

Board of Trustees  
of  
Community College of Baltimore County

Regular Session

Minutes

November 16, 2022

The Board of Trustees of the Community College of Baltimore County met on Wednesday, November 16, 2022, at 7:00 p.m. at CCBC Dundalk. The following members of the Board were present: J. D. Urbach, board chair; Margaret O'Hare, vice-chair, Trustees Kimberly Carl, Margaret Forté, Paulette G. Hammond (virtually), L. Michelle Jackson (virtually), Dr. Irina Koyfman, Dana Moore, II, Douglas B. Riley, Esq., Dr. Richard Scheper, and Daryl Sidle, Esq. Also present were Dr. Sandra L. Kurtinitis, president; Dr. Joaquín G. Martínez, provost and vice president of Academic and Student 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 7:02 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 November 16, 2022, Regular Session of the Board of Trustees meeting.
- Recommendation to approve the minutes from the September 28, 2022, Regular Session of the Board of Trustees.
- Recommendation to approve the minutes from the September 28, 2022, Executive Session of the Board of Trustees.
- Recommendation to approve the minutes from the October 21, 2022, Board Retreat and Executive Session of the Board of Trustees.

Chair Urbach asked for a motion to approve the Consent Agenda. A motion was made by Trustee Carl and seconded by Trustee Koyfman. The motion was unanimously approved.

**REPORT OF THE BOARD CHAIR**

Chair Urbach called the Trustees attention to the Upcoming Events listing at each of their seats. The next event will be the President's Club Holiday Reception at the home of President Kurtinitis on December 11, 2022, from 3-5 p.m.

Chair Urbach thanked the following Trustees for attending various college events during October 2022:

Trustees Hammond, O'Hare, Riley and Scheper who joined him and President Kurtinitis in attending the Retiree Recognition Luncheon at the Sparrows Point Country Club on Thursday, October 20.

The Trustees for attending the October 21 Board Retreat on the campus of CCBC-Essex.

Trustees Carl, Forte, Jackson, Koyfman, Riley, and Vice-Chair O'Hare who joined him and President Kurtinitis in attending the Association of Community College Trustees (ACCT) Annual Leadership Congress in New York City, from October 26 – 29, 2022 where the college won the 2022 ACCT Northeast Region Equity Award. CCBC was honored at the closing Gala as the national winner of the 2022 ACCT Charles Kennedy Equity Award.

Chair Urbach, along with Baltimore Scout Executive Kenn Miller, presented the Honorable Douglas B. Riley, Esq. with the National Eagle Scout Association Outstanding Eagle Scout Award in recognition of his service to his community, his county, our State and to the nation. The National Eagle Scout Association (NESA) established the Outstanding Eagle Scout Award to recognize Eagle Scouts who, in their adult lives have inspired others through their positive actions reflected by recognized accomplishments and devotion to their profession, hobby, community, and beliefs. Previous recipients include authors, explorers, television personalities, military flag officers, scientists, medical doctors, government officials, prominent business people, and entrepreneurs.

### **REPORT OF THE PRESIDENT**

President Kurtinitis described the materials distributed to the Trustees, which included (1) Invitation to the President's Holiday Reception on December 11, 2022 (2) List of Upcoming Events (3) Emerge and Link Magazines, (4) ACCT National Legislative Summit Information, and (5) Trustee Quarterly Fall 2022 Magazine.

President Kurtinitis announced the following:

CCBC was selected as the National Winner of the 2022 Charles Kennedy Equity Award.

Vice-Chair O'Hare has been invited to serve on ACCT's Diversity Committee.

On November 17, 2022, we will be attending the Greater Baltimore Committee's 19<sup>th</sup> Bridging the Gap Achievement Awards to receive an award for CCBC's participation in the Goldman Sachs Small Business Program.

CCBC received the Maryland Department of Labor 2022 Maryland Apprenticeship Award.

CCBC and Towson University signed the Degrees to Succeed Transfer Partnership Agreement.

CCBC hosted a Blue-Collar STEM Conference on its Catonsville campus on October 29, 2022.

