

The Board of Trustees
Of
The Community College of Baltimore County

Approved Minutes

February 9, 2005

REGULAR SESSION

The Board of Trustees of The Community College of Baltimore County (CCBC) met in regular session on Wednesday, February 9, 2005, convening at 7:45 p.m. on the Essex campus of The Community College of Baltimore County. The following members of the board were in attendance: Francis X. Kelly, Chairman, and Thomas M. Lingan, Esq., Vice Chairman; Trustees Evelyn Brunner; Dorothy E. Foos; Linda C. Goldberg; Elayne Hettleman; Charles E. Kountz, Jr. Esq.; Richard W. McJilton; Cecile V. Myrick; and H. Edward Parker, Jr. Also present were Irving Pressley McPhail, Chancellor and Secretary-Treasurer; Eugenia I. Proulx, president of CCBC Dundalk CCBC Essex; Andrew C. Jones, president of CCBC Catonsville CCBC Extensions Centers; Alvin Starr, Interim Vice Chancellor for Learning and Student Development; Bruce G. Berman, Vice Chancellor for Institutional Advancement; Stephen L. Kirchner, Vice Chancellor for Finance and Administration; Jeffrey Hahn, Executive Director for Human Resources, Institutional Equity, and Labor Relations; Ronald Heacock, Vice Chancellor for Technology and Planning; Carol L. Kefalas, Executive Advisor to the Chancellor for Community Outreach, Board Relations, and Special Initiatives; Beth Woodland-Hargrove, General Counsel; and members of the faculty and staff of the College.

INTRODUCTION

Chairman Kelly welcomed everyone to the February meeting of The Community College of Baltimore County Board of Trustees. He acknowledged Dr. Gena Proulx for hosting the February board meeting.

AGENDA

Senator Kelly announced that the agenda was being revised to reflect under Old Business the Sarbanes-Oxley Act Recommendations, is now for pending approval, not for information.

Senator Kelly asked for a motion and second to approve the revised agenda.

A motion for approval of the February 9, 2005, regular session revised agenda was made by Trustee Myrick and seconded by Trustee Brunner. The revised agenda was unanimously approved.

MINUTES

A motion for approval of the December 15, 2004, executive session and regular meeting minutes were made by Trustee Myrick and seconded by Trustee Brunner. The minutes were unanimously approved.

REPORT OF THE CHAIRMAN

Chairman Kelly thanked all the trustees who joined him at the Baltimore County Subcommittee on Education hearing on December 16. He said that he appreciated the large trustee turnout and support. Senator Kelly announced that the members of the Subcommittee on Education were impressed with the presentation by the College, and were pleased with the progress that CCBC had made on the issues that the Subcommittee had requested an update on.

Senator Kelly thanked Trustees Elayne Hettleman, Evelyn Brunner, and Dorothy Foos for attending the Maryland Association of Community Colleges (MACC) Trustee Workshop and the legislative reception on January 24.

Chairman Kelly congratulated Trustee Dorothy Foos on her election as the State Chairperson for the Association of Community College Trustees.

Senator Kelly congratulated Trustee Cecile Myrick on her selection as the new president of the Essex-Middle River-White Marsh Chamber of Commerce.

Chairman Kelly commented that he had several meetings with Governor Ehrlich regarding funding for community colleges. He said the Governor responded positively by funding the full CADE formula for community colleges. However, under the CADE formula CCBC will only receive \$45,000 in the next fiscal year. Senator Kelly also commented that he has had meetings with the Baltimore County Executive and the Baltimore County Budget Director and he is hopeful the County, recognizing the fiscal challenges that CCBC is facing will be very supportive this year.

REPORT OF THE CHANCELLOR

Chancellor McPhail asked Dr. Gena Proulx to introduce the retirees in attendance.

Retiree John Coffman

Dr. Proulx introduced John Coffman. She said that Mr. Coffman began his career at Essex Community College in 1972 as the Coordinator of Student Activities. He began his teaching career in 1975 as a faculty member in the Human Development Division and represented the Counseling and Human Development Departments on various program advisory councils as well as most of the major college committees. During his tenure at Essex, professor Coffman assisted in establishing the Office of Special Services; the College Level Examination Program's open test center; and developed the campus' Assessment for Prior Learning program. Dr. Proulx said that Professor Coffman considers his assignment to the Dundalk campus as one of the finest events of his career. In 2002-2003, Mr. Coffman worked as a counselor in the Division of

Career and Technology, bringing a new perspective to the campus and energizing the career planning and advisement staff. The campus benefited not only from his good work but from his positive attitude and enthusiasm for placing students first. Dr. Proulx announced that Mr. Coffman hopes to return to the advisement center as a part-time advisor since he is struggling with just retiring, “cold turkey.”

