

The Board of Trustees  
of  
The Community College of Baltimore County

Approved Minutes

February 8, 2006

**REGULAR SESSION**

The Board of Trustees of The Community College of Baltimore County (CCBC) met in regular session on Wednesday, February 8, 2006, at 7:45 p.m. on the Dundalk 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 Evelyn S. Brunner; Aurelia T. Burt; Regina E. Carson; Dorothy E. Foos; Barbara Kerr Howe; Charles E. Kountz, Jr., Esq.; Robert E. Latshaw, Jr.; Richard W. McJilton; Cecile V. Myrick; and H. Edward Parker. Also present were Sandra L. Kurtinitis, Chancellor; Alvin J. 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; Ronald C. Heacock, Vice Chancellor for Technology and Planning; Eugenia I. Proulx, Executive Vice Chancellor; Jeffrey C. Hahn, Executive Director for Human Resources, Institutional Equity, and Labor Relations; 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 Lingan welcomed everyone to the February meeting of the Board of Trustees and thanked the staff on the Dundalk campus for hosting the meeting.

**AGENDA**

Chairman Lingan asked for a motion and second to approve the agenda for the February 8, 2006, agenda.

A motion for approval of the agenda was made by Trustee Brunner and seconded by Trustee McJilton. The motion was unanimously approved.

**MINUTES**

Chairman Lingan asked for a motion and second to approve the December 14, 2005, Executive Session and Regular meeting minutes.

Trustee Howe commented that the December 14, 2005, Regular Meeting minutes should reflect that she chairs the Standing Committee on Professional Discipline for the

American Bar Association, not the Maryland Bar Association. Chairman Lingan commented that on page 3 of the Regular Meeting minutes, the second heading, should reflect the Report of the Chancellor

A motion to accept the Regular Meeting minutes with the noted corrections, and the Executive Session minutes, was made by Trustee Howe and seconded by Trustee Burt. The corrected Regular Meeting minutes and the Executive Session minutes were unanimously approved.

### **REPORT OF THE BOARD CHAIRMAN**

Chairman Lingan commended the CCBC community for their generous contributions to the CCBC Foundation during the Employee Giving Campaign.

Chairman Lingan congratulated Dr. Gena Proulx on her selection as the seventh president of Joliet Junior College and the first woman to hold that position at Joliet – the country's oldest community college.

Chairman Lingan thanked the trustees for their attendance at the MACC Legislative Day and reception. The CCBC board had the largest contingent of board members at the event. Mr. Lingan commended the trustees for their level of commitment to CCBC.

Chairman Lingan announced that he had the opportunity to accompany Dr. Kurtinitis to her guest appearance on the *Marc Steiner Show*. He said that it was a wonderful testimonial to community colleges and CCBC. Mr. Lingan said that Dr. Kurtinitis' full program can be heard on the *Daily Post*.

Chairman Lingan reminded the trustees that the CCBC Board of Trustees would be hosting a luncheon for the Baltimore County Delegation on February 21, 2006, in Annapolis. He asked that the trustees contact Dr. Carol Kefalas with their attendance plans.

Chairman Lingan commented that there is pending legislation for a name change for the Chancellor.

### **REPORT OF THE CHANCELLOR**

Dr. Kurtinitis asked Dr. Al Starr to introduce retiree Mary Landry and Jeff Hahn to introduce retiree Roberta Brooks.

#### Retiree Mary Landry

Mary Landry began her employment with the former Dundalk Community College in October, 1977 as the Coordinator of Library Services. She was appointed as the Director of the Library in 1982 and in 1993, Ms. Landry was also given responsibility for Media Services. During her tenure at Dundalk, the library was a two-time recipient of the

