

Board of Trustees  
of  
Community College of Baltimore County

Regular Session

Minutes

September 28, 2022

The Board of Trustees of the Community College of Baltimore County met at 7:10 p.m., Wednesday, September 28, 2022, at CCBC Catonsville. The following members of the Board were present: Board Chair J. D. Urbach, Trustees Kimberly Carl, Ernest Eley Jr., Margaret Forté, Paulette G. Hammond, Dr. Irina Koyfman, L. Michelle Jackson, Douglas B. Riley, Esq. and Daryl Sidle, Esq. Also present were Dr. Sandra L. Kurtinitis, president; Dr. Joaquín G. Martínez, provost and vice president of Student and Academic Affairs; Melissa Hopp, vice president of Administrative Services; Michael Netzer, vice president of External Outreach Initiatives and Kenneth Westary, vice president of Institutional Advancement.

**CONSENT AGENDA**

Chair Urbach called the regular session meeting to order at 7:20 p.m. Chair Urbach presented the consent agenda and asked if there were any objections to the agenda. With no objections to the consent agenda, the following items were adopted:

- Recommendation to approve the agenda for the September 28, 2022, regular session of the Board of Trustees meeting.
- Recommendation to approve the minutes from the June 15, 2022, regular session of the Board of Trustees.

Chair Urbach 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.

**REPORT OF THE BOARD CHAIR**

Chair Urbach thanked Trustees Eley, O'Hare, Riley, Scheper and Weinstein for joining him and Dr. Kurtinitis at the Foundation Board Appreciation Reception held at the CCBC Dundalk Campus on September 22.

He thanked Trustees O'Hare, Riley and Weinstein who joined him and Dr. Kurtinitis at the Xometry presentation on September 1.

Chair Urbach thanked Trustee Forte for joining him and Dr. Kurtinitis at the AT&T presentation on September 9.

Chair Urbach thanked Trustees O'Hare, Hammond, Jackson, Koyfman and Scheper who joined him and Dr. Kurtinitis on August 5 at the Baltimore Business Journal event at which Dr. Kurtinitis was honored as a recipient of the 2022 Women of Excellence Award.

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

CCBC's Retiree Recognition event is scheduled for Thursday, October 20, 2022, at 11 a.m. and will be held at the Sparrows Point Country Club.

The Trustees Fall Retreat is scheduled for Friday, October 21, 2022, in the Board Room at the Essex Campus from 12-4 p.m.

He reminded Trustees Carl, Forte, Jackson, Koyfman, O'Hare and Riley about the ACCT— Association of Community College Trustees - Leadership Congress, October 26-29, 2022, New York City registration and conference arrangements.

Chair Urbach reminded trustees to complete the Conflict of Interest Form.

He also noted Board of Trustees Committee assignments for both Budget and Finance and Academic and Student Committee members.

### **REPORT OF THE PRESIDENT**

President Kurtinitis described the materials distributed to the trustees, which included (1) "Under A White Sky, The Nature of The Future," by Elizabeth Kolbert, this year's Community Book Connection selection; (2) CCBC's Fine Print 2021-2022 magazine, (3) CCBC's Traverse: An Undergraduate Research Journal, and (4) TALEs (Teaching and Learning Excellence Through Scholarship).

President Kurtinitis announced the following:

- The Annual Holiday Reception will be held at her home on Sunday, December 11, 2022.
- CCBC received \$1 million for training from Governor Hogan's announcement of a \$22.9 million American Rescue Plan Wind Energy Project.
- Xometry, Inc. established a four-year grant to CCBC in the amount of \$599,120 for funding two-year scholarships for the next generation of mechanical engineers, technicians and machinists.
- AT&T granted \$50,000 to CCBC for funding public safety scholarships.
- CCBC has been chosen to participate in the Goldman Sachs 10,000 Small Businesses Fellows program.
- Members of the President's Leadership Academy Class of 2023 have been selected.
- A sample of CCBC's new marketing videos.

President Kurtinitis thanked the trustees for attending the Ribbon Cutting Ceremony for the 10 interpretive historical signs created to tell the history of the Hilton property upon which the CCBC Catonsville campus is situated.

### **Senate Report**

President Kurtinitis invited Senate Chair Anne Chamberlain to share information about the College Senate's recent activities.

Senate Chair Chamberlain reported the Senate voted to move out of the remote meeting procedures adopted during the pandemic emergency in spring 2020. The proposal to return to face-to-face Senate Meetings was approved for January 1, 2023, which will help to

accommodate Senators who have already set their fall schedules with the assumption of remote meetings.

The Academic Standards Committee continues the work that began last year reviewing all policies related to student attendance of classes to ensure all requirements for reporting attendance are handled in a manner that is equitable to all students. This committee is also reviewing the Faculty Office Hour policy.

