansaw  
Dr. Katana Hall  
Nena Kutniewski

Non-College Attendees:

Kristin McFarlane

BCCC Faculty/Staff Attendees:

Aquila Evans  
Brett E. King  
Cassandra Wilks  
Dr. Charice Hayes  
Dr. Charles N. Wilson  
Chavon Robinson  
Chris Jordan  
Christina Carter  
Cynthia Wilson  
D. FitzGerald Smith  
Eileen F. Hawkins  
Elizabeth Massanopoli  
Dr. Ghazanfar Mahmood  
Glenn Peterson  
Kadeirdra Thompson  
Karen King-Sheridan  
Katherine Zurlage  
Kathy Hastings  
Katria Mooring  
Keenan Jones  
Kimberly Woolford  
Dr. Leslie Jackson

Mariam Yahaya  
Michael Berends  
Natasha Williams  
Dr. Nicole L. Deutsch  
Patricia Raines  
Peter Farrell  
Rasheedah Evans  
Saleemah Franklin  
Shawnette Shearin  
Dr. Sherri Anna Brown  
Sherron Edwards  
Stanley Cavouras  
Dr. Sung Yoon Kim  
Dr. Sylvia Rochester  
Takiyah Hamilton  
Theresa Tunstall  
Theresa White  
Valerie Grays  
Wanda Walker  
Will Hug  
William Johnson  
Xylina Sanders

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

Closed Session Summary | November 15, 2023 (Virtual Zoom Meeting)

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

**Board Members Absent:** Ms. Leila Parker, Esq.

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

**Also in Attendance:** Ms. Maria E. Rodriguez, Esq., Ms. Kristin McFarlane, Esq.

Chairman Schmoke brought the Closed Session meeting to order at 5:37 PM.

The Trustees unanimously approved the consent agenda and attached closed session materials.

The Board discussed legal questions and collective bargaining issues.

Trustee Blum moved to adjourn the meeting at 5:59 PM and the motion was approved by unanimous consent.

Respectfully submitted,

Debra L. McCurdy, President

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**BOARD OF TRUSTEES – FINANCE COMMITTEE  
BALTIMORE CITY COMMUNITY COLLEGE**

December Minutes | 8:00 AM December 14, 2023 (Virtual Zoom Meeting)

Zoom Meeting: <https://bccc-edu.zoom.us/j/92934601740?pwd=T0tWZHVOc29FU1VQMTZkUGlqUU9EUT09>

Meeting ID: 929 3460 1740 / Passcode: 210383

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**ATTENDEES:** Chair Kurt Schmoke  
Trustee J.C. Weiss  
Dr. Debra McCurdy, President  
Michael Thomas, Vice President of Workforce Development & Continuing Education  
Aubrey Bascombe, Vice President of Finance & Administration  
Anna Lansaw, Executive Director of Procurement & Auxiliary Service

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

At 8:01 am, Chair Schmoke called the meeting to order for the Finance Committee of the Board of Trustees. Chair Schmoke motioned the meeting to open; Trustees Weiss seconded. All approved.

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

Dr. McCurdy stated that Procurement Policies and Procedures is a standing item on the agenda each month; however, noted that an item will be presented to the Committee for consideration in the next month.

**III. Procurements Exceeding \$25,000 to \$99,999 (Information)**

a. Uninterrupted Power Batteries (DC Group)	\$34,114.98
b. Textbooks (McGraw-Hill)	\$88,481.40
c. Textbooks (McGraw-Hill)	\$105,821.45
d. Textbooks (Vital Topco)	\$118,695.34

A summary of purchases was presented by Dr. McCurdy with an overview explanation of all the items being presented. There were no questions concerning any of these items.

**IV. Procurements over \$100,000 Pre-Approved and Finalized (Information)**

a. Nursing Program Simulator Mannequins (Laerdal)	\$373,742.74
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Anna Lansaw provided an update on the purchase of the mannequins noting that the purchase had been finalized and estimated time of delivery of the mannequins will be in mid-January. Further noted, the vendor will be responsible for installation and training and the mannequins come with a three-year warranty. There were no questions concerning this item.

**V. Procurement Exceeding \$100,000 and above (Vote)**

a. Security Guard Kiosk – Modification (Dade Star)	\$15,972.00
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VP Michel Thomas described the need for the modification in detail outlining the need for a temporary kiosk at the front entrance until the new one is being completed. This was not originally



in the scope of services when solicited.

Chair Schmoke motioned to approve; Trustee Weiss seconded. All approved.

- b. Exterior Door Improvements – Modification (Bob Andrews) \$68,143.68

VP Thomas continued with the explanation of the next modification - Exterior Door Improvements, and described the need for the modification stating additional hardware was needed to ensure that the doors would be ADA compliant.

Chair Schmoke motioned to approve; Trustee Weiss seconded. All approved.

- c. 54-Passenger Bus (National Bus Sales Inc.) \$416,139.00

On the next item for approval, the 54-Passenger Bus, Dr. McCurdy provided an overview of the College's fleet and its current condition and the necessity of replacing the fleet. Unfortunately, because timely replacements and repairs had not been made over the years, the condition of the vehicles deteriorated and safety factors called for simultaneous purchases.

VP Thomas continued with an explanation about the current condition of the 54 passenger bus, which was over 20 years old, and was constantly under repair. VP Thomas further explained that the bus is used for student events, athletics, and faculty trips. Trustee Weiss requested providing further explanations for the Board of Trustees' meeting.

Chair Schmoke motioned to approved; Trustee Weiss seconded. All approved.

## VI. Procurement Pre-Approval (Vote)

- a. Vehicle Replacements
  - i. Three 16/20 ADA Compliant Shuttle Buses (National Auto) \$397,605.00
  - ii. Two 14-Passenger Vans (Creative Bus Sales) \$156,482.00

Dr. McCurdy continued the discussion on the replacement of the fleet outlining the necessity for pre-approval of these items due to their current condition and clarified that the College needed the pre-approvals or Procurement could not proceed with finalizing the proposals. VP Thomas further added that the use of the vehicles was mainly for the transportation of students between the campuses but was receiving numerous complaints on the conditions of both shuttle buses and vans. VP Thomas also added the shuttle buses were costing the College more to maintain and most of the vehicles are over 10 years old or more.

Chair Schmoke motioned to approve; Trustee Weiss seconded. All approved.

- b. Bookstore Services (Barnes & Noble College) TBD

VP Aubrey Bascombe provided a summary of why the College is requesting pre-approval from the BOT Finance committee to move forward on negotiating a contract with Barnes & Noble College. VP Bascombe outlined the benefits to the students and highlighted the efficiency and effectiveness of the operations for the College. He further explained that all departments had the opportunity to meet with Barnes & Noble College; how it would affect their areas of operations and how it streamlines some of the current processes.

The College anticipates bringing a fully negotiated contract back to the Board for approval in January and if applicable to present to the Board of Public Work's for approval.

Chair Schmoke made a motion to approve; Trustee Weiss seconded. All approved.

**VII. Finance Report (Information)**

VP Aubrey Bascombe went over the financial report of the College; specifically highlighting the revenues and expenditures of the College. There were no questions regarding the report.

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

Chair Schmoke motioned to adjourn; Trustee Weiss seconded. All approved.

Meeting adjourned at 8:41 am.

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

TAB 3 | Student Government Association Report

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