

**The Board of Trustees of the Community College of Baltimore County**  
*Meeting Minutes, January 27, 2021*

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, January 27, 2021 at 6:05 PM on the Essex campus of the Community College of Baltimore County. The following members of the Board were in attendance, in person or virtually, via Microsoft Teams (indicated in parentheses): Board Chair Gene J. Leitner; Vice Chair James Gresham (virtually); Trustees Gayle Adams (virtually); Kimberly Carl; Gerald Gietka (virtually); Paulette Hammond; Mary Margaret O'Hare (virtually); Douglas B. Riley (virtually); Richard Scheper; Daryl Sidle (virtually); 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; Joaquín Martínez, Provost and 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 3-305, 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.*

Chair Leitner stated that the Board expected to discuss the Board of Trustees Self-Assessment Process and updates relating to two personnel issues. The Chair's motion was seconded by Trustee Carl and unanimously approved. The Trustees entered into the Closed Session at 6:07 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 Hammond and seconded by Trustee Urbach. The motion was unanimously approved, and the Board reentered the Public Session at 7:19 p.m. Chair Leitner welcomed and thanked everyone for attending the January 27, 2021 meeting of the Board of Trustees. He acknowledged the staff at CCBC Essex as well as Information Technology Staff for hosting the meeting.

**CONSENT AGENDA**

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

1. Agenda for the Regular Session of the January 27, 2021 Board of Trustees Meeting
2. Minutes from the November 18, 2020 Regular Session of the Board of Trustees
3. Minutes from the November 18, 2020 Executive Session of the Board of Trustees

### **REPORT OF THE BOARD CHAIR**

Chair Leitner thanked trustees for their participation in the following events:

- Trustees Adams, Gresham, Hammond and Scheper joined Chair Leitner in attending the President's Club Virtual Holiday Reception in December.
- Trustees Adams, Carl, Hammond, Jackson, Riley, and Urbach joined Chair Leitner in attending the Maryland Association of Community Colleges Virtual Trustee Leadership Conference on January 25.
- Chair Leitner announced that Trustees O'Hare and Hammond have volunteered to serve as Trustee Representatives on the President's Diversity, Equity and Inclusion Advisory Council. Chair Leitner invited Trustees O'Hare and Hammond to report on their work for the Advisory Council. Trustee Hammond shared that there are plans to expand the Male Student Success Initiative (MSSI), an effort led by Vice President Westary. Trustee O'Hare shared that she was impressed with the conversations taking place in the chat function of the meeting in addition to the discussions and presentations. Trustee O'Hare stated that Vice President Westary is in a unique position to lead the expansion of MSSI because of his connection to the CCBC Foundation and community outreach.
- Chair Leitner asked Trustees Adams and Scheper for an update on their participation in the Middle States Accreditation Committee: Standard VII process. Trustee Adams reported that the Standard VII Committee consensus is that they have the evidence they need to share with Middle States surveyors; they are in the process of reviewing that information to begin drawing conclusions. Trustee Scheper added that we are at the point in the conclusion step where each individual criteria is matched to specific pieces of evidence; he appreciates that the committee is very well organized with their process.

Chair Leitner reported that he and Vice Chair Gresham were interviewed by members of the Middle States Standard VII Committee in early January. Trustee Gresham stated that the interview process provided them with the opportunity to share their experience serving on the Board and how policy is set. He enjoyed being able to share many of the accomplishments of the Board with the interviewers.

Chair Leitner reported that he and President Kurtinitis met with County Executive Olszewski to share the good news of CCBC's approach to remaining open in the Fall Semester for students who needed on-site instruction and to review CCBC's county budget requests. Chair Leitner said the overall sense is that the County Executive supports CCBC and appreciates the work we do, but this particular budget cycle is a difficult one for the local and state governments.

Chair Leitner reminded trustees that requests for financial disclosure forms for 2020 will be coming from both the state and the county. If trustees complete the State Financial Disclosure Form first, they can save the completed form and email it to Baltimore County, which will accept it in lieu of their own online form.

## REPORT OF THE PRESIDENT

### Comments

President Kurtinitis began by sharing good news and college updates. Dr. Kurtinitis shared a slide showing our support for students during the Fall Semester; we had 80% of students attending remotely and 20% attending in-seat. The college built safety protocols to support on-site instruction and applied enhanced technology training and support for remote instruction. Last March, when the college went dark, we had 4200 withdrawals out of an enrollment of 17,000 credit students. When the COVID spike hit this past November and faculty had to improvise to continue to support on-site students, the number of COVID-based withdrawals was only 231. As the college moves into the Spring Semester, the on-site/remote ratio expands to 30% in-seat and 70% remote. CCBC students received a heightened level of financial support through the college's "Attend CCBC Tuition-Free" campaign. Eighty-one percent of credit students and 52% of non-credit students received full or partial coverage of tuition and fees. The college also kept all employees on the payroll and built safety protocols to enable employees to deliver on-site instruction and services. CCBC received \$9.8M in CARES Act Funding, which included \$5.9M in Student Aid and \$3.9M for Institutional Support. Governor Hogan's Emergency Education Relief (GEER) Fund provided CCBC with \$1.4M in July 2020 and \$1.1M in January 2021 to support short-term workforce credentials. Dr. Kurtinitis also shared CCBC's FY2022 Legislative Priorities:

