

The Board of Trustees of the Community College of Baltimore County
Meeting Minutes, June 12, 2019

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, June 12, 2019 at 5:53 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 and Trustees Gayle Adams; Michael Ertel; Gerald Gietka; James Gresham; Gene Leitner; Richard Manski; Wayne McDowell; 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; and Kenneth Westary, Vice President of Institutional Advancement; and Mr. Jack McLaughlin, Interim Vice President of Instruction.

EXECUTIVE SESSION

Having opened the Public Session, Chair Nolan made a motion to call to order a closed meeting of the Board of Trustees of the Community College of Baltimore. Pursuant to General Provisions Article 3-305, he moved that the Board of Trustees enter into the closed session for the following purpose:

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.

Chair Nolan stated that the Board would discuss the President's Performance Evaluation, and it was necessary to close the meeting because public discussion of any personnel matter violates the privacy of the individual. The Chair's motion was seconded by Trustee Gietka and unanimously approved. The Trustees entered into the Closed Session at 5:55 p.m.

INTRODUCTION

Upon returning from the Closed Session, Chair Nolan welcomed everyone back and asked for a motion and a second to come out of the closed session. A motion was made by Trustee Adams and seconded by Trustee Saunders-Owings. The motion was unanimously approved, and the Board reentered the Public Session at 7:14 p.m. Chair Stephen Nolan welcomed and thanked everyone for attending the June 2019 meeting of the Board of Trustees. He acknowledged the staff at CCBC Essex for hosting the meeting.

CONSENT AGENDA

Chair Nolan asked for a motion and a second to approve the Consent Agenda. Chair Nolan added two "footnotes" to the Consent Agenda. With regard to the agenda for the meeting, he reserved the right to adjust the sequence of several items based upon how the meeting unfolds. Second, he stated that he would like to make a slight adjustment to the April 10 meeting minutes, just after the Regular Session paragraph and before the Introduction. The Introduction originally

stated that the Board of Trustees reconvened in its public session without including the initial opening of the Public Session before entering the Executive Session.

A motion was made by Trustee Ertel and seconded by Trustee Leitner. The motion was unanimously approved. The following items were adopted:

1. Agenda for the Regular Session of the June 12, 2019 Board of Trustees Meeting
2. Minutes from the April 10, 2019 Regular Session of the Board of Trustees
3. Minutes from the April 10 2019 Executive Session of the Board of Trustees
4. Interim Approval of additional Emeritus nominations (presented for information)

REPORT OF THE BOARD CHAIR

Chair Nolan thanked Trustees for their participation in a number of events:

- Trustees Ertel, McDowell and Wittstadt joined Chair Nolan in attending the Baltimore County Council Budget Hearing on April 15th.
- Trustees Adams, O'Hare, and Leitner joined Chair Nolan in attending the Emeritus Induction Ceremony and Reception on Wednesday, May 15th at CCBC Dundalk.
- Chair Nolan attended CCBC's Commencement on June 1st at CCBC Essex.
- Chair Nolan attended the College Senate Luncheon on June 3rd at CCBC Catonsville.

Chair Nolan announced that CCBC's Proposal, "A Board of Trustees Risk Oversight Responsibility 2.0" has been accepted for the ACCT Leadership Congress in San Francisco on October 16-19.

Chair Nolan reported that he met with the college's external auditors, Shannon Weiss and Sean Walker; both complimented the college, stating their wish that every college was like CCBC, and that every Finance and Accounting Department was run like ours. Chair Nolan asked everyone to thank Vice President Hopp and her team for their hard work.

REPORT OF THE PRESIDENT

Comments

President Sandra Kurtinitis called Trustees' attention to the items at their places. These included an automobile window cling, a calendar of next year's Board meetings, and CCBC's newest College Promise flyer. On June 1 the college graduated 3,249 students. President Kurtinitis played a brief video from the Commencement Ceremony, featuring President's Distinguished Graduate Lejla Heric-Sadafi. President Kurtinitis invited Trustees to attend the "Topping Off Ceremony" for the Carol Diane Eustis Center for Health Professions on July 2 at CCBC Essex. President Kurtinitis shared that CCBC has once again received its 21st consecutive Certificate of Achievement for Excellence in Financial Reporting. For the 2019 Professional Development Day, faculty and staff were encouraged to send in photos depicting their awards and accomplishments; Dr. Kurtinitis shared the video compilation with the Trustees, indicating that a site will be set upon SharePoint to enable faculty and staff to continue to post their accomplishments.

