

The Board of Trustees
of
The Community College of Baltimore County

Approved Minutes

June 20, 2007

REGULAR SESSION

The Board of Trustees of The Community College of Baltimore County (CCBC) met in regular session on Wednesday, June 20, 2007, at 7:30 p.m. on the Essex campus of the Community College of Baltimore County. The following members of the Board were in attendance: Thomas M. Lingan, Esq., Chairman; Elayne Hettleman, Vice Chairman; and Trustees Aurelia T. Burt; Regina E. Carson; Linda C. Goldberg; Barbara Kerr Howe; Charles E. Kountz, Jr., Esq.; and Cecile V. Myrick. Also present were Sandra L. Kurtinitis, President; Bruce G. Berman, Vice President for Institutional Advancement; Stephen L. Kirchner, Vice President for Finance and Administration; Jeffrey C. Hahn, Executive Director for Human Resources, Institutional Equity, and Labor Relations; Richard H. Lilley, Vice President of Enrollment and Student Services; Mark D. McColloch, Vice President of Instruction; Alvin J. Starr, Interim Campus Dean and Special Assistant to the President; Beth Woodland-Hargrove, General Counsel; Wally Knapp, Senior Director of Technology Services; and members of the faculty and staff of the College.

INTRODUCTION

Chairman Lingan welcomed everyone to the June meeting of the Board of Trustees.

AGENDA

Chairman Lingan asked for a motion and second to approve the June 20, 2007, meeting agenda.

A motion for approval of the June 20, 2007, meeting agenda was made by Trustee Howe 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 April 18, 2007, Executive and Regular Session meetings.

A motion for approval of the April 18, 2007, Executive and Regular Session meeting minutes was made by Trustee McJilton and seconded by Trustee Burt. The motion was unanimously approved.

REPORT OF THE BOARD CHAIRMAN

Chairman Lingan thanked Trustees Brunner; Howe; Foos; Myrick; and McJilton for attending the May 1 reception honoring members of the Baltimore County Council.

Chairman Lingan thanked Trustees Elayne Hettleman and Evelyn Brunner, who along with himself, attended the CCBC budget hearing on May 17. He announced that this year's budget hearing was flawless and the best in years.

Chairman Lingan thanked Trustees Latshaw; Kountz; Brunner; Burt; Howe; McJilton; and Foos for attending the dinner with the members of the Baltimore County Board of Education on May 22. Trustee Myrick commented that she also attended the May 22 dinner.

Chairman Lingan acknowledged Trustee Cecile Myrick for attending the CCBC Essex Nursing Pinning Ceremony. He commented that he attended the CCBC Catonsville Nursing Pinning Ceremony.

Chairman Lingan thanked Trustee McJilton, who along with himself, attended the Emeritus medallion presentation ceremony on May 31. He commented that it was a wonderful event and it was nice see former retirees honored.

Chairman acknowledged Trustee Linda Goldberg, who along with himself, attended the June 3rd CCBC commencement ceremony at the 1st Mariner Arena.

REPORT OF THE PRESIDENT

President Kurtinitis introduced Ms. Melissa Hopp as the new Vice President of Administrative Services. Ms. Hopp comes to CCBC from Camden County Community College which is a multi campus college very similar to CCBC. Dr. Kurtinitis welcomed Ms. Hopp and announced that she would begin her tenure at CCBC on June 25.

Dr. Kurtinitis commented on the upgrades that were made on the grounds at the Essex campus. She commended Al Starr, Steve Kirchner, Fred Schanken, Dan Cedrone and their staffs for making the upgrading of the grounds at the Essex campus a priority.

Dr. Kurtinitis commented on the article that appeared in the *Catonsville Times* speaking to the need to raise monies for proposed renovations to the Mansion on the Catonsville campus. She said more information will be presented as discussions progress on this project.

Retirees

Dr. Mark McColloch presented comments on Retirees Virginia Schurman, C. Gardner Mallonee, and Jane Turnbull.

C. Gardner Mallonee

Gardner Mallonee has been a CCBC faculty member for 36 years. During his tenure he was the architect of the Data Processing Department which included developing the curriculum, selecting the textbooks, and hiring the faculty. Mr. Mallonee's strengths were always in the classroom and his concern for students; he was always ready to assist students by providing tutoring and mentoring outside of the classroom.

After 36 years, Professor Mallonee has been part of the College's history and has experienced an equal amount of change at CCBC.

Dr. McColloch wished Professor Mallonee much happiness in the next chapter of his life.

Professor Mallonee thanked everyone and said he has enjoyed the last 36 years teaching at CCBC and seeing the College grow.

