



BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE

Open Session Agenda | December 18, 2019

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

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| I. Call to Order | Mr. Kurt L. Schmoke, <i>Chair</i> |
| II. Adoption of Agenda
a. Approval of the December 18, 2019 Agenda (Tab 1) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| III. Board Actions / Consent Agenda
a. Approval of the November 20, 2019 Minutes (Tab 2)
b. Student Government Association Report (Tab 3)
c. Faculty Senate Report (Tab 5) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| IV. Items Removed from the Agenda (Tab 6)
a. AFSCME Local #1870 at BCCC Report (Tab 4) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| V. New Business (Tab 7)
▪ None | Mr. Kurt L. Schmoke, <i>Chair</i> |
| VI. College Policies (Tab 8)
▪ None | Mr. Kurt L. Schmoke, <i>Chair</i> |
| VII. Presentations (Tab 9)
a. Facilities Master Planning | Dr. Debra McCurdy, <i>President</i>
Mr. Robert Asbury, Noelker
& Hull Associates |
| VIII. President's Report (Tab 10)
a. Cabinet Division Reports
b. Realignment Tasks Update

c. Enrollment Report | Dr. Debra McCurdy, <i>President</i>
Dr. Debra McCurdy, <i>President</i>

Dr. Stanley Singleton,
<i>VP Student Affairs</i> |
| IX. Active Search Listing (Tab 11) | Mr. Kurt L. Schmoke, <i>Chair</i> |
| X. Motion for Adjournment | Mr. Kurt L. Schmoke, <i>Chair</i> |



BOARD OF TRUSTEES BALTIMORE CITY COMMUNITY COLLEGE

Open Session Minutes | November 20, 2019

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

Board Members Present: Chairman Kurt L. Schmoke, Esq., Ms. Leonor Tannhauser Blum, Mr. John D. Lewis, Ms. Lelia F. Parker, Esq., Mr. Jason Perkins-Cohen, Dr. Rachel Pfeifer, Mr. J.C. Weiss, III

Board Members Absent: Mr. Peter Nachtwey

I. CALL TO ORDER

Chair Schmoke called the meeting to order at 4:08 p.m. He thanked President Debra L. McCurdy, PhD for organizing the Town Hall on November 15, 2019 to discuss the proposed City University in partnership with the University of Baltimore and Coppin State University. The Chair acknowledged that the tone of the meeting was good and that the meeting represents the beginning of a _____

II. APPROVAL OF THE AGENDA

Chair Schmoke requested a motion to approve the November 20, 2019 Board of Trustees meeting Agenda. Trustee Perkins-Cohen motioned to approve the Agenda. Trustee Lewis seconded the motion.

III. BOARD ACTIONS / CONSENT AGENDA (All actions requiring a vote)

- A. Approval of the October 16, 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 Perkins-Cohen motioned for approval of the Board Actions / Consent Agenda and it was Trustee Lewis seconded the motion.

IV. ITEMS REMOVED FROM THE AGENDA

Report from AFSCME Local #1870 was removed from agenda.

V. NEW BUSINESS

N/A

VI. COLLEGE POLICIES

A. Student Concerns About Athletics Policy

Dr. Singleton presented the *Student Concerns about Athletic Programs and Activities Policy*. It is the policy of Baltimore City Community College to encourage reporting of concerns related to suspicious or improper behavior, or abuse of power or position in the administration or conduct of College athletic programs and activities, so that prompt corrective action can be taken by BCCC. There were no questions by the Board.

ACTION: Board Chairman called for a motion to approve the *Student Concerns about Athletic Programs and Activities Policy*. Trustee Perkins-Cohen motioned to approve the policy. Trustee Weiss seconded the motion. The Board of Trustees voted unanimously to accept the *Student Concerns about Athletic Programs and Activities Policy*.

B. Overdose Reversal Medication Policy

Dr. Stanley Singleton presented the *Overdose-Reversal Medication Policy*. Baltimore City Community College (BCCC) has established guidelines for proper use and administration of naloxone (Narcan®) to effectively treat opioid overdoses and reduce the fatalities associated with them. It is the policy of BCCC to render aid to persons suffering from opioid drug overdoses by obtaining and storing naloxone or other overdose—reversing medication to be used in an emergency situation, and having trained BCCC staff, including Police Officers and Building Security Officers, recognize the symptoms of an opioid overdose.

Chair Schmoke asked Dr. Singleton to clarify the language in the policy regarding training of full-time students for in-person and online training; Trustee Weiss III inquired if the policy is the same for all colleges. It was clarified that the policy is the same and the language could adapt to the specific environment. Trustee Parker inquired if the students would know that the training is mandatory and how would that be relayed to the students. Dr. Singleton responded that training would occur after the application process during New Student Orientation.

