

Board of Trustees
of
Community College of Baltimore County
Regular Session
Minutes
September 24, 2025

The Board of Trustees of the Community College of Baltimore County met at 7:43 p.m., Wednesday, September 24, 2025, at CCBC Catonsville. The following members of the Board were present: Board Chair Richard A. Scheper, Ph.D., and Trustees Sophia Barilone, Esq., Kimberly Carl, Michael Crowder, Dr. Irina Koyfman, Cristina Lopez, Douglas B. Riley Esq. and J. D. Urbach. 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.

Before beginning the evening's meeting, Chair Scheper asked for a moment of silence in remembrance of Trustee Paulette Hammond, who passed away on August 29, 2025.

CONSENT AGENDA

Chair Scheper called the regular session meeting to order at 7:43 p.m. He presented the Consent Agenda and asked if there were any objections. With no objections, the following items were adopted:

- Recommendation to approve the agenda for the September 24, 2025, regular session of the Board of Trustees meeting.
- Recommendation to approve the minutes from the June 11, 2025, regular session of the Board of Trustees meeting.
- Recommendation to approve the minutes from the June 11, 2025, executive session of the Board of Trustees meeting.

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

REPORT OF THE BOARD CHAIR

Chair Scheper thanked Dr. Irina Koyfman, whose term ended on June 30, 2025, but has agreed to remain on the Board until Governor Moore appoints her successor.

Chair Scheper introduced new Trustee Michael Crowder, whose term is effective July 1, 2025 to June 30, 2030.

Chair Scheper introduced new Trustee Sophia Barilone, Esq., who was appointed by Governor Moore on August 27, 2025, for a term beginning July 1, 2021.

Chair Scheper shared details about several upcoming events:

- September 25, 2025 – Board of Trustees Appreciation Reception for the Foundation Board
- September 26, 2025 – Board Cutting Ceremony and Lowe’s Foundation Luncheon
- September 26, 2025 – Memorial Service for Trustee Paulette Hammond
- October 21, 2025 – Retirees Luncheon
- October 22-25, 2025 – ACCT Leadership Congress in New Orleans

Chair Scheper reported that the October 10, 2025, Board retreat has been cancelled and will be rescheduled for a later time.

Chair Scheper indicated that the FY 2026 Board of Trustees Committees listing was at each Trustee’s seat. He advised the Trustees that the Conflict-of-Interest Form was included in the front of their Board packet and requested that it be completed, signed and returned to Gail Rossmark.

REPORT OF THE PRESIDENT

President Kurtinitis began her report by drawing attention to the handouts placed at each Trustee’s seat which included a listing of upcoming events.

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:

- **Enrollment Update:** 12% above base budget, 7% above stretch budget
- **Community Engagement:** CCBC partnered with Senator Carl Jackson for Baltimore County residents to use the pool on the Essex campus.
- **Displaced Federal Worker Support:** Nine full-time hires; \$100,000 Maryland Higher Education Commission grant for classroom training for former Federal Workers who wish to become teachers.
- **Scholarship News:** Sheldon Caplis Memorial Scholarship established via College Bound Foundation
- **Tuition Assistance:** 95% of 55,000 students attended tuition-free (in whole or in part) in FY 2025
- **Strategic Investments:**
 - Degrees to Succeed program showing strong transfer success
 - 5,000 high school students enrolled in CCBC courses
 - 47,000 online enrollments in the past year
- **Honors College Update:** Now a full-fledged college with 300+ students, aiming for 500 by FY 2028
 - \$400,000 in scholarships and stipends awarded
 - Prestigious transfers to Georgetown, Pomona, University of Maryland Baltimore County
 - National recognition from the Nobel Peace Center for Martin Luther King Jr. project

COLLEGE SENATE REPORT

President Kurtinitis invited Senate Chair Matthew Palumbo to share information about the College Senate's recent activities. Senate Chair Palumbo reported that the Executive Committee and he met on August 28, 2025 with Dr. Kurtinitis and Dr. Martinez. Topics discussed were campus forum planning, tracking FY 2025 policies, reviewing existing Senate policies, and an open dialogue on campuswide issues. The Executive Committee is following up on proposals pending from FY 2025, such as the whistleblower policy, tuition reimbursement for part-time and adjunct faculty and the college's demonstration policy.

The first Senate meeting was held on September 15, 2025, and the first campus forum was held September 17, 2025, where Tracy Ashby, general counsel, gave an update on Federal Policies for the college community. Senate Chair Palumbo also reported that the Senate has begun clarifications to grading policies, proctored components of online courses, Middle States accreditation issues related to Artificial Intelligence program and a formal review of the Student Code of Conduct in 15 years.

