

BOARD OF TRUSTEES

BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | 4:00pm April 15, 2026 (Virtual Zoom Meeting)

Board Members Present: Vice Chair Dr. Roger Ward, Esq.; Ms. Billie Malcolm; Ms. Tanya Terrell; and Mr. Tyrese McBain.

Also Present: President Debra L. McCurdy, PhD.

- I. Vice Chair Ward called the meeting to order at 4:01. The consent agenda (items a-d below) was unanimously approved upon a motion by Trustee Malcolm, seconded by Trustee McBayne.

- a. March 18, 2026, Open Session Meeting Minutes
- b. March 18, 2026, Closed Session Meeting Summary
- c. April 9, 2026 Finance/Audit Committee Meeting minutes
- d. Student Government Association Report

- II. There were no requests to speak at the meeting:

III. Procurements.

1. Purchases that were outside the board's approval requirements (i.e., those under \$100,000) were presented to the BOT for informational purposes:

- Chiller Rental for Library (Sunbelt Rentals) \$74,396.07

VP M. Thomas noted that we are moving into the bidding phase, but the chillers do not work properly; therefore, there is no air conditioning. The College is notifying the Board of this step until the renovations are complete. There were no questions from Trustees.

- Chiller Leak Repair at LSB Building (Johnson Controls) \$26,216.35

As a result of the fire, repairs are needed as well as replacement of parts that are past their life expectancy. The College is already addressing other HVAC failures on the campus. There were no questions from Trustees.

- Rubrix / Nutanix Maintenance Support – Year 3 (CAS Serven) \$78,233.00

Dr. Wayne Rose, CIO, explained that Rubrix serves as the backup of all data via the cloud in case of emergency. There were no questions from Trustees.

2. A procurement exceeding \$100,000 (requiring BOT approval) was presented and described:

Audience Ratings Access – 5 Year
Radio Research Consortium-\$128,720.00

VP Augustus explained that this is an annual project for WBJC for outreach efforts to its membership and for fundraising. This is a multi-year, sole source procurement. This is a proprietary technology, specific to Nielson radio format. Upon a motion by Trustee Malcolm, seconded by Trustee Terrell, the procurement was approved.

IV. Financial Report.

Dr. Tyria Stone, Vice President of Finance and Administration, presented a snapshot of the College's finances as of March 31, 2026, and reported on the recent audit by the Office of Legislative Affairs (OLA). Here are the highlights of her presentation:

Financial Update (Q3 FY26)

- College operating within its means, managing finances responsibly
- Total revenue: \$78.3M through March (82% of \$95.6M budget)
 - Up \$7.1M (10% increase) year-over-year
- Total expenses: \$54.8M (down \$1.2M from prior year)
- Revenue tracking above 75% fiscal year mark

Revenue Performance

- State appropriation: \$36M (flat from last year)
- Bookstore revenue up 35% (\$1.9M actual vs \$935K budget)
 - New vendor and payment process driving increase
- Credit tuition up 5.3% to \$8.8M
- Registration fees up 20%
- Restricted revenues up 39.6% to \$24.5M
- Federal grants up 51% (\$13.5M vs \$9M prior year), primarily due to earlier Pell grant distribution timing

Expense Breakdown

- Personnel salaries: \$27.27M (up 3.8% - normal compensation increases)
- Contractual employees up 12.8%
- Scholarships/fellowships flat at \$10.2M
- Budget allocation by function:
 - Instruction: 34% (\$32.9M)
 - Operations/maintenance: 19%
 - Combined student-focused spending: 50% (\$48.2M)

Trustee Ward asked about deferred maintenance expenses as compared to last year. \$10,000,000 in FY 2026 versus \$0 in FY 2025. Trustee Terrell asked about the historical deferred maintenance and would like an update in a future meeting on the progress with deferred maintenance in relation to the capital budget. The President will bring the information forward in collaboration with the respective VPs and Mr.

Thomas noted the process of updating the Facilities Master Plan (FMP) is underway. The College hopes to have it ready for the May meeting. The BOT does have the full list of projects which was shared by the President earlier this year. Will bring back the operating budget along with the capital budget and deferred maintenance.

