

Board of Trustees
of
Community College of Baltimore County

Regular Session

Minutes

June 12, 2024

The Board of Trustees of the Community College of Baltimore County met at 7:10 p.m., Wednesday, June 12, 2024, at CCBC Essex. The following members of the Board were present: Board Chair J. D. Urbach, Vice Chair Mary Margaret O'Hare, Trustees Paulette G. Hammond, L. Michelle Jackson, Cristina Lopez, Douglas B. Riley Esq., Kim Ross, Daryl J. Sidle Esq., Dr. Richard Scheper and Jay M. Weinstein. 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 Enrollment and External Outreach, and Kenneth Westary, vice president of Institutional Advancement.

CONSENT AGENDA

Chair Urbach called the regular session meeting to order at 7:10 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 June 12, 2024, regular session of the Board of Trustees meeting
- Recommendation to approve the minutes from the April 24, 2024, regular session of the Board of Trustees meeting

Chair Urbach asked for a motion to approve the consent agenda. A motion was made by Vice Chair O'Hare and seconded by Trustee Jackson. The motion was unanimously approved.

REPORT OF THE BOARD CHAIR

Chair Urbach acknowledged the passing of Trustee Emeritus Sheldon Caplis. Trustee Emeritus Caplis was a great friend and supporter of the college. Chair Urbach asked for a moment of silence to remember him.

Chair Urbach thanked Vice Chair O'Hare for stepping in for him earlier this afternoon for the Academic and Student Affairs Committee meeting as well as the Budget and Finance Committee meeting. Chair Urbach also thanked:

1. Vice Chair O'Hare and Trustees Forte, Hammond, Koyfman and Riley for attending the April 25, 2024 STEM Reception (sponsored by our own Trustee Scheper) along with him and President Kurtinitis
2. Vice Chair O'Hare and Trustees Forte, Hammond and Ross for attending the May 9, 2024, Foundation Scholarship luncheon with President Kurtinitis

3. Vice Chair O'Hare and Trustees Forte, Hammond, Jackson, Koyfman, Riley and Weinstein for representing the Board of Trustees at the Emeritus Induction Ceremony on May 15
4. Vice Chair O'Hare and Trustees Carl, Hammond, Jackson, Riley and Ross for joining him on the platform at Commencement on June 1. The weather was perfect, and it was a marvelous day for everyone involved, from the graduates and their families to the faculty and staff. Chair Urbach thanked everyone for making Commencement a joyous occasion.

Chair Urbach asked that the Board of Trustees note the listing of upcoming events at their places. He advised the full listing of FY 2025 Board of Trustees Meetings is in the board packet behind the tab marked "Board Schedule FY 2025." Chair Urbach asked that the Trustees advise Gail Rossmark as to whether they would be attending the Oct. 23-26, 2024 ACCT Leadership Congress as soon as possible.

REPORT OF THE PRESIDENT

President Kurtinitis reported that May 2024 was full of events honoring students, such as the Scholarship Donor Luncheon, Grad Fest, and the Student Awards. She also thanked the trustees for attending the June 1, 2024 Commencement.

The 2024 President's Leadership Academy also welcomed a new group of faculty and staff. This is the tenth class of this academy, which cultivates and trains future leadership of CCBC.

The 2024 emeritus inductees were honored at a May 2024 reception. One emeritus inductee has been with CCBC for 53 years.

The Alvin and Mary Lloyd Family has given more than \$1 million to CCBC. Unfortunately, Alvin Lloyd has been in the hospital and unable to attend the Dental hygiene program pinning ceremony.

For the 26th year in a row, the Government Finance Officers Association recognized CCBC for its Annual Comprehensive Financial Report for the fiscal year ending June 30, 2023.

President Kurtinitis reported that 95% of Baltimore County residents attended CCBC tuition-free in FY 2024.

The 2024 Employee Giving Campaign raised \$150,031, \$10,031 above its \$140,000. The 2024 United Way Campaign raised \$34,863 against a goal of \$30,000.

CCBC Catonsville received the 2024 Maryland Preservation Award for Excellence in Public Programming and Exhibits at a campus ceremony on May 24, 2024, in honor of the college's Signage program.

President Kurtinitis invited Dr. Alissa Diop and Dalise White to introduce a video they created of 60 CCBCers singing a song they adapted to the tune of "We Are the World," titled "We Are CCBC." The president used the song as the finale of her presentation at the opening of the college's annual Professional Development Day Program.

She then welcomed Dr. Joaquín G. Martínez, provost and vice president of Academic and Student Affairs; Dr. Anne Lefter, director of the Arts; and Damon Krometis, coordinator of Theatre and assistant professor; and Jayline Figueroa, student, to speak about the Theater Program at CCBC. For 50 years CCBC has been accredited by the National Association of Schools of Theatre. The college offers three degree tracts: two transfer degrees, an Associate of Arts in performance, an Associate of Arts in technical design and production and an Associate of Fine Arts leading directly to employment in theater positions. CCBC is also a leader in the growing field of deaf-enabled hearing productions, partnering with Gallaudet University. Recent upgrades to the CCBC Essex theater enable students to learn to use cutting-edge theater equipment.