Student Government Award for supervisory service and in 1986, it was distinguished as the library with the “highest productivity” among Maryland community college libraries. While at Dundalk, from 1984-1991, Mary also served as the Affirmative Action Officer, chaired the Academic Affairs County, served on the Faculty Council, and was involved in three Presidential Search Committees. In July 2003, Ms. Landry was appointed the Director of the Catonsville campus Library and Media Services and in 2004 was appointed as the CCBC Director of Library and Media Services. As the Director of Library and Media Services, she chaired the Library Building Committee for the new Catonsville library. She also led the Library Information Literacy Team as it worked with the Learning Outcomes Assessment Advisory Board to develop a proposal to eliminate the confusion between information literacy and information technology. Along with her CCBC initiatives, Mary chaired the Baltimore County Public Library/Community College(s) of Baltimore County Consortia, which included the planning for the Owings Mills Joint Educational and Library Facility. The Secretary of the Maryland Higher Education Commission appointed Ms. Landry as the Community College representative to the Executive Committee of the Maryland Digital Library. She helped to lobby successfully for the Maryland Digital Library to be codified as existing practice during the 2004 legislative session. Today this initiative allows CCBC to subscribe to three times the number of electronic databases it would be able to afford otherwise. She has also been the Academic Library Representative to the Maryland Library Association Legislative Panel; a Community College Library Representative to the Maryland Library Advisory Council’s Summit on Building Alliances; the Executive Director and an active Executive Board member of the Congress of Academic Librarians; president of the Maryland Library Association; twice the president of the Maryland Association of College and Research Libraries; the editor of the Association newsletter; a life member of the American Library Association; a certified delegate to the 2004 Democratic Convention for Presidential Candidate Congressman Dennis Kucinich; a recipient of a B’nai B’rith Brotherhood award; and has conducted humor workshops for academic institutions, the National Center for Employee Ownership and for various church groups.

Mary Landry said she and the board have been through very interesting times together. She thanked Dr. Al Starr, Dr. Donna McKusick, and Dr. Gena Proulx for their support throughout her tenure. She also thanked the CCBC faculty for their help when she was asked to supply specific titles for budget requests last year. Mary thanked and introduced her Aunt Ethel who has taken care of her since she was six years old and is still taking care of her. Ms. Landry said that she is heartened by Dr. Kurtinitis’ emphasis on the students; it takes CCBC back to where it was in previous years. She commented on the various building projects she has been involved with – the Owings Mills Center and the new Catonsville campus library, the budget restoration, and the Information Literacy Assessment. Mary Landry said that she hopes that the board will look toward tenure for the librarians and counselors. She said that it’s wonderful to be retired and she hopes to have fun!

### Retiree Ann Bainbridge

Professor Bainbridge taught development reading as an adjunct faculty member at CCBC from 1998 to 1999 at which time she became a full-time faculty member. While at CCBC, she served as co-chair of the Academic Affairs Committee of the Learning and Academic Affairs Council, the Curriculum and Instruction Committee, the Cultural Diversity Committee, the Middle States Accreditation Self-Study Committee on Public Relations, and the Reading Program Committee, as well as several search committees. Professor Bainbridge also taught for the Office of Continuing Education, offering a course on Genealogy. During Professor Bainbridge's teaching career she taught at Coppin University, Montgomery College, the University of Maryland, Frostburg University, and Baltimore City Community College.

### Retiree Roberta Brooks

Jeff Hahn introduced Retiree Brooks' husband, Jim, and granddaughter, Ashley Blake.

Roberta Brooks joined the college in 1986 as a temporary, hourly employee in the Human Resources Department at the former Essex Community College. In 1987 she joined the HR department as a full time employee. Roberta was referred to as the "Essex Historian." If information was needed on former policies, organizational charts, salary scales, etc. Roberta most likely had the information. In 1998, when the College began its reclassification process, Ms. Brooks took on the task as the Reclassification Specialist which was a major undertaking, reviewing almost every position in the College and assigning a grade to each position. It was Roberta's responsibility to review every job change, organizing the entire process and doing so without compromising the system. During her tenure at CCBC, Roberta has served on many committees including being a Search Specialist, and the 2005 Fall Focus Committee. She visited high schools conducting mock interviews to prepare high school students for the next phase of their lives. Ms. Brooks held membership as a Maryland State Retirement Coordinator attending workshops and classes to assist and keep CCBC employees informed with the most current information to aid them in making decisions regarding their retirement. Roberta has served the college as Benefits Assistant, Classification Specialist, Classification Administrator, resident notary, and her most current position of Benefits and Compensation Specialist. Mr. Hahn commented that Ms. Brooks will be missed for her holiday door decorations, sharing fresh flowers from her garden; her warm smile and the unassuming quiet way of getting her point across, but most importantly she will be missed for her kindness and dedication to the Human Resources department. She was wished well in sharing retirement with her husband and spending more time with her family, especially her new granddaughter.

