

BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm April 17, 2024 (Virtual Zoom Meeting)

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

Also Present: President Debra L. McCurdy

Board Members Absent: Ms. Lelia Parker, Ms. MacKenzie Garvin

I. Call to Order

Chairman Schmoke called the meeting to order at 4:01pm on April 17,2024. The Agenda was unanimously approved upon a motion by Trustee Weiss, seconded by Trustee Pfeifer.

II. Board Actions/Consent Agenda

- a. March 20, 2024 Open Session Meeting Minutes (Tab 2)
- b. March 20, 2024 Closed Session Meeting Summary (Tab 2)
- c. April 11, 2024, Finance/Audit Committee Meeting Minutes (Tab 2)
- d. Student Government Association (Tab 3)
- e. Faculty Senate Comments (Tab 4)

Chairman Schmoke asked for a motion to approve the Consent Agenda items a through e. There were no objections; the Agenda was unanimously approved.

Dr. Hall, President of Faculty Senate addressed the Board with updates. She noted the Academy has attended and contributed to the Middle States Self Study working sessions. She stated the College is making progress in formalizing the Shared Governance process. She concluded by noting the progress of the College and thanking the Board of Trustees for all their hard work and dedication.

III. Items Removed from the Agenda (Tab 6)

- a. AFSCME Local #1870 at BCCC Comments (Tab 4)

IV. New Business (Tab 7)

- a. Finance/Audit Committee Meeting, April 11, 2024
 - i. Procurement Polices & Procedures
 - ii. Procurements Exceeding \$25,00 to \$99,999
 - a. Ford Transit Cargo Van (72 Hour LLC) \$59,826.30
 - b. West Pavilion Restroom Toilet Renovation (Noelker & Hull) \$69,468.00
 - c. Three Canon Copiers (Canon USA) \$46,740.00
 - d. Change Order(s)
 - a) Replacement of the Fire Lite (Premier Fire Protection Services)
CO Amount: \$3,210.00 New Contract Total: \$31,271.00

- b) Audio Upgrade (Lee Hartman & Sons, Inc)
CO Amount: \$5,104.49 New Contract Total: \$33,910.16

- iii. Pre-Approval Procurement(s) exceeding \$100,000
 - a. Managed Services: Advisory Services (Ellucian), \$483,000.00

Mr. Rading provided an overview and summary of the services for pre-approval to award the Managed Services contract to Ellucian to begin in May. He further explained that the Maryland Department of Information Technology (DoIT) recommended that the College continue with Ellucian for this contract which was limited to a single source provider without MBE subcontracting opportunity.

- b. Phase II – IT Modernization

- 1. Nutanix, Rubrik, HPE Servers (CAS Severn) \$294,891.52
- 2. Microsoft Azure (Bell Techlogix) \$183,127.80

Mr. Rading explained the contracts being requested for pre-approval fall under Realignment Task # 9 to modernize the College’s Information Technology infrastructure. He further explained that this was Phase II of the modernization and that Phase I was previously presented to the Board of Trustees in September 2022. He explained these contracts provide for disaster recovery of the College’s data. Currently, the College has two data centers, one located on the main campus, and the other located in the Bio Park. However, in the event of natural disaster, Microsoft Azure is a cloud-based server that houses all the data in another location of the country. This provides additional protection of the College’s data which can be quickly recovered.

Chairman Schmoke called for a motion to approve. Trustee Weiss made the motion; seconded by Trustee Terrell. The motion was unanimously approved for the Pre-Approval Procurement (s) exceeding \$100,000.

- iv. Procurement(s) exceeding \$100,000.00 – Approval
 - a. Four Shuttle Buses (72 Hour LLC) \$524,740.00

Dr. McCurdy and Ms. Lansaw provided a summary of the approval request for the shuttle buses. Ms. Lansaw explained that in December 2023, the BOT was asked to pre-approve the purchase of three shuttle buses; however, due to the higher utilization of the shuttle buses, the College required an additional bus. Ms. Lansaw explained that a revised quote was needed due to the additional increase in costs from the previous pre-approval. The 2025 models will also be purchased and have expanded seat capacity.

Chairman Schmoke asked if there were any objections. There were no objections, and the Board unanimously approved the purchase of the Four Shuttle Buses.