A recent graduate of CCBC, Ms. Jayline Figueroa, spoke about her experience in the theatre program, acting in four performances at CCBC and learning technical skills during performances. She will join the board of a new theater company founded by James Chipps and pursue elementary education at Towson University with a minor in theater.

Dr. Lefter reported that CCBC has two community theaters, Cockpit in Court Summer Theatre and Dundalk Community Theatre that have offered students opportunities to provide audiences with high-quality experiences for 50 years. Also, the Children's Playhouse of Maryland has had a successful residency at CCBC since 2004, founded by Diane Trobridge Smith, a CCBC alum and 2008 Distinguished Alumni Award recipient.

President Kurtinitis congratulated Dr. Lefter who is retiring from the college after 22 years at CCBC. She has been invited to become the inaugural director of the Western Illinois University Goldfarb Center for Performing Arts.

Senate report

President Kurtinitis invited Senate Chair Anne Chamberlain to share information about the College Senate's recent activities as described in the following report:

The Academic Standards Committee (ASC) completed work on minor revisions to the Academic Renewal Policy. Additionally, ASC's proposal for revisions to the Core Competencies, now called the Learning Ideals, was approved, and provides updated guidance for goals in non-general education courses. At the final senate meeting in June, ASC's proposal for Learning Management System Digital Accessibility compliance was approved and is currently under review at the senior staff level and expected to be approved after some minor revisions. This policy will ensure materials housed on the college's Learning Management system meet federal accessibility guidelines.

The College Environment and Student and Community Affairs Committee (CESCA) completed work on revisions to the Religious Holidays Exemption policy to bring it into compliance with revisions to Maryland state law. This policy has been approved by senior staff and will go into effect during the fall school term. The senate's Curriculum and Instruction Committee (CIC) reviewed 123 documents from every academic school during the last academic year. In the fall, CIC approved 52 Common Course Outline (CCO) revisions, three new CCOs, four program revisions, and one new program. In Spring 2024, CIC approved 40 CCO revisions, nine new courses, seven program revisions and two new programs. The committee also considered two program suspensions and three experimental courses. As part of their work, CIC aimed to move toward more student-centered language and identified CCOs and documents with

outdated/offensive language. CIC also implemented a new process involving the Dean's Council review of all curricular changes before coming to CIC.

The Evaluation Committee worked on revisions to both the Faculty Promotion and the Promotion Equivalency policies, with the goal of lessening some of the heavier barriers to advancement and providing a more equitable pathway to the senior ranks. These revisions offer more guidance to faculty on how to document professional development and college service in their promotion exhibits. While the Evaluation Committee's proposal was approved by the senate in May, the policy is currently on hold for further review at the senior staff level.

The Professional Affairs Committee (PAC) created a policy raising the maximum age for employee tuition reimbursement for dependent children to match the maximum age allowed for other benefits such as health insurance. While the senate approved this policy, it is also currently on hold for further review. PAC continues to work on a Whistle Blower policy, a part-time employee tuition benefit policy and reviewing requests for revisions to the Grievance policy, including the recommended revisions from the Board of Trustees' recent work on policy language review.

As this is senate chair Chamberlain's last meeting as senate chair, she introduced Michael Yashinski, associate professor, Biology Department, who has been elected to serve as CCBC's Senate Chair for the 2024-2025 academic year. She thanked the president and the board of trustees for their support. New Senate Chair Yashinski spoke briefly, indicating that he looks forward to working with everyone.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

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

Committee Chair Jackson 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 April 24, 2024.

The committee voted to recommend approval of CCBC's FY 2025 Cultural Diversity Report for Submission to the Maryland Higher Education Commission.

In addition, the committee voted to recommend approval of the continuance of ten academic programs, to include: Allied Health, American Sign Language, Aviation, Dental Hygiene, Global Studies, Histotechnology, Humanities, Mortuary Science, Practical Nursing, and Registered Nursing. One program, Criminal Justice Studies, was recommended for continuation with no mandatory changes to the program.

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

- Consent Agenda Items 1 and 2

- CCBC’s FY 2025 Cultural Diversity Report for Submission to the Maryland Higher Education Commission
- Continuance of eleven academic programs, including Allied Health, American Sign Language, Aviation, Criminal Justice Studies, Dental Hygiene, Global Studies, Histotechnology, Humanities, Mortuary Science, Practical Nursing and Registered Nursing

Trustee Ross made a motion to approve Consent Agenda Items 1 and 2, CCBC’s FY 2025 Cultural Diversity Report for Submission to the Maryland Higher Education Commission and the continuance of the eleven academic programs. The motion was unanimously approved.

