

Board of Trustees of the Community College of Baltimore County

Meeting Minutes, November 17, 2021

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, November 17, 2021 at 6:01 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.; Paulette Hammond; Douglas B. Riley, Esq.; Dr. Richard A. Scheper, and Jay M. Weinstein. Also present were 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.

EXECUTIVE SESSION

Having opened the Public Session, Chair Urbach made a motion to call to order a closed meeting of the Board of Trustees of the Community College of Baltimore. He moved that the Board of Trustees enter into the closed session for the following administrative purpose:

Pursuant to the General Provisions Article Section 3-305, I hereby move that the Board of Trustees of the Community College of Baltimore County enter into a closed session for the following purposes:

Under Section 3-305(b)(1), to discuss personnel matters that affect one or more specific individuals.

We expect to discuss:

- *Recent activities and updates related to the performance appraisal of an employee over whom this public body has jurisdiction.*

This discussion will be held in a closed session because:

- *The discussion of any personnel matter (including a performance evaluation) is confidential.*
- *The Board has determined to discuss this matter in a closed session, as allowed by law.*

We are also entering a closed session for the following purposes:

Under Section 3-103(a)(1)(i), to discuss, consider, and carry out administrative functions.

We expect to discuss:

- *Administrative updates regarding the status, impact, and information related to future growth plans.*

We are closing the meeting to discuss this topic because:

- *The discussions to be held are administrative in nature.*
- *The Board has determined to carry out certain administrative functions in a closed session, as allowed by law.*

The Chair’s motion was seconded by Trustee O’Hare and unanimously approved. The Trustees entered into the closed session at 6:03 p.m.

INTRODUCTION

Upon returning from the closed session, Chair J.D. Urbach welcomed everyone back and asked for a motion and a second to come out of the closed session. A motion was made by Trustee Riley and seconded by Trustee Weinstein. The motion was unanimously approved, and the Board reentered the Public Session at 7:05 p.m. Chair Urbach welcomed and thanked everyone for attending the November 17, 2021 meeting of the Board of Trustees. He acknowledged the staff at CCBC Dundalk for hosting the meeting. Chair Urbach announced the appointment of one new Trustee who was present, Ernest Eley, Jr.

CONSENT AGENDA

Chair Urbach asked for a motion to approve the Consent Agenda. A motion was made by Trustee Carl and seconded by Vice Chair O’Hare. The motion was unanimously approved. The following items were adopted:

1. Agenda for this November 17, 2021 regular session of the Board of Trustees meeting.
2. Minutes from the September 29, 2021 regular session of the Board of Trustees.
3. Minutes from the September 29, 2021 executive session of the Board of Trustees.

REPORT OF THE BOARD CHAIR

Chair Urbach reported the departure of Trustee Saunders-Owings whose term expired June 30, 2021 and thanked her for her service. We received a letter from Governor Hogan on November 9, 2021 appointing Mr. Ernest Eley, Jr. as a Trustee for a term of five years which began July 1, 2021. Trustee Eley replaces Trustee Saunders-Owings.

Also on November 9th Chair Urbach received notification from the Governor that he had been appointed to a second term (pending Senate confirmation) which also began July 1, 2021. Due to a change in residence to the 7th Councilmanic District, he assumes the seat previously held by Gene Leitner.

Chair Urbach reported the President has determined that she will host her annual Holiday Party at her home on December 12 and do so in a COVIDIZED manner to ensure both a pleasant and festive, but highly safe, environment.

This year’s Maryland Association of Community Colleges (MACC) 2022 Trustee Leadership Conference will take a different format. As there will be no Legislative Reception due to COVID-19, the event will not be held in Annapolis. Instead, it will take place on January 19, 2022, 3:30 – 6 p.m., at the new Health and Life Sciences Building at Anne Arundel Community College. CCBC always has a good presence at the event and Chair Urbach encouraged all Trustees to attend. The program will include a panel of gubernatorial candidates.

Chair Urbach thanked the following Trustees for their participation in college events:

- Trustee Hammond who joined Chair Urbach and President Kurtinitis in attending the Association of Community College Trustees Annual Leadership Congress in San Francisco, California, October 13th-16th and in presenting a session on “A Story of Resilience and Resolve: How The Community College of Baltimore County Faced Down The Pandemic”.
- Trustees O’Hare and Koyfman who, along with Chair Urbach, attended the Retiree Recognition Luncheon at Martin’s West on Wednesday, October 20.
- Thank you to the Trustees for attending the October 22 Board Retreat.
- Thank you to Vice Chair O’Hare who attended the virtual MACC Board of Directors Meeting October 27 with Dr. Kurtinitis.

Chair Urbach reminded the Board that the next Board meeting is January 26, 2022 at the Essex campus.

REPORT OF THE PRESIDENT

Comments

President Kurtinitis described the materials distributed to the Trustees, which included a (1) a List of Benefits that Retirees share with employees, (2) information regarding the Association of Community College Trustees National Summit in February 2022, (3) Happy Holidays sheet for ordering a cake/treat from CCBC, (this is not a gift that needs to be reported on an ethics disclosure), (4) CCBC *Link* magazine, (5) *Trustee Quarterly* from the Association of Community College Trustees.

Discussion followed regarding the tour of the Dental Clinic taken by Trustees Riley and Scheper.

Aided by a Power Point, President Kurtinitis spoke briefly about CCBC’s theater and dance program. She invited Vice Chair O’Hare to say a few words about her granddaughter’s recent CCBC theater performance and how wonderful the CCBC program is.

