

The Board of Trustees  
of the  
Community College of Baltimore County

Minutes

June 13, 2018

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, June 13, 2018 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; Gerald Gietka; James Gresham; Erness Hill; Gene Leitner; Richard Manski; Wayne McDowell;; Brian McFarland; Monzella Saunders-Owings; 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; and 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 June 2018 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 Hill and seconded by Trustee McFarland. The motion was unanimously approved. The following items were adopted:

1. Agenda for the Regular Session of the June 13, 2018 Board of Trustees Meeting
2. Minutes from the April 18, 2018 Regular Session of the Board of Trustees

**REPORT OF THE BOARD CHAIR**

Chair Nolan thanked Trustee Adams, who attended the Honors Program 30<sup>th</sup> Anniversary Celebration on Thursday, April 19<sup>th</sup> at CCBC Essex.

Chair Nolan thanked Trustee McDowell, who attended the Dedication for the A. Eugene and Bernice Hoepfer Interpreter Preparation Program on May 10<sup>th</sup> at CCBC Catonsville.

Chair Nolan thanked Trustees Saunders-Owings and Urbach, who together with him attended the Emeritus Induction Ceremony and Reception on Wednesday, May 18<sup>th</sup> at CCBC Catonsville.

Chair Nolan thanked Trustees Adams, Leitner, O'Hare, and Urbach, who attended the Baltimore County Council Budget Hearing on Thursday, May 17<sup>th</sup>.

Chair Nolan thanked Trustees Hill, O'Hare, and Urbach, who together with him attended CCBC's Commencement on Saturday, June 2<sup>nd</sup>.

Chair Nolan reminded Trustees about the Board of Trustees Foundation Appreciation Event scheduled for Thursday, June 21<sup>st</sup> at CCBC Catonsville.

## **REPORT OF THE PRESIDENT**

### Comments

President Sandra Kurtinitis shared that she had the wonderful surprise of receiving the June E. Streckfus Leadership in Education Partnerships Award from the Maryland Business Roundtable. She then shared a video of CCBC's Commencement and thanked Dean Caroline Scott and her 135 volunteers who helped to make the event a success. President Kurtinitis shared information about the Maryland and Baltimore County College Promise Programs, highlighting their similarities and differences, pointing out that both of these programs are made possible due to bipartisan support. The Early College High School Magnet at Woodlawn High School will be in its second year, and the Pathways in Technology (P-TECH) at Dundalk High School will open in the fall of 2018, offering students at those schools the opportunity to graduate from High School with an Associate Degree. President Kurtinitis congratulated Melissa Hopp for receiving the 2017 Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association. She then shared a video from the Professional Development Conference

### Retirees

Vice President Ken Westary acknowledged Cathy Birkelien's 35 years of service to the college in her role managing and directing the Dundalk Community College Foundation before the merger, and then directing the Office of Advancement Services and Donor Relations for the CCBC Foundation, Inc. In this capacity Ms. Birkelien provided outstanding leadership over internal fundraising, donor relations, and stewardship operations. Furthermore, she has organized and provided staffing support to the Executive Director of four Foundation Boards, including planning and executing 16 annual Foundation Board Meetings and keeping 60 board members happy and engaged. Over a recent two-year period, Ms. Birkelien received calls about unsolicited donations totaling over \$1.2M. Vice President Westary credited Ms. Birkelien as an essential part of the Office of Institutional Advancement who will be greatly missed. Ms. Birkelien thanked Vice President Westary and the Board of Trustees and expressed her gratitude to the Dundalk campus community.

Vice President Melissa Hopp acknowledged Nicki Copinger's 38 years of service in Purchasing and Finance at CCBC Dundalk. Ms. Copinger received her associate degree from Dundalk Community College and began working as an Accounting Clerk and then moved on to become the Business Office Manager, with the Receivables, Accounts Payable, Bursar, and Purchasing Departments all reporting to her. She continued in this role until the colleges merged, when she moved solely into the Purchasing Department where she served in many capacities. To honor the memory of her sons, Adam and Alex, Ms. Copinger has established a scholarship fund and volunteered numerous hours of service to the College Foundations. She plans to remain active with the CCBC Dundalk Foundation Committee after retirement. Ms. Copinger expressed gratitude for her work "home" on the Dundalk campus and the community there.

Vice President Richard Lilley acknowledged Kirk Soistman's 30 years of service in College Communications. Mr. Soistman worked for 30 years in the CCBC Dundalk Print Shop. He began his career at CCBC as a Press Operator at Dundalk Community College. Under Printing Service Manager Gary Edsall, Mr. Soistman learned the pre-press side of the Print Shop operations, all before the advent of computer-generated graphics; he has taken great pride in running the CCBC Dundalk Print Shop. He greeted every staff and faculty member with a smile and a positive attitude; his genuine approachable manner has been a considerable factor in Print Services receiving top scores in our annual Employee Survey. His daughter Sarah is a graduate of the Honors Program and works at CCBC. Mr. Soistman thanked the college for the opportunity to work there for a little over 30 years.

