

Board of Trustees  
of  
Community College of Baltimore County

Regular Session

Minutes

September 27, 2023

The Board of Trustees of the Community College of Baltimore County met at 7:00 p.m., Wednesday, September 27, 2023, at CCBC Catonsville. The following members of the Board were present: Board Chair J. D. Urbach, Vice Chair Meg O’Hare, Trustees Kimberly Carl, Margaret Forté, Paulette G. Hammond, L. Michelle Jackson, Cristina Lopez (Virtually), Douglas B. Riley, Esq., Kim Ross, Dr. Richard Scheper, Daryl Sidle, Esq. (Virtually), and Jay Weinstein. Also present were Dr. Sandra L. Kurtinitis, president; Dr. Joaquín G. Martínez, provost and vice president of Academic and Student Affairs; Melissa Hopp, vice president of Administrative Services; Michael Netzer, vice president of Enrollment and External Outreach, and Kenneth Westary, vice president of Institutional Advancement.

**CONSENT AGENDA**

Chair Urbach called the regular session meeting to order at 7 p.m. He presented the consent agenda and asked if there were any objections to the agenda. With no objections to the consent agenda, the following items were adopted:

- Recommendation to approve the agenda for the September 27, 2023, regular session of the Board of Trustees meeting.
- Recommendation to approve the minutes from the June 14, 2023, regular session of the Board of Trustees meeting.
- Recommendation to approve the minutes from the June 14, 2023, executive session of the Board of Trustees meeting.

Chair Urbach asked for a motion to approve the consent agenda. A motion was made by Trustee Forté and seconded by Trustee Carl. The motion was unanimously approved.

**REPORT OF THE BOARD CHAIR**

Chair Urbach welcomed new Trustee Cristina Lopez who attended the meeting virtually.

Chair Urbach thanked Trustees Forté, Jackson, Lopez, Moore, O’Hare, Riley, Ross, Scheper and Weinstein for joining him and Dr. Kurtinitis at the Foundation Board Appreciation Reception held at the CCBC Dundalk Campus on September 21.

He noted that he attended the June 2023 Maryland Association of Community Colleges meeting with Dr. Kurtinitis, and the Maryland Association of Counties meeting in August 2023 in Ocean City, Maryland.

Chair Urbach announced that President Kurtinitis will be recognized by The Daily Record as one of 35 professionals to be honored as a “Most Admired CEO” at their November 9, 2023 event.

He also announced that Vice President Hopp is being recognized as a top CFO by the Baltimore Business Journal at their October 10, 2023 event.

Chair Urbach reviewed the following upcoming events which trustees may wish to attend:

- CCBC's Retiree Recognition event is scheduled for Wednesday, October 18, 2023, at 11:30 a.m. at Martin's West.
- The Trustees Fall Retreat is scheduled for Friday, November 10, 2023, in Room 135 of the Eustis Center at the CCBC Essex Campus from 12-4 p.m.

Chair Urbach reminded Trustees Forté, Jackson, Hammond, O'Hare, and Ross of the Association of Community College Trustees (ACCT) Leadership Congress, October 9-2, 2023, in Las Vegas, Nevada.

Chair Urbach also reminded Trustees to complete the Conflict of Interest Form.

He also noted Board of Trustees Committee assignments for both Budget and Finance and Academic and Student Committee members were at their seats.

### **REPORT OF THE PRESIDENT**

President Kurtinitis described the materials distributed to the Trustees, which included (1) Upcoming Events Listing, (2) Board of Trustees 2023-2024 Committee Assignments, (3) "*On Earth We're Briefly Gorgeous*," a novel by Ocean Vuong, this year's Community Book Connection selection; (4) CCBC's *Fine Print 2022-2023* magazine, (5) "*Reengaging Black Males*" article by Ed Finkel, (6) FY 2025 Legislative Priorities, (7) 2023-2024 CCBC Quick Facts, (8) "*Link*" Summer/Fall 2023 edition, (9) "*Arts Live*" Fall 2023 edition, (10) "CCBC Strategic Plan FY2024-FY2026," and (11) "ACCT Advisor Fall 2023."

President Kurtinitis briefed the Trustees on the following:

- Congratulations to Vice President Hopp, honored as a CFO Award Honoree by the 2023 Baltimore Business Journal.
- Trustee Emerita Elayne Shapiro Hettleman passed away on September 25, 2023. She was a member of the Board that hired President Kurtinitis and helped to consolidate CCBC as one college.
- The Board of Trustees held a Foundation Appreciation Reception on September 21, 2023 to thank the Foundation Directors for assisting the college in raising \$10 million in FY 2023.
- There will be a Ribbon Cutting Ceremony on November 10, 2023 at 11 a.m. at the Wellness and Athletic Center on the CCBC Essex Campus.
- FY 2025 Legislative Priorities – Continuation of full Cade funding; \$54 million for capital projects.
- The Maryland Association of Community Colleges (MACC) Legislative Reception will be held on January 22, 2024 at the Calvert House in Annapolis, Maryland from 3-5 p.m.
- The Association of Community College Trustees (ACCT) Leadership Congress will be held October 9–12, 2023 in Las Vegas, Nevada.
- A \$150,000 donation from Comcast made it possible to give away 3,000 Chromebooks on CCBC's three main campuses.