VP Bascombe presented the financial report for the College, specifically highlighting the revenues and expenditures of the College. He summarized that the College was in a good position financially.

iv. Financial Monthly Performance Report

Mr. Bascombe provided the financial summary:

Actuals	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change
Revenue Fund					
General (Unrestricted)	62,689,753	47,167,315	49,573,678	38,870,418	10,703,260
Restricted	25,610,084	19,207,563	25,862,509	19,434,402	6,428,107
Total Revenue FY24	88,299,837	66,374,878	75,436,187	58,304,820	17,131,367

Year-over-Year (YoY) Expense Comparison

Expense Fund	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change
General (Unrestricted)	62,689,753	47,167,315	39,791,379	33,747,688	6,043,691
Restricted	25,610,084	19,207,563	18,301,962	6,288,082	12,013,879
Total Expenses	88,299,837	66,374,878	58,093,341	40,035,771	18,057,570

	Budget FY24	Monthly Budget FY24	FY24	FY23	Net Change
Net Surplus	0	0	17,342,847	18,269,049	-926,203

V. College Polices (Tab 8)

a. Academic Honesty Policy

Dr. Hill provided a synopsis of the proposed Policy. This policy was previously called “Academic Integrity” and now includes Artificial Intelligence. The policy states: Policy Purpose: Academic dishonesty jeopardizes the quality of education and depreciates the genuine achievements of others. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. All members of the College Community, students, faculty, and staff share the responsibility to challenge and make known acts of apparent Academic dishonesty. Any of the following acts, when committed by a student, is a level line act of academic dishonesty. Cheating, Fabrication, Plagiarism, and Artificial Intelligence.

Chairman Schmoke asked whether the faculty would decide if Artificial Intelligence would be prohibited in a given class and disclose that information in the syllabus. Dr. Hill responded that yes, each faculty would make that decision.

b. Records Retention and Disposal Policy

Ms. Green explained the purpose of this policy was to develop a system for storage and disposal of College records that will ensure efficient retrieval, retention and destruction of records and compliance with the Annotated Code of Maryland Title 10-633 and other requirements related to administration of higher education, as required by:

- Code of Federal Regulations (CFR)
- Maryland Higher Education Commission (MHEC)
- Discipline/Industry specific regulations (i.e., Nursing, Athletics, Accounting and Finance, etc.).

VI. Presentations (Tab 9)

a. Enrollment Update

IVP Thomas reported an increase in enrollment since Fall 2023 of 11%, Winter 33%, and Spring 21%. She stated that the registration goal for Summer is between 1900-2000. Currently Summer enrollment for students is nine hundred and sixty-eight.

Chairman Schmoke asked if the 1900 enrollment goal will be met and what is the start date for Summer Classes to begin. Ms. Thomas responded that she expected our goal will be met, and Summer Classes begin May 29, 2024.

IVP Thomas addressed the following Mayors Scholars Program 2024 Summer Bridge Efforts:

- MSP Acceptance Letter
- Spring 24 Recruiter HS Visits
- Continuous Communication
- Virtual Preparedness Sessions
- Panther Talks Series
- Community Partnerships

She noted the MSP Summer Bridge Applications have doubled from 180 in 2023 to currently 380 applications. IVP Thomas reported on the College & Career Readiness (CCR) Next Steps in implementation of Pillar III of the Blueprint for Maryland. She Presented the following:

1. Completed the dual enrollment MOU with BCPSS
2. Submitted the dual enrollment expansion proposal to BCPSS
 - BCPSS notified BCCC \$514,500 is available for use to implement the new development math and English curriculum.
3. BCCC will create a math and English developmental course for high school students that do not meet the CCR standards at the end of grade 10.
 - The math and English BCCC and BCPSS workgroups will continue to meet to discuss curriculum design to begin offering developmental courses in Spring 2025 to high school students.
 - (Exploring utilization of Odell or Aleks)
4. Fall 2024 BCCC will engage with BCPSS schools to offer dual enrollment courses to students that meet CCR standards in grades 11 or 12.

She reported on the Enrollment & Recruitment Planning Partnerships:

- Dual Enrollment - BCCC expanded partnerships in dual enrollment to include: Patterson High School, Western High School and Baltimore School for the Arts.
- CASA de Mayland- conducted informational sessions for approximately 60 individuals on April 5, 2024, concerning the Mayor's Scholars Program.
- Prison-to Professional (P2P) Program-BCCC continues to expand access to students in the P2P program through the annual job fair. The virtual Job Fair will be held on April 27, 2024.

