

Board of Trustees of the Community College of Baltimore County

Meeting minutes, January 26, 2022

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County met in regular session on Wednesday, November 17, 2021 at 6:01 p.m. on the Dundalk campus of the Community College of Baltimore County. The following members of the board were in attendance: Board Chair J. D. Urbach; Vice Chair Mary Margaret O'Hare; Trustees Gayle Johnson Adams (Virtual); Kimberly Carl; Ernest Eley Jr. (Virtual); Paulette Hammond; L. Michelle Jackson (Virtual); Douglas B. Riley, Esq.; Dr. Richard A. Scheper, and Jay M. Weinstein. Also present were Sandra L. Kurtinitis, president; Dr. Joaquin G. Martinez, provost and vice president of Instruction; Melissa Hopp, vice president of Administrative Services; 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 Urbach made a motion to call to order a closed meeting of the Board of Trustees of the Community College of Baltimore. He moved that the Board of Trustees enter into the closed session for the following administrative purpose:

Pursuant to the General Provisions Article Section 3-305, I hereby move that the Board of Trustees of the Community College of Baltimore County enter into a closed session for the following purpose:

Under Section 3-305 (b)(7): to consult with counsel to obtain legal advice.

We expect to discuss:

- *A pending matter in consultation with counsel to obtain legal advice.*

This discussion will be held in a closed session because:

- *Consultations with counsel to obtain legal advice are confidential.*
- *The Board has determined to discuss this matter in a closed session, as allowed by law.*

The chair's motion was seconded by Vice Chair O'Hare and unanimously approved. The Trustees entered into the closed session at 6:03 p.m.

INTRODUCTION

Upon returning from the closed session, Chair Urbach 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 Vice Chair O'Hare. The motion was unanimously approved, and the Board reentered the public session at 7:11 p.m. Chair Urbach welcomed and thanked everyone for attending the January 26, 2022 meeting of the Board of Trustees. He acknowledged the staff at CCBC Essex for hosting the meeting.

CONSENT AGENDA

Chair Urbach asked for a motion to approve the consent agenda. A motion was made by Trustee Weinstein and seconded by Trustee Riley. The motion was unanimously approved. The following items were adopted:

1. Agenda for this January 26, 2022 regular session of the Board of Trustees meeting.
2. Minutes from the November 17, 2021 regular session of the Board of Trustees.
3. Minutes from the November 17, 2021 executive session of the Board of Trustees.

REPORT OF THE BOARD CHAIR

This year's Maryland Association of Community Colleges (MACC) 2022 Trustee Leadership Conference has been rescheduled from January 19, 2022 to April 28, 2022. There will not be a Legislative Reception due to COVID-19; this year's event will be held at the Health and Life Sciences Building at Anne Arundel Community College from 3 - 6:30 p.m. Trustees are encouraged to attend.

Chair Urbach thanked the following Trustees for their participation in college events:

- Trustees Eley, Hammond, Koyfman, O'Hare, Riley and Weinstein for joining me in attending the Presidents Holiday Reception at her home on December 12, 2021.
- Thank you to the Trustees who "tuned in" to our January 6 virtual Legislative Event.
- Trustees who attended the January 20 virtual college-wide forum on the Middle States Self-Study.

In addition, Trustees were reminded to file their financial disclosure for 2021. Contact Gail Rossmark if you need further instructions.

Finally, our next meeting is scheduled for February 23, 2022 at the CCBC Catonsville Campus.

Chair Urbach introduced Trustee Riley. Trustee Riley noted the passing of Jack Manley on December 14, 2021 at the age of 94. In 1959 the Catonsville Community College hired him as the first administrator of health, physical education, recreation and athletics. He developed a program for 22 inter-collegiate sports and the implementation of women's sports at the local and national level. Mr. Manley obtained full professor status in 1977. He was best known and commended as a Title IX pioneer. In 1973 he established his senior citizen fitness program at the CCBC Catonsville Campus until 1984 at which time he retired. He was inducted into the Maryland Physical Fitness Hall of Fame. The gymnasium was named in Mr. Manley's honor and he was a wonderful friend of CCBC.

