

The Board of Trustees  
of the  
Community College of Baltimore County

Minutes

June 14, 2017

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, June 14, 2017 at 7:09 PM on the Essex campus of the Community College of Baltimore County. The following members of the Board were in attendance: Board Chair Stephen J. Nolan and Vice Chair Sheldon Caplis; Trustees Gayle Adams; Michael Ertel; Gerald Gietka; Ernest Hill; Wayne McDowell; Gloria Nelson; Meg O'Hare; and Rick Yaffe. Also present were Sandra L. Kurtinitis, President; Mark McColloch, Vice President of Instruction; Richard H. Lilley, Vice President of Enrollment and Student Services; Melissa Hopp, Vice President of Administrative Services; and Kenneth Westary, Vice President of Institutional Advancement.

**INTRODUCTION**

Chair Stephen Nolan welcomed and thanked everyone for attending the June 2017 meeting of the Board of Trustees. He acknowledged the staff at CCBC Essex for hosting the meeting.

**CONSENT AGENDA**

Chair Nolan asked for a motion to approve the Consent Agenda. A motion was made by Trustee Ertel and seconded by Trustee McDowell. The motion was unanimously approved: The following items were adopted:

1. Agenda for the Regular Session of the June 14, 2017 Board of Trustees Meeting
2. Minutes from the April 26, 2017 Regular Session of the Board of Trustees

**REPORT OF THE BOARD CHAIR**

Chair Nolan thanked Trustees Adams, Hill and O'Hare, who together with him attended the County Council Budget Hearing on May 9th.

Chair Nolan thanked Trustee O'Hare, who together with him attended the Emeritus Induction Ceremony and Reception on May 17<sup>th</sup>.

Chair Nolan thanked Trustees Hill, Manski, Nelson, and O'Hare, who together with him attended CCBC's Commencement on June 4<sup>th</sup>.

Chair Nolan thanked Trustees Adams, Gietka, and O'Hare, who together with him attended the F. Scott Black Theatre dedication on June 7<sup>th</sup>.

Chair Nolan reminded trustees that the Board of Trustees Foundation Appreciation Event would take place on Thursday, June 22<sup>nd</sup> at CCBC Catonsville, and asked them to send their attendance plans to the President's Office.

## **REPORT OF THE PRESIDENT**

### **Comments**

President Sandra Kurtinitis shared a number of good news items with the trustees. Through the months of May and June, the college celebrates the students and faculty in a number of wonderful events to wrap up the academic year. CCBC received the 2017 Community Leadership Award from Leadership Baltimore County. On June 7<sup>th</sup> CCBC celebrated the official Dedication of the F. Scott Black Theatre. CCBC received news of a number of grants: The Mellon Foundation awarded CCBC \$1.7M to support humanities; the Hooper Foundation awarded the college an additional \$652,000 (for a total gift to date of \$1,086,298); and the Baltimore Alliance for Careers in Healthcare has engaged in a \$1.5M partnership with CCBC. President Kurtinitis also announced that CCBC will celebrate the end of the New Beginnings Campaign on November 18, 2017, at the newly renovated Hilton Center. President Kurtinitis then shared a video clip of CCBC's Commencement highlights.

President Kurtinitis then asked Vice President McColloch to acknowledge Mr. Michael Carey, who retired after 49 years. Mr. Carey was the Executive Dean of Continuing Education, having directed Continuing Education for over 30 years. Vice President McColloch expressed his appreciation to Mr. Carey for his service and commitment to CCBC. Mr. Carey expressed his gratitude to colleagues and the leadership at the college.

### **Senate Report**

President Kurtinitis asked Senate Chair Jane Mattes, outgoing College Senate Chair, and Ms. Heather Harris, newly elected Senate Chair, to share information about the College Senate's recent activities. The Curriculum and Instruction Committee reviewed a heavy volume of proposals that will be submitted that will be submitted to the Maryland Higher Education Commission. The Senate elections were completed for next year, and the composition of the Senate Executive Committee remains largely intact, with the election of new Chair.

### **College Presentation**

Vice President Richard Lilley with Ms. Theresa Carr, Dean of Enrollment Management, and Dr. Matthew Lang, Dean of Continuing Education Administration, gave a presentation entitled, "Opening the Early College High School at Woodlawn High School." This collaboration between Baltimore County Public Schools (BCPS) and CCBC will be launched at Woodlawn High School in the Fall of 2017. Student selection criteria included an essay, an assessment test, and an interview, and 91 students had accepted a seat at the time of the presentation (June 2017).

## **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

## **ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

Board Chair Nolan asked Committee Chair Gloria Nelson to report on the Academic and Student Affairs Committee Meeting.

