

The Board of Trustees
of the
Community College of Baltimore County

Minutes

April 26, 2017

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, April 26, 2017 at 6:45 PM on the Dundalk campus of the Community College of Baltimore County. The following members of the Board were in attendance: Board Chair Stephen J. Nolan and Vice Chair Sheldon Caplis; Trustees Gayle Adams; Michael Ertel; Gerald Gietka; James Gresham; Ernest Hill; Richard Manski; Wayne McDowell; Brian McFarland; Gloria McJilton; Gloria Nelson; and Meg O'Hare. Also present were Sandra L. Kurtinitis, President; Richard H. Lilley, Vice President of Enrollment and Student Services; Melissa Hopp, Vice President of Administrative Services; and Kenneth Westary, Vice President of Institutional Advancement.

INTRODUCTION

Chair Stephen Nolan welcomed and thanked everyone for attending the April 2017 meeting of the Board of Trustees. He acknowledged the staff at CCBC Catonsville for hosting the meeting.

CONSENT AGENDA

Chair Nolan asked for a motion and a second to approve the Consent Agenda. A motion was made by Trustee Hill and seconded by Trustee Nelson. The motion was unanimously approved: The following items were adopted:

1. Agenda for the Regular Session of the April 26, 2017 Board of Trustees Meeting
2. Minutes from the February 22, 2017 Regular Session of the Board of Trustees

REPORT OF THE BOARD CHAIR

Chair Nolan thanked Trustees Adams, Ertel, Nelson, and Yaffe who together with him attended the Scholarship Luncheon at Martin's East on March 20, 2017.

Chair Nolan reported that the President and he, along with members of the Finance staff, attended the County Executive's Budget Message on April 13.

Chair Nolan thanked Trustees Caplis, Manski, McDowell, O'Hare and Yaffe, who together with him attended CCBC's "Rock, Roll and Remember Gala on Saturday, April 22 at Martin's West.

Chair Nolan mentioned that two CCBC Administrators were honored at the recent Phi Theta Kappa Honor Society Annual Convention in Nashville: Dean Caroline Scott received the Distinguished Administrator of the Year Award, and Dr. Kurtinitis was honored with the Shirley B. Gordon Award of Distinction for strong presidential support of the college's 3 Phi Theta Kappa campus chapters.

REPORT OF THE PRESIDENT

Comments

President Sandra Kurtinitis shared a number of good news items with the trustees. CCBC has received a \$980,000 grant from the Mellon Foundation to support CCBC Humanities. On June 7 the college will celebrate the dedication of the F. Scott Black Theatre, made possible by the Romadka Family Challenge Grant. President Kurtinitis reported that although the Legislative Session ended without the community colleges succeeding in getting the CADE Formula fully funded, the Governor's \$4M Grant to community colleges provided CCBC a \$661,312 increase in state funding. In addition, both the state and the county provided funding for a number of Capital Budget projects, including the installation of a turf field at CCBC Catonsville. Maryland community colleges also received a small scholarship fund from the state for short-term workforce training and credentialing; CCBC will receive some portion of that fund. President Kurtinitis also shared some photos from CCBC April "Rock, Roll and Remember" Gala.

Senate Report

Senate Chair Jane Mattes shared information about the College Senate. The College Senate considered an update to attendance policy, which was approved by full senate and senior staff, and which mandates that faculty members have attendance policy in syllabus, for both regular and on-line classes, that also specifies expectations for participation. Two new degree proposals are also being reviewed for consideration.

College Presentation

Vice President Melissa Hopp, and Tim Burton, Executive Director of Facilities Management, provided information about CCBC's Sustainability efforts, together with representatives from the campus Sustainability Committees: Joan Swiston, Campus Director, Professor Janet Gross (Catonsville), Tanya Jones, Campus Director, Professor Mary Jo Garcia-Brown (Dundalk), and Jaime Alvarez, Campus Director (Essex). President Kurtinitis signed the American College and University President's Climate Commitment in April 2008. Each April since that time the college provides a report on continuing efforts to make CCBC more sustainable, and CCBC has won two Sustainability Awards in the last year. CCBC recycles 75% more than 9 years ago and has fewer pounds of waste and recycling per student than the median. CCBC's college-wide efforts in sustainability include holding a Sustainability Summit each January, Earth Week, Shredding Truck Visits, Food Recovery at CCBC Events, a new Sustainability Video, and Display Monitors of Solar Panel Production.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

BUDGET AND FINANCE COMMITTEE

Chair Stephen Nolan asked Committee Chair Michael Ertel to report on the Budget and Finance Committee Meeting. Trustee Ertel reported that during the Budget and Finance Committee meeting, the Committee approved Items 1 through 5 on the Consent Agenda. Committee Chair Ertel said that the Committee then voted to recommend engaging CliftonLarsonAllen as Auditor

for the FY2017 statements. The Committee also voted to recommend for approval the college's FY2018 Budget Update and Tuition Adjustment. In addition, the Committee voted to recommend approval of a contract to Barnes & Noble for bookstore management services. Last, the Committee voted to recommend for approval the list of Contracts and Purchases Over \$75,000, which Vice President Melissa Hopp presented.

Board Chair Nolan asked for a motion to approve the action items outlined by Committee Chair Ertel. Those items included:

- The Consent Agenda:
 1. Agenda for the April 26, 2017 meeting;
 2. Minutes from the February 22, 2017 Budget and Finance Committee meeting;
 3. Grants and Gifts to CCBC
 4. Fiscal and Facility Reports
 5. Personnel Items
- Approval of the FY2018 Budget Update and Tuition Adjustment
- Approval to engage CliftonLarsonAllen as Auditor for the FY2017 Statements
- Approval of a contract to Barnes & Noble for bookstore management services
- Approval of the list of Contracts and Purchases over \$75,000

The motion was made by Trustee Manski and was unanimously approved.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Board Chair Nolan asked Committee Chair Gloria Nelson to report on the Academic and Student Affairs Committee Meeting.

Trustee Nelson reported that the Academic and Student Affairs recommended adoption of Items 1 and 2 on the Consent Agenda. In addition, the Committee voted to recommend approval of Emeritus nominations. The Committee also heard a presentation on the Periodic Review Report, as well as a Student Success 102 update.

Board Chair Nolan asked for a motion to approve the action items outlined by Committee Chair Nelson. Those items included:

- The Consent Agenda:
 1. Agenda for the April 26, 2017 Academic and Student Affairs Committee meeting.
 2. Minutes from the February 22, 2017 Academic and Student Affairs Committee meeting.
- Approval of Emeritus nominations

The motion was made by Trustee Gietka and was unanimously approved.

NEW BUSINESS

Under New Business, Chair Stephen Nolan announced that he appointed two Ad-Hoc Committees. The first is the Nominating Committee to propose Board of Trustees Officers for 2017-2018, to be chaired by Trustee Caplis, including Trustees Ertel, Adams, Manski, &

Gresham. The second is the President's Performance Evaluation Committee, to be chaired by Trustee Nolan, including Trustees Hill, McFarland, Nelson, McDowell, and Yaffe.

ADJOURNMENT

With no further business, Chair Nolan asked for a motion and second to adjourn the April 26, 2017 Board of Trustees meeting. A motion was made by Trustee Nelson and seconded by Trustee Manski. The meeting adjourned at 8:00 PM.

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

:sdb