

The Board of Trustees
of the
Community College of Baltimore County

Minutes

November 7, 2018

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, November 7, 2018 at 6:03 PM on the Essex campus of the Community College of Baltimore County. The following members of the Board were in attendance: Board Chair Stephen J. Nolan; Trustees Gayle Adams; Michael Ertel; Jerry Gietka James Gresham; Richard Manski; Mary Margaret O'Hare; Monzella Saunders-Owings; and Gerard W. Wittstadt, Jr. Also present were Sandra L. Kurtinitis, President; Richard H. Lilley, Vice President of Enrollment and Student Services; Melissa Hopp, Vice President of Administrative Services; Ken Westary, Vice President of Institutional Advancement; and Jack McLaughlin, Interim Vice President of Instruction.

INTRODUCTION

Chair Stephen Nolan welcomed and thanked everyone for attending the November 2018 meeting of the Board of Trustees. He requested a moment of silence in memory of Dr. Mark McColloch. Chair Nolan expressed his appreciation for the unique and special man that Dr. McColloch was, a tireless advocate for social justice who focused on improving the quality of education for our students. Dr. McColloch is greatly missed, and will be missed for a long time.

Chair Nolan thanked Trustees O'Hare and Leitner for attending the Association of Community College Trustees (ACCT) Leadership Congress and presenting a session together with him on Trustees' Risk Oversight Responsibility; he also thanked Vice President Hopp for helping to prepare the materials and slides that they used for the presentation. Chair Nolan said he was also privileged to participate in an ACCT presentation on the Humanities with President Kurtinitis, and asked her to say a few words about that presentation. President Kurtinitis explained that they partnered with colleagues from the San Diego community college district as well as colleagues from the Mellon Foundation for that presentation.

Chair Nolan mentioned that earlier that week Trustees O'Hare, Wittstadt, and Urbach joined him and others to celebrate President Kurtinitis' award from the Daily Record as one of Maryland's Most Admired CEOs, and the only CEO who was honored in the Government Sector. He said that our CEO was in great company on an evening when the CEOs from Hopkins Hospital, LifeBridge Health, and Greater Baltimore Committee were also recognized.

CONSENT AGENDA

Chair Nolan asked for a motion to approve items 1 through 3 on the Consent Agenda. A motion was made by Trustee Gresham and seconded by Trustee O'Hare. The motion was unanimously approved: The following items were adopted:

1. Agenda for the Regular Session of the November 7, 2018 Board of Trustees Meeting
2. Minutes from the September 26, 2018 Regular Session of the Board of Trustees
3. Minutes from the September 26, 2018 Executive Session of the Board of Trustees

REPORT OF THE BOARD CHAIR

Chair Nolan thanked trustees for their participation in recent college events:

Trustees Adams, O'Hare, and Wittstadt attended the Retiree Recognition Luncheon at Martin's West on October 23rd.

Trustees Adams and Urbach joined Chair Nolan in attending the Retirement Reception for Vice President Mark McColloch on October 22nd.

Trustees O'Hare and Leitner joined Chair Nolan for the ACCT Leadership Congress and in presenting a session entitled Trustees' Risk Oversight Responsibility.

Trustees O'Hare, Wittstadt and Urbach joined Chair Nolan in celebrating President Kurtinitis' award from the Daily Record as one of Maryland's Most Admired CEOs.

REPORT OF THE PRESIDENT

Comments

President Sandra Kurtinitis announced that Dean Caroline Scott was elected into the CCBC Athletic Hall of Fame, and Dr. Monica Walker received the Institutional Leadership Award for the great work she has done in organizing the college's Campus Compact connections. President Kurtinitis also announced that she had just received a letter from U.S. Track and Field and Cross Country Coaches Association congratulating Cross Country Coach Noah Hutton on being crowned the 2018 Region 20 Men's Cross Country Champions. President Kurtinitis also mentioned that the college's literary magazine *Fine Print* has been selected by the Community College Humanities Association for two literary magazine awards: 3rd Place in the Eastern Region for Best Poem and 1st Place in the Eastern Region for Best Short Story. President Kurtinitis then mentioned that the college has engaged the Pauly Group to support the nationwide search for a Vice President of Instruction; the Pauly Group only does community college executive searches and is uniquely qualified to help the college fill the vacancy left by Vice President McColloch's passing.

President Kurtinitis called Trustees' attention to the items at their places, especially the list of upcoming events, from which she highlighted the President's Club Reception at her home on December 9th and the annual Legislative Luncheon on January 4th, 2019. In January the college will hold a Strategic Planning Summit to gather 150 faculty and staff to develop parameters for the college's new Strategic Plan: FY2020-2022. Trustee Gayle Adams has agreed to be the Trustee representative in this process.

Senate Report

President Kurtinitis asked Senate Chair Heather Harris to share information about the College Senate's recent activities. Senate Chair Harris reported that in October the Senate passed several policy proposals including changes to the Massage Therapy program and a clarification regarding student absences from class in order to observe religious holidays. In the upcoming weeks the Senate anticipates reviewing a proposal related to Title IX and the mandated reporter status of faculty and staff, which will likely be included in the Senate report at the January Board of Trustees Meeting.

