

The Board of Trustees of the Community College of Baltimore County
Meeting Minutes, November 18, 2020

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, November 18, 2020 at 5:44 PM on the Essex campus of the Community College of Baltimore County. The following members of the Board were in attendance, in person or virtually, via Microsoft Teams (indicated in parentheses): Board Chair Gene J. Leitner; Vice Chair James Gresham; Trustees Kimberly Carl; Gayle Adams (virtually); Paulette Hammond; Mary Margaret O’Hare; Douglas B. Riley (virtually); Monzella Saunders-Owings (virtually); Richard Scheper; Daryl Sidle (virtually); 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; Joaquín Martínez, Provost and Vice President of Instruction;; Michael Netzer, Interim Vice President of External Outreach; and Kenneth Westary, Vice President of Institutional Advancement.

EXECUTIVE SESSION

Having opened the Public Session, Chair Leitner 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 purposes:

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 Leitner stated that the Board expected to discuss updates related to a personnel issue previously discussed at the September 30 meeting. The Chair’s motion was seconded by Trustee O’Hare and unanimously approved. The Trustees entered into the Closed Session at 5:47 p.m.

INTRODUCTION

Upon returning from the Closed Session, Chair Gene Leitner welcomed everyone back and asked for a motion and a second to come out of the closed session. A motion was made by Trustee O’Hare and seconded by Trustee Urbach. The motion was unanimously approved, and the Board reentered the Public Session at 7:02 p.m. Chair Leitner welcomed and thanked everyone for attending the November 18, 2020 meeting of the Board of Trustees. He acknowledged the staff at CCBC Essex for hosting the meeting.

CONSENT AGENDA

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

1. Agenda for the Regular Session of the November 18, 2020 Board of Trustees Meeting

2. Minutes from the September 30, 2020 Regular Session of the Board of Trustees
Minutes from the September 30, 2020 Executive Session of the Board of Trustees

REPORT OF THE BOARD CHAIR

Chair Leitner stated that we had originally planned to invite Trustee Nolan to the meeting in order to present his Trustee Emeritus Award in person. However, as the COVID-19 restrictions were still in place, that celebration will be delayed until later in the Spring.

Chair Leitner thanked the following Trustees who joined him and the President in attending the Association of Community College Trustees Virtual Trustee Leadership Congress from October 5-8, 2020: Trustees Adams, Gietka, Gresham, Hammond, Jackson, Riley, Scheper and Urbach.

Chair Leitner then thanked the following Trustees for joining him in attending the Virtual Ribbon Cutting for the Carol Diane Eustis Center for Health Professions: Trustees Adams, Carl, Hammond, Urbach, and Wittstadt.

Chair Leitner informed the Board that Trustee Paulette Hammond will be the Trustee Representative on the President's Diversity, Equity and Inclusion Advisory Council. Trustee Hammond stated that she is very excited to be the Trustee representative; the first meeting had not yet taken place, but she will report on future meetings.

Chair Leitner asked Trustees Adams and Scheper for an update on their participation in the Middle States Accreditation Committee: Standard VII process. Trustee Scheper stated that they are heavily engaged, and the initial report for Standard VII has been put together and sent. They are still in the evidence gathering stage but the process seems to be going well.

REPORT OF THE PRESIDENT

Comments

President Kurtinitis began by adding to Trustee Scheper's update on the Middle States process, stating that Dr. Kushnood Haq, who is the college's liaison with the Middle States Accreditation process, spent the better part of a day meeting with various representatives of the college, including trustees. He was impressed with the trustees, congratulating them on the board as a policy board that has a good relationship with the President and the college leadership. President Kurtinitis then shared updates and good news about the college. She mentioned that the Virtual Ribbon Cutting for the CCBC Essex Carol Diane Eustis Center for Health Professions, which took place on Thursday, October 29, 2020, was well attended by over 500 guests. She then shared a slide showing the new sign for the CCBC Transportation Training Center at Tradepoint Atlantic. Governor Hogan's Emergency Education Relief Fund included a \$1.4M grant for CCBC for workforce training. The Daily Record Ranked CCBC the #1 Community College for 2020. College Communications received 2 awards from the National Council for Marketing and Public Relations: the 2020 Gold Medallion Winner for a wall mural in the CCBC Essex Romadka College Center (Jackie McTear, Senior Graphic Designer) and the 2020 Bronze Medallion Winner for a CCBC Performing Arts Poster (Michael Elspas, Assistant Director of Creative Services). CCBC celebrated its first Indigenous People's Day on October 12, 2020. President Kurtinitis invited trustees to attend the President's Club Virtual Holiday Reception on December 6, 2020 at 3 p.m. The President's Diversity, Equity and Inclusion Advisory Council is

launching their first meeting on December 2, 2020; the Advisory Council Co-Chairs will be invited to the January Board meeting to give a presentation.

