

The Board of Trustees of the Community College of Baltimore County
Meeting Minutes, September 30, 2020

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, September 30, 2020 at 5:30 PM on the Essex campus of the Community College of Baltimore County. The following members of the Board were in attendance, in person or virtually via Microsoft Teams (indicated in parentheses): Board Chair Gene J. Leitner; Trustees Gayle Adams; Kimberly Carl; Gerald Gietka; Paulette Hammond; L. Michelle Jackson (virtual); Mary Margaret O'Hare; Douglas B. Riley (virtual); Richard Scheper; Daryl Sidle (virtual); J. D. Urbach; and Gerard W. Wittstadt, Jr. Also present were Sandra L. Kurtinitis, President; Richard H. Lilley, Vice President of Enrollment and Student Services; Melissa Hopp, Vice President of Administrative Services; Joaquin Martinez, Provost and Vice President of Instruction; and Ken Westary, Vice President of Institutional Advancement.

EXECUTIVE SESSION

Having opened the Public Session, Chair Leitner made a motion to call to order a closed meeting of the Board of Trustees of the Community College of Baltimore. Pursuant to General Provisions Article 3-305, he moved that the Board of Trustees enter into the closed session for the following purposes:

Under Section 3-305 (b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

Chair Leitner stated that the Board would discuss a personnel matter. He also stated that it was necessary to close the meeting because any discussion of personnel matters is confidential under the law. The Chair's motion was seconded by Trustee O'Hare and unanimously approved. The Trustees entered into the Closed Session at 5:33 p.m.

INTRODUCTION

Upon returning from the Closed Session, Chair Gene Leitner welcomed everyone back and asked for a motion and a second to come out of the closed session. A motion was made by Trustee O'Hare and seconded by Trustee Adams. The motion was unanimously approved, and the Board reentered the Public Session at 6:59 p.m. Chair Leitner welcomed and thanked everyone for attending the September 30, 2020 meeting of the Board of Trustees. He acknowledged the staff at CCBC Essex for hosting the meeting, thanking Facilities, Catering and the Campus Director's Office for taking extra COVID-related precautions to help make the in-person meeting possible. He also thanked Craig Klimszak and the Information Technology staff who worked hard to manage the virtual participation for trustees and audience members.

CONSENT AGENDA

Chair Leitner asked for a motion to approve the Consent Agenda. A motion was made by Trustee Riley and seconded by Trustee Hammond. The motion was unanimously approved. The following items were adopted:

1. Agenda for the Regular Session of the September 30, 2020 Board of Trustees Meeting
2. Minutes from the June 17, 2020 Regular Session of the Board of Trustees
3. Interim Approval Items

REPORT OF THE BOARD CHAIR

Chair Leitner reminded trustees that the Association of Community College Trustees (ACCT) was holding their Annual Leadership Congress in virtual format on October 5th-8th. Trustees Urbach, Jackson, Hammond, Scheper, Adams, Gietka, Riley and Gresham were registered to participate along with Chair Leitner and President Kurtinitis.

Chair Leitner announced that the Retiree Recognition event was scheduled to take place in a virtual format on Tuesday, October 20th. [Subsequent to the September meeting this event was canceled due to lack of participation.]

Chair Leitner then stated that the Board of Trustees Retreat scheduled for October 23rd has been postponed until March, 2021 (exact date to be determined). Due to the Middle States requirement for a Board self-evaluation, the President and the Chair will schedule a new date in March or April to conduct that process. Chair Leitner also announced that he appointed Trustees Adams and Scheper to participate as Board representatives in the Middle States process, and invited them to share their experience. Trustee Scheper reported that the kickoff was informative and well organized, and that the first committee meeting for Standard 7, Governance was held. He is currently becoming familiar with the materials and looking forward to continuing the process. Trustee Adams mentioned that she represented the Board during the Strategic Planning Process and is impressed by the organization that has gone into the accreditation process. What she liked best about the Strategic Planning process was the opportunity to work with faculty and staff at the college, and she is looking forward to the same opportunity with the Middle State process. Chair Leitner thanked Trustees Scheper and Adams for making the time to represent the Board in this endeavor.