Trustee Nelson reported that the Academic and Student Affairs Committee recommended adoption of Items 1 and 2 on the Consent Agenda. In addition, the Committee voted to recommend approval of eight Academic Program Reviews, including: 1) Accounting, 2) Automotive Technology, 3) Emergency Medical Technology, 4) Health Information and Information Technology and Medical Coding Certification, 5) Interior Design, 6) Interpreter Preparation, 7) Mental Health Program, and 8) Network Technology and Information System Security. The Committee then voted to recommend approval of an Aviation Maintenance Technician Degree. The Committee also voted to approve the submission of CCBC's FY2018 Cultural Diversity Plan to the Maryland Higher Education Commission. The Committee then heard a presentation on the Student Success 102 update, related to new Orientation approaches.

Board Chair Nolan asked for a motion to approve the action items outlined by Committee Chair Nelson. Those items included:

- The Consent Agenda:
  1. Agenda for the June 14, 2017 Academic and Student Affairs Committee meeting.
  2. Minutes from the April 26, 2017 Academic and Student Affairs Committee meeting.
- Approval of eight Academic Program Reviews, including Accounting, Automotive Technology, Emergency Medical Technology, Health Information and Information Technology and Medical Coding Certification, Interior Design, Interpreter Preparation, Mental Health Program, and Network Technology and Information System Security.
- Approval of the Aviation Maintenance Technician Degree
- Approval of CCBC's FY2018 Cultural Diversity Plan

The motion was made by Trustee O'Hare and was unanimously approved.

## **BUDGET AND FINANCE COMMITTEE**

Chair Stephen Nolan asked Committee Chair Michael Ertel to report on the Budget and Finance Committee Meeting.

Trustee Ertel reported that, during the Budget and Finance Committee meeting, the Committee approved Items 1 through 6 on the Consent Agenda. Committee Chair Ertel said that the Committee then voted to recommend approval of the Final FY2018 Operating and Capital Budgets. The Committee also voted to recommend for approval submission of the FY2019 Capital Budget Request to the State of Maryland. In addition, the Committee voted to recommend for approval the list of Contracts and Purchases over \$75,000, which Vice President Melissa Hopp presented. Finally, the Committee voted to recommend for approval the FY2018 Salary Policy for All Classes of Employees.

Board Chair Nolan asked for a motion to approve the action items outlined by Committee Chair Ertel. Those items included:

- The Consent Agenda:
  1. Agenda for the June 14, 2017 meeting;
  2. Minutes from the April 26, 2017 Budget and Finance Committee meeting;
  3. Grants and Gifts to CCBC
  4. Fiscal and Facility Reports
  5. FY2017 Summary of Non-Competitive Negotiated Contract Awards
  6. Personnel Items
- Approval of the Final FY2018 Operating and Capital Budgets
- Approval of the FY2019 Capital Budget Request to the State of Maryland
- Approval of the list of Contracts and Purchases over \$75,000
- Approval of the FY2018 Salary Policy for All Classes of Employees

The motion was made by Trustee Adams and was unanimously approved.

#### **OLD BUSINESS**

Under Old Business, the final version of the Middle States Periodic Review Report and Consolidated Compliance Report was provided in Appendix B. The document was submitted on June 1, 2017.

#### **NEW BUSINESS**

Under New Business, Chair Stephen Nolan asked Trustee Caplis to read the Nominating Committee's recommendation. On behalf of the Nominating Committee, Trustee Caplis recommended that the Board of Trustees of the Community College of Baltimore County approve Stephen Nolan as Board Chair and Gloria McJilton as Vice Chair. A motion was made to approve the Nominating Committee's recommendation by Trustee Gietka and seconded by Trustee Nelson. The motion was unanimously approved.

Also under New Business was the Recommendation to Approve the President's Performance Review as discussed in the June 14, 2017 Executive Session. A motion to approve the recommendation was made by Trustee Caplis and seconded by Trustee Yaffe. The motion was unanimously approved.

A final item under New Business was the Recommendation to Approve Nominations for Trustee Emeriti. The motion was unanimously approved.

Trustee Caplis announced that the June meeting would be his last board meeting and expressed his gratitude to have the opportunity to serve as a CCBC trustee for the past nine years. As a way of saying thank you, he and his wife Jamie made a contribution of \$10,000 to endow the Sheldon and Jamie Caplis Award for Faculty Excellence.

Trustee Yaffe offered a special thanks to retiring faculty member David Jeffrey, who did not attend the meeting but was listed as a retiree in the Personnel Items.

## **ADJOURNMENT**

With no further business, Chair Nolan asked for a motion and second to adjourn the June 14, 2017 Board of Trustees meeting. A motion was made by Trustee Yaffe and seconded by Trustee Nelson. The meeting adjourned at 8:10 PM.

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

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