

The Board of Trustees  
of the  
Community College of Baltimore County

Minutes

June 16, 2021

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, June 21, 2021 at 5:53 p.m. on the Essex campus of the Community College of Baltimore County. The following members of the board were in attendance: Board Chair Eugene Leitner and Trustees Gayle Adams, Kimberly Carl, Gerald Gietka, James Gresham (virtually); Paulette Hammond, Mary Margaret O'Hare, Douglas Riley, Monzella Saunders-Owings, Richard Sheper, Daryl Sidle, J. D. Urbach, and Gerard W. Wittstadt Jr. Also present were Sandra L. Kurtinitis, president; Melissa Hopp, vice president of Administrative Services; Joaquin Martinez, provost and vice president of Instruction; Michael Netzer, interim vice president of External Outreach Initiatives, 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 purpose:

*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 would discuss the president's performance evaluation, and it was necessary to close the meeting because public discussion of any personnel matter violates the privacy of the individual. The chair's motion was seconded by Trustee Gietka and unanimously approved. The Trustees entered into the closed session at 5:55 p.m.

**INTRODUCTION**

Upon returning from the closed session, Chair 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 O'Hare. The motion was unanimously approved, and the board reentered the public session at 7:41 p.m. Chair Leitner welcomed and thanked everyone for attending the June 2021 meeting of the Board of Trustees. He acknowledged the staff and the Technology Department at CCBC Essex for hosting the meeting.

**CONSENT AGENDA**

Chair Leitner asked for a motion and a second to approve the consent agenda. A motion was made by Trustee Carl and seconded by Trustee Gietka. The motion was unanimously approved. The following items were adopted:

1. Agenda for the regular session of the June 16, 2021 Board of Trustees meeting.
2. Minutes from the April 28, 2021 regular session of the Board of Trustees.
3. Minutes from the April 28, 2021 executive session of the Board of Trustees.

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

Chair Leitner presented Stephen Nolan, former chair and board member, with the title of Trustee Emeritus and with a gift on behalf of the board. Mr. Nolan was appointed to serve on CCBC's Board of Trustees in 2009 and served faithfully for 11 years, holding the position of chair from February 2016 to June 2019.

Chair Leitner announced that the ACCT Leadership Congress will be held October 13-16, 2021 in San Diego, California. Trustees who are interested in attending should contact Gail Rossmark at President Kurtinitis' office.

### **REPORT OF THE PRESIDENT**

#### Comments

President Sandra Kurtinitis called trustees' attention to the items at their places. This included the latest issue of the *Association of Community College Trustees Quarterly, Spring 2021*, "The Secret's Out" (ACCT magazine), which includes information regarding the upcoming October 2021 Leadership Congress. CCBC will be able to send five trustees to this conference; the President's office will prepare a proposal for the trustees to present at the conference. Dr. Kurtinitis also noted that the CCBC 2020-2021 Quick Facts will be updated later this year.

On May 3, 2021, Dr. Miguel Cardona, United States Secretary of Education, visited the college's Automotive program laboratory as prelude to his discussion of President Biden's proposal for America's College Promise. Senator Chris Van Hollen also visited CCBC, arriving at the Dundalk campus on June 3, 2021 to review CCBC's workforce programming at that site. He also visited CCBC's Tradepoint Atlantic CDL Training site, actually driving one of the tractor-trailers.

CCBC's June 5, 2021 virtual commencement held several highlights. Daniel Harrison, this year's President's Distinguished Graduate, delivered the commencement speech. A top student leader, he will transfer to Morgan State University. Two women who each began their CCBC journey 30 years ago received their AA degrees: Lori Singer, a CCBC employee, and Lisa Hresko. Also, 28 students who enrolled as freshmen in CCBC's Early College Access Program at Woodlawn High School graduated with both their diploma and A.A. degree. Two special stars were Hanna Kerr, who transferred to the University of Maryland College Park, and Ronnie Franklin, who is on his way to Bowie State University.

Two other highlights include CCBC's Mellon Foundation "Humanities for All" initiative, being recognized as a Program of Promise by the National Organization for Student Success. Also, CCBC's non-credit programming at the Baltimore Port has been designated as a Center of Excellence for Domestic Maritime and Workforce Education.

