

The Board of Trustees of the Community College of Baltimore County
Meeting Minutes, September 29, 2021

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, September 29, 2021 at 6:01 p.m. on the Catonsville campus of the Community College of Baltimore County. The following members of the Board were in attendance: Board Chair J. D. Urbach; Vice Chair Mary Margaret O'Hare; Trustees Gayle Johnson Adams (Via Teams); Paulette Hammond; L. Michelle Jackson (Via Teams); Dr. Irina Koyfman; Douglas B. Riley, Esq.; Monzella Saunders-Owings (Via Teams); Daryl J. Sidle, Esq.; Dr. Richard A. Scheper, and Jay M. Weinstein. Also present were Sandra L. Kurtinitis, president; Dr. Joaquin G. Martinez, provost and vice president of Instruction; Melissa Hopp, vice president of Administrative Services; Michael Netzer, interim vice president of External Outreach Initiatives; and Kenneth Westary, vice president of Institutional Advancement.

EXECUTIVE SESSION

Having opened the Public Session, Chair Urbach made a motion to call to order a closed meeting of the Board of Trustees of the Community College of Baltimore. He moved that the Board of Trustees enter into the closed session for the following administrative purpose:

*To receive Ethics Training provided by the Ethics Commission Office of the
Inspector General of Baltimore County Government.*

The Chair's motion was seconded by Trustee O'Hare and unanimously approved. The Trustees entered into the closed session at 6:03 p.m.

INTRODUCTION

Upon returning from the closed session, Chair J.D. Urbach welcomed everyone back and asked for a motion and a second to come out of the closed session. A motion was made by Trustee Riley and seconded by Trustee Scheper. The motion was unanimously approved, and the Board reentered the Public Session at 7:14 p.m. Chair Urbach welcomed and thanked everyone for attending the September 2021 meeting of the Board of Trustees. He acknowledged the staff at CCBC Catonsville for hosting the meeting. Chair Urbach announced the appointment of two new Trustees who were present, Dr. Irina Koyfman and Mr. Jay M. Weinstein.

CONSENT AGENDA

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

1. Agenda for this September 29, 2021 regular session of the Board of Trustees meeting.
2. Minutes from the June 16, 2021 regular session of the Board of Trustees.
3. Minutes from the June 16, 2021 executive session of the Board of Trustees.

REPORT OF THE BOARD CHAIR

Chair Urbach welcomed two new trustees, Dr. Irina Koyfman and Mr. Jay Weinstein. He thanked Baltimore County Inspector General Kelly Madigan for her presentation to the Board in her role as Executive Director of the Baltimore County Ethics Commission during closed session. He reminded trustees participating remotely to forward conflict of interest statements to Gail Rossmark.

Chair Urbach stated that he and Trustee Hammond would attend the Association of Community College of Trustees Annual Leadership Congress in San Francisco, California, October 13-16, 2021 along with Dr. Kurtinitis. They will do a presentation, "A Story of Resilience and Resolve: How the Community College of Baltimore County Faced Down The Pandemic." He also invited the trustees to attend CCBC's Retiree Recognition Luncheon on Wednesday, October 20 at Martin's West and reminded them of the upcoming Board of Trustees fall retreat scheduled for October 22, 2021 at the Essex campus.

Chair Urbach thanked former Trustees Gerry Gietka, Gene Leitner and Dr. James Gresham for their service and Messrs. Leitner and Gresham for their generous time in the transition of the chair and vice chair roles.

Chair Urbach asked for a motion and a second to approve bestowing the title of Trustee Emeritus to Dr. James Gresham, former Board member and Board vice chair. A motion was made by Vice Chair O'Hare and seconded by Trustee Hammond. All were in favor. The motion carried unanimously.

Chair Urbach presented Dr. James Gresham, former vice chair and Board member, with the title of Trustee Emeritus and with a gift on behalf of the Board. Dr. Gresham was appointed to serve on CCBC's Board of Trustees in 2010 and served faithfully for 10 years, holding the position of vice chair from July 1, 2019 to June 30, 2021.

Chair Urbach reminded the Board that the next Board meeting is November 17, 2021 at the Dundalk campus.

