

The Board of Trustees  
of the  
Community College of Baltimore County

Minutes

January 31, 2018

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, January 31, 2018 at 7:28 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; 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; 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 January 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 to approve the Consent Agenda. A motion was made by Trustee O'Hare and seconded by Trustee Gietka. The motion was unanimously approved. The following items were adopted:

1. Agenda for the Regular Session of the January 31, 2018 Board of Trustees Meeting
2. Minutes from the November 8, 2017 Regular Session of the Board of Trustees
3. Minutes from the November 8, 2017 Executive Session of the Board of Trustees

**REPORT OF THE BOARD CHAIR**

Chair Nolan thanked Trustees Adams, O'Hare, and Urbach, who together with him attended the President's Club Holiday Reception at the President's home in December.

Chair Nolan thanked Trustees Adams, Gietka, Manski, and O'Hare, who together with him attended the Diamonds & Denim event on January 13<sup>th</sup> at CCBC Catonsville.

Chair Nolan thanked Trustees Manski, McDowell, O'Hare, and Urbach, who together with him attended the Hilton Center Ribbon Cutting on January 22<sup>nd</sup> at CCBC Catonsville..

Chair Nolan thanked Trustees Manski, O'Hare, Hill, and Urbach, who together with him attended the Maryland Association of Community Colleges (MACC) Trustee Leadership Conference on January 22<sup>nd</sup> in Annapolis.

Chair Nolan thanked Trustee Gresham, who attended a regional meeting of the African American Community College Trustee Association on Saturday, January 27<sup>th</sup>. This Association is a caucus of the Association of Community College Trustees (ACCT), and Trustee Gresham shared information about CCBC's Best Practices for assisting or ensuring that minority students have access to the tools necessary for retention and completion. Trustee Gresham shared that the meeting included representatives from community colleges in Maryland and New Jersey. He found that although all the colleges represented at the meeting recognized the importance of these issues, they were not as far along as CCBC in their best practices. They were very interested in receiving Trustee's Gresham's notes and contact information for further follow up.

## REPORT OF THE PRESIDENT

### Comments

President Sandra Kurtinitis began by highlighting some good news stories. Dr. Kurtinitis announced that Governor Hogan had scheduled his "Roving" Cabinet Meeting to take place at CCBC Essex on Monday, February 12<sup>th</sup>. President Kurtinitis invited trustees to join the college for the President's Distinguished African-American Lecture Series (featuring Jeff Johnson) on February 15<sup>th</sup> at CCBC Essex, and the 4<sup>th</sup> Annual Culturally Responsive Teaching Conference on April 19-20 at the Maritime Conference Center in Linthicum Heights, Maryland. She also highlighted two events later this spring: CCBC's Annual Gala on Saturday, April 14<sup>th</sup> at Martin's West and the 30<sup>th</sup> Anniversary of the Honors Program on Thursday, April 19<sup>th</sup> from 4 to 7 p.m. at CCBC Essex. Dr. Kurtinitis shared a video featuring CCBC dancers in a World Premiere Dance Event, *Migration*, by Peter Pucci. She then shared photos of the newly renovated Hilton Center, which was featured in two recent events, including the New Beginnings Diamonds & Denim event on January 13<sup>th</sup>, and a Ribbon Cutting Ceremony on January 22<sup>nd</sup> at CCBC Catonsville. President Kurtinitis thanked the CCBC Foundation Directors for their tremendous support, and mentioned that Vice President Kenneth Westary, Mr. Michael Carper, and Ms. Genie Briggs would provide an update on the CCBC Foundation as the College Presentation.

### 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 policy in November on the implementation of High Impact Teaching Practices, which are developed for use in highly enrolled courses and have been an important aspect of Student Success 102. Ms. Harris also reported that the Senate passed multiple Curriculum and Instruction proposals in November, December, and January. Those various proposals will ultimately be presented to the Board for approval in the coming months.

### College Presentation

President Kurtinitis invited Vice President Kenneth Westary, along with CCBC Foundation Chair Michael Carper and CCBC Dundalk Foundation Committee Chair Genie Briggs, to present their annual Foundation Report. The CCBC Foundation was established in 2005 to provide external funding support for the college. This group seeks contributions from alumni, local businesses, corporations, employees, foundations and individuals to support student scholarships, cultural and curriculum development, facilities and equipment needs, and other programs and

activities that benefit the college. The CCBC Foundation's New Beginnings Campaign exceeded its goal by 24 percent, raising a total of \$57.3M.

### **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. In addition, the Committee heard information on the FY2017 Auditor's Report, presented by Vice President Hopp, and voted to recommend approval. The Committee also voted to recommend approval of the FY2019 Capital Budget. Vice President Hopp then led the Committee in a Work Session on the proposed FY2019 Operating Budget. Presented for information in January, the FY2019 Operating Budget will be voted upon at the February 2018 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 January 31, 2018 meeting;
  2. Minutes from the November 8, 2017 Budget and Finance Committee meeting;
  3. Grants and Gifts to CCBC
  4. Fiscal and Facility Reports
  5. Personnel Items
- Approval of the FY2017 Auditor's Report
- Approval of the FY2019 Capital Budget
- 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**

In Committee Chair Erness Hill's absence, Board Chair Nolan asked Vice Chair Gloria McJilton to report on the Academic and Student Affairs Committee Meeting.

Trustee McJilton 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 two degrees: a Histotechnology A.A.S. Degree, and a Bachelor of

Professional Studies Degree in Interpreting. The Committee then voted to recommend approval of the Sabbatical Leave Requests for FY2019.

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 January 31, 2018 Academic and Student Affairs Committee meeting.
  2. Minutes from the November 8, 2017 Academic and Student Affairs Committee meeting.
- Approval of the following Degrees:
  - Histotechnology A.A.S. Degree
  - Bachelor of Professional Studies Degree: Interpreting

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

#### **NEW BUSINESS**

Under New Business, there was a Recommendation to Approve Naming Opportunities: 1) to change the name of the Hilton Mansion to the Hilton Center, 2) to name the Interpreter Preparation Learning Lab the ***Bernice and A. Eugene Hoeper Learning Lab***, and 3) to name the Interpreter Preparation Learning Program the ***Bernice and A. Eugene Hoeper Interpreter Preparation Program***. The motion was made by Trustee Manski and seconded by Trustee McFarland. The motion was unanimously approved.

#### **ADJOURNMENT**

With no further business, Chair Nolan asked for a motion and second to adjourn the January 31, 2018 Board of Trustees meeting. A motion was made by Trustee Manski and seconded by Trustee Gietka. The meeting adjourned at 8:27 PM.

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

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