

The Board of Trustees  
of  
The Community College of Baltimore County

Approved Minutes

November 10, 2004

**REGULAR SESSION**

The Board of Trustees of The Community College of Baltimore County (CCBC) met in regular session on Wednesday, November 10, 2004, convening at 7:30 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., Vice Chairman; Trustees Linda C. Goldberg; Charles E. Kountz, Esq.; Richard W. McJilton; Aurelia T. Burt; Cecile V. Myrick; Dorothy E. Foos; Evelyn Brunner; and H. Edward Parker. Also present were Irving Pressley McPhail, Chancellor and Secretary-Treasurer; Eugenia I. Proulx, president of CCBC Dundalk CCBC Essex; Andrew C. Jones, president of CCBC Catonsville CCBC Extensions Centers; Alvin 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; Jeffrey Hahn, Executive Director for Human Resources, Institutional Equity and Labor Relations; Ronald Heacock, Vice Chancellor for Technology and Planning; Carol L. Kefalas, Executive Advisor to the Chancellor for Community Outreach, Board Relations, and Special Initiatives; and members of the faculty and staff of the College.

**INTRODUCTION**

Vice Chairman Lingan welcomed everyone to the November meeting of The Community College of Baltimore County Board of Trustees.

Vice Chairman Lingan acknowledged Dr. Andrew C. Jones and her staff for hosting the November board meeting.

**AGENDA**

A motion for approval of the November 10, 2004, regular session agenda was made by Trustee Burt and seconded by Trustee Parker. The agenda was unanimously approved.

**MINUTES**

A motion for approval of the September 8, 2004, executive session and regular meeting minutes was made by Trustee Kountz and seconded by Trustee McJilton. The minutes were unanimously approved.

## **REPORT OF THE VICE CHAIRMAN**

Vice Chairman Lingan thanked Trustees Evelyn Brunner and Ed Parker for their continuing work on the Sarbanes-Oxley Act.

Vice Chairman Lingan thanked Trustees Linda Goldberg, Dick McJilton, and Ed Parker for representing the board at the Tech Prep Executive Council meeting on November 3.

Vice Chairman Lingan thanked Trustees Elayne Hettleman, Charles Kountz, and Regina Carson, who, along with himself, attended a meeting with the foundation presidents on November 4.

Vice Chairman Lingan asked the trustees to mark their calendars for the annual Trustees Legislative Day in Annapolis on January 24, 2005. He said that further details would be available at a later date.

## **REPORT OF THE CHANCELLOR**

Dr. McPhail asked Dr. Proulx to introduce Retiree Wilson Watson.

Dr. Proulx stated that Professor Watson began his teaching career in secondary schools before beginning a long and varied college teaching career in 1970, first at Catonsville Community College and more recently at CCBC Catonsville. During the past twelve years, Mr. Watson has been the leader of the English faculty on the Catonsville campus, first as Chairman of the Catonsville English Department and, since July 2003, as Catonsville campus Coordinator of the English Department. As a faculty member he served on numerous committees, most notably the Task Force that created the first Developmental Education program at Catonsville. In addition, Professor Watson has served as Faculty Senate President at Catonsville and chaired a number of key committees, including three Faculty Senate standing committees, the Faculty Grievance Council, and the General Education Task Force. Dr. Proulx said that Mr. Watson's broader interest in communications prompted him to play ten major roles in Catonsville theatre productions, serve for eighteen years as the play-by-play voice of sports broadcasts on CCBC television, as well as host of the Community College Connections TV discussion program. She said that Professor Watson will be remembered by his students as a teacher who cared about their successes in the classroom and their lives outside of the classroom. He will be remembered by his colleagues as a Department Chair with a light hand and a good heart.

Professor Watson thanked Dr. Proulx for her kind words and the Board for its support. He commented that he has been getting up and going "to school" for sixty-one years and it is time to retire. He said that he has had a wonderful career and has formed wonderful friendships.

Chancellor McPhail announced that Barbara L. Tower, director of the Evening/Weekend Nursing program, was selected as one of only 38 community college leaders to attend the prestigious Executive Leadership Institute in December sponsored by the League for Innovation in the Community College in cooperation with the University of Texas at Austin and the American Association of Community Colleges.

Dr. McPhail announced that Dr. Andrew Jones was recently appointed to serve on Governor's Ehrlich's newly created Steele Commission on Quality Education. The commission will examine critical educational issues in four key areas: teacher/principal accountability and growth, school and community linkages, global best practices in education, and school readiness/early childhood programs.

