

Board of Trustees
of
Community College of Baltimore County

Regular Session

Minutes

February 28, 2024

The Board of Trustees of the Community College of Baltimore County met on Wednesday, February 28, 2024, at 7:05 p.m. at the Community College of Baltimore County (CCBC) Catonsville. The following members of the Board were present: J. D. Urbach, board chair, Mary Margaret O'Hare, vice chair, Trustees Kimberly Carl, Ernest Eley, Margaret Forté, Paulette G. Hammond, L. Michelle Jackson, Cristina Lopez, Douglas B. Riley, Esq., Kim Ross, Dr. Richard Scheper, Daryl Sidle, Esq., 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 7:05 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 February 28, 2024, Regular Session of the Board of Trustees meeting.
- Recommendation to approve the minutes from the January 31, 2024, Regular Session of the Board of Trustees.

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

Chair Urbach advised for information only that the Dr. Dennis E. Seymour Moot Court will be relocated from CCBC Dundalk to CCBC Essex; an explanatory Memorandum is located at each Trustees place.

REPORT OF THE BOARD CHAIR

Chair Urbach called the Trustees' attention to the Upcoming Events listing at each of their seats. He briefly reported (1) the March 20, 2024 Executive Alliance recognition of the Community College of Baltimore County being held at the Knott Auditorium at Notre Dame of Maryland University; (2) the CCBC Gala set for April 6, 2024 at Martin's West for which President Kurtinitis has reserved a table for the Trustees. Please let Gail Rossmark know if you plan to

attend at grossmark@ccbcmd.edu; (3) CCBC has been selected as one of three finalists for the American Association of Community Colleges Board/CEO Relations Award. We believe we have a good chance of receiving this prestigious award. If any Trustees wish to attend, please let the President know. You would fly to Louisville, Kentucky, on April 8, spend the night, and return to Baltimore on April 9; (4) April 25, 2024 STEM Education Reception hosted by the Foundation and Trustee Scheper at the Guinness Open Gate Brewery; (5) May 15, 2024 Emeritus Induction Ceremony; and (6) the June 1 Commencement.

Chair Urbach thanked those Trustees who attended The Collective opening on February 22, 2024 on the CCBC Owings Mills campus.

Chair Urbach reported that President Kurtinitis has been selected by the national publication *Diverse Magazine* as one of 40 Women Leaders to be highlighted in their March Women's History edition.

Chair Urbach announced that Trustee Eley has been appointed to chair the Maryland Parole Board by the Governor's Office and will be leaving the CCBC Board of Trustees after tonight's Board Meeting. The Chair thanked Trustee Eley for his services and friendship and wished him well.

REPORT OF THE PRESIDENT

President Kurtinitis described the materials distributed to the Trustees, which included (1) Responses to Trustees Questions; (2) List of upcoming CCBC Events; (3) 2024 Association of Community College Trustees brochure; and (4) *Trustee Quarterly*, Winter 2024 edition.

President Kurtinitis reported on the following items:

Every department across the college should be congratulated for enrollment growth.

The Award for the 2024 American Association of Community Colleges (AACC) CEO/Board Relationship will be presented at the AACC Gala on April 8. Trustees are invited to attend.

Again, this year CCBC is on the Executive Alliance's 2024 Honor Roll Award. This event is March 20, 2024 and will be held at Notre Dame of Maryland University. Trustees are invited to attend.

The U. S. Department of Transportation Maritime Administration presented the Community College of Baltimore County with a Certificate of Excellence for Domestic Maritime Workforce Training and Education (CoE).

CCBC received \$2 Million from the Radcliffe Foundation to fund CCBC's Business Entrepreneurial Program.

The CCBC Center for Business Innovation welcomed nine finalists to its 11th Annual Business Plan Competition to compete for \$62,500. The No-Gi Grip LLC received the \$20,000 top prize.

The Sustainable Horticulture Program Job Fair was held at our Dundalk campus and attracted about 140 students.

Student Advocacy Day was held February 6, 2024 in Annapolis, Maryland, wherein students advocated for the reversal of major cuts to community colleges FY 2025 state funding.

CCBC Dundalk hosted a Dental Hygiene Program, the Free Kids Smile-tacular, on February 24, 2024 and had 36 patients.

Senate Report

President Kurtinitis invited Senate Chair Anne Chamberlain to give her Senate Chair Report.

At this past Senate meeting, the Senate approved five new courses, 25 revised courses, and eight revised programs. Senate Chair Chamberlain spoke about the work being done outside of the Senate. She highlighted how three recently approved Senate policies are finding their life in the college through Workgroups, or “communities of practice.”

She addressed the Senate’s recently approved revision to the “FX” grade and attendance tracking policy which asks faculty to report lack of attendance and engagement in their courses early in the semester to help provide early interventions and support to students. The Earlier Alert intervention was developed in the School of Writing Literacy and Languages by Professor Liz Hart, in partnership with Registrar Lynn McLaughlin and the senior director of Financial Aid, Ginnie Zawodny. This program evolved to help reduce the number of “FX” grades, which are failing grades attributed to the student’s lack of attendance or engagement in a course. This initiative triggers faculty to reach out to students who are underperforming and connect them to academic coaches. So far this semester, coaches have provided outreach to over 180 students and have helped students that have no intention of completing their course drop it thus reducing the “FX” grade.

