



**BOARD AGENDA
TAB 3 – INFORMATION
DECEMBER 19, 2018**

**BALTIMORE CITY COMMUNITY COLLEGE
BOARD OF TRUSTEES
APPROVED OPEN SESSION MINUTES
November 21, 2018
4 p.m.
Liberty Campus
Mini-Conference Center**

Board Members Present: Kurt L. Schmoke, Esq. (Chair); Dr. Rosemary Gillett-Karam, (Vice Chair); Maria Tildon, Esq.; Dr. Rachel Pfeifer; Mr. Jason Perkins-Cohen; Mr. J. C. Weiss, III; Mr. Peter Nachtwey (via conference call); Mr. John D. Lewis; Ms. Maricruz Abarca (Student Trustee)

Board Members Absent:
None

**The Board unanimously approved the November 21, 2018 agenda.*

Chair Schmoke brought the meeting to order.

I. Remarks

II. NEW BUSINESS

A. Director James Knighton, Esq., presented a PowerPoint presentation of BCCC's Legislative Action Plan and Structure.

- **Purpose:**
 - Establish a clear, rational, efficient, and standardized process for communicating with elected officials at the state, local, and federal levels.
- **Core Team**
 - The President/CEO is supported by a core team consisting of the Chief of Staff, the Vice President of Administration and Finance, and the Director of Government Relations.
 - At formally scheduled meetings with elected officials, the President/CEO should be accompanied by at least one member of the core team. The President/CEO and the core team are the primary conduits of information and communications to elected officials and their staff, as well as staff members of the Department of Legislative Services (DLS) and budget analysts at the Maryland Department of Budget and Management (DBM).

- **Procedures during the Maryland General Assembly Annual Legislative Session**
 - The Maryland General Assembly's annual legislative session begins on the second Wednesday of each January and lasts for 90 days, adjourning on the second Monday of April. During this three-month period, the Office of Government Relations maintains certain processes that keep the President/CEO, the core team, and the President's Staff informed of legislative developments at set times during each week.

- **Baltimore City Community College 2019 Legislative Agenda**
 - In the 2019 Maryland General Assembly session, BCCC is promoting its agenda with two pieces of legislation.
 - "Baltimore City Community College—Procurement Authority"
 - "Baltimore City Community College—Broadcasting Infrastructure--Use of Revenue"

- **Procurement Authority**
 - This bill would grant BCCC similar procurement authority to that of Morgan State University, St. Mary's College of Maryland, and the higher education institutions comprising the University System of Maryland. It would require BCCC's Board of Trustees to develop procurement policies and procedures and would then require those policies and procedures to be approved by the Board of Public Works and the Administrative, Executive and Legislative Review Committee of the General Assembly.

It would also require BCCC to develop an information technology plan. This bill would also make BCCC exempt from most of the provisions of Division II of the State Finance and Procurement Article, which would in turn allow it to conduct most procurements independently of the Departments of Budget and Management (DBM), General Services (DGS), and Information Technology (DoIT). The bill would require approval of the Board of Public Works for BCCC contracts exceeding \$500,000 in value.

Approval levels (based on contract value)

- Below \$50,000: approval by BCCC procurement staff
- Between \$50,001 and \$100,000: approval by BCCC President/CEO
- Over \$100,000: approval by BCCC Board
- Over \$500,000: approval by BCCC Board, then Board of Public Works

- **Role of BCCC Board**
 - Procurement policies and procedures will be submitted to the Board for approval before Board of Public Works (BPW) and Administrative, Executive, and Legislative Review (AELR) Committee review.
 - They will be patterned after policies adopted by Morgan State and St. Mary's College boards as part of their procurement legislation in 2004 and

2006, respectively.

- **Broadcasting Infrastructure--Use of Revenue**

- This proposed bill would exempt revenue received by BCCC for the use of WBJC's radio tower, i.e., Verizon, etc., from provisions of law that require funds earned by State agencies from leasing telecommunications or broadcasting infrastructure to private-sector entities to be paid into the Major Information Technology Development Project Fund. The bill would put BCCC in the same status as the Maryland Department of Transportation (MDOT) and the Public Broadcasting Commission.

The proposed bill allows BCCC to retain any revenue derived from the lease of WBJC's radio tower to third parties.

