

**The Board of Trustees of the Community College of Baltimore County**  
*Meeting minutes, February 24, 2021*

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, February 24, 2021 at 5:52 p.m. 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; Vice Chair James Gresham; Trustees Gayle Adams (virtually), Kimberly Carl, Gerald Gietka (virtually), Paulette Hammond, L. Michelle Jackson (virtually), Mary Margaret O’Hare, Douglas B. Riley (virtually), Monzella Saunders-Owings, Richard Scheper, J. D. Urbach, and Gerard 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; Joaquín Martínez, provost and vice president of instruction;; Michael Netzer, interim vice president of external outreach; and Kenneth 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 expected to discuss two personnel issues. The chair’s motion was seconded by Trustee O’Hare and unanimously approved. The trustees entered into the closed session at 5:54 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 Urbach and seconded by Trustee O’Hare. The motion was unanimously approved, and the board reentered the public session at 7:05 p.m. Chair Leitner welcomed and thanked everyone for attending the February 24, 2021 meeting of the Board of Trustees. He acknowledged the staff at CCBC Essex and the Office of Information Technology for hosting the meeting.

**CONSENT AGENDA**

Chair Leitner asked for a motion to approve the consent agenda. A motion was made by Trustee Saunders-Owings and seconded by Trustee Carl. The motion was unanimously approved. The following items were adopted:

1. Agenda for the regular session of the February 24, 2021 Board of Trustees meeting.
2. Minutes from the January 27, 2021 regular session of the Board of Trustees.
3. Minutes from the January 27, 2021 executive session of the Board of Trustees.

## **REPORT OF THE BOARD CHAIR**

Chair Leitner reminded trustees that the President’s African-American Lecture Series, featuring Michelle Norris, would be taking place in virtual format on Thursday, February 25.

Chair Leitner announced that the March 19 Board of Trustees retreat would be postponed to a date in April or May. Dr. Narcisa Polonio recommended that the retreat be rescheduled to a date when all the trustees could attend in person. Chair Leitner requested that the President’s Office conduct a survey to identify potential dates that might work for trustees.

Chair Leitner informed trustees of an upcoming online ethics training session offered by Baltimore County. Kelly Madigan, the executive director of Baltimore County’s Ethics Commission, has implemented this one-hour training session for boards in Baltimore County. CCBC’s board training session has been scheduled for Monday, July 12 at 9:30 a.m. Although the training is not mandatory, Chair Leitner encouraged trustee participation and asked trustees to make a note of the date.

Chair Leitner reminded trustees that CCBC’s 14th Annual Gala would once again be held as a virtual event on Saturday, April 24. The theme this year is “Stronger Together—Connecting Community, Home and Classroom.” Trustees are invited to attend as guests of President Kurtinitis.

Trustees Adams and Scheper represent the board on the Middle States Self-Study Committee on Governance: Standard VII. Chair Leitner invited them to provide an update to the board. Trustee Adams reported that the sub-teams have just about wrapped up their work and are in the process of drafting an initial survey response. Trustee Scheper stated that the committee has gathered evidence for the standards and criteria and are now waiting for feedback while working to standardize the document for consistency.

Trustees O’Hare and Hammond represent the board on the President’s Diversity, Equity and Inclusion Advisory Council. Chair Leitner asked them to provide an update to the board. Although Trustee O’Hare was unable to attend the recent meeting, Trustee Hammond reported that the agenda focused on employee data, examining a number of facets, with most categories being dominated by women. They then participated in a brainstorming session on how to best support female faculty. She also noted that there were some very strong ideas mentioned in the chat discussion during the meeting. Trustee Hammond is also looking forward to undergoing some additional training at a future council meeting.

## **REPORT OF THE PRESIDENT**

### **Comments**

President Sandra Kurtinitis shared general information and good news about the college. A calendar of upcoming events was provided at trustees’ places and will be emailed to trustees participating remotely. The college moved from 20% on-site instruction and support during the

Fall 2020 semester to 30% on-site instruction and support for the Spring 2021 semester. The college exceeded its FTE budget projections for the year by 107.3%.

President Kurtinitis stated that the CCBC Essex Wellness and Athletic Center is a Baltimore County COVID vaccination site. Vice President Melissa Hopp is negotiating with the county to provide a number of vaccination appointments for college employees.

