

The Board of Trustees  
of  
The Community College of Baltimore County

Approved Minutes

November 9, 2005

**REGULAR SESSION**

The Board of Trustees of The Community College of Baltimore County (CCBC) met in regular session on Wednesday, November 9, 2005, at 7:35 p.m. on the Catonsville campus of The Community College of Baltimore County. The following members of the board were in attendance: Thomas M. Lingan, Esq., Chairman; Elayne Hettleman, Vice Chairman; and Trustees Evelyn S. Brunner; Regina E. Carson; Dorothy E. Foos; Linda C. Goldberg; Charles E. Kountz, Jr. Esq., Robert E. Latshaw, Jr.; Richard W. McJilton; Cecile V. Myrick; and H. Edward Parker. Also present were Sandra L. Kurtinitis, Chancellor; Alvin J. Starr, Interim Vice Chancellor for Learning and Student Development; Bruce G. Berman, Vice Chancellor for Institutional Advancement; Stephen L. Kirchner, Vice Chancellor for Finance and Administration; Ronald C. Heacock, Vice Chancellor for Technology and Planning; Eugenia I. Proulx, Executive Vice Chancellor; Jeffrey C. Hahn, Executive Director for Human Resources, Institutional Equity, and Labor Relations; Carol L. Kefalas, Executive Advisor to the Chancellor for Community Outreach, Board Relations, and Special Initiatives; Beth Woodland Hargrove, General Counsel; and members of the faculty and staff of the College.

**INTRODUCTION**

Chairman Lingan welcomed everyone to the board meeting. He thanked the Catonsville campus for hosting the November meeting.

**AGENDA**

Chairman Lingan announced that the agenda was being revised to add, for pending approval, a personnel exhibit under Budget and Finance, and under New Business, for the board's information, a "Revision to the Delegation of Authority for Designation of Administrator in Charge and Signatory Authority of Senior Administrator" for inclusion in the board of trustees' policy manual. The revision will be brought back to the board for pending approval at the December meeting.

Chairman Lingan asked for a motion and second to approve the revised agenda for the November 9, 2005, meeting.

A motion for approval of the revised agenda was made by Trustee Kountz and seconded by Trustee Myrick. The revised agenda was unanimously approved.

## MINUTES

A motion for approval of the September 14, 2005, executive session and regular board meeting minutes was made by Trustee Myrick and seconded by Trustee Latshaw. The minutes were unanimously approved.

### REPORT OF THE BOARD CHAIRMAN

Chairman Lingan welcomed Dr. Sandra Kurtinitis to CCBC. He stated that he is overjoyed to have Dr. Kurtinitis here and the beginning of her tenure has been amazing. Mr. Lingan stated that what you presently see in Dr. Kurtinitis is exactly what the search committee saw during the interview process. Mr. Lingan said that he hopes that this board meeting is the first of many for her.

Chairman Lingan praised Dr. Gena Proulx for the outstanding job she did as Interim Chancellor and thanked her for the steady stewardship she carried on between July 1 and November 1.

Mr. Lingan thanked the members of the College community for the warm welcome that has been extended to Dr. Kurtinitis and for the support that was given to Dr. Proulx during her tenure as Interim Chancellor.

Chairman Lingan gave kudos to Gena Proulx on her selection as the National Association of Educational Office Professionals Administrator of the Year.

Chairman Lingan thanked Trustee Elayne Hettleman for representing the board at the MAGNA Baltimore Technical Training Center grand opening on October 25.

Trustee Hettleman stated that MAGNA has built a beautiful facility and she encouraged everyone to tour it.

Chairman Lingan thanked Trustees Elayne Hettleman, Dick McJilton and Robert Latshaw, who along with himself, attended the new Hunt Valley Center open house on October 27. Mr. Lingan commended Mike Carey on the impressive facility and for his comments at the event. Mr. Carey acknowledged Donna Reihl, James Wayne, Andrew Jones, George Klunk and the finance office for their involvement in the project.

Chairman Lingan thanked Trustees Elayne Hettleman, Dick McJilton, and Dorothy Foos who, along with himself, attended the Welcome Reception for Dr. Kurtinitis at Dundalk on November 1, 2005. He also acknowledged County Executive Smith for his attendance and for proclaiming November 1, 2005, as "Sandra Kurtinitis Day in Baltimore County."

Chairman Lingan thanked Trustees Dick McJilton and Evelyn Brunner for representing the board of trustees at the Tech Prep Executive Council on November 2. Trustee Brunner said that the event highlighted how CCBC and the Baltimore County Public Schools are working as partners and impacting the lives of students.

Chairman Lingan reminded the trustees to reserve January 23, 2006, for the MACC Legislative Workshop and reception in Annapolis, and December 3, 2005, for the board retreat.

Trustee Hettleman encouraged the trustees to attend the Legislative reception beginning at 6:00 p.m., even if they are unable to attend the Legislative Workshop. She stated that the elected officials are seeking out their constituents at this event.