At the end of President Kurtinitis' presentation, Chair Nolan then asked the Board to turn to the New Business Agenda Item D, a Recommendation to Approve a Naming Opportunity. Chair Nolan made a motion for the Board to exercise its authority to name the School of Business,

Education, Justice and Law's Moot Courtroom in honor of Dr. Dennis E. Seymour. The motion was seconded by Trustee Adams. The motion was unanimously approved to name the Moot Court the "Dr. Dennis E. Seymour Moot Court."

Retirees

Dennis Seymour

President Kurtinitis asked Vice President McLaughlin to speak about Dr. Seymour's service to the college. Dr. Seymour is a 1970 graduate of Catonsville Community College. He was a state trooper for a number of years and joined us in 1977 as an adjunct professor in our Criminal Justice Department. In 1994, Dr. Seymour joined the college full-time as the Coordinator of the Criminal Justice Program. Later he was promoted to Department Chair of the Criminal Justice Program, and eventually Dean of the School of Business, Education, Justice, and Law. Dr. Seymour was instrumental in getting the Police Academy located on the Dundalk campus. In 2015 the Alumni Association identified him as the Distinguished Alumnus. Dr. Seymour expressed his gratitude for being Dean Emeritus, Grand Marshal at Commencement, and the honor of having the Moot Court named after him. He thanked Dr. Kurtinitis for her support. Chair Nolan added that Dr. Seymour, along with Professor Donna Mandl, has been the backbone of the Civics and Law Academy, which is a partnership between CCBC and the Baltimore County Bar Association.

Linda Fleischer and Rosemary Cramer

Dr. Seymour introduced Linda Fleischer and Rosemary Cramer, both of whom worked in the School of Business, Education, Justice and Law. Professor Fleischer worked in the School of Business, Education, Justice and Law for 20 years and was Department Chair for 12 years. Professor Cramer has been at CCBC for 38 years and was Department Chair for 6 years. Dr. Seymour reported that both were dedicated to their students, their departments, their school, and CCBC.

Ms. Fleischer thanked Dr. Kurtinitis for being a wonderful leader and role model. She also thanked Dr. Seymour and the Board of Trustees for their support. Although she is retiring, she is looking forward to staying connected to the college as an adjunct professor.

Ms. Cramer thanked Dr. Seymour for his support, Dr. Kurtinitis for being the best president we ever had, and the Board of Trustees for giving up their time to serve and support the college. Fifty years ago she was a student at Essex Community College, and her goal was to come back and teach because she loved it so much. She also is hoping to return to teach part-time as an adjunct professor.

Monica Ota and David Truscello

Dean Bill Watson introduced two retirees from the School of Liberal Arts: Monica Ota, Professor of Music and Choral Director, and David Truscello, Professor of English and Director of the Culturally Responsive Teaching and Learning Initiative. They are retiring with a combined 50 years at the college.

Dean Watson hired Monica Ota 20 years ago as a full-time Choral Director. She has transformed the life of so many of our students. Under her direction, the CCBC Chamber Singers have had some great opportunities for touring, including Carnegie Hall. She was always

willing to help find students to sing the National Anthem or provide music at events. In addition to her work at CCBC, she served as a long-term Music Director at her church and participated in local and national organizations. Dean Watson thanked her and wished her all the best in her retirement. Ms. Otal shared that of all of her teaching experiences over 42 years, CCBC treated her the best by far, with dignity and respect, and a paycheck that reflected that. She thanked Chair Nolan, the Board of Trustees and President Kurtinitis for supporting the performing, visual and media arts at CCBC.

Dean Watson introduced Dr. David Truscello, who has been with the college for 30 years. For 15 of those years he was an English teacher. He has supported many students over the years. He has been a leading trainer and administrator of the college's Culturally Responsive Teaching and Learning Initiative. This was a "little great idea" that has transformed into a "big great idea." This training, which initially took place on a Saturday morning and brought 40 people in, has grown so large that we cannot hold the event at CCBC anymore. Dean Watson thanked Dr. Truscello for his tireless effort with this initiative. Dr. Truscello thanked Dr. Kurtinitis and the Board of Trustees for their support of him personally as well as the Culturally Responsive Teaching program.