REPORT OF THE PRESIDENT

Comments

President Kurtinitis described the materials distributed to the Trustees, which included (1) *Fear: Essential Wisdom for Getting Through the Storm*, by Thich Nhat Hah, this year's Community Book Connection selection, which will be used throughout the year in many courses; (2) CCBC's new wallet-size "Quick Facts" card for 2021-2022; (3) a list of trustees with contact information, as well as the names of the vice presidents (Dr. Kurtinitis asked the trustees to contact her office for all questions and information); (4) a description of CCBC's programs and certifications at the college; (5) a *Wall Street Journal* article titled "Community Colleges are an Avid Player In Job Training," which speaks to the role of community colleges, and (6) CCBC's Fine Arts program brochure.

Aided by a PowerPoint presentation, President Kurtinitis began by noting the phrase *Rethink. Reenvision. Reaffirm.*, which launched this academic year. She also shared a photograph of the 15 international students from 10 different countries who will complete a certificate before year's end.

Dr. Kurtinitis updated the Board of Trustees on the status of the college's CDL Training site at TradePoint Atlantic, acknowledging the CCBC Foundation played a large role in assisting the college in getting the TradePoint site. The full program opened in November 2020 and more than 200 CDL drivers have been trained.

The President highlighted several college achievements. CCBC has been recognized as one of the best employers in the state of Maryland by Forbes, and for the second time has received the Excellence in Assessment Award. CCBC was awarded a grant from Kaiser Permanente in the amount of \$75,860 to market credentials to the Alice population. CCBC is also one of the top 50 best value online community colleges for 2021.

Goldman Sachs has again chosen CCBC for an investment in 20 students who will serve in apprenticeships or internships, earn \$20 per hour, and work for businesses owners who graduated from the 10,000 Small Business program.

CCBC has 100% board pass rates in its Nursing program and Allied Health programs. CCBC continues to have mandatory masking and mandatory vaccinations with weekly testing. Dr. Kurtinitis reminded the Board that the college's Middle States evaluation visit will occur March 20-23, 2022. On October 19, 2021, CCBC will be visited by Team Chair, Dr. John Sygielski, President of Harrisburg Area Community College.

Dr. Kurtinitis reported that Vice Chair O'Hare and Trustee Hammond are members of the President's Diversity, Equity and Inclusion Advisory Council. A key exercise over this past year has been to focus on several initiatives that support the college's equity agenda and view them through the lens of student need. Last year, Ken Westary, vice president of Institutional Advancement, assumed direction of the college's Male Student Success Initiative. Dr. Kurtinitis introduced a four-minute video and thanked Mr. Westary for taking on this initiative and doing great work.

Senate Report

President Kurtinitis asked Senate Chair Kristin Duckworth to share information about the College Senate's recent activities. Senate Chair Duckworth reported that the CCBC College Senate is currently making progress on the creation of several policies related to issues that have arisen over the past 1½ years of remote work and teaching. An ad hoc committee, chaired by Vice Chair Johari Barnes, has recently sent forward a proposal to revise the CCBC Acceptable Use of Technology Policy and a separate policy proposal addressing Remote Access to College Technology Resources. The Academic Standards standing committee is considering revisions to the current CCBC Netiquette Policy to address various issues.

Other matters under consideration by the Senate are as follows: The Evaluation Committee is considering amending the form used for Student Evaluations. The Professional Affairs Committee is working on a policy related to the work expectations for 12-month faculty. The

Curriculum and Instruction Committee has already begun their work of reviewing all course and program revisions.

In addition, last spring, as part of CCBC's Middle States self-study, the College Environment and Student and Community Affairs Committee (CESCA) conducted a survey of all employees and a segment of the student population. The results of the study will be presented to the Senate, senior staff, and members of the community later this semester.

College Presentation

President Kurtinitis invited Joan Swiston, Catonsville campus director, Dr. Michelle Wright, associate professor of History and Africana Studies, and Jackie McTear, senior designer, College Communications, to present an update regarding Catonsville Historical Signage: "A Tour of Our Past." Ms. Swiston indicated that this project is coming to fruition in the next month or so and invited the Board to tour the campus to walk through the Historical Marker area. Two years ago, CCBC received a \$32,000 "dollar-for-dollar" match grant from the Maryland Heritage Area, administered by the Maryland Historical Trust.

Aided by a PowerPoint presentation, Dr. Wright and Ms. McTear reported on the Hilton Center research project. Dr. Wright's research was focused on people of African descent and the land where CCBC is now located in Catonsville.

Ms. McTear reviewed the nine interpretive signs to be installed around the campus. These include the Hilton Mansion, Boxwood Garden, Stone Arch, Enslavement, Farm House, Patio and Fountain, Rolling Road, and sign #10 leading into Patapsco State Park. Next steps include the contractor will install the signs; the landscaper will install pavers; and the college will celebrate this new initiative with a ribbon cutting.