Chancellor McPhail announced that he presented keynote remarks to more than 100 high school guidance counselors and principals from Baltimore County Public School (BCPS). Three BCPS graduates/CCBC students spoke on how CCBC transformed their lives. He said that guests enjoyed a special viewing of CCBC's five-minute segment on WMAR-TV's recent *College 101* show and learned about opportunities available to BCPS students through CCBC's Pre-college Institute, Single Step Program, McPhail Scholars Program and Press Pass Program. Dr. McPhail stated that everyone departed with new and/or improved perceptions of CCBC, along with impressive new recruitment materials, including the latest view book and the "*Top 10 Reasons for Choosing CCBC*" list.

Dr. McPhail offered kudos to The Community College of Baltimore County's Public Relations department who earned a grand total of eight prestigious Medallions for excellence in marketing and public relations at the National Council for Marketing and Public Relations' (NCMPR) District I Awards Dinner. The CCBC EtelliCard recruitment CD for high school students earned two Gold Medallion awards in the categories of Electronic Media Presentation and College View book. The judges praised the CCBC EtelliCard as "excellent and innovative – a real winner." Dr. McPhail said that the awards included five Gold Medallions, a Silver Medallion and two Bronze Medallions for best college view book, radio public service announcement/advertisement, marking campaign, and electronic media presentation. He said that CCBC earned more Medallions and more Gold Medallions than any other community college in District I, which spans Washington, DC to Maine, as well as the Maritime Provinces of Canada and the United Kingdom. He congratulated Mary DeLuca and her team.

Dr. McPhail announced that Dr. Alicia Harvey-Smith recently published a chapter titled: "Growing Learning Communities at the Community College: Two Decades of First-Year Student Development Efforts," appearing in Integrating the First Year Experience: the Role of First-year Seminars in Learning Communities, edited by Jean Henscheld. Dr. McPhail said that Dr. Harvey-Smith also served as lead writer and editor of The Seventh Learning College Principle: A Framework for Transforming Learning Organizations for The National Association of Student Personnel Administrators. He said that this project involved 14 authors from the US and Canada, with foreword by Dr. Terry O'Banion. The good work of The Community College of Baltimore County is cited throughout and will serve as a reference for both two and four year institutions.

Dr. McPhail announced that members of his Cabinet and their administrative assistants would be housed in Suite L200 on the Dundalk campus beginning on November 15.

## College Senate Update

Senate Chairman Christopher Rhines updated the board on the work of the College Senate to date. He said the Senate has held two meetings with good member attendance and participation. At the October meeting, the Senate approved the CCBC Senate By-Laws and created six standing committees. The Executive Committee constituted the membership of each committee with input from the Senators as to their preferences. The Executive Committee designated an interim committee chair to convene an initial committee meeting to choose a committee chair and establish meeting times. Dr. Rhines also reported that the Senators were requested to bring forward any policy/issues which they felt needed to be considered at future meetings. He announced that Mr. Jeffrey Hahn met with the Senate to discuss the proposed Sick Bank policy and Mr. Steve Kirchner met with the Budget Committee to brief them on the proposed FY 2006 budget. Dr. Rhines continued his report by stating that campus delegates were designated to find locations and times for campus forums.

Vice Chairman Lingan commented that Shared Governance is further along than was originally anticipated. He thanked Dr. Rhines for his service and the enthusiasm he brings to the briefings.

### Enrollment Report

Dr. May Chen gave a PowerPoint presentation on the fall 2004 credit full-time enrollments and enrollment highlights which showed that CCBC credit full time enrollment increased 20% over the last five years; for FY 2004, CCBC's actual enrollment was 11,819; a comparison between fall '04 and fall '03 total (paid and unpaid) full time enrollments from June to November; and enrollment highlights in comparison with previous years.

