

**The Board of Trustees of the Community College of Baltimore County**  
*Meeting Minutes, February 17, 2019*

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, February 27, 2019 at 6:35 PM, on the Catonsville campus of the Community College of Baltimore County. The following Board members were in attendance: Board Chair Stephen J. Nolan; Trustees Gayle Adams; Michael Ertel; Gerald Gietka; James Gresham; Eugene Leitner; Mary Margaret O'Hare; Monzella Saunders-Owings; Gerard W. Wittstadt, Jr.; 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; and Jack McLaughlin, Interim Vice President of Instruction.

**INTRODUCTION**

Chair Stephen Nolan welcomed and thanked everyone for attending the February 2019 meeting of the Board of Trustees. He acknowledged the staff at CCBC Catonsville for hosting the meeting. He thanked the Mortuary Science Program Director, Mr. Brian Burke, for providing an informative pre-meeting tour for the trustees.

**CONSENT AGENDA**

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

1. Agenda for the Regular Session of the February 27, 2019 Board of Trustees Meeting
2. Minutes from the February 6, 2019 Regular Session of the Board of Trustees (rescheduled from January 29, 2019)

**REPORT OF THE BOARD CHAIR**

Chair Nolan announced that the 2019 President's Distinguished African-American Lecture Series, featuring Tarana Burke, will take place on Tuesday March 19<sup>th</sup> at the CCBC Essex Theater. Ms. Burke is the founder of the "me too." Movement. Trustees interested in attending should contact the President's Office.

Chair Nolan then announced that CCBC's Twelfth Annual Gala is Saturday, April 6<sup>th</sup>. Trustees interested in attending should contact the President's Office.

Chair Nolan announced that there has been a call for presentation by the Association of Community College Trustees (ACCT) for their upcoming Trustee Leadership Conference. The conference will take place on October 16-19, 2019, in San Francisco. Chair Nolan invited trustees who have suggestions about presentation topics to submit their recommendations to him or to the President's Office for consideration.

Chair Nolan mentioned that Vice President Kenneth Westary has begun working on an initiative to give trustees the opportunity to contribute to an academic excellence scholarship for local high schools, which he will review and discuss further with the President. This proposal was created

in response to Trustee Wittstadt's inquiry at the February 6 meeting. Chair Nolan stated that more information will be forthcoming.

Chair Nolan thanked Trustee Adams for attending the County Executive's Transition Team meeting on Tuesday, February 19<sup>th</sup>, and invited Trustee Adams to share some information about that event. Trustee Adams shared that she was impressed by the caliber of talent that participated in the Transition process, which was headed by the CEO of Baltimore Gas and Electric and the CEO of the Weinberg Foundation. Trustee Adams said that there were seven different teams that met over a ten-week period, all of whom put considerable thought and effort into their recommendations for the County Executive.

## **REPORT OF THE PRESIDENT**

### **Comments**

President Sandra Kurtinitis began by calling Trustees' attention to a few items at their places. From a list of Upcoming Events, President Kurtinitis highlighted the Emeritus Ceremony in May and Commencement in June. President Kurtinitis acknowledged Theresa Carr who is stepping down from her position of Dean of Enrollment Management. Ms. Carr had retired several years ago but returned to fill a vacancy for six months, which turned into two and half years. President Kurtinitis asked the Board and audience to help her thank Ms. Carr for her extended service. President Kurtinitis spoke about her participation in the Association of Community College Trustees National Legislative Summit, which was a very positive event for community colleges. President Kurtinitis shared two videos featuring CCBC's Dental Hygiene program. The first was an interdisciplinary collaboration between the Dental Hygiene, Interpreter Preparation, and Digital Media and Production to provide dental care to local deaf community members. The second was "Sealant Saturday," an event that was featured on local news Channel 2 (WMAR). President Kurtinitis invited Tonya Jeffries-Beatty, Director of the Dental Hygiene Program, to share some information about the program events. Ms. Jeffries-Beatty said that the students and community members all appreciated the special opportunities made available by those events.

