

The Board of Trustees of the Community College of Baltimore County
Meeting Minutes, December 4, 2019 (rescheduled from November 20, 2019)

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, December 4, 2019 at 5:38 PM on the Essex campus of the Community College of Baltimore County. The following members of the Board were in attendance: Board Chair Gene J. Leitner; Trustees Gayle Adams; Gerald Gietka; Stephen J. Nolan; Mary Margaret O'Hare; Douglas B. Riley; 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; Jack McLaughlin, Interim Vice President of Instruction; Michael Netzer, Interim Vice President of External Outreach; and Kenneth Westary, Vice President of Institutional Advancement.

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 General Provisions Article 3-305, he moved that the Board of Trustees enter into the closed session for the following purposes:

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 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 would hear updates related to information discussed during the September 2019 Executive Session, regarding a possible business acquisition as well as the impact of a program audit. He also stated that it was necessary to close the meeting because public discussion of any legal or personnel matter violates the privacy of the parties involved. The Chair's motion was seconded by Trustee Nolan and unanimously approved. The Trustees entered into the Closed Session at 5:41 p.m.

INTRODUCTION

Upon returning from the Closed Session, Chair Gene Leitner welcomed everyone back and asked for a motion and a second to come out of the closed session. A motion was made by Trustee O'Hare and seconded by Trustee Nolan. The motion was unanimously approved, and the Board reentered the Public Session at 7:07 p.m. Chair Leitner welcomed and thanked everyone for attending the December 4, 2019 meeting of the Board of Trustees. He acknowledged the staff at CCBC Essex for hosting the meeting.

CONSENT AGENDA

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

1. Agenda for the Regular Session of the December 4, 2019 Board of Trustees Meeting (a revised version with an addition to the Contracts and Purchases section was provided)
2. Minutes from the September 25, 2019 Regular Session of the Board of Trustees
3. Minutes from the September 25, 2019 Executive Session of the Board of Trustees

REPORT OF THE BOARD CHAIR

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

- Trustee Nolan joined Chair Leitner in attending the Great Gatsby Extravaganza on September 28th at CCBC Catonsville.
- Trustee Adams attended the Retiree Recognition Luncheon at Martin's East on October 22nd.
- Trustees Riley, Saunders-Owings and Wittstadt joined Chair Leitner in attending the ceremony at the Center Club where President Kurtinitis received the Whitney M. Young, Jr. Service Award.

REPORT OF THE PRESIDENT

Comments

President Kurtinitis pointed out the materials at Trustees' places, including an invitation to the President's Club Holiday Reception and a newly updated sheet listing CCBC Completion Totals by Occupational Grouping.

President Kurtinitis then shared slides providing good news about the college, including photos from the Great Gatsby event in September 2019, the Henrietta Lacks Legacy Luncheon on October 4, the CCBC Dundalk Moot Court Dedication on October 14, the Presidential Scholars Luncheon on October 25, and the CCBC Public Safety Officer Training Academy Graduation on November 1. President Kurtinitis reported that Al Lloyd, a longtime member of the CCBC Dundalk Foundation was inducted into the Legacy Society at the annual Retiree Recognition Luncheon in October. Al has been raising money for two scholarships, one in his wife's name and one in his daughter's name, and has raised over \$350,000. President Kurtinitis also shared that Senator Chris Van Hollen held a student roundtable at CCBC Essex in November. The Senator came to listen to students' thoughts and concerns about college affordability and debt. President Kurtinitis shared that the CCBC Women's Soccer Team won the First NJCAA Region XX Division Title, and Freshman Kara Dietrich was the leading scorer in the nation, scoring 51 goals in 21 games. Dr. Kurtinitis shared that CCBC is one of five colleges in the nation that has national accreditation for our Dance Program. President Kurtinitis shared that the college received an infusion of \$2.2M in Title III Initiative Funds to support the Pathways Program; the college also received a \$1.9M grant to fund the expansion of our Apprenticeship Program. Dr. Kurtinitis shared the Middle States Timeline, which will culminate in an accreditation visit in the Spring of 2022.

