

**The Board of Trustees of the Community College of Baltimore County**  
*Meeting Minutes, September 25, 2019*

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, September 25, 2019 at 5:37 PM on the Catonsville campus of the Community College of Baltimore County. The following members of the Board were in attendance: Board Chair Gene J. Leitner; Vice Chair James G. Gresham; Trustees Gayle Adams; Wayne McDowell; Stephen J. Nolan; 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; and Ken 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 discuss 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 McDowell and unanimously approved. The Trustees entered into the Closed Session at 5:42 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 Adams and seconded by Trustee Nolan. The motion was unanimously approved, and the Board reentered the Public Session at 7:13 p.m. Chair Leitner welcomed and thanked everyone for attending the September 2019 meeting of the Board of Trustees. He acknowledged the staff at CCBC Catonsville for hosting the meeting. Chair Leitner announced the appointment of a new Trustee who was unable to be there, Mr. Douglas Riley.

**CONSENT AGENDA**

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

1. Agenda for the Regular Session of the September 25, 2019 Board of Trustees Meeting
2. Minutes from the June 12, 2019 Regular Session of the Board of Trustees
3. Minutes from the June 12, 2019 Executive Session of the Board of Trustees

## **REPORT OF THE BOARD CHAIR**

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

- Trustees Adams, O’Hare, and Wittstadt joined Chair Leitner in attending the Topping Off Ceremony for the Eustis Center for Health Professions on July 2<sup>nd</sup> at CCBC Essex.
- Trustees O’Hare and Riley joined Chair Leitner in attending the Orientation for New Trustees and Foundation Directors on September 17<sup>th</sup> at CCBC Essex.
- Trustees Nolan and Urbach joined Chair Leitner in attending the Board of Trustees Foundation Appreciation Event and Social Mixer on September 19<sup>th</sup> at CCBC Catonsville.

Chair Leitner then reminded trustees to complete and turn in their Conflict of Interest Statements, included inside the front cover of their binders.

## **REPORT OF THE PRESIDENT**

### **Comments**

President Kurtinitis pointed out the materials at Trustees’ places, including a list of Upcoming Events. President Kurtinitis invited Trustees to attend the Retiree Luncheon on October 22<sup>nd</sup> at Martin’s East. She also encouraged them to attend the Great Gatsby Extravaganza on September 28<sup>th</sup> at the CCBC Catonsville Hilton Center. Items at their places also included a copy of the college’s new **Strategic Plan for FY2020-FY2022: Rethink What’s Possible**; the Maryland Association of Community Colleges (MACC) Annual Report; and a copy of **Threads from the Refugee Crisis**, the Community Book Connection title for this academic year. The Community Book Connection selection is part of a college-wide initiative in which activities across the college focus on a specific book each year.

President Kurtinitis then shared slides providing news about the college, including photos of three special events: the Board of Trustees Foundation Appreciation Event, the Alumni Crab Fest, and the Athletics Hall of Fame Event. She also shared a video of the Topping Off Ceremony for the Carol Diane Eustis Center for Health Professions on July 2<sup>nd</sup>. President Kurtinitis shared a photo of three College Promise students from last year and acknowledged that staff in the Financial Aid and Registrar offices have worked together to turn this year’s College Program into a success: 418 Baltimore County Promise students; 162 Maryland Promise students; 54 Presidential Scholars; and 60 France Merrick Scholars. All of these students are on full scholarships to attend full time. President Kurtinitis shared information about 3 special grant awards: a \$1M Ratcliffe Foundation Grant to expand the Center for Business Innovation; \$998,000 from the National Science Foundation to Support STEM Scholarships; and a \$1.9M

Department of Labor Apprenticeship Grant. President Kurtinitis ended her presentation by sharing a video the CCBC's Baltimore Symphonic Band on their European tour.

