

The Board of Trustees
of
The Community College of Baltimore County

Approved Minutes

September 19, 2007

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, September 19, 2007, at 7:30 p.m. on the Dundalk campus of the College Community of Baltimore County. The following members of Board were in attendance: Thomas M. Lingan, Esq., Chairman; and Trustees Dorothy E. Foos; H. Scott Gehring; Linda C. Goldberg; Warren C. Hayman; Elayne Hettleman; Charles E. Kountz, Jr., Esq.; Robert E. Latshaw, Jr.; Richard W. McJilton; and Cecile V. Myrick. Also present were Sandra L. Kurtinitis, President; Mark D. McColloch, Vice President of Instruction; Richard H. Lilley, Vice President of Enrollment and Student Services; Bruce G. Berman, Vice President of Institutional Advancement; Melissa L. Hopp, Vice President of Administrative Services; Beth Woodland-Hargrove, General Counsel; and members of the faculty and staff of the College.

INTRODUCTION

Chairman Lingan welcomed everyone to the first Board meeting of the new academic year. He acknowledged the staff on the Dundalk campus for hosting the September meeting.

AGENDA

Chairman Lingan asked for a motion and second to approve the September 19, 2007, meeting agenda.

A motion for approval of the September 19, 2007, meeting was made by Trustee Foos and seconded by Trustee Kountz. The motion was unanimously approved.

MINUTES

Chairman Lingan asked for a motion and second to approve the minutes of the June 20, 2007, Executive and Regular Session meetings.

A motion for approval of the June 20, 2007, Executive and Regular Session meeting minutes was made by Trustee McJilton and seconded by Trustee Myrick. The motion was unanimously approved.

REPORT OF THE BOARD CHAIRMAN

Chairman Lingan introduced the newly appointed Board members – Dr. Scott Gehring and Dr. Warren Hayman. He said that Scott Gehring recently retired as an Assistant Superintendent for the Baltimore County school system after a career in education spanning more than 30 years. Dr. Gehring will continue his educational career as an adjunct faculty member at Towson University. Dr. Gehring responded that it is a pleasure to serve. Mr. Lingan introduced Dr. Warren Hayman who served as the assistant dean in the School of Education and Urban Studies at Morgan State University from which he retired in 2003 after 42 years in public education. He announced that Dr. Hayman also served as a member of the Board of Education of Baltimore County for ten years.

Chairman Lingan acknowledged former Trustee Evelyn Brunner. He said that he and Evelyn were appointed to the Board the same year, and it is a bittersweet experience to thank her for the years of service on the Board of Trustees. Mr. Lingan presented Ms. Brunner with a framed resolution which reads:

A special resolution of the Community College of Baltimore County honoring Evelyn S. Brunner for her dedication and distinguished service as a member of the Community College of Baltimore County.

Whereas, Evelyn Brunner first joined the Community College of Baltimore County (CCBC) in Nineteen Ninety-seven as a member of the Board of Trustees.

Whereas, during her tenure as a member of the Board, serving as a member of the Budget and Finance Committee; the Institutional Advancement Committee; Nominating Committees; and the Ad-Hoc Human Resources Policy and Procedures Manual Committee.

Now, therefore, be it resolved that the members of the Community College of Baltimore County Board of Trustees, faculty, staff, and students, extend their respect, commendation and sincere appreciation to Evelyn Brunner for her dedicated and distinguished service as a member of the Board of Trustees of the Community College of Baltimore County from Nineteen ninety-seven to Two Thousand Seven.

Ms. Brunner thanked Mr. Lingan and the Board. She said that serving on the Community College of Baltimore County Board of Trustees was the pinnacle of all of her volunteer service. She commented that as she goes about the County she meets people whose lives have been changed by CCBC. Ms. Brunner said it

was humbling to have served on this Board. She offered good luck to the Board and thanked everyone for the opportunity to be part of it.

Chairman Lingan thanked Trustees Foos, Hayman, Hettleman, Latshaw, and McJilton for attending the luncheon with elected officials at CCBC Dundalk on August 29.

Chairman Lingan thanked Trustees Gehring, Goldberg, and Hayman for attending the Board orientation on September 4.

Chairman Lingan thanked Trustee Dorothy Foos for attending the FMA Live event at the Dundalk campus on September 12. Ms. Foos commented that the FMA Live event was wonderful and very worthwhile to see.

Chairman Lingan reminded the Trustees that September 24 and October 4 are the respective dates for the Catonsville and Essex campus legislative luncheons.

REPORT OF THE PRESIDENT

Preliminary Enrollment Report

Dr. Lilley presented the preliminary credit enrollment report for summer and fall. He noted that the percentage difference head count from summer 2006 and summer 2007 was +3.85% and the percentage difference head count from fall 2006 and fall 2007 was +.38%. He briefed the Board on the headcount and FTE percent differences for summer and fall for credit enrollment by campuses. Trustee Hayman questioned the differences in enrollment at the campuses. Dr. Lilley responded that the loss of student headcount and FTE at the Catonsville campus is thought to be due to the declining number of high school graduates in the Western and Southwestern part of the County. He said that his office is working very hard to maintain CCBC's market share in those high schools. Dr. Lilley said that there has been a steady increase in enrollment at the Dundalk campus due to the Criminal Justice classes and increased enrollment in the General Education classes. He said that enrollment at the Essex campus remains strong and steady. Mr. Lingan noted the increase in summer 2007 headcount. Dr. Lilley responded that the summer enrollment increase is due to students from other colleges taking summer classes at CCBC. In addition, more CCBC students are taking advantage of the summer and winter sessions to achieve their A.A. degree in two years. Dr. Lilley briefed the Board on marketing strategies for further increasing enrollment for the summer and winter sessions.