The Senate is forming an ad hoc committee which will be chaired by the outgoing chair of the Curriculum and Instruction Committee to conduct a comprehensive review of CCBC's Core Competencies which were created in 2005 and appear in the college catalog. The Core Competencies are currently: Communication, Problem Solving, Global Perspectives and Social Responsibility, and Independent Learning and Personal Management.

The Evaluation Committee continues working with the provost and academic deans to revise processes for student feedback of instructors. The Professional Affairs Committee continues their work on a policy addressing the work expectations for 12-month faculty. The Senate will move forward with recruitment of adjunct faculty members for new Senate representatives.

### **COLLEGE PRESENTATION**

President Kurtinitis invited Dr. Joaquin Martinez, provost and vice president of Instruction and Dr. Jennifer Kilbourne, assistant vice president of Academic Affairs, to provide a presentation on the college's new Degrees to Succeed Transfer Partnership Programs.

Dr. Kilbourne gave a report on how students can attend CCBC and a four-year college at the same time to earn their bachelor's degrees. By being dually admitted to both CCBC and one of CCBC's four-year transfer partners, Degrees to Succeed students save money and fast track their educational and career goals, while getting support from both schools. While each program will offer unique benefits as a Degrees to Succeed student, the student will receive:

- Guaranteed admission to both institutions.
- Access to four-year partner campus resources and student experiences, including co-advising.
- Financial incentives and/or scholarship opportunities.
- Junior status after completing an associate degree at CCBC.
- Acceptance of all transfer credits for Associate of Arts (A.A.) and Associate of Science (A.S.) degree programs.

The four-year college partners of CCBC are: Towson University, University of Maryland Baltimore County, University of Maryland Global Campus, University of Baltimore, American Public University, Coppin State University and Southern New Hampshire University.

### **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.

Committee Chair Scheper reported that the Budget and Finance Committee approved items 1 through 2 on the Consent Agenda: (1) agenda for the Budget and Finance Committee meeting on September 28, 2022; (2) minutes from the Budget and Finance Committee meeting on June 15, 2022; (3) grants and gifts to CCBC; (4) fiscal and facility reports; (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 list of contracts and purchases over \$75,000.

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

- Consent Agenda items 1-2.
- Approval of contracts and purchases over \$75,000.

Trustee Hammond made the 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.

Committee Chair Carl reported that the Academic and Student Affairs Committee recommended adoption of items 1 and 2 on the Consent Agenda and minutes from the Academic and Student Affairs Committee meeting on June 15, 2022.

The Committee voted to recommend approval for continuation of the Transportation, Distribution and Maritime Logistics Program with mandatory changes.

The Committee voted to recommend approval of CCBC's Maryland Higher Education Commission (MHEC) Report: 2022 Institutional Performance Accountability Report.

The Committee heard an update on Student Achievement and Success: @CCBC Proud: Highlighting Samples of CCBC Student and Faculty Publications presented by Robin Minor: Teaching and Learning Excellence through Scholarship (TALES), Myron Strong: Traverse and David Hewitt: Fine Print.

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 one academic program Transportation, Distribution and Maritime Logistics (TDML).
- Approval of CCBC's Maryland Higher Education Commission (MHEC) Report: 2022 Institutional Performance Accountability Report.

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

### **OLD BUSINESS**

Chair Urbach reported that the first item under Old Business is a Recommendation to Approve Board of Trustees Furlough Policy 4.11B. The supporting document is included in the board packet under Exhibit D, pages 131-135.

Chair Urbach asked for a motion and a second to Approve the Board of Trustees Furlough Policy 4.11B. A motion to approve the recommendations was made by Trustee Carl and seconded by Trustee Scheper. The motion was unanimously approved.

### **NEW BUSINESS**

The first item under New Business is the First Reading of the Amendment to Board of Trustees Purchasing Policy 4.05 (B and F) (to increase the amount of purchases requiring board approval). The supporting document was included in the board packet under Exhibit E pages 137-147. President Kurtinitis and Vice President Hopp offered additional information. No vote was required at this time.

The second item is the First Reading of the Amendment to Board of Trustees Tuition Waivers Policy 4.14 (entire section updated). The supporting document was included in the board packet under Exhibit E pages 149-156. President Kurtinitis and Vice President Hopp offered additional information. No vote was required at this time.

Chair Urbach announced the next Board Meeting of the trustees is scheduled for November 16, 2022, at the CCBC Dundalk Campus. The Board of Trustees Annual Retreat will be held on October 21, 2022.

### **ADJOURNMENT**

With no further business, Chair Urbach asked for a motion and second to adjourn the September 28, 2022, Board of Trustees Meeting. A motion was made by Trustee Carl and seconded by Trustee Koyfman. The meeting was adjourned at 8:37 p.m.

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

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