Board of Trustees
of
Community College of Baltimore County

Regular Session

Minutes

September 25, 2024

The Board of Trustees of the Community College of Baltimore County met at 7:10 p.m., Wednesday, September 25, 2024, at CCBC Catonsville. The following members of the Board were present: Board Chair J. D. Urbach, Vice Chair Michelle Jackson, Trustees Kimberly Carl, Margaret Forte, Paulette G. Hammond, Mary Margaret O'Hare, Douglas B. Riley Esq., Kim Ross and Daryl J. Sidle Esq. 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 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, the following items were adopted:

- Recommendation to approve the agenda for the September 25, 2024, regular session of the Board of Trustees meeting
- Recommendation to approve the minutes from the June 12, 2024, regular session of the Board of Trustees meeting
- Recommendation to approve the minutes from the June 12, 2024, executive session of the Board of Trustees meeting

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

REPORT OF THE BOARD CHAIR

Chair Urbach thanked Trustees Forte, Lopez and Riley for joining him and Dr. Kurtinitis at the Daily Record's Influential Marylanders ceremony on September 18, 2024 to honor Dr. Kurtinitis on being named one of five 2024 Influential Marylanders Circle of Influence honorees. To be inducted into the Circle of Influence, you must be honored as an Influential Marylander three separate times. Everyone congratulated Dr. Kurtinitis.

Chair Urbach reviewed the list of upcoming events at each trustee's place, urging them to attend if their schedules permitted. He asked the trustees to add January 27, 2025, to their calendars for the Maryland Association of Community Colleges Leadership Congress. Chair Urbach requested

the Trustees review the Conflict-of-Interest Policy and return their executed statements to the President's office.

REPORT OF THE PRESIDENT

President Kurtinitis shared a slide deck highlighting a series of positive college updates since the prior Board meeting: grants received by the college, events held at the college and potential new CCBC partners.

President Kurtinitis presented a video prepared by CCBC's Marketing/Communications Department which detailed all building projects happening at the CCBC Catonsville, Dundalk and Essex campuses.

President Kurtinitis introduced Vice President Kenneth Westary and Chief Marketing Officer Amy Filardo to talk about the Marketing and Communications (MARCOM) office. Ms. Filardo reported that the realignment of MARCOM has allowed staff to work more efficiently, support enrollment and retain goals, facilitate the new CRM website, enhance continued strategies and improve internal processes to support the marketing needs across the college. Being able to come together allows for the entire MARCOM team to engage and know what is occurring at the college. MARCOM is currently working on the enrollment and retention campaign, which is used in print and digital advertisements. Next steps are using data to make informed decisions and becoming experts in using modern technology to enhance marketing programs. MARCOM collaborated with Dean Adrianne Washington and the Honors College to create an amazing look and feel to the Honors College space and created a virtual tour for the CCBC website.

Senate Report

President Kurtinitis invited Senate Chair Michael Yashinski to share information about the College Senate's recent activities as described in the following report:

In a carryover from FY 2024, the Professional Affairs Committee (PAC) will review proposed changes to the Grievance Policy as suggested by the Board of Trustees in their revision of the Policy Manual. PAC will also review term limits for the Faculty Grievance Committee. PAC continues to work on the Whistle Blower and Part-Time Employee Tuition Benefit policies.

The Academic Standards Committee (ASC) will be reviewing the idea of legacy transcripts, which are still being counted with regards to GPA. The ASC will look for a more equitable solution for calculating grades that were earned prior to the union of the college's Catonsville, Dundalk and Essex campuses.

The College Environment and Student and Community Affairs committee (CESCA) will be reviewing the current Demonstrations Policy. CESCA will speak with students, the Office of Public Safety and the college's legal team to ensure this policy is best for everyone.

At the end of last year, the Evaluation Committee passed a policy regarding promotion to make the higher ranks more accessible to faculty. This is currently with senior staff, and the October forum will present an opportunity for the college community to offer more feedback. In the

meantime, this committee continues to consider revisions to the Annual Professional Summary Policy.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Chair Urbach asked Committee Chair O'Hare to report on the Academic and Student Affairs Committee meeting.

