

Board of Trustees
of
Community College of Baltimore County
Regular Session
Minutes
June 11, 2025

The Board of Trustees of the Community College of Baltimore County met at 7:05 p.m., Wednesday, June 11, 2025, at CCBC Essex. The following members of the Board were present: Board Chair J. D. Urbach, Vice Chair Michelle Jackson, Trustees Johnnie Fielding Jr., Margaret Forte, Paulette G. Hammond, Dr. Irina Koyfman, Cristina Lopez, 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 7:05 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 June 11, 2025, regular session of the Board of Trustees meeting.
- Recommendation to approve the minutes from the April 30, 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 Lopez and seconded by Trustee Kofman. The motion was unanimously approved.

REPORT OF THE BOARD CHAIR

Chair Urbach briefly reviewed the college's upcoming events.

Chair Urbach thanked Trustees Forte and O'Hare for attending the May 8, 2025 CCBC Scholarship Donors and Students Luncheon with President Kurtinitis.

He thanked Vice Chair Jackson for substituting for him at the May 19, 2025 Emeritus Induction Ceremony and Trustees Forte, Hammond, O'Hare and Riley for representing the Board at the ceremony and reception with President Kurtinitis.

Chair Urbach thanked Vice Chair Jackson and Trustees Forte, Hammond, Lopez, McDaniels, O'Hare and Scheper for joining him on the platform at Commencement on May 31, 2025.

Chair Urbach announced that tonight's meeting is the last meeting for two of CCBC's Trustees. Dr. Irina Koyfman was appointed by Governor Hogan in August 2021 for a five-year term that began July 1, 2020 and was ending June 30, 2025. Chair Urbach presented Trustee Koyfman with a CCBC sweatshirt and cap, and a beautiful flower arrangement in appreciation of her service.

Chair Urbach then spoke about Trustee O'Hare who was first appointed to the Board of Trustees by Governor Hogan in April 2016 for a term that had begun July 1, 2015. She was reappointed for a second term beginning July 1, 2020. She has served as Vice Chair of the Board as well as Committee Chair of the Academic and Student Affairs Committee. Having met the requirements set out by the Board, the Chair plans to entertain a motion to confer Trustee Emeritus status upon her.

Chair Urbach then introduced CCBC's newest Trustee, Michael Crowder, appointed to the CCBC Board of Trustees by Governor Moore, effective July 1, 2025. Mr. Crowder is Co-founder of Promised Season LLC, a consulting firm that provides leadership, strategic support, and professional development. He earned a Master of Science in Nonprofit and Association Management from the University of Maryland Global Campus and a bachelor's degree in business administration from North Carolina Central University.

On a final note, Chair Urbach observed that tonight is his final meeting as Board Chair, and, effective July 1, 2025, he will begin his final year as a member of the Board of Trustees. He thanked the Board for giving him the opportunity to serve as Board Chair for the past four years.

REPORT OF THE PRESIDENT

President Kurtinitis began her report by drawing attention to the handouts placed at each Trustees seat which included the FY 2026 Schedule of Board of Trustees meetings.

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.

Commencement and Celebrations

- Thanked Chair Urbach, Vice Chair Jackson, and Trustees Forte, Hammond, Lopez, McDaniels, O'Hare, and Scheper for attending Commencement
- Congratulated Isaac Njoroge as the 2025 President's Distinguished Graduate
- Recognized students Kyle Clarke Echeverria and Nour Miswadeh as 2025 Jack Kent Cooke Foundation Scholarship recipients
- Hosted the Scholarship Donor Luncheon, Grad Fest, and Student Awards
- Held the Emeritus Ceremony on May 19, 2025

Institutional Recognition & Initiatives

- Secured a \$100,000 Maryland Higher Education Commission Teacher Quality and Diversity Grant

- Led a Virtual Pop-Up Series for Displaced Federal Employees
- Selected as one of the most promising places to work by the National Institute for Staff and Organizational Development

President Kurtinitis presented a video entitled, “A Tribute to the Life of Bob Romadka.” She then invited Mr. Romadka to the podium. He delivered a heartfelt and inspiring presentation, sharing his personal journey and reflections.

