

Board of Trustees  
of  
Community College of Baltimore County

Regular Session

Minutes

January 25, 2023

The Board of Trustees of the Community College of Baltimore County met on Wednesday, January 25, 2023, at 7:10 p.m. at CCBC Essex. The following members of the Board were present: J. D. Urbach, board chair; Meg O'Hare, vice chair, Trustees Kimberly Carl, Ernest Eley, Margaret Forté, Paulette G. Hammond, L. Michelle Jackson, Dr. Irina Koyfman, Dana Moore, II, Douglas B. Riley, Esq., Dr. Richard Scheper (virtually), Daryl Sidle, Esq., Jay Weinstein, and Gerard Wittstadt, Jr., Esq. 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 External Outreach Initiatives, and Kenneth Westary, vice president of Institutional Advancement.

**CONSENT AGENDA**

Chair Urbach called the Regular Session meeting to order at 7:10 p.m. Chair Urbach 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 January 25, 2023, Regular Session of the Board of Trustees meeting.
- Recommendation to approve the minutes from the November 16, 2022, Regular Session of the Board of Trustees.
- Recommendation to approve the minutes from the November 16, 2022, Executive Session of the Board of Trustees.

Chair Urbach asked for a motion to approve the Consent Agenda. A motion was made by Trustee Wittstadt and seconded by Trustee Carl. The motion was unanimously approved.

**REPORT OF THE BOARD CHAIR**

Chair Urbach called the Trustees' attention to the Upcoming Events listing at each of their seats.

Chair Urbach thanked the following Trustees for attending various college events during December 2022 and January 2023:

Trustees Forte, Hammond, O'Hare, Riley and Scheper who joined me and President Kurtinitis in attending her President's Club Holiday Reception at her home on December 11.

Trustees Hammond, O'Hare, Riley, Scheper, Weinstein, Wittstadt for attending the January 6, 2023, Legislative Luncheon on the campus of CCBC Essex.

Thank you to Trustees Riley, Eley, Hammond and Weinstein who attended the MACC 2023 Trustee Leadership Conference in Annapolis on January 23, 2023, with Dr. Kurtinitis and me.

Chair Urbach reported that Trustees Carl, Forte and Riley took part in the Cyber Security tour in the Administration Building prior to the Budget and Finance Committee Meeting.

### **REPORT OF THE PRESIDENT**

President Kurtinitis described the materials distributed to the Trustees, which included (1) list of Upcoming Events, (2) CCBC Completion Totals by Occupational Grouping for Fiscal Year 2010 - Fiscal Year 2022, (3) CCBC's *Arts Live magazine Spring 2023*, (4) ACCT Equity Awards October 2022 booklet, (5) College Promise Scholarships information, and (6) CCBC FY 2024 Legislative Priorities.

She and the Trustees enjoyed a dinner with the President's Leadership Academy this evening.

President Kurtinitis announced that CCBC is a finalist for two American Association of Community Colleges (AACC) awards: Public Safety and the Male Student Services Initiative (MSSI).

President Kurtinitis referenced the large number of Baltimore County legislators who attended the MACC Conference in Annapolis. She then highlighted key features of CCBC's Legislative Agenda for FY 2024, specifically full funding of the Cade Formula, revising the Maryland College Promise Scholarship and seeking funds to reimburse colleges for tuition waivers.

### **Senate Report**

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

Senate Chair Chamberlain stated that the Senate Executive Committee started the new year by hosting their annual meeting with the College Deans and Provost. This was a collegial and efficient meeting where a broad range of areas were covered from the faculty workload to academic advising, to the Maryland Blueprint initiative and more. The Executive Committee of the Senate is also reviewing older policies with an eye toward issues of diversity, equity and inclusion.

The Senate passed the Academic Standards Committee's revision to the Netiquette Policy which was approved by the President and is effective with the summer session. The Academic Standards proposal for FX Grade and Attendance Policy was also approved by the Senate at the January 23, 2023, meeting and forwarded to the President. This policy will ensure that the college meets attendance requirements for federal reporting.

