

Board of Trustees
of
Community College of Baltimore County

Regular Session

Minutes

April 24, 2024

The Board of Trustees of the Community College of Baltimore County met on Wednesday, April 24, 2024, at 7:07 p.m. at the Community College of Baltimore County (CCBC) Catonsville. The following members of the Board were present: J. D. Urbach, board chair, Mary Margaret O'Hare, vice chair, Trustees Kimberly Carl, Margaret Forté, Paulette G. Hammond, L. Michelle Jackson, Dr. Irina Koyfman, Cristina Lopez, Douglas B. Riley, Esq., Dr. Richard Scheper, and Daryl Sidle, Esq. Also, present were Dr. Sandra L. Kurtinitis, president, 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 7:07 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 April 24, 2024, Regular Session of the Board of Trustees meeting.
- Recommendation to approve the minutes from the February 28, 2024, Regular Session of the Board of Trustees.

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

REPORT OF THE BOARD CHAIR

Along with other Trustees, Chair Urbach noted that he had an opportunity to tour the Commercial Driver's License (CDL) Program today and commented on how comprehensive and specialized the training is. He also informed the Board of Trustees that he met with Baltimore County Executive Olszewski on March 16, 2024 to discuss the Budget and passed on the County Executive's regards to the Board.

Chair Urbach called the Trustees' attention to the Upcoming Events listing at each of their seats. He briefly reported (1) the April 25, 2024 STEM Education Reception hosted by the Foundation and Trustee Scheper; (2) the CCBC Commencement is set for June 1, 2024 at the Essex campus; and (3) the ACCT Leadership Congress will be held in Seattle, Washington, from October 23 to

October 26, 2024. Please let Gail Rossmark know if you are interested in attending on or before July 15, 2024.

Chair Urbach thanked those Trustees who attended the March 20, 2024 Executive Alliance recognition of the Community College of Baltimore County along with Dr. Kurtinitis as well as the Trustees who attended CCBC's April 6, 2024 Gala.

Chair Urbach reported that along with President Kurtinitis, and Provost and Vice President Dr. Martinez, he and Vice Chair O'Hare attended the April 8, 2024 American Association of the Community Colleges Gala where CCBC was one of only three finalists for the American Association of Community Colleges Board/CEO Relations Award.

Chair Urbach announced that Trustee Lopez has been appointed as the new Chief Operating Officer of the Greater Baltimore Committee; Trustee Ross has been named one of Maryland's Top 100 Women by The Daily Record, and President Kurtinitis has been named as one of the 10 Great Baltimore leaders this year for her efforts in promoting diversity, equity and inclusion efforts in the workplace and the community by The Baltimore Business Journal, which event will be held June 13, 2024 at the Merriweather Lakehouse in Columbia, Maryland.

REPORT OF THE PRESIDENT

President Kurtinitis described the materials distributed to the Trustees, which included (1) Responses to Trustees Questions; (2) List of upcoming CCBC Events; (3) Listing of the CCBC Board of Trustees with their contact and term information; (3) 50th Anniversary Dance Concert of CCBC on May 2-4, (4) the Baltimore Business Journal April 23, 2024 article announcing Greater Baltimore's 2024 Leaders in Diversity; (5) brochure of the Association of Community College Trustees regarding the October 23-26, 2024 Conference; (6) CCBC *Rising Together* articles; and (7) *MSSI (Men Moving Forward)*, March 2024 edition, Issue No. 2.

President Kurtinitis reported on the following items:

A summary of the 2024 Legislative Session which included a restoration of \$2.2M to the community college budget; Facility Renewal Grants for eight community colleges; a \$2M set-aside for Cyber Programming at community colleges; college level management of Maryland College Promise scholarships; and community college students' eligibility for a \$2,500 scholarship for early childhood development.

The college has set aside an office for staff to apply for aid, training, etc. due to the Key Bridge Collapse. CCBC launched their new website on April 26, 2024.

President Kurtinitis, Dr. Martinez, and Trustees Urbach and O'Hare attended the American Association of Community Colleges Annual Conference and Gala in early April 2024. CCBC received an award from the Executive Alliance on March 20, 2024 given to Board's that have a strong representation of women. The Alvin Lloyd dedication was March 22, 2024. He presented CCBC with another check for \$25,000 on March 21, 2024. CCBC, along with Trustee Kim Ross, participated in a College Fair at Rossville Elementary School on March 22, 2024.

The CCBC Gala was held April 6, 2024. President Kurtinitis called attention to the Diversity packet at the Trustees place settings. She thanked Vice President Westary for throwing a great party. She asked Vice President Westary to speak about the MSSSI program.

President Kurtinitis went on to report the following:

CCBC hosted the ninth annual Culturally Responsive Teaching and Learning Conference at the Maritime Center in Linthicum Heights, Maryland, on April 18 and 19, 2024. Our very own Dean Adrienne Washington was the keynote speaker. CCBC's 2024 Employee Giving Campaign raised \$150,031 with the participation of about 400 employees. The CCBC Catonsville campus is the recipient of the 2024 Maryland Preservation Award for Excellence in Public Programming and Exhibits. This event is set for May 24, 2024. The CCBC Essex Knights Women's Basketball Team are the Regional Champions for the third year in a row.

