

Board of Trustees of the  
Community College of Baltimore County

Regular Session  
Minutes  
April 26, 2023

The Board of Trustees of the Community College of Baltimore County met in regular session on Wednesday, April 26, 2023, at 7:00 p.m. on the Catonsville Campus of the Community College of Baltimore County. The following members of the Board were in attendance: Board Chair J. D. Urbach, Vice Chair Meg O'Hare (virtually), Trustees Kimberly Carl, Ernest Eley Jr., Margaret Forte, Paulette Hammond, Dana Moore, II, Douglas B. Riley, Esq., Dr. Richard A. Scheper, Daryl Sidle, Esq., Jay Weinstein, and Gerard Wittstadt, Esq. 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, vice president of External Outreach Initiatives; and Kenneth Westary, vice president for Institutional Advancement.

**REPORT OF THE BOARD CHAIR**

Chair Urbach introduced Baltimore County Executive Olszewski who presented his Proclamation to the CCBC Womens Knights Basketball Team for winning the national championship in March 2023.

Chair Urbach and President Kurtinitis expressed their congratulations to the Womens Knights Basketball Team and thanked them and Baltimore County Executive Olszewski for attending this portion of the Board of Trustees meeting.

Chair Urbach reported that he and President Kurtinitis met with the County Executive as part of the annual budget review process on April 13, 2023, in Towson, Maryland. The expectation of the College Promise is a lifetime promise. Baltimore County and CCBC are partnering to make education available to any family living in Baltimore County, earning \$150,000 or less per year, eligible for this program.

Chair Urbach stated that Governor Moore's Office has appointed two new Trustees that will join our Board effective July 1, 2023. They are Cristina Lopez and Kim Ross.

Chair Urbach indicated that he attended The College Tour at the Cinemark Towson on March 16, 2023 and thanked Trustees Forte, Hammond, Jackson, and Riley for attending as well.

Chair Urbach reported that he attended CCBC's 15<sup>th</sup> Annual Gala, which was held Saturday, April 15, 2023, at Martin's West. He thanked Vice Chair O'Hare and Trustees Eley, Forte, Hammond, Koyfman, Moore, Scheper, and Sidle for also attending.

Chair Urbach called the Trustees attention to the Upcoming Events listing at each of their seats. These include:

Thursday, May 4, 2023 – CCBC Foundation Scholarship Donors and Students – CCBC Essex – 11 a.m. – 12:30 p.m.

Thursday, May 18, 2023 – Emeritus Ceremony and Reception – CCBC Dundalk – College Student Center Lobby – 6:30 p.m.

Sunday, June 4, 2023 – CCBC Commencement. CCBC Essex – Pre-Robing Ceremony from 12 – 1 p.m. Commencement at 1:30 p.m.

Wednesday, June 14, 2023 – Board of Trustees Meeting, CCBC Essex, Upper Lobby of the Romadka Center.

October 9-12, 2023 – ACCT Leadership Congress – Las Vegas, Nevada – Aria Resort and Casino – Please let Gail Rossmark know if you would like to attend.

### **CONSENT AGENDA**

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

1. Agenda for this April 26, 2023, regular session of the Board of Trustees meeting.
2. Minutes from the February 22, 2023, Regular Session of the Board of Trustees Meeting.
3. Minutes from the February 22, 2023, Executive Session of the Board of Trustees Meeting.

### **REPORT OF THE PRESIDENT**

President Kurtinitis updated the board on the spring legislative session, noting the impact of the approval of full funding of the Cade formula for community colleges.

President Kurtinitis reported that the April 15, 2023 Gala raised approximately \$500,000 and thanked Vice President Westary and his team. She reported that the Executive Alliance recognized CCBC's Board of Trustees for its Women's Representation in March 2023 with its Honor Roll Award. Chair Urbach read a congratulatory letter to CCBC from Maryland Comptroller Brooke Lierman.

President Kurtinitis reported that the National American Association of Community College Conference took place in early April 2023. CCBC had been nominated for several awards, and won several awards:

- Dr. Johari Barnes, Catonsville Campus Director, was a finalist for the Leadership Award, National Council on Black American Affairs
- Sandra Mulryan, Associate Professor received the Dale Parnell Distinguished Faculty Award
- Male Student Success Initiative received the American Association of Community Colleges National Award of Excellence

- CCBC’s Department of Public Safety was the recipient of the American Association of Community Colleges Department of Public Safety National Award of Excellence.