CCBC's Essex Knights Men's Cross Country Team won the Regional 20 DII Championship; the Essex Knights Men's Soccer Team won their 11<sup>th</sup> Straight Regional 20 Men's Soccer Championship, and the CCBC Essex Knight Women's Soccer Team Won the Regional 20 Championship.

President Kurtinitis reported that both Dr. Scheper and Dr. Koyfman attended CCBC but did not receive their degrees. She presented Dr. Koyfman with her Associate of Arts degree dated December 1995, and Dr. Scheper with his Associate of Arts degree dated 1991. President Kurtinitis also presented both Dr. Koyfman and Dr. Scheper with a President's pen.

President Kurtinitis invited Bradley Thompson, assistant professor, to describe the Trustees tour of the Winter Gardens. He also presented each Trustee with a poinsettia plant, including some of the lore of the plant's background.

### **Senate Report**

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

Senate Chair Chamberlain reported the Academic Standards Committee has a new charge to revise the College Writing Policy, taking into consideration changes in academic standards, the general education goals of the college and important considerations of diversity, equity and inclusion that should be included in college wide policies. Academic Standards is also completing work on its review of policies related to student attendance of classes, both to assure that we are meeting all requirements for federal reporting as well as handling attendance issues in a manner that is equitable to all students. The Committee is also nearing completion of its Faculty Office Hour policy to make certain that it reflects current realities regarding technology and student expectations and provides the best possible options for faculty making themselves available to meet with students outside of class-time.

The Curriculum and Instruction Committee (CIC) has overseen four program revisions and over 20 revised Common Course Outlines. CIC is also working on updating templates and processes to reflect changes to developmental education sequences, as well as finalizing a way to move forward with systematizing periodic review for classes that are not part of the General Education curriculum. There is also an ad hoc committee of members from CIC and Academic Standards working on the revision of the college's General Education core competencies.

The Evaluation Committee is working on a new charge to consider adding a section on digital accessibility to the faculty observation requirements which would help ensure that faculty are using accessible design practices with course materials and within the Learning Management System. The Evaluation Committee is also completing work on a proposal to revise the timing and processes for Student Feedback of Instructors. The goal of that work is to explore how these evaluations can be tailored to provide feedback to instructors and supervisors in a meaningful, unbiased manner.

The Professional Affairs Committee is continuing their work on a policy addressing the work expectations for 12-month faculty.

The Technology ad hoc committee finished its proposal for revisions to the social media policy. This proposal will be reviewed by the Senate Executive Committee at the December meeting and presented at the December Senate Meeting.

Finally, the College Senate will vote on an additional change to its by-laws for the addition of Adjunct Faculty representation. This proposed change will reduce the number of adjunct representatives from 14 to seven seats, one from each Academic School and one from Continuing Education. The President has offered a stipend to each of the adjunct Senate representatives for their service who would, in return, serve as member of one of the Senate Standing Committees. We anticipate the Senate will approve this at their upcoming November 21, 2022, meeting.

### **COLLEGE PRESENTATION**

President Kurtinitis invited Michael Netzer, vice president of External Outreach Initiatives; Dean Louise Slezak, Continuing Education and Workforce; Assistant Dean Jay Bouis, Applied Technology and Logistics; and Linda Rhodes, Project Director of the Apprenticeship Center to provide a presentation on the college's Work and Learn Program. The Work and Learn Program is an exemplary program in the state of Maryland which has made meaningful contributions to include training and development needs of employers and the economy.

The college has been invited to participate in a program with the B&O Railroad. This program gives individuals an opportunity they would never have otherwise. Restore Baltimore is a Work and Learn Program partnership with B&O Railroad Museum. CCBC provides expert instruction, and the B&O provides projects. This program provides skilled labor in important sectors where it is needed. Students do applied work and can show employers their work such as carpentry and track work and facilities maintenance.

To acknowledge the success of its work with apprenticeships, CCBC will receive a special award from the Department of Labor. CCBC and the Maryland Medical Center are hosting the first recognition ceremony for four cohorts of graduates from the program. These cohorts have completed 144 hours of instruction, skill logs to include over 100 skills and 2,000 hours of work at the hospital.