In addition, the college participated in a Virtual Student Advocacy Day this year. Advocacy Day takes place in partnership with the Maryland Association of Community Colleges and provides student representatives across the state with an opportunity to participate in the democratic process. At this event each year, students advocate for community colleges and their students in terms of budget and policy priorities. Dr. Kurtinitis shared part of the video, created by the Office of Student Life, of students' recorded messages for the legislators. She then introduced Dean Caroline Scott and student Akira Tisdale, one of the students who participated in Advocacy Day. Dean Scott said that this event has been taking place for about 20 years, and the legislators enjoy hearing students' stories and experiences directly from them. Akira Tisdale is a member of the President's Diversity, Equity and Inclusion Advisory Council as well as the College Senate; she also leads the Student Government Association at CCBC Catonsville. Ms. Tisdale shared that Advocacy Day makes her feel appreciated as a student because the legislators are genuinely interested in hearing from students.

### **Senate report**

President Kurtinitis asked Senate Chair Kristin Duckworth to share information about the College Senate's recent activities. Chair Duckworth reported that at the February 15 meeting of the Senate, President Kurtinitis shared the plans for the reorganization of the senior leadership structure. In the coming weeks the senators will gather input and questions from constituents and share these with the president. The Senate is in the process of forming an ad hoc committee to review CCBC's current Acceptable Use of Technology Policy in light of the extensive remote work and use of employee personal technology, resulting from changes implemented during the pandemic. At the request of Dr. Kurtinitis, the Executive Committee will be creating a charge, for either the Academic Standards Committee or an ad hoc committee, to consider the issue of academic forgiveness of students. The committee to which this is assigned will be charged with researching practices at other institutions and determining what CCBC policies might be revised or created to allow students who are returning to school after a prior experience the opportunity to begin with a fresh start.

### **College presentation**

President Kurtinitis introduced Michael Netzer, interim vice president of external outreach; Jay Bouis, assistant dean of Applied Technology and Logistics; and Kipp Snow, director of Transportation, Distribution and Maritime Logistics, to give a presentation on CCBC's Transportation Center. CCBC's Transportation, Distribution and Logistics Institute is the premier workforce development training provider for the transportation, distribution and logistics industry in the Baltimore and mid-Atlantic region. Courses target entry, intermediate and advance-level training and education, including customized training and educational solutions for organizations. Programming includes hands-on, laboratory-based instruction; online instruction; work-based learning; and wrap-around services with a focus on active and engaged learning strategies.

## **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

### **ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

Board Chair Leitner asked Committee Chair Mary Margaret 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 1-3 on the Consent Agenda. These included:

1. Agenda for the February 24, 2021 Academic and Student Affairs Committee meeting.
2. Minutes from the January 27, 2021 Academic and Student Affairs Committee meeting.

Trustee O'Hare reported that the committee then voted to recommend approval of three sabbatical leave requests. The committee then heard an update from Provost Martinez on the college's Student Success 201 initiative.

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

- Consent Agenda Items 1-3.
- Approval of three sabbatical leave requests for FY 2022.

A motion was made by Trustee Carl. (No second is required to approve a committee recommendation). The motion was unanimously approved.

### **BUDGET AND FINANCE COMMITTEE**

Chair Gene Leitner asked Committee Chair Urbach to report on the Budget and Finance Committee meeting.

Trustee Urbach reported that the Budget and Finance Committee approved Items 1 through 5 on the Consent Agenda. These included:

1. Agenda for the February 24, 2021 Budget and Finance Committee meeting,
2. Minutes from the January 27, 2021 Budget and Finance Committee meeting.
3. Grants and gifts to CCBC.
4. Fiscal and facility reports.
5. Personnel items.

Trustee Urbach reported that the committee voted to recommend approval of the FY 2022 operating budget. The committee then voted to recommend approval of a FY 2021 salary bonus. In addition, the committee voted to recommend for approval the list of contracts and purchased over \$75,000, which Vice President Melissa Hopp presented.

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

- Consent agenda items 1-5.
- Approval of the FY 2022 operating budget.
- Approval of an FY 2021 salary bonus.
- Approval of contracts and purchases over \$75,000, presented by Vice President Hopp.

The motion was made by Trustee Saunders-Owings. (No second is required to approve a committee recommendation). The motion was unanimously approved.

### **NEW BUSINESS**

Under New Business was the recommendation to approve an Interim Reconfiguration of Executive Structure for the Community College of Baltimore County from April 1, 2021 to June 30, 2022. Chair Leitner asked for a motion and a second to approve the Interim Reconfiguration of Executive Structure. The motion was made by Trustee O'Hare and seconded by Trustee Gietka. The motion was unanimously approved.

### **ADJOURNMENT**

With no further business, Chair Leitner asked for a motion and second to adjourn the February 24, 2021 Board of Trustees meeting. A motion was made by Trustee Urbach and seconded by Trustee Scheper. The meeting adjourned at 8:28 p.m.

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

:sdb