Roberta Brooks said that she is very proud of the many years she has spent at the College where she was allowed to grow professionally in the HR field. She noted that CCBC is a terrific college with caring faculty and a wonderful staff. Mr. Brooks said she has made so many friendships that will continue on with her retirement. She wished the best for

the HR staff under the leadership of Jeff Hahn and CCBC as a whole under the leadership of Dr. Sandra Kurtinitis.

### Comments

Chancellor Kurtinitis echoed Chairman Lingan's appreciation to the trustees who attended at the MACC Legislative event.

Dr. Kurtinitis asked the trustees for their assistance in furthering the advancement of Senate Bill #356 and House Bill #586, both of which are advancing through the legislative process for pending adoption and which speak to altering state aid to community colleges.

Chancellor Kurtinitis acknowledged Dan Slater, a CCBC graphic art student who was awarded a cash prize for designing the CyberWATCH logo. She said that a consortium, including CCBC, has been awarded a National Science Foundation grant to develop a curricula of training for a variety of cybersecurity professionals, titled CyberWATCH.

Chancellor Kurtinitis commented that the *Baltimore Business Journal of Lists 2006* put CCBC in the top spot in its list of "largest colleges and universities in the Baltimore area," and the third "largest computer training firm." The December issue of *Community College Week* ranked CCBC's School of Health Professions 45<sup>th</sup> in the nation in awarding associate's degrees in Health Professions and Related Clinical Services.

Dr. Kurtinitis announced that CCBC was among seven community colleges from around the nation to receive a Toyota Technical Education Network (T-TEN) School Recognition Award from Toyota Motors Sales, U.S.A., Inc. CCBC offers the only Automotive Technology program in the state.

### College Senate Report

Michael Ehrlinger, College Senate Chairperson, reported that the CCBC Senate met on January 23, 2006, and part of the meeting was spent discussing constituency evaluations. He noted that the administration was responsive in revising the e-mail policy from exclusive emergency use to an expanded use, including authorized personnel delivering announcements within stated guidelines. Mr. Ehrlinger stated that the Senior Staff approved the Senate's recommendation of an FX grade that will only be used internally to students for non-attendance.

### Enrollment Report

Dr. Starr briefed the board on the current enrollment figures. In summary, summer '05 actual figures were 1,039 (-2.7%), budgeted figures were 1,049 (-3.0%); fall '05 actual figures were 5,645 (-1.3%), budgeted figures were 5,842 (-4.63); winter actual figures were 202 (-4%), budgeted figures were 179 (8.4%); spring actual figures are 5,139

(-2.4%), budgeted figures are 5,087 (-1.4%) for a total of actual figures as of 2/7/06 for FY2006 enrollment of 12,025 (-1.9%) and a budgeted FY2006 enrollment figure of 12,150 (-2.9%).

### College Presentation

Toni Siegle and Todd Abramovitz made a presentation on the online CCBC History Timeline that was initially presented to the College community at the August 2005 Fall Focus on Learning event.

### COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

### INSTITUTIONAL ADVANCEMENT COMMITTEE

Trustee Elayne Hettleman announced that the first CCBC Foundation fundraising event will be held on May 11, 2006, from 6:30-8:30 p.m. at the Hunt Valley Marriott in honor of Frank Kelly. She commented that Governor Bob Ehrlich, Representative Dutch Ruppersberger, and County Executive Jim Smith will be in attendance. Ms. Hettleman urged everyone to buy tickets. Trustee Elayne Hettleman stated that the Institutional Advancement Committee met via phone conference on January 24, 2006, and all of the proposals coming forward for approval were unanimously approved by the Institutional Advancement Committee.