### **REPORT OF THE CHANCELLOR**

Chancellor Kurtinitis reflected on her first week at CCBC. She thanked Chairman Lingan and the trustees for inviting her to join The Community College of Baltimore County. She said that she is ready to engage and to be engaged. Dr. Kurtinitis commented that the first hour of her first day on the job, she accepted an award from the Office of Education and Training for CCBC's Workforce Development activities. She said she noted that this award reflected to her how much CCBC is thought of in Baltimore County. Chancellor Kurtinitis commented on the distinctive campus welcome receptions hosted in her honor. She noted that every reception gave her an insight as to the talent of the students, faculty, and staff at CCBC. Dr. Kurtinitis said that the trustees should know that they represent a College that has so much diversity, richness, and so many wonderful people who do so many wonderful things. Dr. Kurtinitis summarized what she heard consistently throughout the College - CCBC wants an enlightened leader who will listen well, think critically, get involved, respond aggressively, be active, be inclusive, respect diversity, become one of the family, commit to learning, be a champion for workforce development, and do something about parking. She stated that she will do her best to do all of that. The Chancellor sees her job as being the one that focuses on nurturing and supporting all the wonderful things that happen at CCBC, both in the classroom and out, and she will facilitate the external connections that will ensure that happens. Dr. Kurtinitis again thanked the trustees for choosing her as the new Chancellor at CCBC, she said that she will do her part to make it a new day, a new College, and a new era, working in partnership with all the staff, faculty, students, and trustees to make that happen.

Dr. Kurtinitis announced that CCBC will share a \$2.9 million grant from the National Science Foundation to create a Biomanufacturing Training Center. CCBC will partner in this four-year grant with New Hampshire Technical and Community College; Finger Lakes Community College; Montgomery College (PA); Rhode Island Community College; and Minute Man Technical High School to train the next generation of technicians for the biotechnology and biomanufacturing industry.

### **College Senate Report**

Michael Ehrlinger, College Senate Chairperson, reported that since his last report before the board of trustees, the Senate reviewed and unanimously passed a policy titled *Student Accommodations for Major Religious Holidays*. The issues in favor of this policy included compliance with the University System of Maryland and implications of legal protection for the faculty. He said that the most pertinent issue against the policy was that the absence policy has always been maintained by each individual faculty member and this might be perceived as

a diminished faculty control over their attendance policies. Mr. Ehrlinger said that during the month of October the Senate reviewed a proposal titled *Continuous Enrollment in Development Courses*. An issue in favor of this proposal was that it would impact the morale of faculty to have more adequately prepared students in the classroom and it is a practice that would significantly improve student learning. An issue of concern with this proposal was that it might create a limitation on the part-time adult learner. Mr. Ehrlinger announced that a proposal for *Intellectual Property Rights* was reviewed by the Senate in October and a group of courses for the Radiation Technician Program was approved.

### Enrollment Report

Dr. Al Starr summarized the enrollment figures as of 11/06/05 for the board. He said that the actual, total paid FY2006 enrollment for summer and fall is 6,510 with a projection for the entire fall of 6,542. Dr. Starr said that the summer paid FTE of 1,010 is 3.1% below the budgeted target, and the current fall paid FTE of 5,500 is down 5.8% from the budgeted target. Together, the total paid FTE for summer and fall is down 5.4% from the budget figure for FY2006. Dr. Starr mentioned a few significant management strategies being implemented for the winter and spring 2006 – *Outreach*-increasing the number of *Parallel Enrollment Program (PEP)* students; *Incident Weather Preparations*- redirecting students to on-line and IVR (phone) enrollment services when CCBC is closed; *Registration*-streamlining entry services, including application, testing, advising, and registration processing; and *Winter and Spring Course Offerings*-enhancing the match between student needs and course availability. Dr. Starr cited several reasons for the decline: a decline in first-time CCBC students, a continuing decline in older students at CCBC, and Towson University's lowering its admissions standards. Dr. Starr stated that Planning and Research is looking for a clearer picture to explain the declining enrollment, and CCBC and Towson University are in the process of forming a relationship in dealing with enrollment issues. Trustee Parker stated that Baltimore County projected a steady enrollment for K-12 for the next ten years.

### College Presentation

Ron Heacock, Bonnie Stecker, and Janet Gerth gave an informative PowerPoint presentation on the Innerloop and the *Daily Post*, which is now accessible to the trustees.

### COMMUNICATION FROM THE PUBLIC

Norman McCullough, Producer of Instructional Media, shared with the board of trustees his observations of CCBC's nursing student graduates. He said that his wife Darlene was diagnosed with Non-small Cell Lymphatic Cancer in January 31, 2005. From January 2005 until her death in May, Darlene was treated and cared for at Johns Hopkins Hospital and St. Joseph's Hospital. Mr. McCullough noted that the CCBC nursing alumni students who cared for his wife at these facilities were better prepared, confident, gentle, caring, knowledgeable, professional and compassionate and "heads and shoulders" above the others that cared for Mrs. McCullough. In gratitude and support of the nursing program, Mr. McCullough presented a \$500.00 donation to the Essex Nursing Student Association, earmarked for a party

to include playing some Jimmy Buffett music in Darlene's honor. Mr. McCullough closed by stating that he intends to endow a scholarship in 2006 in his wife's name.