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 the Curriculum and Instruction Committee (CIC) reviewed proposals for 19 new courses, 85 course revisions, 21 program revisions, and five new programs: Peer Recovery Specialist LDC, Public Health, Artificial Intelligence, Cloud Technology Certificate, and Preparation for CompTIA Linux+ Certification.

Senate Chair Yashinski further reported that the Evaluation Committee cautiously touched on the borders of what the Senate will manage versus what will be negotiated in collective bargaining. The Committee put together a set of guidelines to assist faculty in selecting and preparing documentation of innovations for the various categories that are evaluated in both the Annual Performance Summary and Promotion exhibits. The Professional Affairs Committee (PAC) brought forth a comprehensive Whistleblower Policy which was approved by the Senate. The Committee also brought forth well-received proposals to offer Tuition Reimbursement for both CCBC’s Part-Time Associates and Adjunct Faculty, which will hopefully be able to be implemented in the near future. This Committee also approved changes made by the Board of Trustees on the Grievance Policy and made a change to the term limits of Grievance Committee members.

Senate Chair Yashinski reported that the College Environmental, Student, and Community Affairs Committee (CESCA) began work on potential revisions to the College’s Demonstrations policy to ensure equity for all. CESCA also reviewed increasing the use of Identification Badges on campus and found that it would be neither beneficial nor necessary. CESCA was also tasked with creating a Medical Leave Policy for students; in reviewing current policies the Committee found them to be comprehensive. CCBC’s current policy regarding Incomplete Grades could use tightening and refinement for more consistent application across the college.

The Academic Standards Committee (ASC) restructured current practices with three levels of increasing interventions meant to offer better support to struggling students rather than punitive action as well as prepared a policy on AI Ethics. This policy recognizes that our diverse schools, programs, courses, and faculty may all have unique needs, but offers standards and guidelines as to how individual AI policies should be developed. After the Incomplete Grade policy was passed, ASC also modified the Syllabus Template to better refer students to the information they may need when they face situations that interrupt their studies.

Finally, Senate Chair Yashinski reported that effective with the new fiscal year, Associate Professor Matthew Palumbo would become the new Senate Chair. Mr. Palumbo was present and briefly addressed the Trustees.

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 and 2 on the Consent Agenda. These included:

1. The committee meeting agenda
2. Minutes from the April 30, 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
- Final FY 2026 Operating and Capital Budgets
- Submission of the FY 2027 Capital Budget Request to the State of Maryland
(including the adoption of the Resolution
- FY 2025 Fund Balances
- Contracts and purchases over \$150,000
- FY 2026 Salary Policy for all Employees
- 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 and 2
- Final FY 2026 Operating and Capital Budgets
- Submission of the FY 2027 Capital Budget Request to the State of Maryland
(including the adoption of the Resolution
- FY 2025 Fund Balances
- Contracts and purchases over \$150,000
- FY 2026 Salary Policy for all Employees
- Agreement with the American Federation of State, County and Municipal Employees,
Council 3

Vice Chair Jackson made the motion. The motion was unanimously approved.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Due to Chair O'Hare's absence, Chair Urbach asked Trustee Koyfman to report on the Academic and Student Affairs Committee meeting.

Trustee Koyfman reported that the Academic and Student Affairs Committee recommended the adoption of items 1 and 2 on the Consent Agenda. These included:

1. The committee meeting agenda.
2. Minutes from the April 30, 2025, Academic and Student Affairs Committee meeting

The committee voted to recommend approval of the following items:

- Consent Agenda items 1 and 2
- Eight academic programs to include:
 - Art, Design, and Interactive Media
 - Education
 - General Studies
 - Heating, Ventilation, and Air Conditioning (HVAC) and Energy Technology
 - Medical Imaging
 - Music Production and Audio Recording Technology
 - Occupational Therapy
 - Veterinary Technology

The Committee heard an update from Dr. Joaquin Martinez, provost and vice president, and Dr. Glenda Breaux, senior director of Planning, Research and Evaluation regarding CCBC's FY 2026 Cultural Diversity Report for submission to the Maryland Higher Education Commission. The Committee voted to recommend approval of CCBC's FY 2026 Cultural Diversity Report for Submission to the Maryland Higher Education Commission.

