

Board of Trustees
of
Community College of Baltimore County

Regular Session

Minutes

June 15, 2022

The Board of Trustees of the Community College of Baltimore County met at 7:10 p.m., Wednesday, June 15, 2022, at CCBC Essex. The following members of the Board were present: Board Chair J. D. Urbach, Vice Chair Mary Margaret O'Hare, Trustees Gayle Johnson Adams, Kimberly Carl, Ernest Eley Jr., Margaret Forté, Paulette G. Hammond, Dr. Irina Koyfman, L. Michelle Jackson, Dana Moore, II, Douglas B. Riley, Esq., Daryl Sidle, Esq., and Jay M. Weinstein. Also present were Dr. Sandra L. Kurtinitis, president; Dr. Joaquín G. Martínez, provost and vice president of Student and Academic Affairs; Melissa Hopp, vice president of Administrative Services; and Michael Netzer, vice president of External Outreach Initiatives.

CONSENT AGENDA

Chair Urbach called the regular session meeting to order at 7:10 p.m. Chair Urbach presented the consent agenda and asked if there were any objections to the agenda. With no objections to the consent agenda, the following items were adopted:

- Recommendation to approve the agenda for the June 15, 2022, regular session of the Board of Trustees meeting. It was noted that the Meeting Agenda had been revised to include an additional contract for approval with The College Tour.
- Recommendation to approve the minutes from the April 27, 2022, regular session of the Board of Trustees.

Chair Urbach asked for a motion to approve the consent agenda. A motion was made by Trustee Riley and seconded by Vice Chair O'Hare. The motion was unanimously approved.

REPORT OF THE BOARD CHAIR

Chair Urbach welcomed new Trustee, Dana Moore. Trustee Moore earned his Bachelor of Science in Accounting from Morgan State University and has moved from the Baltimore City Mayor's Office of Human Services to the Baltimore County Department of Housing and Community Development.

Chair Urbach thanked Trustees Carl, Riley, Scheper and Weinstein for joining him and Dr. Kurtinitis at the Maryland Association of Community Colleges Trustee Leadership Conference on April 28, 2022.

Chair Urbach thanked Vice Chair O'Hare for representing the Board at the Emeritus Induction Ceremony on May 18, 2022.

Chair Urbach gave thanks to the trustees and the president for attending the Dundalk Renaissance 20th Anniversary Dinner & Milestone Awards on May 26, 2022.

Chair Urbach thanked Vice Chair O’Hare and Trustees Forté and Eley for joining him and President Kurtinitis on the platform at Commencement on June 4, 2022.

Chair Urbach reviewed upcoming events, which the trustees may want to attend:

- Thursday, June 16, 2022 – CCBC Essex Foundation Annual Golf Tournament, Rocky Point.
- June 23, 2022 – Wine Down – Experience the Fine Wines of Northern Italy – Sponsored by Women in Philanthropy at the home of President Kurtinitis.
- The ACCT– Association of Community College Trustees - Leadership Congress, October 26-29, 2022, New York, NY.

Chair Urbach noted that this is the final meeting for Trustee Gayle Adams. Trustee Adams appointment to the board by the Governor in April 2016 was to finish three months of a previous term-of-office. Her five-year term began on July 1, 2016 and ended on June 30, 2021. Since trustees may serve beyond their term if no replacement is named, Trustee Adams gave CCBC an additional year of service. Her consistent, thorough preparation for meetings of the Board demonstrated how seriously she took her role as a trustee and set a standard for all to emulate.

REPORT OF THE PRESIDENT

President Kurtinitis referenced the college’s submission to compete for the Association of Community College Trustees (“ACCT”) Equity Award, indicating that receiving this award would serve as acknowledgement of the college’s commitment to its equity agenda. She complimented Vice Chair O’Hare’s letter of support submitted as part of the application process. The recipient college will be acknowledged at the October 2022 Leadership Conference in New York.

