

# **The Board of Trustees of the Community College of Baltimore County Meeting Minutes, April 29, 2020**

## **REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, April 29, 2020 at 4:00 PM in a virtual/conference call format. The virtual format was necessary because of precautions in place due to COVID-19. The following members of the Board were in attendance: Board Chair Gene J. Leitner; Trustees Gayle Adams; Kimberly Carl; Gerald Gietka; James Gresham; Paulette Hammond; Michelle Jackson; Mary Margaret O'Hare; Douglas B. Riley; Monzella Saunders-Owings; Richard Scheper; Daryl Sidle; 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; Kenneth Westary, Vice President of Institutional Advancement, Jack McLaughlin, Interim Vice President of Instruction, and Michael Netzer, Interim Vice President of External Outreach.

## **INTRODUCTION**

Chair Gene Leitner welcomed and thanked everyone for attending the April 2020 meeting of the Board of Trustees. He thanked Chief Information Officer Craig Klimczak and the Information Technology Department for providing support for the virtual meeting format.

Chair Leitner welcomed five new members to the CCBC Board of Trustees: Kimberly Carl, Paulette Hammond, Michelle Jackson, Richard Scheper, and Daryl Sidle. He also announced new committee assignments for the two standing committees:

- **Budget and Finance Committee:** Chaired by Trustee Adams and including Trustees Hammond, Riley, Saunders-Owings, Sidle and Scheper.
- **Academic and Student Affairs Committee:** Chaired by Trustee O'Hare and including Trustees Carl, Gietka, Gresham, Jackson, Urbach, and Wittstadt.

Chair Leitner also acknowledged Stephen Nolan's service to the board as a longstanding trustee and Board Chair. The Board will wait until Coronavirus activity and meeting restrictions are lifted to plan a gathering to honor him, likely in the fall at the Board of Trustees Annual Appreciation Reception for Foundation Directors.

## **ESTABLISHING A QUORUM**

Chair Leitner announced that, due to the fact that the meeting was being held in an audio-only format, he would ask all speakers to state their name before they speak so that the business of the meeting could be correctly recorded. He also called the names of trustees so that they could confirm their presence on the call. All trustees and staff members identified in the first paragraph of these minutes confirmed their presence on the call.

## **CONSENT AGENDA**

Chair Leitner asked for a motion and a second to approve the Consent Agenda. A motion was made by Trustee O'Hare and seconded by Trustee Wittstadt. The motion was unanimously approved: The following items were adopted:

1. Agenda for the Regular Session of the April 29, 2020 Board of Trustees Meeting
2. Minutes from the February 26, 2020 Regular Session of the Board of Trustees
3. Minutes from the February 26, 2020 Executive Session of the Board of Trustees

## **REPORT OF THE BOARD CHAIR**

Chair Leitner thanked the new Trustees for their participation in the Virtual Orientation on Monday, April 27<sup>th</sup>.

Chair Leitner then announced that the 2020 Association of Community College Trustees Annual Trustee Leadership Congress is scheduled for September 30 in Chicago. Chair Leitner asked Trustees who might be interested in attending (if it will still be held) to contact the President's Office. The President and Board Chair will make a decision regarding how many trustees can attend based on budgetary considerations and travel policy

## **REPORT OF THE PRESIDENT**

### **Comments**

President Sandra Kurtinitis explained that we usually use this portion of the meeting agenda to share good news about special initiatives, awards, or acknowledgments as well as have faculty or staff offer a presentation on one of the college's programs. President Kurtinitis stated that she would instead use this time to briefly sum up the college's response to COVID-19 over the past two months. She described the experience as a litmus test for leadership for every level of administrator, faculty and staff. Although the transition has been challenging, she expressed pride in the work of many who turned 3000 on-campus class sections into remotely delivered courseware for 15,000 credit students, all within two weeks. Additionally, the college made a commitment to keep all 4,000 employees on the payroll and to keep them gainfully employed. Dr. Kurtinitis described the ten Coronavirus Updates that she drafted as the business side of the college's management approach and the CCBCcares messages from the President's Office as the human, supportive side. She concluded by noting the significant impact of the quarantine on the celebratory events that would normally occur in May (Nursing pinnings, athletic banquets, and student awards ceremonies). Many of these will be conducted in a virtual format instead: the annual Gala on May 15; the Professional Development Conference on May 20; and Commencement on May 31. Most summer classes will be offered online with faculty working to prepare a full complement of on-site, online, and hybrid classes for fall. President Kurtinitis closed by stating that the college is thrilled to receive \$9.4M in stimulus funding that can be directed to support students as well as certain college operations.