### **Senate Report**

President Kurtinitis asked Senate Chair Heather Harris to report on the recent activity of the College Senate. Senate Chair Harris explained that her report was brief because of the short time that had elapsed from her previous Board meeting report in early February. She reported that the Senate continues to work on proposals concerning a number of issues and initiatives, including distance education, the faculty evaluation and promotion process, student course evaluations, faculty absence and leave reporting, and the Early College Access Programs.

### **College Presentation**

President Kurtinitis invited Vice President Richard Lilley and Interim Vice President Jack McLaughlin to introduce Diane Drake, Director of Admissions, Brian Hammond, Director of Early College Access Programs, Jean Ashby Dean of the School of Mathematics and Science, and Jaime Alvarez, Department Chair of Engineering. They presented information about Early College High School Partnerships. CCBC's Early College Access Programs provide dual enrollment opportunities for students so that they can begin earning college credits while attending high school. Students can use the college credits to meet high school requirements. Per the College Readiness and Completion Act of 2013, Baltimore County Public Schools pays 50% of the tuition for all high school students. In addition to the two Early College High Schools at Woodlawn and Dundalk, most Baltimore County Public Schools offer college classes on location.

### **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

### **ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

Board Chair Nolan asked Committee Chair 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. In addition, the Committee voted to recommend approval of FY2020 Sabbatical Leave Requests. The Committee then heard a report on Student Success 102 related to the college's participation and attendance at conferences.

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

- The Consent Agenda:
  1. Agenda for the February 27, 2019 Academic and Student Affairs Committee meeting.
  2. Minutes from the February 6, 2019 Academic and Student Affairs Committee meeting (rescheduled from January 29, 2019).

The motion was made by Trustee Ertel and seconded by Trustee Adams. The motion was unanimously approved.

### **BUDGET AND FINANCE COMMITTEE**

Chair Stephen Nolan asked Committee Chair Michael Ertel to report on the Budget and Finance Committee Meeting.

Trustee Ertel reported that the Budget and Finance Committee approved Items 1 through 5 on the Consent Agenda. In addition, the Committee voted to recommend approval of the FY2020 Operating Budget and FY2020 Tuition and Fee Schedule (first presented in work session at the February 6 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 Nolan asked for a motion to approve the action items outlined by Committee Chair Ertel. Those items included:

- The Consent Agenda:
  1. Agenda for the February 27, 2019 meeting;
  2. Minutes from the February 6, 2019 Budget and Finance Committee meeting (rescheduled from January 29, 2019);
  3. Grants and Gifts to CCBC
  4. Fiscal and Facility Reports
  5. Personnel Items
- Approval of the FY2020 Operating Budget and FY2020 Tuition and Fee Schedule

A motion was made by Trustee Gresham and seconded by Trustee O'Hare. The motion was unanimously approved.

### **OLD BUSINESS**

Under Old Business was a Recommendation to Approve a College Policy on the Prohibition of Weapons on Campus. This information was presented for First Reading at the February 6 Board of Trustees Meeting (rescheduled from January 29, 2019). Chair Nolan asked for a motion and a second to approve College Policy 7.13: Prohibition of Weapons on Campus. A motion was made by Trustee Wittstadt and seconded by Trustee Urbach. The motion was unanimously approved.

### **NEW BUSINESS**

Although there were no New Business items on the agenda, Trustee Wittstadt requested of the Chair the opportunity to propose two concepts: that the Board of Trustees open the meetings by reciting the Pledge of Allegiance, and that the Board increase the number of meetings held each year. He also inquired about CCBC developing a training program for leaders in Baltimore County. Chair Nolan indicated that those ideas could be discussed at a later meeting. Trustee O'Hare suggested that the appropriate time would be at a Board Retreat.

### **ADJOURNMENT**

With no further business, Chair Nolan asked for a motion and second to adjourn the February 27, 2019 Board of Trustees meeting. A motion was made by Trustee Saunders-Owings and seconded by Trustee Adams. The meeting adjourned at 7:52 PM.

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

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