Board of Trustees
of
Community College of Baltimore County

Regular Session

Minutes

December 4, 2024

The Board of Trustees of the Community College of Baltimore County met at 7:06 p.m., Wednesday, December 4, 2024, at CCBC Dundalk. 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, Dr. Irina Koyfman, Cristina Lopez, Mary Margaret O'Hare, Douglas B. Riley Esq. and Dr. Richard Scheper. 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 7:06 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 December 4, 2024, regular session of the Board of Trustees meeting
- Recommendation to approve the minutes from the September 25, 2024, regular session of the Board of Trustees meeting
- Recommendation to approve the minutes from the September 25, 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 Riley and seconded by Trustee Scheper. The motion was unanimously approved.

REPORT OF THE BOARD CHAIR

Chair Urbach thanked Trustees Forte, Hammond, O'Hare, Riley and Weinstein for joining him and Dr. Kurtinitis at the September 26, 2024, Board of Trustees Appreciation Reception for the Foundation Board.

Chair Urbach thanked Trustees Hammond, O'Hare, Riley and Weinstein for joining Dr. Kurtinitis and him at the October 15, 2024 Retiree Recognition Luncheon held at the Sparrows Point Country Club.

Chair Urbach thanked Trustees Forte, Hammond, Koyfman and O'Hare for joining Dr. Kurtinitis and him in attending the Association of Community College Trustees Annual Leadership Congress in Seattle, Washington, from October 23-26, 2024. He announced that while serving as the Board's voting delegate at the ACCT Leadership Congress, he was elected to serve on the

Regional Nominating Committee and was also appointed to serve on the Public Policy and Advocacy Committee.

Chair Urbach stated that he was pleased to join Dr. Kurtinitis in representing CCBC at the October 30, 2024, Maryland Association of Community Colleges Board of Directors meeting.

Chair Urbach reviewed the listing of upcoming events at each Trustees' place, urging them to attend if their schedules permitted them to do so.

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 invited Dr. Joaquín G. Martínez, provost and vice president of Academic and Student Affairs, and Michael Netzer, vice president of Enrollment and External Outreach, to speak about the CCBC's "New Student Journey." Provost Martinez and Vice President Netzer outlined what a student's journey looks like from entry to enrollment to graduation.

President Kurtinitis introduced Dr. Bradley Thompson, Assistant Professor of Horticulture. Dr. Thompson presented each Trustee with a poinsettia plant raised in the college's greenhouse and spoke about the origin of the plant.

COLLEGE SENATE REPORT

President Kurtinitis invited Senate Chair Michael Yashinski to share information about the College Senate's recent activities.

The Curriculum and Instruction Committee (CIC) has processed and approved seven new courses and six course revisions over the last two months. Last month, the senate passed a Whistleblower Protection Policy developed by the Professional Affairs Committee that would utilize a third-party service to report and investigate serious concerns. This policy was presented to senior staff on December 3, 2024, and will be refined to ensure that there are appropriate guardrails in place for everyone's protection and benefit.

The Professional Affairs Committee (PAC) has reviewed the edits that the Board of Trustees proposed for the grievance process, and they found the changes to be in the best interest of the college. In addition, PAC is also working on a charge related to the make up of grievance committees, and is close to completing the establishment of a tuition waiver for part-time employees, including staff and adjunct faculty.

The Academic Standards Committee is working on a policy regarding the ethical use of artificial intelligence (AI) by faculty and students in courses, to establish college-wide guidelines on how to use—or not use—AI tools.

The College Environmental, Student, and Community Affairs Committee (CESCA) is reviewing the college's Demonstrations Policy and is investigating the idea of requiring visible

identification badges for security purposes. CESCA plans to meet with the student body and Public Safety regarding this idea.

The Senate Executive Committee has requested assistance from the leadership of the Culturally Responsive Teaching and Learning program to help provide senators with a framework for evaluating college policies through an equity lens.

