

Board of Trustees
of
Community College of Baltimore County
Regular Session
Minutes
April 30, 2025

The Board of Trustees of the Community College of Baltimore County met at 7:07 p.m., Wednesday, April 30, 2025, at CCBC Dundalk. The following members of the Board were present: Board Chair J. D. Urbach, Vice Chair Michelle Jackson, Trustees Kimberly Carl, Johnnie Fielding Jr., Margaret Forte, Paulette G. Hammond, Dr. Irina Koyfman, Cristina Lopez, Charles McDaniels Jr., Mary Margaret O’Hare, Douglas B. Riley Esq. and Dr. Richard Scheper. Also present were Dr. Sandra L. Kurtinitis, CCBC 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 Outreach Initiatives and Kenneth Westary, vice president of Institutional Advancement.

CONSENT AGENDA

Chair Urbach called the regular session meeting to order at 7:07 p.m. He presented the Consent Agenda and asked if there were any objections to the agenda. With no objections, the following items were adopted:

- Recommendation to approve the agenda for the April 30, 2025, regular session of the Board of Trustees meeting
- Recommendation to approve the minutes from the February 26, 2025, regular session of the Board of Trustees meeting

Chair Urbach asked for a motion to approve the Consent Agenda. A motion was made by Trustee O’Hare and seconded by Trustee Scheper. The motion was unanimously approved.

REPORT OF THE BOARD CHAIR

Chair Urbach briefly reviewed the college’s upcoming events.

Chair Urbach thanked Trustees Forte, Hammond and Lopez for attending the March 19, 2025 Executive Alliance Honor Roll with President Kurtinitis and the women on CCBC’s Board of Trustees.

Chair Urbach thanked Trustees Forte, Hammond, Koyfman, Lopez, O’Hare, Riley and Scheper for attending the April 5 Gala.

Chair Urbach introduced the two new Board of Trustees members appointed by Maryland Governor Wes Moore.

Charles McDaniels Jr. is an experienced leader in education, engineering and technology. Previously, Mr. McDaniels served as board chair of the Baltimore County Board of Education

and as president of the Maryland Association of Boards of Education. He is also the principal and owner of Mica Metal Solutions LLC, a Baltimore-based consulting firm specializing in metallurgy, quality assurance, and sales and marketing for the steel industry. He holds an MBA from Loyola College of Maryland and a bachelor's degree from Carnegie Mellon University.

Johnnie Fielding Jr. is a seasoned Human Services professional with over 20 years of experience supporting individuals and families in the Baltimore area. He currently serves on the Community Advisory Board for Morgan State University's Bachelor of Social Work program. Mr. Fielding is the co-founder and program director of Leading By Example, a mental health and family support organization serving youth and adults across the Baltimore Metropolitan area. His career began at the Woodbourne Children's Diagnostic Treatment Center and has included roles in treatment foster care and clinical therapy. Mr. Fielding holds a master's degree from the University of Maryland School of Social Work and a bachelor's degree from Morgan State University.

REPORT OF THE PRESIDENT

President Kurtinitis began her report by drawing attention to the handouts placed at each Trustees seat. These included the February 26, 2025, Executive Session Minutes of the Board of Trustees; listing of upcoming events; biographies of new Trustees Michael Anthony Crowder and Nakia Drummond (terms begin July 1, 2025) and of Johnnie Fielding Jr. and Charles McDaniels Jr.; and the Agenda for the May 2, 2025 Board of Trustees Retreat.

President Kurtinitis shared a slide deck highlighting a series of positive college updates since the prior Board meeting: grants received by the college, events held at the college and potential new CCBC partners. President Kurtinitis shared that:

- Chair J. D. Urbach is being honored by the Optimist Club of Dundalk as the 2024 Citizen of the Year.
- CCBC received the 2024 Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for the 27th consecutive year.
- The Executive Alliance honored CCBC's Board of Trustees for women's representation at their March 19, 2025 awards event.
- CCBC's April 5, 2025, Gala was an immense success, raising approximately \$300,000.
- CCBC's Bridge To Success Campaign raised \$68,100,089 as of December 2024.
- CCBC received a \$100,000 gift from Alvin Lloyd Sr.
- The 2025 Employee Giving Campaign raised \$152,116.
- CCBC's 2024 United Way Campaign raised \$36,295.
- Lady Brion, Maryland's 11th Poet Laureat spoke at the Essex campus on April 10, 2025.
- Professor Rebecca Minor, department chair, Communication Arts, received the 2025 Dale P. Parnell Distinguished Recipient Award.
- Five CCBC students were Jack Kent Cooke Foundation Scholarship semifinalists.
- The National Institute for Staff and Organizational Development and Diverse recognized CCBC as a Most Promising Place to work in Community Colleges.
- CCBC student, Isaac Njoroge, has been selected as the 2025 Achieving the Dream DREAM Scholar.

President Kurtinitis invited Isaac Njoroge to the podium. He delivered a heartfelt and inspiring presentation, sharing his personal journey and reflections as a student. He concluded by reading an original poem which was met with a warm and appreciative response from the Board and attendees.

COLLEGE SENATE REPORT

President Kurtinitis invited Senate Chair Michael Yashinski to share information about the College Senate's recent activities. Senate Chair Yashinski reported that senior staff approved the Academic Standards Committee (ASC) revision of a three-tiered system of academic caution, warning and restriction, with supportive interventions like personalized success plans. He reported that the Grievance Committee removed the term limits from the policy to enhance continuity and align with other college communities.