REPORT OF THE PRESIDENT

Comments

President Kurtinitis described the materials distributed to the trustees, which included (1) the *Socioeconomic Impact* brochure, (2) 2022 #CCBC Calendar with each month having a special

acknowledgement; (3) *Arts Live!* Spring 2022 edition which includes a schedule of drama, music and dance at the college. Trustees can contact Gail Rossmark for tickets to a performance.

Dr. Kurtinitis thanked the Trustees for joining her at her home in December 2021 for the annual holiday party, for attending the January 6, 2022 virtual Legislative Luncheon, and for taking time to participate in the Middle States forum on January 20, 2022.

Last week Dr. Kurtinitis received a phone call from the philanthropic arm of Xometry offering a gift of \$500,000 for manufacturing training. Vice President Westary is working with Xometry now.

Aided by a Power Point presentation, President Kurtinitis spoke about the college's policy regarding Omicron and COVID-19 liberal testing on every campus and a remote working schedule. Vice President Hopp oversaw the purchase of 50,000 KN95 masks; if anyone needs a mask, please let us know. The masks will be distributed next week to students and faculty when the semester begins.

The college conducted a Diversity Climate Survey for Employees of which 941 staff participated in the survey. Vice Chair O'Hare and Trustee Hammond serve on the President's Diversity, Equity and Inclusion Council.

We will hear a presentation this evening from Dr. Joaquin Martinez, Jane Mattes and Lynn Mason regarding the college's Middle States Accreditation. Trustees Scheper and Adams participated in Standard VII of the Accreditation. CCBC will receive a virtual visit on March 20-23 from Chair Dr. John Sygielski, President of the Harrisburg Area Community College, and Vice Chair Dr. Cecelia Connelly-Weida, Dean of Business, Education, Legal, Social Sciences, Engineering, & Mathematics, Lehigh Carbon Community College. On February 1, the college's Middle States Self-Study Report will be submitted. On February 2 we begin arranging the virtual visit and the Board will be invited.

Dr. Kurtinitis chairs the Maryland College of Community Council Presidents and on February 9 and 10, she will be joining the Maryland Association of College Team to speak to the Legislature.

Dr. Kurtinitis reviewed the six legislative priorities for FY 2023: (1) Operating Budget; (2) Capital Budget; (3) Maryland College Promise Program; (4) community college graduates with an Associate Degree entering with Junior status in a four-year college; (5) Targeted Funding For Short-Term Credentials, and (6) provide funds to support students with special needs and support career and technical education funds and compensation for tuition waivers.

Discussion followed.

A short film was shown regarding #CCBC Proud.

Discussion followed regarding the Catonsville Historical Society moving their operation to the Community College of Baltimore County Catonsville Campus. It was agreed that at the February 23, 2022 Board Meeting, a tour would be arranged, as well as touring the ruins and the new historic marker program.

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 Senate's Academic Standards Committee is near completion on a revision of the Netiquette policy for CCBC students and employees, and evaluating current policies through the lens of diversity, equity, and inclusion. The Technology Ad Hoc Committee will begin working on revising CCBC's Social Media policy.

The Professional Affairs Committee is continuing to work on two policies related to issues of standardization and fairness for 12-month faculty to be publically posted so that all interested parties know of the opportunity. During the December 2021 and January 2022 Senate meetings several course and program revisions were approved by the Curriculum and Instruction Committee, as well as two brand new classes, i.e., a Data Analytics class and "The Art of Podcast Production" class.

The Shared Governance Survey showed that the large majority of employees believe that shared governance at CCBC is accessible and that senior staff are committed to shared governance. Steps have been taken to address concerns raised about communication. One of the primary concerns that came to light in this survey was that adjunct faculty are not represented; however we expect a proposal to revise the Senate constitution to allow for adjunct faculty senators to be coming before the senate for a first reading in February 2022 and discussion and deliberation in March 2022.