## **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

## **CHANGE TO MEETING FORMAT**

Chair Leitner announced that, in response to the COVID-19 pandemic, the April 2020 Board of Trustees meeting was being held virtually, by conference call. As such, given this adjustment and in an effort to streamline the meeting, he did not ask the committees to meet separately to consider their respective agenda items. Instead he would ask the Board as a whole to discuss and consider those agenda items typically reviewed in committee.

## **ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

### **CONSENT AGENDA**

Board Chair Leitner asked if there were any objections to the Academic and Student Affairs Consent Agenda. Trustee Hammond noted a correction on page 14, paragraph 5 of the minutes. The last line was corrected to read, “Dean William Watson will serve as dean of the School of Arts and Communication; a search is underway for a dean for the School of Writing, Literacy, and Languages.”

Chair Leitner asked for a motion and a second to approve the Consent Agenda. A motion was made by Trustee O’Hare and seconded by Trustee Wittstadt. The motion was unanimously approved: The following items were adopted:

1. Agenda for the April 29, 2020 Academic and Student Affairs Committee meeting.
2. Minutes from the February 26, 2020 Academic and Student Affairs Committee meeting as corrected.

### **RECOMMENDATION TO APPROVE EMERITUS NOMINATIONS**

Interim Vice President Jack McLaughlin presented eight Emeritus nominations for the Board’s approval. These included:

- Nancy Bogage, Associate Professor of Computer Science/Information Technology
- James Bryant, Associate Professor of Accounting
- Mary DeLuca, Senior Director of College Communications
- Michael Sanow, Professor of Social Sciences
- Regina Shea, Associate Professor of Accounting
- Leslie Tinios, Professor of Wellness
- Linda Weinhouse, Professor of English
- Joseph Whedbee, Assistant Professor of Mathematics

Chair Leitner asked for a motion and a second to approve the Emeritus Nominations. A motion was made by Trustee O’Hare and seconded by Trustee Hammond. The motion was unanimously approved.

## **BUDGET AND FINANCE COMMITTEE**

### **CONSENT AGENDA**

Board Chair Leitner asked if there were any objections to the Academic and Student Affairs Consent Agenda. Hearing none he asked for a motion and a second to approve the Committee

Consent Agenda. A motion was made by Trustee Adams and seconded by Trustee Riley. The motion was unanimously approved. The following items were adopted:

1. Agenda for the April 29, 2020 meeting;
2. Minutes from the February 26, 2020 Budget and Finance Committee meeting;
3. Grants and Gifts
4. Fiscal and Facility Reports
5. Investment Report
6. Personnel Items

**RECOMMENDATION TO ENGAGE AN AUDITOR  
FOR THE FY2020 FINANCIAL STATEMENTS**

Vice President Hopp presented the recommendation to engage CliftonLarsonAllen to audit CCBC's June 30, 2020 financial statements. Ms. Hopp outlined the purpose of the engagement letter and noted that the Board could communicate directly with the auditors. Ms. Hopp also introduced Mr. Sean Walker, principal of CliftonLarsonAllen, who was present on the call.

Chair Leitner asked for a motion and a second to approve the engagement of CliftonLarsonAllen to audit the FY2020 Financial Statements. A motion was made by Trustee Adams and seconded by Trustee Saunders-Owings. The motion was unanimously approved.