President Kurtinitis noted that the Greater Baltimore Committee awarded its 2022 Regional Visionary Award to the region’s community colleges: Anne Arundel Community College, Baltimore City Community College, Carroll Community College, Community College of Baltimore County, Harford Community College and Howard Community College. She also thanked the Board of Trustees for nominating her as the 2022 Chief Executive Officer of the Year and recognized Adrienne Washington, psychology professor, as CCBC’s recipient of the Dale P. Parnell Distinguished Faculty Award.

President Kurtinitis announced, to date, that Degrees to Succeed partnership agreements have been executed with Coppin State University, University of Maryland, Baltimore County, and University of Maryland Global Campus.

President Kurtinitis reported that the 34th Annual Decorator Show House at Historic Oakdale had been decorated by CCBC’s Interior Design Students.

President Kurtinitis announced that CCBC Students and Alumni were awarded \$62,000 for their business plans by participating in CCBC's Ninth Annual Business Plan Competition.

President Kurtinitis also noted that the college has established two initiatives to highlight the good work being done around the college's equity agenda: CCBC proud and Equity in Action. She reported that CCBC recognized the 2020, 2021 and 2022 Emeritus Honorees at a ceremony and reception held at CCBC Catonsville on May 18, 2022.

President Kurtinitis reported significant end-of-year accomplishments. Fourteen international students at CCBC on an exchange program sponsored by the United States Department of Education received certificates and returned home. At the June 4 commencement, 2,700 degrees and certificates were awarded, including 20 high school students graduating with both a high school diploma and a CCBC degree.

Senate Report

President Kurtinitis invited Senate Chair Kristin Duckworth to share information about the College Senate's recent activities. Senate Chair Duckworth introduced Anne Chamberlain who will serve as the CCBC Senate Chair for the 2022-2023 academic year.

Senate Chair Duckworth reported the College Environment, Student, and Community Affairs Committee has finalized potential revisions to the Visitor/Guest and Solicitation Policy. This Committee also obtained a revision to the Senate by-laws to institutionalize a formal survey of shared governance processes every four years.

The Evaluation Committee continues working with the provost and academic deans to revise the timing and processes for student feedback of instructors.

The Professional Affairs Committee created a policy, which has been approved by the Senate and senior staff, for internal positions that are compensated with Teaching Load Hours reassigned time to be posted for all full-time faculty members to review. The Professional Affairs Committee will continue their work regarding the college telework policy.

President Kurtinitis thanked Senate Chair Duckworth for her service and welcomed new Senate Chair Chamberlain.

COLLEGE PRESENTATION

President Kurtinitis invited Dr. William Watson, dean of the School of Arts and Communication, Nicole Buckingham Kern, galleries coordinator, and Dr. Anne Lefter, director of the Arts, to provide a presentation on Unveiling: The Deborah Wainwright Memorial Collection of African American Art and African Folk Art.

Dr. Watson gave a report on the renewal of the Deborah Wainwright Memorial Collection of African American Art and African Folk Art exhibit. This project is the first step of a multi-year project. Ms. Wainwright was director of Minority Affairs in the late 1990s; in 1999, she established a permanent collection of African American Art and African Folk Art to be displayed

on the second floor of the Robert and Eleanor Romadka College Center on the Essex campus. After her passing in 2000, the staff of the Office of Student Life and the Office of Minority Affairs established the Deborah Wainwright Memorial Collection of African American Art and African Folk Art. Ms. Kern described the art now hanging on the walls of the second floor meeting space.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

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

Committee Chair Carl reported that the Academic and Student Affairs Committee recommended adoption of items 1 and 2 on the Consent Agenda and minutes from the Academic and Student Affairs Committee meeting on April 27, 2022.

The Committee voted to recommend approval of the continuance of nine academic programs.

The Committee voted to recommend approval of CCBC's FY 2023 Cultural Diversity Plan for Submission to the Maryland Higher Education Commission.

Dr. Martínez, Dr. Laing and students, Brittney Kitson-Walters and Nincy Rodriguez, gave a presentation on the Course Undergraduate Research Experiences (CURE) for the common curriculum titled: How high impact practices and dirt are being used to transform Microbiology.

Trustee Jackson made a motion to approve the continuance of nine academic programs, and to approve CCBC's FY 2023 Cultural Diversity Plan for Submission to the Maryland Higher Education Commission. The motion was unanimously approved.