COLLEGE PRESENTATION

President Kurtinitis invited Michael Netzer, interim vice president of External Outreach Initiatives; Lauren Rice, director, Job Network; Shomare Braxton, assistant director, Job Network; and Randy Holliday, assistant director, Job Network, and Mark Millspaugh, deputy director of the Department of Social Services of Baltimore County to speak about the Job Network Program.

Aided by a Power Point presentation, Vice President Netzer, Mr. Millspaugh and Ms. Rice spoke about the Job Network Program. This Program changes lives of individuals and provides long-term job preparation. Since 2000, CCBC and Baltimore County have sustained a multi-faceted, highly effective partnership to assist and return community members to the workforce. Job Network is successful because of the commitment these partners provide to serve individuals who are most in need of employment assistance and supportive services.

An overview of Baltimore County was presented with demographic information from the Census Bureau. The total population of Baltimore County is 854,535, with 21.6% under 18 years of age and 17.6% over the age of 65 years old. Baltimore County is more diverse than other counties outside of Baltimore County with roughly 8.9% of the population in poverty. A United Way study highlights that 40% of residents in Baltimore County fall into the "asset limited income and strained but employed" (ALICE) category, which means that the income these residents bring into their home is insufficient to meet the cost of living. The biggest group are Supplemental Nutrition Assistance Program (SNAP) recipients of which there are about 130,000;

10,000 residents receive cash assistance. Approximately 30% of the 45,000 CCBC students are eligible, or already receiving SNAP. We toured the CCBC Job Network Program today with a few of the Board of Trustees; this Program is a boost for many families.

Ms. Rice has served as the Director of the Job Network Program for four years; she spoke about a woman in the Program who is a great success story. Job Network helped her get everything she wanted, i.e., a job, a car, childcare for her child, and she was able to move some of her family to Baltimore, Maryland, from outside of the United States. The Job Network Program also works with individuals who owe child support to assist them in obtaining employment so they can pay their child support. The Program receives weekly referrals and is not semester based. The Program employs three full-time facilitators, five adjunct, eight case managers, four full-time job developers, two retention specialists and two counselors. Our annual enrollment is approximately 1,500.

Discussion followed. In 2006, CCBC was invited to be one of the bellwether candidates. We did not win, but it was still an honor to be a candidate.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

BUDGET AND FINANCE COMMITTEE

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

Trustee Adams excused herself from the audit review as she has a conflict of interest.

Trustee Scheper reported that the Budget and Finance Committee approved items 1-5 on the consent agenda. These included:

1. Agenda for the January 26, 2022 Budget and Finance Committee meeting.
2. Minutes from the November 17, 2021 Budget and Finance Committee meeting which were later amended.
3. Grants and gifts.
4. Facility reports.
5. Personnel items.

(Items 3-5 were included as information items and do not require board approval.)

Trustee Riley has requested edits to the Minutes of November 17, 2021. These Minutes are in Exhibit B, on Pages 18 and 19. The Minutes were revised to reflect that there was pre-motion discussion and the sentence in the last paragraph of Page 18, "There was no discussion", removed. On Page 19, the last paragraph under "Contracts and Purchases Over \$75,000", the Minutes were revised to reflect that there was pre-motion discussion and the sentence in that paragraph, "There was no discussion", removed.

The Committee heard information on the FY 2021 Auditor's Report presented by Vice President Hopp, and voted to accept the report.

The Committee voted to recommend approval of the FY 2023 Capital Budget, FY 2024/2025 Biennium and FY 2026-2028 Capital Improvement Plan.

The Committee participated in a Work Session for the Proposed FY 2023 Operating Budget.

The Committee voted to recommend for approval the list of Contracts and Purchases over \$75,000, presented by Vice President Hopp.

The Committee voted to recommend approval of a Memorandum of Agreement with the American Federation of State, County and Municipal Employees Local 3376.