Another recent policy is the revision to the college writing policy which opened the policy up to broader understanding of language variation and usage, and which encourages faculty to instruct students on discipline specific aspects and requirements of writing, while being mindful of the diversity of our students and the fluidity and nuances of the English language and writing. This CCBC workgroup known as Linguistically Speaking, is led by Professors Rachele Lawton, Jewel Kerr Jackson, and Tara Meyer, who have been incorporating the use and application of this revised writing policy. Linguistically Speaking will also be represented at this year’s Foundation Gala, which will be focused on Diversity, Equity, Inclusion and Belonging at the college.

The Academic Integrity Policy recently expanded its definition of “academic dishonesty” to include things like ChatGPT and other Artificial Intelligence tools to be considered a “default” violation except for in situations where an instructor specifically states the tools can be used, or they are a part of the class learning and not be considered “cheating.”

Professor Tim Faith is educating faculty as to this Academic Integrity policy and providing instructors with support as to how to navigate in their classrooms so that students are fully aware

of the boundaries for use.

COLLEGE PRESENTATION

President Kurtinitis invited Mr. Kenneth Westary, vice president of Institutional Advancement, and Derek Mitchell, Chair of the Foundation, to present the Foundation Report which is included in the Board packet. Chair Mitchell stated that the CCBC Foundation Board is structured as a 501(c)(3) which consists of three Foundation Committees at the Essex, Dundalk, and Catonsville campuses and 26 Board Members. Chair Mitchell reported the impact of giving for FY 2023 as follows:

1. Total dollars raised in FY 2023 are over \$3.5 Million.
2. 780 Scholarships support an average award of over \$900 per student.
3. Our signature event is our Annual Gala scheduled for April 6, 2024 at Martin's West. The theme of this year's Gala is Rising Together: Championing DEIAB.
4. CCBC Foundation Total Contributions, Grants, and Special Events Income from FY 2012 to FY 2023 is \$30.8 Million raised.
5. Scholarship and Program Support to CCBC for FY 2012 to FY 2023 totaled \$22.5 Million.
6. Growth of Foundation Assets from FY 2012 to FY 2023 grew from \$8.8 Million to \$21.5 Million, which is a 149% increase.
7. The Bridge to Success Campaign which was started in 2020 and will end next year. Our goal is to raise \$51 Million.
8. The Sandra L. Kurtinitis President's Innovation Fund was established in June 2022 through the Bridge to Success Campaign, with a challenge gift of \$250,000 from Senator Francis X. Kelly, Sr. With a goal of \$500,000, to date over \$350,000 has been raised in cash and pledges, including the challenge gift.

There are two other campaign signature initiatives, i.e., STEM Education and Diversity, Equity, Inclusion, and Belonging. CCBC's STEM programs bring together a multidisciplinary team of educators who work to engage students in the understanding and application of scientific, technological, engineering, and mathematical concepts. Through the Diversity, Equity, Inclusion, and Belonging initiative, CCBC plays a vital role in educating its diverse student population.

Vice President Westary announced that Trustee Scheper has made a substantial contribution to CCBC. Trustee Scheper is holding a fund raiser on April 25, 2024, 5:30 p.m., at the Guinness Open Gate Brewery located at 5001 Washington Boulevard, Halethorpe, MD 21227.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

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

Trustee Jackson 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 January 31, 2024, Academic and Student Affairs Committee meeting

The Committee voted to recommend approval of Sabbatical Leave Requests for FY 2025.

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

- Consent Agenda items 1-2
- Sabbatical Leave Requests for FY 2025

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

The Committee heard an update on Student Achievement and Success: CCBC's Legacy: Transformative Historical Preservation Storytelling: Dr. Joaquín G. Martínez, provost and vice president of Academic and Student Affairs; Ms. Adrienne Washington, Dean, Special Academic Programs; Ms. Elizabeth Godwin, Senior Director, Library Services; and current students Kala Watkins and Lisen Gottvall.

BUDGET AND FINANCE COMMITTEE

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

Trustee Scheper 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 January 31, 2024, 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 information items and do not require Board approval.)

The Committee voted to recommend the following for approval:

- Consent Agenda items 1-2
- Approval of FY 2025 Operating Budget
- Approval of Contracts and Purchases over \$150,000

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 2025 Operating Budget
- Approval of Contracts and Purchases over \$150,000

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

OLD BUSINESS

There was no old business.

NEW BUSINESS

Chair Urbach asked Trustee Riley to give a brief update of the Board of Trustees Ad Hoc Committee regarding the Trustee Review of the Board of Trustees Policy Manual. Trustee Riley reported the Committee met on February 26, 2024. The members of this Ad Hoc Committee are Vice Chair O'Hare, Trustee Weinstein, and himself as Chair of the Committee, along with Tracy Ashby, General Counsel of CCBC and President Kurtinitis. The goal of this Committee is to review and revise the Board of Trustees Policy. The next Committee meeting is scheduled for April 2. Should any substantive edits be required to the Policies, they will come before the Board after going through the normal governance process beginning with the College Senate.

ADJOURNMENT

With no further business, Chair Urbach asked for a motion and a second to adjourn the February 28, 2024, Board of Trustees meeting. A motion was made by Trustee Eley and seconded by Trustee Forte. The meeting adjourned at 7:46m.

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

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