Chair Schmoke asked that the language be amended on the following: It is the policy of BCCC provide incoming full-time students with either in-person or *online training*.

ACTION: Board Chairman called for a motion to approve the *Overdose-Reversal Medication Policy*. Trustee Blum motioned to approve the policy with the amended language. Trustee Lewis seconded the motion. The Board of Trustees voted unanimously to accept the *Overdose-Reversal Medication Policy* with the amended language.

C. Non-Bargaining Unit and Non-Cabinet Level Employees Grievance Policy

Ms. Maria Rodriguez, General Counsel, presented the *Grievance Policy for Non-Bargaining Unit (and Non-Cabinet Level) Employees*. The proposed language is a modification to an existing Policy and supercedes the existing policy. This addresses how the College will

handle grievances filed by employees who are not members of the Bargaining Unit. The MOUs for exempt and non-exempt employees address the grievance process for unionized employees. Employees who serve on the Cabinet of the President are not subject to this or any other grievance policy and serve strictly at the will of the President.

Trustee Perkins-Cohen asked if any other items would be lost from the previous policy. Ms. Rodriguez stated the fourth step of the previous policy, the panel, would be lost.

ACTION: Board Chairman called for a motion to approve the Grievance Policy for Non-Bargaining Unit (and Non-Cabinet Level) Employees. Trustee Lewis motioned to approve the Policy. Trustee Blum seconded the motion. The Board of Trustees voted unanimously to accept the *Grievance Policy for Non-Bargaining Unit (and Non-Cabinet Level) Employees*.

VII. PRESENTATIONS

A. Quarterly Financial Report

Ms. Eileen Waitsman, Controller, provided the College's Financial Report for the first quarter of the fiscal year.

The financial statements measure the performance of the College during the first quarter of fiscal 2020, summarizing restricted and unrestricted revenues and expenditures. Revenue - Major variances from budget are primarily due to the majority of tuition and fees come through the fall or spring semesters, this percentage is expected to be between 45- 50% through the first quarter; This is higher than in fiscal year 2019 as two-thirds of the investment income was received in fiscal year 2020 compared to one third in fiscal year 2019; Expenditures - Major variances from budget are primarily due to Permanent ("PIN") Salaries & Fringe. The percentage here is lower than 25% (one quarter of the year) due to various vacant positions and the reversal of annual leave accruals that occur in the first quarter; Travel/Professional Development is lower than 25% (one quarter of the year) due to a realignment of the budget and increased oversight and controls;

There were no questions from the Board regarding The College Report.

The financial statements measure the performance of the Bookstore operations at Baltimore City Community College during the first quarter of fiscal 2020; Overall, in comparing fiscal year 2020 to date to the same point at fiscal 2019, revenues are down by \$23,661 or 3.5%. Although enrollment is up, spending from the Mayors Scholars Program is down at the Bookstore in fiscal year 2020 compared to fiscal year 2019; Overall, expenditures are up by \$34,304 or 5.5%. The additional spending relates to purchases for the increased enrollment.

There were no questions from the Board regarding The Bookstore Report.

The financial statements measure the performance of the Station operations during the first quarter of fiscal 2020; Overall, in comparing fiscal year 2020 to date to the same point at fiscal 2019, revenues are down by \$52,863 or 21.2% from this time last year due to the timing of the fundraising drive. Expenditures are down by \$22,876 or 8.5%; While revenue totals are

\$73,323 less than expenditure levels through the first quarter, this is consistent with prior years; The Station's first quarter revenues are typically lower than other quarters of the year due to timing of receipts and timing of the fundraising drive. As such, the circumstances of this fiscal year are typical and expected to be resolved over the course of the year.

Chair Schmoke inquired if the students get to participate in the management of the radio station. They do not, but they do have an opportunity to intern there.

The reporting structure for the radio station will now be shifted to the marketing division.

B. Lease Agreements (Renewals)

i. WDCE

The Department of General Services (DGS) has negotiated that, pending approval by the BCCC Board of Trustees, will be presented to the Board of Public Works for approval in December 2019. Under the terms:

- Location of Workforce Development & Continuing Education's offices and classrooms
- 28,000 usable square feet
- Rental payments of \$18 per square foot (\$42,000/month or \$504,000/yr)
- No increase in rent; payment provided for is the same as it was for years 5 to 7 in 2011 lease
- 5 year extension to December 31, 2024
- Termination for convenience clause with 12 month notice

Trustee Pfeiffer inquired about a lease with the parking garage; There is not.

