

Board of Trustees of the Community College of Baltimore County

Meeting Minutes, April 27, 2022

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County met in regular session on Wednesday, April 27, 2022, at 7:00 p.m. on the Dundalk Campus of the Community College of Baltimore County. The following members of the Board were in attendance: Board Chair J. D. Urbach, Vice Chair Mary Margaret O'Hare, Trustees Gayle Johnson Adams, Kimberly Carl, Ernest Eley Jr., Margaret Forte, Paulette Hammond, Dr. Irina Koyfman, L. Michelle Jackson, Douglas B. Riley, Esq., and Dr. Richard A. Scheper. Also present were Dr. Sandra L. Kurtinitis, president; Dr. Joaquin G. Martinez, provost and vice president of Instruction; Melissa Hopp, vice president of Administrative Services; Michael Netzer, interim vice president of External Outreach Initiatives; and Kenneth Westary, vice president of Institutional Advancement.

CONSENT AGENDA

Chair Urbach then asked for a motion to approve the consent agenda. A motion was made by Trustee Jackson and seconded by Trustee Riley. The motion was unanimously approved. The following items were adopted:

1. Agenda for this April 27, 2022, regular session of the Board of Trustees meeting.
2. Minutes from the February 23, 2022, regular session of the Board of Trustees.

REPORT OF THE BOARD CHAIR

Chair Urbach reported that he and President Kurtinitis attended the Maryland Day ceremony on March 25, 2022, at the Towson Courthouse.

Chair Urbach reported that he attended CCBC's 15th Annual Gala, which was held Saturday, April 2, 2022, at Martin's West. He thanked Trustees Eley, O'Hare, Koyfman, Scheper, and Weinstein for also attending.

Chair Urbach stated that Governor Hogan named two new trustees and introduced Margaret Forte. Trustee Forte earned her Bachelor of Science in Psychology in 2000 from Towson University. Trustee Forte's professional experience has been as an administrative coordinator in External Affairs with the Bloomberg School of Public Health from 2009 to 2010; an academic program assistant with Johns Hopkins University School of Education, Division of Public Safety Leadership from 1999 to 2009; and as an administrative coordinator with the Kennedy Krieger Institute from 1990-1998.

Chair Urbach reported that Dana Moore, II, has also been named as a trustee by Governor Hogan. Unfortunately, Trustee Moore could not attend today's meeting. Trustee Moore earned his Bachelor of Science in Accounting from Morgan State University in 2008. Trustee Moore is currently with the Baltimore City Mayor's Office of Human Services where he is a fiscal supervisor managing seven accountants within the accounting department.

Finally, Chair Urbach reviewed upcoming events which the Trustees may want to attend:

1. The Maryland Association of Community Colleges (MACC) 2022 Trustee Leadership Conference will be held on April 28, 2022, 3–6:30 p.m., at the Health and Life Sciences Building at Anne Arundel Community College. Trustees Carl, Koyfman, Weinstein, Eley, Riley, Scheper, and Chair Urbach will attend along with President Kurtinitis.
2. The Baltimore County Council Budget Hearing will be held virtually on May 12, 2022.
3. The Emeritus Induction Ceremony is scheduled for May 18, 2022, at the CCBC Catonsville Theater.
4. Commencement is set for June 4, 2022 at CCBC Essex. Trustees are invited to attend.
5. The CCBC Essex Foundation Annual Golf Tournament will be held June 16, 2022, at Rocky Point Golf Course.
6. The Association of Community College Trustees Leadership Congress is scheduled for October 26-29, 2022, and will be held at the Marriott Marquis in New York City.

REPORT OF THE PRESIDENT

Comments

Aided by a PowerPoint, President Kurtinitis reported on the following:

1. She thanked the trustees for participating in the Middle States Reaccreditation visit, for which the college received the visiting team's strong endorsement.
2. The April 2022 Gala raised approximately \$330,000 to support the college's STEM programming.
3. CCBC received a 2022 Bellwether Award in the Instructional Programs and Services category for its High Impact Practices program.
4. The college's FY 2022 legislative accomplishments include: (a) full CADE funding, (b) full capital funding, (c) a \$937,500 facilities renewal grant, (d) a technical matching grant, and (e) a fully funded Blueprint for Maryland's Future Act.

Senate Report

President Kurtinitis invited Senate Chair Kristin Duckworth to share information about the College Senate's recent activities. Senate Chair Duckworth reported that in March 2022 the Course Format Definitions policy was revised to provide information on instructional modalities: online, onsite, or blended. These definitions will allow students to have a better understanding of the requirements for classes.

A revised CCBC Netiquette policy was also approved in March 2022. This policy outlines the behavioral expectations for students and employees when interacting in a remote environment, including in an online class. This policy will be made available in the learning management system site for all CCBC courses.

