

Board of Trustees
of
Community College of Baltimore County

Regular Session

Minutes

January 31, 2024

The Board of Trustees of the Community College of Baltimore County met at 7:05 p.m., Wednesday, January 31, 2024, at CCBC Essex. The following members of the Board were present: Board Chair J. D. Urbach, Vice Chair Meg O’Hare, Trustees Kimberly Carl, Ernest Eley, Margaret Forté, Paulette G. Hammond, L. Michelle Jackson, Dr. Irina Koyfman, Cristina Lopez, Douglas B. Riley, Esq., Kim Ross, and Dr. Richard Scheper. Also, present were Dr. Sandra L. Kurtinitis, president; Dr. Joaquín G. Martínez, provost and vice president of Academic and Student Affairs (virtually); Melissa Hopp, vice president of Administrative Services; Michael Netzer, vice president of Enrollment and External Outreach, and Kenneth Westary, vice president of Institutional Advancement.

CONSENT AGENDA

Chair Urbach called the regular session meeting to order at 7:05 p.m. He presented the Consent Agenda and asked if there were any objections to the Agenda. With no objections to the Consent Agenda, the following items were adopted:

- Recommendation to approve the agenda for the January 31, 2024, regular session of the Board of Trustees meeting.
- Recommendation to approve the minutes from the November 29, 2023, regular session of the Board of Trustees meeting.

Chair Urbach asked for a motion to approve the Consent Agenda and the minutes of November 29, 2023. A motion was made by Trustee Eley and seconded by Trustee O’Hare. The motion was unanimously approved.

REPORT OF THE BOARD CHAIR

Chair Urbach brought the Trustees attention to the list of upcoming events at their places which include:

February 22, 2024 – 11 a.m. – 12:30 p.m. – President’s Distinguished African American Lecture Series – CCBC Catonsville

February 28, 2024 – Board of Trustees Meeting – CCBC Catonsville

April 6, 2024 – 7 – 11 p.m. – CCBC Gala, Martin’s West – President Kurtinitis has reserved a table for the Trustees. Please let Gail Rossmark know if you plan to attend at

grossmark@ccbcmd.edu

April 24, 2024 – Board of Trustees Meeting, CCBC Dundalk

May 15, 2024 – 6:30 – 8 p.m. – Emeritus Induction Ceremony/Reception – CCBC Essex – Romadka Center – Upper Lobby

June 1, 2024 – CCBC Commencement. Essex Campus – Pre-Robing Ceremony from 9:30 – 10:30 a.m. – Commencement at 10:30 a.m.

Chair Urbach then thanked the Trustees for attending CCBC events with him and President Kurtinitis in January 2024:

- Although Chair Urbach was not able to attend the Annual Legislative Luncheon on January 5, 2024, he thanked Trustees Forte, Hammond, Jackson, O’Hare, Lopez, Riley, Ross, Scheper and Weinstein who joined President Kurtinitis at the event.
- Trustees Eley, Forte, Hammond, Jackson, Koyfman, Lopez, O’Hare, Riley, Ross, Scheper, and Weinstein who joined him and President Kurtinitis at the January 22 Maryland Association of Community Colleges Trustee Leadership Conference in Annapolis.

REPORT OF THE PRESIDENT

President Kurtinitis described the materials distributed to the Trustees, which included (1) Upcoming Events Listing, (2) House Testimony: CADE Funding for Community Colleges Submitted by President Kurtinitis, (3) Maryland Association of Community Colleges (MACC) FY 2025 Cade Operating Budget Action Plan & Strategy, (4) CCBC FY 2025 Legislative Priorities, (5) “Link” magazine, Winter/Spring 2024 issue, and (6) “Tales,” August 2023, Volume 3, issue.

