

Board of Trustees
of
Community College of Baltimore County
Regular Session

Minutes

November 19, 2025

The Board of Trustees of the Community College of Baltimore County met at 7:00 p.m., Wednesday, November 19, 2025, at CCBC Dundalk. The following members of the Board were present: Board Chair Dr. Richard A. Scheper, Vice Chair Michelle Jackson, Trustees Sophia Barilone, Kimberly Carl, Michael Crowder, Margaret Forte, Cristina Lopez, Charles McDaniels, Douglas B. Riley Esq. and J. D. Urbach. Also present were Dr. Sandra L. Kurtinitis, CCBC 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 Scheper called the regular session meeting to order at 7:00 p.m. He 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 November 19, 2025, regular session of the Board of Trustees meeting
- Recommendation to approve the minutes from the September 24, 2025, regular session of the Board of Trustees meeting
- Recommendation to approve the minutes from the September 24, 2025 executive session of the Board of Trustees meeting

Chair Scheper asked for a motion to approve the Consent Agenda. A motion was made by Vice Chair Jackson and seconded by Trustee McDaniels. The motion was unanimously approved.

REPORT OF THE BOARD CHAIR

Chair Scheper thanked the following Trustees for attending several events along with him and President Kurtinitis.

Chair Scheper thanked Trustees Barilone and Crowder for attending the Board of Trustees Appreciation Reception for the CCBC Foundation Board on September 25, 2025.

Chair Scheper thanked Trustees Lopez and Urbach for attending the September 26, 2025 Board Cutting Ceremony at the Dundalk campus and for attending the Lowe's Foundation Luncheon held at the B&O Railroad Museum.

Chair Scheper thanked Trustee Urbach for attending Paulette Hammond's September 26, 2025 Memorial Service along with him and President Kurtinitis.

Chair Scheper thanked Trustees Crowder, Koyfman and McDaniels for attending the October 21, 2025 Retirees Luncheon held at Martin's West.

Chair Scheper thanked Trustees Crowder, Forte, Jackson, McDaniels, Riley and Urbach, for attending the October 22-25, 2025 ACCT Leadership Congress in New Orleans.

Chair Scheper thanked Trustees Barilone, Crowder, Forte, Koyfman, Lopez, McDaniels and Urbach for attending the October 29, 2025 Cybersecurity and AI Ribbon Cutting and Lunch at the Catonsville Campus.

Chair Scheper thanked Trustees Crowder, Forte, Koyfman, Lopez, Riley and Urbach for attending the October 30, 2025 Bridge to Success dedication and unveiling of CCBC's Donor Wall on the Essex Campus.

Chair Scheper 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 as follows:

- At the September 25, 2025 Board of Trustees Annual Recognition Reception for the work done by the Foundation, the Foundation Board Chair announced that the Foundation has raised \$5,452,784.00.
- A Lowes Foundation Board Cutting Event was held September 26, 2025 to celebrate CCBC Dundalk's HVAC space renovation.
- An October 29, 2025 Ribbon Cutting Event was held to celebrate CCBC's new AI and Cyber Innovation space at the Catonsville campus.
- A Ribbon Cutting Ceremony was held November 11, 2025 to celebrate the new Veterans Center Opening on the Essex campus. The college celebrated Veterans Day by recognizing Dr. Derrick Little, director of Veteran Military Services and Veterans' Outreach on November 11, 2025.
- CCBC's major fundraising campaign came to a close wherein \$70 Million was raised with a donor wall unveiling event both at the entryway of the Administration Building and the President's Office at CCBC Essex on October 30, 2025.
- CCBC's legislative luncheon was held December 5, 2025 with approximately 120 people in attendance, including Maryland senators, delegates and members of the CCBC Board of Trustees

President Kurtinitis invited Dr. Joaquín G. Martínez, provost and vice president of Academic and Student Affairs, Dr. Nicole Baird, assistant vice president, Student Affairs, and Dr. Monica Walker, dean, School of Writing, Literacy and Languages to speak about the CCBC's "Accelerated Study in Associate Programs (ASAP) THRIVE at CCBC." Drs. Baird and Walker 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 an eastern teaberry plant native to Maryland.

COLLEGE SENATE REPORT

President Kurtinitis invited Senate Chair Matthew Palumbo to share information about the College Senate's recent activities. Senate Chair Palumbo reported that the college celebrated Veterans Day by recognizing Dr. Derrick Little, Director of Veteran Military Services and Veterans' Outreach on November 11, 2025.

The CCBC Catonsville Campus Forum was held in October 2025 wherein Senate Forum Chair Patricia Rhea served as emcee. Discussion included:

- Ten-Year Master Plan survey results and questions
- Vice President Hopp stressed balancing instructional space needs with under-utilized areas
- Updates on student food pantries and funding strategies
- Shuttle service effectiveness between campuses
- Concerns regarding uninvited groups on campus; priority is ensuring safety for all students, especially marginalized populations

The College Environment and Student and Community Affairs Committee (CESCA) completed a charge to establish a timeframe for CCBC's Spring Break. This charge came in light of Baltimore County Public Schools no longer aligning its own Spring Break with that of CCBC. Employee and Student Surveys, and data collection from the college's Early College Access Program, was conducted. The Senate held a formal vote regarding the recommendation to the President on November 17, 2025 for her decision.

The Curriculum and Instruction Committee (CIC) has processed and approved eleven new courses, 13 revised courses, 15 revised programs and eight new programs. There is an explanation in the Board packet of six of these new programs; the other two programs should be in the January 2026 Board packet.