ACTION: Board Chairman called for a motion to approve the WDCEjh88i Lease Renewal
Trustee Weiss III made motion. Trustee Perkins-Cohen seconded motion.
Board voted unanimously to accept the WDCE Lease Renewal.

ii. BioPark

The Department of General Services (DGS) has negotiated that, pending approval by the BCCC Board of Trustees, will be presented to the Board of Public Works for approval in • Laboratory, classroom and office space for credit and non-credit programs

- 31,622 square feet
- Rental payments of \$37.71 per square foot with 3% annual escalations (\$1,192,465/yr 1)
- 10 year extension to January 31, 2030
- Termination for convenience clause with 12 month notice
- Initial improvements were amortized over 20 years, so failure to renew would trigger an obligation to pay remaining balance of \$673,582.56. This is assuming that the required 12 month prior written notice is given to landlord immediately on the commencement date of the new term and termination is effective January 31, 2022

- Part of the space is not currently used because it needs plumbing work. DGS is assisting BCCC in determining the costs and procuring the services needed to remedy the plumbing issue December 2019. Under the terms:

Chair Schmoke inquired about the utilization of space; Subletting is permissible if we get approval by landlord; Trustee Weiss III would not rule out subletting; Trustee Weiss III questioned regarding the statement of termination. The termination should be January 31, 2021, not 2022.

ACTION: Board Chairman called for a motion to approve the BioPark Lease Renewal Trustee Perkins-Cohen made motion. Trustee Weiss III seconded motion. Board voted unanimously to accept the BioPark Lease Renewal.

VIII. PRESIDENT'S REPORT

Dr. McCurdy announced the appointment of Dr. Liesl B. Jones to the position of Vice President of Academic Affairs at Baltimore City Community College, effective December 9, 2019. Dr. Liesl Jones has over 20 years of progressive experience and leadership in higher education and currently serves as the Dean of Science, Technology, Engineering & Mathematics (STEM) at Union County College in New Jersey.

ENROLLMENT REPORT

Dr. Singleton reported that 508 students are currently registered for the Spring 2020 semester ; BCCC Admissions staff participated in the Baltimore National College Fair sponsored at the Baltimore Convention Center on October 21st and 22nd; Student Success Advisors contacting students to set up appointments for early registration; Began outreach to students who may have stopped attending (students who have not been enrolled for less than 364 days are being contacted by Student Success Advisors; students who have not been enrolled for more than 365 days are being contacted by admissions staff) to set up appointments to register during the early registration period.

Chair Schmoke inquired if Dr. Singleton knew the reason for students stopping out. Medical, family and academic stressors are amongst the causes.

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 Closed Session at 5:02 p.m., which was motioned by Trustee Weiss and seconded by Trustee Perkins-Cohen.

IX. NEXT MEETING: *December 18, 2019.*

ATTENDANCE:

Dr. Debra L. McCurdy, President
Ms. Becky Burrell, VP of Institutional Effectiveness and Planning
Dr. Stanley Singleton, VP of Student Affairs
Mr. Michael Thomas, VP of Workforce Development and Continuing Education
Ms. Dawn Kirstaetter, VP of Advancement & Strategic Partnerships
Ms. Maria Rodriguez, Esq., General Counsel
Mr. Stephan Byam, Chief Information Officer
Ms. Lyllis Green, Chief Internal Auditor
Ms. Michelle Williams, Director of Human Resources
Dr. Debora Johnson-Ross, Director of Mayor's Scholars Program

BCCC Staff Present:

Elena Berrocal; Melvin Brooks; Maria Cazabon; Valerie Grays; Eileen Hawkins; Dr. Bob Iweha; Dr. Anil Malaki Scott Olden; Sylvia Rochester; Scott Saunders; Dr. Daphne Snowden, Dr. Chima Ugah; Eileen Waitsman; Jeffrey White.

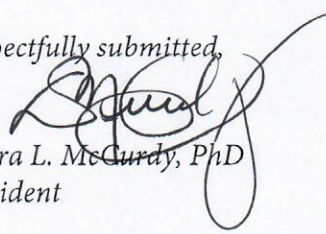
Others Present:

Omer Olloumou, SGA Vice President

CLOSED SESSION

Chair Schmoke requested a motion, under the Open Meetings Act, State Government Article Section 10-508, to convene in Closed Session on November 20, 2019, in the President's Conference Room to discuss real estate, personnel and to obtain legal advice. The motion was given by Trustee Weiss III and seconded by Trustee Perkins-Cohen.

Respectfully submitted,



*Debra L. McCurdy, PhD
President*

Approved by the Board of Trustees on December 18, 2019