

The Board of Trustees  
of  
The Community College of Baltimore County

Minutes

June 18, 2014

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, June 18, 2014 at 7:05 PM on the Essex campus of the Community College of Baltimore County. The following members of the Board were in attendance: Board Chair Barbara Kerr Howe and Trustees Dorothy E. Foos; H. Scott Gehring; Linda C. Goldberg; James Gresham; Warren Hayman; Gloria McJilton; Gloria Nelson; and Patricia Norman. Also present were Sandra L. Kurtinitis, President; Richard H. Lilley, Vice President of Enrollment and Student Services; Melissa Hopp, Vice President of Administrative Services; Kenneth Westary, Vice President of Institutional Advancement; Rose Mince, Dean of Instruction for Curriculum and Assessment; and guests Dr. Michael Ehrlinger, outgoing College Senate Chair, Ms. Jane Mattes, incoming College Senate Chair, Ms. Ellen Lathrop-Davis, Chair of the Curriculum and Instruction Committee, Mr. Jonathan Norton, President's Distinguished Graduate Award Recipient, Mr. Archer Blackwell, Mr. Terry Bentley, and Mr. Thomas Graul along with members of the faculty and staff of the College.

**INTRODUCTION**

Board Chair Barbara Howe welcomed and thanked everyone for attending the June meeting of the Board of Trustees. She acknowledged the staff at CCBC Essex for hosting the meeting.

**AGENDA**

Chair Howe asked for a motion and second to approve the June 18, 2014 agenda. The motion to approve the June 18, 2014 agenda was made by Trustee Foos and seconded by Trustee Goldberg. The motion was unanimously approved.

**MINUTES**

Chair Howe asked for a motion and second to approve the April 9, 2014 meeting minutes. A motion for approval of the April 9, 2014 meeting minutes was made by Trustee Nelson and seconded by Trustee Goldberg. The motion was unanimously approved.

**REPORT OF THE BOARD CHAIR**

Chair Howe thanked Trustees Nolan and Foos, who along with herself attended the Baltimore County Council Budget Hearing on May 13, 2014.

Chair Howe thanked Trustee McDowell who attended the Dedication of the Jack Manley Athletics Center on May 15, 2014 at CCBC Catonsville.

Chair Howe thanked Trustees Nolan and Goldberg who attended the Emeritus Reception at CCBC Essex on May 22, 2014.

Chair Howe thanked Trustees Nolan and Goldberg who together with herself attended Commencement at CCBC Essex on May 31, 2014.

Chair Howe thanked Trustee Foos who together with herself attended the President and Board of Trustees Foundation Appreciation Dinner on June 2, 2014.

Chair Howe acknowledged her own participation in the College Senate Appreciation Luncheon on June 9, 2014.

## **REPORT OF THE PRESIDENT**

### Comments

President Sandra Kurtinitis shared slides and information from CCBC's Professional Development day. Highlights included CCBC's 2014 Instructional Programs Services Bellwether Award at the College Futures Assembly; the dedication of the Jack Manley Wellness and Athletics Center at CCBC Catonsville; the graduation of CCBC's first Diploma to Degree Program (D2D) students in May; and the success of CCBC's Five Star Gala. Dr. Kurtinitis also shared information about CCBC's FY2014 College and Career Completion Agenda, pointing out the fact that 95% of CCBC's graduates remain in the Baltimore region to work and live. Dr. Kurtinitis shared the results of CCBC's Employee Survey: 89% of the faculty and staff reported that their jobs are satisfying; 94% reported understanding how their jobs support the mission of the college; and 95% understand their roles in helping students succeed.

### Retiree

**Ms. Dera Fuller**, employed at CCBC for 14 years as Career Team Leader for the Job Network Program. The Job Network Program provides services to Baltimore County Temporary Cash Assistance (TCA) customers who are identified as work eligible. Ms. Fuller managed the day to day operations at CCBC Catonsville. She directed and managed student progress through case management, team meetings, and program development to assure input of all team members for student development and success. She has helped thousands of individuals each year for the past 14 years, and has helped them realize the lives they want to lead.

### Senate Report

Dr. Kurtinitis thanked Dr. Michael Ehrlinger, outgoing Chair of the College Senate, for his service as College Senate Chair. Dr. Ehrlinger introduced Ms. Jane Mattes as incoming College Senate Chair. He also introduced Dr. Ellen Lathrop-Davis, Chair of the Curriculum and Instruction Committee, whose leadership contributed to finalizing the General Education Curriculum. He pointed out that our students come here for skills and knowledge that they can apply to their chosen field. He reported

that at the College Senate meeting in May 2014, the General Education Review Board made careful and specific proposals to revise CCBC's General Education Curriculum. CCBC no longer has a "one size fits all" approach to General Education.