**FY2021 OPERATING  
AND CAPITAL BUDGET UPDATE**

Dr. Kurtinitis updated the Board on the impact of COVID-19 on the budget process with both county and state. Vice President Hopp reported that there were three significant events regarding CCBC's FY2021 budget that occurred after the February meeting:

- The state legislature passed the final FY2021 budget without incorporating Governor Hogan's recommended abolition of future funding formulas or the Budget Reconciliation and Financing Act (BRFA). As a result, CCBC's budgeted Cade funding for FY2021 is \$6.3M, or 14.9% higher than FY2020.
- County Executive Olszewski announced his proposed FY2021 budget for Baltimore County on April 14. His budget includes a \$6.9M or 10.5% increase in CCBC's FY2021 operating aid and a \$2.5M or 16.7% increase in the proposed capital bonds for the upcoming FY2022-23 biennium. In providing additional funding, the County Executive asks that the Board of Trustees rescind its previously approved in-county tuition increase. Therefore there is a motion in the Board Exhibits to approve the elimination of the in-county tuition increase and increase the general services fee by \$1 per credit.
- Governor Hogan adjusted current FY2020 state spending. These directives do not impact CCBC as we have already received our FY2020 Cade funding distributions. The Governor also foreshadowed some adjustments to the FY2021 legislature-approved budget. Those adjustments, which have not yet been announced, are likely to take the form of budget rescissions considered and approved by the Board of Public Works. The budget presented in this agenda item does not address possible future rescissions.

Chair Leitner asked for a motion and a second to approve the modified tuition and fee schedule presented by Vice President Hopp. The modified schedule eliminates an increase of in-county tuition and increases the general services fee by \$1 per credit, effective for the summer 2020 term. A motion was made by Trustee Adams and seconded by Trustee Wittstadt. The motion was unanimously approved.

### **FIRST DAY FEES FOR FALL OF 2020**

Vice President Hopp presented an expansion of the First Day Fee program to the Board. This program bundles the cost of textbooks with the course tuition in order to make course materials more affordable for students. The Board was asked to approve the addition of 52 more courses to the First Day Fee program, saving students approximately \$609,000. Chair Leitner asked for a motion and a second to approve First Day Fees for Fall 2020. A motion was made by Trustee O'Hare and seconded by Trustee Riley. The motion was unanimously approved.

### **CONTRACTS AND PURCHASES OVER \$75,000**

Vice President Hopp then presented the following six contracts and purchases over \$75,000 for the Board's approval:

- Desire2Learn in the amount of \$1,318,982 for learning management system cloud application software
- RCM&D in an amount of \$111,000 for insurance broker services and to Alliant Insurance Services in the amount not to exceed \$491,246 for broker services and commercial property and excess cyber insurance coverage
- Media Works in an amount not to exceed \$500,000 for advertising and management services
- Indiana Printing and Publishing Co., Inc. in the amount of \$252,456 for the printing of class schedules
- Tecta America East in an amount not to exceed \$900,000 for roof replacements
- Change Order to Plano-Coudon in the amount of \$117,776 for modifications and scope of work corrections related to the Medium Voltage Switchgear Replacement project

Chair Leitner asked for a motion and a second to approve the Contracts and Purchases over \$75,000 presented by Vice President Hopp. A motion was made by Trustee Adams and seconded by Trustee O'Hare. The motion was unanimously approved.

### **NEW BUSINESS**

Under New Business, Chair Gene Leitner announced that he appointed two Ad-Hoc Committees: the Nominating Committee to propose Board of Trustees Officers for 2020-2021, including Trustees Adams, Riley, and Wittstadt; and the President's Performance Evaluation Committee, to be chaired by Trustee Gresham, including Trustees Gietka, O'Hare, Saunders-Owings, and Urbach.

## **ADJOURNMENT**

With no further business, Chair Leitner asked for a motion and second to adjourn the April 29, 2020 Board of Trustees meeting. A motion was made by Trustee Gietka and seconded by Trustee Saunders-Owings. The meeting adjourned at 5:18 PM.

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

:sdb