BUDGET AND FINANCE COMMITTEE

Chair Urbach asked Trustee Riley to report on the Budget and Finance Committee meeting in Committee Chair Scheper's absence.

Trustee Riley reported that the Budget and Finance Committee approved items 1 through 6 on the Consent Agenda: (1) agenda for the Budget and Finance Committee meeting on June 15, 2022; (2) minutes from the Budget and Finance Committee meeting on April 27, 2022; (3) grants and gifts to CCBC; (4) fiscal and facility reports; (5) FY 2022 Summary of Non-competitive Negotiated Contract Awards, and (6) personnel items. (Items 3-6 were included as informational items and do not require Board approval.)

The Committee voted to recommend approval of the FY 2022 Fund Balances.

The Committee voted to recommend approval of the Final FY 2023 Operating and Capital Budgets.

The Committee voted to recommend approval of Submission of the FY 2024 Capital Budget Request to the State of Maryland (including the adoption of the Resolution).

The Committee voted to recommend approval of the list of contracts and purchases over \$75,000.

The Committee voted to recommend approval of the FY 2023 Salary Policy for All Classes of Employees.

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

- Consent Agenda items 1-2
- Approval of the FY 2022 fund balances
- Approval of the Final FY 2023 Operating and Capital Budgets.
- Approval of Submission of the FY 2024 Capital Budget Request to the State of Maryland (including the adoption of the Resolution found on page 105 of the Board packet)
- Approval of contracts and purchases over \$75,000
- Approval of the FY 2023 Salary Policy for all classes of employees

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

NEW BUSINESS

Chair Urbach reported that the first item under New Business is the First Reading of Furloughs as a Fiscal Management Action Policy 4.11B. The Final Reading will be at the September 2022 Board of Trustees meeting.

The second item is the First Reading of Tuition Waivers Policy 4.14 Recommendation to Approve Returned Peace Corps Volunteer Waiver. Vice President Hopp reported that Trustee Adams recommended a change in the waiver to make it clearer; she stated that the waiver, as drafted by the legislature, will be reviewed and updated over the summer and presented for a Second Reading at the September 2022 Board of Trustees meeting.

The third item is the recommendation to Approve Names of Campus/College Structures/ Locations.

Chair Urbach asked for a motion and a second to approve the Campus/College Structures/ Locations. A motion to approve the recommendations were made by Trustee Eley and seconded by Trustee Weinstein. The motion was unanimously approved.

President Kurtinitis introduced Bradley Thompson, assistant professor of the Horticulture department, who presented the Board of Trustees with an oregano plant, a staple in Italian cooking.

Chair Urbach asked Trustee Sidle to present the recommendation of the Ad Hoc Nominating Committee's suggested Slate of Officers.

Trustee Sidle stated that the Ad Hoc Committee 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 2022-2023 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 2022-2023 academic year.

Chair Urbach asked for a motion to accept the Nominating Committee’s Slate of Officers. A motion was made by Trustee Riley and seconded by Trustee Forté. The motion was unanimously approved.

Chair Urbach reported that the Ad Hoc Committee on the President’s FY 2022 Performance Review recommends that the Board of Trustees of the Community College of Baltimore County approve the Committee’s recommendation of the President’s Review and the rollover of one year to extend the President’s current three-year contract through June 30, 2025.

Chair Urbach asked for a motion and a second to approve the recommendation of the President’s Performance Review Committee to rollover the President’s current three-year contract through June 30, 2025. A motion to approve the recommendation was made by Vice Chair O’Hare and seconded by Trustee Weinstein. The motion was unanimously approved.

Chair Urbach announced the next Board Meeting of the trustees is scheduled for September 28, 2022 at the CCBC Catonsville Campus and asked the trustees to note the Schedule of Board of Trustees Meetings for the coming year. The Board of Trustees Annual Retreat will be held on October 21, 2022.

ADJOURNMENT

With no further business, Chair Urbach asked for a motion and second to adjourn the June 15, 2022, Board of Trustees Meeting. A motion was made by Trustee Adams and seconded by Trustee Carl. The meeting adjourned at 8:19 p.m.

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

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