### **Senate Report**

President Kurtinitis invited Senate Chair Anne Chamberlain to give her report. Senate Chair Chamberlain reported the Senate recently passed three policy proposals from the Academic Standards Committee. One is a revision to the Academic Integrity Policy in response to the rapidly changing landscape of increased online “cheating sites” and the use of Artificial Intelligence technology to complete coursework. The second policy proposal is a revision to the college syllabus to include a section on Academic Integrity that details what is in the code of conduct revision and provides a link to the policy. Both of these policies were approved by the President and are go into effective at the start of the summer session.

The third policy revision approved by the President is to the Campus Visitors and Solicitation Policy, which clarifies when visitors would be required to seek college approval to conduct business on campus, and to provide guidelines and restriction to these visits, if needed.

The Senate tabled several policies in April, but hopes to address two minor policy revisions put forth from the Evaluation Committee, and a Writing Policy revision from the Academic Standards Committee at their May meeting.

The Curriculum and Instruction Committee continues its work of program and course updates. The Professional Affairs Committee is working on a charge to develop a collegewide “Whistle Blower” policy, and will finish work on a charge to consider recommendations for providing limited tuition waiver benefits to part-time employees.

The College Environment Student and Community Affairs Committee (CESCA) will receive a new charge to look at any necessary updates to the college tobacco use to take into consideration the future status change to recreational use of Cannabis in Maryland.

### **COLLEGE PRESENTATION**

President Kurtinitis invited Vice President Hopp and Vernell Shahed-Levrone, Director of Public Safety, to give their report on Emergency Planning.

Aided by a PowerPoint, Vice President Hopp and Public Safety Director Shahed-Levrone stated that CCBC’s Department of Public Safety is dedicated to maintaining a safe environment for faculty, staff, students, and campus visitors. CCBC’s Department of Public Safety in April 2023 received the Department of Public Safety National Award of Excellence Recipient by the American Association of Community Colleges. CCBC’s Department of Public Safety educates its officers using protocol developed by the U.S. Department of Homeland Security. CCBC’s command staff provides service 24 hours per day, 7 days per week.

### **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

## **BUDGET AND FINANCE COMMITTEE**

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

Trustee Scheper reported that the Budget and Finance Committee approved items 1-3 on the consent agenda: (1) agenda for the Budget and Finance Committee meeting on April 26, 2023; (2) minutes from Budget and Finance Committee meeting on February 22, 2023; (3) minutes from Budget and Finance Committee meeting on March 7, 2023; (4) notice of actions by Board Chair: Interim Approval of Auditing Services, (5) grants and gifts to CCBC; (6) fiscal and facility reports; (7) report on approved purchases \$75,000 to \$149,999, and (8) personnel items. (Items 4-8 were included as informational items and do not require Board approval.)

Vice President Hopp presented a report on the Engagement Scope for FY 2023 Financial Statement Audit, the status of the FY 2024 Budget and the Annual Sustainability Report.

The Committee voted to recommend the following for approval:

- Approval of First Day fees for Fall 2023
- Approval of Contracts and Purchases over \$150,000

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 1-3
- Approval of First Day fees for Fall 2023
- Approval of contracts and purchases over \$150,000

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

## **ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

Board Chair Urbach asked Committee 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 26, 2023; and (2) minutes from the Academic and Student Affairs Committee meeting on February 22, 2023.

The committee voted to recommend approval of the Emeritus nominations for FY 2024.

The committee heard an update on Student Achievement and Success: CCBC Jack Kent Cooke Undergraduate Transfer Scholarship: Celebrating a tradition of student excellence and achievement through transfer success provided by Dr. Joaquin Martinez, Provost and Vice

President of Academic and Student Affairs, and Ms. Adrienne Washington, Interim Dean, Special Academic Programs, and Jack Kent Cooke finalists.

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 2024

Trustee Hammond 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 2023: Chaired by Trustee Koyfman, including Trustees Carl, Eley, Riley, Scheper and Wittstadt.
- Ad Hoc President's Performance Review Committee for 2023: Chaired by Trustee Urbach, including Trustees Forte, Hammond, Jackson, Moore, O'Hare, Sidle and Weinstein.

Chair Urbach stated the next Board of Trustees Meeting is set for June 14, 2023 at the Essex Campus. He further stated that he hopes to see the Trustees at the next scheduled events such as the May 18 Emeritus Ceremony, the June 4 Commencement, and the June 5 CCBC Foundation Scholarship Ceremony.

### **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 26, 2023, Board of Trustees Meeting. A motion was made by Trustee Hammond and seconded by Trustee Carl. The meeting adjourned at 8:16 p.m.

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

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