The college is in the midst of creating their Middle States Draft Self-Study Report and a presentation will be made to the Board of Trustees at the January 26, 2022 Board Meeting. Dr. Kurtinitis thanked Trustees Scheper and Adams for their leadership. Tomorrow evening CCBC’s CDL training will be featured on the CBS News in a story by Nora O’Donnell regarding Tradepoint. CCBC has a group of students that have made national news who are doing a Podcast that tackles community college stigma.

CCBC’s Job Network open house was a success; this is a program where the school collaborates with the county that serves 3,000 to 5,000 people per year. The school received a \$30,000 grant from Comcast for the student emergency fund; 100 laptops were distributed, which were prioritized to veterans and students in our GED Program and adult-based literacy programs.

Thanks to Drs. Martinez and Kilbourne, our proposal was accepted this year to compete for the Bellwether Award. The Diversity Climate Survey was distributed to employees; 150 responses were received the first day.

Dr. Kurtinitis introduced Bradley Thompson, Director of Horticulture at CCBC, who brought Poinsettia plants for the Board. He thanked the Board for their service.

Senate Report

President Kurtinitis asked Senate Chair Kristin Duckworth to share information about the College Senate's recent activities. Senate Chair Duckworth reported that the senate approved several updates to CCBC's Acceptable Use of Information Technology policy in October 2021. The senate is also working on a Remote Access to College Technology Resources policy for CCBC employees and the Academic Standards Committee is working on revisions to CCBC's current Netiquette policy. The Professional Affairs Committee is continuing to work on two policies related to issues of standardization and fairness. The senate and staff have reviewed and approved three new programs, (1) Surgical Technology A.A.S, (2) Data Science A.S., and (3) Public Health area of Concentration in A.A, Humanities and Social Sciences. Significant revisions to the Histotechnology A.A.S have been approved as well.

The College Environment Student and Community Affairs Committee has been summarizing data as part of the college's Middle States Self-study process that will be shared with the Middle States Steering Committee and presented to the full senate at their December 2021 meeting.

College Presentation

President Kurtinitis invited Michael Netzer, Interim Vice President of External Outreach Initiatives; Matthew Bernardy, Assistant Dean, and Michael Tan, Coordinator – Center for Alternative Supportive Education (CASE) to give their presentation on Continuing Education Programs Supporting Special and Underserved Populations. Aided by a Power Point, the programs for adults with cognitive disabilities was reviewed. Continuing Education enrolls 50% of the student headcount. Single Step and Access are two continuing education programs within CASE. Without these programs, students would not have an opportunity to attend college. Both of these programs have provided services for over 45 years and education opportunities for adults with a wide spectrum of developmental and intellectual disabilities. CCBC's partnering organizations are the ARC of Baltimore, the League for People with Disabilities and Humanim. These programs enrich lives and serve the community.

Discussion followed.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

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

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

1. Agenda for the November 17, 2021 Academic and Student Affairs Committee meeting.
2. Minutes from the September 29, 2021 Academic and Student Affairs Committee meeting.

The Committee then voted to recommend approval of the Consent Agenda and this year's Three New Academic Program Proposals and One Substantial Program Modification.

The Committee heard a report on Sabbatical Leave Reports for Academic Year 2020-2021, and an update on Student Achievement and Success: STEM CORE: Expanding the Pipeline of STEM Students into STEM Careers.

Board Chair Urbach asked for a motion to approve the following recommendations from the Academic and Student Affairs Committee. (No second is needed for committee recommendations.)

- Consent Agenda Items 1 and 2
- Three New Academic Program Proposals and One Substantial Program Modification

Vice Chair O'Hare made a motion. The motion was unanimously approved.

BUDGET AND FINANCE COMMITTEE

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

Trustee Scheper reported that the Budget and Finance Committee approved Items 1-6 on the Consent Agenda. These included:

1. Agenda for the November 17, 2021 Budget and Finance Committee meeting.
2. Minutes from the September 29, 2021 Budget and Finance Committee meeting.
3. FY 2023 Calendars.
4. Grants and gifts.
5. Fiscal and facility reports.
6. Personnel items.

(Items 3-6 were included as information items and do not require Board approval.) The Committee also received a presentation on the FY 2023 Capital Budget Work Session.

The Committee then voted to recommend the following for approval:

- Approval of First Day Fee Adjustments for Spring Semester
- All contracts and purchases over \$75,000 presented by Vice President Melissa Hopp as listed on the Budget and Finance Committee agenda

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

- Consent Agenda items 1-2
- Approval of First Day Fee Adjustments for Spring Semester
- Approval of the contracts and purchases over \$75,000 presented by Vice President Hopp as listed on the Budget and Finance Committee agenda

Trustee Adams made the motion. The motion was unanimously approved.

NEW BUSINESS

There was no new business to report.

OLD BUSINESS

Under Old Business is a Final Reading of Board Policy 4.17 Fund Balance (Exhibit D – pages 116-121 in your binder). President Kurtinitis and Vice President Hopp will offer information to support a motion to approve this proposed policy. President Kurtinitis indicated there was nothing to add and asked that the Policy go forward for approval.

Chair Urbach asked for a motion to approve Board Policy 4.17 Fund Balance. Motion was made by Trustee Weinstein and seconded by Trustee Riley. All were in favor and the motion was unanimous.

ADJOURNMENT

With no further business, Chair Urbach asked for a motion and second to adjourn the November 29, 2021 Board of Trustees meeting. A motion was made by Trustee Weinstein and seconded by Trustee Hammond. The meeting adjourned at 8:36 p.m.

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

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