Virginia Schurman

During Professor Schurman's 28 years on the Essex campus she was the chief Microbiologist. During her tenure she attended many courses and seminars to update her knowledge and new techniques of Microbiology and related areas of biotechnology and bioinformatics, which she introduced into the Microbiology labs and courses. Ms. Schurman was the first faculty member to use DNA fingerprinting, gel electrophoresis, bioinformatics and PowerPoint in the classroom. She is the author of the current Microbiology lab manual used for all the microbiology classes. During her tenure at CCBC Professor Schurman worked on many committees, including the Middle States self-evaluation, the Faculty Handbook Committee, and the Promotion Committee. She was a college and campus senator, served as the Biology Department chair and held the position of Life Science coordinator.

Professor Schurman thanked the College for 28 wonderful years. She said the College is a very special place where faculty members are supported to learn new areas in their discipline in order to bring new techniques into the classroom. Ms. Schurman wished everyone well.

Jane Turnbull

Jane Turnbull retires after 38 years outstanding teaching and service to the College. During the early days of distance education, Ms. Turnbull helped to develop a writing telecourse that partnered educational excellence with accessibility, enabling hundreds of students who otherwise would not be able to attend a traditional class meeting to learn the craft of writing. As technological innovations evolved, she adapted freshman composition to an on-line format. Ms. Turnbull worked with the Business and Management department to develop a business communications course which became so well regarded that several business requested her to teach it to their employees. Professor Turnbull consulted with UMBC faculty on teaching business communications, and served several terms as the Baltimore Region's representative to the Faculty Advisory Council of the Maryland Higher Education Commission. Ms. Turnbull is known among her students for her fairness and concern for their success and among her colleagues for her good humor, gentleness, and fantastic laugh.

Professor Turnbull commented that it was an honor to be part of the process that brought Dr. Kurtinitis to CCBC. She thanked everyone for the privilege on learning how to be a teacher. She said it has been a joy to see the College grow.

Dr. Kurtinitis and Chairman Lingan congratulated Retirees Mallonee, Schurman, and Turnbull and presented each with a Retiree Certificate.

College Presentation

Mary DeLuca, Senior Director for Public Relations and Dr. Donna Links, Dean of the School of Mathematics and Science reported on the events planned for the College's 50th Anniversary.

Senate Report

Michael Ehrlinger, College Senate President, reported that the Senate was very active during the past academic year and has made continued inroads in developing comprehensive policies and improving internal communication and trust. He commented that the Board of Trustees and the Administration discussed the proposal to reinstate tenure with an open mind. However, the proposal was not approved. A counter proposal which promises to advance the College's commitment to faculty was presented by the Administration and accepted by the Senate. The proposal to advance a commitment to the faculty includes improvements to the professional environment; professional development; instructional support; and quality of life issues. Mr. Ehrlinger continued by briefing the Board on the new College policies approved by the President during the past academic year.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

BUDGET AND FINANCE COMMITTEE

Mr. Kirchner presented the College finance items in summary format.

College Finance Information Items

The FY2008 Fiscal Operating Budget; FY2008 Fiscal Capital Budget; Five-Year Capital Improvement Plan; Independent Appraisal Addressing the Conveyance of Title and Rights of Way to the State in Connection with certain College property adjacent to I-95 on the Essex campus; FY2007 Budget Appropriation Transfer; Quarterly Financial Reports; Quarterly Construction Status Report and Quarterly Change Order Report; FY2008 Auxiliary Enterprises Budget; FY2007 Summary of Noncompetitive Negotiated Contract Awards; Statement of Revenue; and the Statement of Expense were presented to the Board for its information

College Finance Approval Items

Revenue Contract to Pepsi-Bottling Group totaling \$1,904,240; Sale of the FCC License for the Educational Broadband Radio Service Channels – Channels G-1 and G-2 totaling \$8,000,000; Grants and Gifts totaling \$2,746,582; FY2008 Student Government Budget totaling \$685,550; Children's Learning Center Tuition Plan Increase for FY2008; Recommendation for Authorization for President to Enter into a Memorandum of Understanding with Baltimore County Government for the Dental Hygiene Lab Construction; a Cash Transfer of \$2.2M from the College's fund balance to Baltimore County Government; and Contracts totaling \$5,619,614 were presented for the Board's approval.

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve the Revenue Contract to Pepsi-Bottling Group; Sale of the FCC License for the Educational Broadband Radio Service Channels; Grants and Gifts; FY 2008 Student Government Budget; Children's Learning Center Tuition Plan

Increase for FY2008; Recommendation for Authorization for the President to Enter into a Memorandum of Understanding with Baltimore County Government for the Dental Hygiene Lab Construction; a Cash Transfer from the College's fund balance to Baltimore County Government; and Contracts.

A motion to approve the recommendation was made by Trustee Goldberg and seconded by Trustee Howe. The motion was approved by a majority of the Board. Trustee Lingan recused himself from voting on the contract with Verizon Maryland Inc.