### Senate Report

President Kurtinitis asked Senate Chair Heather Harris to share information about the College Senate's recent activities. Chair Harris summarized the Senate's efforts for the year, working in the fall to clear a backlog of charges from previous years, and in the spring focused on improving communication and collaboration with academic leadership. The Senate passed five final policy proposals in May and June. They also voted to update their Bylaws to hold at-large committee members to the same attendance and participation standards as elected senators in order to vote on proposals. The College Senate is looking forward to the 2018-2019 Academic Year to continue working to support the efforts of CCBC faculty, staff, and students.

### 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 voted to recommend approval of the continuance of six Academic Programs, including: 1) Applied Exercise Sciences, 2) Business Administration and Business Management, 3) Information Technology, 4) Medical Laboratory Technology, 5) Radiation Therapy, and 6) Respiratory Care Therapy. The Committee then voted to recommend the discontinuance of two Academic Programs: 1) Administrative Office Professional, and 2) Occupational Safety and Health Technology. The Committee also voted to approve the submission of CCBC's FY2019 Cultural Diversity Plan to the Maryland Higher Education Commission (MHEC). Finally, the Committee heard a Student Success 102 update on the college's high profile participation at the Achieving the Dream Conference.

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 June 13, 2018 Academic and Student Affairs Committee meeting.

2. Minutes from the April 18, 2018 Academic and Student Affairs Committee meeting.
  - Approval of the continuance of six Academic Programs, including. 1) Applied Exercise Sciences, 2) Business Administration and Business Management, 3) Information Technology, 4) Medical Laboratory Technology, 5) Radiation Therapy, and 6) Respiratory Care Therapy.
  - Approval of the discontinuance of two Academic Programs: 1) Administrative Office Professional, and 2) Occupational Safety and Health Technology.
  - Approval of the submission of CCBC's FY2019 Cultural Diversity Plan to the Maryland Higher Education Commission (MHEC).

The motion was made by Trustee Gietka 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 FY2019 Operating and Capital Budgets. The Committee also voted to recommend for approval submission of the FY2020 Capital Budget Request to the State of Maryland. The Committee then voted to recommend for approval the President's recommendation to implement a three-pronged plan for CCBC's Child Care Centers: 1) to discontinue the college run child care centers, effective August 6, 2018; 2) to suspend child care services at CCBC Dundalk, effective June 30, 2018, and CCBC Essex, effective August 3, 2018; and 3) to engage Sanbridge Early Learning Center as the child care provider at the CCBC Catonsville Child Care Center, effective August 6, 2018. In addition, the Committee voted to recommend for approval the list of Contracts and Purchases over \$75,000, which Vice President Melissa Hopp presented. The Committee voted to recommend for approval the FY2018 Salary Policy for All Classes of Employees. Finally, the Committee voted to recommend approval of the Health Insurance Premium Cost Sharing Modifications.

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 13, 2018 meeting;
  2. Minutes from the April 18, 2018 Budget and Finance Committee meeting;
  3. Grants and Gifts to CCBC
  4. Fiscal and Facility Reports
  5. FY2018 Summary of Non-Competitive Negotiated Contract Awards
  6. Personnel Items
- Approval of the Final FY2019 Operating and Capital Budgets
- Approval of the FY2020 Capital Budget Request to the State of Maryland
- Approval to implement a three-pronged plan for CCBC's Child Care Centers:
  - 1) To discontinue the college run child care centers, effective August 6, 2018;

- 2) To suspend child care services at CCBC Dundalk, effective June 30, 2018, and CCBC Essex, effective August 3, 2018; and
  - 3) To engage Sanbridge Early Learning Center as the child care provider at the CCBC Catonsville Child Care Center, effective August 6, 2018.
- Approval of the list of Contracts and Purchases over \$75,000.
  - Approval of the FY2019 Salary Policy for All Classes of Employees.
  - Approval of the Health Insurance Premium Cost Sharing Modifications.

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

### **NEW BUSINESS**

Under New Business, Chair Stephen Nolan asked Trustee Ertel to read the Nominating Committee's recommendation. On behalf of the Nominating Committee, Trustee Ertel 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 Manski and seconded by Trustee Saunders-Owing. The motion was unanimously approved.

Also under New Business was the Recommendation to Approve the President's Performance Review discussed in the June 13, 2018 Executive Session. This included the approval of the recommendations of the President's Performance Review and Compensation Committee and the rollover of one year to extend the President's current three-year contract through June 30, 2021. A motion to approve the recommendation was made by Trustee McJilton 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 June 13, 2018 Board of Trustees meeting. A motion was made by Trustee McFarland and seconded by Trustee McDowell. The meeting adjourned at 7:54 PM.

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

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