

# **Board of Trustees of the Community College of Baltimore County**

*Meeting minutes, February 23, 2022*

## **REGULAR SESSION**

The Board of Trustees of the Community College of Baltimore County met in regular session on Wednesday, February 23, 2022, at 7:05 p.m. on the Catonsville Campus of the Community College of Baltimore County. The following members of the Board were in attendance: Board Chair J. D. Urbach; Vice Chair Mary Margaret O'Hare; Trustees Gayle Johnson Adams (virtually); Ernest Eley Jr.; Paulette Hammond; Douglas B. Riley, Esq., Dr. Richard A. Scheper, Daryl Sidle, Esq. (virtually), and Gerard Wittstadt, Esq. Also present were Sandra L. Kurtinitis, president; Dr. Joaquin G. Martinez, provost and vice president of Instruction; Melissa Hopp, vice president of Administrative Services; Michael Netzer, interim vice president of External Outreach Initiatives; and Kenneth Westary, vice president of Institutional Advancement.

## **CONSENT AGENDA**

Chair Urbach reported that the January 26, 2022 Board of Trustees Minutes reflected that Trustee Adams attended the December 2021 Holiday Party at President Kurtinitis' home when she was unable to attend. He requested that the Minutes be corrected, which they have been.

Chair Urbach then asked for a motion to approve the consent agenda. A motion was made by Trustee Riley and seconded by Trustee Wittstadt. The motion was unanimously approved. The following items were adopted:

1. Agenda for this February 23, 2022 regular session of the Board of Trustees meeting.
2. Minutes from the January 26, 2022 regular session of the Board of Trustees.
3. Minutes from the January 26, 2022 executive session of the Board of Trustees.

## **REPORT OF THE BOARD CHAIR**

Chair Urbach revealed that President Kurtinitis is one of the six finalists for the American Association of Community Colleges CEO of the Year Award. The Board of Trustees congratulated President Kurtinitis on her nomination.

The virtual visit of the Middle States Evaluation Team will occur from March 20-23, 2022. The Chair noted that President Kurtinitis would describe the details of the visit later in the meeting. Chair Urbach requested the Trustees be available to meet with visiting team members. President Kurtinitis is working with the team chair to develop the visit schedule and will share it as soon as it is available.

Chair Urbach announced that CCBC's 15<sup>th</sup> Annual Gala will be held Saturday, April 2, 2022, at Martin's West from 7-11:30 p.m. The President's Office is pleased to invite Trustees to attend this annual event. Each Trustee receives one complimentary ticket and can purchase additional tickets at the same rate offered to employees. Trustees should contact Gail Rossmark by March 15 if they wish to attend.

This year's Maryland Association of Community Colleges (MACC) 2022 Trustee Leadership Conference is scheduled for April 28, 2022, from 3–6:30 p.m., at the Health and Life Sciences Building at Anne Arundel Community College. Chair Urbach encouraged all Trustees to attend. The program will include a panel of gubernatorial candidates. Although the meeting will be held in both in-person and virtual formats, Trustees are encouraged to attend in person. If interested, Trustees should contact Gail Rossmark, as she will arrange for college group transportation to this event.

Chair Urbach stated that the next Board of Trustees Meeting is scheduled for April 27, 2022, at the CCBC Dundalk Campus.

## **REPORT OF THE PRESIDENT**

### **Comments**

President Kurtinitis described the materials distributed to the Trustees, which included (1) the flyer regarding Brandon Fleming as the featured speaker at the African-American President's Lecture Series that morning; (2) copy of the Association of Community Colleges brochure (3) the college's Middle States Self-Study Report, which includes an Addendum of changes made since the January 2022 Board of Trustees Meeting.

Aided by a PowerPoint presentation, President Kurtinitis reported that the college lost two employees last week: Joseph Sperato, Jr., CCBC Athletic Facilities Supervisor, and Tanya Jones, CCBC Dundalk Campus Director. President Kurtinitis asked for a moment of silence.

Dr. Kurtinitis provided an update on CCBC's COVID protocols. She noted that state metrics are down to 3.3% with County and college metrics significantly lower. Out of 3,000 employees and thousands of students, only three faculty, staff, and students reported infection over the past week. The college's Mask Mandate will continue until the end of March, at which point we should be able to loosen some of our restrictions.

