

**The Board of Trustees of the Community College of Baltimore County**  
*Meeting Minutes, April 10, 2019*

**REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, April 10, 2019 at 5:30 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; Trustees Gayle Adams; Michael Ertel; Gerald Gietka; Gene Leitner; Richard Manski; Wayne McDowell; Mary Margaret O'Hare; Monzella Saunders-Owings; J.D. Urbach; and Gerard W. Wittstadt Jr.. 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 Mr. Jack McLaughlin, Interim Vice President of Instruction.

**EXECUTIVE SESSION**

Having opened the Public Session, Chair Nolan made a motion to call to order a closed meeting of the Board of Trustees of the Community College of Baltimore. Pursuant to General Provisions Article 3-305, he moved that the Board of Trustees enter into the closed session for the following purpose:

*Under Section 3-305 (b) (1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.*

Chair Nolan stated that the Board would discuss a personnel matter, and it was necessary to close the meeting because public discussion of any personnel matter would violate the employee's confidentiality. The Chair's motion was seconded by Trustee Leitner and unanimously approved. The Trustees entered into the closed session at 5:32 p.m.

**INTRODUCTION**

Upon returning from the Closed Session at 7:10 PM, Chair Nolan asked for a motion to come out of Executive Session. Trustee O'Hare made a motion to come out of Executive Session and return to the Public Session, which was seconded by Trustee Gietka. The motion was unanimously approved.

Chair Stephen Nolan welcomed and thanked everyone for attending the April 2019 meeting of the Board of Trustees. He thanked Campus Director Tanya Jones for the tour of the Public Safety Role Play rooms and 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 Adams and seconded by Trustee Urbach. The motion was unanimously approved: The following items were adopted:

1. Agenda for the Regular Session of the April 10, 2019 Board of Trustees Meeting (revised version)
2. Minutes from the February 27, 2019 Regular Session of the Board of Trustees

## **REPORT OF THE BOARD CHAIR**

Chair Nolan thanked Trustees for their participation in the following events:

- Trustees Adams, O’Hare, Urbach, and Wittstadt attended the Scholarship Donor Recognition Breakfast on Monday, March 18<sup>th</sup> at Martin’s East.
- Trustees Gietka and O’Hare joined Chair Nolan in attending CCBC’s 2019 Gala on April 6<sup>th</sup>.

Chair Nolan highlighted two upcoming events:

- The County Executive’s Budget Message on Monday, April 15<sup>th</sup> at 10 a.m. As the President and several Vice Presidents cannot be there due to a longstanding prior commitment, the President requested a special show of Trustee support.
- The 2019 ACCT Trustee Leadership Congress takes place on October 16-19, 2019. Trustees interested in attending should contact the President’s office.

Chair Nolan then reminded Trustees to submit their state and county ethics forms by April 30<sup>th</sup>.

## **REPORT OF THE PRESIDENT**

### **Comments**

President Sandra Kurtinitis began by acknowledging Dr. Bradley Thompson, Assistant Professor of Horticulture, who brought potted flowers for each of the Trustees. President Kurtinitis reiterated Chair Nolan’s support of Trustees’ participation in the ACCT Leadership Congress on October 16-19; each year the President and Board Chair make a determination regarding how many trustees to send based on interest and past attendance. President Kurtinitis then called Trustees’ attention to two invitations, one for the Emeritus Ceremony on May 15<sup>th</sup> and the other for Commencement on June 1<sup>st</sup>.

President Kurtinitis shared slides with good news items and recent college events: CCBC’s Annual Gala on Saturday April 6<sup>th</sup> which included an appearance by the County Executive; the President’s Distinguished African American Lecture Series featuring Tarana Burke, a social activist and founder of the “me too.” Movement; our 33<sup>rd</sup> Annual Creative Writing Forum featured author and literary artist Arthur “Rickydoc” Flowers; and an award from the Maryland State Department of Education to CCBC’s Sustainable Horticulture Program for its partnership with the American Landscape Institute Board.

President Kurtinitis shared CCBC’s successes with the 2019 Legislative Session. These included the first three items on our Legislative Priorities document: although the original Cade Formula Model was not reinstated, community colleges will receive the prescribed increase of 23 cents for every dollar the University System receives; support for the community college capital budget which includes significant support for CCBC; and support for adjustments to the

Maryland College Promise Program. In addition, the Legislature approved a Workforce Readiness Grant to enable community colleges to receive matching funds for donations of technology equipment from local businesses.