## Senate report

Senate Chair Kristin Duckworth updated the board on the work of the College Senate. The Academic Standards Committee created an Academic Renewal policy to enable students to return to CCBC with a start fresh by removing a maximum of 15 credits from the student's GPA calculation. This policy has been approved by the president and will be effective July 1, 2021.

The Maximum Class Size for Remote Synchronous Classes policy has also been approved for implementation in the fall semester. The College Environment, Student, and Community Affairs Committee (CESCA) completed its work in creating an Assessment of Shared Governance Survey that was administered to members of the college community in early June. The results of this survey will be included in the college's Middle States Self-Study and analyzed for possible areas of improvement. In the fall, the CESCA Committee will be charged with reviewing the format and timing of the CCBC college and campus forums.

The Curriculum and Instruction Committee completed a highly productive year in which they reviewed and approved 38 program revisions, including significant revisions to the Aviation program and certificates; approved four new courses in Music, Kinesiology, Management, and Human Services Counseling; and reviewed nearly 100 course revisions.

As of July 1, the Evaluation Committee will have clearer, more equitable policies governing faculty evaluation and promotion in place. These policies will be revisited in the fall, particularly those regarding the frequency and timing of these evaluations, now that the college has moved to an automated, electronic system.

The Professional Affairs Committee (PAC) crafted a policy which requires a job description plus a periodic review of this description for all assignments for which faculty receive reassigned time. The Senate approved the policy proposal currently under review by senior staff. In the next academic year, PAC will work to create a policy which clearly delineates the general work expectations for 12-month faculty, as these expectations are often different from those of 10-month faculty. This committee will also continue its work on a resolution regarding faculty pay for science lab classes.

## **College presentation**

To present the evening's topic, Dr. Kurtinitis introduced the two co-chairs of the college's newly launched President's Diversity, Equity and Inclusion Advisory Council. Jadi Omowale is an English professor and one of the major architects of CCBC's Culturally Responsive Teaching and Learning program. Yvette Bunn-Jones, director, Employee Relations, Training and Organizational Development, oversees the equity responsibilities of the Office of Human Resources. This council, begun following a summer of unrest in 2020, is bringing leadership to the college's equity agenda. Dr. Kurtinitis indicated that Trustees O'Hare and Hammonds represent the board on the council.

Jadi Omowale gave an overview of the work that the Council began last fall in response to the COVID-19 pandemic and the racial reckoning after the murder of George Floyd. She stated that President Kurtinitis met with CCBC's equity and social justice leaders last July to discuss the college's intent to enlarge its equity agenda. In early fall, Dr. Kurtinitis announced the introduction of the President's Diversity, Equity and Inclusion Advisory Council, inviting

Omwale and Bunn-Jones to co-chair the new Council. Dr. Kurtinitis issued a charge, inviting members of the college community to volunteer to serve on the Council to represent the broad range of diversity at CCBC. These elements include race, ethnicity, gender, age, mental and physical ability, religion, socioeconomic status, sexual orientation, gender identity, national origin and opinion.

Omwale reported that after receiving more than 80 recommendations and self-nominees, the president and co-chairs selected 35 council members. The charge was to bring guidance, wisdom, and sensitivity to the college's renewed commitment to advancing opportunity, ensuring equity, and respecting all faculty, staff and students at the Community College of Baltimore County. The work of the council will be to guide the college along three simple premises: quality in the classroom, dignity for every individual, and equal access and opportunity for everyone. The Council, led by the president, meets monthly and will work on ways to improve retention and positively impact the achievement differences for black and brown students. It will also focus on ensuring diversity and inclusion in CCBC's ranks of faculty, staff, administration and leadership. Two surveys, one for employees and one for students, will enable the college to identify strengths and address concerns. This baseline data will allow the college to track the impact of its diversity related efforts. The council is planning to launch the surveys in fall 2021.

Discussion followed.

### **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

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

Board Chair Leitner asked Committee Chair 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. In addition, the committee voted to recommend approval of the continuance of nine academic programs: 1) Associate of Science, with Concentrations in Biology, Chemistry, Earth Sciences, Physics, and Mathematics; 2) Computer Science, 3) Construction Management, 4) Digital Media Production, 5) Engineering, 6) Legal Studies, (7) Massage Therapy, 8) Medical Assisting, and 9) Sustainable Horticulture. The committee also voted to recommend approval of CCBC's FY 2022 Cultural Diversity Plan. Finally, the committee heard a Student Achievement and Success update related to the launch of the college-wide steering committee from Dr. Martinez.