President Kurtinitis reported that she and Dr. Joaquin Martinez, provost and vice president, were contacted by the family of Charles Strouse, a former student, who first attended CCBC 53 years ago. As Mr. Strouse never had a proper graduation, they held a special luncheon for him and his family and presented him with an Associate of Arts and Science Degree.

As the CCBC Essex women's basketball team is ranked Number 2 in the nation, President Kurtinitis reported that County Executive Olszewski attended a recent game to present the team with a special recognition. Out of 45 games, the team has lost only two.

As the Employee Diversity Climate Study has been completed, the director of planning research and evaluation has assembled the results. President Kurtinitis will arrange for Dr. Glenda Breaux to present the results of this study to the Board of Trustees at an upcoming meeting.

President Kurtinitis spoke briefly about the Middle States Self-Study and Report. She is proud of the work that Dr. Martinez and Co-Chairs Jane Mattes and Lynne Mason have done. She indicated the virtual meetings with the Middle States Team will begin on March 21, 2022; she will forward specific information to the Trustees for their meetings with the Visiting Team.

The Maryland Promise Scholarship will likely be funded at \$15 million and discussions are ongoing to disburse these scholarships to students by mid-summer. Funding is also in play to support a broad transfer initiative between the University System of Maryland and the community colleges. President Kurtinitis further reported that CCBC's Vice President Westary has done an extraordinary job in raising the \$250,000 in technology donations that will enable CCBC to receive a legislative match. President Kurtinitis closed her remarks with a summary of the likely outcomes of the FY 2022 Legislative Session. The two most important achievements are full funding of the Cade Formula for community colleges as well as all of the college's capital projects.

### **Senate Report**

President Kurtinitis invited Senate Chair Kristin Duckworth to share information about the College Senate's recent activities. Senate Chair Duckworth reported that the Academic Standards Committee has been gathering feedback from constituents and reviewing revised Course Format Definitions proposed by the Office of Online Learning and the Online Learning Advisory Board.

She reported that the Evaluation Committee has been reviewing the current procedures for faculty to be evaluated by students. After consultation with Provost Martinez, the Committee determined that the current evaluation tool, SmartEval, could be modified to better serve the needs of faculty and supervisors across disciplines.

The Professional Affairs Committee is working with Vice President Hopp to finalize revisions to the Furlough Policy to complement the Fiscal Exigency Policy. The revised Furlough Policy will be presented to the full Senate for a vote, then forwarded to the President who will recommend approval to the Board after review with the Executive Team.

On Monday, February 21, 2022, the Curriculum and Instruction Committee approved three new courses and revisions to two programs and 14 courses.

Senate Chair Duckworth stated that the College Environment, Student, and Community Affairs Committee conducted a college-wide survey of shared governance. While the survey indicated that a majority of the college community is satisfied with the shared governance survey, the Senate has been taking several actions to address concerns: (1) emails to the college community are now sent from the President's Office to announce college senate meetings; (2) discussion to amend the College Senate Constitution and By-laws to allow for adjunct faculty representation is underway, as is a periodic survey of shared governance; (3) discussion has also begun to improve the process for faculty to be elected as Senators in their Schools, and (4) a communication process is being developed to more fully engage students in the college senate. Senate Chair Duckworth reported that this effort was being assisted by student senators.

Lastly, Senate Chair Duckworth reported the shared governance leaders of the 16 Maryland Community Colleges are forming an affinity group and will begin meeting regularly to discuss common issues and concerns.

## **COLLEGE PRESENTATION**

President Kurtinitis invited Vice President Westary and Chair of the Community College of Baltimore County Foundation Board, Heather Rosenberg (presented virtually), to provide the CCBC Foundation's annual update to the Board of Trustees.