President Kurtinitis briefed the Trustees on the following:

- The CCBC Essex campus hosted the White House event to welcome the new National Cyber Director, Harry Coker, Jr., on January 11, 2024. This event was extremely successful with over five hundred people in attendance. I will host a luncheon on Friday, February 2 to acknowledge staff and faculty who worked on the White House National Cyber Security event to which Board members are invited.
- Governor Moore’s budget calls for reduction of the Cade Formula from 29 cents on the dollar to 26 cents on the dollar. President Kurtinitis indicated that she will testify in Annapolis, Maryland, on this issue.
- President Kurtinitis commented on the December 10 President’s Club Holiday Party held at her home to celebrate donors who raised \$732,000 for the college.
- President Kurtinitis thanked Chair Urbach, Vice Chair O’Hare and Trustees Eley, Forte, Hammond, Jackson, Lopez, Riley, Ross and Scheper for attending the January 22 Maryland Association of Community Colleges Trustee Leadership Conference in Annapolis.

- In the past three rounds of the Andrew Mellon Foundation funding cycle, CCBC has received just under \$5 Million. The most recent grant, just awarded, brought \$1.5 Million to the college to support its equity agenda. Mellon cares about equity as much as CCBC does. CCBC is proud to be one of the community colleges that the Mellon Foundation continues to support.
- The Grand Opening/Ribbon Cutting of The Collective at the Owings Mills campus is scheduled for February 22, 2024.

Senate Report

President Kurtinitis invited Senate Chair Anne Chamberlain to share information about the College Senate's recent activities.

Spring semester is the start of the Curriculum and Instruction Committees (CIC) as they get items ready for updating the next catalogue. In fall 2023, the Committee reviewed 54 Common Course Outlines (CCO), one new program, six revised programs, and three new CCOs. As part of their work, CIC aimed to move towards student-centered language, which draws on student experiences and resources in an asset-minded way. A few of the key item's CIC is focused on this year include:

- Processes of obtaining Dean's Council approvals.
- Assuring that objectives are clear and accessible, while maintaining the intentions and needs of faculty, programs, and disciplines.
- Considering Core Competencies and Diversity Requirements.
- Identifying Common Course Outlines and documents with outdated, or possibly offensive, language in an effort to provide equitable and safe learning spaces for all students.

CIC is moving to a new automated program called Curriculog which will streamline processes and communication. Professional development and training on Curriculog will begin in the spring and into next fall.

Related to the work of the CIC, the ad hoc committee on Core Competencies has completed its recommendations which the Academic Standards Committee has for review. Recommendations for revised Core Competencies should be received by the Senate in plenty of time to be included in the next iteration of the Catalog.

The Digital Accessibility Task Force returned recommendations to the Senate Executive Committee as they were charged with addressing issues of digital accessibility within the use of the college's Learning Management System. This Committee will review recommendations before forwarding them to the Academic Standards Committee; this work will come back to the full Senate for final approval during the spring session.

The Senate recently approved a policy from the Evaluation Committee which provides revisions to the process timeline for faculty promotion. This is the first step in the Evaluation Committee's larger goal of reviewing promotion and equivalency policies to examine equity and opportunity

for faculty to move into the upper ranks, with a specific focus of examining the avenues of advancement for faculty who do not hold traditional Doctoral Degrees.

COLLEGE PRESENTATION

President Kurtinitis introduced Dean Jane Mattes, School of Business, Technology and Law, who spoke briefly about Edward Roberts, Technology Outreach Coordinator, who is retiring as of today, January 31. Mr. Roberts told the Board he has enjoyed his 15 years at CCBC, but at the same time looks forward to retirement.

President Kurtinitis asked Trustee Lopez to introduce Marielis Jerez-Dilone who is an 18-year-old student at CCBC majoring in Legal Studies. Marielis came to the attention of Trustee Lopez and President Kurtinitis as she is the recipient of the Baltimore Mayor's Office of Immigrant Affairs, 2023 Hispanic Heritage Emerging Leader Award. Marielis spoke briefly about her family and her time at CCBC.