Mr. Coffman said that he was very happy to have served for many years both at Essex Community College and The Community College of Baltimore County, and hopefully he made a positive contribution.

Retiree Dave Erhardt

Dr. Proulx introduced Retiree Dave Erhardt. She said that Dave Erhardt began his CCBC career in 1974 as a counseling faculty member in the Human Development Division at Essex Community College. He served as Acting Director of Academic Advising and was a contributing committee member on the college Cyber Advising Committee and the Vanguard subcommittee for Academic Advising as well as the CCBC Essex Student Success Council, the Entry Services committee, and the Open House planning committee. Dr. Proulx said that Mr. Erhardt also served as Director of Career Development Services and Student Transfer Services Coordinator, in addition to chairing the Banner Work Team. Mr. Erhardt also participated as a member of the Maryland Association of Community Colleges’ Academic Advising Affinity group. Dr. Proulx continued by stating that as an Associate Professor, Mr. Erhardt taught courses in Career and Life Planning, Achieving Academic Success and Study Skills, Introduction to Psychology and the Psychology of Early Childhood. As a college counselor, Mr. Erhardt provided academic advisement and personal counseling services to students and developed the campus’ “Career Planning Clinic,” an individualized vocational assessment service for students and community members. In addition to working as a part time advisor, Mr. Erhardt will be volunteering at Hampton Mansion and playing music at various elder care facilities.

Mr. Erhardt thanked Dr. Proulx for the kind words. He said it is impossible to sum up a career of 30 years in just a few words. Mr. Eckhardt said that it has been a wonderful experience at CCBC and one he hopes to continue on a part-time basis.

Comments

Dr. McPhail announced that nearly 45 CCBC students joined other Maryland community college students who attended “Student Advocacy Day” in Annapolis. The CCBC students wore orange and blue sweatshirts that said “The Community College of Baltimore County 70,000 Strong” on the front and “CCBC Transforming Lives in Maryland” on the back. He said that the CCBC students carried banners that were signed by fellow students urging continued financial support by the delegates. The agenda included hearing speeches by Mr. Clay Whitlow, MACC Executive Director; the president of the Senate; the chairman of the Education, Business and Administration Subcommittee; the chairman of the Education and Economic Development Subcommittee; the chairman of the House Committee on Appropriations; the chairman of the Capital Budget Subcommittee; and an opportunity to meet with members of the Baltimore County delegation, who they presented with lanyards that covered essential facts about CCBC.

Dr. McPhail introduced Jonelle Williams, Essex SGA president; Reynaldo Calvello, Essex SGA vice president; and Tom Korkpor, Essex SGA treasurer, who were part of the CCBC student group that participated in student advocacy day.

Chancellor McPhail gave kudos to Professor Freundel and the twenty-five CCBC student actors and technicians who received a standing ovation for their work and who were selected as a regional winner for the region II American College Theatre Festival with their production of *Zombie Prom*. He said that over 70 productions were entered in Region II, including productions from Towson University, the College of Notre Dame of Maryland and Goucher. CCBC was the only regional winner from Maryland and joined Slippery Rock, Clarion, Syracuse, Bernard, West Virginia Wesleyan, Wilkes, and West Chester as regional winners.

Chancellor McPhail gave kudos to Brad Ebersole in his new role at Baton Rouge Community College as vice president for Academic Affairs and thanked him for his 28 years of service as a member of the CCBC family.

Dr. McPhail announced that graduation this year will take place on Sunday, June 5 at a new venue: the 1st Mariner arena. He said that members of the Graduation Committee, chaired by Dr. Carol Kefalas, have been working throughout the year in preparation for the event. The advantage of the new venue is that the students can bring anyone they wish to their graduation ceremony whereas before, the graduates were only allowed to bring four guests. In addition, all CCBC faculty may now attend the ceremony if they wish, whereas before, only 150 faculty members could attend. Dr. McPhail said that the committee anticipates 100 to 200 additional graduates joining in the ceremony this year.