Chair Leitner then reminded trustees to complete and turn in their Conflict of Interest Statements, included inside the front cover of their binders.

REPORT OF THE PRESIDENT

Comments

President Kurtinitis also thanked Trustees Adams and Scheper for representing the Board in the Middle States process. She congratulated Trustee Urbach on receiving the National Outstanding Eagle Scout Award. She mentioned that some trustees were able to attend the tour of the Carol Diane Eustis Center for Health Professions prior to the Committee meetings; a Virtual Ribbon Cutting would take place on October 29th at 10 a.m.

President Kurtinitis then shared good news about the college. She showed a photo of the sign that will be displayed at Tradepoint Atlantic, the site of CCBC's Commercial Driver's License training. Dr. Kurtinitis announced that Vice President Melissa Hopp and her team received the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the 22nd year in a row. She then shared a list of grants that the college has received, highlighting the TRIO grants for Student Support Services (such as tutoring and advising) and a Health Resources and Services Administration Grant to provide support for Opioid Impacted Families. Dr. Kurtinitis read this statement regarding the grant, "As the only National Addiction Studies Accreditation Commission training program in Maryland, CCBC's Opioid Impacted Family Support Program will train and place more than 100 newly credentialed counselors to work within the medically underserved areas in Baltimore City, surrounding counties, and rural parts of the state." Dr. Kurtinitis also thanked Michael Netzer and the staff in his area for their work on the Apprenticeship Grants; the college currently has about 1400 students in apprenticeship programs across a variety of disciplines. President Kurtinitis shared that there would be a Middle States Liaison Visit with Dr. Kushnood Haq, the Vice President of the Middle States Commission on Higher Education; Dr. Haq will spend the day meeting with the trustee representatives, senior staff, and the steering committee. Every ten years an institution must undergo a Middle States accreditation process.

Dr. Kurtinitis then asked Vice President Kenneth Westary to offer information about the new capital campaign. The winning title of the campaign is *Bridge to Success: Building Our Future Together*. Vice President Westary announced that the 6-year campaign will have a goal of \$45M to \$51M, consisting of both public and private support. Campaigns can generate the kind of inspiration that infuses CCBC with vision, energize the Foundation and the Board of Trustees, engage volunteers and friends, increases CCBC's visibility, and improve our ability to raise money. The priorities of this campaign will include support for student success and scholarships, academic programs and innovative initiatives, financial sustainability and legacy giving, and faculty, staff and infrastructure. The campaign is currently in the Campaign Planning and Quiet Phase and will move into the Public Phase in July 2023.

Senate Report

President Kurtinitis asked Senate Chair Kristin Duckworth to share information about the College Senate's recent activities. Senate Chair Duckworth reported that last March, when all work of the college went remote, the face-to-face meetings of the College Senate were suspended. However, the five standing committees continued meeting and working virtually, resulting in the completion of important proposals, including a comprehensive review and proposed revisions to all of the components of faculty evaluation and promotion. Last spring the Senate leadership also created Emergency Procedures, which were subsequently approved by the entire Senate body, to review and approve non-controversial policy proposals through an electronic Consent Agenda process.

Last spring the Senate Executive Committee served as a conduit to senior leadership regarding concerns of employees related to remote operations and the pandemic. They suggested the creation of a Faculty Advisory Board to work with administration on instruction-related policies and procedures for dealing with the COVID crisis. Two faculty members from each school were selected and the committee has been meeting on a regular basis since mid-summer. This committee has now been expanded to include members of Enrollment and Student Services, as

well as Administrative Services (in particular, Information Technology) and has been renamed the COVID Advisory Committee, working under the direction of Provost and Vice President of Instruction Martinez.

During the summer months, members of Senate leadership met and created policies and procedures for virtual meetings of the entire senate body. On September 21 they had their first meeting of the College Senate via Teams to practice the procedures and technology, with all Senators present. As a result of that success, they are in a position to begin debate on actual policy proposals during our next meeting in October.