Assistant Dean Bouis explained that the college's Apprenticeship Center was begun as a collaborative effort of several areas of the college working with employers from healthcare, manufacturing, and the Maryland Department of Labor. Apprenticeship is a preplanned career entry and profession model that is still new to employers and CCBC staff and faculty.

### **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.

Committee Chair Carl reported that the Academic and Student Affairs Committee recommended adoption of items 1 and 2 on the Consent Agenda.

The Committee heard a Sabbatical Leave Report for Academic Year 2021-2022 from Dr. Eric Cotton, Associate Professor of Chemistry, School of Mathematics and Science, as well as an update on Student Achievement and Success: The American Sign Language Studies and Interpreter Preparation Programs at CCBC: Preparing Students for an In-Demand Career. Presenters were Dr. Joaquin Martinez, Provost and Vice President of Academic and Student Affairs; Dr. Michael Walsh, Department Chair; Dr. Rebecca Minor, Coordinator; Peggy Hlibok, Faculty and Brandon Glass, Alumnus.

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

- Consent Agenda items 1-2

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

### **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 through 2 on the Consent Agenda. These included:

1. The Committee Meeting Agenda
2. Minutes from the September 28, 2022, Budget, and Finance Committee Meeting
3. FY 2024 Calendars
  - a. AY 2023-2024 Academic Calendar
  - b. FY 2024 Operating Calendar
  - c. FY 2024 Energy Conservation Calendar
4. Grants and Gifts to CCBC
5. Fiscal and Facility Reports
6. Personnel Items

(Items 3-6 were included as informational items and do not require Board approval.)

The Committee also received a presentation on the FY 2024 Capital Budget Work Session.

The Committee voted to recommend the following for approval:

- Approval of First Day Fee Adjustments for Spring Semester
- The list of Contracts and Purchases over \$75,000, presented 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
- First Day Fee Adjustments for Spring Semester
- Approval of contracts and purchases over \$75,000 presented by Vice President Hopp

Trustee Forte 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 an Amendment to the Board of Trustees Purchasing Policy 4.05 (B and F) to increase amount for purchases requiring Board approval from \$75,000 to \$150,000. The supporting documents were included in the Board packet, pages 113-121.

Chair Urbach asked for a motion and a second to approve an Amendment to the Board of Trustees Purchasing Policy 4.05 (B and F) to increase the amount for purchases requiring Board approval from \$75,000 to \$150,000.

A motion to approve the recommendations were made by Trustee Hammond and seconded by Trustee Scheper. The motion was unanimously approved.

Chair Urbach reported the next item under Old Business is the Recommendation to Approve an Amendment to the Board of Trustees Tuition Waivers Policy 4.14 requiring Board approval. The entire section has been updated and the supporting documents are included in the Board packet, pages 123-130.

Chair Urbach asked for a motion and a second to approve an Amendment to the Board of Trustees Tuition Waivers Policy 4.14 (entire section updated) requiring Board approval.

A motion to approve the recommendations were made by Trustee Riley and seconded by Trustee Sidle. The motion was unanimously approved.

### **NEW BUSINESS**

Chair Urbach stated the item under New Business is the Recommendation to Dismiss an Individual Employee. He presented the Recommendation to the Board of Trustees of the Community College of Baltimore County to enter closed session under the General Provisions Article of the Code of Maryland, Sections 3-103 and 3-305. During the closed session, the Board discussed the recommended dismissal of an employee and considered related personnel information. The Board of Trustees approves the President's final recommendation to terminate the employee for misconduct in office. Based on that discussion and, the information received, Chair Urbach hereby moved that the President is authorized to move forward with the dismissal of the employee as discussed in executive session.

Chair Urbach asked for a second to approve the Recommendation to Dismiss an Individual Employee as discussed in Executive Session.

A motion to approve the recommendation was made by Vice Chair O'Hare. The motion was unanimously approved.

Chair Urbach announced the next meeting of the Board of Trustees is scheduled for January 25, 2023, at the CCBC Essex Campus.

**ADJOURNMENT**

With no further business, Chair Urbach asked for a motion and second to adjourn the November 16, 2022, Board of Trustees Meeting. A motion was made by Trustee Forte and seconded by Trustee Carl. The meeting adjourned at 8:11 p.m.

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

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