

Board of Trustees
of
Community College of Baltimore County

Regular Session

Minutes

January 29, 2025

The Board of Trustees of the Community College of Baltimore County met at 7:29 p.m., Wednesday, January 29, 2025, at CCBC Essex. The following members of the Board were present: Board Chair J. D. Urbach, Vice Chair Michelle Jackson (virtually), Trustees Margaret Forte, Paulette G. Hammond, Cristina Lopez, Mary Margaret O'Hare, Douglas B. Riley Esq., Kim Ross, Dr. Richard Scheper, Daryl J. Sidle Esq. and Jay M. 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 Outreach Initiatives and Kenneth Westary, vice president of Institutional Advancement.

CONSENT AGENDA

Chair Urbach called the regular session meeting to order at 7:29 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 29, 2025, regular session of the Board of Trustees meeting
- Recommendation to approve the minutes from the December 4, 2024, regular session of the Board of Trustees meeting
- Recommendation to approve the minutes from the December 4, 2024 executive session of the Board of Trustees meeting

Chair Urbach asked for a motion to approve the Consent Agenda. A motion was made by Trustee O'Hare and seconded by Trustee Lopez. The motion was unanimously approved.

REPORT OF THE BOARD CHAIR

Chair Urbach announced that he would like to reschedule the Board of Trustees Retreat for either May 2 or 9, 2025. He asked the Trustees to look for an email from Gail Rossmark who will be polling them for their availability on these two dates.

Chair Urbach thanked Vice Chair Jackson for filling in for him at the December 6, 2024 Annual Legislative Luncheon. He also thanked Trustees Forte, Hammond, O'Hare, Ross and Weinstein for attending.

Chair Urbach thanked Vice Chair Jackson, Trustees Forte, Hammond, O'Hare, Riley and Ross for joining Dr. Kurtinitis for the holiday reception at her home on December 8, 2024.

Chair Urbach thanked Trustees Forte, Hammond, Koyfman, Lopez, O'Hare, Riley and Weinstein for attending the January 27, 2025 Maryland Association of Community Colleges Trustee Leadership Conference in Annapolis with Dr. Kurtinitis.

Chair Urbach announced that beginning on February 9, 2025, Trustees O'Hare, Ross, and he, along with Dr. Kurtinitis, will attend the Association of Community College Trustees (ACCT) National Legislative Summit being held at the Marriott Marquis in Washington, DC.

Chair Urbach reviewed the listing of upcoming events at each Trustees' place, urging them to attend if their schedules permitted them to do so.

REPORT OF THE PRESIDENT

President Kurtinitis shared a slide deck highlighting a series of positive college updates since the prior Board meeting: grants received by the college, events held at the college and potential new CCBC partners. She thanked Trustees Forte, Hammond, Koyfman, Lopez, O'Hare and Riley for attending the Maryland Association of Community Colleges Trustee Leadership Conference in Annapolis, Maryland held January 27, 2025 with her.

President Kurtinitis invited Vice President Westary, Institutional Advancement, and Chair of the Foundation Board, Derek Mitchell, to give an update on the activities of the Community College of Baltimore County Foundation Inc. Foundation Board Chair Mitchell reported that \$3,257,685 was raised in FY 2024, and \$886,128 was awarded in scholarship money to 928 students, with the average scholarship award being \$955. Constellation Energy has donated a total of \$500,000 to the college since 2015 for the Constellation STEM Scholars initiative. Vice President Westary reported that this year's gala, to be held on April 5, 2025, at Martin's West, will shine a light on the college's donors.

Vice President Westary introduced Dennis Wiseman of Johnson Controls who reported that in 2021, Johnson Controls started a community college partnership grant that was established to initiate workforce development. Since the start of this initiative, 12 qualified candidates from CCBC's HVAC program have been hired. Next, Vice President Westary introduced Margaret Hinkle, assistant professor of the Dental Hygiene program, who is also an alum. She spoke about an endowment that she created to assist single parents.

COLLEGE SENATE REPORT

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

Senate Chair Yashinski reported the Professional Affairs Committee (PAC) has approved the Grievance Policy that the Board of Trustees proposed in fall 2024. PAC approved both editorial and substantive changes, as well as making a minor number of editorial changes for clarity.

The Curriculum and Instruction Committee presented a new program in artificial intelligence at its December 2024 senate meeting. Students who complete this program will have a wide array of transfer possibilities and employment opportunities in a quickly growing field. In addition, the

Academic Standards Committee (ASC) has developed a policy establishing collegewide guidelines for the ethical use of artificial intelligence by students and faculty.

The ASC has revised the college's Academic Action policy, which was presented and debated at the December 2024 meeting. The new guidelines and ASC's proposed edits remove punitive language and improve the interventions of the college for struggling students.

PAC completed work on two policies that would allow for tuition waivers for part-time employees – one for staff and one for adjunct faculty. There was an additional charge related again to the Grievance policy that would remove term limits for committee members, bringing this in line with most other forms of committee service. PAC is ready to present their work.