Trustees were very impressed with the presentation and look forward to the ribbon cutting.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

BUDGET AND FINANCE COMMITTEE

Chair J. D. Urbach asked Committee Chair Dr. Scheper to report on the Budget and Finance Committee meeting.

Trustee Scheper reported that the Budget and Finance Committee approved Items 1-2 on the Consent Agenda. These included:

1. Agenda for the September 29, 2021 Budget and Finance Committee meeting.
2. Minutes from the June 16, 2021 Budget and Finance Committee meeting.
3. Grants and gifts.
4. Fiscal and facility reports.
5. Personnel items.

(Items 3-5 were included as information items and do not require Board approval.)

Committee Chair Scheper noted the committee received an update on the college's use of government stimulus funds.

The committee then voted to recommend the following for approval:

- A contract award to Carousel Industries in an amount not to exceed \$1,477,424 for replacement of the college's aging and end-of-life telephone system using the Strategic Reserve Funds
- All contracts and purchases over \$75,000 presented by Vice President Melissa Hopp as listed on the Budget and Finance Committee agenda

Chair Urbach asked for a motion to approve the following recommendations from the Budget and Finance Committee:

- Consent Agenda items 1-2
- A contract award to Carousel Industries in an amount not to exceed \$1,477,424 for replacement of the college's aging and end-of-life telephone system using the Strategic Reserve Funds
- Approval of the contracts and purchases over \$75,000 presented by Vice President Hopp as listed on the Budget and Finance Committee agenda

The motion was made by Trustee Riley. The motion was unanimously approved.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Board Chair Urbach asked Vice Chair O'Hare to report on the Academic and Student Affairs Committee meeting in Committee Chair Carl's absence.

Vice Chair O'Hare reported that the Academic and Student Affairs Committee recommended adoption of Items 1-2 on the Consent Agenda. These included:

1. Agenda for the September 29, 2021 Academic and Student Affairs Committee meeting.
2. Minutes from the June 16, 2021 Academic and Student Affairs Committee meeting.

Vice Chair O'Hare reported that the committee also received an update on a special Honors Seminar titled *CCBC's Invisible History*, funded by the Mellon Foundation.

The committee voted to recommend the submission of the FY 2021 Institutional Performance Accountability Report to the Maryland Higher Education Commission (MHEC).

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

- Consent Agenda Items 1-2.
- Approval of the submission of the 2021 Institutional Performance Accountability Report to the Maryland Higher Education Commission (MHEC).

A motion was made by Trustee Hammond. The motion was unanimously approved.

NEW BUSINESS

Under New Business, Chair Urbach noted a recommendation to approve a Proposed Naming Opportunity. The college seeks approval from the Board of Trustees to name the CCBC Aviation Simulation Laboratory, Room 003, in the Health Technology and Careers Building, in honor of instructor Thomas E. Zink Sr.

Mr. Jack McLaughlin, Dean of the School of Business, Technology and Law, introduced Mr. Zink's family as well as several of his department colleagues. Department Chair Douglas Williams spoke of Mr. Zink as the "pilot whisperer," who took the time to spend with students having difficulty with the course.

Chair Urbach asked for a motion to approve the recommendation to name the CCBC Aviation Simulation Laboratory, Room 003, in the Health Technology and Careers Building in honor of instructor Thomas E. Zink, Sr.

A motion was made by Vice Chair O'Hare and seconded by Trustee Hammond. The motion was unanimously approved.

Chair Urbach stated that under New Business is a proposed amendment to the Board of Trustees Policy Manual, Policy 4.17 Fund Balance. President Kurtinitis and Vice President Hopp offered information to support a first reading of this proposed policy. This policy will be brought forward for consideration of formal Board approval at the November 17, 2021 meeting.

Policy 4.17 is a comprehensive fund balance policy designed to follow the governmental standards. This fund is not intended for any specific purpose, but is money held in reserve for any emergency or fiscal calamity; this is referred to as the Rainy Day Fund or Emergency Fund. The Strategic Reserve Fund is an assigned fund, approved by Board action, intended to be spent, albeit slowly, and for a one-time expense approved by the Board of Trustees.

ADJOURNMENT

With no further business, Chair Urbach asked for a motion and second to adjourn the September 29, 2021 Board of Trustees meeting. A motion was made by Trustee Riley and seconded by Trustee Scheper. The meeting adjourned at 8:36 p.m.

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

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