Chair Urbach asked for a motion to approve the following recommendations from the Budget and Finance Committee:

- Consent Agenda Items 1 through 2 with the requested edits of Trustee Riley reflected on Consent Agenda Item 2, the Minutes of November 17, 2021
- Approval to Accept the FY 2021 Auditor's Report
- Approval of the FY 2023 Capital Budget, FY 2024/2025 Biennium and FY 2026-2028 Capital Improvement Plan
- Approval of Contracts and Purchases over \$75,000 which Vice President Melissa Hopp presented
- Recommendation to Approve a Memorandum of Agreement with the American Federation of State, County and Municipal Employees Local 3376

Trustee Riley made the motion. The motion was unanimously approved.

President Kurtinitis and Vice President Hopp then executed the Memorandum of Agreement with the American Federation of State, County and Municipal Employees Local 3376. Both Courtney Jenkins, Staff Representative, of AFSCME Council 67, and Danielle Dorsey, CCBC AFSCME Local 3376 President, were present.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Board Chair Urbach asked Committee Chair Carl to report on the Academic and Student Affairs Committee meeting.

Trustee Carl reported that the Academic and Student Affairs Committee recommended adoption of Items 1-2 on the consent agenda. These included:

1. Agenda for the January 26, 2022 Academic and Student Affairs Committee meeting.
2. Minutes from the November 17, 2021 Academic and Student Affairs Committee meeting.

The Committee voted to recommend approval of One Substantial Program Modification – Emergency Medical Technology Certificate.

We then heard an update on Student Achievement and Success: High Impact Practices (HIPs): Infusion in General Education courses to enhance access and success for all students.

Board Chair Urbach asked for a motion to approve the following recommendations from the Academic and Student Affairs Committee.

- Consent agenda Items 1 and 2.
- One Substantial Program Modification – Emergency Medical Technology Certificate

Trustee Hammond made a motion. The motion was unanimously approved.

NEW BUSINESS

Under New Business is a recommendation to Approve CCBC's Middle States Accreditation Self-Study. Dr. Joaquin Martinez, Provost and Vice President of Instruction; Co-Chairs Jane Mattes, Assistant Dean, Instruction Strategy and Accreditation Policy, and Lynne Mason, Coordinator, Competency-Based Education will make a presentation on this Agenda Item.

President Kurtinitis stated that she hoped the Board felt very included in this process which has been ongoing for the past two years. A number of Trustees were on the virtual meeting on January 20, 2022 to review the standards and she hopes the Board will give approval this evening. Chair Urbach indicated that all Trustees have reviewed the Middle States Report.

Dr. Martinez thanked the Board for their help and guidance. This is a wonderful opportunity to showcase the successes of CCBC's legacy and to reflect on the challenges and opportunities for the future.

Ms. Mattes spoke about the process of preparing the Middle States Report. CCBC's last Self-Study Report was in 2012. We are meeting all of the seven standards of accreditation. Ms. Mason spoke about Standards V, Educational Effectiveness Assessment, and VI, Planning, Resources, and Institutional Improvement.

Discussion followed.

The next phase in four years will be for CCBC to provide a mid-point peer review. We will then have an opportunity to address some things we think we can do better.

Discussion followed. The Board of Trustees asked for a listing of changes/edits made to the draft. Dr. Martinez agreed to do this.

Chair Urbach asked for a motion and a second to approve CCBC's Middle States Accreditation Self-Study.

A motion was made by Vice Chair O'Hare and seconded by Trustee Scheper to approve CCBC's Middle States Accreditation Self-Study Report. The motion was unanimously approved.

OLD BUSINESS

There was no old business to report.

ADJOURNMENT

With no further business, Chair Urbach asked for a motion and second to adjourn the January 26, 2022 Board of Trustees meeting. A motion was made by Trustee Carl and seconded by Trustee Koyfman. The meeting adjourned at 8:45 p.m.

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

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