

The Board of Trustees  
of the  
Community College of Baltimore County

Minutes

February 28, 2018

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, February 28, 2018 at 6:31 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; Trustees Michael Ertel; Jerry Gietka; James Gresham; Eugene Leitner; Richard Manski; Brian McFarland; Mary Margaret O'Hare; J. D. Urbach; and Richard Yaffe. Also present were Sandra L. Kurtinitis, President; 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 February 2018 meeting of the Board of Trustees. He mentioned that although he had introduced our newest trustee, Monzella Saunders-Owings, earlier that day during the committee meetings, he wished to welcome her publicly at the formal Board of Trustees Meeting. He acknowledged the staff at CCBC Catonsville for hosting the meeting.

**CONSENT AGENDA**

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

1. Agenda for the Regular Session of the February 28, 2018 Board of Trustees Meeting
2. Minutes from the January 31, 2018 Regular Session of the Board of Trustees (with one minor correction on p.8: the Interpreter Preparation Learning Program will be called the **Bernice and A. Eugene Hoepfer** Interpreter Preparation Program).
3. Minutes from the January 31, 2018 Executive Session of the Board of Trustees

**REPORT OF THE BOARD CHAIR**

Chair Nolan mentioned attending Governor Hogan's Cabinet Meeting at CCBC Essex along with Trustee Yaffe, and said it was a great opportunity for the Governor's Cabinet to see our college.

Chair Nolan thanked Trustee Yaffe, who attended the President's African-American Lecture Series, featuring Jeff Johnson, on February 15<sup>th</sup> at CCBC Essex.

Chair Nolan thanked Trustee Hill, who attended the Preservation Alliance of Baltimore County's Award Ceremony with President Kurtinitis on Sunday, February 25<sup>th</sup>. CCBC received a Public Building Preservation Award for the Hilton Center.

Chair Nolan acknowledged Trustee Urbach for “shortstopping” an important community matter and referring that matter to the President for follow-up.

Chair Nolan acknowledged Trustee Adams for her conversations with Secretary Fielder in advocating for the full funding of the CADE formula.

Chair Nolan called Trustees’ attention to the President’s Activities section of their binders, explaining that the information there offers an opportunity for trustees to have full transparency with the President. He noted a scheduled welcome to Mr. Markus Rauschecker, from the University of Maryland Center for Health and Homeland Security, who toured the CCBC Cyber Security Lab. Chair Nolan thanked Trustee Manski for facilitating that introduction.

Chair Nolan then called Trustees’ attention to the Press Release section of the Board Exhibits, highlighting an article in Community College Daily featuring President Kurtinitis.

## **REPORT OF THE PRESIDENT**

### Comments

President Sandra Kurtinitis began by thanking Campus Director Jaime Alvarez and Public Safety Director Vernell Shaheed-Levrone for their efforts to facilitate the Governor’s Regional Cabinet Meeting on Monday February 12 at CCBC Essex. At this event, former Trustee Gloria Nelson and Robert Romadka both received Governor’s Citations for Exemplary Community Service. After the meeting, Cabinet members held meetings scheduled across the county: the Secretary of Maryland’s Higher Education Commission met with President Kurtinitis and staff to discuss the Applied Baccalaureate program; the Secretary of Maryland State Department of Education met with faculty and staff to discuss the Pathways in Technology Early College High School (P-TECH).

President Kurtinitis then announced that County Executive Kevin Kamenetz unveiled a \$2.5M Workforce Training Program, called the Job Connector, with CCBC as the primary vendor of choice for the Baltimore County area. She also noted that Mr. Jeff Johnson was a dynamic speaker at this year’s 2018 President’s Distinguished African-American Lecture Series. His lecture is available on video in the college library for anyone who wants to view it; per contract Mr. Johnson’s speech can only be viewed there.

President Kurtinitis announced that CCBC received the 2018 Public Building Preservation Restoration Award from the Preservation Alliance of Baltimore County for the Hilton Center. She invited Trustee Erness Hill, who attended the event with her, to say a few words. Trustee Hill mentioned that our general contractor Lewis Contractors also received an award at this event. She also acknowledged the challenges involved in making sure that the renovation was historically accurate while keeping the materials durable for student and staff use. She also thanked Joan Swiston for taking trustees on a tour of the Hilton Center earlier that day, and acknowledged all the hard work that so many have invested in the process. President Kurtinitis shared a photo of the Hilton Center Curio Cabinet, which now displays items from the Catonsville Historical Society. As part of a partnership with the Catonsville Historical Society, Society members will have a rotating display each month and will also serve as tour guides and docents for visitors.

### Senate Report

President Kurtinitis asked Senate Chair Heather Harris to report on the recent activity of the College Senate. Senate Chair Harris reported that the Senate passed a Fiscal Exigency/Reduction in Force policy in January; this policy is the result of a years-long effort beginning about five years ago. A faculty member approached the President about developing the policy, and the President asked the Senate to draft an initial document. That draft is now being reviewed by Senior Staff. In addition, the Senate passed a policy to include up to 10 hours of student-oriented academic-related service by 10-month faculty who work on a summer teaching contract, with the goal of providing consistency across schools and campuses during the summer.

### College Presentation

President Kurtinitis invited Vice President Melissa Hopp, along with Interim Director of Public Safety Vernell Shaheed-Levrone, to present information about the college's Public Safety strategies. CCBC employs a multi-pronged protection strategy, which includes emergency response, alert systems, information and training, and prevention and detection. The Department of Public Safety was reorganized 8 years ago to improve consistency across campuses and increase officer training. The Public Safety Officers undergo a rigorous selection process as well as training above and beyond the state-mandated in-service training. The Department of Public Safety utilizes a centralized Dispatch Center and unified command across all CCBC locations. The Officers are trained to focus on prevention and detection by offering assistance to students, monitoring concerning behaviors, and holding college-wide drills to support emergency preparedness.

### **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 and 2 on the Consent Agenda. In addition, the Committee received an update on Winter and Spring Enrollment. The Committee then heard a report on Student Success 102, related to the college's participation in Achieving the Dream..

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 February 28, 2018 Academic and Student Affairs Committee meeting.
  2. Minutes from the January 31, 2018 Academic and Student Affairs Committee meeting.

The motion was made by Trustee Saunders-Owings 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 5 on the Consent Agenda. In addition, the Committee voted to recommend approval of the FY2019 Operating Budget and FY2019 Tuition and Fee Schedule (first presented in work session at the January 2018 Board Meeting). Finally, the Committee voted to recommend approval of the list of Contracts and Purchases over \$75,000 presented by Vice President Melissa Hopp.

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 February 28, 2018 meeting;
  2. Minutes from the January 31, 2018 Budget and Finance Committee meeting;
  3. Grants and Gifts to CCBC
  4. Fiscal and Facility Reports
  5. Personnel Items
- Approval of the FY2019 Operating Budget and FY2019 Tuition and Fee Schedule

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

### **ADJOURNMENT**

With no further business, Chair Nolan asked for a motion and second to adjourn the February 28, 2018 Board of Trustees meeting. A motion was made by Trustee Hill and seconded by Trustee O'Hare. The meeting adjourned at 7:33 PM.

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

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