

The Board of Trustees  
of the  
Community College of Baltimore County

Minutes

April 18, 2018

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, April 18, 2018 at 6:40 PM on the Dundalk 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; Gerald Gietka; Erness Hill; Gene Leitner; Richard Manski; Brian McFarland; and J.D. Urbach. 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, and Drs. Jean Ashby and Monica Walker, Co-Interim Vice Presidents of Instruction.

**INTRODUCTION**

Chair Stephen Nolan welcomed and thanked everyone for attending the April 2018 meeting of the Board of Trustees. He acknowledged the staff at CCBC Dundalk for hosting the meeting.

**CONSENT AGENDA**

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

1. Agenda for the Regular Session of the April 18, 2018 Board of Trustees Meeting
2. Minutes from the February 18, 2018 Regular Session of the Board of Trustees

**REPORT OF THE BOARD CHAIR**

Chair Nolan thanked Trustees Adams, Ertel, Gietka, McDowell, Urbach, and Yaffe, who together with him attended the Scholarship Donor Recognition Breakfast on Monday, March 19<sup>th</sup> at Martin's East.

Chair Nolan thanked Trustees Adams, Gietka, McDowell, Urbach, and Yaffe, who together with him attended County Executive Kamenetz's announcement of the Baltimore County College Promise Program on March 19<sup>th</sup>.

Chair Nolan shared that he participated in the National College Promise Campaign Visit to CCBC on April 9<sup>th</sup> at CCBC Essex, featuring Dr. Martha Kanter.

Chair Nolan thanked Trustees Hill, Urbach and Yaffe, who together with him attended the County Executive's Budget Message on April 12<sup>th</sup>.

Chair Nolan thanked Trustees Leitner, Manski, McJilton, Saunders-Owings, Urbach, and Yaffe, who together with him attended the 2018 Gala on April 14<sup>th</sup>.

Chair Nolan announced that the 2018 ACCT Trustee Leadership Congress takes place on October 24-27, 2018 in New York City. He asked trustees to let the President's Office know if they are interested in attending.

Chair Nolan invited Trustee Urbach to share about the Dundalk Chamber of Commerce's 14<sup>th</sup> Annual Outstanding Teacher Recognition Awards Banquet. Trustee Urbach attended in another capacity but was pleased to see CCBC Teacher John Reed, who was honored for his work at CCBC Dundalk.

## **REPORT OF THE PRESIDENT**

### **Comments**

President Sandra Kurtinitis mentioned a number of items at trustees' places, including a list of upcoming events. She highlighted the Emeritus Induction Ceremony on May 16<sup>th</sup>, the County Council Budget Hearing on May 17<sup>th</sup>, and Commencement on Saturday, June 2<sup>nd</sup>. President Kurtinitis also shared some photos from CCBC's "Night of Illumination" Gala, which benefited the Honors Program. She then shared a video about the Honors Program, featuring Director Rae Rosenthal who is retiring this year.

President Kurtinitis shared CCBC's successes with the 2018 Legislative Session. These included an increase of 1% in the Cade Formula plus a one-time grant of \$2M, prorated funding of all community college capital requests, a Facilities Renewal Grant for improvements, repairs, and deferred maintenance, and the Maryland College Promise Program.

### **Senate Report**

Senate Chair Heather Harris reported that the College Senate updated faculty office hours to provide students with appropriate access to their professors during semesters that meet for fewer than the traditional 15 weeks and also in courses that are fully online. The current classroom cell phone policy was amended, acknowledging that cell phone use has become the cultural norm while still giving instructors the ability to prevent disruptions during class time. As the Academic Year draws to a close, the College Senate's goal is to complete work related to professional expectations and student expression on campus, and to prepare for ongoing work in the coming year related to Early College Access as well as faculty evaluations.

### **College Presentation**

Vice President Richard Lilley and Brian Farrell, Director of College Athletics, provided information about CCBC Athletics as a Completion Initiative. CCBC's Athletics Program consists of 419 full-time student athletes participating in 19-21 intercollegiate teams. The program offers supports to ensure student athlete success, including a dedicated Academic Advisor for student athletes as well as departmental academic progress reports three times a semester. CCBC student athletes have transferred to a broad range of four-year colleges upon completing their associate's degrees at CCBC.

## **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

## **BUDGET AND FINANCE COMMITTEE**

Committee Chair Michael Ertel was unable to attend the evening session, so Chair Stephen Nolan asked Brian McFarland to report on the Budget and Finance Committee Meeting. Trustee McFarland reported that, during the Budget and Finance Committee meeting, the Committee approved Items 1 through 5 on the Consent Agenda. Trustee McFarland said that the Committee heard an update on the FY2019 Operating and Capital Budgets. The Committee then voted to recommend approval of Proposed Fee Adjustments for FY2019. In addition, Vice President Hopp shared information about the college's Annual Sustainability Report. Last, the Committee voted to recommend for approval the list of Contracts and Purchases Over \$75,000, which Vice President Melissa Hopp presented.

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

- The Consent Agenda:
  1. Agenda for the April 18, 2018 meeting;
  2. Minutes from the February 28, 2018 Budget and Finance Committee meeting;
  3. Grants and Gifts to CCBC
  4. Fiscal and Facility Reports
  5. Personnel Items
- Approval of the Proposed Fee Adjustments for FY2019
- Approval of the list of Contracts and Purchases over \$75,000

The motion was made by Trustee Adams, 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 recommended adoption of Items 1 and 2 on the Consent Agenda. In addition, the Committee voted to recommend approval of Emeritus nominations. The Committee then heard a Student Success 102 update, related to University Partnerships and Collaborations.

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 April 18, 2018 Academic and Student Affairs Committee meeting.

2. Minutes from the February 28, 2018 Academic and Student Affairs Committee meeting.
- Approval of Emeritus nominations

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

### **NEW BUSINESS**

Under New Business, Chair Stephen Nolan announced that he appointed two Ad-Hoc Committees: the Nominating Committee to propose Board of Trustees Officers for 2018-2019, to be chaired by Trustee Ertel, including Trustees Gresham, Leitner, McFarland, Saunders-Owings, and Yaffe; and the President's Performance Evaluation Committee, to be chaired by Trustee Nolan, including Trustees Adams, Gietka, Hill, Manski, McDowell, McJilton, O'Hare and Urbach.

### **ADJOURNMENT**

With no further business, Chair Nolan asked for a motion and second to adjourn the April 18, 2018 Board of Trustees meeting. A motion was made by Trustee Manski and seconded by Trustee Hill. The meeting adjourned at 7:32 PM.

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

:sdb