The committee then received an update on Student Achievement and Success: Stackable Credentials: A Student Achievement and Success Collaboration presented by Dr. Joaquín G. Martínez, provost and vice present of Academic and Student Affairs, and Dr. Laura Cripps, assistant dean, Curriculum and Assessment.

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

- Consent Agenda items 1 and 2
- Eight academic programs to include:
 - Art, Design, and Interactive Media
 - Education
 - General Studies
 - Heating, Ventilation, and Air Conditioning (HVAC) and Energy Technology
 - Medical Imaging
 - Music Production and Audio Recording Technology

- Occupational Therapy
- Veterinary Technology
- CCBC's FY 2026 Cultural Diversity Report for Submission to the Maryland Higher Education Commission

Trustee Koyfman made a motion to approve Consent Agenda items 1 and 2, the eight academic programs to include Art, Design, and Interactive Media; Education; General Studies; Heating, Ventilation, and Air Conditioning (HVAC) and Energy Technology; Medical Imaging; Music Production and Audio Recording Technology; Occupational Therapy, and Veterinary Technology and CCBC's FY 2026 Cultural Diversity Report for Submission to the Maryland Higher Education Commission.

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. Trustee Riley presented the final reading of section 2.07.C.2., Selection of the Grievance Committee Trustees Policy Manual.

Chair Urbach asked for a motion to accept Section 2.07.C.2. of the Trustees Policy Manual for approval, as presented with editorial changes. A motion was made by Trustee Scheper and seconded by Trustee Riley. The motion was unanimously approved.

NEW BUSINESS

Chair Urbach stated that the first item under New Business is the First Reading of Section 4.05 Purchasing of the Trustees Policy Manual. The President and Vice President Hopp gave a brief update on the recommendation to increase the purchasing dollar thresholds. This item will be presented for a final reading at the September 24, 2025 Board of Trustees meeting.

Chair Urbach introduced Trustee Riley to present the second item under New Business. Trustee Riley proposed Trustee Emeritus Status for outgoing Trustee Mary Margaret (Meg) O'Hare. Trustee O'Hare was appointed by Governor Hogan on April 1, 2016 for a term beginning July 1, 2015. She was reappointed for a second term beginning July 1, 2020. Her decade of service to CCBC is distinguished by both her hard work and her enthusiastic support for the college, its faculty, and especially its students. She contributed to the development of CCBC's Diversity, Equity, and Inclusion program for which the college received a coveted Association of Community College Trustees (ACCT) award. She has represented the college at many ACCT conferences and hosted several ACCT educational sessions. She was always an effective advocate in Annapolis and Towson for state and county funding. Trustee O'Hare served as vice-chair of the Board of Trustees, chair of the Academic Committee, and a valuable member of the Policy Manual Review Committee.

Chair Urbach asked for a motion to bestow Trustee Emeritus Status on Trustee O'Hare. A motion was made by Trustee Riley and seconded by Trustee Hammond. The motion was unanimously approved.

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

Trustee Lopez 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 2025-2026 academic year. The committee has recommended Dr. Richard A. Scheper to serve as chair and L. Michelle Jackson as vice chair for the 2025-2026 academic year.

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

Chair Urbach reported that the ad hoc committee on the President's FY 2025 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 as shared in Executive Session. The Board also approved the President's request to extend her rolling three-year Employment Contract through June 30, 2028.

Chair Urbach asked for a motion to approve the recommendation of the President's Performance Review Committee to roll over the president's current three-year contract through June 30, 2028. A motion to approve the recommendation was made by Vice Chair Jackson. The motion was unanimously approved.

Chair Urbach announced the next board meeting of the Trustees is scheduled for September 24, 2025, at the Catonsville campus.

ADJOURNMENT

With no further business, Chair Urbach asked for a motion and second to adjourn the June 11, 2025, Board of Trustees meeting. A motion was made by Trustee Forte and seconded by Trustee Scheper. The meeting adjourned at 8:25 p.m.

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

:gkr
9/16/25