College Presentation

President Kurtinitis invited Dr. Joaquin Martinez, Provost and Vice President of Instruction, to present information on “A New Direction for Student Success 201.” Provost Martinez identified three basic pillars of the college over the last decade. The first pillar was a transformative Title III Grant in 2010, building a culture of success. Another strong pillar was the Guided Pathways initiative in 2015. Most recently, there was a third pillar in this longitudinal work in the Title III Grant awarded in 2019, with the Pathways work continuing into the future. At that time CCBC began a college-wide analysis of how to build an infrastructure that was comprehensive in nature.

CCBC’s Future of Work Agenda pulls together many of our initiatives to continue to focus on completion, transition to college and careers, providing premier workforce solutions, and offering seamless student processes. The current Student Success 201 agenda continues to respond to barriers and create positive change for students using a Life-Cycle Approach. Provost Martinez pointed out that this is difficult work; professional development is central; and analysis of reliable data is essential. However, it is the kind of work that enables us to continue to improve our efforts to serve our students.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

BUDGET AND FINANCE COMMITTEE

In Committee Chair Urbach’s absence, Chair Gene Leitner asked Trustee Adams to report on the Budget and Finance Committee Meeting.

Trustee Adams reported that the Budget and Finance Committee approved Items 1 through 4 on the Consent Agenda. These included:

1. Agenda for the September 30, 2020 Budget and Finance Committee meeting;
2. Grants and Gifts to CCBC
3. Fiscal and Facility Reports
4. Personnel Items

(Items 2 through 4 were included as information items and do not require Board approval.)

Trustee Adams reported that the Committee then voted to recommend the following for approval:

- Modifications to Aviation Course Fees
- The list of Contracts and Purchases over \$75,000, presented by Vice President Melissa Hopp.

Board Chair Leitner asked for a motion to approve the action items outlined by Trustee Adams. Those items included:

- Consent Agenda Items 1 through 4
- Modifications to Aviation Course Fees
- The list of Contracts and Purchases over \$75,000, presented by Vice President Melissa Hopp.

The motion was made by Trustee O'Hare and seconded by Trustee Adams. The motion was unanimously approved.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Board Chair Leitner asked Trustee Meg O'Hare to report on the Academic and Student Affairs Committee Meeting.

Trustee O'Hare reported that the Academic and Student Affairs Committee recommended adoption of Items 1 and 2 on the Consent Agenda. These included:

1. Agenda for the September 30, 2020 Academic and Student Affairs Committee meeting;
2. The FY2021 Summer and Fall Enrollment Report (provided as an information item)

Trustee O'Hare then reported that the Committee voted to recommend submission of two institutional reports to the Maryland Higher Education Commission (MHEC): CCBC's 2020 Institutional Performance Accountability Report, and CCBC's FY2021 Cultural Diversity Plan.

Board Chair Leitner asked for a motion to approve the action items outlined by Trustee O'Hare. Those items included:

- Consent Agenda Items 1 and 2.
- Approval to submit two reports to the Maryland Higher Education Commission (MHEC): CCBC's 2020 Institutional Performance Accountability Report, and CCBC's FY2021 Cultural Diversity Plan

A motion was made by Trustee Hammond and seconded by Trustee Scheper. The motion was unanimously approved.

NEW BUSINESS

Under New Business, President Kurtinitis and Vice President Hopp provided information about a proposed amendment to Board Policy 2.07: Employee Grievance Procedure. The amendment

was presented for First Reading, and will be submitted for approval at the November 18, 2020 Board of Trustees Meeting.

ADJOURNMENT

With no further business, Chair Leitner asked for a motion and second to adjourn the September 30, 2020 Board of Trustees meeting. A motion was made by Trustee Wittstadt and seconded by Trustee O'Hare. The meeting adjourned at 8:12 PM.

Respectfully submitted,
Sandra L. Kurtinitis, Ph.D.

:sdb