OLA Audit Findings

- 14 findings across 8 areas (procurement, financial reporting, financial aid, payroll, IT, equipment)
- Root causes: lack of formal procedures or inconsistent application
- Most corrective actions due June 30, 2026
- Equipment inventory completion targeted for 2027
- No findings impact academic programs or financial viability

V. Enrollment Report.

Workforce Development and Continuing Education

The Workforce Development and Continuing Education Division (WDCE) presented updates. The presentation included information on facilities, the Division's current grants and contracts, enrollment activity for the Adult Basic Education, English Language Services, and Workforce Development departments, and Career Services placements for completers. The presentation covered a period from January 1 to March 31, 2026.

Facilities

Vice President Michael Thomas presented updates for facilities, including the items discussed earlier regarding procurements for a chiller rental for the library, repair of the chiller at the Life Sciences Building, maintenance support for Rubrik, a data maintenance software program, and an agreement with the Radio Research Consortium (RRC) that would allow WBJC to conduct audience research and analytics, analogous to the Nielsen Ratings for television.

Contracts and Grants

WDCE presented figures for grants and contracts for fiscal year 2026. Grants to date total \$10,423,396, a figure which includes both an additional \$342,588 allocated to the Maryland Community Colleges Promise Grant on March 26 and an additional \$81,078 allocated to the Maryland Community Workforce Development Sequence Scholarship (WDSS) on March 19.

Adult Basic Education

Director Andrea Fricks presented the slides. Over the reporting period, Adult Basic Education (ABE) enrolled 895 students, with 33 course sections. Ms. Fricks discussed the Integrated Education and Training (IET) program, which combines ABE classes with workforce training, and noted that IET classes for the Clinical Nursing Assistant (CNA) and Community Health Worker (CHW) pathways have begun. She also mentioned that ABE includes remediation efforts for ABE students and GED course offerings to students held at the Metropolitan Transition Center.

English Language Services

Director Gina Karlin presented the slides. During the reporting period, English Language Services (ELS) enrolled a total of 898 students in the following programs: English Language Instruction (ELI), Community English as a Second Language (CESL), Refugee Assistance Program (RAP), and Services for Older Refugees (SOR). Ms. Karlin also discussed ELS remediation efforts for students, and workshops held over the reporting period.

Workforce Development

Director Brenda Sierra presented the slides. The Workforce Development department enrolled 1,583 students during the reporting period across 106 course sections. Ms. Sierra also discussed remediation activities available for students.

- Chairman Ward asked for clarification regarding the enrollment figures, and specifically wanted to know more about attrition in workforce training programs. He asked whether Workforce Development knows the reasons why students may not complete a course of study, and what strategies the team adopts to reduce attrition.

Director Sierra noted that some students may have personal or health circumstances affecting enrollment status. These students are given the opportunity to re-enroll in a later course. Other students may enroll simply to guarantee access to benefits, with no intention of attending.

- Chairman Ward followed up to ask whether the enrollment data includes a freeze date to accommodate students choosing to re-enroll in later courses, or whether the enrollment data simply reflects total enrollments.

Director Sierra noted that the team tries to finalize registration numbers within two weeks of the start date. Enrollment figures are finalized after 20 percent of the course has taken place. Before that 20 percent drop date, students can drop a course and re-enroll in a different class, without their enrollment appearing in final figures.

Career Services

Director Che Evans presented the slides. Career Services discussed job placement results for completers over the reporting period. Overall, the Career Services office helped 63 completers find employment, with an average hourly rate of \$19.64. The CNA career pathway had the highest number of placements, with 20 completers finding work at an average hourly rate of \$18.69. The cybersecurity pathway had the highest average hourly rate, with average compensation for the 3 completers at \$33.17.

- Trustee Terrell asked whether BCCC has any employer champions, whether these champions create secure employment pathways for completers and whether the existence of these champions helps attract new students.

Director Evans noted that BCCC has long-standing partnerships, particularly in the healthcare field. The CNA pathway, for instance, works closely with LifeBridge,

MedStar, and the University of Maryland. These partners also refer their employers to BCCC for stackable credentialing and contract trainings. Vice President Michael Thomas also noted that the warehousing pathway works closely with Johns Hopkins and Amazon.