Dr. McPhail announced that the Chancellor's Strategic Internal Communications Task Force has met 14 times since its inception late last spring. He said that two surveys were distributed to the CCBC family in the fall; a student survey and a faculty/staff survey. Data analysis of the two surveys is underway and once the data has been analyzed, members of the Task Force will begin development of the Strategic Internal Communications Plan.

Dr. McPhail announced that in order to keep the CCBC faculty and staff informed, a series of forums were held that focused on the College's \$6.5 million budget deficit and the new task force that will propose restructuring plans for the College. He said that members of the CCBC community were able to ask questions they had about the budget and about CCBC's plans for restructuring.

Phase III Restructuring Task Force

Dr. Ron Heacock gave the board an overview on the Phase III Restructuring Task Force. He said that the task force began meeting in December and has met monthly, or on an as-needed basis, as a committee of the whole. The task force is comprised of 30 members including senior administrators, senior academic administrators, deans, student service deans, faculty, support services; shared governance committee chairs; students; as well as members of the classified staff. Dr. Heacock said that task force broke into six subcommittees – one for academic affairs, one for student services, one for support services – all of which will looking at structures and

organization of those areas. The remaining three committees are personnel, which is designed to look at rules for reductions, transfers, and ways to alleviate the stress of the task; an administration committee, which is looking at the overall structure of the institution; and a process committee which is designed to help the committee gather information in a rigorous manner. Dr. Heacock stated that the time line is short and the task is arduous. A charge of the task force is to look for savings, process improvements and reductions to help offset the budget deficit. A series of scenarios and recommendations will be presented to Dr. McPhail for his review and determination by May with final recommendations going to the board at its June meeting. Dr. Heacock suggested that Senator Kelly appoint two trustees as liaisons with the task force; Senator Kelly approved the suggestion.

Campus Presentation

Dr. Proulx introduced Anne Lefter, Director of Performing Arts, who gave an informative PowerPoint presentation of the performing arts programs and activities, offered at CCBC in academic disciplines, community-based programming, and college outreach.

COMMUNICATION FROM THE PUBLIC

Mr. Dennis Eckard, representing the Perry Hall Improvement Association commented on the background of the former Essex Community College property. He stated that when the property was acquired the criteria were for open space, room for expansion, and space for athletic fields. Mr. Eckard said that the Perry Hall Improvement Association is opposed to the CampusView project.

Mr. John Walker, CCBC faculty member, presented several points for the board's consideration. He said that his 92 year-old mother lives in a senior housing project, about 200 yards from a community college, in New Hampshire, similar to the CampusView proposed facility. Mr. Walker said that even in his mother's younger years, she would not choose to live in the middle of a college complex, and that what the CampusView project is. The senior housing complex would be surrounded by a field house and athletic fields. Mr. Walker said that the proposal doesn't make sense if you look at the college's basic mission. He said that for the developer, the site is perfect, and there would be no out-of-pocket costs to acquire the site. Mr. Walker requested that the board look at alternate sites on the Essex campus. He said that the board should look at the athletes' needs now and for the future.

Mr. Rocky Jones, president of the Essex Middle River Civic Council, Inc, read a letter that was sent to the board stating the Council's opposition to the CampusView project. He also stated that it is ironic that the board would put senior housing on a campus that doesn't house students.

Ms. Kathleen Niedzwick, a 1963 Essex graduate, stated that it was a hard fought battle to buy the property for the present campus location. She said she is opposed to having senior housing built on the Essex campus.

INSTITUTIONAL ADVANCEMENT COMMITTEE

Trustee Elayne Hettleman stated that the Foundation regulations have been approved. Ms. Hettleman commented on the recent newspaper article which contained an inaccuracy that the campus foundations would lose their money. She said that the foundations had been told several times that they will be able to keep their money and it for scholarships as they have in the past. Ms. Hettleman said that meetings are being set up for Bruce Berman and the Chancellor to meet with the presidents of the foundations to again state the regulations and clear up any misconceptions. Ms. Hettleman continued by stating the new CCBC Foundation By-Laws will be presented to the board for pending approval at its April board meeting so that the new Foundation can become active by July 1, 2005.

