

The Board of Trustees
of the
Community College of Baltimore County

Minutes

November 8, 2017

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, November 8, 2017 at 7:05 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 Gloria McJilton; Trustees Gayle Adams; Michael Ertel; Erness Hill; Eugene Leitner; Richard Manski; Brian McFarland; 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; 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 November 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 McFarland and seconded by Trustee Leitner. The motion was unanimously approved: The following items were adopted:

1. Agenda for the Regular Session of the November 8, 2017 Board of Trustees Meeting
2. Minutes from the September 19, 2017 Regular Session of the Board of Trustees
3. Minutes from the September 19, 2017 Executive Session of the Board of Trustees
4. Minutes from the October 20, 2017 Board Retreat and Executive Session

REPORT OF THE BOARD CHAIR

Chair Nolan thanked Trustees O'Hare, Urbach, and Yaffe, who joined him in attending the Association of Community College Trustees (ACCT) Leadership Congress in September.

Chair Nolan thanked Trustees Ertel, Gietka, Gresham, Leitner, Manski, McDowell, McFarland, McJilton, Urbach, and Yaffe, who joined him in attending the Board of Trustees Retreat on October 20 at CCBC Catonsville.

Chair Nolan thanked Trustee Manski, who joined him in attending the retirement reception for Hal Rummel at CCBC Catonsville.

Chair Nolan thanked Trustees Adams and O'Hare, who attended the Retiree Recognition Luncheon at Martin's East on October 25th.

REPORT OF THE PRESIDENT

Comments

President Sandra Kurtinitis began by highlighting some good news stories. Dr. Kurtinitis thanked Trustees Adams and O'Hare for attending the Retiree Luncheon on October 25th at Martin's East, and Trustee O'Hare for bringing greetings to the retirees on behalf of the Board of Trustees. President Kurtinitis announced that the opening of the Early College High School Magnet at Woodlawn High School was a signature event for both the college and the school system. The Dundalk High School has been chosen as the next site for a Pathways in Technology (P-TECH) Early College High School, and is scheduled to open in the Fall of 2018. Dr. Kurtinitis shared some photos of the newly renovated Hilton Center and announced two events to officially acknowledge its completion: the Diamonds & Denim event on January 13, 2018 and the Hilton Center Ribbon Cutting January 22, 2018. The President then shared the college's FY19 Legislative Priorities with the trustees, emphasizing the importance of expediting the full funding of the CADE formula, and support for the Community College Capital Budget of \$94.7M for 16 projects statewide. Finally, President Kurtinitis announced important upcoming events, including the Hilton Center events, the MACC Trustee Leadership Conference and Legislative Reception in Annapolis on January 22nd, and the CCBC 2018 Gala on Saturday, April 14, 2018.

Senate Report

President Kurtinitis asked Senate Chair Heather Harris to share information about the College Senate's recent activities. Ms. Harris reported that the College Senate passed a proposal to maintain a Pre-Labor Day start date for the regular fall semester. The Senate also voted on a number of curriculum initiatives, including an A.A. in Accounting, a Bookkeeping Certificate, an A.A.S. in Allied Health, and a new Basic Horticulture Technician Certificate. Also approved were revisions to the American Sign Language Preparation Programs and revisions to two Sustainable Horticulture Certificates, to reflect current industry standards and employment requirements.

College Presentation

President Kurtinitis invited Ms. Mary DeLuca, Senior Director of College Communications, to present information on CCBC Marketing Communications. Ms. DeLuca reported, "CCBC's mission-centric communications are designed to promote the incredible value of a CCBC education in transforming lives by providing affordable access to quality degree, transfer, career, and personal enrichment educational outcomes.. The current campaign, "See What You Can Be," is used in both enrollment- and relationship-driven marketing communications. Relationship-driven communications are designed to build support for the college, programs, students and initiatives and support the offices of the President and Institutional Advancement. Enrollment-driven communications are the target of most of the college's marketing resources. These strategies are designed to drive enrollment, by attracting and enrolling new students as well as engaging and retaining continuing students. CCBC's marketing efforts reach 93.7% of its target audience almost 15 times throughout the year. A 2017 Community Perception Survey confirms that the majority of people in the community know CCBC and hold favorable opinions of the college.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

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 two A.A.S. Degrees (one with a certificate) and two A.A. Degrees: Allied Health (A.A.S.); Interpreter Preparation (A.A.S. Degree and Certificate); American Sign Language and Deaf Culture (A.A.); and Accounting (A.A.). The Committee then heard a presentation on Sabbatical Leave Reports for the 2016-2017 Academic Year. Finally, the Committee heard a report on Student Success 102, related to Early College Access.

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 November 8, 2017 Academic and Student Affairs Committee meeting.
 2. Minutes from the September 19, 2017 Academic and Student Affairs Committee meeting.
 3. Interim Board Approval Request

- Approval of a the following Degrees and Certificates:
 - Allied Health A.A.S. Degree
 - Interpreter Preparation A.A.S. Degree and Certificate
 - American Sign Language and Deaf Culture A.A. Degree
 - Accounting A.A. Degree

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 the Budget and Finance Committee approved Items 1 through 6 on the Consent Agenda. In addition, the Committee heard information on the FY2019 Capital Budget Work Session, presented by Vice President Hopp. 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 Enterprise Risk Management.

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 November 8, 2017 meeting;
 2. Minutes from the September 19, 2017 Budget and Finance Committee meeting;
 3. FY2018 Calendars
 4. Grants and Gifts to CCBC
 5. Fiscal and Facility Reports
 6. Personnel Items
- Approval of the list of Contracts and Purchases over \$75,000

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

NEW BUSINESS

Under New Business, there was a Proposed Amendment to Section 2.04 in the Board of Trustees Policy Manual. Chair Nolan asked for a motion and a second to approve the amendment. The motion was made by Trustee Hill and seconded by Trustee Adams. The motion was unanimously approved.

ADJOURNMENT

With no further business, Chair Nolan asked for a motion and second to adjourn the November 8, 2017 Board of Trustees meeting. A motion was made by Trustee McJilton and seconded by Trustee Manski. The meeting adjourned at 8:02 PM.

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

:sdb