

The Board of Trustees  
of the  
Community College of Baltimore County

Minutes

September 26, 2018

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, September 26, 2018 at 6:37 PM on the Catonsville 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; James Gresham; Eugene Leitner; Richard Manski; Mary Margaret O'Hare; Monzella Saunders-Owings; J. D. Urbach; 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; and Drs. Jean Ashby and Monica Walker, Co-Interim Vice Presidents of Instruction.

**INTRODUCTION**

Chair Stephen Nolan welcomed and thanked everyone for attending the September 2018 meeting of the Board of Trustees. He acknowledged the staff at CCBC Catonsville for hosting the meeting. Chair Nolan then invited the faculty and staff attending the evening meeting to introduce themselves and explain their various roles at the college; he thanked everyone, saying they are the folks who launch the new initiatives and keep the old initiatives stable. Trustee Nolan then welcomed new Trustee Gerard Wittstadt, who prefers to be known as Rod.

**CONSENT AGENDA**

Chair Nolan noted an amendment to the Minutes for the June 2018 Regular Session; Monzella Saunders-Owings' name will be added to the June 13 minutes as a correction. Chair Nolan then asked for a motion to approve the Consent Agenda with the amended minutes. A motion was made by Trustee Urbach and seconded by Trustee O'Hare. The motion was unanimously approved: The following items were adopted:

1. Agenda for the Regular Session of the September 26, 2018 Board of Trustees Meeting
2. Minutes from the June 13, 2018 Regular Session of the Board of Trustees
3. Minutes from the June 13, 2018 Executive Session of the Board of Trustees

**REPORT OF THE BOARD CHAIR**

Chair Nolan thanked trustees for their participation in recent college events, including the Orientation, the Foundation Appreciation Event and Social Mixer, and the Ribbon Cutting for CCBC Catonsville's Barnes & Noble Bookstore earlier that day.

Chair Nolan announced that Trustee Gayle Adams has agreed to represent the Board as a Trustee Representative on the CCBC Strategic Planning Committee.

Chair Nolan then reminded trustees to complete and turn in their Conflict of Interest Statement, which was included inside the front cover of their binders.

Chair Nolan announced that Trustee McDowell would be taking a brief leave of absence to attend to a health issue and asked everyone to wish him well.

Chair Nolan reminded Trustees that the Board Retreat is scheduled for Friday, October 19 and asked trustees to provide topics for discussion.

Chair Nolan shared an article from the Association of Community College Trustees (ACCT) entitled, *Trustee Talk, Issue 13: Sexual Misconduct Prevention on College Campuses*.

Chair Nolan announced that President Kurtinitis received The Daily Record's Most Admired CEO Award, with a ceremony and dinner scheduled for November 5, 2018.

## **REPORT OF THE PRESIDENT**

### Comments

President Sandra Kurtinitis thanked Chair Nolan for recognizing and inviting those attending the meeting to introduce themselves. President Kurtinitis then discussed some of the materials at their places. A copy of **Homegoing**, the Community Book Connection title for this academic year, drives a year-long menu of college activities based on the book. A list of Upcoming Events was also provided for advance notice. President Kurtinitis invited Trustees to attend the Retiree Luncheon on October 23<sup>rd</sup> at Martin's West. President Kurtinitis then shared some slides providing news about the college, including a new Completion slide, CCBC's FY2018 College and Career Completion Agenda; a total of 13, 177 student achieved their goal of a degree, transfer, certificate, or workplace certification. The college received an award from the Council for Advancement and Support of Education (CASE), the 2018 CASE Educational Fundraising Award. CCBC students participated in the Humanities for All Program, a 10-week summer seminar program at Johns Hopkins, supported by the Mellon Foundation Group. On September 7, 2018 the college dedicated the Enrollment and Student Services Center to M. Graham Vinzant and unveiled a portrait and plaque in his memory. President Kurtinitis provided an update regarding the College Promise Program. The college had to wait to launch the program until the County Council approved the County Executive's recommendation, but in the time since it was approved we have enrolled about 320 students who qualify. The college is promoting the County College Promise Program and the Maryland College Promise Program in high schools beginning October 1. CCBC enrolled the second year of Freshmen in the Early College High School Magnet at Woodlawn High School, and the first year of the Pathways in Technology Early College High School at Dundalk High School, focusing on engineering and technology.