### Middle States Evaluation Update

Mr. Hahn updated the board on the suggestions and the recommendation that the 2002 Middle States Evaluation Committee made which directly impacted the Human Resource function. He cited the recommendation to *insure that all personnel files substantiate the Faculty, Administrators and staff possesses the appropriate credentials as requested for employment* and stated that a full audit of files of all active faculty, administrators, and staff has been completed and proper documentation has been obtained and a process for insuring complete compliance is in place. Mr. Hahn noted that the suggestions made by the Middle States Evaluation Committee have also been addressed – all human resources staff have been trained in the SCT Banner Personnel system; HR modules are in pre-production test mode; benefit statements will be produced from Banner in January 2005; employee benefit data will be on the web by January 2005; a final, approved "Policy and Procedures Handbook" will be distributed to each employee by fall 2005. Mr. Hahn said the file centralization is complete; electronic application process is ready to implement; an on-line contract form has been developed; and the full process of information flow to finance and HR is complete.

## **INSTITUTIONAL ADVANCEMENT COMMITTEE REPORT**

Trustee Charles Kountz presented a summary of the Institutional Advancement Committee's accomplishments to date: Chancellor McPhail has actively begun holding executive awareness meetings with CEO's from the Greater Baltimore region; the new CCBC Alumni Association is in the process of incorporating; the Grants office has submitted 15 grants with a value of \$7,435,589 and has received in excess of 4M new dollars in grants since July 1; discussions are continuing with Lifebridge and Medstar on nursing program proposals that have been submitted to them; a proposal has been submitted for submission to the private sector for support of the Closing the Gap initiative; CCBC's first totally coordinated employee campaign surpassed all goals raising a total of \$41,905; and \$12,000 in scholarship has been raised in support of the Sociology 230 Experiential program. He also presented major "Branding Successes" which include: CCBC featured on the October 29 *Daily Record* roundtable discussion which highlighted Dr. McPhail; CCBC worked with WMAR-TV to produce a five-minute feature segment on CCBC which aired as part of Channel 2's "College 101" half-hour special; and the Public Relations team worked with the Admissions team to host a successful CCBC/Baltimore County Public School Partnership Breakfast.

Trustee Kountz said that members of the Institutional Advancement Committee present at its last meeting voted unanimously to recommend the formation of a single CCBC foundation, which incorporates the existing campus foundations, and to bring the action forward to the board at its November 10, 2004, meeting.

**Recommendation:** That the Board of Trustees of The Community College of Baltimore authorize the creation of a single CCBC Foundation, effective July 1, 2005, subject to board approval of the new foundation by-laws.

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

## **COMMUNICATION FROM THE PUBLIC**

There were no comments from the public.

## **COLLEGE FINANCE ITEMS**

Mr. Steve Kirchner presented the College Finance items in summary format.

### **Finance Information Items**

Interim October 2004 College Finance Items; Quarterly Construction Status Report and Quarterly Change Order Report; Quarterly Financial Reports and FY 2006 Operating and Capital Budgets were presented to the board for its information.

### Finance Items

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve the Contracts and Bids; a walk-on bid contract to the Presidio Corporation for \$28,038; Baltimore County Equipments Contracts; and Grants.

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

### **COLLEGE PERSONNEL ITEMS**

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

#### Personnel Information Items

Interim October 2004 College Personnel Items; and Searches in Progress were presented to the board for it information.

#### Personnel Items

Recommendation: That the Board of Trustees of The Community College of Baltimore County approve the following personnel items, with the exception of Professor Ingrid L. Bortner's retirement, New Appointments; Change of Status; Temporary Changes of Status; Changes of Status Due to Reclassification; Retirements; and a Salary Board Exhibit Addendum.

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

### **LEARNINGFIRST COMMITTEE**

Trustee Aurelia Burt reported that the Learning*First* Committee met and heard presentations on Baltimore County Demographics, Historically Black Colleges/Universities tour, Dr. Christine Gray's sabbatical report, and a Digital Photography Demonstration.

### **OLD BUSINESS**

Trustee Evelyn Brunner reported that the Ad-Hoc Committee on the Sarbanes – Oxley Act (SOX) met, discussed and is taking under consideration all the principles and practices suggested in the Association of Community Colleges Trustees (ACCT) Advisory Report on SOX. She said that the Committee has reached substantial agreement on several issues and will continue to address the issues in the coming weeks and will attempt to bring forth a final report, including recommendations, to the December 2004 board meeting.

## **NEW BUSINESS**

**Recommendation:** That the Board of Trustees of The Community College of Baltimore County approve the 2005-2006 Operating Calendar, and the Fiscal Year 2005 Organizational Charts.

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

## **ADJOURNMENT**

The meeting adjourned at 8:40 p.m.

Irving Pressley McPhail  
Secretary-Treasurer

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