

The Board of Trustees of the Community College of Baltimore County Meeting Minutes, February 26, 2020

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, February 26, 2020 at 5:26 PM, on the Catonsville campus of the Community College of Baltimore County. The following Board members were in attendance: Board Chair Gene J. Leitner; Trustees Gayle Adams; Gerald Gietka; James G. Gresham; Stephen J. Nolan; Mary Margaret O'Hare; Douglas B. Riley; Monzella Saunders-Owings; and J. D. Urbach. Also present were Sandra L. Kurtinitis, President; Richard Lilley, Vice President of Enrollment and Student Services; Melissa Hopp, Vice President of Administrative Services; Michael Netzer, Interim Vice President of External Outreach; and Jack McLaughlin, Interim Vice President of Instruction.

EXECUTIVE SESSION

Having opened the Public Session, Chair Leitner made a motion to call to order a closed meeting of the Board of Trustees of the Community College of Baltimore.

Pursuant to Sections 3-103 and 3-305 of the General Provisions Article of the Annotated Code of Maryland, Chair Leitner moved that the Board of Trustees of the Community College of Baltimore County enter into closed session for the following purposes:

Under Section 3-103(a)(1)(i) to discuss, consider and carryout administrative functions.

Under Section 3-305(b)(3), to consider the acquisition of real property for a public purpose and matters directly related to the acquisition.

Chair Leitner stated that the Board expected to discuss:

- Administrative updates regarding the status, impact, and release of information related to a program audit.
- Updates related to the information regarding a possible business acquisition.

The meeting was closing to discuss these topics because:

- The discussion to be held is administrative in nature; and the Board has determined to carry out certain administrative functions in a closed session as allowed by law.
- The discussion to be held is directly related to the possible acquisition of real property, and the Board has determined to carry out this discussion in a closed session as allowed by law.

Chair Leitner asked for a second to his motion to enter into closed session. Trustee O'Hare seconded the motion. The motion was unanimously approved at 5:27 p.m.

INTRODUCTION

Upon returning from the Closed Session, Chair Gene Leitner 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 Gietka. The motion was unanimously approved, and the Board reentered the Public Session at 6:42 p.m. Chair Leitner welcomed and thanked everyone for attending the February 26, 2020 meeting of the Board of Trustees. He acknowledged the staff at CCBC Catonsville for hosting the meeting.

CONSENT AGENDA

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

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

REPORT OF THE BOARD CHAIR

Chair Leitner thanked trustees for participating the following events:

- Trustees Adams, O'Hare, Riley and Urbach attended the Council for Advancement and Support of Education Awards Luncheon on Monday, February 24, 2020, at which President Kurtinitis was honored.
- Trustees Adams, Nolan, Riley, and Saunders-Owings joined Chair Leitner in participating in the Ad Hoc Committee meeting Friday, February 21, to review sections of the Board of Trustees Policy Manual.

Chair Leitner announced that the 2020 President's Distinguished African-American Lecture Series, featuring Dr. Christopher Emdin, will take place the next morning (February 27). He encouraged trustees interested in attending to speak to Sheila Brandenburg after the meeting.

Chair Leitner then announced that CCBC's 13th Annual Gala is scheduled for Saturday, April 4th. Trustees interested in attending should contact the President's Office.

Chair Leitner announced that there has been a call for presentations by the Association of Community College Trustees (ACCT) for their upcoming Trustee Leadership Conference. The conference will take place from September 30, 2020 to October 3, 2020 in Chicago. Chair Leitner encouraged interested trustees to contact the President's Office and stated that the President's Office would also contact trustees later this spring regarding attendance interest.

REPORT OF THE PRESIDENT

Comments

President Sandra Kurtinitis began by discussing a few items at Trustees' places, including information about the ACCT (Association of Community College Trustees) Trustee Leadership Conference Call for Presentations, and an invitation to CCBC's 13th Annual Gala. President Kurtinitis announced that there were still tickets available to hear Dr. Christopher Emdin at the President's African-American Lecture Series. President Kurtinitis stated that she would like to change the order of her presentation and begin with the Senate Report. Since Senate Chair

Kristin Duckworth was not able to attend the meeting, Dean Shawn McNamara provided the report on her behalf.

Senate Report

Dean McNamara reported that the Academic Standards Committee just completed a proposed update to the college-wide syllabus template to make the template handicapped accessible. The College Environment, Student and Community Affairs Committee continues to gather and analyze data regarding the timing of spring break. The Curriculum and Instruction Committee continues work on program and course reviews. The Evaluation Committee continues work related to faculty evaluation and promotion, to include researching and polishing proposed changes to the Equivalency Policy (related to faculty promotion). The Professional Affairs committee has proposed changes to the process for electing members to the various employee grievance committees. Members of the Senate Executive Committee are working to bring more transparency and clarity to the establishment of policies related to the teaching of online courses. The Executive Committee will also now be more directly involved in determining which online learning policies should be reviewed by the senate and its standing committees.

