
**BOARD OF TRUSTEES
BALTIMORE CITY COMMUNITY COLLEGE**

Open Session Minutes | 1:00 PM December 20, 2023 (Virtual Zoom Meeting)

Board Members Present: Chairman Kurt L. Schmoke, Ms. Leonor Blum (virtually), Ms. MacKenzie Garvin, Ms. Leila Parker, Esq., Dr. Rachel Pfeifer, Ms. Tanya Terrell (virtually), Dr. Roger Ward, and Mr. John C. Weiss

Also Present: President Debra L. McCurdy

- I. Call to Order
 - a. Adoption of Agenda
 - i. Approval of the December 20, 2023 Agenda
 - II. Board Actions/Consent Agenda
 - a. November 15, 2023 Open Session Meeting Minutes
 - b. November 15, 2023 Closed Session Meeting Summary
 - c. December 14, 2023 Finance/Audit Committee Meeting Minutes
 - d. Student Government Association
 - e. Faculty Senate Comments, Dr. Katana L. Hall 1:20 PM
 - i. Wonderful celebration with students on campus. Winter concert; studio tour and exhibition; Kwanzaa celebration (over 100 attendees)
 - ii. Faculty have concerns about Banner issues preventing students from registering for classes.
 - iii. Facilities with outdated equipment; concerned about mold issue in LSB. Appreciate efforts.
 1. VP Thomas assured her that there has been testing in LSB to monitor mold. So far, the results have all been negative. Inspections are continuing monthly and regularly-scheduled cleaning is occurring. Is the mold recurring? The root source is coming from the humidity in the building, which is caused by the old chiller system which was installed incorrectly 20 years ago. A new chiller has been installed and a specialized company came to recommend changes which have been incorporated into a change order. Trustee Weiss asked about Legionnaire's disease. VP Thomas responded that it has not been found.
 2. Dr. McCurdy will seek support from the State and escalate the issue if necessary.
 - iv. Would like faculty to be at the table for policy development.
 - v. MSCHE – Several Faculty attended conference and participated in the site visit by the Team Chair.
 - III. Items Removed from the Agenda
 - a. AFSCME Local #1870 at BCCC Comments
 - IV. New Business
 - a. Finance/Audit Committee Meeting December 14, 2023
 - i. Procurement Policies & Procedures (Information)
 - ii. Procurements Exceeding \$25,000 to \$99,999 (Information)
 1. Uninterrupted Power Batteries (DC Group) \$34,114.98
 2. Textbooks (McGraw-Hill) \$88,481.40
 3. Textbooks (McGraw-Hill) \$105,821.45
 4. Textbooks (Vital Topco) \$118,695.34
 - iii. Procurements over \$100,000 Pre-Approved and Finalized
 1. Nursing Program Simulator Mannequins (Laerdal) \$373,742.74
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- iv. Procurements Exceeding \$100,000
 - 1. Security Guard Kiosk – Modification (Dade Star) \$15,972.00
 - a. VP Thomas requested an additional \$15,000 to house Public Safety Officers while the new kiosk is being built.
 - 2. Exterior Door Improvements – Modification (Bob Andrews) \$68,143.68
 - a. For the doors, a change order is needed to ensure they are ADA compliant. In reviewing the scope, it was determined they were not ADA compliant; therefore, the change order is needed.
 - 3. 54-Passenger Bus (National Bus Sales Inc.) \$416,139.00
- v. Procurement Pre-Approval (The Finance Committee considered these procurements and recommended approval.)
 - 1. Vehicle Replacements
 - a. Three 16/20 ADA Compliance Shuttle Buses (Creative Bus Sales) \$397,605.00
 - b. Two 14-Passenger Vans (Creative Bus Sales) \$156,482.00
 - c. VP Thomas presented and explained why the College needed to replace a few vehicles. He shared a photograph of a new bus and requested approval to purchase it and other new buses and vans. Chair Schmoke questioned the need for the new vehicles. Mr. Thomas explained that the buses have outlived their expected life and students are complaining about them as they are so old. He noted that the College spent \$36,000 last year to maintain them. He further explained that the newest van is a 2011 van; they are old and worn on the interior and exterior. Students and faculty complain; the College is investing a lot of money, and they are becoming unsafe. The buses and vans are used for student engagements, to transport guests to and from campus, and to transport students and staff between BCCC locations.
 - d. VP Bascombe noted that these will be paid for from operating funds. Last year, over \$100,000 was spent to maintain the fleet.
 - 2. Bookstore Services (Barnes & Noble College)
 - a. Dr. McCurdy said that she was looking forward to Barnes & Noble taking over operation of the campus bookstore, with a soft pilot planned for the summer and full implementation in the fall.
 - b. VP Bascombe said he was requesting pre-approval to continue with the engagement and said he would bring a full proposal to the Board in January with the contract and all the details for Board approval. The Board unanimously gave its consent.
- vi. Financial Monthly Performance Report