Comments

President Kurtinitis announced that the Maryland Higher Education Commission has given formal approval for the CCBC Dental Hygiene Program. The first Dental Hygiene class will begin in fall 2008.

President Kurtinitis briefed the Board on the Gateway Program which is a partnership between CCBC and Baltimore County Public School to help eighth graders from select middle schools plan and prepare for college. She announced that 2000 eight graders will be on the CCBC campuses every Wednesday over the course of the year for career and college exploration. Dr. Kurtinitis said the CCBC staff and BCPS staff are very excited about this program. She said the earlier you expose a student to college the more likely he or she is to attend college.

Retiree Recognition Dinner

Dr. Kurtinitis mentioned that 650 retirees have been invited to attend the Retiree Recognition Dinner to help CCBC celebrate its 50th Anniversary. She invited the Board members to join the celebration.

Middle States Periodic Report

Dr. Kurtinitis referred to the Middle States Periodic Report in the Board packet. She said that the report was a positive one and a copy of CCBC's response to the Middle States Association will be mailed to the Board members. Dr. Kurtinitis commended the CCBC staff for their work in preparing the Periodic Report. Chairman Lingan asked what the next step in the process is. President Kurtinitis said that the Higher Education Commission will meet in November and make a disposition on the CCBC response.

Senate Report

Mr. Michael Ehrlinger, College Senate President, reported that the Senate held its initial meeting in August with a workshop at which time the Senate standing committees were oriented with the CCBC Strategic Plan. Mr. Ehrlinger thanked John Kozarski for conducting the workshop. He said the Senate has proposed a new Annual Performance Evaluation procedure which contains the sum total of what the faculty values collectively. Mr. Ehrlinger commented that this proposal is probably the most robust of any proposal that has been produced through shared governance at CCBC. He thanked the Senate Evaluation Committee for their hard work over the summer on the formulation of the proposal.

President Kurtinitis thanked Mr. Ehrlinger and everyone associated with creating the new Annual Performance Evaluation procedure.

College Presentation

Ms. Diane Drake, Director of Admissions, assisted by Dan McConochie, Senior Director of Planning, Research, and Evaluation presented an informative PowerPoint presentation on the Parallel Enrollment Program (PEP).

Travel Studies Programs

Dr. Kurtinitis highlighted the Travel Studies program brochure which packages credit and non-credit programs. She said the benefit of putting together credit and non-credit programming shows our students and customers the full range of our offerings.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Trustee Hettleman announced that the Academic and Student Affairs Committee heard Dr. Mark McColloch's report on the 2008 CCBC Book Connection *Come Hell or High Water* by Mike Dyson. She said that Mr. Dyson will hold a lecture on his book on October 17 on the Essex campus. Ms. Hettleman said that Dan McConochie briefed the Board on the 2007 Performance Accountability Report to the Maryland Higher Education Commission which requires Board approval, and Dr. McColloch reported on the progress of the Excellence-Security-Professionalism: An Academic Enhancement Program.

Recommendation: That the Board of Trustees of the Community College of Baltimore County approve the 2007 Institutional Performance Accountability Report to the Maryland Higher Education Commission.

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

BUDGET AND FINANCE COMMITTEE

Ms. Hopp presented the action finance items for Board approval: the awarding of a one-year contract in the amount of \$133,824 to CAS/Severn, Inc. for IBM system and components maintenance; exercising the first year option with Driver Alliant Insurance to renew the College's property insurance for a total premium of \$210,000; the awarding of a contract in the amount of \$225,441 to Mid-Atlantic Utilities, Inc. for installation and furnishing of a waterline extension on the Catonsville campus; the awarding of three contracts in the total amount of \$458,684 to Sungard Higher Education Managed Services, Inc. to assist with completion of on-line program development services; the awarding of a contract for rental of a tent and associated fixtures for the 2008 commencement ceremony from Leroy Dixon Enterprises, Inc. d/b/a Party Plus in the amount not to exceed \$86,520; and the awarding of thirteen contracts for individual purchases under \$75,000, the cumulative total of \$447,302. In addition, Board approval was requested for seven grants totaling \$3,240,514.

Recommendation: That the Board of Trustees of the Community College of Baltimore County approve the action finance items as presented.

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

Ms. Hopp presented the personnel actions for the Board's information.

NEW BUSINESS

Trustee Hettleman briefed the Board on the Institutional Advancement Plan. She said that Mr. Berman has met with over 60 business leaders to raise friends and funds for the College. Ms. Hettleman said that last year Mr. Berman and his staff, with support of the CCBC and affiliated foundations, raised over a total of \$8.5M. For the upcoming year, Mr. Berman hopes to raise \$9.3M. Ms. Hettleman congratulated Mr. Berman and his staff for a wonderful year and wished them another successful year.

Mr. Berman showed a summary PowerPoint presentation on the fund generating activities in which the Institutional Advancement area anticipates reaching its goal of \$9.3M in FY2008. Mr. Berman briefed the Board on the Catonsville Mansion Renovation Project which includes three phases – Phase I will consist of contracting with an architect and contractor to prepare a study to identify needs and costs based on a preliminary conceptual design; Phase II will consist of developing and initiating a fundraising plan; and Phase III will consist of the actual renovations. He announced that the Catonsville and Dundalk Foundation Committees have a growing membership and a goal of the CCBC Foundation is to actively recruit and build its membership.

ADJOURNMENT

A motion to adjourn the meeting was made by Trustee McJilton and seconded by Trustee Latshaw. The motion was unanimously approved.

The meeting adjourned at 8:20 p.m.

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

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