

The Board of Trustees  
of  
The Community College of Baltimore County

Minutes

June 17, 2015

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, June 17, 2015 at 7:01 PM on the Essex campus of the Community College of Baltimore County. The following members of the Board were in attendance: Board Chair Barbara Kerr Howe; Vice Chair Stephen J. Nolan; and Trustees Sheldon Caplis, Walter S. Clary, Michael P. Ertel, Dorothy Foos, H. Scott Gehring, Linda Goldberg, James Gresham, Warren Hayman, Wayne McDowell, Gloria McJilton, and Gloria Nelson. 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 guest Jane Mattes, College Senate Chair.

**INTRODUCTION**

Chair Howe welcomed and thanked everyone for attending the June meeting of the Board of Trustees. Chair Howe acknowledged the staff at CCBC Essex for hosting the meeting.

**AGENDA**

Chair Howe asked for a motion and second to approve the June 17, 2015 agenda. The motion to approve the June 17, 2015 agenda was made by Trustee Ertel and seconded by Trustee Caplis. The motion was unanimously approved.

**MINUTES**

Chair Howe asked for a motion and second to approve the April 29, 2015 meeting minutes. A motion for approval of the April 29, 2015 meeting minutes was made by Trustee McDowell and seconded by Trustee Goldberg. The motion was unanimously approved.

**REPORT OF THE BOARD CHAIR**

Chair Howe thanked Trustees Caplis, Foos and Nolan, who together with her attended the County Council Budget Hearing on May 12<sup>th</sup>.

Chair Howe mentioned that she attended the Emeritus Induction Ceremony on May 21<sup>st</sup>.

Chair Howe thanked Trustees Foos, Goldberg, McJilton, and Nolan, who together with her attended the Board of Trustees/Foundation Reception on May 27<sup>th</sup>.

Chair Howe thanked Trustees Goldberg and Nolan, who together with her attended CCBC's Commencement on May 31<sup>st</sup>.

Chair Howe thanked Trustee Caplis for his support in helping to promote CCBC through a Baltimore Sun article and by championing One Main's financial support.

## **REPORT OF THE PRESIDENT**

### Comments

President Sandra Kurtinitis shared information about CCBC's Second Annual Culturally Responsive Teaching Conference scheduled for September 19, 2015. She also highlighted the ACCT 2015 Annual Leadership Congress in San Diego and urged trustees to contact the President's Office if they are interested in attending.

President Kurtinitis shared slides from CCBC's May 27 Professional Development Conference. The theme was "Pathways to Success: Unleash Your Potential." President Kurtinitis encouraged trustees to explore the college's new web site and praised the April 18 "Super Gala" as a big success, raising \$250,000. CCBC launched the public phase of the New Beginnings Campaign at the Gala, with a goal of raising \$42M. President Kurtinitis also shared information about the college's Associate-to-Bachelor's Degree in Nursing program; current partners include Stevenson University, Frostburg State University, Notre Dame of Maryland University, and Towson University. President Kurtinitis also shared information about the construction of Solar Canopies on all 3 main campuses, which will translate to a savings of \$5M over the next 20 years.

### Senate Report

Ms. Jane Mattes, College Senate Chair, reported that the College Senate voted on several amendments to the Senate Constitution that were recently presented to Senior Staff and approved by Dr. Kurtinitis. These amendments include electing the Senate Chair at the inaugural meeting of the new Senate in June rather than the final meeting of the outgoing Senate. Another amendment provides an option whereby the Senate may extend at-large membership to such additional members of the College as it chooses. In that instance, a proposal must be submitted, complete with rationale, to the Senate Executive Committee, which will bring the proposal to the Senate floor. A vote of two-thirds of the Senate membership is required for the proposal to pass.

Ms. Mattes also reported that the Senate passed and brought forward a final proposal for General Education Common Graded Assessments (CGAs) to Senior Staff for their consideration; and this proposal was approved by Dr. Kurtinitis. She also reported on new policies brought forward by several Senate Committees that were ultimately passed by the full Senate, reviewed by Senior Staff, and approved by Dr. Kurtinitis.