In November, Student Government leaders introduced on the senate floor the idea of a medical leave policy. As this idea develops into charges, student representation will be kept involved in the process.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

BUDGET AND FINANCE COMMITTEE

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

Trustee Scheper 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 September 25, 2024, Budget and Finance Committee meeting
3. FY 2026 Calendars
   a. AY 2025-2026 Academic Calendar
   b. FY 2026 Operating Calendar
   c. FY 2026 Energy Conservation Calendar
4. Grants & Gifts to CCBC
5. Fiscal and Facility Reports
   a. First Quarter FY 2025 Fiscal Report
   b. Construction and Status Report
6. Report on Approved Purchases $75,000 - $149,999
7. Personnel Items

(Items 3-7 were included as informational items and did not require Board approval.)

The committee received a presentation on the FY 2026 Capital Budget Work Session from Vice President Hopp.

The committee voted to recommend First Day Fee Adjustments for the 2025 Spring Semester presented by Vice President Hopp.

The committee voted to recommend the lease extension with CDL Land Holdings LLC presented by Vice President Hopp.

The committee voted to recommend approval of the list of contracts and purchases over $150,000 presented by 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
- First Day Fee Adjustments for 2025 Spring Semester
- Lease extension with CDL Land Holdings LLC
- Three contracts and purchases over $150,000

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

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 the adoption of Items 1 and 2 on the Consent Agenda and Minutes from the Academic and Student Affairs Committee meeting on September 25, 2024.

The committee heard a Sabbatical Leave Report for Academic Year 2023-2024 from Evan Balkan, professor of English, School of Writing, Literacy and Languages.

The committee voted to recommend approval of one Public Health program Associate of Arts degree.

The committee voted to recommend approval of one lower division certificate: the Peer Recovery Specialist Certificate.

We heard an update on Student Achievement and Success: Global Partnership: Overview of the Fulbright Scholars Program and Introduction of CCBC's Fulbright Scholar-in-Residence from Dr. Joaquín G. Martínez, provost and vice president of Academic and Student Affairs; Dr. Dallas Dolan, dean, Teaching and Learning, and Dr. Jonna Karla C. Bien.

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 Public Health program Associate of Arts degree
- One lower division certificate: Peer Recovery Specialist Certificate

Trustee Scheper made a motion to approve Consent Agenda Items 1 and 2, one Public Health program Associate of Arts degree, and one lower division certificate: Peer Recovery Specialist Certificate. The motion was unanimously approved.

OLD BUSINESS

Trustee Riley, chair of the Trustees Policy Manual Review Ad Hoc Committee, presented the final reading of Sections 4 and 5 of the Trustees Policy Manual.

Chair Urbach asked for a motion to accept Sections 4 and 5 of the Trustees Policy Manual for approval as presented with editorial changes. A motion was made by Trustee Riley and seconded by Trustee Jackson. The motion was unanimously approved.

NEW BUSINESS

Chair Urbach reported that the one item under New Business is the first reading of Section 6 of the Trustees Policy Manual. Committee Chair Riley reported the following:

- The committee recommended the edits in red line to Section 6.
- The committee spent a great deal of time on Policy 6.04 debating whether the definition of harassment and assault should be separated. Accordingly, the committee recommended Policy 6.04 be renamed "Harassment." The committee will discuss "false accusation" in their December 10, 2024, meeting.
- The committee recommended a limit on disclosure in Policy 6.15 "Employee records disclosure." The committee recommends the red-line version in the Board packet.

Committee Chair Riley reported that Section 7 will be discussed at the committee's December 10, 2024 meeting. Further, the committee anticipates a final meeting early next year to review the last two sections of the Policy Manual. Finally, Committee Chair Riley stated that, by virtue of the committee's appointment to review the Policy Manual, the committee will discuss with Chair Urbach any needed revisions to the Revised Bylaws of the Board of Trustees of CCBC (dated April 2012) and the "Delegation of authority" (dated December 13, 2006).

Section 6 will be presented at the January 29, 2025 meeting for a final reading.

Chair Urbach announced the next Board meeting of the Trustees is scheduled for January 29, 2025, at the CCBC Essex campus.

ADJOURNMENT

With no further business, Chair Urbach asked for a motion and second to adjourn the December 4, 2024, Board of Trustees meeting. A motion was made by Trustee O'Hare and seconded by Trustee Lopez. The meeting was adjourned at 8:27 p.m.

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

:gkr
1/22/25