

The Board of Trustees  
of  
The Community College of Baltimore County

Minutes

November 18, 2015

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, November 18, 2015 at 6:47 PM on the Dundalk 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 Caplis; Michael P. Ertel; Dorothy Foos; H. Scott Gehring; Linda Goldberg; Warren Hayman; Wayne McDowell; Brian McFarland; Gloria McJilton; and Gloria 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**

Chair Howe welcomed and thanked everyone for attending the November meeting of the Board of Trustees. Chair Howe acknowledged the staff at CCBC Dundalk for hosting the meeting.

**AGENDA**

Chair Howe asked for a motion and second to approve the November 18, 2015 agenda. The motion to approve the November 18, 2015 agenda was made by Trustee Foos and seconded by Trustee Nolan. The motion was unanimously approved.

**MINUTES**

Chair Howe asked for a motion and second to approve the September 30, 2015 meeting minutes. A motion for approval of the September 30, 2015 meeting minutes was made by Trustee McJilton and seconded by Trustee McFarland. The motion was unanimously approved.

**REPORT OF THE BOARD CHAIR**

Chair Howe reminded trustees that a Conflict of Interest statement was included in their board packets, and asked them to please sign their statements and give them to Sheila Brandenburg before leaving the meeting.

Chair Howe thanked Trustees Hayman and Nolan for attending the 2015 ACCT Leadership Congress in San Diego.

Chair Howe thanked Trustees Caplis, Clary, Ertel, Foos, Goldberg, McDowell, Nelson, and Nolan, who together with her attended the Board of Trustees Retreat on October 23<sup>rd</sup>.

Chair Howe thanked Trustees Foos, Goldberg, McJilton, and Nolan, who together with her attended the Retiree Recognition Dinner on Wednesday, October 28<sup>th</sup>.

Chair Howe thanked Trustees McDowell, McJilton, and Nolan, who together with her attended the Solar Canopy Ribbon Cutting on Thursday, October 29<sup>th</sup>.

Chair Howe thanked Trustees McDowell and Nolan, who attended the Veteran's Day Celebration on November 11<sup>th</sup>.

## **REPORT OF THE PRESIDENT**

### Comments

President Sandra Kurtinitis began by asking for a moment of silence to remember Fred Schanken, who passed away. She then called attention to upcoming events, especially for the Legislative Breakfasts in early December and the Strategic Planning Summit on January 8, 2016.

President Kurtinitis showed a video from College Communications about Early College Access. She then announced that CCBC received the Kohlberg Prize to Community Colleges for Excellence in Veterans Education and was presented with a check for \$80,000 at a Veteran's Day Ceremony on November 11, 2015. In addition, CCBC was one of two businesses to be honored at the Baltimore County Chamber of Commerce Business Hall of Fame on November 19, 2015.

President Kurtinitis shared a slide showing strategies the college is currently implementing, including cost saving efficiencies and seeking alternate funding sources, to build an Economic Stabilization Strategy. President Kurtinitis also shared slides concerning CCBC's FY2017 Legislative Priorities, which include reinstating the original Cade Funding Model distribution of 1/3 state, 1/3 county, and 1/3 student by 2020; support of the Community College Capital Budget; and special funding for Workforce Training Programs.

### Senate Report

Ms. Jane Mattes, College Senate Chair, shared information about the current issues under discussion by the College Senate. Ms. Mattes reported that the Senate approved a Preferred Name Policy, of significance for members of the college community whose legal names do not match their gender identity by helping to prevent misgendering. The Senate also approved a proposal to modify the performance evaluation system for employees in the Professional and Administrator categories to allow for an abridged form for use during non-comprehensive years. Both proposals were to be presented to Senior Staff.

### College Presentation

Several individuals gave the College Presentation on New Programs at CCBC: Ms. Mumtaj Ismail, Coordinator, Digital Media; Mr. Douglas Kendzierski, Chair, Applied Technology; Ms. Susan Maggio, Interim Department Chair, Computer Science and Information Technology; and Ms. Karen Wons, Associate Professor, Nursing. The programs discussed include the Associate to Bachelor's (ATB) Degree in Nursing, the Digital Media Production Program, the Design, Fabrication, and Advanced Manufacturing Program, and the Mobile Applications Development Program.

## **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

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

Trustee Goldberg presented the Academic and Student Affairs Committee action items in summary format.

- Agenda for the November 18, 2015 Academic and Student Affairs Committee meeting.
- Minutes from the September 30, 2015 Academic and Student Affairs Committee meeting.

A motion to approve the November 18, 2015 Agenda and the September 30, 2015 minutes was made by Trustee Nelson and seconded by Trustee McFarland. The motion was unanimously approved.

- Recommendation to Approve New Curriculum Proposals:
  - Certified Management Accountant (CMA) Certificate
  - Transportation, Distribution and Maritime Logistics (TDML) AAS Degree; TDML Certificate

A motion to approve the new curriculum proposals was made by Trustee Ertel and seconded by Trustee McJilton. 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 November 18, 2015 meeting;
- Minutes from the September 30, 2015 Budget and Finance Committee meeting;
- Recommendation to approve Contracts and Purchases Over \$75,000.

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 McFarland and seconded by Trustee McJilton. The motion was unanimously approved.

### **NEW BUSINESS**

Under New Business, a recommendation was made by the Nominating Committee to elect the Chair and Vice Chair for the CCBC Board of Trustees for the current academic year, pending reappointment. Once Board appointments have been made, Stephen Nolan will become Chair and Sheldon Caplis will become Vice Chair. A motion to approve the recommendation was made by Trustee Foos and seconded by Trustee Ertel. The motion was unanimously approved, with Trustees Nolan and Caplis abstaining.

## **ADJOURNMENT**

With no further business, Chair Howe asked for a motion and second to adjourn the November 18, 2015 Board of Trustees meeting. A motion was made by Trustee Caplis and seconded by Trustee McFarland. The meeting adjourned at 7:59 PM.

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

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