President Kurtinitis invited Dr. Joaquín G. Martínez, provost and vice president of Academic and Student Affairs; Adrienne Washington, executive director of the CCBC Honors Program, Kelvin Dagadu, CCBC Honors College alumnus, class of 2025, and Sanjana Gaddam, CCBC Honors College student, general studies major to give a presentation on "Honors at CCBC: Realizing Potential; Building a Community of Scholars; Transforming Outcomes." Executive Director Washington described a holistic admissions process, dedicated support for marginalized and underrepresented students and prestigious scholarships and immersive learning experiences. The Board of Trustees heard student testimonials from both Kelvin Dagadu and Sanjana Gaddam.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Chair Scheper asked Committee Chair Lopez to report on the Academic and Student Affairs Committee meeting.

Trustee Lopez reported that the Academic and Student Affairs Committee recommended the adoption of items one and two on the Consent Agenda. These included:

1. The committee meeting agenda
2. Minutes from the June 11, 2025, Academic and Student Affairs Committee meeting

The committee voted to recommend approval of the following items:

- Consent Agenda items one and two

The Committee heard a recommendation to approve CCBC's 2025 Institutional Performance Accountability Report for submission to the Maryland Higher Education Commission (MHEC) from Dr. Joaquín G. Martínez, provost and vice president of Academic and Student Affairs, and Dr. Glenda Breaux, senior director of Planning, Research and Evaluation.

The committee then received an update on "Student Achievement and Success: Driving Excellence: Transformative Automotive Education and Emerging Technologies" from Dr. Joaquín G. Martínez, provost and vice president Academic and Student Affairs; Professor

Douglas Kendzierski, department chair, Transportation and Automotive Technology; Jane Mattes, dean, School of Business, Technology and Law and Ryan Washington, CCBC program alumnus and former automotive technology faculty.

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

- Consent Agenda items one and two
- CCBC's 2025 Institutional Performance Accountability Report for Submission to the Maryland Higher Education Commission (MHEC)

Trustee Urbach made a motion to approve Consent Agenda items one and two, and CCBC's 2025 Institutional Performance Accountability Report for submission to the Maryland Higher Education Commission (MHEC).

The motion was unanimously approved.

BUDGET AND FINANCE COMMITTEE

Chair Scheper asked Trustee Riley to report on the Budget and Finance Committee meeting in Committee Chair Forte's absence, as she was out of town.

Trustee Riley reported that the Budget and Finance Committee approved items one and two on the Consent Agenda. These included:

1. The committee meeting agenda.
2. Minutes from the June 11, 2025, Budget and Finance Committee meeting
(Items three through five were included as informational items and did not require Board approval.)

The committee voted to recommend approval of the following items:

- Consent Agenda items one and two
- Contracts and purchases over \$150,000

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

- Consent Agenda items one and two
- Contracts and purchases over \$150,000

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

OLD BUSINESS

Chair Scheper introduced President Kurtinitis and Melissa Hopp, vice president of Administrative Services, regarding revisions to the Trustees Policy Manual. Vice President Hopp presented the final reading of Section 4.05 Purchasing of the Trustees Policy Manual.

Chair Scheper called for a motion to approve the proposed changes to Section 4.05.B.1. as presented with editorial revisions. Trustee Riley moved to approve the increasing of the bid threshold to \$75,000, but not to approve the increasing of approval threshold from \$150,000 to \$200,000.

Trustee Barilone seconded. The motion failed, receiving less than a majority vote in favor.

Vice President Hopp then spoke to the practical timeline for procurements requiring Board approval versus those requiring the President's approval.

Chair Scheper called for a new motion to approve the changes to Section 4.05.B.1. as originally presented, including editorial revisions. Chair Scheper moved to approve the full proposal: increase the bid threshold to \$75,000 and increase the approval threshold to \$200,000.

The motion was seconded by Trustee Urbach. The motion passed by a majority vote.

NEW BUSINESS

Chair Scheper identified the first item under New Business as the First Reading of Section 4.05 Purchasing of the Trustees Policy Manual for the Board's consideration. The President and Vice President Hopp gave a brief update on the recommendation to expand approval for on-call contractors from Baltimore County on-call contractors to Baltimore County Public Schools on-call contractors. This modification will be considered for action at the November 19, 2025, Board of Trustees meeting.

Chair Scheper presented the second item under New Business recommending that the title of Emeritus Trustee be posthumously awarded to Paulette Hammond.

Chair Scheper asked for a motion to bestow Trustee Emeritus Status on Trustee Hammond. A motion was made by Trustee Carl and seconded by Urbach. The motion was unanimously approved.

Chair Scheper announced the next board meeting of the Trustees is scheduled for November 19, 2025, at the Dundalk campus.

ADJOURNMENT

With no further business, Chair Scheper asked for a motion and a second to adjourn the September 24, 2025, Board of Trustees meeting. A motion was made by Trustee Carl and seconded by Trustee Urbach. The meeting adjourned at 8:59 p.m.

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

:gkr
11/10/25