The Professional Affairs Committee (PAC) met with Dean Jane Mattes and Senate Chair Palumbo to review Middle States' guidance regarding their Artificial Intelligence (AI) policies and procedures.

The Academic Standards Committee is currently addressing concerns regarding online exam proctoring and academic integrity exploring stricter protocols, including webcam monitoring and potential investment in live proctoring systems. The Dean of Online Learning will present best practices for plagiarism detection at a future meeting. This Committee is also working on a policy regarding the ethical use of AI by faculty and students in courses, to establish college-wide guidelines on how to use—or not use—AI tools.

The Student Government Committee is currently working on several projects such as a Belonging Project to make students feel included as CCBC has a diverse student body: a Sodexo Project to expand cultural and halal food options and an Interfaith Project to increase awareness

of interfaith rooms and religious materials. In November, Student Government leaders introduced the idea of a medical leave policy. As this idea develops into charges, student representatives will be kept involved in the process.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

BUDGET AND FINANCE COMMITTEE

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

Trustee Forte reported that the Budget and Finance Committee Consent Agenda Items one through two were recommended for adoption. These included:

1. Committee Meeting Agenda
2. Minutes from the September 24, 2025, Budget and Finance Committee Meeting
3. FY 2027 Calendars
 - a. AY 2026-2027 Academic Calendar
 - b. FY 2027 Operating Calendar
 - c. FY 2027 Energy Conservation Calendar
4. Grants & Gifts to CCBC
5. Fiscal and Facility Reports
 - a. First Quarter FY 2026 Fiscal Report
 - b. Construction and Status Report
 - c. Change Order Report
 - d. Report on Approved Purchases \$100,000 - \$199,999
6. Personnel Items

(Items three through six were included as information items and did not require Board approval.)

The committee voted to recommend First Day Fee Adjustments for the 2026 Winter/Spring Semester presented by Vice President Hopp.

The committee received a presentation on the FY 2027 Capital Budget Work Session from Vice President Hopp.

The Committee received an update on the Integrated Facility Master Plan from President Kurtinitis and Vice President Hopp.

The committee voted to recommend approval of the list of contracts and purchases over \$200,000 presented by Vice President Hopp.

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

- Committee Meeting Agenda
- Minutes from the September 24, 2025 Budget and Finance Committee Meeting

- First Day Fee Adjustments for 2026 Winter/Spring Semester
- Contracts and purchases over \$200,000

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

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Chair Scheper asked Committee Chair Lopez to report on the Academic and Student Affairs Committee meeting.

Committee Chair Lopez reported that the Academic and Student Affairs Committee Consent Agenda Items one through two were recommended for adoption. These included:

1. Committee Meeting Agenda
2. Minutes from the September 24, 2025, Academic and Student Affairs Committee Meeting

The Committee voted to recommend approval of Proposed New Titles for Fine and Performing Arts Programs.

The Committee heard a Sabbatical Leave Report for Academic Year 2024-2025 from Jessica Floyd, Ph.D., English professor in the School of Writing, Literacy and Languages, plus comments from two other sabbaticant colleagues.

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.

The Committee heard an update on Student Achievement and Success: CCBC Paramedic Program: Be a CCBC Paramedic or Compete with one!: presented by Joaquín G. Martínez, Ph.D., provost and vice president of Academic and Student Affairs; Dr. Diane Flint, assistant dean, School of Health Professions; Jamie Taylor, program director, Emergency Medical Technology; Ms. Danielle Kratz, chief, Baltimore County Fire Department; and Anthony Prabucki, alumnus and paramedic, Baltimore County Department EMS.

Chair Scheper asked for a motion to approve the following recommendations from the Academic and Student Affairs Committee:

- Consent Agenda Items one and two
- Proposed New Titles for Fine and Performing Arts Programs

Trustee Crowder made a motion to approve Consent Agenda Items one and two, and the Proposed New Titles for the Fine and Performing Arts Programs. The motion was unanimously approved.

OLD BUSINESS

Vice President Hopp presented the final reading of a modification to the Board of Trustees Policy Section 4.05 Purchasing Regarding On-call Contractors.

Chair Scheper asked for a motion to accept the modification to the Board of Trustees Policy Section 4.05 Purchasing Regarding On-call Contractors as presented. A motion was made by Trustee Urbach and seconded by Trustee McDaniels. The motion was unanimously approved.

NEW BUSINESS

Chair Scheper reported that the first item under New Business is the first reading of Board of Trustees Policy Section 7.12 Immigration Enforcement. Vice President Hopp gave a brief update on the recommendation of this new policy. The final reading of this new policy will be presented at the January 28, 2026 Board of Trustees Meeting.

Chair Scheper reported that the second item of New Business is a recommendation to rename the CCBC Essex Health Careers and Technology Building to Rossville Hall. Dr. Kurtinitis and Vice President Hopp presented this recommendation to the Board.

Chair Scheper asked for a motion to accept the recommendation to rename the CCBC Essex Health Careers and Technology Building to Rossville Hall. A motion was made by Trustee Carl and seconded by Trustee Barilone. The motion was unanimously approved.

Chair Scheper extended the Board's warmest wishes to everyone for a joyful holiday season. He announced the next Board meeting of the Trustees is scheduled for January 28, 2026, at the CCBC Essex campus.

ADJOURNMENT

With no further business, Chair Scheper asked for a motion and second to adjourn the November 19, 2025, Board of Trustees meeting. A motion was made by Trustee Forte and seconded by Trustee Barilone. The meeting was adjourned at 8:12 p.m.

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

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