The Academic Standards Committee is revising the College Writing Policy, taking into consideration changes to the general education goals of the college and important considerations of diversity, equity and inclusion. The Committee is nearing completion of its Faculty Office Hour policy so that it reflects current technology and student expectations and provides the best possible options for faculty making themselves available to meet with students outside of class time.

The Curriculum and Instruction Committee (CIC) continues its work on four program revisions and over 20 revised Common Course Outlines. CIC is also working on the revision of the college's General Education core competencies.

The Professional Affairs Committee continues its work to develop a college-wide "Whistle Blower" policy. This Committee also has a new charge to consider recommendations for limited tuition waiver benefits to part-time employees.

### **COLLEGE PRESENTATION**

President Kurtinitis invited Mr. Kenneth Westary, vice president of Institutional Advancement; Derek Mitchell, Chair of the Foundation; Nancy Smith, Director of Grants Development, and Tori Burns, Director, Foundation and Corporate Relations, to present the Foundation Report which is included in the Board packet. The Foundation Board is structured as a 501(c)(3) with 26 Board Members whose Mission is to provide external resources via funding, internships and support, whatever is needed in overall support of the college. Last year the Foundation raised over \$3.2 Million for the college, however, over the last three years we have raised approximately \$3 Million per year, \$2.1 Million in program support, with effectively 3,000 students for scholarships, and over 400 new donors last year.

The Foundation supports various initiatives with the biggest year being 2020 when it was \$3 Million. In 2009 the Foundation's assets were approximately \$6.5 Million and now are \$21 Million. Bright Futures, is our Gala theme in April 2023; Board of Trustees will receive one complimentary ticket. The Bridge to Success Campaign continues and is a \$51 Million, 6 year Campaign, which kicked off in 2020. The new equipment in the Cyber Security Department came from grant funding.

### **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

### **BUDGET AND FINANCE COMMITTEE**

Chair Urbach asked Trustee Riley to report on the Budget and Finance Committee meeting as Chair Scheper was in the meeting virtually.

Trustee Riley reported that the Budget and Finance Committee approved items 1 through 2 on the Consent Agenda. These included:

1. The Committee Meeting Agenda
2. Minutes from the November 16, 2022, Budget and Finance Committee Meeting
3. Grants and Gifts to CCBC
4. Fiscal and Facility Reports
5. Report on Approved Purchases \$75,000 to \$149,999
6. Personnel Items

(Items 3-6 were included as informational items and do not require Board approval.)

The Committee voted to recommend the following for approval:

- Approval of FY 2022 Auditor's Report
- Approval of FY 2024 Capital Budget, FY 2024, and FY 2025-2029 Capital Improvement Plan
- Approval of Contracts and Purchases over \$150,000, presented by Vice President Hopp

The Committee participated in a Work Session for the Proposed FY 2024 Operating Budget.

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

- Consent Agenda items 1-2
- Approval of FY 2022 Auditor's Report
- Approval of FY 2024 Capital Budget, FY 2024, and FY 2025-2029 Capital Improvement Plan
- Approval of contracts and purchases over \$150,000

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

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

Board Chair Urbach asked Committee Chair Carl to report on the Academic and Student Affairs Committee meeting.

Trustee Carl reported that the Academic and Student Affairs Committee approved items 1 through 2 on the Consent Agenda. These included:

1. The Committee Meeting Agenda
2. Minutes from the November 16, 2022, Academic and Student Affairs Committee Meeting

The Committee heard an update on Student Achievement and Success: CCBC Mellon Scholars: Celebrating a Tradition of Excellence, Achievement and Success given by Dr. Joaquin Martinez, Provost and Vice President of Academic and Student Affairs; Adrienne Washington, Interim Dean, Special Academic Programs; and students Bryan Castor-Valez, Brianna Gorschboth and Stacy Jones, to give their presentation.

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

- Consent Agenda items 1-2

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

### **OLD BUSINESS**

There was no Old Business.

### **NEW BUSINESS**

There was no New Business.

### **ADJOURNMENT**

With no further business, Chair Urbach asked for a motion and second to adjourn the November 16, 2022, Board of Trustees Meeting. A motion was made by Trustee Sidle and seconded by Trustee Carl. The meeting adjourned at 8:16 p.m.

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

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