

The Board of Trustees of the Community College of Baltimore County

Draft Meeting Minutes, April 28, 2021

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session at 7:30 p.m. Wednesday, April 28, 2021 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, Kimberly Carl, Gerald Gietka (virtually), Paulette Hammond, Mary Margaret O'Hare, Douglas B. Riley, Richard Scheper, Daryl Sidle (virtually), J. D. Urbach, and Gerard Wittstadt Jr. Also present were Sandra L. Kurtinitis, president; 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 County. 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 a personnel issue. The chair's motion was seconded by Trustee O'Hare and unanimously approved. The trustees entered into the closed session at 5:54 p.m.

INTRODUCTION

Upon returning from the closed session, Chair Leitner welcomed everyone 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 Carl. The motion was unanimously approved, and the board reentered the public session at 7:30 p.m. Chair Leitner welcomed and thanked everyone for attending the April 28, 2021 meeting of the Board of Trustees. He thanked staff and the Information Technology department for providing support for the virtual meeting format.

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 April 28, 2021 Board of Trustees meeting.
2. Minutes from the February 24, 2021 regular session of the Board of Trustees.
3. Minutes from the February 24, 2021 executive session of the Board of Trustees.

REPORT OF THE BOARD CHAIR

Chair Leitner informed trustees that Sheila Brandenburg was leaving CCBC, and that Gail Rossmark has accepted the position of assistant to the Board of Trustees and begins May 3, 2021.

Trustees Adams and Scheper represent the board on the Middle States Self-Study Committee on Governance: Standard VII. Chair Leitner invited them to provide an update to the board. Trustee Scheper reported that the subcommittee has completed its work. After a few reviews, the document is being edited to produce a final draft report is expected by the end of May 2021. Trustee Adams indicated that at the board retreat one of the agenda items would be to do the board self-assessment, which is an important piece of the college governance process; she encouraged everyone to attend on May 11, 2021.

Trustees O'Hare and Hammond represent the board on the President's Diversity, Equity and Inclusion Advisory Council. Chair Leitner asked them to provide an update to the board. Trustee Hammond gave a brief summary and advised that these meetings are recorded and shared with the college community.

Chair Leitner announced the Board of Trustees retreat would take place at 5:30 p.m. Tuesday, May 11, 2021 at CCBC Essex in the Eustis Center, Room 135. He also announced that CCBC's Commencement takes place Saturday, June 5, 2021 as a virtual event. Vice Chair Gresham will bring greetings to the graduates on behalf of the Board of Trustees.

REPORT OF THE PRESIDENT

Comments

President Sandra Kurtinitis thanked the Board of Trustees on behalf of all faculty and staff at CCBC for the bonus included in their April paychecks. The president noted that across the nation, 650,000 higher education employees at every level have either been furloughed, retrenched, or laid off. This is not happening at CCBC. We appreciate the commitment the board has made to support employees who work tremendously hard.

Once again, the college held a virtual gala this year. She acknowledged Vice President Ken Westary and his team for their work, which raised \$200,000. She will send the link to event photographs to the board.

Dr. Kurtinitis reported that Dr. Joy Gates Black, president of Delaware Community College, will lead CCBC's Middle States evaluation team in March 2022. She asked the board to mark their calendars as their participation will be required at some of these events.

Dr. Kurtinitis reported that CCBC's chief information officer, Craig Klimczak, submitted CCBC's opening plan to a competition held by Ellucian, one of the college's technology partners. CCBC was one of six institutions selected to receive the award out of 136 submissions for both innovation and digital transformation.

Dr. Kurtinitis referred to the summary of the legislative session, which produced several positive achievements for community colleges with bipartisan support. The \$10 million in operating funds lost last June has been restored by both state and county. The CADE formula will be funded at 27% this year, i.e., community colleges receive 27 cents for every \$1 the university

receives. CCBC's FY 2022 capital budget requests have been funded, and the college will also participate in this year's Facilities Renewal Grant of \$4 million. We will use our share to pave sections of CCBC Essex campus roadways.

After eight years, Dr. Kurtinitis reported that the Collective Bargaining Bill passed this year. Maryland State Senators Delores Kelley, chair of the Senate Finance Committee, and Katherine Klausmeier arranged an opportunity for the community college presidents and union representatives to meet as the bill went forward. Collective bargaining will be effective September 1, 2022 and will limit the number of unions to four.

Legislation was also proposed to create a pilot program to encourage seniors graduating from public high schools to complete the FAFSA to gain access to Pell Grants and loans. The Maryland College Promise Grant was fully funded this year and allows full-time students to attend for a full tuition waiver.