### **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 College Senate work had already begun for the 2019-2020 academic year. Ms. Duckworth reported that the Academic Standards Committee will continue its work on creating and updating policies related to digital and online learning. CESCO (the College Environment, Student, and Community Affairs Committee) is reviewing the timing of Spring Break to assess the effectiveness of the current practice of mirroring the timing of Baltimore County Public Schools Spring Break. In this model the 10-day break often falls too close to the end of the spring semester, creating considerable pressure on students at semester's end. In addition, other College Senate committees will be conducting 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 Caroline Scott, Dean of Student Life, Scott Eckhardt, Director of Student Conduct and Title IX, and Lori Meehan, Student Conduct Administrator, to present information about CCBC CARES: Campus Assessment Response and Education: Behavioral Intervention/Threat Assessment Team. While not all violence in higher education can be predicted and mitigated, history has demonstrated that schools can gather and analyze available information to make a multi-discipline decision regarding threats, risks, and mitigation strategies. CCBC's CARE team has been created for that purpose. In order to mitigate risk, it is important to identify possible harm early and work to reduce further escalation. CCBC's CARE team is multi-disciplinary with diverse membership. When a report is received, initial triage determines whether an immediate call to police or Baltimore County Crisis is needed; for example, if a student is actively suicidal the Crisis Center would be called. All reports that are not imminent threats are assessed using the NaBITA risk rubric, which scales risk as mild, moderate, elevated, or critical. Once the risk level is assessed, appropriate interventions are identified. In 2018 the United States Secret Service and Department of Homeland Security published a guide to preventing targeted school violence. The process used by our CARE team has been recognized as best practice by the Secret Service.

## **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

## **BUDGET AND FINANCE COMMITTEE**

Chair Gene 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 September 25, 2019 Budget and Finance Committee meeting;

2. Minutes from the June 12, 2019 Budget and Finance Committee meeting;
3. Grants and Gifts to CCBC
4. Fiscal and Facility Reports
5. Personnel Items

Committee Chair Adams noted the Committee then voted to recommend the following for approval:

- Revision to the FY2020 Capital Budget
- Revision to the FY2020 Operating Budget
- A “Border State” Tuition Change
- The list of Contracts and Purchases over \$75,000 presented by Vice President Melissa Hopp.

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

- Consent Agenda Items 1 through 5
- Revision to the FY2020 Capital Budget
- Revision to the FY2020 Operating Budget
- A “Border State” Tuition Change
- Approval of the Contracts and Purchases over \$75,000, which were presented by Vice President Hopp

The motion was made by Trustee Gresham and seconded by Trustee Urbach. The motion was unanimously approved.

## **ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

Board Chair Leitner asked Trustee James Gresham to report on the Academic and Student Affairs Committee Meeting in Committee Chair O’Hare’s absence.

Trustee Gresham reported that the Academic and Student Affairs Committee recommended adoption of Items 1 through 3 on the Consent Agenda. These included:

1. Agenda for the September 25, 2019 Academic and Student Affairs Committee meeting;
2. Minutes from the June 12, 2019 Academic and Student Affairs Committee meeting;
3. The FY2020 Summer and Fall Enrollment Report (provided as an information item)

Trustee Gresham reported that the Committee then voted to recommend submission of the 2019 of the Institutional Performance Accountability Report to the Maryland Higher Education Commission (MHEC). Finally, the Committee heard a report on Student Success 201, regarding the Honors Program and the Humanities for All Initiative.

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

- Consent Agenda Items 1 through 3.
- Approval to submit the 2019 Institutional Performance Accountability Report to the Maryland Higher Education Commission (MHEC).

A motion was made by Trustee Wittstadt and seconded by Trustee Urbach. The motion was unanimously approved.

### **NEW BUSINESS**

Under New Business, President Kurtinitis and Vice President Hopp provided information about a proposed amendment to Board Policy 4.14: Policies Regarding Tuition Waivers. The amendment was presented for First Reading, and will be submitted for approval at the November 20, 2019 Board of Trustees Meeting.

### **ADJOURNMENT**

With no further business, Chair Leitner asked for a motion and second to adjourn the September 25, 2019 Board of Trustees meeting. A motion was made by Trustee Urbach and seconded by Trustee Adams. The meeting adjourned at 8:05 PM.

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

:sdb