Steve Kirchner

Chairman Lingan acknowledged the retirement of Steve Kirchner. He commented that during his 10 year CCBC tenure he had a great deal of contact with Mr. Kirchner and has enjoyed working with him immensely. Chairman Lingan said that Steve Kirchner has handled the job as Chief Financial Officer with grace, with elegance and with class. Mr. Lingan stated that he respects Mr. Kirchner's professionalism, values his friendship and knows that he will be missed. Mr. Lingan continued by saying that Steve's credibility during turbulent times at the College cannot be overstated. This will stand as Mr. Kirchner's legacy.

Trustee Aurelia Burt commended Mr. Kirchner on the clarity of the finance presentations to the Board.

Trustee Elayne Hettleman commented that Mr. Kirchner has been a good friend, a good golf partner and she hopes that the relationship will continue.

President Kurtinitis acknowledged Steve Kirchner as a true professional. She said that she appreciated all of the encouragement and support he gave her over the past year and a-half.

Mr. Kirchner thanked the Finance and Administration team for their dedication. He said that they were always behind him doing a stellar job on a daily basis and it was truly a team work situation. He thanked the college community for their support and friendship. Mr. Kirchner acknowledged his colleagues on the Senior Staff for their cooperation, coordination and team work. He said working with a group of people who worked collaboratively to find the best ways to resolve issues was a pleasure. Mr. Kirchner thanked President Kurtinitis, Chairman Lingan, and the members of the Board for the opportunities that were afforded to him over the years. He said it has been an interesting and challenging position and he values and appreciates his relationship with the Board. He said he will miss the working environment at CCBC where there are so many creative and talented people. Mr. Kirchner wished everyone at the College individually and the College in general, all the best in the future.

COLLEGE PERSONNEL ITEMS

Mr. Hahn presented the personnel items in summary format. New Faculty Appointments; New Temporary Faculty Appointments; New Administrator Appointments; Continuation of Temporary Administrative Appointments; New Classified Staff Appointments; Changes of Status; Temporary Changes of Status; a Leave of Absence; Retirements; Resignations; Promotions; Information Regarding Personnel Recommendations; and Searches in Progress were presented to the Board for its information.

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve the FY2008 Salary Exhibit and the Memorandum of Settlement between the American Federation of State, County, and Municipal Employees (AFSCME), Council 67, Local 3376 and The Community College of Baltimore County.

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

Mr. Archer Blackwell and Mr. James Robinson, representing AFSCME, signed the Memorandum of Settlement, along with Chairman Lingan and President Kurtinitis.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Trustee Burt announced that Dr. McColloch outlined for the Academic and Student Affairs Committee the purpose and the process for program reviews. He highlighted sections of the executive summaries for *Accounting; Automotive Technology; Chemical Dependency Counseling; Emergency Medical Technology; Interior Design; Mental Health Program; and Network Technology*, which require Board of Trustee approval.

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve the executive summaries for *Accounting; Automotive Technology; Chemical Dependency Counseling; Emergency Medical Technology; Interior Design; Mental Health Program; and Network Technology*.

A motion for approval of the recommendation was made by Trustee Burt and seconded by Trustee Carson. The motion was unanimously approved.

Trustee Burt reported that the Academic and Students Affairs Committee also had an End of Year Curriculum and Course Action Report.

Chairman Lingan commended Trustee Burt for serving as the Chair of the Academic and Student Affairs Committee. He said she has brought elegance, class and an understanding of the academic environment to the Board.

OLD BUSINESS

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve the revision to the *Board of Trustees Policy Manual. Operation of Affiliated Foundations; Operating Agreements.*

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

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve the revisions to the *By Laws For The Community College of Baltimore County Foundation, Inc.*

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

NEW BUSINESS

Strategic Plan

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve the CCBC 2010 Strategic Plan.

The motion to approve the recommendation was made by Trustee Carson and seconded by Trustee Goldberg. The motion was unanimously approved.

2007/2008 Board Calendar

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve the 2007/2008 Board of Trustees Meeting Schedule.

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

Nomination of Board Officers

Trustee Kountz, Chairman of the Nominating Committee, presented the suggested slate of Board officers for FY 2007/2008 for the Board of Trustees of The Community College of Baltimore County. The Nominating Committee recommended Thomas Ligan for Chairman and Barbara Kerr Howe for Vice Chairman.

A motion to approve the recommended slate of officers for 2007/2008 was made by Trustee McJilton and seconded by Trustee Myrick. The motion was unanimously approved.

President's Evaluation Committee Report

Recommendation: That the Board of Trustees of The Community College of Baltimore County accept the President's Evaluation Committee Report, and extend the President's rolling contract for an additional year.

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

Trustee Goldberg commended Dr. Kurtinitis for doing an outstanding job.

President Kurtinitis said thank you; she commented, however, no one does anything alone. She said a number of people, including the Senior Staff and their staffs, have worked hard to advance the College's agenda.

Comments

Chairman Lingan thanked everyone for attending the board meetings. He acknowledged the staffs that support the board meetings throughout the year.

ADJOURNMENT

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

The meeting adjourned at 8:30 p.m.

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

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