Dr. Kurtinitis reported that the K-12 Kirwan Bill was funded for the coming year and a portion will impact community colleges with Career and Technical Education programs. CCBC now has two P-Tech schools: Dundalk High School (technology) and Owings Mills High School (manufacturing). The president has been invited by the Governor's Workforce Board to sit on the CTE Oversight Board, a great opportunity to lobby for the needs of community colleges.

Senate Report

President Kurtinitis asked Senate Chair Kristin Duckworth to share information about the College Senate's recent activities. Chair Duckworth reported that at the April 19 meeting of the College Senate, senators approved a new promotion policy for faculty members. Also, effective for the 2021-2022 academic year, the following policies have now been approved by the president and CCBC senior staff:

- A requirement to make the class syllabus available to students one week prior to the start of classes, through the Learning Management System.
- A policy setting a maximum class size of 30 students for classes taught in a remote synchronous modality via Teams or Zoom.
- At the president's request, the Academic Standards Committee has been working hard to finalize an Academic Forgiveness Policy. The committee expects to have a proposal to the Executive Committee by May 3 to bring before the Senate during the May 17 meeting.
- Members of the College Environment and Student and Community Affairs Committee are preparing a survey of shared governance to be administered to all CCBC employees and students.

College Presentation

President Kurtinitis invited Vice President Kenneth Westary, along with Jeffrey Wright, program coordinator of the Male Student Success Initiative, and Elijah Coleman, an MSSSI student, to give a presentation on CCBC's reenergized Male Student Success Initiative. They offered a high-level review of the revised program, which began in 2010 as a means of providing men of color with academic, social and emotional community development. An important component of this program is a dedicated mentor for students.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Chair Leitner 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 and 2 on the consent agenda. These included:

1. Committee meeting agenda.
2. Minutes from the February 24, 2021 Academic and Student Affairs Committee meeting.

Trustee O'Hare reported that the committee then voted to recommend approval of the president's nominations of retirees to emeritus status. A report on Student Success 201, describing that CCBC's Phi Theta Kappa Honor Society chapters play in advancing student engagement and success, was presented.

Chair Leitner asked for a motion to accept the action items outlined by Trustee O'Hare. (No second is required to approve a committee recommendation.) Those items included:

- Consent agenda items 1 and 2.
- Emeritus nominations.

A motion was made by Trustee Urbach. (No second is required to approve a committee recommendation.) The motion was unanimously approved.

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 recommended adoption of items 1-5 on the consent agenda. (Items 3 through 5 were included as information items and do not require Board approval.) These include:

1. Committee meeting agenda (revised).
2. Minutes from the February 24, 2021 Budget and Finance Committee meeting.
3. Grants and gifts.
4. Fiscal and facility reports.
5. Personnel items.

Trustee Urbach reported that the committee voted to accept approval of the FY 2020 single audit report from CliftonLarsonAllen. The committee voted to approve the engagement of CliftonLarsonAllen to conduct the audit of our FY 2021 financial statements. The committee heard an update on the FY 2022 operating and capital budgets. The committee voted to extend the FY 2020-FY 2022 Strategic Plan for one year, through FY 2023. The committee voted to recommend approval of First Day Fees for Fall 2021. Finally, the committee voted to recommend for approval the list of contracts and purchases over \$75,000, which Vice President Melissa Hopp presented.

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

- Consent agenda items 1-5.
- Acceptance of the FY 2020 Single Audit Report.
- Engagement of CliftonLarsonAllen to conduct the audit of our FY 2021 financial statements.
- Extension of the FY 2020-FY 2022 Strategic Plan for one year, through FY 2023.
- Approval of First Day Fees for Fall 2021.
- Approval of contracts and purchases over \$75,000, presented by Vice President Hopp.

The motion was made by Trustee O'Hare. (No second is required to approve a committee recommendation.) The motion was unanimously approved.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Under new business, Chair Leitner appointed the following trustees to two ad hoc committees:

- Ad Hoc Nominating Committee for 2021-2022: Chaired by Trustee Leitner, including Trustees Adams, Hammond, Jackson, Riley, Scheper and Sidle.
- Ad Hoc President's Performance Review Committee for 2021-2022: Chaired by Vice Chair Gresham, including Trustees Carl, Gietka, O'Hare, Saunders-Owings, Urbach and Wittstadt.

ADJOURNMENT

With no further business, Chair Leitner asked for a motion and second to adjourn the April 28, 2021 Board of Trustees meeting. A motion was made by Trustee Hammond and seconded by Trustee Riley. The meeting adjourned at 8:35 p.m.

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

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