- Priority #1:** Reinstate Legislative Approved FY2021 Operating Budget (\$49M)
- Priority #2:** Support the Community College FY2022 Capital Budget
- Priority #3:** Support Community College Facilities Renewal Grant (\$4M)
- Priority #4:** Restore funding for Maryland's College Promise Scholarship and approve local distributions (\$15M)
- Priority #5:** Support no additional tuition waivers unless compensation is provided for both new and existing waiver program (Waivers cost CCBC \$15.6M/year)

For every \$1 the universities receive, community colleges get 25¢.

President Kurtinitis announced that Vice President Richard Lilley will be retiring April 1. She then played a recording of student Rama Sawalhi addressing the attendees at the Maryland Association of Community Colleges Virtual Trustee Leadership Conference on Monday, January 25. She then invited Ms. Sawalhi to speak to the trustees. Ms. Sawalhi expects to graduate in the Spring Semester 2022 from the Human Services Counseling program. Chair Leitner thanked her for her attending the meeting and wished her well in her endeavors.

### Senate Report

President Kurtinitis asked Senate Chair Kristin Duckworth to share information about the College Senate's recent activities. Chair Duckworth reported that both the standing committees and the full College Senate are continuing to meet and work remotely. She explained that the College Environment, Student, and Community Affairs Standing Committee is working on a college-wide survey regarding shared governance at CCBC as a follow-up to a similar survey that was conducted in 2016/2017. This survey is a component of the ongoing Middle States Re-accreditation Self-Study process. On January 12, the Executive Committee of the Senate met with the six academic deans, the provost, and members of the Office of Instruction leadership

team to discuss ongoing issues and to agree on priorities for the upcoming year. Such a meeting has become an annual event and increases collegiality and cooperation between the Senate and academic leaders. As a result of the discussions in this meeting, Provost Martinez has agreed to regularly meet with the Senate Executive Committee to work on resolving some policy proposals that were passed by the Senate but are not yet approved by senior administration.

### **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 revenue has grown a total of \$22.5M from FY2010 to FY2020, with foundation assets increasing by 140% during that time period. The Foundation has launched its second comprehensive campaign to support CCBC's institutional priorities; the campaign will run from FY2020 to FY2025, with a goal of raising \$50M. The Foundation will hold its 14<sup>th</sup> annual gala, "Stronger Together: Connecting Community, Home and Classroom" in virtual format on Saturday, April 24, 2021.

### **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

### **BUDGET AND FINANCE COMMITTEE**

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

Trustee Urbach reported that the Budget and Finance Committee approved Items 1 through 5 on the Consent Agenda. These included:

1. Agenda for the January 27, 2021 Budget and Finance Committee meeting
2. Minutes from the November 18, 2020 Budget and Finance Committee meeting
3. Grants and gifts
4. Fiscal and facility reports
5. Personnel items

Committee Chair Urbach then reported that the Committee voted to recommend acceptance of the FY2020 Auditor's Report. The Committee also voted to recommend approval of the FY2022 Capital Budget and FY2024/2027 Capital Improvement Plan (first presented for information at the November 2020 Board of Trustees meeting). The Committee then participated in a work session for the Proposed FY2022 Operating Budget, which was presented for information. The Committee will vote on approval at the February 2021 meeting. Vice President Melissa Hopp gave a report on CCBC's cybersecurity preparedness. Finally, the Committee voted to recommend for approval the list of Contracts and Purchases over \$75,000, which Vice President Melissa Hopp presented.

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

- The Consent Agenda Items 1 through 5
- Acceptance of the FY2020 Auditor's Report
- Approval of the FY2022 Capital Budget and FY2023/FY2027 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 Committee Chair Mary Margaret 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 27, 2021 Academic and Student Affairs Committee meeting.
2. Minutes for the November 18, 2020 Academic and Student Affairs Committee meeting.

In addition, the Committee heard an update on Student Success 201 regarding College and Community Outreach Services.

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

Chair Leitner asked for a motion to accept the Committee's recommendation. (No second is needed for a Committee recommendation.) Trustee Urbach made the motion. The motion was unanimously approved.

### **ADJOURNMENT**

With no further business, Chair Leitner asked for a motion and second to adjourn the January 27, 2021 Board of Trustees meeting. A motion was made by Trustee Carl and seconded by Trustee Scheper. The meeting adjourned at 8:24 PM.

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

:sdb