Dr. Martínez, provost and vice president; Jane Mattes, dean of the School of Business, Law and Technology; Melissa Lane, department chair, Criminal Justice; and Dr. Laura Cripps, assistant dean, Curriculum and Assessment, gave an update on the success of the 2023-2024 Criminal Justice Studies Program of the Year.

BUDGET AND FINANCE COMMITTEE

Chair Urbach asked Trustee 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 April 24, 2024, Budget and Finance Committee meeting

(Items 3-7 were included as informational items and do not require board approval.)

The committee voted to recommend approval of the Final FY 2025 Operating and Capital Budgets.

The committee voted to recommend approval of the Submission of the FY 2026 Capital Budget Request to the State of Maryland (including the adoption of the resolution included in the board packet).

The committee voted to recommend approval of the Strategic Investment Allocations: (1) Data Democratization, (2) Operational Digital Transformation and (3) Building a Better Employee Experience.

The committee voted to recommend approval of the list of contracts and purchases over \$150,000.

The committee voted to recommend approval of the FY 2025 Salary Policy for All Classes of Employees.

The committee voted to recommend approval of the Agreement with the Communication Workers of America, Local 2100.

The Committee voted to recommend approval of the Agreement with the American Federation of State, County and Municipal Employees, Council 3.

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

- Consent Agenda Items 1-2
- Final FY 2025 Operating and Capital Budgets
- Submission of the FY 2026 Capital Budget Request to the State of Maryland (including the adoption of the resolution found in the board packet)
- Strategic Investment Allocations: (1) Data Democratization, (2) Operational Digital Transformation and (3) Building a Better Employee Experience
- Contracts and purchases over \$150,000
- Agreement with the Communication Workers of America, Local 2100
- Agreement with the American Federation of State, County and Municipal Employees, Council 3

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

OLD BUSINESS

Trustee Riley, Chair of the Trustees Policy Manual Review Ad Hoc Committee, presented the final reading of Sections 1 and 2 of the Trustees Policy Manual, at the April 24, 2024 Board of Trustees meeting. He advised that the committee last met on May 21, 2024, to make editorial changes to the policies. He clarified that although the senate wishes to review Section 2.08.D., all are in agreement that Policy 2.07 Employee grievance procedure for faculty, administrators, professionals, and non-represented employees could move forward.

Chair Urbach asked for a motion to accept Sections 1 and 2 of the Trustees Policy Manual for approval as presented with editorial changes. A motion was made by Trustee Scheper and seconded by Trustee Sidle. The motion was unanimously approved.

NEW BUSINESS

Chair Urbach reported that the first item under New Business is the first reading of Section 3 of the Trustees Policy Manual. Committee Chair Riley noted that the committee is reviewing the policy manual for correctness of language and intent and submits Section 3 for first reading. Section 3 will be presented to the board for approval at the Sept. 25, 2024 Board of Trustees meeting. Trustee Sidle raised several questions relating to these policies, which Trustee Riley will raise with the Committee at its August 2024 meeting.

Additionally, because of its complexity, the college's Intellectual property rights Policy found in Section 3.06 will be considered at a later date as it likely needs substantive revision.

Chair Urbach asked Trustee Hammond to present the recommendation of the Ad Hoc Nominating Committee's suggested slate of officers.

Trustee Hammond stated that the ad hoc committee recommends that the Board of Trustees of the Community College of Baltimore County approve the recommendation of the Nominating Committee to elect the chair and vice chair for the CCBC Board of Trustees for the 2024-2025

academic year. The committee has recommended J. D. Urbach to serve as chair and L. Michelle Jackson as vice chair for the 2024-2025 academic year.

Chair Urbach asked for a motion to accept the Nominating Committee's slate of officers. A motion was made by Trustee O'Hare and seconded by Trustee Riley. The motion was unanimously approved.

Chair Urbach thanked Trustee O'Hare for her three years of service as vice chair of the Board of Trustees.

Chair Urbach reported that the ad hoc committee on the President's FY 2024 Performance Review recommends that the Board of Trustees of the Community College of Baltimore County approves the committee's recommendation of the president's review and the rollover of one year to extend the president's current three-year contract through June 30, 2027.

Chair Urbach asked for a motion and a second to approve the recommendation of the President's Performance Review Committee to roll over the president's current three-year contract through June 30, 2027. A motion to approve the recommendation was made by Trustee Jackson and seconded by Vice Chair O'Hare. The motion was unanimously approved.

Chair Urbach announced the next board meeting of the trustees is scheduled for Sept. 25, 2024, at the CCBC Catonsville campus. He then requested that trustees note the Schedule of Board of Trustees meetings for the coming year. The Board of Trustees Annual Retreat will be held on Oct. 11, 2024.

ADJOURNMENT

With no further business, Chair Urbach asked for a motion and second to adjourn the June 12, 2024, Board of Trustees meeting. A motion was made by Trustee Lopez and seconded by Trustee Ross. The meeting was adjourned at 8:18 p.m.

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

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