President Kurtinitis introduced Vice President Westary and long-time donor to CCBC, Mr. Alvin Lloyd. Vice President Westary spoke about the many contributions that Mr. Lloyd has made to CCBC over the past 25 years, even buying books and lunches for students that were in need. To date, Mr. Lloyd has donated approximately \$1 Million to CCBC. Mr. Lloyd made some brief remarks, and when he was finished, presented President Kurtinitis with a \$25,000 check.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

BUDGET AND FINANCE COMMITTEE

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

Committee Chair Scheper reported that the Budget and Finance Committee approved items 1 through 2 on the Consent Agenda: (1) agenda for the Budget and Finance Committee meeting on January 31, 2024; (2) minutes from the Budget and Finance Committee meeting on November 29, 2023; (3) grants and gifts to CCBC; (4) fiscal and facility reports; (5) report on approved purchases of \$75,000 to \$149,999, and (6) personnel items. (Items 3-6 were included as informational items and do not require board approval.)

The Committee then voted to recommend approval of the FY 2023 Auditor's Report.

The Committee participated in a Work Session presented by President Kurtinitis and Vice President Hopp on the Proposed FY 2025 Operating Budget.

The Committee voted to recommend approval of the FY 2025 Capital Budget and FY 2026/2027 Capital Improvement Plan.

The Committee voted to recommend approval of the List of Contracts and Purchases over \$150,000.

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

- Consent Agenda items 1-2.
- Approval of FY 2023 Auditor's Report.
- Approval of FY 2025 Capital Budget and FY 2026/2027 Capital Improvement Plan.
- Approval of contracts and purchases over \$150,000.

Trustee Jackson made the motion. The motion was unanimously approved.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Board Chair Urbach asked Committee Chair Jackson to report on the Academic and Student Affairs Committee meeting.

Trustee Jackson reported that the Academic and Student Affairs Committee recommended adoption of items 1 and 2 on the Consent Agenda and minutes from the Academic and Student Affairs Committee meeting on November 29, 2023.

Chair Urbach asked for a motion to approve the following recommendations from the Academic and Student Affairs Committee:

- Consent Agenda items 1-2.

Trustee Eley made the motion. The motion was unanimously approved.

The Committee heard an update on Student Achievement and Success: Empowering Smiles, Transforming Lives, Granting Brighter Futures in Dental Hygiene Education. Dr. Jennifer Kilbourne, Assistant Vice President of Academic Affairs, introduced Dr. Diane Flint, Assistant Dean, School of Health Professions; Ms. Brionna Burris, Program Director, Dental Hygiene; Mrs. Luciana De Mello Marinho, Alumna, and Ms. Danesha McKoy, Student, spoke about their experiences in the Dental Hygienist Program.

OLD BUSINESS

Chair Urbach stated there was no Old Business to report.

NEW BUSINESS

The first item under New Business is the Recommendation to Rename the CCBC Catonsville M-Temp Building to the Facilities Operations Annex. The supporting documents are included in the Board packet as Exhibit D, pages 89 to 92. President Kurtinitis and Vice President Hopp spoke to the recommendation.

Chair Urbach asked for a motion and a second to approve renaming the CCBC Catonsville M-Temp Building to the Facilities Operations Annex. A motion was made by Trustee Riley and seconded by Trustee Scheper. The motion was unanimously approved.

The second item under New Business is the Recommendation to Approve Proposed Members of

the Ad Hoc Board of Trustees Policy Manual Review Committee. This Committee will be charged with overseeing a comprehensive review of the approximately eighty policies contained in CCBC's Policy Manual. The Ad Hoc Board of Trustees Policy Manual Review Committee consists of Trustee Riley, who will Chair the Committee, and Vice Chair O'Hare and Trustee Weinstein.

Chair Urbach asked for a motion and a second to approve the creation of the Ad Hoc Board of Trustees Policy Manual Review Committee and its members. A motion was made by Trustee Ross and seconded by Trustee Lopez. The motion was unanimously approved.

Chair Urbach announced the next Board of Trustees Meeting is scheduled for February 28, 2024, at the CCBC Catonsville Campus.

ADJOURNMENT

With no further business, Chair Urbach asked for a motion and second to adjourn the January 31, 2024, Board of Trustees Meeting. A motion was made by Trustee Forte and seconded by Trustee Carl. The meeting was adjourned at 8:11 p.m.

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

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