

# **The Board of Trustees of the Community College of Baltimore County Meeting Minutes, January 29, 2020**

## **REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, December 4, 2019 at 5:26 PM on the Dundalk 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; James G. Gresham; Stephen J. Nolan; Mary Margaret O'Hare; Douglas B. Riley; 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 3-103 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.*

Chair Leitner stated that the Board expected to discuss:

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

The meeting would be closing to discuss these topics because:

- The discussion to be held is administrative in nature.
- The Board has determined to carry out certain administrative functions in a closed session, as allowed by law.

Chair Leitner asked for a second to his motion to enter into closed session. Trustee Adams 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 Wittstadt and seconded by Trustee O'Hare. The motion was unanimously approved, and the Board reentered the Public Session at 7:25 p.m. Chair Leitner welcomed and thanked everyone for attending the January 29, 2020 meeting of the Board of Trustees. He acknowledged the staff at CCBC Dundalk for hosting the meeting.

## **CONSENT AGENDA**

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

1. Agenda for the Regular Session of the January 29, 2020 Board of Trustees Meeting
2. Minutes from the December 4, 2019 Regular Session of the Board of Trustees
3. Minutes from the December 4, 2019 Executive Session of the Board of Trustees

## **REPORT OF THE BOARD CHAIR**

Chair Leitner thanked the President's Leadership Academy for joining him and the President for lunch that afternoon, as well as participating in the Board of Trustee meetings and dinner. He said it is refreshing for the trustees to have an opportunity to interact with faculty and staff representing a wide range of areas of the college. He then thanked trustees for their participation in the following events:

- Trustee Adams and Chair Leitner attended the President's Club Holiday reception at President Kurtinitis' home in December.
- Trustees Gietka, Riley and Urbach joined Chair Leitner in attending CCBC's Annual Legislative Luncheon at CCBC Essex on January 6<sup>th</sup>.
- Trustees Adams, Riley, Urbach, and Wittstadt joined Chair Leitner in attending the Maryland Association of Community Colleges (MACC) Trustee Leadership Conference on Monday, January 27<sup>th</sup> in Annapolis.

Chair Leitner invited the trustees who attended the MACC Trustee Leadership Conference to talk about their experiences. Trustee Wittstadt shared that it was an interesting experience for him to be on the lobby side in advocating for the college with the legislators. Trustee Riley stated that he would have liked to have stronger representation from the Baltimore County legislators but appreciated having the opportunity to interact with the ones who were there. Trustee Adams said that she found the legislative and legal updates provided by MACC before the reception to be interesting.

## **REPORT OF THE PRESIDENT**

### **Comments**

President Sandra Kurtinitis began by pointing out the items at trustees' places which included a calendar created by Professor Robert Creamer, Intimate Blooms; two promotional items from the School of Health Professions, one related to the Carol Diane Eustis Center for Health Professions and another featuring 58 Health Professions program offerings, both credit and noncredit. President Kurtinitis acknowledged Dr. Bradley Thompson, Assistant Professor of Horticulture, who brought flowers for the trustees. Dr. Kurtinitis also shared slides to highlight some Good News stories about the college. She shared a brief video entitled, CCBC...A Decade in Review, to look back over the college's accomplishments of the past decade. Dr. Kurtinitis thanked the Board Chair for the Interim approval to dedicate the CCBC Catonsville Quad in Dr. John "Mack" Kingsmore's name. She shared that the College Promise Scholarships have contributed to a 1% increase in the number of students attending full time; the College Promise students from the fall semester had an aggregate GPA of 3.16; and 80% of the College Promise students were

eligible to return from the fall to the spring semester, which is higher than the regular retention rate of 65%. Dr. Kurtinitis also thanked the group of College Promise Mentors, who have been instrumental in helping students. President Kurtinitis stated that the college received \$2M grants in each of 3 consecutive months: a \$1.9M Department of Labor Apprenticeship Grant, a \$2.2M United States Department of Education Title III Grant “Pathways to the Future,” and a \$2M Andrew Mellon Foundation “Humanities for All” Grant. President Kurtinitis also mentioned that Dr. Joaquin G. Martinez will be our new Provost and Vice President of Instruction and will be joining the college on July 1, 2020. President Kurtinitis also shared some information regarding CCBC’s Legislative Priorities; the college is hoping to keep the original Cade formula in place, moving from the 23¢ for every dollar the university system receives to 25¢.

### **Retiree**

President Kurtinitis invited Dean Timothy Davis to speak about retiree Regina Shea’s 30 years of service to the college. Dean Davis shared that Ms. Shea’s superior pedagogical and organizational skills were valued by her students, and her sections of Principles of Accounting I II and Computerized Accounting always filled quickly. She was selected as the 2012 recipient of the Accreditation Council for Business Schools and Programs (ACBSP) Region 2 Teaching Excellence Award. Ms. Shea embraced online learning early on and continually updated her online courses with additional digital learning tools. Her efforts were instrumental in offering a fully online accounting degree and certificate programs. She was also fully engaged with the adjunct faculty and shared her syllabi, assignments and projects with them. As a Coordinator, she also assisted with the preparation of new program proposals. Dean Davis stated that it has been a pleasure to have Ms. Shea as a colleague on the Essex campus over many years and thanked her for her service and commitment. Ms. Shea said that she will miss teaching and has enjoyed her time with the college.

