

The Board of Trustees
of
The Community College of Baltimore County

Approved Minutes

November 14, 2007

REGULAR SESSION

The Board of Trustees of the Community College of Baltimore County (CCBC) met in regular session on Wednesday, November 14, 2007, at 7:30 p.m. on the Essex campus of the College Community of Baltimore County. The following members of Board were in attendance: Thomas M. Lingan, Esq., Chairman; Barbara Kerr Howe, Vice Chairman; and Trustees Aurelia T. Burt; Regina E. Carson; H. Scott Gehring; Linda C. Goldberg; Warren C. Hayman; Charles E. Kountz, Jr., Esq.; Robert E. Latshaw, Jr.; and Richard W. McJilton. Also present were Sandra L. Kurtinitis, President; Mark D. McColloch, Vice President of Instruction; Richard H. Lilley, Vice President of Enrollment and Student Services; Bruce G. Berman, Vice President of Institutional Advancement; Melissa L. Hopp, Vice President of Administrative Services; Beth Woodland-Hargrove, General Counsel; and members of the faculty and staff of the College.

INTRODUCTION

Chairman Lingan welcomed everyone to the November Board meeting and thanked them for attending.

AGENDA

Chairman Lingan asked for a motion and second to approve the November 14, 2007, meeting agenda.

A motion for approval of the November 14, 2007, meeting was made by Trustee Kountz and seconded by Trustee Burt. The motion was unanimously approved.

MINUTES

Chairman Lingan asked for a motion and second to approve the minutes of the September 19, 2007, Executive and Regular Session meetings.

A motion for approval of the September 19, 2007, Executive and Regular Session meeting minutes was made by Trustee Howe and seconded by Trustee McJilton. The motion was unanimously approved.

REPORT OF THE BOARD CHAIRMAN

Chairman Lingan congratulated Trustee Dorothy Foos on her reappointment as Association of Community College Trustees (ACCT) State Coordinate for Maryland.

Chairman Lingan thanked Trustees Latshaw, Hettleman, Kountz, and Hayman, who along with himself, attended the legislative luncheon on September 24 at CCBC Catonsville for elected officials. He also acknowledged Trustees Latshaw, Myrick, Foods, Gehring, and Hayman for attending the October 4 legislative luncheon at CCBC Essex.

Chairman Lingan thanked Trustees Latshaw, Myrick, and Hayman for attending the Dr. Michael Dyson lecture, author of *Come Hell or High Water*, on October 17.

Chairman Lingan thanked Trustees Latshaw, Myrick, Foos, Kountz, Hettleman, and McJilton for attending the Chimes Hall of Fame event on October 27. Trustee Howe commented that she was also in attendance.

Chairman Lingan reminded the Trustees that a Board Retreat is scheduled for December 1 at CCBC Catonsville and asked them to hold Monday, January 14, 2008, for the MACC Leadership Leadership Conference and Legislative Reception in Annapolis.

REPORT OF THE PRESIDENT

Comments

President Kurtinitis also added the Administration's thanks and appreciation to the Trustees who have been attending all of the CCBC events. She commented that the Trustees are called into service many times and are always very responsive to CCBC's requests.

President Kurtinitis announced that each Trustee has been requested by the Maryland Association Community Colleges office to complete a *MACC Trustee Network Summary Sheet*. She noted that a current copy of the CCBC alumni magazine *Emerge* and a copy of the MACC white paper pamphlet *Creating Pathways to Maryland's 21st Century Workforce* was available for each Trustee. Dr. Kurtinitis stated that the MACC pamphlet is a document developed by the Maryland community college presidents in concert with the Lt. Governor and the Work Force Investment Board. She said that the Governor is very committed to making community colleges and the Work Force Investment Board the cornerstone of his work force creation policy.

Special Legislative Session Update

Dr. Kurtinitis commented on the differences between House and Senate proposals for community colleges. She said that the Senate has proposed a package of tax increases and \$550M in budget cuts, which they would leave to the Governor's discretion to make. Community colleges would be impacted positively in the Senate's proposal to create a Higher Education Funding Bill, a first time ever dedicated funding stream for higher education to be supported initially from enhanced tax revenues and eventually from slot revenues. Dr. Kurtinitis said community colleges would benefit through application of the Cade funding formula against the University's higher base budget. She said that the Senate did not propose freezing the increase in the Cade formula. The House of Delegates has recommended freezing the Cade formula at this year's level from FY'09 to FY'11. Dr. Kurtinitis commented that a freeze is better than a cut. She said the community college presidents are working to influence the delegation to remember community colleges and the good work they do and try to be cognizant of the fact that adequate funding keeps tuitions low and quality high.

Enrollment Report

Dr. Richard Lilley reported that there is a -0.1% in headcount and a +0.9% FTE difference in enrollment between fall 2006 and fall 2007. He said the percentage difference in enrollment by campus for fall 2006 and fall 2007 is as follows: Catonsville campus, which includes the Hunt Valley and Owings Mills Centers, has a -0.8% in the headcount and a -0.3% in the FTE count; Dundalk campus has a -2.1% in the headcount and a +11.5% in FTEs; and at the Essex campus, the headcount is a +1.8% and a -1.2% in the FTEs.

Trustee Hayman requested that future enrollment reports include figures for race and gender.

Trustee Latshaw requested a breakdown of enrollment figures for the Catonsville campus, Hunt Valley Center, and the Owings Mills Center separately.

Dr. Kurtinitis said a multi-year profile of the requested augmented figures will be presented to the Board at the December 1 retreat.

