

Board of Trustees
of
Community College of Baltimore County

Regular Session

Minutes

June 14, 2023

The Board of Trustees of the Community College of Baltimore County met at 7:16 p.m., Wednesday, June 14, 2023, at CCBC Essex. The following members of the Board were present: Board Chair J. D. Urbach, Vice Chair Mary Margaret O'Hare, Trustees Kimberly Carl, Ernest Eley Jr., Margaret Forté, Paulette G. Hammond, Dr. Irina Koyfman, L. Michelle Jackson, Dana Moore, II, Douglas B. Riley, Esq., Kim Ross, Daryl J. Sidle, Esq., and Jay M. Weinstein. Also present were Dr. Sandra L. Kurtinitis, president; Dr. Joaquín G. Martínez, provost and vice president of Academic and Student Affairs; Melissa Hopp, vice president of Administrative Services; Michael Netzer, vice president of Enrollment and External Outreach, and Kenneth Westary, vice president of vice president for Institutional Advancement.

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 14, 2023, regular session of the Board of Trustees meeting.
- Recommendation to approve the minutes from the April 26, 2023, regular session of the Board of Trustees.
- For Information Only is a Notice of Action regarding Interim Approval of an Emeritus Nomination.

Chair Urbach asked for a motion to approve the consent agenda. A motion was made by Trustee Moore and seconded by Trustee Carl. The motion was unanimously approved.

REPORT OF THE BOARD CHAIR

Chair Urbach welcomed CCBC Trustee, Kim Ross. Trustee Ross earned her Bachelor of Arts in English from North Carolina Central University, completing a Masters in Strategic Communications at the University of Maryland Global Campus, and a certificate in Strategic Media Communications from New York University. She is a full-time Editorial Director for a global content management company and has a professional background in Strategic Communications, Editorial Management, and Public Relations. In her role she oversees staff and a multi-million-dollar client account portfolio. She has held numerous roles in management, including Senior Communications Manager, Public Relations Consultant and Executive, and Financial News Manager.

Chair Urbach thanked Vice Chair O'Hare and Trustees Forté and Weinstein for representing the Board of Trustees at the Emeritus Induction Ceremony on May 18, 2023.

Chair Urbach also thanked Vice Chair O'Hare and Trustees Carl, Eley, Forté, Hammond and Riley for joining him on the platform at Commencement on June 4, 2023. The weather was perfect. It was a marvelous day for everyone involved, from the graduates and their families to the faculty and staff.

Chair Urbach noted the list of Upcoming Events to include:

June 15, 2023 – Wine Down – CCBC Catonsville – Hilton Mansion – 6-8 p.m.

June 16, 2023 – CCBC Foundation Essex Annual Golf Tournament, Rocky Point Golf Course – 7 a.m. – 3 p.m.

September 21, 2023 – CCBC Board of Trustees Foundation Appreciation Reception – CCBC Dundalk – College Community Center Lower Lobby – 6-7:30 p.m.

The full Listing of FY 2024 Board of Trustees Meetings are indicated on the Upcoming Events sheet at your seats.

October 9-12, 2023 – ACCT Leadership Congress – Las Vegas, Nevada – Aria Resort and Casino. I do encourage Trustees to attend; if you are able, please inform Gail Rossmark by July 1.

In concluding Chair Urbach noted that during the afternoon Academic and Student Affairs Committee meeting he recognized the service of outgoing Trustee Gerard Wittstadt (who attended the Committee Meeting but was not present during the Board Meeting). Trustee Wittstadt was appointed to the Board by Governor Hogan on July 1, 2018 for a five-year term. On behalf of the Board of Trustees, Chair Urbach thanked Trustee Wittstadt for his service and wished him well. Chair Urbach then presented Trustee Wittstadt with some CCBC swag to include a Lacrosse sweatshirt, baseball cap and travel cup. Trustee Wittstadt thanked the Board of Trustees and President Kurtinitis for their support.