Senate Chair Yashinski reported that the Curriculum and Instruction Committee approved five new courses, five program revisions and 58 course revisions. He further reported the Annual Promotion Summary and Evaluation Policy was revised to include clearer documentation examples, reassigned time guidance and submission date contingencies. The Tuition Waiver policies were approved for part-time staff and adjunct faculty. These proposals are under further review by the senior staff.

Finally, Senate Chair Yashinski reported that the College Environmental, Student and Community Affairs Committee (CESCA) will consider a proposal to implement a mid-semester Spring break now that the Baltimore County Public Schools calendar no longer aligns with that of CCBC.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Chair Urbach asked Committee Chair O'Hare to report on the Academic and Student Affairs Committee meeting.

Committee Chair O'Hare reported that the Academic and Student Affairs Committee recommended the adoption of items 1-2 on the Consent Agenda. These included:

1. The committee meeting agenda
2. Minutes from the February 26, 2025, Academic and Student Affairs Committee meeting

The committee voted to recommend approval of the following items:

- Emeritus nominations
- One academic lower division certificate revision: Preparation for A+ and Network+ Certifications lower division certificate, as presented by Dr. Joaquin G. Martínez, provost and vice president of Academic and Student Affairs, and Dr. Laura Cripps, assistant dean, Curriculum and Assessment

The committee then received an update on “Student Achievement and Success: Certifying Futures: The Testing and Assessment Center’s Role in Workforce Development,” presented by Dr. Joaquín G. Martínez, provost and vice present of Academic and Student Affairs; Dr. Nicole Baird, assistant vice president, Student Affairs and Trish Darr, director, Testing and Assessment.

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
- One academic lower division certificate revision: Preparation for A+ and Network+ Certifications lower division certificate

Trustee Lopez made a motion to approve Consent Agenda items 1 and 2, Emeritus Nominations, and one academic lower division certificate revision: Preparation for A+ and Network+ Certifications lower division certificate.

The motion was unanimously approved.

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 1-2 on the Consent Agenda. These included:

1. The committee meeting agenda
2. Minutes from the February 26, 2025, Budget and Finance Committee meeting

(Items 3-5 were included as informational items and did not require Board approval.)

The committee voted to recommend approval of the following items:

- Consent Agenda items 1 and 2
- FY 2026 Operating and Capital Budget Update and Recommendation to Approve Tuition and Fee Increases
- First Day fees for fall 2025
- Recommendation to approve strategic investment allocations:
 - Welding Facility at CCBC Dundalk
 - Loan for information technology equipment
- Contracts and purchases over \$150,000

The committee heard a presentation from Vice President Hopp and Monique Booker, chief operating officer of SB & Company, regarding the engagement scope for the FY 2025 Financial Statement Audit and the April 2025 Sustainability Report.

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

- Consent Agenda items 1-2
 - FY 2026 operating and capital budget update and recommendation to approve tuition and fee increases
 - First Day fees for fall 2025
 - Recommendation to Approve Strategic Investment Allocations:
 - Welding facility at CCBC Dundalk
 - Loan for information technology equipment
 - Contracts and purchases over \$150,000

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

OLD BUSINESS

Chair Urbach introduced Trustee Riley as chair of the Board of Trustees Ad Hoc Committee regarding the Trustees Policy Manual. He presented the final reading of sections 7, 8 and 9 of the manual.

Vice President Hopp and Vernell Shaeed-Levrone, director of Public Safety, respectively requested the Board of Trustees not amend Section 7.10.A.

The amendment to 7.10.A. to strike “use discretion during the process to ensure that all rights and privacy protections are afforded” was defeated.

Section 7 was adopted by a majority vote of the Board of Trustees.

Chair Urbach directed the Board’s attention to Section 8.04 III.d., which should read, “Obtain Board of Trustees’ review and approval of the functional name to be used for the non-physical space, upon the President’s recommendation.”

Chair Urbach asked for a motion to accept Section 8 of the Trustees Policy Manual for approval, as presented with editorial changes. A motion was made by Trustee Riley and seconded by Trustee Hammond. The motion was unanimously approved.

Chair Urbach asked for a motion to accept Section 9 of the Trustees Policy Manual for approval as presented without any editorial changes. A motion was made by Trustee Riley and seconded by Trustee Scheper. The motion was unanimously approved.

NEW BUSINESS

Trustee Riley, as chair of the Ad Hoc Committee regarding the Trustees Policy Manual, presented the first reading of Section 2.07.C.2. of the Grievance Committee of the Trustees Policy Manual. The final reading of this policy will be presented at the June 11, 2025, Board of Trustees meeting.

Chair Urbach proposed the following Trustees for the 2025 Nominating Committee: Chaired by Trustee Lopez, and including Trustees Carl, Forte, Hammond, O’Hare and Riley.

Chair Urbach proposed the following Trustees for the President's Performance Review Committee: Chaired by Chair Urbach, and including Trustees Fielding, Jackson, Koyfman, McDaniels and Scheper.

Chair Urbach announced the next board meeting of the Trustees is scheduled for June 11, 2025, at the Essex campus.

ADJOURNMENT

With no further business, Chair Urbach asked for a motion and second to adjourn the April 30, 2025, Board of Trustees meeting. A motion was made by Trustee O'Hare and seconded by Trustee Carl. The meeting adjourned at 8:25 p.m.

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

:gkr
6/4/25