

The Board of Trustees  
of the  
Community College of Baltimore County

Minutes

September 19, 2017

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Tuesday, September 19, 2017 at 6:36 PM on the Catonsville 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 Gloria McJilton; Trustees Michael Ertel; Gerald Gietka; James Gresham; Ernest Hill; Eugene Leitner; Richard Manski; Mary Margaret O'Hare; J. D. Urbach; and Richard Yaffe. Also present were Sandra L. Kurtinitis, President; Mark McColloch, Vice President of Instruction; Richard H. Lilley, Vice President of Enrollment and Student Services; and Melissa Hopp, Vice President of Administrative Services.

**INTRODUCTION**

Chair Stephen Nolan welcomed and thanked everyone for attending the September 2017 meeting of the Board of Trustees. He acknowledged the staff at CCBC Catonsville for hosting the meeting. Chair Nolan also welcomed two new members to the Board of Trustees, J. D. Urbach and Eugene Leitner. He also congratulated Trustee Gloria McJilton on her reappointment to the Board.

**CONSENT AGENDA**

Chair Nolan added a third item to the Consent Agenda: the Minutes from the June 14, 2017 Executive Session. Chair Nolan asked for a motion to approve the Consent Agenda. A motion was made by Trustee McJilton and seconded by Trustee Hill. The motion was unanimously approved: The following items were adopted:

1. Agenda for the Regular Session of the September 19, 2017 Board of Trustees Meeting
2. Minutes from the June 14, 2017 Regular Session of the Board of Trustees
3. Minutes from the June 14, 2017 Executive Session of the Board of Trustees

**REPORT OF THE BOARD CHAIR**

Chair Nolan reported that, together with President Kurtinitis, he attended the Maryland Association of Community Colleges (MACC) Board of Directors meeting on June 21<sup>st</sup> in Annapolis.

Chair Nolan thanked Trustees Ertel, McJilton, O'Hare and Yaffe, who together with him attended the Board of Trustees Foundation Appreciation Event on June 22<sup>nd</sup> at CCBC Catonsville.

Chair Nolan thanked Trustees Urbach and Leitner for attending the Orientation for New Trustees and Foundation Directors on September 8<sup>th</sup> at CCBC Essex.

Chair Nolan thanked Trustees Gietka, McDowell, O'Hare, and Urbach, who joined him in attending the Goldman Sachs 10,000 Small Business event on August 2<sup>nd</sup>.

Chair Nolan then reminded trustees to complete and turn in their Conflict of Interest Statement, which was included inside the front cover of their binders.

Chair Nolan also reminded the Trustees that the Board of Trustees Retreat was scheduled for Friday, October 20<sup>th</sup>. The President's Office will send a reminder and inquire about attendance plans.

Chair Nolan concluded his comments by announcing that Trustees O'Hare, Yaffe, and Urbach, together with him and President Kurtinitis, would be travelling to the ACCT Leadership Congress the following week; they plan to share a report of their experiences after they return.

## **REPORT OF THE PRESIDENT**

### Comments

President Sandra Kurtinitis began by highlighting upcoming events of importance for the trustees, including the October 20 Board of Trustees Retreat, CCBC's Retiree Recognition Luncheon on October 25, and CCBC's Legislative Luncheon on December 7. President Kurtinitis referenced the Community Book Connection Book, *Chasing the Scream*, located at their places; this book will be featured throughout the academic year in classes and special events. President Kurtinitis then shared a number of good news items with the trustees: the positive Middle States Periodic Review Report; Lieutenant Governor Boyd Rutherford's visit to the college on October 18 for Constitution Week; CCBC as first recipient of Leadership Baltimore County's inaugural Community Leadership Award for 2017; opening the Early College High School with Baltimore County Public Schools at Woodlawn High School; the opening of the CCBC Essex Center for Adjunct Faculty Engagement on August 22<sup>nd</sup>; and the planned opening of an Adjunct Center at CCBC Catonsville. The President also announced the conclusion of the New Beginnings Campaign; \$57.3M was raised thanks to the hard work of Institutional Advancement and the CCBC Foundation. These funds support scholarships, Workforce Development, Arts Community Education, STEM programs, and many other areas that directly benefit students.

### Senate Report

President Kurtinitis asked Senate Chair Heather Harris to share information about the College Senate's recent activities. Ms. Harris reported that the first meeting of the General College Senate on Monday, September 18<sup>th</sup>, and they have already passed some major policy proposals that will be submitted to Senior Staff for review. The Evaluation Committee worked with a team from the President's Leadership Academy to propose a new evaluation tool. After polling the Maryland community colleges and investigating six online products, ultimately recommending a completely web-based, customizable tool called SmartEvals. The Senate voted to recommend the use of the SmartEvals product as soon as possible. The College Senate is looking forward to a busy, exciting academic year.

### College Presentation

President Kurtinitis invited Mr. Michael Netzer, Executive Dean of Continuing Education and E-Learning, and Dr. Dennis Seymour, Dean of the School of Business, Education, Justice and Law, to give a presentation on CCBC's participation in the Goldman Sachs 10,000 Small Businesses program. CCBC was chosen as a partner with Johns Hopkins University and Morgan State University. This program will reach out to 10,000 established small businesses across the country to offer access to training and loans to support their business development. The businesses chosen must have a minimum of 2 employees, an annual income of \$100,000 and have been in operation for a minimum of two years. The program for the entrepreneurs is a 90 hour program consisting of 9 modules; CCBC anticipates providing three of those cohorts over the next year, with each containing approximately 30 participants.

### **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

### **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 the Budget and Finance Committee approved Items 1 through 5 on the Consent Agenda. Committee Chair Ertel noted the Committee then voted to recommend to approve the list of Contracts and Purchases over \$75,000 presented by Vice President Melissa Hopp. Finally, the Vice President Hopp presented a report on 2017 Summer Capital Projects for information.

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 September 19, 2017 meeting;
  2. Minutes from the June 14, 2017 Budget and Finance Committee meeting;
  3. Grants and Gifts to CCBC
  4. Fiscal and Facility Reports
  5. Personnel Items
- Approval of the list of Contracts and Purchases over \$75,000

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

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

Board Chair Nolan asked Committee Chair Erness Hill to report on the Academic and Student Affairs Committee Meeting.

Trustee Hill reported that the Academic and Student Affairs Committee recommended adoption of Items 1 through 3 on the Consent Agenda. In addition, the Committee voted to recommend approval of a new Global Studies Certificate. The Committee then voted to recommend approval of the Maryland Higher Education Commission (MHEC) Institutional Performance Accountability Report. Finally, the Committee heard a report on Student Success 102, related to Accelerating Mathematics Readiness.

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

- The Consent Agenda:
  1. Agenda for the September 19, 2017 Academic and Student Affairs Committee meeting.
  2. Minutes from the June 14, 2017 Academic and Student Affairs Committee meeting.
- Approval of a new Global Studies Certificate.
- Approval of the Maryland Higher Education Commission (MHEC) Institutional Performance Accountability Report.

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

#### **OLD BUSINESS**

Under Old Business, the Reviewer Comments for the Middle States Periodic Review Report and Consolidated Compliance Report were provided for information.

#### **ADJOURNMENT**

With no further business, Chair Nolan asked for a motion and second to adjourn the September 19, 2017 Board of Trustees meeting. A motion was made by Trustee Urbach and seconded by Trustee Leitner. The meeting adjourned at 7:38 PM.

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

:sdb