WBJC's radio tower was built with investment from Baltimore City, the Corporation for Public Broadcasting, and private donations. There is no State investment in the infrastructure, and the Major Information Technology Project Fund was established to pay for State agency IT projects.

The Department of Information Technology had never requested or collected the revenue from BCCC until a 2017 Legislative Audit of "Resource Sharing Agreements" disclosed that it should have been doing so. In calendar year 2018, the revenue amounts to roughly \$70,000.

Discussion:

- The Board inquired as to how the request for a change in BCCC's procurement authority is related to the other community colleges' procurement authority.

Director Knighton responded that this legislation would make BCCC compatible with other institutions.

- The Board inquired as to how often BCCC has a procurement valued at \$ 500,000.

VP Calvin Harris responded that BCCC usually has one per year which is related to IT matters. COS Perry added that VP Harris, and Director Knighton have been working with Senator Antonio Hayes, who will sponsor our bill, as well as other city delegation. Dr. Johnson added that MACC supports this bill as well.

- The Board inquired as to if the procurement thresholds of other community colleges were known.

Director Knighton responded that he did not know this information but would find out and report back to the Board.

- The Board inquired about the WBJC Tower revenue.

Director Knighton responded that the revenue from WBJC Tower usage would allow the college to recap the revenue opposed to the revenue being paid into the Major Information Technology Development Project Fund.

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

- A. Approval of October 17, 2018, Minutes
- B. College Contracts
- C. Student Government Association (SGA) (Mr. Victor Anokwuru, President)
- D. AFSCME Local # 1870 at BCCC (Ms. Charlene Gray, President)
- E. Faculty Senate (Dr. Chima Ugah)

Action: *The Board voted and unanimously approved the Board Actions/Consent Agenda.*

IV. PUBLIC PRESENTATIONS

Finance & Technology Committee Meeting

- A. Committee Chair, Mr. J. C. Weiss, III called the Finance & Technology Meeting to order.
- B. Meeting Actions
 - November 21, 2018 Agenda
 - Approval of the May 16, 2018 and October 17, 2018 Minutes

Action: *The Board unanimously approved the November 21, 2018 agenda and above listed minutes.*

- C. VP of Administration and Finance, Mr. Calvin Harris, Jr., reported on the BCCC first quarter year-to-date for;
 - a. Financial statements and fund balance
 - b. Bookstore
 - c. WBJC
 - d. Technology update

V. ITEMS REMOVED FROM THE AGENDA

None

VI. COLLEGE POLICIES

A. Opioid Use and Opioid Drug Overdose Aid Policy

Chief of Staff (COS), Bryan Perry, Esq., presented the Opioid Use and Opioid Drug Overdose Aid Policy for consideration of approval.

- Governor Lawrence J. Hogan declared a State of Emergency in response to the opioid epidemic. A law was passed that all colleges and universities must have a policy addressing opioid abuse.
- Governor Hogan and Lt. Governor Boyd F. Rutherford announced that \$50

million in new funding to address the crisis will be instilled in the State's budget and appointed the Governor's senior emergency management advisor Clay Stamp to lead the state's coordinated effort to combat the crisis.

- BCCC recognizes that one of its most important obligations is to maintain a completely alcohol- and drug-free campus; therefore, BCCC would like to implement a policy regarding opioids. Therefore, the following will be the language used in the policy that strictly prohibits:
 - The illegal use of opioids on campus by students, employees or visitors to any BCCC property.
 - Being under the influence of drugs or illegal prescription drugs on any BCCC property.
 - The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on college property.
 - Any student who violates any portion of this policy will be subject to disciplinary action, up to and including suspension or expulsion, under the BCCC Student Code of Conduct. Any employee who violates any portion of this policy will be subject to disciplinary action up to and including discharge under the appropriate disciplinary procedures.
 - The College reserves the right to include completion of an appropriate rehabilitation program.

Discussion:

- The Board inquired as to the section of the policy stating that Police Officers and Building Security would carry and administer the antidote Narcan.

COS Perry responded that internal procedures are being reviewed, i.e., other colleges and universities, and may broaden the authorization of others to administer the antidote.

- The Board inquired as to if a conversation with the City Health Department had taken place in regards to opioid treatment and training.

COS Perry responded that discussions have been had regarding having the Health Department come to campus and provide the 30-minute training on administering Narcan.

VII. PRESIDENT'S REPORT

- Dr. Johnson stated that his report would stand as is.