VP Bascombe gave a fiscal year 2024 overview of the College's finances as follows:

•Revenues:

- Year to Date (YTD) Total Revenues
 - FY 2024 -\$48.9M
 - FY 2023 -\$33.7M
 - An increase of \$10.1M
 - Unrestricted Revenues (up \$7.7M)
 - Restricted Revenues up \$2.4M

•Expenditures:

- YTD Total Expenditures
 - FY 2024 -\$30.5M
 - FY 2023 -\$20.7M
 - An increase of \$9.8M

V. College Policies

- a. Firewall Security Policy, CIO Rading 1:34 PM
 - i. CIO Rading explained that this is a revision to the 2011 policy and aligns with the 2019 changes to the State’s policy. Dr. Pfeifer asked if the definition of firewall has changed. CIO Rading confirmed that it has not.
 - ii. Chair Schmoke called for the motion to approve. Approved with no objections.
- b. Information Technology Security Policy, CIO Rading 1:36 PM
 - i. CIO Rading explained that this now aligns with the State’s changes from 2019. The definition of security has broadened. The changes are reflected in the procedures including disaster recovery. Changes are still happening to the procedures at the State level. BCCC has participated in panels related to those revisions.
 - ii. Chair Schmoke called for the motion to approve. Approved with no objections.
- c. Mission, Vision, Values Policy, VP Burrell 1:42 PM
 - i. VP Burrell noted that the Self-Study Standard I Working Group had detected a gap in having a policy and process for creating mission, vision, and value statements at all levels. As the Strategic Plan is updated, the mission, vision, and values will be updated. This policy puts in place controls to centralize statement development so such will go to the Board for approval to ensure that they align with the institutional statements.
 - ii. Dr. McCurdy responded to a question by noting that unit-level statements would be approved at the Cabinet level, while the Board would approve the institutional statements. The policy was sent back for revision and clarification of that point. Dr. Pfeifer asked if adoption of this policy could wait until January 2024 in light of the upcoming MSCHE deadlines and Dr. McCurdy said yes.
 - iii. Dr. Pfeifer requested a “red-lined” version of changes proposed for revised policies.

VI. Presentations

- a. Enrollment Update, IVP Thomas 1:54 PM
 - i. IVP Thomas reported a 27.5% increase in Winter 2024 enrollment compared to Winter 2023 and noted some marketing efforts. Dr. McCurdy noted that more than 420 students were enrolled this winter (compared to approximately 35 students in the winter term four years ago). IVP Thomas explained that Academic Affairs has expanded the course offerings plus she detailed some of the incentives including free textbooks for students.
- b. ERP Update provided was a brief summary.

VII. President’s Report (a brief overview was provided as substantial information was covered during the Retreat)

VIII. Chair Schmoke read a closing statement and the Board unanimously approved a Motion for Adjournment.

- a. Open Board Session was adjourned at 1:59 PM.