President Kurtinitis introduced Dr. Bradley Thompson who presented the Board of Trustees with an herb basket containing parsley, sage, rosemary, and thyme. These plants have aromatic oils and are called survival plants and eaten for nutrition.

SENATE REPORT

President Kurtinitis invited Senate Chair Anne Chamberlain to give her Senate Chair Report.

Senate Chair Chamberlain reported the ad hoc committee reviewing CCBC's Core Competencies completed their work this year and the proposal associated with that was brought to the Senate after revisions from the Academic Standards Committee and was passed and approved by senior staff this past week.

The Senate is reviewing the Constitution and By-laws of the Senate. Proposals coming forth in May and June 2024 are (1) Whistleblower Policy, and (2) Revised Promotion Policy. The Senate appreciates President Kurtinitis' transparency in alerting the Senate of the Board of Trustees review of the Policy Manual and including them in any significant changes.

Senate Chair Chamberlain reported that she is not seeking reelection to her role as Senate Chair and has genuinely enjoyed serving on the Senate for 16 years. A new Senate Chair will be elected on June 3, 2024.

COLLEGE PRESENTATION

President Kurtinitis invited Vice President Michael Netzer, External Outreach Initiatives; Dean Louise D. Slezak, Continuing Education and Workforce Development; Jay Bouis, Assistant Dean, Applied Technology and Logistics; and Stacy Igo, Coordinator of the CDL Program to present the update on the Commercial Driver's License (CDL) Program. The CDL Program is located at Tradepoint Atlantic and occupies four acres; their staff consists of one Assistant Director, one Administrative Assistant, six full-time instruction specialists, and 15 part-time adjuncts.

There are four tractor trailers with 10 speed transmissions and one automotive trailer. The CDL A license tuition is \$5,500 and requires 208 hours of study; the CDL B license tuition is \$3,000 and requires 103 hours of study. The median salary for these CDL drivers is \$53,000 and can go to six figures once a person becomes an owner/operator. Approximately 700 students have completed the program since 2021. This program has received \$750,000 in scholarship money from multiple sources, as well as an Earmark Grant of \$721,130. Although Carroll Fuel hires most of our students, CCBC partners with other companies, i.e., Stevens Transport, Werner Enterprises, Schneider National, Cisco Transportation, Frito Lay and Amazon.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

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 February 28, 2024, Budget and Finance Committee meeting
3. Grants and Gifts to CCBC
4. Fiscal and Facility Reports
5. Report on Approved Purchases \$75,000 to \$149,999
6. Personnel Items

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

The Committee voted to recommend the following for approval:

- Consent Agenda Items 1 and 2
- FY 2025 Operating and Capital Budget Update and Recommendation to Approve Tuition and Fee Increases
- First Day Fees for Fall 2024
- Strategic Investment Allocations:
 1. Licensed Practical Nursing Laboratory Upgrade at CCBC Dundalk
 2. Automotive Technology Facility at CCBC Catonsville
- Approval of Contracts and Purchases over \$150,000

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

- Consent Agenda items 1 and 2
- FY 2025 Operating and Capital Budget Update and Recommendation to Approve Tuition and Fee Increases

- First Day Fees for Fall 2024
- Strategic Investment Allocations:
 1. Licensed Practical Nursing Laboratory Upgrade at CCBC Dundalk
 2. Automotive Technology Facility at CCBC Catonsville
- Approval of Contracts and Purchases over \$150,000

Trustee O’Hare made the motion. The motion was unanimously approved.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

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

Trustee Hammond reported that the Academic and Student Affairs Committee approved items 1 through 2 on the Consent Agenda. These included:

1. The Committee Meeting Agenda
2. Minutes from the February 28, 2024, Academic and Student Affairs Committee meeting

The Committee voted to recommend approval of the Emeritus Nominations.

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

- Consent Agenda items 1-2
- Emeritus Nominations

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

The Committee heard an update on Student Achievement and Success: Celebrating Student Academic Awards and Recognition presented by Dr. Jennifer Kilbourne, Assistant Vice President of Academic Affairs; and Dr. Dallas Dolan, Dean, Teaching and Learning.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Chair Urbach asked Trustee Riley to give a brief update of the Board of Trustees Ad Hoc Committee regarding the Trustee Review of the Board of Trustees Policy Manual marked as Exhibit D. Trustee Riley reported the Committee comprised of Vice Chair O’Hare, Trustee Weinstein, and himself as Chair of the Committee, along with Tracy Ashby, General Counsel of CCBC and President Kurtinitis met on April 2, 2024.

Trustee Riley stated that the Committee is reviewing the Policy Manual to be sure that it is current on language and intent. Sections 1 and 2 are considered for first reading of largely

editorial changes. One element of the Employee Grievance Policy needs updating and will be presented to the Senate for their review prior to the June 12, 2024 Board of Trustees meeting. The policies before the Board today will be presented for approval at the June 12, 2024 Board of Trustees meeting.

ADJOURNMENT

With no further business, Chair Urbach asked for a motion and a second to adjourn the April 24, 2024, Board of Trustees meeting. A motion was made by Trustee Koyfman and seconded by Trustee Carl. The meeting adjourned at 8:22 p.m.

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

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