

The Board of Trustees  
of  
The Community College of Baltimore County

Minutes

January 28, 2015

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, January 28, 2015 at 7:06 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; Vice Chair Stephen J. Nolan; and Trustees Sheldon K. Caplis; Walter S. Clary; Michael P. Ertel; Linda Goldberg; James Gresham; Brian V. McFarland; Wayne McDowell; and Gloria E. Nelson. 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; Mark McColloch, Vice President of Instruction; and guest Jane Mattes, College Senate Chair.

**INTRODUCTION**

Board Chair Barbara Howe welcomed and thanked everyone for attending the January 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 January 28, 2015 agenda. The motion to approve the January 28, 2015 agenda was made by Trustee McDowell and seconded by Trustee Caplis. The motion was unanimously approved.

**MINUTES**

Chair Howe asked for a motion and second to approve the November 12, 2014 meeting minutes. A motion for approval of the November 12, 2014 meeting minutes was made by Trustee McFarland and seconded by Trustee Gresham. The motion was unanimously approved.

**REPORT OF THE BOARD CHAIR**

Chair Howe thanked Trustee Nelson, who along with herself attended the County Inaugural Event on December 1, 2014.

Chair Howe thanked Trustees Nolan and Foos, who attended the Cybersecurity Ribbon Cutting on December 3, 2014.

Chair Howe thanked Trustee Nolan, who attended the MACC Completion Summit on December 5, 2014.

Chair Howe thanked Trustees Foos and Nolan, who attended the Legislative Breakfast at CCBC Essex on December 8, 2014.

Chair Howe thanked Trustees McJilton and Nelson, who attended the Legislative Luncheon at CCBC Dundalk on December 8, 2014.

Chair Howe thanked Trustees Caplis, McFarland, Gresham, and McDowell, who attended the Legislative Breakfast at CCBC Catonsville on December 11, 2014.

Chair Howe thanked Trustees Foos, Noland and Nelson, who along with herself attended the President's Club Holiday Reception on December 14, 2014.

Chair Howe thanked Trustees Caplis, Ertel, Foos, McDowell, Nelson, and Nolan, who along with herself attended CCBC's Enrollment Stabilization Summit on January 9, 2015.

## **REPORT OF THE PRESIDENT**

### Comments

President Sandra Kurtinitis announced that the guest presenter, Dr. Bernard Sadusky, Executive Director of the Maryland Association of Community Colleges (MACC) was unable to attend the meeting as planned, but she included information related to the Maryland Legislative Agenda from the community college perspective in her comments. President Kurtinitis acknowledged the individuals attending who are part of the inaugural group of the President's Leadership Academy; the group represents all areas of the college. President Kurtinitis shared a letter from a student who graduated from our Cybersecurity program, which both he and his brother attended after being laid off by the Sparrow's Point closure. Dr. Kurtinitis shared some of the slides from the Teaching Learning Roundtable, which had the theme, "Try on a New Shoe, Take the Next Step." President Kurtinitis introduced Dennis Sullivan, Assistant Professor of Business Studies, who received the John and Suanne Roueche Excellence Award from the League for Innovations. President Kurtinitis announced that CCBC is receiving Achieving the Dream's 2015 Leah Meyer Austin Student Success Leadership Award at the Achieving the Dream conference in Baltimore this February. President Kurtinitis shared information about the college's legislative priorities, focusing on the Cade Formula and the Capital budget.

### Retiree

Dr. Charles Miron, employed at CCBC for 44 years as a Psychology Professor, expressed his gratitude to the trustees and college for a long and productive career at CCBC. Dr. Miron has taught thousands of students over the course of his career and is best known for the Human Sexuality class that he taught with his wife Amy. He served as the Coordinator for the Psychology department at CCBC Catonsville. He has also published and spoken on the subject of Human Sexuality.

## Senate Report

Ms. Jane Mattes, College Senate Chair, shared information about some of the current issues that the College Senate is addressing. The Ad Hoc Committee to review the Senate Constitution and By-Laws has met several times and will begin to vet recommended changes with the full Senate at its meeting in February. The General Education requirements for the Associate of Arts degree were passed by the full Senate in December, so that both College Composition I and II are required. The Academic Standards Committee is considering a revision to the College's Academic Action policy whereby students' records will be checked to ensure they are maintaining the needed Grade Point Average in winter and summer sessions in addition to fall and spring. Ms. Mattes also acknowledged the outstanding work of Jean Wible, Senate Secretary, who is stepping down from her post based on increasing responsibilities in her current faculty position. Laurie Montgomery, a faculty member from the School of Math and Science, was elected to this important post at the full Senate meeting on Monday, January 26.

### **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

### **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 January 28, 2015 meeting;
- Minutes from the November 12, 2014 Budget and Finance Committee meeting;
- Recommendation to accept the FY2014 Auditor's Reports;
- Recommendation to approve the FY2016 Capital Budget;
- Recommendation to approve Contracts and Purchases.

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 Clary and seconded by Trustee Nelson. The motion was unanimously approved.

### **ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

Trustee Nolan presented the Academic and Student Affairs Committee action items in summary format:

- Agenda for the January 28, 2014 Academic and Student Affairs Committee meeting.
- Minutes from the November 12, 2014 Academic and Student Affairs Committee meeting.
- Recommendation to approve five Aviation Program proposals:
  - Air Traffic Control
  - Aircraft Dispatcher
  - Professional Pilot Airplane
  - Professional Pilot Helicopter

- Professional Pilot Unmanned Aircraft Systems (UAS)

A motion to approve the Academic and Student Affairs Committee action items was made by Trustee McFarland and seconded by Trustee McDowell. The motion was unanimously approved.

### **OLD BUSINESS**

Chair Howe asked for a motion and a second to approve the Phase II Revisions to the Board of Trustees Policy Manual. These items were presented for First Reading at the November 12, 2014 Board of Trustees meeting. A motion was made by Trustee Nelson and seconded by Trustee Foos to approve Policies 7.08, 7.09, and 9.02. The motion was unanimously approved. A motion was made by Trustee Nolan and seconded by Trustee Nelson to approve Policies 6.01 and 6.18. The motion was unanimously approved.

### **NEW BUSINESS**

Under New Business, the Proposed Revisions to the Board of Trustees Policy Manual: Phase III were presented for First Reading. Trustee Nolan made a motion to postpone until February 25, 2015 consideration of those policies relating to the Trustee Code of Conduct. Trustee Caplis seconded the motion. The motion was unanimously approved.

### **ADJOURNMENT**

With no further business, Chair Howe asked for a motion and second to adjourn the October 1, 2014 Board of Trustees meeting. A motion was made by Trustee Goldberg and seconded by Trustee Nelson. The meeting adjourned at 8:03 PM.

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

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