### College Presentation

President Kurtinitis introduced CCBC's President's Distinguished Graduate Award Recipient, Mr. Jonathan Norton, and shared the video of his Commencement speech. Mr. Norton has been accepted at Yale University in August, 2014 where he will work on his Bachelor's Degree this coming fall with the support of the Eli Whitney Program. He plans to major in Psychology.

### COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

### ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Trustee Linda Goldberg reported that the Academic and Student Affairs Committee recommended approval of the June 18, 2014 Academic and Student Affairs Committee Agenda and Minutes from the April 9, 2014 Academic and Student Affairs Committee meeting. A motion to approve the June 18, 2014 Agenda and Minutes from the April 9, 2014 Academic and Student Affairs Committee meeting was made by Trustee Howe and seconded by Trustee Nelson. The motion was unanimously approved. Trustee Goldberg then reported that the Committee recommended approval of the 6 Program Reviews presented to the Board for approval. A motion to approve the Program Reviews was made by Trustee Gehring and seconded by Trustee Howe. The motion was unanimously approved.

### BUDGET AND FINANCE COMMITTEE

Chair Barbara Howe asked Vice President Melissa Hopp to present the action items of the Budget and Finance Committee for approval. Vice President Hopp presented the Budget and Finance Committee items for the Board's approval in summary format:

- Agenda for the June 18, 2014 meeting;
- Minutes from the April 9, 2014 Budget and Finance Committee meeting;
- Recommendation to approve the final FY2015 Operating and Capital Budgets;
- Recommendation to approve submission of the FY2016 Capital Budget Request to the State of Maryland;
- Recommendation to Approve Tuition Policy Amendment;
- Recommendation to Approve the CCBC Mission Statement;
- Recommendation to Approve Contracts and Purchases;
- Recommendation to Approve the FY2015 Salary Policy
- Recommendation to Approve the Recalibration of the FY2015 Adjunct Faculty Salary Scale
- Recommendation to Approve Health Care Insurance Premiums Cost Sharing Modifications

Chair Howe asked for a motion to approve the Budget and Finance Committee action items. A motion to approve the Budget and Finance Committee action items was made by Trustee Goldberg and seconded by Trustee Nelson. The motion was unanimously approved.

Vice President Hopp made a recommendation to ratify a new Collective Bargaining Agreement with the Communication Workers of America (CWA) Local 2100. The motion to approve the recommendation was made by Trustee McJilton and seconded by Trustee Nelson. The motion was unanimously approved. President Kurtinitis, Chair Howe, Vice President Melissa Hopp, and Mr. John Bachelor gathered to sign the Collective Bargaining Agreement with the CWA Local 2100.

Vice President Hopp then made a recommendation to ratify a Memorandum of Agreement with the American Federation of State, County and Municipal Employees. The motion to approve the recommendation was made by Trustee Gehring and seconded by Trustee Ertel. The motion was unanimously approved. President Kurtinitis, Chair Howe, Vice President Melissa Hopp, Mr. Archer Blackwell, Mr. Terry Bentley, and Mr. Thomas Gaul gathered to sign the Memorandum of Agreement with American Federation of State, County and Municipal Employees Local 3376.

### **NEW BUSINESS**

Trustee Foos was asked to read the list of suggested Slate of Officers for the 2014-2015 Academic Year. Those nominated were:

Chair:	The Honorable Barbara Kerr Howe
Vice Chair:	Stephen J. Nolan, Esq.

Trustee Howe asked for a recommendation to approve the Nominating Committee's suggested Chair and Vice Chair. The motion to approve the Nominating Committee's suggested Chair and Vice Chair was made by Trustee Gehring and seconded by Trustee Nelson. The motion was unanimously approved.

Chair Howe asked for a recommendation to approve the Personnel Issues discussed in the June 18, 2014 Executive Session. These included the approval of the recommendations of the President's Performance Review and Compensation committee and the rollover of one year to extend the President's current three year contract through June 30, 2018. The motion to approve the Personnel Issues discussed in the June 18, 2014 Executive Session was made by Trustee Ertel and seconded by Trustee Gresham. The motion was unanimously approved.

### **ADJOURNMENT**

With no further business, Chair Howe asked for a motion and second to adjourn the June 18, 2014 Board of Trustees meeting. A motion was made by Trustee McJilton and seconded by Trustee Nelson. The meeting adjourned at 8:16 PM.

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

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