### College Presentation

President Kurtinitis introduced CCBC's 2015 President's Distinguished Graduate Award Recipient, Mr. Sagar Chapagain, and shared the video of his Commencement speech. Mr. Chapagain is the

recipient of the Jack Kent Cooke Foundation Undergraduate Transfer Scholarship, which he will use when he attends Cornell University in the fall. His ultimate career goal is to become a cardiothoracic surgeon.

### **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

### **ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

Trustee Goldberg presented the Academic and Student Affairs Committee action items in summary format.

- Agenda for the June 17, 2015 Academic and Student Affairs Committee meeting.
- Minutes from the April 29, 2015 Academic and Student Affairs Committee meeting.

A motion to approve the Academic and Student Affairs Committee Agenda for the June meeting and minutes from the April meeting was made by Trustee Nolan and seconded by Trustee Howe. The motion was unanimously approved.

A recommendation was made to grant formal approval of the electronic vote to award Dean Emeritus status posthumously to Carol Diane Eustis. A motion to approve the recommendation was made by Trustee Foos and seconded by Trustee Ertel. The motion was unanimously approved.

A recommendation was made to approve nine Academic Program Reviews and a Program Proposal for an Associate of Arts Degree in Teaching Secondary English. A motion to approve the recommendation was made by Trustee Nelson and seconded by Trustee McJilton. The motion was unanimously approved.

### **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 June 17, 2015 meeting;
- Minutes from the April 29, 2015 Budget and Finance Committee meeting;
- Recommendation to approve the final FY2016 Operating and Capital Budgets;
- Recommendation to rescind FY2016 Tuition and Fee increases.
- Recommendation to approve Submission of the FY2017 Capital Budget Request to the State of Maryland.
- Recommendation to approve Contracts and Purchases.
- Recommendation to approve FY2016 Salary Policy for all classes of employees.

- Recommendation to ratify a Memorandum of Agreement with the American Federation of State, County, and Municipal Employees (AFSCME).

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 Goldberg and seconded by Trustee Caplis. The motion was unanimously approved.

President Kurtinitis, Chair Howe, Vice President Melissa Hopp, Mr. Archer Blackwell, Ms. Danielle Dorsey and Mr. Thomas Graul gathered to sign the Memorandum of Agreement with the American Federation of State, County and Municipal Employees Local 3376.

### **OLD BUSINESS**

Under Old Business, a recommendation was made to approve the Proposed Revisions to the Board of Trustees Policy Manual: Phase IV. These revisions were presented for First Reading at the April 29, 2015 Board of Trustees meeting. A motion was made by Trustee Clary and seconded by Trustee Hayman. The motion was unanimously approved.

### **NEW BUSINESS**

Under New Business, a recommendation was made to approve Building and Facility Naming Opportunities. A motion was made by Trustee Ertel and seconded by Trustee Foes. The motion was unanimously approved.

Proposed Revisions to the Board of Trustees Policy Manual: Phase V were presented for First Reading. A recommendation to approve these revisions will be made at the September 30, 2015 Board of Trustees Meeting.

Chair Howe asked Trustee Foes to read the Nominating Committee's recommendation. On behalf of the Nominating Committee, Trustee Foes recommended that the Board of Trustees of the Community College of Baltimore County approve the recommendation to postpone the Election of Officers until such time as new trustee appointments are made. A motion was made by Trustee Foes and seconded by Trustee Gresham. The motion was unanimously approved.

Chair Howe asked for a recommendation to approve the Personnel Issues discussed in the June 17, 2015 Executive Session. These included the approval of the recommendations of the President's Performance Review and Compensation committee and the rollover of one year to extend the President's current three year contract through June 30, 2019. The motion to approve the Personnel Issues discussed in the June 17, 2015 Executive Session was made by Trustee Caplis and seconded by Trustee Goldberg. The motion was unanimously approved.

## **ADJOURNMENT**

With no further business, Chair Howe asked for a motion and second to adjourn the June 17, 2015 Board of Trustees meeting. A motion was made by Trustee McJilton and seconded by Trustee McDowell. The meeting adjourned at 8:14 PM.

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

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