### Senate Report

President Kurtinitis asked Senate Chair Heather Harris to share information about the College Senate's recent activities. Senate Chair Harris reported that the newly elected Senate leadership met in August to discuss the major agenda items for the coming academic year. The Senate will continue to work on applying best practices to the development of distance education policies as

well as focusing on policies related to student retention and completion efforts. It will also complete its Fiscal Exigency policy revisions, while taking care to make it clear that there is no plan to use this policy now or in the foreseeable future. In addition, the faculty evaluation and promotion policies will be reviewed in the coming year, since those policies are now 10 years old.

### College Presentation

President Kurtinitis invited Ms. Mary DeLuca, Senior Director of Marketing Communications, Mr. Chris Mihavetz, Director of Marketing, and Ms. Jodi Neal, Director of Creative Services, to share information about CCBC's New Marketing Campaign. College Communications partnered with the college's ad agency and an award winning film group. Ms. DeLuca explained that College Communications used a modular approach to build video and audio spots to make the most of our marketing materials. They leveraged still photography in order to carry the campaign across both digital and print media. They also integrated the production of our new commercials with program videos, in order to promote both college brand and our product selection. They shared samples of the new marketing materials, including television commercials, print ads, and a variety of printed brochures and materials.

### 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 the Budget and Finance Committee approved Items 1 through 5 on the Consent Agenda. Committee Chair Ertel noted the Committee then voted to recommend to approve the list of Contracts and Purchases over \$75,000 presented by Vice President Melissa Hopp. Finally, Vice President Hopp presented a report on the Year-End Fiscal Report and 2018 Summer Capital Projects for information.

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 September 26, 2018 Budget and Finance Committee meeting;
  2. Minutes from the June 13, 2018 Budget and Finance Committee meeting;
  3. Grants and Gifts to CCBC
  4. Fiscal and Facility Reports
  5. Personnel Items
- Approval of the list of Contracts and Purchases over \$75,000

The motion was made by Trustee Saunders-Owings and seconded by Trustee O'Hare. The motion was unanimously approved.

## **ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

Board Chair Nolan asked Trustee James Gresham to report on the Academic and Student Affairs Committee Meeting.

Trustee Gresham reported that the Academic and Student Affairs Committee recommended adoption of Items 1 through 3 on the Consent Agenda. The Committee voted to recommend submission of the 2018 of the Institutional Performance Accountability Report to the Maryland Higher Education Commission (MHEC). In addition, the Committee voted to recommend the submission of the college's Mission Statement to the Maryland Higher Education Commission (MHEC). Finally, the Committee heard a report on Student Success 102 regarding Student Life Start-of-Semester Events.

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

- The Consent Agenda:
  1. Agenda for the September 26, 2018 Academic and Student Affairs Committee meeting;
  2. Minutes from the June 13, 2018 Academic and Student Affairs Committee meeting;
  3. The FY2019 Summer and Fall Enrollment Report (provided as an information item)
- Approval to submit the 2018 Institutional Performance Accountability Report to the Maryland Higher Education Commission (MHEC).
- Approval to submit the college's Mission Statement to the Maryland Higher Education Commission (MHEC).

A motion was made by Trustee Manski and seconded by Trustee Leitner. The motion was unanimously approved.

## **NEW BUSINESS**

Under New Business, President Kurtinitis and Dean Timothy Davis provided information about a proposed amendment to the Substance Abuse Policy 7.01 in the Board of Trustees Policy Manual. The amendment was presented for First Reading, and will be submitted for approval at the November 7, 2018 Board of Trustees Meeting.

## **ADJOURNMENT**

With no further business, Chair Nolan asked for a motion and second to adjourn the September 26, 2018 Board of Trustees meeting. A motion was made by Trustee Adams and seconded by Trustee Gresham. The meeting adjourned at 7:57 PM.

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

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