Retiree

President Kurtinitis asked Vice President Richard Lilley to introduce Mary Deluca, who is retiring from CCBC to take on a new role. Mary started with the college in 1989 as a summer intern and was then appointed as the Public Relations Coordinator at Dundalk Community College in 1990. In 1996, when the tri-college system (not yet CCBC) was in its earliest stages, she was promoted to Director of Community Relations for the Community “Colleges” of Baltimore County. In 1999 the Public Relations Department became one of the first centralized offices, and Mary served first as Senior Director of Public Relations and later as Senior Director of College Communications. Vice President Lilley stated that Mary has inspired creativity and excellence among the team of marketing, web, media relations, creative services, and printing. Mary has produced award-winning work that has been recognized both regionally and nationally. Vice President Lilley wished her well as she takes her talents in a new direction. Mary Deluca thanked Vice President Lilley, President Kurtinitis, and members of the Board for their support and appreciation, saying that it has been an honor to spend the last three decades shaping and telling the incredible story of CCBC. She has been inspired every day by CCB’s students and their stories. She thanked her colleagues, past and present, within and connected to College Communications and stated that she will always be proud to be CCBC. Mary will be moving on to be Vice President of Interactive Communications, a national firm that works exclusively with community colleges.

Senate Report

President Kurtinitis asked Senate Chair Kristin Duckworth to share information about the College Senate’s recent activities. Ms. Duckworth reported that the Academic Standards Committee sent a proposal to the full senate that would increase the minimum required usage of the learning management system by faculty. CESCA (the College Environment, Student, and Community Affairs Committee) will be conducting a college-wide survey of both employees and students regarding the timing of Spring Break. The current model ties Spring Break to the timing of Easter. At times the break falls close to the end of the Spring Semester, creating challenges for students. Other College Senate committees continue to conduct ongoing program and course reviews, reviewing policies and procedures related to faculty evaluation, and reviewing processes for reporting of leave time by full-time employees.

College Presentation

President Kurtinitis invited Dr. Rich Lilley, Vice President of Enrollment and Student Services, Dr. Scott Eckhardt, Director of Student Conduct and Title IX, and Ms. Chrissy Hoffman, Assistant Director of Student Life, and Ms. Sakina Ligon, Assistant Director of Student Life, to present information about College Life outside the classroom. CCBC students Vivian Delgato and Jada Dabbs were introduced to share information about their experiences with Student Life. Ms. Delgato became acquainted with Student Life during her second semester when she became a Student Ambassador. She stated that she is proud to be a part of Student Life and regards it as one of her accomplishments during college. CCBC student Jada Dabbs became a First Year Experience mentor from the CCBC Essex campus.

College Life at CCBC offers co-curricular experiences, Student Government, clubs and organizations, off-campus events and trips, first-year experiences, and evening events. The Office of Student Life has approximately 70 clubs and organizations college-wide, which range from academic, to personal and professional development, to advocacy and social justice, to

spirituality and wellness. The college campuses all offer students a variety of formal and informal gathering spaces both indoors and outdoors.

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 and 2 on the Consent Agenda. These included:

1. Agenda for the December 4, 2019 Academic and Student Affairs Committee meeting;
2. Minutes from the September 25, 2019 Academic and Student Affairs Committee meeting;

Trustee O'Hare reported that the Committee then voted to recommend approval of five program revisions:

1. Radiography
2. Occupational Therapy Assistant
3. Pilot—Airplane
4. Pilot—Helicopter
5. Pilot—Unmanned Aircraft Systems

Trustee O'Hare also reported that the Committee heard a report on Student Success 201, related to Transfer as a Strategic Initiative.

Board Chair Leitner asked for a motion to approve the action items outlined by Trustee O'Hare. These included the Consent Agenda as well as approval of the five program revisions. A motion was made by Trustee Gietka and seconded by Trustee Urbach. The motion was unanimously approved.

BUDGET AND FINANCE COMMITTEE

Chair Gene Leitner asked Trustee Nolan to report on the Budget and Finance Committee Meeting.

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

1. Agenda for the December 4, 2019 Budget and Finance Committee meeting;
2. Minutes from the September 25, 2019 Budget and Finance Committee meeting;
3. FY2021 Calendars
4. Grants and Gifts to CCBC
5. Fiscal and Facility Reports
6. Personnel Items

Trustee Nolan reported that the Committee then heard information on the FY2021 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, 2020 meeting.

Trustee Nolan noted the Committee then voted to recommend the following for approval:

- Spring Semester First Day Fee Adjustments
- The list of Contracts and Purchases over \$75,000 presented by Vice President Hopp.

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

- Consent Agenda Items 1 through 5
- Spring Semester First Day Fee Adjustments
- Approval of the Contracts and Purchases over \$75,000, which were presented by Vice President Hopp

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

NEW BUSINESS

Under New Business, Chair Leitner mentioned that he would be contacting interested Trustees to establish an Ad Hoc Committee to review the Bylaws and Trustee responsibilities in the Board of Trustees Policy Manual.

ADJOURNMENT

With no further business, Chair Leitner asked for a motion and second to adjourn the December 4, 2019 Board of Trustees meeting. A motion was made by Trustee Nolan and seconded by Trustee Saunders-Owings. The meeting adjourned at 8:22 PM.

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

:sdb