The Evaluation Committee revised the Annual Professional Summary and Evaluation policy. This committee is revising the Course Observation form as well.

As reported at the December 4, 2024 meeting, student government leaders introduced the idea of a medical leave policy for students. The senate has requested that the College Environment and Student and Community Affairs Committee (CESCA) and ASC work together in developing policies as to a medical event interrupting a student's course work.

COMMUNICATION FROM THE PUBLIC

There were no comments from the public.

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Chair Urbach asked Committee Chair O'Hare to report on the Academic and Student Affairs Committee meeting.

Committee Chair O'Hare reported that the Academic and Student Affairs Committee recommended the adoption of Items 1 and 2 on the Consent Agenda and minutes from the Academic and Student Affairs Committee meeting on December 4, 2024.

The committee voted to recommend approval of an associate degree in artificial intelligence (AI).

We heard an update on student achievement and success: Advanced Manufacturing: Connecting Credit and Continuing Education through the Fab Lab Makerspace given by Dr. Joaquín G. Martínez, provost and vice president of Academic and Student Affairs; Jane Mattes, dean of the School of Business, Technology and Law; Jaime Alvarez, department chair, Engineering; Jay Bouis, Assistant Dean, Applied Technology and Logistics; Steve Cosby, program coordinator, Advanced Industrial Design and Technology Engineering Department; and Aaron Kafes, a recent CCBC graduate.

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

- Consent Agenda Items 1 and 2

- An associate degree in artificial intelligence (AI)

Trustee Ross made a motion to approve Consent Agenda Items 1 and 2, and an associate of degree in artificial intelligence (AI). The motion was unanimously approved.

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 December 4, 2024, Budget and Finance Committee meeting

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

The committee voted to recommend the FY 2024 Auditor's Report presented by SB & Company.

The committee voted to recommend the FY 2026 Capital Budget and FY 2027/2031 Capital Improvement Plan presented by Vice President Hopp.

The committee voted to recommend approval of the list of contracts and purchases over \$150,000 presented by Vice President Hopp.

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

- Consent Agenda Items 1-2
- FY 2024 Auditor's Report
- FY 2026 Capital Budget and FY 2027/2031 Capital Improvement Plan
- Contracts and purchases over \$150,000

The committee participated in a work session presented by President Kurtinitis and Vice President Hopp on the Proposed FY 2026 Operating Budget.

Trustee O'Hare made the motion. The motion was unanimously approved.

OLD BUSINESS

Trustee Riley, chair of the Trustees Policy Manual Review Ad Hoc Committee, presented the final reading of Sections 2.07.B.1., 2.08.D and 2.08.F. of the Trustees Policy Manual for approval.

Chair Urbach asked for a motion to accept Sections 2.07.B.1., 2.08.D and 2.08.F. of the Trustees Policy Manual. A motion was made by Trustee Riley and seconded by Trustee Weinstein. The motion was unanimously approved.

Trustee Riley, as chair of the Trustees Policy Manual Review Ad Hoc Committee, then presented the final reading of Section 6 of the Trustees Policy Manual for approval.

Chair Urbach asked for a motion to accept Section 6 of the Trustees Policy Manual. A motion was made by Trustee Riley and seconded by Trustee Lopez. The motion was unanimously approved.

NEW BUSINESS

Chair Urbach reported that the first item under New Business is the request for a one-year extension of the strategic plan. President Kurtinitis reported that the college is in the second year of the current Strategic Plan, but due to the substantial work needed to complete its existing goals, the college requests Board approval of a one-year extension of the FY 2024-2026 Strategic Plan.

Chair Urbach asked for a motion to accept the one-year extension of the strategic plan. A motion was made by Trustee Riley and seconded by Trustee Weinstein. The motion was unanimously approved.

Chair Urbach announced that the second item under New Business is the recommendation to rename the CCBC Catonsville Mathematics and Science Hall, Room 238, to the Dr. Gary E. Kaiser Microbiology Laboratory. President Kurtinitis and Dr. Jean Ashby, dean of the School of Mathematics, spoke as to Dr. Kaiser's contributions to CCBC.

Chair Urbach asked for a motion and a second to approve the renaming of the CCBC Catonsville Mathematics and Science Hall, Room 238, to the Dr. Gary E. Kaiser Microbiology Laboratory. A motion was made by Trustee Weinstein and seconded by Trustee O'Hare. The motion was unanimously approved.

Chair Urbach announced the next board meeting of the Trustees is scheduled for February 26, 2025, at the Catonsville campus.

ADJOURNMENT

With no further business, Chair Urbach asked for a motion and seconded to adjourn the January 29, 2025, Board of Trustees meeting. A motion was made by Trustee Hammond and seconded by Trustee O'Hare. The meeting was adjourned at 8:20 p.m.

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

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