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

- The consent agenda:
  1. Agenda for the June 16, 2021 Academic and Student Affairs Committee meeting.
  2. Minutes from the April 28, 2021 Academic and Student Affairs Committee meeting.
- Approval of the continuance of nine academic programs, including: 1) Associate Science, with Concentrations in Biology, Chemistry, Earth Sciences, Physics, and

Mathematics; 2) Computer Science, 3) Construction Management, 4) Digital Media Production, 5) Engineering, 6) Legal Studies, (7) Massage Therapy, 8) Medical Assisting, and 9) Sustainable Horticulture.

- Approval of CCBC's FY 2022 Cultural Diversity Plan.

The motion was made by Trustee Carl. The motion was unanimously approved.

### **BUDGET AND FINANCE COMMITTEE**

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

Trustee Urbach reported that during the Budget and Finance Committee meeting, consent agenda Items 1 through 6 were recommended for adoption. These include: Committee meeting agenda, the minutes from the April 28, 2021 Budget and Finance Committee meeting, grants and gifts, fiscal and facility reports FY 2021 Summary of Noncompetitive Negotiated Contract awards and Personnel items. Items 3 through 6 were included as information items and do not require board approval. The committee then voted to recommend approval of the Final FY 2021 Supplemental Operating Budget Appropriation, the Board Designation of Fund Balances, the Final FY 2022 Operating and Capital Budgets, and the FY 2023 Capital Budget Request to the State of Maryland including the corresponding Resolution of the Board. In addition, the committee voted to recommend for approval the list of contracts and purchases over \$75,000, which Vice President Melissa Hopp presented. Finally, the committee voted to recommend for approval the FY 2022 Salary Policy and the Agreement with the Communication Workers of America, Local 2100.

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

- Consent agenda items 1 and 2.
- Approval of contracts and purchases over \$75,000.
- Approval of the Final 2021 Supplemental Operating Budget Appropriation.
- Approval of the Board Designation of Fund Balances.
- Approval of the Final FY 2022 Operating and Capital Budgets.
- Approval of the submission of FY 2023 Capital Budget Request to the State of Maryland.
- Approval of the FY 2022 Salary Policy.
- Approval of the Agreement with the Communication Workers of America, Local 2100.

The motion was made by Trustee Gietka. The motion was unanimously approved.

Vice President Hopp introduced Nick Riddle, president of the Communication Workers of America, Local 2100, to sign the union contract, and Devon McLaughlin, who works at CCBC Owings Mills and serves as vice president of the local union. Riddle thanked the college for its assistance in negotiating the contract. President Kurtinitis and Chair Leitner signed the new contract.

## **OLD BUSINESS**

There is no old business.

## **NEW BUSINESS**

Under new business, Chair Leitner recommends that the Board of Trustees of the Community College of Baltimore County approve the recommendation of the Nominating Committee to elect the chair and vice chair for the CCBC Board of Trustees for the 2021-2022 academic year. Pursuant to Section 2.02 B.1 *of the Board of Trustees Policy Manual* – the board shall select from among its members a chair and vice chair. The election of these officers shall occur annually at the June meeting of the board. A majority vote of the board is required for election of officers. The committee has recommended J. D. Urbach to serve as chair and Meg O’Hare as vice chair for the 2021-2022 academic year.

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

### **Recommendation to approve the report of the ad hoc committee on the president’s performance review**

That the Board of Trustees of the Community College of Baltimore County approve the president’s performance review and the rollover of one year to extend the president’s current three-year contract through June 30, 2024. Chair Leitner asked for a motion and second to approve the recommendation of the President’s Performance Review Committee to roll over the president’s current three-year contract through June 30, 2024.

A motion to approve the recommendation was made by Trustee Gietka and seconded by Trustee Saunders-Owings. The motion was unanimously approved.

Finally, Chair Leitner asked the board to please note on their calendars the schedule of Board of Trustees meetings for the coming year.

## **ADJOURNMENT**

With no further business, Chair Leitner asked for a motion and second to adjourn the June 16, 2021 Board of Trustees meeting. A motion was made by Trustee Urbach and seconded by Trustee O’Hare. The meeting adjourned at 8:37 p.m.

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