Senate Report

President Kurtinitis asked Senate Chair Kristin Duckworth to share information about the College Senate's recent activities. Chair Duckworth reported that the College Senate has met successfully via Teams three times this fall. The Senate has recently approved numerous course and program revisions, including changes to the Criminal Justice Studies Program, the Flight Training Certificate Program, and various Theatre programs and areas of concentration. At the October meeting of the Senate, the Senate body voted unanimously to endorse the creation of the President's Diversity, Equity and Inclusion Advisory Council; the Senate looks forward to a productive, meaningful partnership with this Advisory Council. The various standing committees of the Senate are continuing their work researching, discussing, and crafting policy proposals. In addition, the members of the Executive Committee recently held a virtual meeting with the four current student senators to discuss the important role that students can play during and outside of the senate meetings as well as review the parliamentary procedures that are used during the meetings.

College Presentation

President Kurtinitis invited Dr. Richard Lilley, Vice President of Enrollment and Student Services, and Dr. Derrick Little, Director of Veterans Services, to begin their presentation on CCBC Veterans Services. Dr. Little reported that education is a key component in the transition from military to civilian life and employment. Approximately 40 percent of veteran students attend community colleges nationwide. Some service members find it difficult to align the skills and knowledge gained via military service to the civilian labor market. CCBC's unique approach uses a holistic model of support to address educational needs of veterans and active duty military students to increase their ability to earn credentials or degrees, recognize and help address any mental and physical issues resulting from military experiences, and provide a one-stop shop model. In order to recruit and retain veteran students, the college has created a single point of contact for resources and services. The college also works to create seamless pathways to ensure military training is awarded for college credit or credentials as well as to increase the availability of non-credit credentials and military affiliated opportunities.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Board Chair Leitner asked Committee Chair Mary Margaret 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 and 2 on the Consent Agenda. These included:

1. Agenda for the November 18, 2020 Academic and Student Affairs Committee meeting;

2. Minutes from the September 30, 2020 Academic and Student Affairs Committee meeting;

Trustee O'Hare reported that the Committee then voted to recommend approval of an Academic program revision:

1. Flight Training Lower Division Certificate

The Committee then heard a presentation on Sabbatical Leave Reports for the 2019-2020 Academic Year, with two recipients describing their sabbatical work.

Trustee O'Hare also reported that the Committee heard a report on Student Success 201, related to the "Getting Started" Team Implementation, moving from in-person registration and advising to a remote model.

Board Chair Leitner asked for a motion and a second to approve the action items outlined by Trustee O'Hare. Those items included:

- Consent Agenda Items 1 and 2
- Approval of a Program Revision for the Flight Training Lower Division Certificate

A motion was made by Trustee Carl and seconded by Trustee O'Hare. The motion was unanimously approved.

BUDGET AND FINANCE COMMITTEE

Chair Gene Leitner asked Committee Chair Urbach to report on the Budget and Finance Committee Meeting.

Trustee Urbach reported that the Budget and Finance Committee approved Items 1 through 6 on the Consent Agenda. These included:

1. Agenda for the November 18, 2020 Budget and Finance Committee meeting;
2. Minutes from the September 30, 2020 Budget and Finance Committee meeting;
3. FY2022 Academic and Operating Calendars
4. Grants and Gifts to CCBC
5. Fiscal and Facility Reports
6. Personnel Items

Trustee Urbach reported that the Committee then heard information on the FY2022 Capital Budget Work Session, presented by Vice President Hopp. The final version of the Capital Budget will be presented for Board approval at the January 27, 2021 meeting.

Trustee Urbach stated that the Committee voted to recommend the Spring Semester First Day Fee Adjustments for approval. The Committee then voted to recommend for approval one contract over \$75,000, which Vice President Hopp presented.

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

- Consent Agenda Items 1 through 6
- Spring Semester First Day Fee Adjustments
- Approval of one Contract over \$75,000, presented by Vice President Hopp

The motion was made by Trustee Riley and seconded by Trustee Hammond. The motion was unanimously approved.

OLD BUSINESS

Under Old Business was the Recommendation to Approve Revisions to Board Policy 2.07: Employee Grievance Procedure. This item was presented for First Reading at the September 30, 2020 Board of Trustees Meeting. Chair Leitner asked for a motion and a second to approve the revisions to Board Policy 2.07. The motion was made by Trustee O'Hare and seconded by Trustee Urbach. The motion was unanimously approved.

ADJOURNMENT

With no further business, Chair Leitner asked for a motion and second to adjourn the November 18, 2020 Board of Trustees meeting. A motion was made by Trustee Urbach and seconded by Trustee Carl. The meeting adjourned at 7:47 PM.

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

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