Aided by a PowerPoint presentation, Ms. Rosenberg gave the FY 2021 Annual Report of the CCBC Foundation. Each year the Foundation raises between \$2.5 million to \$3 million annually to support CCBC's strategic priorities. She noted that the CCBC Foundation consists of a parent board that is a 501(c)(3) corporation with three campus committees. The revenue from private donations for fiscal year 2021 was around \$3.4 million, marking 2021 as the Foundation's best fundraising year to date. Highlights of how these funds were expended include \$688,000 awarded to 966 scholarships, donations to the CCBC Student Emergency Assistance Fund, the Marie F. Hill Endowed Scholarship Fund, the Carol D. Eustis Center for Health Professions, and the Male Student Success Initiative. The Foundation also supported 30 academic programs serving approximately 1,900 students.

Ms. Rosenberg spoke about CCBC's largest fundraiser, the CCBC Annual Gala. She stated that the previous 14 galas raised \$3.9 million to support different college programs. This year the 15<sup>th</sup> gala is devoted to "Infinite Possibilities, Powering the Future of STEM."

Vice President Westary, added that in FY 2017 the Foundation received a large grant from the Andrew Mellon Foundation. He stated the Foundation has been fortunate to receive a number of large grants such as the one from the Mellon Foundation. Since FY 2009, the Foundation's assets have grown from \$7.55 million to \$20 million.

He then reported that the CCBC Foundation is engaged in its "Bridges to Success" campaign, a \$51 million, six-year campaign, which began in FY 2020. By June 30, 2021, the end of the second year of this campaign, the Foundation had met almost 43% of its goal, with four years remaining. The public phase of this campaign has not yet been announced, but when it is, the Foundation may have to increase its goal based on the current progress.

## **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

## **ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

Board Chair Urbach asked Vice Chair O'Hare to report on the Academic and Student Affairs Committee meeting in Chair Carl's absence.

Vice Chair O'Hare reported that the Academic and Student Affairs Committee recommended adoption of Items 1-2 on the Consent Agenda. These included:

1. Agenda for the February 23, 2022 Academic and Student Affairs Committee meeting.
2. Minutes from the January 26, 2022 Academic and Student Affairs Committee meeting.

The Committee voted to recommend approval of Sabbatical Leave Requests for FY 2023.

Provost Martinez then introduced an update on Student Achievement and Success: Entrepreneurship at CCBC: Transforming Communities One Business Plan at a Time from Dr. Dennis Sullivan, associate professor, Business, and Krystal Henry, CCBC graduate and winner of the Business Plan Competition.

Board Chair Urbach asked for a motion to approve the following recommendations from the Academic and Student Affairs Committee:

- Consent Agenda Items 1 and 2
- Sabbatical Leave Requests for FY 2023

Trustee Hammond made a motion. The motion was unanimously approved.

### **BUDGET AND FINANCE COMMITTEE**

Chair Urbach asked Chair Scheper to report on the Budget and Finance Committee meeting.

Trustee Scheper reported that the Budget and Finance Committee approved items 1-5 on the consent agenda. These included:

1. Agenda for the February 23, 2022 Budget and Finance Committee meeting.
2. Minutes from the January 26, 2022 Budget and Finance Committee meeting.
3. Grants and gifts to CCBC.
4. Fiscal and Facility reports.
5. Personnel items.

(Items 3-5 were included as information items and do not require Board approval.)

The Committee voted to recommend approval of the FY 2023 Operating Budget and the FY 2023 Fee Schedule.

The Committee voted to recommend approval of the list of Contracts and Purchases over \$75,000, presented by Vice President Hopp.

Chair Urbach asked for a motion to approve the following recommendations from the Budget and Finance Committee:

- Consent Agenda Items 1 through 2
- Approval to Accept the FY 2023 Operating Budget and the FY 2023 Fee Schedule
- Approval of Contracts and Purchases over \$75,000 which Vice President Melissa Hopp presented

Trustee Hammond made the motion. The motion was unanimously approved.

**NEW BUSINESS**

There was no new business to report.

**OLD BUSINESS**

There was no old business to report.

**ADJOURNMENT**

With no further business, Chair Urbach asked for a motion and second to adjourn the February 23, 2022 Board of Trustees Meeting. A motion was made by Trustee Wittstadt and seconded by Vice Chair O'Hare. The meeting adjourned at 7:58 p.m.

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

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