Senate Report

Mr. Michael Ehrlinger, College Senate President, reported on changes being made to the Teacher Education courses in preparation for the upcoming accreditation visit by the National Association for Education of Young Children.

He also announced that the common course outlines in the Teacher Education Program have been updated to reflect changes in the field.

College Presentation

Ms. Diane Drake, Lead Admissions Director, gave a College presentation highlighting CCBC's College Gateway partnership with Baltimore County Public Schools.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

BUDGET AND FINANCE COMMITTEE

Ms. Hopp presented the action finance items for Board approval: the awarding of a three-year revenue contract in the amount of \$88,000 with MCRC; the awarding of a contract in the amount of \$196,697 to Cockey's Enterprises Inc., for two year's refuse removal; the awarding of a three-year contract in the amount of \$2,647,424 for Information Technology Management Consultant Services to CampusWorks, Inc.; an agreement with Express Scripts to provide prescription plan coverage to retirees in the Medicare supplemental medical plan; awarding of a one-year contract in the amount of \$123,470 to Assessment Technologies Institute (ATI) for testing and remediation; a contract with IBM Corporation for computer equipment maintenance in the amount of \$23,300; a contract with Maryland Business Roundtable for Education in the amount of \$10,000 for the Achievement Counts Program; a contract to H&K Equipment Company for a tractor/trailer lease for commercial Vehicle Driver Training Program in the amount of \$29,880; a contract for winter/spring 08 recruitment mailers to Goetz Printing Company; intergovernmental cooperative purchasing agreements to the University of Maryland in the amount of \$37,800 for Mortuary Science Program service fees, and to Kibart, Inc., in the amount of \$25,031 for mechanical/electrical engineering services; a contract with Novell, Inc. in the amount of \$67,501 for Novell Identity Manager Academic licenses; a non-competitive award to Cliff Ishmael in the amount of \$36,000 to implement strategies for manufacturing related training; three grants totaling \$1,002,029, grants valued at less than \$5,000 for FY2007, and gifts and donations valued at less than \$5,000 for FY2007; and a recommendation for approval of the FY2008 Organizational Charts.

Recommendation: That the Board of Trustees of the Community College of Baltimore County approve the action finance items as presented.

A motion to approve the recommendation was made by Trustee Howe and seconded by Trustee Latshaw. The motion was unanimously approved.

Trustee Latshaw suggested that in the future, the announcement of Request For Proposals (RFP) for contracts over \$2M be advertised beyond the *Jeffersonian* newspaper.

Ms. Hopp presented the personnel actions for the Board's information.

Ms. Hopp introduced Dr. Darrow Neves, Vice President of Operations from CampusWorks, Inc., who, with the awarding of the contract with CampusWorks, Inc. to provide CCBC with a full-time Chief Information Officer/Chief Technology Officer, will assume that role reporting to the Vice President of Administrative Services.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Trustee Burt stated that the Academic and Student Affairs Committee heard truncated sabbatical reports from three faculty members. She said that Dr. McColloch stated that the faculty members who were granted sabbaticals met their objectives.

Recommendation: That the Board of Trustees of the Community College of Baltimore County approve the sabbatical reports for Dallas M. Dolan, Sandra V. Grady, David K. Truscello, Tara Eisenhauer Ebersole, Ingrid Sabio and Laura Trauth.

The motion to approve the recommendation was made by Trustee Carson and seconded by Trustee Hayman. The motion was unanimously approved.

Trustee Burt stated that the Academic and Student Affairs Committee also heard a presentation on the new faculty evaluation process that was developed by a group of educators selected by the Senate. She said that all of the faculty will be evaluated annually by the development of a portfolio that will contain various materials demonstrating performance in three areas – teaching professional assignments, community service, and professional growth. The portfolios will also contain student evaluations, peer evaluations, and department chair evaluations. Trustee Burt said that the Committee heard from Dr. Avon Garrett about an exciting new initiative – the Aviation Management Program (AT-CTI) that will be administered in conjunction with the Federal Aviation Administration. She announced that CCBC was one of nine institutions that were selected for AT-CTI certification.

NEW BUSINESS

Chairman Lingan announced that suggested revisions to the *Board of Trustees Policy Manual* regarding certain tuition waivers are presented at the November meeting for the Board's information. He said the revisions will be brought back for pending approval at the December Board meeting.

President Kurtinitis announced that CCBC is attempting to standardize the method of providing educational opportunities for all benefit-eligible employees for CCBC course work – whether credit or non-credit. As further recognition of the CCBC retirees, a tuition waiver is also recommended for this group. Dr. Kurtinitis said that included also are several elements included, which by law, CCBC is required to be make available to students. She said these included active military, manpower shortage students, students who are employed in businesses in the County and certain contractual agreement students.

Trustee Carson asked what it means by the statement “...in any class that is eligible for state support, is exempt from tuition payment...” Melissa Hopp responded that the education code speaks to those classes for which CCBC receives full-time enrollment (FTE) reimbursement. Therefore, if a class is a FTE reimbursable course, persons age 60 and beyond have waived tuition.

REMINDERS

Chairman Lingan reminded the Trustees to hold the date of Saturday, April 26, 2008, for the CCBC 50th Anniversary Gala which is the culmination of a year of events celebrating the College’s 50th anniversary. He encouraged the Trustees to attend the event.

President Kurtinitis and Chairman Lingan were honored for their November 15 birthdays by the group singing “Happy Birthday.”

ADJOURNMENT

A motion to adjourn the meeting was made by Trustee Gehring and seconded by Trustee Latshaw. The motion was unanimously approved.

The meeting adjourned at 8:15 p.m.

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

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