REPORT OF THE PRESIDENT

President Kurtinitis introduced Gerard Kramer, who was retiring at the end of June 2023, as Senior Director of Capital Projects Emeritus. Mr. Kramer had requested to address the Board of Trustees this evening and spoke about his 39 year career at CCBC. He thanked President Kurtinitis and Vice President Hopp for their support over the years.

President Kurtinitis showed a brief video of the June 4, 2023 Commencement highlighting the Commencement speech of the President's Distinguished Graduate, Ixtle Montuffar, and announcing that Mr. Montuffar will transfer to Princeton in September. She also recognized two other award recipients: Michael Carper, 2023 Distinguished Alumnus of the year and a 1986

CCBC graduate; and Joseph Linsenmeyer, recipient of the Jack Kent Cooke Foundation National Transfer Scholarship and a transfer to Johns Hopkins University.

President Kurtinitis advised the Trustees of the following:

1. CCBC received a \$720,000 congressional earmark for the CDL site.
2. CCBC received a \$447,856 grant from the U.S. Department of Education to open a veteran's center.
3. Vice President Westary obtained a \$150,000 grant from Comcast for Internet Connectivity.
4. The nurse Support Program for FY2024 received \$950,121 for the LPN to RN Bridge Pathway Expansion.
5. Rededication of the Deborah Wainwright Memorial Collections of African American Art and African Folk Art.
6. The National Council for Marketing and Public Relations awarded their Gold Paragon Award to CCBC's Marketing and College Communications Department.
7. The B'MORE Bold Business Conference for Entrepreneurs and Innovators was held June 11-12, 2023 and attracted 3,000 entrepreneurs from around the County.
8. #CCBCProud and Equity In Action site is drawing huge support.

Senate Report

President Kurtinitis invited Senate Chair Anne Chamberlain to share information about the College Senate's recent activities. Senate Chair Chamberlain reported the Academic Standards Committee (ASC) carried the bulk of Senate proposals, having worked on eight separate charges this year. Seven were approved by the Senate, and five fully approved by senior staff, with a few still pending review. Approved were the college's Netiquette and College Writing policies in keeping with CCBC's broader mission of issues of diversity, equity, inclusion, and access. Also approved was a revision to the Academic Integrity section of the Student Code of Conduct which includes specific information concerning the use of online cheating sites and AI technology for completing coursework.

Senior staff approved a policy from the College Environment Student and Community Affairs Committee (CESCA) to revise the campus visitor and solicitation policy which provides guidance to individuals and groups seeking approval access campus spaces and conduct activities on CCBC campuses.

The Curriculum and Instruction Committee (CIC) has:

1. Reviewed 139 documents from every academic school, including Common Course Outline revisions, program revision proposals, and one Letter of Recognition.
2. Reviewed and revised overall process procedures in several key areas.
3. Worked with stakeholders from across the college to review and discuss CCBC's Core Competencies.

4. The Evaluation Committee (EVAL) worked on two policies this year which added clarity to the process for equivalency in promotion, as well as to the process for faculty Annual Professional Evaluations.
5. The Professional Affairs Committee (PAC) continues its work involving a college-wide Whistle Blower policy and two charges related to recommendations for expanding benefits to eligible part-time and full-time employees.

COLLEGE PRESENTATION

President Kurtinitis invited Vice President Kenneth Westary, Sunni Solomon, Director of Male Student Success Initiative (MSSI), Jeffrey Wright, Assistant Director of MSSI and Branden Burrows and Damion Hocker, Students.

Messrs. Westary, Solomon and Wright gave a brief overview of the MSSI, while students Branden Burrows and Damion Hocker spoke of their personal experiences with the program. Mr. Solomon reported that out of 150 applicants, the University of Southern California Equity Center selected CCBC as one of fifteen finalists for a \$75,000 grant regarding their proposal of moving men forward. The CCBC team of six will travel to Los Angeles, California, in August 2023 to attend the awards ceremony.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

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 26, 2023.

The Committee voted to recommend approval of the continuance of 11 academic programs to include Anesthesia Technology, Business Studies, Cybersecurity, Digital Forensics, Engineering Technology, Information Technology, Kinesiology, Medical Laboratory Technology, Radiation Therapy, Respiratory Care Therapist, and Social Sciences.