IVP Thomas shared that next on the Horizon is:

- The Panther Success Program- implementation Fall 2024-programs provide retention support through financial Incentives to students from low-income families who enroll in at least 9 credits. Students may receive \$60 monthly (MDRC Grant.)
 - BCCC, PGCC and Wor-WIC - partnering with MDRC.
- Virtual Open House - to expand awareness of BCCC to our international students. BCCC will host a virtual open house in June.

b. ERP Update

Mr. Rading reported that the College has an overall Green status from the State’s Department of Information Technology (DoIT). Dr. McCurdy spoke on the project history. She addressed a communication from the Secretary of Information Technology, Katie Savage, where it was stated that the project was to begin FY2010 and was anticipated to be completed by FY2013. She noted the project is now on track.

Mr. Rading reported on current and upcoming work: Time Entry in New ERP -PIN where employees transitioned from the legacy to new ERP payroll system in March 2024. He noted the three areas of focus are Data cleanup, Reporting and Cyclical operational procedures. He explained the Data Center Upgrades featured a two- phased approach to planned upgrades:

- (Phase 1) – Data Center- Refresh replacement of legacy data center equipment and implementation of modern backup & recovery tool.
- (Phase 2) – Disaster Recovery -Addresses risks with redundancy and enhanced disaster recovery. Phase 2 will start after Board approval.

VII. President’s Report (Tab 10)

Dr. McCurdy provided updates from the President’s Report. She emphasized the College would continue promoting a “Students First” model. Dr. McCurdy reported that the Bard Building demolition is on target with 25% done. She noted that August is the projected completion date. She also stated that she is getting inquiries about the use of the green space once the building is demolished.

Trustee Terrell asked what the inquiries are about. Dr. McCurdy said they were next phase conversations and Green space inquiries.

Dr. McCurdy addressed the following:

- Procurement Authorities
- Presidential Spending Limits at Maryland Community Colleges – BCCC’s spending authority is in the middle of the 2-year college spending authorities.
- BCCC Emergency Chiller will be completed in a few days.
- Legislative Capital Needs -We will continue to request increases.
- The Governors FY25 Proposed Capital Budget amounts:
 - Deferred Maintenance -\$4M
 - Nursing Renovation and addition -\$1.29M
 - Facility Building design -\$472,000
 - North Pavilion demolition -\$133,000
- Projects that were requested but were not included in the Governor’s FY25 Budget
 - The Center for Innovation on the Harbor-\$9.5M
 - Acquisition of property -\$6M
 - The Wellness Cener-\$2.7M

Trustee Weiss inquired about the library design stage and asked when will the shovel go into the ground at the site. Dr. McCurdy responded in about a year and the complete renovation should be completed by late 2027 or early 2028.

Dr. McCurdy reported on the Highlights from the 2024 Legislative Session:

- Enrollment and the Mayor’s Scholars Report – Due date December 2, 2024

- Legislation regarding scholarship opportunities for students
- Legislation requiring action from BCCC
 - Student Withdrawal Policy- Reimbursement of Tuition and fees
 - Mental Health Training
 - Contraceptions – Access to Resources

Dr. McCurdy spoke about the Middle States visit. She stated that after the meeting she would be distributing the Self Study Report.

Trustee Ward asked about the size of the Middle States Team. Dr. McCurdy responded, a total of ten, representing eight from the Middle States Higher Education Commission and two observers from MHEC.

X. Active Search Listing (Tab 11)

There was no discussion.

VIII. Motion for Adjournment

At 5:03 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 Ward 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 immediately following the open session.

Respectfully submitted,

Debra L. McCurdy, PhD
President

Next Board Meeting: 5/15/24

**Attendees/
Participants**

BCC Faculty/Staff Attendees

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

Jim Lynch
Andrea Fricks
Anna Lansaw
April Chambers
Chris Jordan
Chuck Marquette
Constance Mannone
Dr. Charles N. Wilson
Dr. Elizabeth Van Pate
Dr. Nicole L. Fortune
Dr. Sylvia Rochester
Dr. Tony McEachern
Eileen F. Hawkins
Jason Quick
Elizabeth Massanopoli
Glenn Peterson
Takiyah Hamilton

Jennifer Joyner
Karen King-Sheridan
Keenan Jones
Marshall Goodwin
Michael Berends
Noah Grant
Peter Farell
Dr. Phillip Powell
Stanley Cavouras