### **Senate Report**

President Kurtinitis asked Senate Chair Kristin Duckworth to report on the recent activity of the College Senate. Ms. Duckworth reported that the Academic Standards Committee proposed an increase in the required minimum usage of the Learning Management System for the instructors of all credit courses and courses which lead to an external certification. This proposal was passed by the College Senate, approved by senior leadership, and will be in effect in Fall of 2021. The College Environment, Student, and Community Affairs Committee has created a survey regarding the timing of Spring Break, to be administered in February to both students and faculty. The Curriculum and Instruction Committee continues to conduct course reviews, and the Evaluation Committee continues to work on proposals related to faculty evaluation and promotion. In addition, the Professional Affairs Committee forwarded a proposal to modify some of the specific details about faculty use of leave. Ms. Duckworth also reported that members of the Executive Committee of the College Senate met with the deans of the academic schools and the online program leadership in late December, a now annual meeting that facilitates positive communication channels between the College Senate and administrators.

### **College Presentation**

President Kurtinitis invited Vice President Kenneth Westary, along with CCBC Foundation Chair Michael Carper, to present their annual CCBC Foundation Report. The CCBC Foundation is an affiliated 501(c)(3) nonprofit corporation established in 2005 to provide external funding

support for the college. This group seeks contributions from alumni, local businesses, corporations, employees, foundations and individuals to support student scholarships, cultural and curriculum development, facilities and equipment needs, and other programs and activities that benefit the college. Foundation assets have grown from \$743,717 in FY2009 to \$1,999,371 in FY2019. The Foundation plans to launch its 2<sup>nd</sup> Comprehensive Campaign to support CCBC's institutional priorities; the campaign will run from FY2020 to FY2025, with a goal of raising \$51M. The Foundation will hold its 13<sup>th</sup> Annual Gala on Saturday, April 4, 2020 at Martin's West in Woodlawn.

## **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

## **BUDGET AND FINANCE COMMITTEE**

Chair 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. Agenda for the January 29, 2020 Budget and Finance Committee Meeting
2. Minutes from the December 4, 2019 Budget and Finance Committee Meeting
3. Grants and Gifts
4. Fiscal and Facility Reports
5. Personnel Items

Committee Chair Adams then noted that the Committee heard information about the FY2019 Auditor's Report, presented by Vice President Hopp, and voted to accept the report. The Committee then voted to recommend approval of the FY2021 Capital Budget and FY2022/FY2023 Capital Improvement Plan (first presented for information at the December 4, 2019 Board meeting). The Committee also participated in a Work Session for the Proposed FY2021 Operating Budget, which was presented for information; the Proposed FY2021 Operating Budget will be presented for approval at the February Board of Trustees meeting. Finally, the Committee voted to recommend for approval 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 Committee Chair Adams. Those items included:

- The Consent Agenda items 1 through 5
- Acceptance of the FY2019 Auditor's Report
- Approval of the FY2021 Capital Budget and FY2022/FY2023 Capital Improvement Plan
- Approval of the list of 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.

## **ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

Board Chair Leitner asked Trustee 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 and 2 on the Consent Agenda. These included:

1. Agenda for the January 29, 2020 Academic and Student Affairs Committee meeting.
2. Minutes for the December 4, 2019 Academic and Student Affairs Committee meeting.

The Committee then voted to recommend two new programs and two program revisions for approval as follows:

New Programs:

- Building Automation Systems Certificate
- Sports Management Area of Concentration in the Associate of Arts in Humanities and Social Sciences Degree

Program Revisions:

- Aircraft Dispatcher Associate of Applied Science Degree
- Computed Tomography (CT) Certificate

In addition, the Committee heard an update on Student Success 201 regarding the College Promise Scholarship Mentoring Initiative.

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

- Consent Agenda items 1 and 2
- Approval of two new programs and two program revisions for approval as follows:
  - New Programs:
    - Building Automation Systems Certificate
    - Sports Management Area of Concentration in the Associate of Arts in Humanities and Social Sciences Degree
  - Program Revisions:
    - Aircraft Dispatcher Associate of Applied Science Degree
    - Computed Tomography (CT) Certificate

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.

## **NEW BUSINESS**

Under New Business, information was provided about an Interim Board Approval of a Naming Opportunity.

## **ADJOURNMENT**

With no further business, Chair Leitner asked for a motion and second to adjourn the January 29, 2020 Board of Trustees meeting. A motion was made by Trustee Nolan and seconded by Trustee Adams. The meeting adjourned at 8:27 PM.

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

:sdb