

The Board of Trustees
of
the Community College of Baltimore County

Minutes

October 1, 2014

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, October 1, 2014 at 7:02 PM on the Catonsville campus of the Community College of Baltimore County. The following members of the Board were in attendance: Board Chair Barbara Kerr Howe and Trustees Sheldon K. Caplis; Walter S. Clary; Dorothy E. Foos; H. Scott Gehring; James G. Gresham; Warren C. Hayman; Wayne McDowell; Brian V. McFarland; Gloria E. Nelson; Stephen J. Nolan; and Patricia Norman. Also present were Sandra L. Kurtinitis, President; Richard H. Lilley, Vice President of Enrollment and Student Services; Melissa Hopp, Vice President of Administrative Services; Kenneth Westary, Vice President of Institutional Advancement; Mark McColloch, Vice President of Instruction; and guests Jane Mattes, College Senate Chair; Darrow Neves, Chief Information Officer; and Benjamin Thompson, Senior Director of Networks and Infrastructure, along with members of the faculty and staff of the College.

INTRODUCTION

Board Chair Barbara Howe welcomed and thanked everyone for attending the October meeting of the Board of Trustees. She acknowledged the staff at CCBC Catonsville for hosting the meeting.

AGENDA

Chair Howe asked for a motion and second to approve the October 1, 2014 agenda. The motion to approve the October 1, 2014 agenda was made by Trustee Foos and seconded by Trustee Caplis. The motion was unanimously approved.

MINUTES

Chair Howe asked for a motion and second to approve the June 18, 2014 meeting minutes. A motion for approval of the June 18, 2014 meeting minutes was made by Trustee McDowell and seconded by Trustee Gehring. The motion was unanimously approved.

REPORT OF THE BOARD CHAIR

Chair Howe thanked Trustees Gresham and Nelson, who along with herself, attended the Ad Hoc Committee meeting to review the Board Policy Manual on September 9, 2014.

Chair Howe thanked Trustee Hayman for his active participation in the college's First Annual Conference on Culturally Responsive Teaching on September 27, 2014.

Chair Howe announced that new trustees Walter Clary and Brian McFarland were both appointed to the Budget and Finance Committee.

Chair Howe mentioned that the Maryland State Ethics Commission sent an email concerning the Financial Disclosure Filing Requirement. As of October 1 the Commission will no longer accept paper filing except in very limited circumstances; any trustees who have questions or need assistance may contact the President's Office.

REPORT OF THE PRESIDENT

Comments

President Sandra Kurtinitis thanked Trustee Warren Hayman for his participation in contributing to the First Annual Culturally Responsive Teaching Conference; to have almost 300 people at the first event is remarkable. President Kurtinitis shared copies of the Community Book Connection choice for this year, The Laramie Project. She invited trustees to join in some of the related campus events. She also shared that on Monday, September 29 she was again invited to the White House, this time for an announcement about the final round of TAACT grants. Vice President Biden announced that the State of Maryland received \$15M, of which CCBC will receive \$800,000 to support the new Cyber Security Center. President Kurtinitis discussed CCBC's Budget Stabilization Strategy and shared information about the ways CCBC is fine-tuning revenue and expense estimates while bolstering enrollment through aggressive enrollment stabilization efforts.

Senate Report

Ms. Jane Mattes, College Senate Chair, shared that she met with all of the Senate Standing Committee Chairs to foster communication and promote transparency and integrity in the College governance process.

The Academic Standards Committee is focused on the recommendation for implementing master online courses that would ultimately be certified by Quality Matters. This project would help the College to meet its Middle States accrediting requirements with respect to ensuring quality in distance education courses.

The College Senate's Environment, Student, and Community Affairs Committee is reviewing academic calendars and offering minor suggestions to these documents, as appropriate, in the spirit of continuous improvement.

The Professional Affairs Committee is developing a fiscal exigency policy in the event it would be needed. They are also looking at ways to streamline the annual evaluation process for professional staff to promote efficiency.

The Curriculum and Instruction Committee continues to review and approve courses and programs. This committee has a heavy workload this year, especially given the volume of new program proposals being submitted and the implementation of the new General Education criteria. Given the importance of this work, Ms. Mattes will continue to participate as a member of this committee.

College Presentations

Vice President Melissa Hopp introduced Dr. Darrow Neves, Chief Information Officer, and Mr. Benjamin Thompson, Senior Director of Networks and Infrastructure, who delivered a presentation on the CCBC Network Project. The new network will help address previous single points of failure between campuses by creating redundant connections and backups, reduce costs, and increase bandwidth (including both internet service speed and connections between campuses).

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

BUDGET AND FINANCE COMMITTEE

Chair Barbara Howe asked Vice President Melissa Hopp to present the action items of the Budget and Finance Committee for approval. Vice President Hopp presented the Budget and Finance Committee items for the Board's approval in summary format:

- Agenda for the October 1, 2014 meeting;
- Minutes from the June 18, 2014 Budget and Finance Committee meeting;
- Recommendation to Approve Children's Learning Center Increase;
- Recommendation to Approve Contracts and Purchases;
- Recommendation to Approve the Salary Scale for Non-Credit Adjunct Faculty
- Recommendation to Approve the Updated Employee Handbook

Chair Howe asked for a motion to approve the Budget and Finance Committee action items. A motion to approve the Budget and Finance Committee action items was made by Trustee Nolan and seconded by Trustee McDowell. The motion was unanimously approved.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Chair Barbara Howe reported that the Academic and Student Affairs Committee recommended approval of the October 1, 2014 Academic and Student Affairs Committee Agenda and Minutes from the June 18, 2014 Academic and Student Affairs Committee meeting. A motion to approve the October 1, 2014 Agenda and Minutes from the June 18, 2014 Academic and Student Affairs Committee meeting was made by Trustee Nelson and seconded by Trustee

Clary. The motion was unanimously approved. Chair Howe then reported that the Committee recommended approval of submission of CCBC's Cultural Diversity Report to the Maryland Higher Education Commission (MHEC). A motion to approve the recommendation was made by Trustee Foos and seconded by Trustee McFarland. The motion was unanimously approved.

NEW BUSINESS

Chair Howe asked for a motion and second to approve the renaming of the CCBC Catonsville Stone Cottage to be called the Alumni House. A motion was made by Trustee McFarland and seconded by trustee McDowell. The motion was unanimously approved.

Under New Business, the Proposed Minor Substantive Revisions to the Board of Trustees Policy Manual were presented for First Reading. The Recommendation to Approve the Proposed Minor Substantive Revisions will be presented for approval at the November meeting.

ADJOURNMENT

With no further business, Chair Howe asked for a motion and second to adjourn the October 1, 2014 Board of Trustees meeting. A motion was made by Trustee Nelson and seconded by Trustee McDowell. The meeting adjourned at 8:17 PM.

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

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