Chairman Lingan thanked Mr. McCullough for his comments.

### **INSTITUTIONAL ADVANCEMENT COMMITTEE**

Trustee Elayne Hettleman reported that the Catonsville Community College Foundation has agreed to merge with The Community College of Baltimore County Foundation and the official documents will be submitted shortly. She said that they are the first foundation to merge with the new Foundation. Ms. Hettleman stated that the CCBC Foundation held its first board meeting on October 11. There are currently nine members on the Foundation with a commitment to add more members and diversity to the board by the beginning of the new year, said Ms. Hettleman. She announced that the CCBC Annual Employee Giving campaign is almost over and to date \$27,000 has been raised for the following funds – the Student Emergency Assistance, the Emergency Book Fund, the Honors Program, the Parallel Enrollment Program (PEP), the general scholarship fund and the general fund. Ms. Hettleman said that since July 1 the College has received \$3.44 million in annual grant dollars.

### **LEARNINGFIRST COMMITTEE**

Chairman Lingan requested a motion to approve the sabbatical report presented at the LearningFirst Committee.

Recommendation: That the board of trustees of The Community College of Baltimore County approve the sabbatical report from Paul W. Glasgow.

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

### **COLLEGE FINANCE ITEMS**

Steve Kirchner presented the College Finance items in summary format.

#### **Finance Information Items**

The Interim October finance items; the Quarterly Construction Status Report and the Quarterly Change Order Report; the Quarterly Financial Reports; the FY2005 Report of Grants Valued at Less than \$5,000; the FY2005 Report of Gifts and Donations Valued at Less than \$5,000; and the CCBC Administration's Proposed FY2007 Operating and Capital Budgets were presented to the board for its information.

#### **Finance Items**

Mr. Kirchner presented the following finance items for approval in summary format: Contracts/Bids; a Competitive Proposal; a Lease; and Grants.

Recommendation: That the board of trustees of The Community College of Baltimore County approve the Contract/Bids; a Competitive Proposal; a Lease; and Grants.

The motion to approve the recommendation was made by Trustee McJilton and seconded by Trustee Foos. The motion was unanimously approved.

### **COLLEGE PERSONNEL ITEMS**

Mr. Jeff Hahn presented the College Personnel items in summary format.

#### **Personnel Information Items**

The October interim personnel items; the Salary Board Exhibit Addendum; Searches in Progress; the FY2007 Operating Calendar; and the Organizational Chart were presented to the board for its information.

#### **Personnel Items**

Mr. Hahn presented the personnel exhibits requiring approval by the board - New Appointments; New Temporary Appointment; Changes of Status; a Retirement; a Change of Status for Dr. Eugenia I. Proulx; and a Resignation

Recommendation: That the board of trustees of The Community College of Baltimore County approve the New Appointments; a New Temporary Appointment; Changes of Status; a Retirement; Change of Status for Dr. Eugenia I. Proulx; and a Resignation.

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

Mr. Hahn briefed the board on the revised Appendix C to the Board of Trustees Policy Manual – *Chancellor's Revised and Restated Delegation of Authority for Designation of Administrator in Charge and Signatory Authority of Senior Administrators* which was presented to the board for its information. The document will be brought back to the board for pending approval at the December meeting.

### **NEW BUSINESS**

Mr. Hahn presented the revised *Employee Grievance Procedure* which now states under 2.10 c ...within a period not to exceed **45 days** from the date of the written notification of the occurrence. Mr. Hahn said, however, this is provided that there will be no penalty or loss of time if the 45 days covers the period of July and August when the 10-month faculty are not working.

Recommendation: That the board of trustees of The Community College of Baltimore County approve the revised *Employee Grievance Procedure*.

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

Mr. Hahn presented the Organizational Chart for pending approval.

Recommendation: That the board of trustees of The Community College of Baltimore County approve *The Community College of Baltimore County Organizational Chart – fy2006*.

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

#### Draft Donor Recognition and Named Gifts Guidelines

Mr. Bruce Berman briefed the board on the Draft Donor Recognition and Named Gifts Guidelines. He said this policy/procedure was developed to give consistency to donor recognition and named gift opportunities. Mr. Berman said that donor recognition displays will be in prominent places throughout the College and those are of a permanent nature, but not all the namings that may be conferred in the future will be of a permanent nature. He talked about the donor recognition levels outlined in the draft guidelines. Mr. Berman stated that all naming opportunities will be submitted to the board of trustees for their consideration and approval prior to granting.

Chairman Ligan requested that the guidelines be referred to the Institutional Advancement Committee for their review and recommendations before being brought back to the board at its December meeting.

Trustee Latshaw requested that Mr. Berman provide the board at its December meeting with a matrix as to what other institutions (e.g. Towson University and Johns Hopkins University) are doing with their donor recognition levels. He stated that the increments in the levels offer too wide of a range.

#### ADJOURNMENT

A motion to adjourn the regular meeting was made by Trustee Parker and seconded by Trustee Latshaw. The meeting adjourned at 8:50 p.m.

Respectfully submitted  
Sandra L. Kurtinitis, Ph.D.  
Secretary- Treasurer