- Trustee Terrell followed up to ask whether BCCC has any transfer and articulation agreements with employers.

Vice President Michael Thomas referred the question to Vice President Donna Thomas. Vice President Donna Thomas noted that a new transfer and articulation coordinator, Devin Brown, has recently started. Mr. Brown will review and create articulation agreements and partnerships and will assess and revisit existing ones.

Next Steps

- WDCE will present on the capital budget and deferred maintenance at the May meeting. The presentation will also address the facilities master plan.
- WDCE will present updated enrollment data in either June or July. The presentation will include attrition figures (the number of students who stay enrolled past the drop date but fail to complete a course).
- WDCE's Career Services office will include data on all office activities (to include resume reviews, practice interviews, etc.).

The Academy

Ms. Donna Thomas, Vice President Student Affairs

Ms. Eileen Hawkins, Director of Institutional Research

Ms. Thomas discussed application numbers as compared to prior year. Records & Registration has been working to improve the registration process with priority-based registration for Fall 2026. She explained the CRM prospective inquiry form process which is a big step forward. She noted the Hunger-Free Campus Grant Program award of \$11,000 to expand our outreach and current food pantry to include fresh food options.

- Trustee Ward asked about declines in applications.

VP Thomas identified preliminary findings related to the Mayor's Scholars Program (MSP) and a shift in admit-type selections.

- Trustee McBayne asked about tracking students who utilize the pantry and wanted to know if we are collecting information about their preferences. VP Thomas noted that Student Life & Engagement is working to collect that information. The President noted opportunities to increase the funding in future years given the needs of our students.

VI. Information Technology Report.

Wayne Rose, the College's CIO, presented the Information Technology Report, focusing on Realignment Task #9, and addressing the IT and infrastructure needs of BCCC.

The core goals highlighted, presented and discussed were as follows;

- Cybersecurity Initiatives
- Legacy System Decommissioning Plan
- ID Badge and Door Access System
- Advisory Services Update

Cybersecurity Initiatives

- The College has completed the first quarter of mandatory State cybersecurity training, resulting in improved compliance across campus.
- ITS is managing an increase in phishing and impersonation attempts, including attempted impersonation of senior leadership, underscoring the importance of continued vigilance.
- Ongoing emphasis is being placed on security awareness and training to mitigate institutional risk and protect College data and operations.

VP Rose noted that Cybersecurity remains a priority risk area and that training compliance and proactive awareness efforts are essential to protecting institutional systems and reputation.

Legacy System Decommissioning

ITS is retiring outdated and unsupported IT systems that present security and operational risks due to obsolete software and lack of vendor support.

A structured, two-phase approach is underway: Phase 1: Finalizing contracts, completing Workforce Development and Continuing Education (WDCE) billing, and ensuring no active business processes remain dependent on the system.

Phase 2: Securely migrating critical data and fully decommissioning the legacy platform.

VP Rose reported that this effort reduces cybersecurity risk, improves system reliability, and aligns the College with modern IT support standards.

ID Badge and Door Access System

The current Lenel ID badge and door access system is also outdated and unsupported. ITS is actively testing new student and staff ID card technologies to replace the current system and improve access control, functionality and security.

Advisory Services and Enterprise Systems (Banner)

ITS continues to work toward completion of remaining Banner priority tasks by June 2026.

Current initiatives include: Testing the Banner Leave feature for future implementation; and evaluating contract processing integration from HP LAN into Banner in partnership with Human Resources.

Improvements to Workforce Development Continuing Education admissions processes are near completion.

VP Rose noted that these initiatives support administrative efficiency, data accuracy, and improved service delivery for students and staff.

He concluded by saying that ITS is making measurable progress in reducing technology risk, strengthening cybersecurity, and modernizing enterprise systems. These efforts directly support institutional stability, compliance, and long-term operational resilience.

VII. President's Report

Dr. McCurdy stated that her report was available to the BOT in their packets.

VIII. Closing statement and Motion for Adjournment.

Vice Chair Ward read the following closing statement:

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:

- 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.

Vice Chair Ward asked for a motion to adjourn and close. Trustee Terrell made a motion and Trustee Malcolm seconded. The motion was unanimously approved and the Open meeting was adjourned at 5:03 P.M.