## **Senate Report**

President Kurtinitis invited Senate Chair Anne Chamberlain to share information about the College Senate's recent activities.

Senate Chair Chamberlain reported Senior Staff approved the Academic Standards Committee revision to the FX (which is a grade of "F") and attendance policy. This policy relates to a student's attendance and engagement in classes and the role of the instructors and the college in providing alerts to students who are at risk of failing courses due to lack of engagement and attendance.

This year the Curriculum and Instruction Committee will be implementing use of a Curriculum Management software called Curriculog, which will help streamline the overall process of how courses and programs move through the development, approval, and review processes to better serve students.

Senate Chair Chamberlain reported the Evaluation Committee has been charged with reviewing the promotion and equivalency policies to examine the equity and opportunity provided in those policies for faculty to move into the upper ranks, with a specific focus of examining the avenues of advancement for faculty who do not hold traditional doctoral degrees.

The Professional Affairs Committee is continuing its work on charges involving a college-wide Whistle Blower policy and two charges related to recommendations for expanding benefits to eligible part-time and full-time employees.

Finally, the Senate will form an ad hoc committee with the specific charge of revising the Constitution and By-laws that have been in place since approximately 2003-2004 that are due for updates that properly reflect the changes in the organization of the college and its shared governance constituencies.

## **COLLEGE PRESENTATION**

President Kurtinitis invited Vice President Hopp; Dr. Craig Klimczak, chief information officer; Suzanne Lal, senior director of Applications Development; Benjamin Thompson, director, Network and Infrastructure; Matthew Rondeau, senior director, Technical Support, and Fiza Saleen, student, to provide a presentation on the college's strategic support from CCBC's Information Technology Services.

## **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

## **BUDGET AND FINANCE COMMITTEE**

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

Committee Chair Scheper reported that the Budget and Finance Committee approved items 1 through 2 on the Consent Agenda: (1) agenda for the Budget and Finance Committee meeting on September 27, 2023; (2) minutes from the Budget and Finance Committee meeting on June 14, 2023; (3) grants and gifts to CCBC; (4) fiscal and facility reports, and (5) personnel items. (Items 3-5 were included as informational items and do not require board approval.)

The Committee voted to recommend allocation of monies from the Strategic Reserve Fund to lease computer equipment.

The Committee voted to recommend approval of one contract in the amount of \$150,000, 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 1-2.
- Approval of allocation of monies from the Strategic Reserve Fund to lease computer equipment.
- Approval of one contract over \$150,000.

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

## **ACADEMIC AND STUDENT AFFAIRS COMMITTEE**

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

Trustee Jackson reported that the Academic and Student Affairs Committee recommended adoption of items 1 and 2 on the Consent Agenda and minutes from the Academic and Student Affairs Committee meeting on June 14, 2023.

The Committee voted to recommend approval of one Lower Division Certificate, that is, Criminal Justice Professional Safety Certificate.

The Committee voted to recommend approval of CCBC's FY 2024 Institutional Performance Accountability Report for Submission to the Maryland Higher Education Commission (MHEC).

The Committee heard an update on Student Achievement and Success: CCBC's Cybersecurity Program: Fulfilling CCBC's Mission by Addressing Critical Workforce Development Needs in Cybersecurity from presenters Dr. Joaquín G. Martínez, provost and vice president of Academic and Student Affairs; Ms. Jane Mattes, dean, School of Business, Technology and Law; Mr. Noell Damron, department chair, Cybersecurity and Networking; and Mr. Ed Roberts, coordinator, Technology Outreach.

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

- Consent Agenda items 1-2.
- Approval of one Lower Division Certificate, Criminal Justice Professional Safety Certificate.
- Approval of CCBC's 2023 Institutional Performance Accountability Report for submission to the Maryland Higher Education Commission (MHEC).

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

### **OLD BUSINESS**

There was no Old Business.

### **NEW BUSINESS**

One item under New Business was the First Reading of the Amendment to Board of Trustees Policy 8.04: Naming of Buildings, Programs, Endowed Chairs and Campus Locations. The supporting document was included in the board packet under Exhibit D pages 122-132. President Kurtinitis and Vice President Westary offered additional information. No vote was required today.

Chair Urbach announced that the Board of Trustees Annual Retreat is scheduled for November 10, 2023, 12 noon, at the CCBC Essex Campus. Ribbon Cutting Ceremony at the Wellness and Athletic Center at 11 a.m. will precede the Board of Trustees Retreat.

The next Board of Trustees Meeting is scheduled for November 29, 2023, at the CCBC Dundalk Campus.

### **ADJOURNMENT**

With no further business, Chair Urbach asked for a motion and second to adjourn the September 27, 2023, Board of Trustees Meeting. A motion was made by Trustee Jackson and seconded by Trustee Ross. The meeting was adjourned at 8:01 p.m.

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

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