President's Comments

President Kurtinitis shared some slides and good news regarding the college's recent activities. CCBC Essex Knights Basketball star Maya Moye scored 81 points and 32 shots in one game, setting 2 National Junior College Athletic Association (NJCAA) records; she was also named NJCAA Division II Women's Basketball Player of the Week. President Kurtinitis shared a photo of her with Trustees Adams, Riley, O'Hare and Urbach at the Council for Advancement and Support of Education Conference, where President Kurtinitis received the Chief Executive Officer Award. President Kurtinitis announced that the University of Baltimore has launched a Transfer Partnership Program "Complete UB for Free"; this grant based scholarship is intended to match CCBC's College Promise. To be eligible for the scholarship students need to complete their associate's degree prior to transfer. The County Executive and President Kurtinitis presided over a Tradeport Atlantic Workforce Development Summit. The Centers for Adjunct Faculty Engagement were acknowledged as an Achieving the Dream Learning Initiative. President Kurtinitis ended her presentation by sharing a video about the Maryland Association of Community Colleges (MACC) Student Advocacy Day which takes place each year in Annapolis.

College Presentation

President Kurtinitis invited Vice President Richard Lilley and Ms. Dell Hagan Rhodes, Director of Student Life, to present information on Student Advocacy Day. Vice President Lilley began by introducing students Jazmine Richison and Madeline Dempsey. The two students had the experience of waiting for about 4 hours to provide testimony for a bill introduced by Delegate Long. Advocacy Day started approximately 15 years ago via a Student Life state-wide affinity group and has continued in partnership with the Maryland Association of Community Colleges. Advocacy Day provides students with an opportunity to become involved in the democratic process and advocate for community colleges and their students in terms of budget and policy priorities. Students prepare for the experience by reviewing legislative priorities and making appointments with each Baltimore County state legislator. Students also create talking points to outline "How CCBC has affected my educational and life goals." Ms. Madeline Dempsey shared that this year was her first experience with Student Advocacy Day. She shared that the

legislators that she met were helpful, supportive, and appreciated the students' participation. She also enjoyed meeting other people who were lobbying for various interests, giving her a deeper insight into how the government works. Ms. Jazmine Richison expressed her gratitude to the college for all of the opportunities it has offered her. Ms. Richison shared that she graduated from high school with a 1.9 GPA, but she applied to CCBC and got a position in the work study office. In her second semester she joined the Student Government Association, Phi Theta Kappa, and the Honors Program and raised her GPA to 4.0. She shared that Advocacy Day has allowed her to explore a career option in Government and Politics that she thought was out of her reach. Ms. Richison stated that having the opportunity to provide testimony for a bill has opened her eyes to the importance of local government.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Board Chair Leitner 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 through 3 on the Consent Agenda. These included:

1. Academic and Student Affairs Committee Meeting Agenda
2. Minutes from the January 29, 2020 Academic and Student Affairs Committee Meeting
3. Winter and Spring Enrollment Report

In addition, the Committee voted to recommend approval of 5 FY2021 Sabbatical Leave Requests. The Committee then received an update on Academic School Alignment. The Committee then heard a report on Student Success 201 Update related to grant support for CCBC's Guided Pathways Initiative.

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

- Consent Agenda Items 1 through 3
- FY2021 Sabbatical Leave Requests

Chair Leitner asked for a motion to accept the Committee's recommendation. (No second is needed for a Committee recommendation.) Trustee Gietka made the motion. The motion was unanimously approved.

BUDGET AND FINANCE COMMITTEE

Chair Gene Leitner asked Committee Chair Gayle Adams to report on the Budget and Finance Committee Meeting.

Trustee Adams reported that the Budget and Finance Committee approved Items 1 through 5 on the Consent Agenda. These included:

1. Budget and Finance Committee Meeting Agenda

2. Minutes from the January 29, 2020 Budget and Finance Committee Meeting
 3. Grants and Gifts
 4. Fiscal and Facility Reports
 5. Personnel Items
- (Items 3 through 5 were included as information items and do not require Board approval.)

In addition, Trustee Adams reported that the Committee voted to recommend approval of the FY2021 Operating Budget and FY2021 Tuition and Fee Schedule (first presented in work session at the January 29 Board Meeting). Finally, the Committee voted to recommend approval of the list of Contracts and Purchases over \$75,000 presented by Vice President Melissa Hopp.

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

- Consent Agenda Items 1 through 5
- Approval of the FY2021 Operating Budget
- Approval of the FY2021 Tuition and Fee Schedule
- Contracts and Purchases Over \$75,000

Chair Leitner asked for a motion to accept the Committee's recommendation. (No second is needed for a Committee recommendation.) Trustee O'Hare made the motion. The motion was unanimously approved.

NEW BUSINESS

Under New Business there was a Recommendation to Approve a Property Lease with CDL Land Holdings, LLC. Chair Leitner asked for a motion and a second to approve the recommendation. A motion was made by Trustee Riley and seconded by Trustee Urbach. The motion was unanimously approved.

ADJOURNMENT

With no further business, Chair Leitner asked for a motion and second to adjourn the February 26, 2020 Board of Trustees meeting. A motion was made by Trustee Nolan and seconded by Trustee Adams. The meeting adjourned at 7:29 PM.

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

:sdb