Executive Session

Chair Nolan announced that he would like to call to order a closed meeting of the Board of Trustees of the Community College of Baltimore County. Pursuant to General Provisions Article 3-305, he moved that the Board of Trustees of the Community College of Baltimore County enter into closed session for the following purposes:

Under Section 3-305 (b) (10) To discuss public security, if this public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans.

and

Under Section 3-305 (b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

and

Under Section 3-305 (b) (7) To consult with counsel to obtain legal advice.

He stated that the Board expected to discuss these matters:

- College assessment of Public Safety Office duties.

He requested a "closed session" to discuss these topics because:

- Public discussion of Public Safety vulnerabilities could risk college security.
- Public discussion of Public Safety vulnerabilities will likely result in disclosure of confidential personnel matters and GP § 4-211 requires us to shield personnel records.
- Discussion related to the legal risks and liabilities associated with Public Safety vulnerabilities and next steps is covered by the attorney-client privilege.

Chair Nolan asked for a second to his motion to close the meeting. Trustee Gayle Adams seconded the motion. The motion was unanimously approved at 6:29 p.m.

Return to Public Session

Chair Nolan asked for a motion and a second to come out of the Closed Session and return to the Public Session. The motion was made by Trustee Gietka and seconded by Trustee Saunders-Owings. The motion was unanimously approved at 7:56 p.m.

College Presentation

President Kurtinitis announced that she would postpone the remainder of her presentation until the January meeting to enable the Board to move on to address the business items on the agenda.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Board Chair Nolan asked Trustee Meg O'Hare to report on the Academic and Student Affairs Committee Meeting.

Trustee O'Hare reported that the Academic and Student Affairs Committee recommended adoption of Items 1 and 2 on the Consent Agenda. The Committee voted to recommend approval of substantive changes to the A.A.S. Degree in Massage Therapy. The Committee then heard information on Sabbatical Leave Reports for the 2017-2018 Academic Year. Finally, the Committee heard an update on Student Success 102 related to CCBC's strategies to support veterans and Military Related students.

Board Chair Nolan asked for a motion to approve the action items outlined by Trustee O'Hare. Those items included:

- The Consent Agenda:
 1. Agenda for the November 7, 2018 Academic and Student Affairs Committee meeting;
 2. Minutes from the September 26, 2018 Academic and Student Affairs Committee meeting;
- Approval of the substantive changes to the A.A.S. Degree in Massage Therapy.

A motion was made by Trustee Wittstadt and seconded by Trustee Gietka. The motion was unanimously approved.

BUDGET AND FINANCE COMMITTEE

Chair Stephen Nolan asked Committee Chair Michael Ertel to report on the Budget and Finance Committee Meeting.

Committee Chair Ertel reported that the Budget and Finance Committee approved Items 1 through 6 on the Consent Agenda (items 3 through 6 were included as information items that did not require Board Approval). Trustee Ertel reported that the Committee heard information on the FY2020 Capital Budget Work Session, presented by Vice President Hopp. The final version

of the Capital Budget will be presented for Board approval at the January 29, 2019 meeting. Finally, the Committee voted to recommend for approval the list of Contracts and Purchases over \$75,000 presented by Vice President Melissa Hopp.

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 November 7, 2018 Budget and Finance Committee meeting;
 2. Minutes from the September 26, 2018 Budget and Finance Committee meeting;
 3. FY2020 Calendars;
 4. Grants and Gifts to CCBC;
 5. Fiscal and Facility Reports;
 6. Personnel Items

- Approval of the Spring Semester Fee Adjustments

- Approval of the list of Contracts and Purchases over \$75,000

The motion was made by Trustee Ertel and seconded by Trustee Adams. The motion was unanimously approved.

OLD BUSINESS

Under New Business was a proposed amendment to the Substance Abuse Policy 7.01 in the Board of Trustees Policy Manual. The amendment was presented for First Reading at the September Board of Trustees Meeting and submitted for approval at this November meeting.

Chair Nolan asked for a motion and a second to approve the amendment to Substance Abuse Policy 7.01. A motion was made by Trustee O'Hare and seconded by Trustee Saunders-Owings. The motion was unanimously approved.

NEW BUSINESS

The first item of New Business was the college policy on Fiscal Exigency and Reduction in Force, presented for First Reading. President Kurtinitis gave a presentation on the rationale for having such a policy and the work and research that went into creating it. The policy will be presented for approval at the January 2019 meeting.

The second item of New Business, a college policy on expanding Public Safety Officer duties, was presented for First Reading in Executive Session. Copies of the policy were distributed to individuals attending the public Board meeting. The policy will be presented for approval at the January 2019 meeting.

ADJOURNMENT

With no further business, Chair Nolan asked for a motion and second to adjourn the November 7, 2018 Board of Trustees meeting. A motion was made by Trustee Manski and seconded by Trustee Gietka. The meeting adjourned at 8:27 PM.

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

:sdb