At its meeting on April 25, 2022, the College Senate approved revisions to the Furlough policy proposal originally passed in 2019. These revisions are the result of the cooperative work of Vice President Melissa Hopp and the Senate's Professional Affairs Committee. This proposal has been forwarded to the president and, if approved, will ultimately be forwarded to the Board of

Trustees for approval. Although there are no plans to implement a furlough, the Board Policy Manual should include a Furlough policy in the unlikely event one should ever need to be implemented.

The Senate also approved two revisions to the Constitution and By-laws during its April 2022 meeting. Adjunct faculty, who teach a large proportion of the classes at CCBC, will now have direct representation in the College Senate, with two seats being created for adjunct faculty in each of the six academic schools, as well as the School of Continuing Education. Also, a revision of the Senate By-laws establishes an 18-month expiration for recommendations that are approved by the Senate and not acted upon by the president and her executive team.

The Executive Committee has given one new charge to the Academic Standards Committee to look into possible revisions to the current Faculty Office Hours policy.

COLLEGE PRESENTATION

President Kurtinitis invited Vice President Michael Netzer, Assistant Dean of Applied Technology and Logistics Jay Bouis, Project Director Linda Rhodes, and Professor and Program Coordinator Ted McCadden to provide a presentation on Apprenticeships at the Community College of Baltimore County (CCBC).

Aided by a PowerPoint, the group gave a history of CCBC's Registered Apprenticeships programs. For decades, CCBC has been involved in apprenticeships, mostly around skilled trades. In 2022, CCBC completed its first sponsored apprenticeship program. In addition to building on this foundation, CCBC works closely with employers, collaborating to recruit, monitor, and track the progress of apprentices. Current and continuing sponsorships are in health care, manufacturing, human services, information technology, and cybersecurity.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

BUDGET AND FINANCE COMMITTEE

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

Trustee Scheper reported that the Budget and Finance Committee approved items 1-5 on the consent agenda: (1) agenda for the Budget and Finance Committee meeting on April 27, 2022; (2) minutes from Budget and Finance Committee meeting on February 23, 2022; (3) grants and gifts to CCBC; (4) fiscal and facility reports; and (5) personnel items. (Items 3-5 were included as informational items and do not require Board approval.)

The committee voted to recommend approval of the FY 2021 Single Audit Report.

The committee voted to recommend engagement of an auditor for the FY 2022 financial statements.

The committee voted to recommend approval of First Day fees for Fall 2022.

The committee voted to recommend approval of the list of contracts and purchases over \$75,000, presented by Vice President Hopp.

The committee also heard a report on the status of the FY 2023 operating and capital budgets and received the annual sustainability report given by Vice President Hopp.

Chair Urbach asked for a motion to approve the following recommendations from the Budget and Finance Committee:

- Consent agenda items 1-2
- Approval of the FY 2021 Single Audit Report
- Approval of the engagement of an auditor for the FY 2022 financial statements
- Approval of First Day fees for Fall 2022
- Approval of contracts and purchases over \$75,000

Trustee Carl made the motion. Trustee Adams abstained from voting. The motion was approved.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Board Chair Urbach asked Chair Carl to report on the Academic and Student Affairs Committee meeting.

Chair Carl reported that the Academic and Student Affairs Committee recommended adoption of items 1-2 on the consent agenda: (1) agenda for the Academic and Student Affairs meeting on April 27, 2022; and (2) minutes from the Academic and Student Affairs Committee meeting on February 23, 2022.

The committee voted to recommend approval of the emeritus nominations for FY 2023.

The committee heard listened to an update on student achievement and success, Intercollegiate Athletics: Celebrating the Achievement and Success of CCBC's Student Athletes.

Board Chair Urbach asked for a motion to approve the following recommendations from the Academic and Student Affairs Committee:

- Consent agenda items 1-2
- Approval of emeritus nominations for FY 2023

Trustee Jackson made a motion. The motion was unanimously approved.

NEW BUSINESS

At the April meeting, Chair Urbach appointed the following trustees to two ad hoc committees:

- Ad Hoc Nominating Committee for 2022-2023: Chaired by Trustee Sidle, including Trustees Adams, Forte, Hammond, Jackson, Moore and Weinstein

- Ad Hoc President’s Performance Review Committee for 2022-2023: Chaired by Trustee Urbach, including Trustees Carl, Eley, Koyfman, O’Hare, Riley, Scheper and Wittstadt

The second item under New Business is the approval of the Final Reconfiguration of the Executive Structure for the Community College of Baltimore County. Board Chair Urbach asked for a motion to approve the Final Reconfiguration of the Executive Structure for the Community College of Baltimore County. Trustee Eley made a motion, seconded by Trustee Jackson. The motion was unanimously approved.

OLD BUSINESS

There was no old business to report.

ADJOURNMENT

With no further business, Chair Urbach asked for a motion and second to adjourn the April 27, 2022, Board of Trustees Meeting. A motion was made by Trustee Hammond and seconded by Trustee Adams. The meeting adjourned at 8:29 p.m.

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

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