A. ENROLLMENT REPORT

- Enrollment Report was acknowledged.

B. MAYORS SCHOLARS PROGRAM (MSP)

Director Barbara Poindexter Webb reported the following regarding MSP.

- Mid-term grades are beginning to come in and are being reviewed by MSP staff and coaches to identify students that may not be successful thus far.
- Planning for the 2019 cohort, along with BCCC faculty, to design a cohort of classes that can maximize student success.
- Mayor Pugh gave students, as a reward, tickets to a Travis Scott concert.
- MSP continues to work with Workforce Development to promote available options for students who may not be faring well on the academic side.
- Academic Success Plans are being designed to assist in ensuring success for the MSP students.
- Second Chance is a pilot program that is being considered for MSP students who are enrolled and who may need to fulfill a small number of requirements for a passing grade. The Second Chance classes are for developmental English and Math.

Discussion:

- The Board inquired as to if there any trends in any institutional interventions that reflect the students may have used to achieve better grades.

Director Webb stated that faculty did comment that students have reached out and requested assistance to achieve better grades.

- The Board inquired as to if the pass-rate reported in the brochure of 95% represented all MSP students.

Director Webb responded that yes, they were all MSP students. Director Hawkins responded that the pass-rate for developmental courses are stable for all students MSP and non-MSP students.

In an effort to keep the students engaged, MSP has partnered with other organizations, i.e., Year Up, and Bro's hosted a men's rap that gave the opportunity to talk with other professional men for support. Free haircuts were also provided.

Other MSP Updates:

- Approximately 305 students are currently enrolled in MSP
- Three proposals for the RFP for a support vendors have been received. The proposed review team will meet on Monday for a discussion regarding the three proposals.
- Dr. Johnson is considering developing a partnership with Amazon, as many of the MSP students are employed at Amazon.
- The Board inquired as to the students who are failing RENG 92 know who or where to go for an advisor they need to see in order to achieve a better grade.

Director Webb responded that they are continuing to work with faculty and advisors to identify students who are close to failing. One of the barriers is that the student may not know his/her advisor.

CLOSING COMMENTS

VI. MOTION FOR ADJOURNMENT

Chair Schmoke motioned to adjourn the meeting to reconvene into a closed session at 3:57 p.m.

VII. NEXT MEETING *Wednesday, December 19, 2018*

ATTENDANCE:

Dr. James H. Johnson, Jr., Interim President
Bryan Perry, Esq., Chief of Staff/General Counsel
Dr. Tonja Ringgold, VP of Academic Affairs
Ms. Sylvia Rochester, Interim VP of Student Affairs
James Knighton, Esq., Director of Governmental Relations
Mr. Calvin Harris, Jr., VP of Business & Finance
Ms. Dawn Kirstaetter, VP of Advancement & Strategic Partnerships
Mr. Michael Thomas, VP of Workforce Development & Continuing Education
Ms. Lyllis Green, Chief Internal Auditor
Ms. Michelle Williams, Director of Human Resources
Barbara Poindexter Webb – Director of Mayor's Scholars Program

BCCC Staff Present:

Charlene Gray; James Green; Wendy Harris; Joe Hutchins; Dr. Bob Iweha; John T. McCoy, III; Valerie Leverette, Brian O'Connell; Shaunta Rao; Gregory Tarver, Dr. Chima Ugah; Leonard Willis, Brenda Wiley, Diana Zilberman.

**Please note that the above listed persons signed the sign-in sheets; however, there were more staff that attended this meeting.*

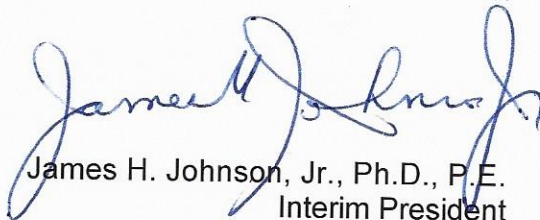
Others Present:

CLOSED SESSION

The Board voted unanimously, under the Open Meeting Act, State Government Article, and Section 10-508, to convene in Closed Session on November 19, 2018 in the President's Conference Room to discuss real estate, personnel and to obtain legal advice.

**Full report on file in the President's Office*

Respectfully submitted,



James H. Johnson, Jr., Ph.D., P.E.
Interim President

*Approved by the BCCC Board of Trustees on
December 19, 2018*