The Committee voted to recommend approval of CCBC's FY 2024 Cultural Diversity Report for Submission to the Maryland Higher Education Commission.

Dr. Martínez, provost and vice president, Dr. Dallas Dolan, assistant dean, Faculty Training and Development, and Dr. Robin Minor, professor, Biology, gave a presentation on a yearlong professional development experience for 40 faculty: Outcomes of the Effective Teaching Practices Certificate Program sponsored by the Association of College and University Educators.

Chair Urbach asked for a motion to approve Consent Agenda Items 1 and 2, the continuance of the 11 academic programs, and CCBC's FY 2024 Cultural Diversity Report for Submission to the Maryland Higher Education Commission.

Vice Chair O'Hare made a motion to approve Consent Agenda Items 1 and 2, the continuance of the 11 academic programs, and the approval of CCBC's FY 2024 Cultural Diversity Report 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 the following items on the Consent Agenda: (1) agenda for the Budget and Finance Committee meeting on June 14, 2023 and (2) minutes from the Budget and Finance Committee meeting on April 26, 2023. Items 3-7 were included as informational items and do not require Board approval.

The Committee voted to recommend approval of the FY 2023 Fund Balances.

The Committee voted to recommend allocation of funds from the Strategic Reserve: A Soft Launch for An Important Initiative: A CCBC Honors College.

The Committee voted to recommend approval of the Final FY 2024 Operating and Capital Budgets.

The Committee voted to recommend approval of Submission of the FY 2025 Capital Budget Request to the State of Maryland (including the adoption of the Resolution included in the Board packet).

The Committee voted to recommend approval of the list of contracts and purchases over \$150,000.

The Committee voted to recommend approval of the FY 2024 Salary Policy for All Classes of Employees.

The Committee was presented with the Results of the 2023 Compensation Study by President Kurtinitis and Vice President Hopp.

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 2023 fund balances
- Approval of the allocation of funds from the Strategic Reserve: A Soft Launching for An Important Initiative: A CCBC Honors College

- Approval of the Final FY 2024 Operating and Capital Budgets
- Approval of Submission of the FY 2025 Capital Budget Request to the State of Maryland (including the adoption of the Resolution found on page 120 of the Board packet)
- Approval of contracts and purchases over \$150,000
- Approval of the FY 2024 Salary Policy for all classes of employees

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

OLD BUSINESS

There was no old business to report.

NEW BUSINESS

Chair Urbach reported that the first item under New Business is the Recommendation to Approve the CCBC Strategic Plan for FY 2024-2026. President Kurtinitis presented information to support the approval of the new Strategic Plan along with Patrick Kelleher, Director of Planning. The four strategic priorities of the new Plan are: (1) Enrollment Growth; (2) Economic Prosperity; (3) Credit and Continuing Education Integration, and Transformational Academic.

Chair Urbach asked for a motion to accept the CCBC's FY 2024-2026 Strategic Plan. A motion was made by Trustee Eley and seconded by Trustee Koyfman. The motion was unanimously approved.

Chair Urbach asked for a motion and a second to approve the naming of the CCBC Dundalk Theatre Box Office as the Thomas V. Colonna Box Office. A motion was made by Trustee Riley and seconded by Vice Chair O'Hare. The motion was unanimously approved.

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 2023-2024 academic year. The Committee has recommended J. D. Urbach to serve as chair and Meg O'Hare as vice chair for the 2023-2024 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 Hammond. The motion was unanimously approved.

Chair Urbach reported that the Ad Hoc Committee on the President's FY 2023 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, 2026.

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, 2026. A motion to approve the recommendation was made by Vice Chair O'Hare and seconded by Trustee Koyfman. The motion was unanimously approved.

Chair Urbach announced the next Board Meeting of the trustees is scheduled for September 27, 2023 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 20, 2023.

ADJOURNMENT

With no further business, Chair Urbach asked for a motion and second to adjourn the June 14, 2023, Board of Trustees Meeting. A motion was made by Trustee Carl and seconded by Trustee Ross. The meeting adjourned at 8:48 p.m.

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

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