Senator Kelly commented on his distress with the inaccuracies in the *SUN* newspaper article, especially when the inaccuracy was made by a foundation president who had the facts. He stated that the Essex foundation president sent a lengthy letter to the board requesting specific information on the new CCBC Foundation. Senator Kelly responded to the letter, fully addressing each question. He said that he is very grateful to the presidents of the Catonsville and Dundalk foundations for their support. Senator Kelly stressed that The Community College of Baltimore County is a single college; the three campuses were consolidated into one college as a result of legislation passed on the recommendation of the Baltimore County Council, the County Executive and all the elected officials. He said that some people still labor with the misconception that Essex is still a single college, that Dundalk is a single college, and that Catonsville is a single college. Senator Kelly said there are three foundations that have served the prior individual colleges very well and the board is grateful for the efforts from the people who served on the foundation boards, the people in the communities who contributed money and raised money for the foundations, and he is hopeful that the foundations will continue to support the single college. Chairman Kelly said that the board of trustees has a responsibility, under the law, to adopt regulations so that the foundations operate under the law. He said that there will be a single foundation and the money that is now held by the three campus foundations will not taken to fund any deficit, as rumor has it. Senator Kelly thanked Elayne Hettleman and the Institutional Advancement Committee for the work it has done and Bruce Berman for his efforts in communicating the facts to the foundations.

LEARNINGFIRST COMMITTEE

Trustee Ed Parker reported that the Learning*First* Committee heard an update on the Institutional Effectiveness Indicators; an update on Title III program and its success; and gained an insight on a trip to Poland and Berlin from three CCBC students. The Learning*First* Committee approved the Sabbatical Leave Requests.

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve the Sabbatical Leave Requests as submitted.

The motion to approve the recommendation was made by Trustee Parker and seconded by Truster McJilton. The motion was unanimously approved.

COLLEGE FINANCE ITEMS

Steve Kirchner presented the College Finance items in summary format.

Finance Information Items

The Ten-Year Facilities Master Plan Update; the Purchasing Manual Revisions; the Quarterly Construction Status Report and the Quarterly Change Order Report; the Quarterly Financial Reports; and the Interim January 2005 Finance Items were presented to the board for its information.

Finance Items

Mr. Kirchner presented the following for approval in summary format: Baltimore County "On-Call" Contractors; the February 2005 contracts totaling \$460,788; and a February 2005 Grant totaling \$31,219.

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve the Baltimore County "On-Call" Contractors; the February 2005 contracts totaling \$460,788; and the February 2005 Grant totaling \$31,219.

The motion to approve the recommendation was made by Trustee Parker and seconded by Trustee Kountz. The motion was unanimously approved.

Mr. Kirchner presented a contract to Warschawski Public Relations for approval.

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve a contract to Warschawski Public Relations in the amount of \$100,000.

The motion to approve the recommendation was made by Trustee Hettleman and seconded by Trustee Myrick. The motion was approved with 10 members voting in favor and 1 member voting in opposition.

COLLEGE PERSONNEL ITEMS

Mr. Jeff Hahn introduced Mildred C. Singleton as the new Director of Human Resources.

Mr. Jeff Hahn presented the College Personnel items in summary format.

Personnel Information Items

The Interim January 2005 Personnel Exhibits and Searches in Progress were presented to the board for its information.

Personnel Items

A New Appointment; Temporary Changes of Status; Retirements; a Termination; and Sabbatical Leave Requests were presented to the board for its approval.

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve a New Appointment; Temporary Changes of Status; Retirements; a Termination; and Sabbatical Leaves.

The motion to approve the recommendation was made by Trustee Brunner and seconded by Trustee Myrick. The motion was unanimously approved.

OLD BUSINESS

Trustee Evelyn Brunner presented the Sarbanes-Oxley Act of 2002 for approval.

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve the Sarbanes-Oxley Act of 2002 as presented.

The motion to approve the recommendation was made by Trustee Brunner and seconded by Trustee Kountz. The motion was unanimously approved.

NEW BUSINESS

Senator Kelly presented a Resolution to endorse the Memorandum of Understanding between CCBC and Baltimore County and a Memorandum of Understanding between The Community College of Baltimore County and Baltimore County, Maryland, to provide certain facilities management services to the College as agent for the College.

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve a Resolution to endorse the Memorandum of Understanding between CCBC and Baltimore County and a Memorandum of Understanding between The Community college of Baltimore County and Baltimore County, Maryland.

The motion to approve the recommendation was made by Trustee McJilton and seconded by Trustee Foos.

ADJOURNMENT

The meeting adjourned at 8:55 p.m.

Irving Pressley McPhail
Secretary-Treasurer

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