### **Retiree**

Vice President Melissa Hopp acknowledged Robert (Bob) Kraft's 25 years of service to the college in the Office of Administrative Services. Bob, who is retiring in May, began working at Essex Community College in 1993 as a staff accountant. As Director of Fiscal Affairs, he was instrumental in merging the three community colleges into a single system. He served as Comptroller from 1996 to 2006. He was then promoted to Assistant Vice President of Finance in 2006 and has successfully led the Finance staff since that time, overseeing the Offices of Accounting, Budget and Finance, and Payroll. Under Bob's leadership, the college received the first of 20 Certificates of Excellence for financial reporting, and he has been here for all the subsequent ones as well. His staff respect his knowledge and appreciate his attention to their ideas and concerns. Vice President Hopp stated that he has been her right hand and often her left, and he has done it all with grace.

### **Senate Report**

Senate Chair Heather Harris reported that the Senate passed a proposal regarding on-campus demonstrations, and they are working with the Senior Staff to emphasize civil discourse as the goal of these events. The Senate is also working on clarifying the Common Course Outline as the essential list of objectives and expectations for CCBC courses, regardless of where or how they are taught. Moving into the final quarter of the academic year, the Senate will review proposals regarding online course assessments, faculty scheduling, and faculty leave reporting as well as faculty evaluation and promotion.

### **College Presentation**

Vice President Melissa Hopp, Mr. Tim Burton, Executive Director of Facilities Management, and Elizabeth Shrader, Professor of Environmental Science, provided information about CCBC's Sustainability efforts. CCBC's College-Wide Sustainability Committee includes 3 campus-based committees and has over 30 committee members college-wide. Vice President Hopp provided an overview of the first decade of sustainability efforts at CCBC, which focused on green cleaning, single stream recycling, hydration stations, Sustainability Day and Earth Week activities, community gardens, energy conservation and building energy efficient installations, solar panels, green buildings, and shuttle service operations. In 2008 President Kurtinitis signed the College Presidents Climate Commitment for CCBC, pledging to reduce the college's carbon footprint by 25% by 2020. As of Spring 2019, CCBC's carbon footprint has been reduced by 14.3 %; however, if one includes the energy savings of the solar panels, the decrease grows to 27.3 %. Mr. Tim Burton provided information about the college's sustainability goals: to increase non-contaminated recycling, reduce single-use plastics and sales of bottled water, reduce landfill waste, reduce electrical usage, continue to increase efficiency of existing buildings, and develop CCBC-specific sustainable building standards for new construction and renovations. Dr. Elizabeth Shrader shared information regarding the Essex Community Garden, initiated by students in 2010. The student-led, student-centered garden offers hands-on learning and service learning projects across the college.

## **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

### **BUDGET AND FINANCE COMMITTEE**

Chair 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. The Committee then voted to approve the engagement of CliftonLarsonAllen to conduct the audit of the college's FY2019 Financial Statements. Trustee Ertel reported that the Committee heard an update on the FY2020 Operating and Capital Budgets as well as a report on Enterprise Risk Management. The Committee then voted to recommend the approval of First Day Fees for Fall 2019. Finally, 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 Ertel. Those items included:

- The Consent Agenda:
  1. Agenda for the April 10, 2019 meeting;
  2. Minutes from the February 27, 2019 Budget and Finance Committee meeting;
  3. Grants and Gifts
  4. Fiscal and Facility Reports
  5. Investment Report
  6. Personnel Items
- Engagement of CliftonLarsonAllen to conduct the audit of the college's FY2019 Financial statements
- Approval of First Day Fees for Fall 2019
- Approval of the list of Contracts and Purchases over \$75,000

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

### **ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

Board Chair Nolan asked Committee Chair Meg O'Hare to report on the Academic and Student Affairs Committee Meeting.

Trustee O'Hare 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 Emeritus nominations. The Committee then heard a Student Success 102 update, related to Student Advocacy Day in Annapolis.

Board Chair Nolan asked for a motion to approve the action items outlined by Committee Chair O'Hare. Those items included:

- The Consent Agenda:
  1. Agenda for the April 10, 2019 Academic and Student Affairs Committee meeting.

2. Minutes from the February 27, 2019 Academic and Student Affairs Committee meeting.
- Approval of Emeritus nominations

The motion was made by Trustee McDowell 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 2019-2020, to be chaired by Trustee Ertel, including Trustees Gietka, Manski, McDowell, and Wittstadt; and the President's Performance Evaluation Committee, to be chaired by Trustee Nolan, including Trustees Adams, Gresham, Leitner, McJilton, O'Hare, Saunders-Owings, and Urbach.

### **ADJOURNMENT**

With no further business, Chair Nolan asked for a motion and second to adjourn the April 10, 2019 Board of Trustees meeting. A motion was made by Trustee Manski and seconded by Trustee O'Hare. The meeting adjourned at 8:08 PM.

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

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