Senate Report

President Kurtinitis asked Senate Chair Heather Harris to share information about the College Senate's recent activities. Chair Harris summarized the Senate's efforts for the year. As the 2018-2019 academic year ended, each of the Senate's standing committees had completed some important work, including continued critical work regarding the development of CCBC Online, work on a civil campus demonstrations policy, ongoing program review and revision work, and examination of the annual faculty review process and the processes surrounding faculty promotion. Much of this important work will resume in the fall with the start of the 2019-2020 Academic Year. Chair Harris thanked Dr. Kurtinitis, Chair Nolan, and the Board of Trustees for their kind welcome at each Board meeting and the opportunity to serve as Senate Chair. She then introduced Kristin Duckworth, the newly elected Senate Chair, who had previously served as the Professional Affairs Committee Chair.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Board Chair Nolan asked Committee Chair 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. In addition, the Committee voted to recommend approval of the continuance of six Academic Programs, including: 1) Criminal Justice Studies, 2) Dental Hygiene, 3) Mortuary Science, 4) Nursing, 5) Practical Nursing, and 6) Physician Assistant. The Committee then voted to recommend the discontinuance of two Academic Programs: 1) Computer-Aided Design for Architecture and Engineering, and 2) Survey Technology, including Land Survey and Civil Design. The Committee also voted to bring the vote regarding the submission of CCBC's FY2020 Cultural Diversity Plan to the

Maryland Higher Education Commission (MHEC) to the evening session of the full board. Finally, the Committee heard a Student Success 102 update related to the Achieving the Dream site visit.

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

- The Consent Agenda:
 1. Agenda for the June 12, 2019 Academic and Student Affairs Committee meeting.
 2. Minutes from the April 10, 2019 Academic and Student Affairs Committee meeting.
- Approval of the continuance of six Academic Programs, including: 1) Criminal Justice Studies, 2) Dental Hygiene, 3) Mortuary Science, 4) Nursing, 5) Practical Nursing, and 6) Physician Assistant.
- Approval of the discontinuance of two Academic Programs: 1) Computer-Aided Design for Architecture and Engineering, and 2) Survey Technology, including Land Survey and Civil Design.

The motion was made by Trustee Ertel and seconded by Trustee Saunders-Owings. The motion was unanimously approved.

Chair Nolan requested a separate motion to approve the submission of CCBC's FY2020 Cultural Diversity Plan to the Maryland Higher Education Commission. The motion was made by Trustee O'Hare and seconded by Trustee Gietka. The motion was approved with one opposition.

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 6 on the Consent Agenda. Committee Chair Ertel said that the Committee then voted to recommend approval of the Final FY2020 Operating and Capital Budgets. In addition, the Committee voted to recommend for approval the list of Contracts and Purchases over \$75,000, which Vice President Melissa Hopp presented. Finally, the Committee voted to recommend for approval the FY2020 Salary Policy for All Classes of Employees.

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 June 12, 2019 meeting;
 2. Minutes from the April 10, 2019 Budget and Finance Committee meeting;
 3. Grants and Gifts to CCBC
 4. Fiscal and Facility Reports
 5. FY2019 Summary of Non-Competitive Negotiated Contract Awards
 6. Personnel Items
- Approval of the Final FY2020 Operating and Capital Budgets

- Approval of the list of Contracts and Purchases over \$75,000.
- Approval of the FY2020 Salary Policy for All Classes of Employees.

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

NEW BUSINESS

Under New Business, Chair Stephen Nolan asked Trustee Ertel to read the Nominating Committee's recommendation. On behalf of the Nominating Committee, Trustee Ertel recommended that the Board of Trustees of the Community College of Baltimore County approve Gene Leitner as Board Chair and James Gresham as Vice Chair. A motion was made to approve the Nominating Committee's recommendation by Trustee Wittstadt and seconded by Trustee Gietka. The motion was unanimously approved.

Also under New Business was the Recommendation to Approve the President's Performance Review discussed in the June 12, 2019 Executive Session. This included the approval of the recommendations of the President's Performance Review and Compensation Committee and the rollover of one year to extend the President's current three-year contract through June 30, 2022. A motion to approve the recommendation was made by Trustee Wittstadt and seconded by Trustee Gietka. The motion was unanimously approved.

A third New Business item was the Recommendation to Approve the FY2020-FY2022 Strategic Plan, presented in summary as the College Presentation by Trustee Gayle Adams, President Sandra Kurtinitis, and Director Patrick Kelleher. A motion to approve the recommendation was made by Trustee Adams and seconded by Trustee Ertel. The motion was unanimously approved.

ADJOURNMENT

With no further business, Chair Nolan asked for a motion and second to adjourn the June 12, 2019 Board of Trustees meeting. A motion was made by Trustee Manski and seconded by Trustee O'Hare. The meeting adjourned at 8:51 PM.

Respectfully submitted,

Sandra L. Kurtinitis, Ph.D.

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