Committee Chair O'Hare reported that the Academic and Student Affairs Committee recommended adoption of Items 1 and 2 on the Consent Agenda.

The committee voted to recommend approval of one new program: the Associate of Arts in social work.

In addition, the committee voted to recommend approval of CCBC's 2024 Institutional Performance Accountability Report for submission to the Maryland Higher Education Commission (MHEC).

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 new program: the Associate of Arts in social work
- CCBC's 2024 Institutional Performance Accountability Report for Submission to the Maryland Higher Education Commission (MHEC)

Trustee Carl made a motion to approve Consent Agenda Items 1 and 2, one new program: the Associate of Arts in social work and CCBC's 2024 Institutional Performance Accountability Report for submission to the Maryland Higher Education Commission (MHEC). The motion was unanimously approved.

Dr. Joaquin Martínez, provost and vice president of Academic and Student Affairs; Dr. Jennifer M. Kilbourne, assistant vice president, Academic and Student Affairs; Adrianne Washington, dean, Special Academic Programs; and students Abdoullah Konate, Evita Nwachukwu and Kala Watkins gave an update on the Impact of the First Year of the CCBC Honors College.

BUDGET AND FINANCE COMMITTEE

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

Trustee Riley reported that the Budget and Finance Committee approved items 1 through 2 on the Consent Agenda. These included:

1. The committee meeting agenda
2. Minutes from the June 12, 2024, Budget and Finance Committee meeting

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

The committee voted to recommend approval of a Strategic Investment Allocation to continue the development of the CCBC Honors College.

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

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

- Consent Agenda Items 1-2
- The Strategic Investment Allocation to continue the development of the CCBC Honors College
- The list of contracts and purchases over $150,000

Trustee O'Hare made the motion. The motion was unanimously approved.

OLD BUSINESS

Trustee Riley, Chair of the Trustees Policy Manual Review Ad Hoc Committee, presented the final reading of Section 3 of the Trustees Policy Manual at the June 12, 2024, Board of Trustees meeting. Because of its complexity, the college's Intellectual Property Rights Policy found in Section 3.06 will be considered at a later date as it needs substantive revision. The committee has requested Tracy Ashby, general counsel, to consult with outside counsel, other colleges and universities to research best practices and model provisions to address this complicated area of scholarship and law.

Trustee Riley made a motion to accept Section 3 of the Trustees Policy Manual (excluding Policy 3.06) for approval as presented with editorial changes. A motion was seconded by Vice Chair Jackson. The motion was unanimously approved.

NEW BUSINESS

Chair Urbach stated that the one item under New Business is the first reading of Sections 4 and 5 of the Trustees Policy Manual. Committee Chair Riley noted that the committee is reviewing the policy manual for correctness of language and intent, and submitted Sections 4 and 5 for first reading. No substantive edits were recommended by the committee. Section 5.02 is a policy based on a 1940 statement of principles, academic freedom and tenure published by the American Association of University Professors. Dr. Martínez assured the committee that although the principles are 84 years old, they are still widely used to define and regulate academic freedom in American colleges and universities. No changes were recommended for Section 5.02, except that the word "citizen" be changed to "individual." Sections 4 and 5 will be presented to the Board for approval at the November 20, 2024, Board of Trustees meeting. With

regard to Section 5.03, there were two minor changes: a misspelling has been corrected and the words “promotional materials” were included where it previously said, “the college shall develop and market in a way that removes barriers to college entry.”

Chair Urbach announced that the next meeting of the Board of Trustees is scheduled for November 20, 2024, at the CCBC Dundalk campus. He indicated that the Board of Trustees Annual Retreat originally scheduled for October 11, 2024, will be postponed until the spring of 2025.

ADJOURNMENT

With no further business, Chair Urbach asked for a motion and second to adjourn the September 25, 2024, Board of Trustees meeting. A motion was made by Trustee Forte and seconded by Trustee Koyfman. The meeting was adjourned at 8:07 p.m.

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

:gkr
11/13/24