Chairman Lingan asked the board to consider the following recommendations:

Recommendation: That the Board of Trustees of The Community College of Baltimore County recognize the Essex Community College Foundation, Inc., to be renamed the CCBC Essex Foundation, Inc., as an affiliated foundation of The Community College of Baltimore County.

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve an *Affiliated Foundation Operating Agreement* with the Essex Community College Foundation, Inc., to be renamed the CCBC Essex Foundation, Inc., in the form included in the February 8, 2006, board packet.

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve an *Office Space Use Agreement* between The Community College of Baltimore County and the Essex Community College Foundation, Inc., to be renamed the CCBC Essex Foundation, Inc.

Chairman asked for a motion and second to approve the recommendations. The motion to approve the recommendations was made by Trustee Brunner and seconded by Trustee Kountz. Hearing no discussion, the motion was unanimously approved.

Chairman Lingan acknowledged and thanked Vince Pecora and the trustees who are members of the Essex Foundation for their diligence and patience throughout the process to get to this point with the Essex Foundation.

### **LEARNINGFIRST COMMITTEE**

Trustee Burt reported that the Learning*First* committee heard sabbatical reports that have been completed, including an oral report by Peter Adams on his sabbatical. The committee also heard sabbatical requests.

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve the sabbatical reports for Dr. Peter Adams; Kathleen H. Gandy; Dr. Sheldon Metcalfe; Dr. Morgan P. Slusher; and Dr. Linda Weinhouse.

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve the sabbatical requests for Professor Ingrid Sabio for the period from August 15, 2006, to January 15, 2007; Professor Sandra Grady for the period from August 15, 2006, to January 15, 2007; Professor David Truscello for the period of August 15, 2006, to January 15, 2007; Associate Professor Tara Ebersole for the period of January 15, 2007, to June 15, 2007; and Professor Dallas Dolan for the period of January 15, 2007, to June 15, 2007.

The motion to approve the recommendations was made by Trustee Burt and seconded by Trustee McJilton. Hearing no discussion, the recommendations were unanimously approved.

### **COLLEGE FINANCE ITEMS**

Steve Kirchner presented the College Finance items in summary format.

#### **College Finance Information Items**

The Quarterly Construction Status Report and Quarterly Change Order Report; and the Quarterly Financial Reports were presented to the board for its information.

#### **College Finance Items**

Mr. Kirchner presented the College Finance items requiring board approval in summary format: Contracts and Bids; Competitive Proposals; Grants; Gifts; and a Non-Competitive Negotiated Contract Award.

Recommendation: That the Board of Trustees for The Community College of Baltimore County approve Contracts, Bids and Competitive Proposals in the amount of \$1,116,866; Grants in the amount of \$177,499; Gifts in the amount of \$39,900; and a Non-Competitive Negotiated Contract Award not to exceed \$50,000.

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

### **COLLEGE PERSONNEL ITEMS**

Jeff Hahn presented the College Personnel items in summary format.

#### **Personnel Items for Information**

Interim January 2006 Exhibits and Searches in Progress were presented to the board for its information.

#### **Personnel Items for Approval**

Mr. Hahn presented the personnel exhibits requiring board approval in summary format: New Appointments; Temporary Changes of Status; Change of Status Due to Reclassification; and a Resignation.

Recommendation: That the Board of Trustees for The Community College of Baltimore County approve New Appointments; Temporary Changes of Status; Change of Status Due to Reclassification; and a Resignation.

The motion to approve the recommendation was made by Trustee Howe and seconded by Trustee Foos. Hearing no discussion, the motion was unanimously approved.

### **ADJOURNMENT**

A motion to adjourn was made by Trustee Latshaw and seconded by Trustee Parker.

The meeting adjourned at 8:55 p.m.

Respectfully submitted,  
Sandra L. Kurtinitis, Ph.D.  
Secretary- Treasurer